

*Board of Trustees
Meeting*

January 31, 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, January 31, 2022, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

www.sanjac.edu/board-meeting-videos

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

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.074, and 551.072 of the Texas Open Meetings Act, for the following purposes:**
 - a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
 - b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
 - c. Real Estate Matters - For the purpose of discussing the purchase, exchange, lease or value of real property.
- IV. Reconvene in Open Meeting**
- V. Recap of Bond Sale Held January 25, 2022**
- VI. Review Student Success Presentation on Holistic Student Support Design and Technology**
- VII. Review Mascot Selection Process**
- VIII. Update on Enrollment and COVID**
- IX. Update on State and Federal Legislative Sessions**
- X. Review of Calendar**
- XI. General Discussion of Meeting Items**
- XII. Adjournment**

Additional Closed Session Authority

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

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

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, January 28, 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.

Brenda Hellyer, Ed.D.

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

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

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

www.sanjac.edu/board-meeting-videos

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

www.sanjac.edu/board-meeting-agendas

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

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

The form must be completed prior to 11:00 a.m. on January 31, 2022. After completion of the form, the requestor will be contacted with further instructions. Registered participants will be allotted five minutes to address the Board of Trustees during the "Public Comment" portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

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

**BOARD MEETING
AGENDA**

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

Recognition of the 2021-2022 Excellence Award Recipients and Laurel Williamson
Minnie Piper Recipient Nominee

Recognition of Tom Arrington for Nomination for 2022 Houston Allatia Harris
Sports Awards

- V. Student Success Presentations**

Holistic Student Support Design and Technology and 21Forward (*Being presented in the
January 31, 2022 Board Workshop*)

- 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 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

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 and Rescission of Various Benefits Policies – Second Reading**
- XI. Consideration of Approval of Policy III.3001.H, Fixed Assets – Second Reading**
- XII. Consideration of Revision of 2021-2022 Academic Calendar and Approval of 2022-2023 Academic Calendar**
- XIII. Consideration of 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**
- XIV. Consideration of Approval of Naming of a Space within the Center for Petrochemical, Energy, and Technology**
- XV. Consideration of Approval of Policy #, Course Drop Limit – First Reading (Informational Item)**

PURCHASING REQUESTS

- XVI. Consideration of Purchasing Requests**

CONSENT AGENDA

- XVII. Consent Agenda**
 (Any item placed on the consent agenda shall be removed and taken up as a separate matter, if so requested by any member of the Board, otherwise all items will be voted on with one (1) motion.)
 - A. Approval of the Minutes for the December 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

XVIII. Items for Discussion/Possible Action

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

XIX. Adjournment

Closed Session Authority

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Community College District, 4624 Fairmont Parkway, Pasadena, Texas, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

San Jacinto College Financial Statements
November 2021

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

<u>Assets</u>	<u>2021</u>	<u>2020</u>
Current assets:		
Cash and cash equivalents	\$ 70,675,933	\$ 67,326,113
Accounts receivable - taxes	5,037,790	4,476,059
Accounts receivable	20,683,695	19,559,389
Deferred charges	1,601,834	1,422,084
Inventories	550,602	366,250
Total current assets	<u>98,549,854</u>	<u>93,149,895</u>
Noncurrent assets:		
Restricted cash and cash equivalents	86,169,747	84,486,884
Capital assets, net	710,059,446	647,050,691
Total noncurrent assets	<u>796,229,192</u>	<u>731,537,575</u>
Total assets	<u>894,779,046</u>	<u>824,687,470</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	6,279,911	7,375,700
Total deferred outflows of resources	<u>45,668,215</u>	<u>45,391,740</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	14,904,664	14,715,032
Accrued liabilities	8,443,976	7,418,777
Accrued compensable absences and deferred compensation	2,399,843	2,741,917
Deferred revenues	600,019	594,512
Total current liabilities	<u>26,348,502</u>	<u>25,470,238</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	647,109,756	575,807,875
Total noncurrent liabilities	<u>797,018,161</u>	<u>728,803,353</u>
Total liabilities	<u>823,366,662</u>	<u>754,273,591</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	(4,638,000)	(174,565)
Total net position	<u>\$ 79,868,750</u>	<u>\$ 79,994,668</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 31, 2021

11 Unrestricted Funds

	Adjusted Budget	Actual (25%)	% Actual to Adjusted Budget	11/30/20	% of 8/31/21 Actual
REVENUES:					
State Appropriations	\$ 41,307,654	\$ 13,838,066	33.50	\$ 14,100,501	33.50
Local Taxes - Maintenance & Operations	73,800,000	489,353	0.66	302,918	0.42
Credit Tuition	62,500,000	40,363,303	64.58	40,143,543	66.82
Credit Exemptions & Waivers	(9,160,000)	(6,645,930)	72.55	(5,055,834)	58.82
Continuing Education					
CPET	480,000	28,648	5.97	49,754	18.98
Maritime Transportation	1,300,000	380,066	29.24	382,298	32.69
Continuing Professional Development (CPD)	5,925,000	1,485,530	25.07	1,365,621	26.73
Continuing Education Exemptions & Waivers	(154,100)	(20,815)	13.51	(52,636)	51.97
Bad Debt	(1,400,000)	(175,000)	12.50	(475,000)	70.84
Sales & Services	1,625,000	625,330	38.48	457,322	25.87
Insurance Proceeds - Winter Storm	-	13,181	-	-	-
HEERF Lost Revenue	8,250,000	-	-	-	-
Investment Income	250,000	12,191	4.88	42,512	39.89
Total	<u>184,723,554</u>	<u>50,393,922</u>	<u>27.28</u>	<u>51,260,999</u>	<u>28.72</u>
EXPENDITURES:					
Instruction	73,803,474	20,638,673	27.96	18,466,063	27.41
Public Service	23,474	124	0.53	1,428,151	22.05
Academic Support	16,760,921	4,304,822	25.68	3,916,171	30.19
Student Services	17,142,524	3,430,677	20.01	3,334,796	22.27
Institutional Support	48,845,407	10,606,152	21.71	10,166,431	24.93
Physical Plant	24,127,701	3,815,052	15.81	3,422,047	19.73
Winter Storm	286,128	13,181	4.61	-	-
Total	<u>180,989,629</u>	<u>42,808,681</u>	<u>23.65</u>	<u>40,733,659</u>	<u>24.76</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	3,733,925	42,379	1.13	23,779	0.69
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 7,542,862</u>		<u>\$ 10,503,561</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 31, 2021

Federal Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>% Actual to Adjusted Budget</u>	<u>11/30/20</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Grants	\$ 110,911,217	\$ 37,724,517	34.01	\$ 17,885,967	29.88
Total	<u>110,911,217</u>	<u>37,724,517</u>	<u>34.01</u>	<u>17,885,967</u>	<u>29.88</u>
EXPENDITURES:					
Instruction	715,683	52,965	7.40	123,485	27.79
Public Service	200,151	49,425	24.69	67,995	29.70
Academic Support	8,802,478	718,335	8.16	920,255	19.62
Student Services	4,665,871	160,315	3.44	60,331	10.70
Institutional Support	35,931,470	863,347	2.40	175,805	5.36
Scholarships and Fellowships	59,630,226	35,880,130	60.17	16,538,096	32.64
Physical Plant	965,337	-	-	-	-
Total	<u>110,911,217</u>	<u>37,724,517</u>	<u>34.01</u>	<u>17,885,967</u>	<u>29.87</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 31, 2021

State Restricted Funds

	Adjusted Budget	Actual (25%)	% Actual to Adjusted Budget	11/30/20	% of 8/31/21 Actual
REVENUES:					
State Paid Benefits	\$ 11,862,735	\$ 2,940,345	24.79	\$ 2,964,745	25.06
Grants	3,197,943	1,162,326	36.35	1,044,715	44.02
Total	<u>15,060,678</u>	<u>4,102,671</u>	<u>27.24</u>	<u>4,009,460</u>	<u>28.23</u>
EXPENDITURES:					
Instruction	6,561,819	1,651,668	25.17	1,648,085	26.97
Public Service	3,894	5,250	134.81	83,528	23.35
Academic Support	1,517,529	298,181	19.65	284,325	20.45
Student Services	1,455,085	414,122	28.46	419,164	23.29
Institutional Support	3,061,005	622,675	20.34	578,519	23.14
Physical Plant	40,025	-	-	-	-
Scholarships and Fellowships	2,421,321	1,110,776	45.87	995,839	49.13
Total	<u>15,060,678</u>	<u>4,102,671</u>	<u>27.24</u>	<u>4,009,460</u>	<u>28.26</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 31, 2021

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>% Actual to Adjusted Budget</u>	<u>11/30/20</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Local Grants	\$ 7,924,461	\$ 1,536,117	19.38	\$ 381,353	11.53
Total	<u>7,924,461</u>	<u>1,536,117</u>	<u>19.38</u>	<u>381,353</u>	<u>11.53</u>
EXPENDITURES:					
Instruction	91,383	-	-	-	-
Public Service	205,089	42,423	20.69	28,706	18.09
Academic Support	496,897	144,485	29.08	54,379	14.44
Student Services	62,924	9,699	15.41	4,567	36.60
Institutional Support	25,897	5,746	22.19	-	-
Scholarships and Fellowships	7,258,772	1,373,097	18.92	318,841	11.97
Physical Plant	250,000	-	-	-	-
Total	<u>8,390,961</u>	<u>1,575,451</u>	<u>18.78</u>	<u>406,493</u>	<u>12.52</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(466,500)	(42,379)	9.08	(23,779)	15.51
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 3,045</u>		<u>\$ (1,361)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 31, 2021

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>% Actual to Adjusted Budget</u>	<u>11/30/20</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Tuition - Credit & Non Credit	<u>\$ 2,900,000</u>	<u>\$ 1,922,916</u>	<u>66.31</u>	<u>\$ 1,892,081</u>	<u>65.57</u>
Total	<u>2,900,000</u>	<u>1,922,916</u>	<u>66.31</u>	<u>1,892,081</u>	<u>65.57</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>2,900,000</u>	<u>1,751,289</u>	<u>60.39</u>	<u>1,594,105</u>	<u>50.52</u>
Total	<u>2,900,000</u>	<u>1,751,289</u>	<u>60.39</u>	<u>1,594,105</u>	<u>50.52</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u><u>\$ -</u></u>	<u><u>\$ 171,626</u></u>		<u><u>\$ 297,976</u></u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 31, 2021

28 Private Gifts and Donations

	Adjusted Budget	Actual (25%)	% Actual to Adjusted Budget	11/30/20	% of 8/31/21 Actual
REVENUES:					
Sales & Service	\$ -	\$ 1,334	-	\$ 24,613	97.35
Total	-	1,334	-	24,613	97.35
EXPENDITURES:					
Instruction	-	5,601	-	4,805	18.13
Scholarships and Fellowships	-	-	-	13,715	-
Total	-	5,601	-	18,520	69.89
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (4,267)</u>		<u>\$ 6,093</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 31, 2021

Auxiliary Enterprises

	Adjusted Budget	Actual (25%)	% Actual to Adjusted Budget	11/30/20	% of 8/31/21 Actual
REVENUES:					
Auxiliary Services	\$ 2,865,500	\$ 718,558	25.08	564,994	28.00
Total	<u>2,865,500</u>	<u>718,558</u>	<u>25.08</u>	<u>564,994</u>	<u>28.00</u>
EXPENDITURES:					
Labor	461,221	126,716	27.47	38,957	18.92
Benefits	148,263	23,557	15.89	85,858	149.48
Supplies	509,950	114,825	22.52	9,317	7.23
Travel	193,179	32,348	16.75	13,892	6.95
Contracted Services	223,430	54,962	24.60	9,345	13.67
Capital Outlay	-	-	-	-	-
Scholarships and Fellowships	1,152,357	380,875	33.05	410,365	34.49
Utilities	200	-	-	-	-
Total	<u>2,688,600</u>	<u>733,284</u>	<u>27.27</u>	<u>567,734</u>	<u>30.47</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 176,900</u>	<u>\$ (14,726)</u>		<u>\$ (2,740)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 31, 2021

95 Retirement of Indebtedness

	Adjusted Budget	Actual (25%)	% Actual to Adjusted Budget	11/30/20	% of 8/31/21 Actual
REVENUES:					
Investment Income	\$ -	\$ 396	-	\$ 2,348	26.88
Local Taxes - Debt Service	36,056,758	233,120	0.65	148,526	0.40
Total	<u>36,056,758</u>	<u>233,516</u>	<u>0.65</u>	<u>150,874</u>	<u>0.40</u>
EXPENDITURES:					
Institutional Support - Principal	12,703,426	-	-	-	-
Institutional Support - Interest Physical Plant	26,620,757	6,753,261	25.37	5,991,788	26.28
Total	<u>39,324,183</u>	<u>6,753,261</u>	<u>17.17</u>	<u>5,991,788</u>	<u>15.45</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,267,425)	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment ¹	(12,703,426)	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 12,703,426</u>	<u>\$ (6,519,746)</u>		<u>\$ (5,840,914)</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 Three Months Ended November 31, 2021

97 Investment in Plant

	Adjusted Budget	Actual (25%)	% Actual to Adjusted Budget	11/30/20	% of 8/31/21 Actual
EXPENDITURES:					
Depreciation	\$ 22,600,000	\$ 5,843,359	25.86	\$ 5,361,573	24.69
Total	<u>22,600,000</u>	<u>5,843,359</u>	<u>25.86</u>	<u>5,361,573</u>	<u>24.69</u>
Adjustment for Capital Purchases ¹	<u>(1,794,480)</u>	<u>(13,133)</u>	<u>-</u>	<u>(181,795)</u>	<u>23.59</u>
TRANSFERS AMONG FUNDS:					
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u><u>\$ (20,805,520)</u></u>	<u><u>\$ (5,830,226)</u></u>		<u><u>\$ (5,179,778)</u></u>	

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

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 31, 2021

Consolidated -All Funds
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (25%)	% Actual to Adjusted Budget	11/30/20	% of 8/31/21 Actual
REVENUES:					
State Appropriations	\$ 53,170,389	\$ 16,778,411	31.56	\$ 17,065,246	31.65
Local Taxes - Maintenance & Operations	73,800,000	489,353	0.66	302,918	0.42
Local Taxes - Debt Service	36,056,758	233,120	0.65	148,526	0.40
Credit Tuition	65,400,000	42,286,218	64.66	42,035,624	66.76
Credit Exemptions & Waivers	(9,160,000)	(6,645,930)	72.55	(5,055,834)	58.82
Continuing Education					
CPET	480,000	28,648	5.97	49,754	18.98
Maritime Transportation	1,300,000	380,066	29.24	382,298	32.69
Continuing Professional Development	5,925,000	1,485,530	25.07	1,365,621	26.73
Continuing Education Exemptions & Waivers	(154,100)	(20,815)	13.51	(52,636)	51.97
Bad Debt	(1,400,000)	(175,000)	12.50	(475,000)	70.84
Sales & Services	1,625,000	626,664	38.56	481,935	26.87
Insurance Proceeds - Winter Storm	-	13,181	-	-	-
Investment Income	250,000	12,586	5.03	44,860	38.91
Investment Income - San Jac Tomorrow Program	-	13,432	-	42,598	39.90
HEERF Lost Revenue	8,250,000	-	-	-	-
Auxiliary Services	2,865,500	718,558	25.08	564,994	28.00
Grants	114,109,159	38,886,843	34.08	18,930,682	30.42
Local Grants	7,924,461	1,536,117	19.38	381,353	11.53
Total	<u>360,442,167</u>	<u>96,646,983</u>	<u>26.81</u>	<u>76,212,939</u>	<u>25.55</u>
EXPENDITURES:					
Instruction	81,172,359	22,348,907	27.53	20,242,438	27.37
Public Service	432,609	97,222	22.47	1,608,380	22.27
Academic Support	27,577,824	5,465,823	19.82	5,175,130	26.64
Student Services	23,326,404	4,014,813	17.21	3,818,858	22.01
Institutional Support	127,187,962	18,851,181	14.82	16,912,543	19.81
Physical Plant	25,383,063	3,815,052	15.03	3,422,047	19.73
Winter Storm	286,128	13,181	-	-	-
Scholarships and Fellowships	72,210,319	40,115,292	55.55	19,460,596	33.26
Auxiliary Enterprises	2,688,600	733,284	27.27	567,734	30.47
Depreciation	22,600,000	5,843,359	25.86	5,361,573	24.69
Total	<u>382,865,267</u>	<u>101,298,116</u>	<u>26.46</u>	<u>76,569,299</u>	<u>24.91</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,733,925)	(42,379)	1.13	(23,779)	0.69
Transfers Out	<u>3,733,925</u>	<u>42,379</u>	<u>1.13</u>	<u>23,779</u>	<u>0.69</u>
Adjustment for Debt Principal Payment ¹	(12,703,426)	-	-	-	-
Adjustment for Capital Purchases ¹	<u>(1,794,480)</u>	<u>(13,133)</u>	<u>-</u>	<u>(181,795)</u>	<u>23.59</u>
Net Increase (Decrease) in Net Position	<u>\$ (7,925,194)</u>	<u>\$ (4,638,000)</u>		<u>\$ (174,565)</u>	

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

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 31, 2021

91 Capital Projects

	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>% Actual to Adjusted Budget</u>	<u>11/30/20</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Investment Income	\$ -	\$ 13,432	-	\$ 42,598	39.90
Total	<u>-</u>	<u>13,432</u>	<u>-</u>	<u>42,598</u>	<u>39.90</u>
EXPENDITURES:					
SECO-Energy Conservation Projects	4,625,573	-	0.00	-	0.00
Bond Programs	112,701,300	5,607,808	4.98	10,982,464	12.87
Total	<u>117,326,873</u>	<u>5,607,808</u>	<u>4.78</u>	<u>10,982,464</u>	<u>12.87</u>
Net Increase (Decrease) in Net Position	<u>\$ (117,326,873)</u>	<u>\$ (5,594,375)</u>		<u>\$ (10,939,866)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 31, 2021

93 Generation Park Clear Lake Land Proceeds

	Adjusted Budget	Actual (25%)	% Actual to Adjusted Budget	11/30/20	% of 8/31/21 Actual
REVENUES:					
Land Sale Proceeds	\$ -	\$ -	-	\$ -	-
Total	-	-	-	-	-
EXPENDITURES:					
Generation Park	19,018	-	-	6,394	6.52
Total	19,018	-	-	6,394	6.52
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ (19,018)</u>	<u>\$ -</u>		<u>\$ (6,394)</u>	

San Jacinto College Financial Statements
December 2021

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

<u>Assets</u>	<u>2021</u>	<u>2020</u>
Current assets:		
Cash and cash equivalents	\$ 85,103,691	\$ 67,002,451
Accounts receivable - taxes	5,037,790	4,476,059
Accounts receivable	22,037,563	21,980,163
Deferred charges	1,299,225	1,157,094
Inventories	550,602	366,250
Total current assets	<u>114,028,870</u>	<u>94,982,017</u>
Noncurrent assets:		
Restricted cash and cash equivalents	78,282,706	82,475,515
Capital assets, net	717,673,513	649,281,492
Total noncurrent assets	<u>795,956,219</u>	<u>731,757,007</u>
Total assets	<u>909,985,089</u>	<u>826,739,024</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	6,190,098	7,276,012
Total deferred outflows of resources	<u>45,578,401</u>	<u>45,292,052</u>
Liabilities		
Current liabilities:		
Accounts payable	15,105,898	15,396,760
Accrued liabilities	10,856,541	9,518,431
Accrued compensable absences and deferred compensation	2,399,843	2,741,917
Deferred revenues	607,654	587,219
Total current liabilities	<u>28,969,935</u>	<u>28,244,327</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	646,856,541	575,603,939
Total noncurrent liabilities	<u>796,764,946</u>	<u>728,599,417</u>
Total liabilities	<u>825,734,881</u>	<u>756,843,744</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>
Net assets		
Beginning of year - audited	84,506,750	80,169,233
Current year addition	8,110,010	(792,852)
Total net position	<u>\$ 92,616,760</u>	<u>\$ 79,376,381</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2021

11 Unrestricted Funds

	Adjusted Budget	Actual (33%)	% Actual to Adjusted Budget	12/31/20	% 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	15,402,648	20.87	5,571,104	7.66
Credit Tuition	62,500,000	45,748,857	73.20	45,903,409	76.41
Credit Exemptions & Waivers	(9,160,000)	(6,911,739)	75.46	(7,115,568)	82.79
Continuing Education					
CPET	480,000	168,333	35.07	53,550	20.43
Maritime Transportation	1,300,000	472,562	36.35	433,834	37.09
Continuing Professional Development (CPD)	5,925,000	1,793,494	30.27	1,696,062	33.19
Continuing Education Exemptions & Waivers	(154,100)	(29,815)	19.35	(55,086)	54.39
Bad Debt	(1,400,000)	(233,333)	16.67	(633,333)	94.46
Sales & Services	1,625,000	764,243	47.03	568,162	32.13
Insurance Proceeds - Winter Storm	-	38,190	-	-	-
HEERF Lost Revenue	8,250,000	-	-	-	-
Investment Income	250,000	16,692	6.68	51,555	48.38
Total	<u>184,723,554</u>	<u>74,992,424</u>	<u>40.60</u>	<u>64,573,024</u>	<u>36.18</u>
EXPENDITURES:					
Instruction	73,803,474	27,845,621	37.73	24,762,002	36.75
Public Service	23,474	933	3.97	1,908,741	29.47
Academic Support	16,760,921	5,439,168	32.45	4,937,933	38.07
Student Services	17,142,524	4,662,430	27.20	4,479,819	29.91
Institutional Support	48,845,407	14,333,151	29.34	12,998,621	31.88
Physical Plant	24,127,701	5,653,345	23.43	4,666,049	26.90
Winter Storm	286,128	38,190	13.35	-	-
Total	<u>180,989,629</u>	<u>57,972,838</u>	<u>32.03</u>	<u>53,753,165</u>	<u>32.67</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	3,733,925	58,574	1.57	38,589	1.13
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 16,961,012</u>		<u>\$ 10,781,270</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2021

Federal Restricted Funds

	Adjusted Budget	Actual (33%)	% Actual to Adjusted Budget	12/31/20	% of 8/31/21 Actual
REVENUES:					
Grants	\$ 111,274,009	\$ 38,633,763	34.72	\$ 18,636,611	31.13
Total	<u>111,274,009</u>	<u>38,633,763</u>	<u>34.72</u>	<u>18,636,611</u>	<u>31.13</u>
EXPENDITURES:					
Instruction	731,811	134,253	18.35	209,436	47.13
Public Service	353,069	59,537	16.86	84,639	36.97
Academic Support	8,986,286	957,137	10.65	1,148,268	24.48
Student Services	4,665,901	417,796	8.95	66,020	11.71
Institutional Support	35,910,434	1,035,303	2.88	242,375	7.38
Scholarships and Fellowships	59,661,170	36,029,792	60.39	16,885,884	33.32
Physical Plant	965,337	-	-	-	-
Total	<u>111,274,009</u>	<u>38,633,817</u>	<u>34.72</u>	<u>18,636,622</u>	<u>31.12</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(300,000)	-
Transfers Out	-	-	-	300,000	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (54)</u>		<u>\$ (11)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2021

State Restricted Funds

	Adjusted Budget	Actual (33%)	% Actual to Adjusted Budget	12/31/20	% of 8/31/21 Actual
REVENUES:					
State Paid Benefits	\$ 11,862,735	\$ 3,924,192	33.08	\$ 3,950,083	33.39
Grants	3,197,943	1,202,442	37.60	1,124,725	47.39
Total	<u>15,060,678</u>	<u>5,126,634</u>	<u>34.04</u>	<u>5,074,808</u>	<u>35.73</u>
EXPENDITURES:					
Instruction	6,559,845	2,178,943	33.22	2,043,101	33.43
Public Service	5,868	7,638	130.16	108,104	30.22
Academic Support	1,516,500	410,033	27.04	383,392	27.58
Student Services	1,455,085	563,984	38.76	539,367	29.97
Institutional Support	3,061,410	837,528	27.36	956,830	38.27
Physical Plant	40,650	-	-	-	-
Scholarships and Fellowships	2,421,321	1,128,509	46.61	1,046,814	51.65
Total	<u>15,060,678</u>	<u>5,126,634</u>	<u>34.04</u>	<u>5,077,608</u>	<u>35.79</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ (2,800)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2021

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>12/31/20</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Local Grants	\$ 7,925,010	\$ 2,128,519	26.86	\$ 589,728	17.83
Total	<u>7,925,010</u>	<u>2,128,519</u>	<u>26.86</u>	<u>589,728</u>	<u>17.83</u>
EXPENDITURES:					
Instruction	91,383	46,345	50.72	-	-
Public Service	205,089	58,775	28.66	43,665	27.52
Academic Support	496,897	286,309	57.62	85,257	22.63
Student Services	62,924	12,789	20.32	7,267	58.24
Institutional Support	26,446	7,559	28.58	2,470	7.24
Scholarships and Fellowships	7,258,772	1,772,427	24.42	491,167	18.44
Physical Plant	250,000	-	-	-	-
Total	<u>8,391,510</u>	<u>2,184,205</u>	<u>26.03</u>	<u>629,826</u>	<u>19.40</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(466,500)	(58,574)	12.56	(23,779)	15.51
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>(14,810)</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 2,888</u>		<u>\$ (1,509)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2021

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>12/31/20</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Tuition - Credit & Non Credit	<u>\$ 2,900,000</u>	<u>\$ 2,181,905</u>	<u>75.24</u>	<u>\$ 2,158,171</u>	<u>74.79</u>
Total	<u>2,900,000</u>	<u>2,181,905</u>	<u>75.24</u>	<u>2,158,171</u>	<u>74.79</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>2,900,000</u>	<u>1,753,555</u>	<u>60.47</u>	<u>1,602,963</u>	<u>50.80</u>
Total	<u>2,900,000</u>	<u>1,753,555</u>	<u>60.47</u>	<u>1,602,963</u>	<u>50.80</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u><u>\$ -</u></u>	<u><u>\$ 428,350</u></u>		<u><u>\$ 555,208</u></u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2021

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>12/31/20</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	-	5,919	-	5,982	22.57
Scholarships and Fellowships	-	-	-	13,715	-
Total	-	5,919	-	19,697	74.33
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (4,185)</u>		<u>\$ 4,916</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2021

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>12/31/20</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Auxiliary Services	\$ 2,865,500	\$ 881,209	30.75	678,703	33.64
Total	<u>2,865,500</u>	<u>881,209</u>	<u>30.75</u>	<u>678,703</u>	<u>33.64</u>
EXPENDITURES:					
Labor	461,221	170,968	37.07	49,653	24.12
Benefits	93,263	34,238	36.71	114,200	198.82
Supplies	563,850	153,688	27.26	14,273	11.07
Travel	193,179	32,670	16.91	17,333	8.67
Contracted Services	224,530	66,582	29.65	10,205	14.93
Scholarships and Fellowships	1,152,357	510,084	44.26	534,375	44.91
Utilities	200	-	-	-	-
Total	<u>2,688,600</u>	<u>968,230</u>	<u>36.01</u>	<u>740,039</u>	<u>39.71</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 176,900</u>	<u>\$ (87,021)</u>		<u>\$ (61,336)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2021

95 Retirement of Indebtedness

	Adjusted Budget	Actual (33%)	% Actual to Adjusted Budget	12/31/20	% of 8/31/21 Actual
REVENUES:					
Investment Income	\$ -	\$ 516	-	\$ 3,031	34.70
Local Taxes - Debt Service	36,056,758	7,519,901	20.86	2,817,478	7.53
Total	36,056,758	7,520,417	20.86	2,820,509	7.54
EXPENDITURES:					
Institutional Support - Principal	12,703,426	-	-	-	-
Institutional Support - Interest	26,620,757	9,002,425	33.82	7,987,195	35.03
Total	39,324,183	9,002,425	22.89	7,987,195	20.59
TRANSFERS AMONG FUNDS:					
Transfers In	(3,267,425)	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment ¹	(12,703,426)	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 12,703,426</u>	<u>\$ (1,482,008)</u>		<u>\$ (5,166,686)</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 Four Months Ended December 31, 2021

97 Investment in Plant

	Adjusted Budget	Actual (33%)	% Actual to Adjusted Budget	12/31/20	% of 8/31/21 Actual
EXPENDITURES:					
Depreciation	\$ 22,600,000	\$ 7,787,807	34.46	\$ 7,156,535	32.96
Total	<u>22,600,000</u>	<u>7,787,807</u>	<u>34.46</u>	<u>7,156,535</u>	<u>32.96</u>
Adjustment for Capital Purchases ¹	<u>(1,794,480)</u>	<u>(59,624)</u>	<u>-</u>	<u>(203,832)</u>	<u>26.45</u>
TRANSFERS AMONG FUNDS:					
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u><u>\$ (20,805,520)</u></u>	<u><u>\$ (7,728,183)</u></u>		<u><u>\$ (6,952,703)</u></u>	

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

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2021

Consolidated -All Funds
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (33%)	% Actual to Adjusted Budget	12/31/20	% of 8/31/21 Actual
REVENUES:					
State Appropriations	\$ 53,170,389	\$ 21,686,485	40.79	\$ 22,049,418	40.89
Local Taxes - Maintenance & Operations	73,800,000	15,402,648	20.87	5,571,104	7.66
Local Taxes - Debt Service	36,056,758	7,519,901	20.86	2,817,478	7.53
Credit Tuition	65,400,000	47,930,762	73.29	48,061,580	76.33
Credit Exemptions & Waivers	(9,160,000)	(6,911,739)	75.46	(7,115,568)	82.79
Continuing Education					
CPET	480,000	168,333	35.07	53,550	20.43
Maritime Transportation	1,300,000	472,562	36.35	433,834	37.09
Continuing Professional Development	5,925,000	1,793,494	30.27	1,696,062	33.19
Continuing Education Exemptions & Waivers	(154,100)	(29,815)	19.35	(55,086)	54.39
Bad Debt	(1,400,000)	(233,333)	16.67	(633,333)	94.46
Sales & Services	1,625,000	765,977	47.14	592,775	33.05
Insurance Proceeds - Winter Storm	-	38,190	-	-	-
Investment Income	250,000	17,208	6.88	54,586	47.34
Investment Income - San Jac Tomorrow Program	-	19,211	-	50,799	47.58
HEERF Lost Revenue	8,250,000	-	-	-	-
Auxiliary Services	2,865,500	881,209	30.75	678,703	33.64
Grants	114,471,951	39,836,205	34.80	19,761,336	31.75
Local Grants	7,925,010	2,128,519	26.86	589,728	17.83
Total	<u>360,805,508</u>	<u>131,485,816</u>	<u>36.44</u>	<u>94,606,966</u>	<u>31.72</u>
EXPENDITURES:					
Instruction	81,186,513	30,211,081	37.21	27,020,521	36.54
Public Service	587,500	126,882	21.60	2,145,149	29.70
Academic Support	27,760,603	7,092,648	25.55	6,554,850	33.74
Student Services	23,326,434	5,656,999	24.25	5,092,473	29.35
Institutional Support	127,167,880	25,215,966	19.83	22,187,491	25.99
Physical Plant	25,383,688	5,653,345	22.27	4,666,049	26.90
Winter Storm	286,128	38,190	-	-	-
Scholarships and Fellowships	72,241,263	40,684,282	56.32	20,040,543	34.25
Auxiliary Enterprises	2,688,600	968,230	36.01	740,039	39.71
Depreciation	22,600,000	7,787,807	34.46	7,156,535	32.96
Total	<u>383,228,608</u>	<u>123,435,430</u>	<u>32.21</u>	<u>95,603,650</u>	<u>31.10</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,733,925)	(58,574)	1.57	(323,779)	9.45
Transfers Out	<u>3,733,925</u>	<u>58,574</u>	<u>1.57</u>	<u>323,779</u>	<u>9.45</u>
Adjustment for Debt Principal Payment ¹	(12,703,426)	-	-	-	-
Adjustment for Capital Purchases ¹	<u>(1,794,480)</u>	<u>(59,624)</u>	<u>-</u>	<u>(203,832)</u>	<u>26.45</u>
Net Increase (Decrease) in Net Position	<u>\$ (7,925,194)</u>	<u>\$ 8,110,010</u>		<u>\$ (792,852)</u>	

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

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2021

91 Capital Projects

	<u>Adjusted Budget</u>	<u>Actual (33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>12/31/20</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Investment Income	\$ -	\$ 19,211	-	\$ 50,799	47.58
Total	<u>-</u>	<u>19,211</u>	<u>-</u>	<u>50,799</u>	<u>47.58</u>
EXPENDITURES:					
SECO-Energy Conservation Projects	4,625,573	97,916	2.12	-	0.00
Bond Programs	<u>112,701,300</u>	<u>15,021,917</u>	<u>13.33</u>	<u>14,935,837</u>	<u>17.50</u>
Total	<u>117,326,873</u>	<u>15,119,833</u>	<u>12.89</u>	<u>14,935,837</u>	<u>17.50</u>
Net Increase (Decrease) in Net Position	<u>\$ (117,326,873)</u>	<u>\$ (15,100,622)</u>		<u>\$ (14,885,038)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2021

93 Generation Park Clear Lake Land Proceeds

	Adjusted Budget	Actual (33%)	% Actual to Adjusted Budget	12/31/20	% of 8/31/21 Actual
REVENUES:					
Land Sale Proceeds	\$ -	\$ -	-	\$ -	-
Total	-	-	-	-	-
EXPENDITURES:					
Generation Park	19,018	-	-	67,126	68.45
Total	19,018	-	-	67,126	68.45
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ (19,018)</u>	<u>\$ -</u>		<u>\$ (67,126)</u>	

San Jacinto College Financial Statements
Monthly Investment Report
November 2021

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

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	November 1, 2021	\$ 165,070,122	\$ 165,070,122
Additions/Subtractions (Net)		(8,224,443)	(8,224,443)
Change in Fair Value*		-	-
Ending Value	November 30, 2021	<u>\$ 156,845,679</u>	<u>\$ 156,845,679</u>

Earnings for the Month of November	\$	8,190
Weighted Average Maturity at Ending Period Date (Days)		1.00
Weighted Average Earnings Rate		0.0511%
Benchmark - One Year Treasury Yield		0.2400%

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

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

Prepared by:



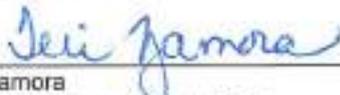
William E. Dickerson
 Director of Accounting & Financial Services

Reviewed by:



Carin Hutchins
 Associate Vice Chancellor of Finance

Reviewed by:



Teri Zamora
 Vice Chancellor of Fiscal Affairs

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

Description	Held At	Annualized Interest		Purchase		Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
		Rate	Maturity	Date	Maturity						
Short-Term Investments - Cash & Cash Equivalents											
Credit Cards in Transit	Heartland	N/A	12/01/21	\$	\$	N/A	177,479	177,479	0.11%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	12/01/21		(984,076)	N/A	(984,076)	(984,076)	-0.63%	1	-0.01
JPMorgan Operating	JPMorgan Chase Bank	N/A	12/01/21		13,553,038	N/A	13,553,038	13,553,038	8.64%	1	0.09
JPMorgan Payroll	JPMorgan Chase Bank	N/A	12/01/21		(11,564)	N/A	(11,564)	(11,564)	-0.01%	1	0.00
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	12/01/21		(1,937)	N/A	(1,937)	(1,937)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	12/01/21		19,167	N/A	19,167	19,167	0.01%	1	0.00
East West MM Operating Account	East West Bank	0.0500%	12/01/21		30,029,418	N/A	30,029,418	30,029,418	19.15%	1	0.19
LSIP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	0.0847%	12/01/21		32,216,183	N/A	32,216,183	32,216,183	20.54%	1	0.21
TexPool - Operating	TexPool	0.0381%	12/01/21		24,379	N/A	24,379	24,379	0.02%	1	0.00
Restricted - Cash & Cash Equivalents											
LSIP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0847%	12/01/21		1,284,325	N/A	1,284,325	1,284,325	0.82%	1	0.01
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.0847%	12/01/21		468,931	N/A	468,931	468,931	0.30%	1	0.00
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	0.0847%	12/01/21		811,089	N/A	811,089	811,089	0.52%	1	0.01
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	0.0847%	12/01/21		179,207	N/A	179,207	179,207	0.11%	1	0.00
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	0.0847%	12/01/21		845,392	N/A	845,392	845,392	0.54%	1	0.01
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	0.0847%	12/01/21		1,564,785	N/A	1,564,785	1,564,785	1.00%	1	0.01
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	0.0847%	12/01/21		924,055	N/A	924,055	924,055	0.59%	1	0.01
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0663%	12/01/21		-	N/A	-	-	0.00%	1	0.00
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.0663%	12/01/21		75,745,808	N/A	75,745,808	75,745,808	48.29%	1	0.48
Grand Total Short-Term Investments and Cash & Cash Equivalents				\$	\$	N/A	\$ 156,845,679	\$ 156,845,679	100.00%		1.00

Weighted Average to Maturity at Ending Period Date (Days)

ACFR	Weighted Average to Maturity at Ending Period Date (Days)
Note 4	19,167
72.72%	114,064,154
19.15%	30,029,418
8.13%	12,732,940
0.00%	-
0.00%	-
	\$ 156,845,679
	\$ 42,781,525
	75,770,187
	38,293,967
	\$ 156,845,679

Petty cash on hand	0.00
Investment pools	0.73
Money market	0.19
Bank deposits - demand deposits	0.08
U. S. government securities and municipal bonds	0.00
Accrued earnings	0.00
Total cash, cash equivalents, and investments	1.00
Bank deposits, money market, and petty cash	
TexPool	
LSIP	
SAO report	

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

Description	Held At	Annualized Interest Rate	Maturity	Par	10/31/2021		11/30/2021		Change in Fair Value For the Month	November Earnings To Date	FY22 Total Earnings To Date
					Ending Fair Value	Ending Book Value	Ending Fair Value	Ending Book Value			
Short-Term Investments - Unrestricted Funds											
Demand Deposits											
Credit Cards in Transit											
JP Morgan Accounts Payable Disbursements	Heartland	N/A	12/01/21	N/A	\$ 38,373	\$ 38,373	\$ 177,479	\$ 177,479	\$ 139,106	N/A	N/A
JP Morgan Operating	JP Morgan Chase Bank	N/A	12/01/21	N/A	(821,715)	(821,715)	(984,076)	(984,076)	(162,361)	N/A	N/A
JP Morgan Payroll	JP Morgan Chase Bank	N/A	12/01/21	N/A	13,116,181	13,553,038	13,553,038	13,553,038	436,857	N/A	N/A
JP Morgan Workmen's Comp	JP Morgan Chase Bank	N/A	12/01/21	N/A	(22,894)	(22,894)	(11,564)	(11,564)	11,330	N/A	N/A
Petty Cash	JP Morgan Chase Bank	N/A	12/01/21	N/A	(2,161)	(1,937)	(1,937)	(1,937)	224	N/A	N/A
Sub Total Demand Deposits	Campus Business Offices	N/A	12/01/21	N/A	19,167	19,167	19,167	19,167	-	N/A	N/A
					\$ 12,326,951	\$ 12,326,951	\$ 12,752,107	\$ 12,752,107	\$ 425,156	N/A	N/A
Money Market Accounts											
East West IMM Operating Account	East West Bank	0.0500%	12/01/21	N/A	\$ 30,028,308	\$ 30,028,308	\$ 30,029,418	\$ 30,029,418	\$ 1,110	1,111	3,370
Sub Total Money Market Accounts					\$ 30,028,308	\$ 30,028,308	\$ 30,029,418	\$ 30,029,418	\$ 1,110	1,111	3,370
Pool Accounts											
TexPool - Operating	TexPool	0.0381%	12/01/21	N/A	\$ 65,501	\$ 65,501	\$ 24,379	\$ 24,379	\$ (41,122)	31	47
LSIP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	0.0847%	12/01/21	N/A	\$ 40,054,035	\$ 40,054,035	\$ 32,216,183	\$ 32,216,183	\$ (7,837,852)	2,497	8,775
Sub Total Pool Accounts					\$ 40,119,536	\$ 40,119,536	\$ 32,240,562	\$ 32,240,562	\$ (7,878,974)	2,528	8,822
					\$ 82,474,795	\$ 82,474,795	\$ 75,022,087	\$ 75,022,087	\$ (7,452,708)	3,639	12,192
Short-Term Investments - Unrestricted Funds											
Short-Term Investments - Restricted (Bond) Funds											
Pool Accounts											
LSIP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0847%	12/01/21	N/A	\$ 1,297,921	\$ 1,297,921	\$ 1,284,325	\$ 1,284,325	\$ (13,596)	90	269
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.0847%	12/01/21	N/A	\$ 468,899	\$ 468,899	\$ 468,931	\$ 468,931	\$ 32	33	397
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	0.0847%	12/01/21	N/A	\$ 811,032	\$ 811,032	\$ 811,089	\$ 811,089	\$ 57	56	113
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	0.0847%	12/01/21	N/A	\$ 179,194	\$ 179,194	\$ 179,207	\$ 179,207	\$ 13	12	24
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	0.0847%	12/01/21	N/A	\$ 845,333	\$ 845,333	\$ 845,392	\$ 845,392	\$ 59	59	118
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	0.0847%	12/01/21	N/A	\$ 1,564,676	\$ 1,564,676	\$ 1,564,785	\$ 1,564,785	\$ 109	109	217
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	0.0663%	12/01/21	N/A	\$ 923,991	\$ 923,991	\$ 924,055	\$ 924,055	\$ 64	64	128
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0663%	12/01/21	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	-	8
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.0663%	12/01/21	N/A	\$ 76,504,281	\$ 76,504,281	\$ 75,745,808	\$ 75,745,808	\$ (756,473)	4,128	12,654
Sub Total Pool Accounts					\$ 82,595,327	\$ 82,595,327	\$ 81,823,592	\$ 81,823,592	\$ (771,735)	4,551	13,828
					\$ 82,595,327	\$ 82,595,327	\$ 81,823,592	\$ 81,823,592	\$ (771,735)	4,551	13,828
Sub Total - Short Term Investments - Restricted (Bond) Funds											
					\$ 165,070,122	\$ 165,070,122	\$ 156,845,679	\$ 156,845,679	\$ (8,224,443)	8,190	26,020
Grand Total											

San Jacinto College Financial Statements
Quarterly Investment Report
September – November 2021

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Quarterly Investments - September 01, 2021 to November 30, 2021

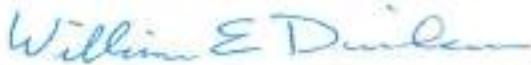
		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	September 1, 2021	\$ 187,948,678	\$ 187,948,678
Additions/Subtractions (Net)		(31,102,999)	(31,102,999)
Change in Fair Value*		-	-
Ending Value	November 30, 2021	<u>\$ 156,845,679</u>	<u>\$ 156,845,679</u>

Earnings for the 1st Quarter	\$	28,020
Weighted Average Maturity at Ending Period Date (Days)		1.00
Weighted Average Earnings Rate for the 1st Quarter		0.0604%
Benchmark - One Year Treasury Yield - Average		0.1600%

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

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

Prepared by:



William E. Dickerson
 Director of Accounting & Financial Services

Reviewed by:



Carin Hutchins
 Associate Vice Chancellor of Finance

Reviewed by:



Teri Zamora
 Vice Chancellor of Fiscal Affairs

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

Description	Held At	Annualized Interest		Par	Fair Value	Book Value	% of Total Portfolio		Days to Maturity	Weighted Avg. Mat.
		Rate	Maturity				Value	Maturity		
Short-Term Investments - Cash & Cash Equivalents										
Credit Cards in Transit	Heartland	N/A	12/01/21	N/A	\$ 177,479	\$ 177,479	0.11%	1	0.00	
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	12/01/21	N/A	(984,076)	(984,076)	-0.63%	1	-0.01	
JPMorgan Operating	JPMorgan Chase Bank	N/A	12/01/21	N/A	13,553,038	13,553,038	8.64%	1	0.09	
JPMorgan Payroll	JPMorgan Chase Bank	N/A	12/01/21	N/A	(11,564)	(11,564)	-0.01%	1	0.00	
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	12/01/21	N/A	(1,937)	(1,937)	0.00%	1	0.00	
Petty Cash	Campus Business Offices	N/A	12/01/21	N/A	19,167	19,167	0.01%	1	0.00	
East West MM Operating Account	East West Bank	0.0500%	12/01/21	N/A	30,029,418	30,029,418	19.15%	1	0.19	
LSIP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	0.0847%	12/01/21	N/A	32,216,183	32,216,183	20.54%	1	0.21	
TexPool - Operating	TexPool	0.0381%	12/01/21	N/A	24,379	24,379	0.02%	1	0.00	
Restricted - Cash & Cash Equivalents										
LSIP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0847%	12/01/21	N/A	1,284,325	1,284,325	0.82%	1	0.01	
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.0847%	12/01/21	N/A	468,931	468,931	0.30%	1	0.00	
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	0.0847%	12/01/21	N/A	811,089	811,089	0.52%	1	0.01	
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	0.0847%	12/01/21	N/A	179,207	179,207	0.11%	1	0.00	
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	0.0847%	12/01/21	N/A	845,392	845,392	0.54%	1	0.01	
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	0.0847%	12/01/21	N/A	1,564,785	1,564,785	1.00%	1	0.01	
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	0.0847%	12/01/21	N/A	924,055	924,055	0.59%	1	0.01	
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.0663%	12/01/21	N/A	75,745,808	75,745,808	48.29%	1	0.48	
Grand Total Short-Term Investments and Cash & Cash Equivalents				N/A	\$ 156,845,679	\$ 156,845,679	100.00%		1.00	

ACFR		Weighted Average to Maturity at Ending Period Date (Days)	
Note 4	\$ 19,167	Petty cash on hand	0.00
	114,064,154	Investment pools	0.73
	30,029,418	Money market	0.19
	12,732,940	Bank deposits - demand deposits	0.08
	-	U. S. government securities and municipal bonds	0.00
	-	Accrued earnings	0.00
	\$ 156,845,679	Total cash, cash equivalents, and investments	1.00

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments

Description	Held At	Annualized November Interest Rate	Maturity	11/30/2021				1st Quarter Fiscal Year 2021-2022 Activity				September Through November Earnings			
				Par	Ending Fair Value	Ending Book Value	Ending Fair Value	Ending Book Value	Ending Fair Value	Ending Book Value	Change in Fair Value For the Quarter		November Earnings		
Short-Term Investments - Unrestricted Funds															
Demand Deposits															
Credit Cards in Transit	Heartland	N/A	12/01/21	\$	\$	\$	177,479	\$	177,479	\$	136,969	N/A	N/A		
JP Morgan Accounts Payable Disbursements	JP Morgan Chase Bank	N/A	12/01/21	N/A	(1,315,028)	(1,315,028)	(984,076)	(984,076)	(984,076)	(984,076)	330,952	N/A	N/A		
JP Morgan Operating	JP Morgan Chase Bank	N/A	12/01/21	N/A	3,762,789	3,762,789	13,553,038	13,553,038	13,553,038	9,790,245	N/A	N/A	N/A		
JP Morgan Payroll	JP Morgan Chase Bank	N/A	12/01/21	N/A	(23,896)	(23,896)	(11,564)	(11,564)	(11,564)	12,332	N/A	N/A	N/A		
JP Morgan Workmen's Comp	JP Morgan Chase Bank	N/A	12/01/21	N/A	(800)	(800)	(1,937)	(1,937)	(1,937)	(1,137)	N/A	N/A	N/A		
Petty Cash	Campus Business Offices	N/A	12/01/21	N/A	19,166	19,166	19,167	19,167	19,167	1	N/A	N/A	N/A		
Sub Total Demand Deposits				\$	2,482,741	2,482,741	12,752,107	12,752,107	12,752,107	10,269,366					
Money Market Accounts															
East West MM Operating Account	East West Bank	0.0500%	12/01/21	\$	30,026,050	30,026,050	30,029,418	30,029,418	30,029,418	3,368	\$	1,111	\$	3,370	
Sub Total Money Market Accounts				\$	30,026,050	30,026,050	30,029,418	30,029,418	30,029,418	3,368	\$	1,111	\$	3,370	
Pool Accounts															
TexPool - Operating	TexPool	0.0381%	12/01/21	\$	98,527	98,527	24,379	24,379	24,379	\$	(74,148)	\$	31	\$	47
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	0.0847%	12/01/21	\$	60,982,127	60,982,127	32,216,183	32,216,183	32,216,183	(28,765,944)	\$	2,497	\$	8,775	
Sub Total Pool Accounts				\$	61,080,654	61,080,654	32,240,562	32,240,562	32,240,562	(28,840,092)	\$	2,528	\$	8,822	
Sub Total - Short Term Investments - Unrestricted Funds				\$	93,589,445	93,589,445	75,022,087	75,022,087	75,022,087	(18,567,358)	\$	3,639	\$	12,192	
Short-Term Investments - Restricted (Bond) Funds															
Pool Accounts															
LSIP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0847%	12/01/21	\$	1,366,426	1,366,426	1,284,325	1,284,325	1,284,325	(82,101)		90		269	
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.0847%	12/01/21	\$	875,874	875,874	466,931	466,931	466,931	(406,843)		33		397	
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	0.0847%	12/01/21	\$	179,182	179,182	811,089	811,089	811,089	631,907		56		113	
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	0.0847%	12/01/21	\$	810,976	810,976	179,207	179,207	179,207	(631,769)		12		24	
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	0.0847%	12/01/21	\$	845,274	845,274	845,392	845,392	845,392	118		59		118	
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	0.0847%	12/01/21	\$	923,927	923,927	1,564,785	1,564,785	1,564,785	640,858		109		217	
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	0.0663%	12/01/21	\$	1,564,567	1,564,567	924,055	924,055	924,055	(640,512)		64		128	
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0663%	12/01/21	\$	2,758,459	2,758,459	-	-	-	(2,758,459)		-		8	
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.0663%	12/01/21	\$	85,034,548	85,034,548	75,745,808	75,745,808	75,745,808	(9,288,740)		4,128		12,554	
Sub Total Pool Accounts				\$	94,359,233	94,359,233	81,823,592	81,823,592	81,823,592	(12,535,641)	\$	4,551	\$	13,828	
Sub Total - Short Term Investments - Restricted (Bond) Funds				\$	94,359,233	94,359,233	81,823,592	81,823,592	81,823,592	(12,535,641)	\$	4,551	\$	13,828	
Grand Total				\$	187,948,678	187,948,678	156,845,679	156,845,679	156,845,679	(31,102,999)	\$	8,190	\$	26,020	

San Jacinto College Financial Statements
Monthly Investment Report
December 2021

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Period Ending December 31, 2021

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	December 1, 2021	\$ 156,845,679	\$ 156,845,679
Additions/Subtractions (Net)		8,606,966	8,606,966
Change in Fair Value*		-	-
Ending Value	December 31, 2021	<u>\$ 163,452,645</u>	<u>\$ 163,452,645</u>

Earnings for the Month of December	\$	10,399
Weighted Average Maturity at Ending Period Date (Days)		1.00
Weighted Average Earnings Rate		0.0779%
Benchmark - One Year Treasury Yield		0.3900%

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

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

Prepared by:



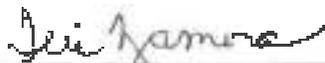
William E. Dickerson
 Director of Accounting & Financial Services

Reviewed by



Carin Hutchins
 Associate Vice Chancellor of Finance

Reviewed by



Ten Zamora
 Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
December 31, 2021

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Days to		Weighted Avg. Mat.
								Portfolio	Maturity	
Short-Term Investments - Cash & Cash Equivalents										
Credit Cards in Transit	Heartland	N/A	N/A	01/01/22	N/A	\$ 198,286	\$ 198,286	0.12%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	01/01/22	N/A	(584,515)	(584,515)	-0.36%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	01/01/22	N/A	2,411,912	2,411,912	1.48%	1	0.01
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	01/01/22	N/A	(12,703)	(12,703)	-0.01%	1	0.00
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	01/01/22	N/A	5,884	5,884	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	01/01/22	N/A	19,167	19,167	0.01%	1	0.00
East West MM Operating Account	East West Bank	0.0500%	N/A	01/01/22	N/A	30,030,566	30,030,566	18.37%	1	0.18
LSIP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	0.0987%	N/A	01/01/22	N/A	57,503,346	57,503,346	35.18%	1	0.35
TexPool - Operating	TexPool	0.0376%	N/A	01/01/22	N/A	2,667	2,667	0.00%	1	0.00
Restricted - Cash & Cash Equivalents										
LSIP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0987%	N/A	01/01/22	N/A	1,219,943	1,219,943	0.75%	1	0.01
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.0987%	N/A	01/01/22	N/A	1,870,295	1,870,295	1.14%	1	0.01
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	0.0987%	N/A	01/01/22	N/A	811,157	811,157	0.50%	1	0.00
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	0.0987%	N/A	01/01/22	N/A	179,222	179,222	0.11%	1	0.00
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	0.0987%	N/A	01/01/22	N/A	845,462	845,462	0.52%	1	0.01
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	0.0987%	N/A	01/01/22	N/A	1,564,916	1,564,916	0.96%	1	0.01
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	0.0904%	N/A	01/01/22	N/A	924,133	924,133	0.57%	1	0.01
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0904%	N/A	01/01/22	N/A	-	-	0.00%	1	0.00
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.0904%	N/A	01/01/22	N/A	66,462,907	66,462,907	40.66%	1	0.41
						\$ 163,452,645	\$ 163,452,645	100.00%		1.00

Grand Total Short-Term Investments and Cash & Cash Equivalents

Weighted Average to Maturity at Ending Period Date (Days)

ACFR	Weighted Average to Maturity at Ending Period Date (Days)
Note 4	19,167
80.38%	Petty cash on hand
131,384,048	Investment pools
30,030,566	Money market
2,018,864	Bank deposits - demand deposits
-	U. S. government securities and municipal bonds
-	Accrued earnings
100.00%	Total cash, cash equivalents, and investments
\$ 163,452,645	
	1.00

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Inventory Holdings Report
December 31, 2021

Description	Held At	Annualized Interest Rate	Maturity	Par	11/30/2021 Ending Fair Value	11/30/2021 Ending Book Value	12/31/2021 Ending Fair Value	12/31/2021 Ending Book Value	Change in Fair Value For the Month	December Earnings
Short-Term Investments - Unrestricted Funds										
Demand Deposits										
Credit Cards in Transit										
JPMorgan Accounts Payable Disbursements	Heartland	N/A	01/01/22	N/A	\$ 177,479	\$ 177,479	\$ 198,286	\$ 198,286	\$ 20,807	N/A
JPMorgan Operating	JPMorgan Chase Bank	N/A	01/01/22	N/A	(984,076)	(984,076)	(584,515)	(584,515)	399,561	N/A
JPMorgan Payroll	JPMorgan Chase Bank	N/A	01/01/22	N/A	13,553,038	13,553,038	2,411,912	2,411,912	(1,141,126)	N/A
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	01/01/22	N/A	(11,564)	(11,564)	(12,703)	(12,703)	(1,139)	N/A
Petty Cash	JPMorgan Chase Bank	N/A	01/01/22	N/A	(1,937)	(1,937)	5,884	5,884	7,821	N/A
	Campus Business Offices	N/A	01/01/22	N/A	19,167	19,167	19,167	19,167	-	N/A
Sub Total Demand Deposits					\$ 12,752,107	\$ 12,752,107	\$ 2,038,031	\$ 2,038,031	\$ (10,714,076)	N/A
Money Market Accounts										
East West MM Operating Account	East West Bank	0.0500%	01/01/22	N/A	\$ 30,029,418	\$ 30,029,418	\$ 30,030,566	\$ 30,030,566	\$ 1,148	1,148
Sub Total Money Market Accounts					\$ 30,029,418	\$ 30,029,418	\$ 30,030,566	\$ 30,030,566	\$ 1,148	1,148
Pool Accounts										
TexPool - Operating	TexPool	0.0376%	01/01/22	N/A	\$ 24,379	\$ 24,379	\$ 2,667	\$ 2,667	\$ (21,712)	7
LSIP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	0.0987%	01/01/22	N/A	\$ 32,216,183	\$ 32,216,183	\$ 57,503,346	\$ 57,503,346	\$ 25,287,163	3,346
Sub Total Pool Accounts					\$ 32,240,562	\$ 32,240,562	\$ 57,506,013	\$ 57,506,013	\$ 25,265,451	3,353
Sub Total - Short Term Investments - Unrestricted Funds					\$ 75,022,087	\$ 75,022,087	\$ 89,574,610	\$ 89,574,610	\$ 14,552,523	4,501
Short-Term Investments - Restricted (Bond) Funds										
Pool Accounts										
LSIP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0987%	01/01/22	N/A	\$ 1,284,325	\$ 1,284,325	\$ 1,219,943	\$ 1,219,943	\$ (64,382)	103
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.0987%	01/01/22	N/A	468,931	468,931	1,870,295	1,870,295	1,401,364	120
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	0.0987%	01/01/22	N/A	811,089	811,089	811,157	811,157	68	68
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	0.0987%	01/01/22	N/A	179,207	179,207	179,222	179,222	15	15
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	0.0987%	01/01/22	N/A	845,392	845,392	845,462	845,462	70	70
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	0.0987%	01/01/22	N/A	1,564,785	1,564,785	1,564,916	1,564,916	131	131
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	0.0904%	01/01/22	N/A	924,055	924,055	924,133	924,133	78	78
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0904%	01/01/22	N/A	-	-	-	-	-	-
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.0904%	01/01/22	N/A	75,745,808	75,745,808	66,462,907	66,462,907	(9,282,901)	5,312
Sub Total Pool Accounts					\$ 81,823,592	\$ 81,823,592	\$ 73,878,035	\$ 73,878,035	\$ (7,945,557)	5,898
Sub Total - Short Term Investments - Restricted (Bond) Funds					\$ 81,823,592	\$ 81,823,592	\$ 73,878,035	\$ 73,878,035	\$ (7,945,557)	5,898
Grand Total					\$ 156,845,679	\$ 156,845,679	\$ 163,452,645	\$ 163,452,645	\$ 6,606,966	10,399

San Jacinto College Foundation Financial Statements
November 2021

San Jacinto College Foundation

Statement of Financial Position
As of November 30, 2021

	Current Year			Previous Year			Difference		
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total
SSETS									
Current Assets									
Checking/Savings									
General Fund	\$1,585,297	-	\$1,585,297	\$1,965,955	-	\$1,965,955	(380,658)	-	(\$380,658)
Other Funds	1,585,297	-	1,585,297	1,965,955	-	1,965,955	(380,658)	-	(380,658)
Total Checking/Savings	3,577,320	-	3,577,320	4,187,280	-	4,187,280	(609,960)	-	(609,960)
Accounts Receivables									
Other Current Assets									
Short Term Investments									
Goldman Sachs - SS2 (Endowed)	19,565,031	-	19,565,031	19,565,031	-	19,565,031			19,565,031
Goldman Sachs - SSF (Non-Endowed)	9,164,931	-	9,164,931	9,164,931	-	9,164,931			9,164,931
Goldman Sachs - FDN	15,301,470	-	15,301,470	12,753,875	-	12,753,875	2,547,595	-	2,547,595
Total SJC Short Term Investments	44,031,432	-	44,031,432	44,031,432	-	44,031,432			
Total Current Assets	20,464,087	28,729,962	49,194,049	18,907,110	-	18,907,110	1,556,977	28,729,962	30,286,939
TOTAL ASSETS	20,464,087	28,729,962	49,194,049	18,907,110	-	18,907,110	1,556,977	28,729,962	30,286,939
LIABILITIES & NET ASSETS									
Liabilities									
Current Liabilities									
Accounts Payable									
Grants Payable	41,591	-	41,591	19,689	-	19,689	21,903	-	21,903
Programs Payable	9,202	-	9,202	5,380	-	5,380	3,822	-	3,822
Endowments Payable	148,288	-	148,288	126,035	-	126,035	22,253	-	22,253
Scholarship Payables	432,023	-	432,023	172,468	-	172,468	259,555	-	259,555
Student Success Payables	140,675	-	140,675	92,108	-	92,108	48,566	-	48,566
Total Accounts Payable	771,779	-	771,779	415,680	-	415,680	356,098	-	356,098
Total Current Liabilities	771,779	-	771,779	415,680	-	415,680	356,098	-	356,098
Total Liabilities	771,779	-	771,779	415,680	-	415,680	356,098	-	356,098
NET ASSETS									
Net Assets Without Donor Restrictions	4,969,212	30,000,254	34,969,466	3,631,773	-	3,631,773	1,337,439	30,000,254	31,337,693
Net Assets With Donor Restrictions	15,090,906	-	15,090,906	14,434,749	-	14,434,749	656,157	-	656,157
Net Assets	20,060,118	30,000,254	50,060,371	18,066,522	-	18,066,522	2,349,694	30,000,254	32,349,948
Net Income	(367,809)	(1,270,292)	(1,638,101)	424,908	-	424,908	(792,717)	(1,270,292)	(2,063,009)
Total Net Assets	19,692,308	28,729,962	48,422,270	18,491,429	-	18,491,429	1,200,879	28,729,962	29,930,841
TOTAL LIABILITIES & NET ASSETS	\$20,464,087	\$28,729,962	\$49,194,049	\$18,907,110	-	\$18,907,110	1,556,977	\$28,729,962	\$30,286,939

San Jacinto College Foundation

Statement of Activities

For the Period Ending November 30, 2021

	Current Year			Previous Year			Difference			Actual % of Annual Budget
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	
Ordinary Income/Expense										
Income										
Contributions										
Grant Contributions	-	-	6,000	-	-	6,000	(6,000)	-	(6,000)	96,000
Endowments	13,528	-	13,528	47,870	-	47,870	(34,342)	-	(34,342)	75,000
Program Sponsorship	136,350	-	136,350	80,378	-	80,378	55,972	-	55,972	275,000
Scholarships	212,796	-	212,796	120,422	-	120,422	92,374	-	92,374	400,000
Total Contributions	362,673	-	362,673	254,670	-	254,670	108,003	-	108,003	846,000
Other Income										
Special Events	-	-	4,562	4,562	-	4,562	(4,562)	-	(4,562)	185,000
Investment Income	128,752	28,190	156,942	79,426	-	79,426	49,327	28,190	77,516	600,000
Realized Gain / (Loss)	38,009	(852)	37,158	22,518	-	22,518	14,640	(852)	14,640	-
Unrealized Gain / (Loss)	(90,568)	(666,287)	(756,855)	723,008	-	723,008	(1,479,862)	(666,287)	(1,479,862)	-
Total Other Income	76,194	(638,949)	(562,755)	829,513	-	829,513	(1,420,458)	(638,949)	(1,392,268)	785,000
Total Income	438,867	(638,949)	(200,082)	1,084,183	-	1,084,183	(1,312,454)	(638,949)	(1,284,265)	1,631,000
Expense										
Programs										
Scholarships Awarded - SSF	708,414	631,343	631,343	224,320	-	224,320	(484,094)	(631,343)	(631,343)	800,000
Scholarships Awarded - FND	32,448	-	708,414	28,857	-	28,857	(3,591)	-	(3,591)	600,000
Programs Sponsored	50,629	-	50,629	652,641	-	652,641	602,012	-	602,012	150,000
Student Success Initiatives	791,491	631,343	1,422,833	905,817	-	905,817	114,326	(631,343)	(517,016)	1,550,000
Total Programs										
Supporting Services										
Bad Debt Expense	-	-	-	-	-	-	-	-	-	2,000
Supporting Services										
Foundation Expenses	12,986	-	12,986	6,435	-	6,435	(6,551)	-	(6,551)	86,000
Fundraising Expenses	2,200	-	2,200	200	-	200	(2,000)	-	(2,000)	85,000
Sponsorship Expense	15,186	-	15,186	6,635	-	6,635	(8,551)	-	(8,551)	5,000
Total Supporting Services	30,372	-	30,372	13,270	-	13,270	(17,102)	-	(17,102)	176,000
Total Expense	806,677	631,343	1,438,019	912,452	-	912,452	105,775	(631,343)	(525,567)	1,728,000
Net Ordinary Income	(367,809)	(1,270,292)	(1,638,101)	171,731	-	171,731	(539,540)	(1,270,292)	(1,809,832)	(97,000)
Other Income / Expenses										
Increase/Decrease in Net Position	(367,809)	(1,270,292)	(1,638,101)	171,731	-	171,731	(539,540)	(1,270,292)	(1,809,832)	(97,000)

San Jacinto College Foundation Financial Statements
December 2021

San Jacinto College Foundation

Statement of Financial Position

As of December 31, 2021

SSETS	Current Year			Previous Year			Difference		
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total
Current Assets									
Checking/Savings									
General Fund	\$1,737,255	-	\$1,737,255	\$2,010,485	-	\$2,010,485	(273,230)	-	(\$273,230)
Other Funds	-	-	-	-	-	-	-	-	-
Total Checking/Savings	1,737,255	-	1,737,255	2,010,485	-	2,010,485	(273,230)	-	(273,230)
Accounts Receivables	3,577,270	-	3,577,270	4,186,840	-	4,186,840	(609,570)	-	(609,570)
Other Current Assets									
Short Term Investments									
Goldman Sachs - SS2 (Endowed)	20,056,545	20,056,545	20,056,545	-	-	-	20,056,545	20,056,545	20,056,545
Goldman Sachs - SSF (Non-Endowed)	9,394,682	9,394,682	9,394,682	-	-	-	9,394,682	9,394,682	9,394,682
Goldman Sachs - FDN	15,596,099	15,596,099	15,596,099	13,003,888	-	13,003,888	2,592,211	-	2,592,211
Total SJC Short Term Investments	15,596,099	29,451,228	45,047,327	13,003,888	-	13,003,888	2,592,211	29,451,228	32,043,439
Total Current Assets	20,910,624	29,451,228	50,361,852	19,201,213	-	19,201,213	1,709,411	29,451,228	31,160,638
TOTAL ASSETS	20,910,624	29,451,228	50,361,852	19,201,213	-	19,201,213	1,709,411	29,451,228	31,160,638
LIABILITIES & NET ASSETS									
Liabilities									
Current Liabilities									
Accounts Payable									
Grants Payable	39,423	-	39,423	23,236	-	23,236	16,187	-	16,187
Programs Payable	9,024	-	9,024	5,280	-	5,280	3,744	-	3,744
Endowments Payable	118,798	-	118,798	118,349	-	118,349	450	-	450
Scholarship Payables	470,233	-	470,233	146,980	-	146,980	323,253	-	323,253
Student Success Payables	131,449	-	131,449	89,829	-	89,829	41,620	-	41,620
Total Accounts Payable	768,928	-	768,928	383,674	-	383,674	385,254	-	385,254
Total Current Liabilities	768,928	-	768,928	383,674	-	383,674	385,254	-	385,254
NET ASSETS									
Net Assets Without Donor Restrictions	4,282,300	30,000,254	34,282,554	3,993,504	-	3,993,504	288,797	30,000,254	30,289,051
Net Assets With Donor Restrictions	15,777,817	-	15,777,817	14,073,018	-	14,073,018	1,704,799	-	1,704,799
Net Assets	20,060,118	30,000,254	50,060,371	18,066,522	-	18,066,522	2,378,850	30,000,254	32,379,103
Net Income	81,579	(549,026)	(467,447)	751,018	-	751,018	(669,439)	(549,026)	(1,218,465)
Total Net Assets	20,141,696	29,451,228	49,592,924	18,817,539	-	18,817,539	1,324,157	29,451,228	30,775,385
TOTAL LIABILITIES & NET ASSETS	\$20,910,624	\$29,451,228	\$50,361,852	\$19,201,213	-	\$19,201,213	1,709,411	\$29,451,228	\$31,160,638

San Jacinto College Foundation

Statement of Activities

For the Period Ending December 31, 2021

	Current Year		Previous Year		Difference		Foundation Annual Budget	Actual % of Annual Budget
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total		
Ordinary Income/Expense								
Income								
Contributions								
Grant Contributions	-	-	18,500	-	18,500	(18,500)	96,000	0%
Endowments	60,718	-	61,705	-	61,705	(987)	75,000	81%
Program Sponsorship	154,206	-	97,682	-	97,682	56,524	275,000	56%
Scholarships	256,534	-	189,666	-	189,666	66,868	400,000	64%
Total Contributions	471,457	-	367,553	-	367,553	103,905	846,000	56%
Other Income								
Special Events	100,000	-	4,562	-	4,562	95,438	185,000	54%
Investment Income	271,122	286,272	143,658	-	143,658	127,464	600,000	45%
Realized Gain / (Loss)	43,145	(2,114)	24,772	-	24,772	16,259	-	-
Unrealized Gain / (Loss)	56,151	(201,842)	906,382	-	906,382	(1,052,072)	-	-
Total Other Income	470,419	82,317	1,079,374	-	1,079,374	(812,911)	785,000	60%
Total Income	941,876	82,317	1,024,192	-	1,446,926	(709,006)	1,631,000	58%
Expense								
Programs								
Scholarships Awarded - SSF		631,343	631,343	-	-	(631,343)	800,000	90%
Scholarships Awarded - FND	720,295	-	432,148	-	432,148	(288,147)	600,000	12%
Programs Sponsored	71,057	-	226,697	-	226,697	155,640	150,000	34%
Student Success Initiatives	50,629	-	28,857	-	28,857	(21,772)	150,000	54%
Total Programs	841,981	631,343	1,473,324	-	687,702	(154,279)	1,550,000	54%
Supporting Services								
Bad Debt Expense	-	-	-	-	-	-	2,000	0%
Supporting Services								
Foundation Expenses	16,116	-	8,007	-	8,007	(8,109)	86,000	19%
Fundraising Expenses	-	-	-	-	-	-	85,000	0%
Sponsorship Expense	2,200	-	200	-	200	(2,000)	5,000	44%
Total Supporting Services	18,316	-	8,207	-	8,207	(10,109)	176,000	10%
Total Expense	860,297	631,343	1,491,640	-	695,909	(164,388)	1,728,000	50%
Net Ordinary Income	81,579	(549,026)	(467,447)	-	751,018	(669,439)	(97,000)	
Other Income / Expenses								
Increase/Decrease in Net Position	81,579	(549,026)	(467,447)	-	751,018	(669,439)	(97,000)	

Capital Improvement Program
November 30, 2021

2008 Bond Program

Report as of November 30, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
721919 - CC Install Backup Chiller C26	-	252,000	252,000	-	252,000	12,500	10,500	229,000	9.13%
Sub-total	-	252,000	252,000	-	252,000	12,500	10,500	229,000	9.13%
North									
Sub-total	-	-	-	-	-	-	-	-	-
South									
Sub-total	-	-	-	-	-	-	-	-	-
District									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,613,260)	13,000	-	13,000	-	-	13,000	-
726907 - Wayfinding Signage	50,000	684,347	734,347	10,924	745,271	10,422	676,245	58,604	92.14%
726923 - Replace HVAC, A1	-	776,250	776,250	-	776,250	8,438	29,063	738,750	4.83%
726925 - CW Classroom Technology	-	282,137	282,137	-	282,137	198,990	69,211	13,936	95.06%
Sub-total	14,676,260	(3,264,579)	11,411,681	(9,595,023)	1,816,658	217,850	774,518	824,290	54.63%
2008 Contingency Supplemental Projects									
Sub-total	-	-	-	-	-	-	-	-	-
Supplemental Projects closed									
Sub-total	-	4,504,567	4,504,567	-	4,504,567	-	4,504,567	-	100.00%
Projects closed									
Sub-total	280,323,740	(1,491,988)	278,831,752	9,595,023	288,426,775	-	288,426,775	-	100.00%
TOTALS	295,000,000	-	295,000,000	-	295,000,000	230,350	293,716,360	1,053,290	99.64%

2015 Bond Program

Report as of November 30, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
731601 - CC Petrochemical Center	52,450,000	(3,421,589)	49,028,411	2,154,564	51,182,975	-	51,182,975	-	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	306,052	6,986,963	122,133	6,541,140	323,690	95.37%
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	890,009	585,776	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	13,402,399	36,082,446	6,653,814	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	35,751	1,225,613	239,018	84.07%
731606 - CC Frels Renovation	1,153,000	2,829,107	3,982,107	130,929	4,113,036	2,887	4,039,167	70,982	98.27%
731607 - CC Davison Building Renovation	14,970,000	(4,787,356)	10,182,644	329,015	10,511,659	81,409	10,362,547	67,703	99.36%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,253,702)	11,431,298	369,361	11,800,659	404,011	11,340,858	55,790	99.53%
71608A - CC McCollum Center Reno Phase II	-	8,483,421	8,483,421	338,733	8,822,154	2,809,170	5,120,599	892,385	89.88%
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	195,321	1,347,872	22,032	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%
Sub-total	170,717,000	11,608,491	182,325,491	6,739,954	189,065,445	17,943,090	159,656,154	11,466,201	93.94%
North									
732601 - NC Cosmetology & Culinary Center	22,845,000	(116,422)	22,728,578	736,359	23,464,937	-	23,464,937	-	100.00%
732602 - NC North Data Closets	915,000	(263,487)	651,513	21,051	672,564	-	672,564	-	100.00%
732604 - NC Lehr Library Demolition	650,000	(434,125)	215,875	6,979	222,854	-	222,854	-	100.00%
732605 - NC North Access/Security	877,000	(160,040)	716,960	25,266	742,226	4,988	540,628	196,610	73.51%
732606 - NC Wheeler Renovation	14,300,000	(2,634,938)	11,665,062	386,607	12,051,669	2,221,788	9,484,660	345,221	97.14%
732607 - NC Brightwell Renovation	6,628,000	1,176,926	7,804,926	252,188	8,057,114	1,637,774	6,381,430	37,910	99.53%
732608 - NC Spencer Renovation	13,000,000	(2,130,019)	10,869,981	351,392	11,221,373	2,038,237	9,157,827	25,309	99.77%
732609 - NC North DDC Network	580,000	178,117	758,117	24,496	782,613	30,177	728,463	23,973	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	-	3,480,388	3,480,388	114,623	3,595,011	204,751	3,390,260	-	100.00%
Sub-total	78,395,000	(15,614,415)	62,780,585	2,046,215	64,826,800	6,137,715	58,060,062	629,023	99.03%

2015 Bond Program

Report as of November 30, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
South									
733601 - SC Engineering & Technology Center	28,400,000	(7,049,179)	21,350,821	691,395	22,042,216	4,161	21,991,055	47,000	99.79%
733602 - SC Cosmetology Center	16,213,000	(1,400,208)	14,812,792	478,621	15,291,413	1,245	15,220,624	69,544	99.55%
733603 - SC Longenecker Renovation	22,555,000	(2,602,250)	19,952,750	651,162	20,603,912	224,638	20,223,180	156,094	99.24%
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	89,336	2,860,084	4,035,844	42.22%
733606 - SC South Access/ Security	599,000	128,994	727,994	24,330	752,324	6,631	721,018	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	44,221	1,019,740	983,831	51.96%
733609 - SC Fire House Expansion	5,585,000	(6,190,876)	(605,876)	605,876	-	-	-	-	-
733610 - SC Jones Renovation	13,803,000	4,612,407	18,415,407	341,646	18,757,053	5,748,810	10,832,235	2,176,008	88.40%
73610A - SC Jones Central Plant Relocation	-	10,844,943	10,844,943	70,275	10,915,218	658,638	8,285,919	1,970,661	81.95%
733611 - SC Bruce Student Center Renovation	10,400,000	(8,198,823)	2,201,177	-	2,201,177	147,953	2,053,224	-	100.00%
733612 - SC HVAC Tech	312,000	2,259,762	2,571,762	85,231	2,656,993	-	2,656,993	-	100.00%
733613 - SC South DDC Network	580,000	178,117	758,117	24,496	782,613	70,463	708,388	3,762	99.52%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,424,474	5,424,474	175,280	5,599,754	9,338	5,590,416	-	100.00%
Sub-total	116,438,000	(7,273,519)	109,164,481	3,559,054	112,723,535	7,005,434	96,250,682	9,467,419	91.60%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(27,031,300)	968,700	31,300	1,000,000	202,609	395,698	401,693	59.83%
76603A - MC Maritime Fire Program Relocation	-	1,916,000	1,916,000	84,000	2,000,000	-	1,788,345	211,655	89.42%
Sub-total	28,000,000	(25,115,300)	2,884,700	115,300	3,000,000	202,609	2,184,043	613,348	79.56%
Generation Park									
726601 - Generation Park	-	4,554,666	4,554,666	813,800	5,368,466	305	3,893,327	1,474,834	72.53%
Sub-total	-	4,554,666	4,554,666	813,800	5,368,466	305	3,893,327	1,474,834	72.53%
Admin									
736602 - College Development	30,000,000	(29,927,750)	72,250	-	72,250	-	71,368	882	98.78%
736604 - Dist Construction Studies	283,820	35,776	319,596	-	319,596	-	319,596	-	100.00%
76605A - CW Deferred Maintenance	-	13,227,071	13,227,071	427,385	13,654,456	3,506,410	1,272,719	8,875,327	35.00%
736606 - Generation Park Opportunities	-	20,000,000	20,000,000	-	20,000,000	-	-	20,000,000	-
720100 - Program Management - AECOM	-	11,610,482	11,610,482	(10,878,700)	731,782	680,335	18,173	33,275	95.45%
720100 - Program Management - Other	-	2,823,008	2,823,008	(2,823,008)	-	-	-	-	-
736601 - Contingency	1,166,180	14,071,490	15,237,670	-	15,237,670	-	-	15,237,670	-
Sub-total	31,450,000	31,840,077	63,290,077	(13,274,323)	50,015,754	4,186,745	1,681,856	44,147,153	11.73%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	35,475,898	321,726,124	67,797,978	84.05%

Generation Park

Report as of November 30, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park - 726601									
904605 - 2015 Revenue Bond - 726601	6,787,977	-	6,787,977	-	6,787,977	-	6,787,977	-	100.00%
929603 - Operational - 726601	8,843,556	-	8,843,556	-	8,843,556	-	8,824,538	19,018	99.78%
901609 - 2015 Bond - 726601	6,368,466	(1,000,000)	5,368,466	-	5,368,466	305	3,893,327	1,474,834	72.53%
901610 - Generation Park Site Infrastructure - 726601	4,000,000	-	4,000,000	-	4,000,000	-	3,991,275	8,725	99.78%
901610 - Generation Park Parking Lot - 76601A	3,521,892	-	3,521,892	-	3,521,892	1,657,963	981,064	882,866	74.93%
TOTALS	29,521,892	(1,000,000)	28,521,892	-	28,521,892	1,658,268	24,478,181	2,385,443	91.64%

Repair and Renovation

Report as of November 30, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
F22001 - CC - Central Misc.	-	10,000	10,000	-	10,000	-	-	10,000	-
F22005 - CC - C45 Dow Classroom Tables	-	5,914	5,914	-	5,914	-	5,914	-	100%
F22009 - CC - C34 Flag Pole Remove and Reloc	-	6,443	6,443	-	6,443	6,443	-	-	100%
F22010 - CC - CPET Lab Upgrade	-	16,841	16,841	-	16,841	16,841	-	-	100%
F22016 - CC - C26 Air Compressor	-	21,835	21,835	-	21,835	21,835	-	-	100%
F22017 - CC Cafa Furniture Reupholstering	-	14,413	14,413	-	14,413	14,413	-	-	100%
Sub-total	-	75,445	75,445	-	75,445	59,531	5,914	10,000	87%
North									
F22002 - NC - North Misc	-	11,011	11,011	-	11,011	5,272	-	5,739	48%
Sub-total	-	11,011	11,011	-	11,011	5,272	-	5,739	48%
South									
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	30,303	-	-	100%
F22018 - SC Cafa Furniture Reupholstering	-	6,107	6,107	-	6,107	6,107	-	-	100%
Sub-total	-	46,410	46,410	-	46,410	36,725	-	9,685	79%
Generation Park									
F22008 - GEN - Gen Park Furniture	-	6,216	6,216	-	6,216	6,216	-	-	100%
Sub-total	-	6,216	6,216	-	6,216	6,216	-	-	100%
District									
F22004 - DIST - Campus Misc.	-	10,000	10,000	-	10,000	3,349	1,830	4,821	52%
F22007 - DIST- College Wide ADA Compliance	-	150,000	150,000	-	150,000	-	-	150,000	-
Sub-total	-	160,000	160,000	-	160,000	3,349	1,830	154,821	3%
Contingency (720700) -Major Repairs	350,000	(295,405)	54,595	-	54,595	-	-	54,595	-
Sub-total	350,000	(295,405)	54,595	-	54,595	-	-	54,595	-
TOTALS	350,000	3,676	353,676	-	353,676	111,093	7,744	234,839	34%

Energy Conservation Project

Report As of November 30, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide									
E22001 - UCRM 1 - LED Lighting	-	811,078	811,078	-	811,078	-	-	811,078	-
E22002 - UCRM 2.1a - A-1 HVAC	-	10,354	10,354	-	10,354	-	-	10,354	-
E22003 - UCRM 2.1b - CC Chillers	-	1,526,400	1,526,400	-	1,526,400	-	-	1,526,400	-
E22004 - UCRM 2.1c - NC Chiller	-	593,600	593,600	-	593,600	-	-	593,600	-
E22005 - UCRM 2.1d - Maritime HVAC	-	33,000	33,000	-	33,000	-	-	33,000	-
E22006 - UCRM 2.6a - 35 Acre VFDs	-	9,946	9,946	-	9,946	-	-	9,946	-
E22007 - UCRM 2.6b - S-7 & S-9 VFDs	-	26,453	26,453	-	26,453	-	-	26,453	-
E22008 - UCRM 3 - Retro-Commissioning	-	280,000	280,000	-	280,000	279,759	-	241	99.91%
E22009 - UCRM 4.2c - Vending Misers	-	46,224	46,224	-	46,224	-	-	46,224	-
E22010 - UCRM 5.1 - Water Conserving Faucets	-	112,669	112,669	-	112,669	-	-	112,669	-
E22011 - UCRM 8 - Solar PV	-	1,175,849	1,175,849	-	1,175,849	-	-	1,175,849	-
Utility Assessment Report - 720600	96,546	-	96,546	-	96,546	-	96,546	-	100.00%
E22000 - Contingency Lone Star Loan	4,625,573	(4,625,573)	-	-	-	-	-	-	-
TOTALS	4,722,119	-	4,722,119	-	4,722,119	279,759	96,546	4,345,814	7.97%

Capital Improvement Program
December 31, 2021

2008 Bond Program

Report as of December 31, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
721919 - CC Install Backup Chiller C26	-	252,000	252,000	-	252,000	12,500	10,500	229,000	9.13%
Sub-total	-	252,000	252,000	-	252,000	12,500	10,500	229,000	9.13%
North									
Sub-total	-	-	-	-	-	-	-	-	-
South									
Sub-total	-	-	-	-	-	-	-	-	-
District									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,613,260)	13,000		13,000	-	-	13,000	-
726907 - Wayfinding Signage	50,000	684,347	734,347	10,924	745,271	10,422	676,245	58,604	92.14%
726923 - Replace HVAC, A1	-	776,250	776,250	-	776,250	7,500	30,000	738,750	4.83%
726925 - CW Classroom Technology	-	282,137	282,137	-	282,137	135,443	132,759	13,935	95.06%
Sub-total	14,676,260	(3,264,579)	11,411,681	(9,595,023)	1,816,658	153,365	839,003	824,290	54.63%
2008 Contingency Supplemental Projects									
Sub-total	-	-	-	-	-	-	-	-	-
Supplemental Projects closed									
Sub-total	-	4,504,567	4,504,567	-	4,504,567	-	4,504,567	-	100.00%
Projects closed									
Sub-total	280,323,740	(1,491,988)	278,831,752	9,595,023	288,426,775	-	288,426,775	-	100.00%
TOTALS	295,000,000	-	295,000,000	-	295,000,000	165,865	293,780,845	1,053,290	99.64%

2015 Bond Program

Report as of December 31, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
731601 - CC Petrochemical Center	52,450,000	(3,421,589)	49,028,411	2,154,564	51,182,975	-	51,182,975	-	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	49,379	6,613,895	323,690	95.37%
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	516,701	959,084	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	8,502,585	40,982,925	6,653,149	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	2,829,107	3,982,107	130,929	4,113,036	2,072	4,039,667	71,297	98.27%
731607 - CC Davison Building Renovation	14,970,000	(4,787,356)	10,182,644	329,015	10,511,659	29,967	10,413,989	67,703	99.36%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,253,702)	11,431,298	369,361	11,800,659	394,011	11,350,858	55,790	99.53%
71608A - CC McCollum Center Reno Phase II	-	8,483,421	8,483,421	338,733	8,822,154	2,130,487	5,807,935	883,732	89.98%
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	103,006	1,440,188	22,031	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%
Sub-total	170,717,000	11,608,491	182,325,491	6,739,955	189,065,446	11,733,262	165,874,987	11,457,197	93.94%
North									
732601 - NC Cosmetology & Culinary Center	22,845,000	(116,422)	22,728,578	736,359	23,464,937	-	23,464,937	-	100.00%
732602 - NC North Data Closets	915,000	(263,487)	651,513	21,051	672,564	-	672,564	-	100.00%
732604 - NC Lehr Library Demolition	650,000	(434,125)	215,875	6,979	222,854	-	222,854	-	100.00%
732605 - NC North Access/Security	877,000	(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	2,129,991	9,563,736	357,942	97.03%
732607 - NC Brightwell Renovation	6,628,000	1,176,926	7,804,926	252,188	8,057,114	1,489,306	6,523,363	44,445	99.45%
732608 - NC Spencer Renovation	13,000,000	(2,130,019)	10,869,981	351,392	11,221,373	2,011,560	9,177,813	32,000	99.71%
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 Burselson Renovation	-	3,480,388	3,480,388	114,623	3,595,011	800	3,422,008	172,203	95.21%
Sub-total	78,395,000	(15,614,415)	62,780,585	2,046,215	64,826,800	5,635,072	58,364,554	827,174	98.72%

2015 Bond Program

Report as of December 31, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
South									
733601 - SC Engineering & Technology Center	28,400,000	(7,049,179)	21,350,821	691,395	22,042,216	-	21,995,216	47,000	99.79%
733602 - SC Cosmetology Center	16,213,000	(1,400,208)	14,812,792	478,621	15,291,413	3,460	15,221,869	66,084	99.57%
733603 - SC Longenecker Renovation	22,555,000	(2,602,250)	19,952,750	651,162	20,603,912	43,906	20,400,370	159,636	99.23%
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	83,195	3,006,300	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	44,221	1,022,115	981,456	52.07%
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	4,969,434	11,611,609	2,176,010	88.40%
73610A - SC Jones Central Plant Relocation	-	10,573,572	10,573,572	341,646	10,915,218	658,252	8,314,490	1,942,476	82.20%
733611 - SC Bruce Student Center Renovation	10,400,000	(8,269,098)	2,130,902	70,275	2,201,177	9,099	2,192,078	-	100.00%
733612 - SC HVAC Tech	312,000	2,259,762	2,571,762	85,231	2,656,993	-	2,656,993	-	100.00%
733613 - SC South DDC Network	580,000	178,117	758,117	24,496	782,613	17,389	761,463	3,761	99.52%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,424,474	5,424,474	175,280	5,599,754	3,600	5,591,291	4,863	99.91%
Sub-total	116,438,000	(7,273,519)	109,164,481	3,559,054	112,723,535	5,832,888	97,588,917	9,301,730	91.75%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(27,031,300)	968,700	31,300	1,000,000	118,219	487,112	394,669	60.53%
76603A - MC Maritime Fire Program Relocation	-	1,916,000	1,916,000	84,000	2,000,000	-	1,788,345	211,655	89.42%
Sub-total	28,000,000	(25,115,300)	2,884,700	115,300	3,000,000	118,219	2,275,457	606,324	79.79%
Generation Park									
726601 - Generation Park	-	4,554,666	4,554,666	813,800	5,368,466	-	3,893,632	1,474,834	72.53%
Sub-total	-	4,554,666	4,554,666	813,800	5,368,466	-	3,893,632	1,474,834	72.53%
Admin									
736602 - College Development	30,000,000	(29,927,750)	72,250	-	72,250	-	71,368	882	98.78%
736604 - Dist Construction Studies	283,820	35,776	319,596	-	319,596	-	319,596	-	100.00%
76605A - CW Deferred Maintenance	-	13,227,072	13,227,072	427,385	13,654,457	2,804,891	2,068,539	8,781,027	35.69%
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	423,987	27,615	280,178	61.71%
720100 - Program Management - Other	-	2,823,009	2,823,009	(2,823,009)	-	-	-	-	-
736601 - Contingency	1,166,180	14,071,490	15,237,670	-	15,237,670	-	-	15,237,670	-
Sub-total	31,450,000	31,840,077	63,290,077	(13,274,324)	50,015,753	3,228,878	2,487,118	44,299,757	11.43%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	26,548,319	330,484,665	67,967,016	84.01%

Generation Park

Report as of December 31, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park - 726601									
904605 - 2015 Revenue Bond - 726601	6,787,977	-	6,787,977	-	6,787,977	-	6,787,977	-	100.00%
929603 - Operational - 726601	8,843,556	-	8,843,556	-	8,843,556	-	8,824,538	19,018	99.78%
901609 - 2015 Bond - 726601	6,368,466	(1,000,000)	5,368,466	-	5,368,466	-	3,893,632	1,474,834	72.53%
901610 - Generation Park Site Infrastructure - 726601	4,000,000	-	4,000,000	-	4,000,000	-	3,991,275	8,725	99.78%
901610 - Generation Park Parking Lot - 76601A	3,521,892	-	3,521,892	-	3,521,892	1,183,441	1,569,613	768,837	78.17%
TOTALS	29,521,892	(1,000,000)	28,521,892	-	28,521,892	1,183,441	25,067,036	2,271,415	92.04%

Repair and Renovation

Report as of December 31, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
F22001 - CC - Central Misc.	-	10,000	10,000	-	10,000	2,109	-	7,891	21%
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%
Sub-total	-	86,223	86,223	-	86,223	72,417	5,914	7,891	91%
North									
F22002 - NC - North Misc	-	11,011	11,011	-	11,011	5,272	-	5,739	48%
F22023 - NC - ILC Window Tint	-	9,180	9,180	-	9,180	8,160	-	1,020	89%
Sub-total	-	20,191	20,191	-	20,191	13,432	-	6,759	67%
South									
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%
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%
Sub-total	-	62,663	62,663	-	62,663	47,865	5,113	9,685	85%
Generation Park									
F22008 - Gen Park Furniture	-	6,216	6,216	-	6,216	6,216	-	-	100%
Sub-total	-	6,216	6,216	-	6,216	6,216	-	-	100%
District									
F22004 - DIST - Campus Misc.	-	10,000	10,000	-	10,000	667	4,512	4,821	52%
F22007 - DIST - College Wide ADA Compliance	-	150,000	150,000	-	150,000	-	-	150,000	-
Sub-total	-	160,000	160,000	-	160,000	667	4,512	154,821	3%
Contingency (720700) -Major Repairs									
Sub-total	350,000	(296,770)	53,230	-	53,230	-	-	53,230	-
Sub-total	350,000	(296,770)	53,230	-	53,230	-	-	53,230	-
Projects Closed									
Sub-total	-	-	-	-	-	-	-	-	0%
Projects Closed									
F22016 - CC - C26 Air Compressor	-	-	-	-	-	-	-	-	-
TOTALS	350,000	38,523	388,523	-	388,523	140,598	15,539	232,386	40%

Energy Conservation Project

Report as of December 31, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide									
E22001 - UCRM 1 - LED Lighting	-	811,078	811,078	-	811,078	-	-	714,532	-
E22002 - UCRM 2.1a - A-1 HVAC	-	10,354	10,354	-	10,354	-	-	10,354	-
E22003 - UCRM 2.1b - CC Chillers	-	1,526,400	1,526,400	-	1,526,400	99,900	-	1,426,500	6.54%
E22004 - UCRM 2.1c - NC Chiller	-	593,600	593,600	-	593,600	60,000	-	533,600	10.11%
E22005 - UCRM 2.1d - Maritime HVAC	-	33,000	33,000	-	33,000	-	-	33,000	-
E22006 - UCRM 2.6a - 35 Acre VFDs	-	9,946	9,946	-	9,946	-	-	9,946	-
E22007 - UCRM 2.6b - S-7 & S-9 VFDs	-	26,453	26,453	-	26,453	-	-	26,453	-
E22008 - UCRM 3 - Retro-Commissioning	-	280,000	280,000	-	280,000	181,843	97,916	241	99.91%
E22009 - UCRM 4.2c - Vending Misers	-	46,224	46,224	-	46,224	-	-	46,224	-
E22010 - UCRM 5.1 - Water Conserving Faucets	-	112,669	112,669	-	112,669	57,027	-	55,642	50.61%
E22011 - UCRM 8 - Solar PV	-	1,175,849	1,175,849	-	1,175,849	-	-	1,175,849	-
Utility Assessment Report - 720600	96,546	-	96,546	-	96,546	-	96,546	96,546	100.00%
E22000 - Contingency Lone Star Loan	4,625,573	(4,625,573)	-	-	-	-	-	-	-
TOTALS	4,722,119	-	4,722,119	-	4,722,119	398,770	194,462	4,128,887	12.56%

Action Item “IX”
Regular Board Meeting January 31, 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 December 2021.

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$59,507 so the net impact on the College budget is zero.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1- Budget Amendments- 01-31-22

Attachment 2- Grant Detail- 01-31-22

RESOURCE PERSONNEL

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SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
January 31, 2022

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Transportation/Texas Department of Transportation - National Summer Transportation</u>					
<u>Institute Program (New Grant)</u>					
Federal Grant Revenue	532003	56700	554100	110000	(32,396)
PT - Extra Service Agreement	532003	56700	614200	561611	12,685
Benefits	532003	56700	650000	561611	1,142
Supplies	532003	56700	711000	561161	1,600
Travel	532003	56700	711320	561161	7,356
Contractual Services	532003	56700	731000	561161	7,700
Contractual Svcs - Indirect costs	532003	56700	731500	620909	1,913
					\$ -
<u>U.S. Department of Education/Texas Higher Education Coordinating Board - Governor's Emergency</u>					
<u>Education Relief (GEER) Fund - Accelerating Credentials of Purpose and Value (New Grant)</u>					
Federal Grant Revenue	538468	56700	554100	110000	(27,111)
Non-Instructional Labor	538468	56700	610000	460911	16,800
PT - Extra Service Agreement	538468	56700	614200	460911	700
Benefits	538468	56700	650000	460911	1,224
Supplies	538468	56700	711000	460911	7,487
Contractual Services	538468	56700	731000	460911	900
					\$ -
Net Increase (Decrease)					\$ -

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

Grant Funding Summary by Agency:

U.S. Department of Transportation	\$ 32,396
U.S. Department of Education	27,111
	<u>\$ 59,507</u>

U.S. Department of Transportation/Texas Department of Transportation - National Summer Transportation Institute Program (New Grant)

This grant funds the National Summer Transportation Institute (NSTI) program, which will be held from June 6 - 24, 2022. This program introduces high school students to a variety of transportation careers and provides educational enhancement activities. The NSTI program will enhance the STEM skills of high school students; create an awareness about all of the careers that are a part of the transportation industry, whether on land, on the waters, or in the air; stimulate an interest for seeking out one of those careers in transportation to pursue; and demonstrate the interdisciplinary nature of the field of transportation as well as its contribution to the U. S. economy. Students will receive training and exposure to science, mathematics, and technological enrichment through planned educational activities. Program activities will include educational field trips and on-site seminars to introduce various transportation services and presentations by professionals in the transportation industry. Through three weeks of program sessions, fifteen students will be impacted.

U.S. Department of Education/Texas Higher Education Coordinating Board - Governor's Emergency Education Relief (GEER) Fund - Accelerating Credentials of Purpose and Value (New Grant)

This award will provide San Jacinto College (SJC) the resources necessary to develop and teach coursework for a Sterile Compounding Certification on a non-credit basis. Due to recent changes with the current vendor currently contracted by the College to teach the Sterile Compounding Certification, SJC is no longer able to utilize them. Pharmacy Technician trainees who compound sterile preparations for patients must have initial training obtained through completion of a minimum of 40 hours of instruction and lab experience. Such training must be obtained through completion of a course sponsored by an Accreditation Council for Pharmacy Education (ACPE) accredited provider. The SJC Pharmacy Technology department will collaborate with SJC Career and Professional Development department to develop activities to become an accredited provider for the Sterile Compounding Certification. Once developed, the College will be able to train students in as little as three semesters to apply for advanced level technician positions in Texas hospitals. It will also allow current technicians and pharmacists to enhance their employment opportunities, as compounding is an area of growth in the pharmaceutical field. With this abbreviated pathway, SJC could certify current technicians and pharmacists in as little as 40 hours.

Action Item “X”
Regular Board Meeting, January 31, 2022
Consideration of Approval and Rescission of Various
Benefits Policy and Procedures - First Reading (Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve and rescind the following various policies pertaining to benefits as noted below.

Recommendation for Proposed Revisions or New Policies:

- Americans with Disabilities Act (*policy number change only*)
- Bereavement Leave
- Court Appearances/Jury Duty
- Educational Advancement Incentive for Full-Time Staff and Administrators (*policy number change only*)
- Employee Assistance Program
- Family and Medical Leave
- Holidays
- Insurance
- Lactation
- Military Leave
- Retirement Plan for Part-time Employees
- Personal Business Leave
- Sick Bank
- Sick Leave
- Tuition Reimbursement
- Vacation

Recommendations for Rescission-

- Credit Union Membership (4-7-e) - Procedure approved to rescind by the Strategic Leadership Team (SLT) and is provided to the Board of Trustees as an Informational Item. There is no current policy.
- Development Leave (IV-E-8) – Policy recommended to rescind. There are no current procedures.
- Religious Holidays (4-8-e) – Procedure was approved to rescind by the SLT and is provided to the Board of Trustees as an Informational Item. There is no current policy.

BACKGROUND

This action is being requested to update the benefits policies and procedures based on federal and state laws and to reflect the College’s current processes. Certain policies and procedures (as noted above) are being recommended for rescission due to combining with other policies and procedures or they are no longer applicable.

Additionally, this request includes approval to renumber two benefits related policies and procedures that were previously approved by the Board (as noted above).

Action Item “X”
Regular Board Meeting, January 31, 2022
Consideration of Approval and Rescission of Various
Benefits Policy and Procedures - First Reading (Informational Item)

IMPACT OF THIS ACTION

The updated policy and procedures were sent to the College community on December 9, 2021 through January 18, 2022. Eight comments were received which resulted in changes to several items. See the highlighted changes on attachments 2, 10, 11, 13, 14, 15, and 16.

The associated procedures were developed or revised to support implementation of the policies. 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

Proposed Revisions or New Policies:

- Attachment 1 - Americans with Disabilities Act (*policy number change only*)
- Attachment 2 - Bereavement Leave
- Attachment 3 - Court Appearances/Jury Duty
- Attachment 4 - Educational Advancement Incentive for Full-Time Staff and Administrators (*policy number change only*)
- Attachment 5 - Employee Assistance Program
- Attachment 6 - Family and Medical Leave
- Attachment 7 - Holidays
- Attachment 8 - Insurance
- Attachment 9 - Lactation
- Attachment 10 - Military Leave
- Attachment 11 - Retirement Plan for Part-time Employees
- Attachment 12 - Personal Business Leave
- Attachment 13 - Sick Bank
- Attachment 14 - Sick Leave
- Attachment 15 - Tuition Reimbursement
- Attachment 16 - Vacation

Recommendation for Rescission-

- Attachment 17 - Credit Union Membership
- Attachment 18 - Development Leave
- Attachment 19 - Religious Holidays

RESOURCE PERSONNEL

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Proposed Revisions or New Policies

Attachment 1
Americans with Disabilities Act
(policy number change only)

Policies and Procedures Summary of Changes

New Policy Number: **IV.4000.A**

Proposed Policy Name: **Americans with Disabilities Act**

Current Policy Number/Name: IV.4000.B, Americans with Disabilities Act

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

Proposed Procedure Name(s): **Americans with Disabilities Act**

Current Procedure Number(s)/Name(s): IV.4000.B.a, Americans with Disabilities Act

Action Recommended for Policy: **Revised policy number only**

Action Recommended for Procedures: **Revised procedure number only**

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

Recommend organizing the entire benefits section policies in alphabetical order so the number for this policy and procedure is being changed from IV.4000.B and IV.4000.B.a to IV.4000.A and IV.4000.A.a.

Policy ~~IV.4000.A~~IV.4000.B, Americans with Disabilities Act

Purpose

The purpose of this policy is to inform employees about how to request an accommodation under the Americans with Disabilities Act (ADA).

Policy

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that protect applicants and employees with disabilities from discrimination. The laws require that employers, when needed, provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position, unless doing so causes harm to the individual or others in the workplace or if the accommodation causes undue hardship to the College.

It is the policy of San Jacinto College to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). It is also the College’s policy not to discriminate against qualified individuals with disabilities with regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms and conditions of employment.

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.4000.A.a~~IV.4000.B.a, Americans with Disabilities Act

Date of Board Approval	<u>Previous Board Approval:</u> This policy became effective as of June 4, 2020 under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change followed the standard policy review process of two readings at regularly scheduled meetings of the Board with approval on August 3, 2020. <u>Next Board Approval Anticipated January 31, 2022</u>
Effective Date	June 4, 2020
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Procedure ~~IV.4000.A.a~~~~IV.4000.B.a~~, Americans with Disabilities Act

Associated Policy

Policy ~~IV.4000.A~~~~IV.4000.B~~, Americans with Disabilities Act

Procedure

San Jacinto College will provide a reasonable accommodation to qualified individuals with a disability so they can perform the essential functions of their jobs, unless doing so causes a direct threat to these individuals or others in the workplace or if the accommodation creates an undue hardship to the College.

Individuals with questions about accommodations under the Americans with Disabilities Act (ADA) may contact HR Benefits.

Any employee requesting an accommodation must submit the request in writing to HRBenefits@sjcd.edu. Upon receiving the accommodation request, HR Benefits will provide the appropriate documentation for the physician or other medical provider to complete. The physician or medical provider will describe what accommodation(s) are needed and the reason for the accommodation(s).

A member of the HR Benefits team will also communicate with the employee to:

1. Conduct an informal, interactive discussion about the essential functions of the job and how the employee's disability limits the ability to perform those functions. The interactive discussion may also include written and/or electronic correspondence.
2. Identify the type(s) of accommodations needed. The employee's preference of accommodation will be considered during the process; however, the College has the right to select an alternative.

The documentation from the physician or other medical professional must be returned within 15 days. Once the documentation has been reviewed, HR Benefits will determine if the employee has an ADA-defined disability requiring reasonable accommodation. Once the College determines an accommodation is required, HR Benefits will select and implement the effective reasonable accommodation(s) as soon as possible. HR Benefits will continue to communicate with the employee to discuss timelines for establishing the accommodation and any possible delays.

HR Benefits will work closely with the employee, the employee's leader, and, when applicable, the Safety department to ensure that the reasonable accommodation has been provided and is effective.

Attachment 1 – Americans with Disabilities Act (procedure number change only)

Date of SLT Approval	May 27, 2020
Effective Date	June 4, 2020
Associated Policy	Policy IV.4000.A <u>Policy IV.4000.B</u> , Americans with Disabilities Act
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

Attachment 2

Bereavement Leave

Policies and Procedures Summary of Changes

New Policy Number: **IV.4000.B**

Proposed Policy Name: **Bereavement Leave**

Current Policy Number/Name: **Policy IV-E-5: Policy on Bereavement Leave**

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

Proposed Procedure Name(s): **Bereavement Leave**

Current Procedure Number(s)/Name(s): **Procedure 4-8: Bereavement Leave**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

<https://www.sanjac.edu/policy-iv-e-policies-benefits>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-4-8-bereavement-leave>

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- Policy:
 - Moved the paragraph regarding employee responsibility for notification to the procedure.
 - Changed the amount of paid time off from three (3) days to twenty-four (24) **scheduled work hours**.
 - Changed “San Jacinto College” to “The College.”

- Procedure:
 - Added memorial service to reasons an employee can request leave.
 - Added great-grandparents to definition of immediate family.
 - Added great-grandchildren to definition of immediate family.
 - Changed “shall” to “will.”
 - Changed “his or her” to “their.”
 - Removed the comment on requiring documentation.

Current Policy on Bereavement Leave

1. INTRODUCTION:

San Jacinto College provides employees with time off when there is a death in an employee’s immediate family. Refer to Procedure 4-8 for the definition of immediate family.

2. POLICY:

It is the responsibility of the employee to personally call his or her immediate leader when it is necessary to be absent due to a death in the family. The employee may contact the leader via text message or email if the leader has communicated that these methods are acceptable. The employee shall contact the leader before the employee’s shift starts, unless there are extenuating circumstances, in which case the employee shall contact the leader as soon as possible the day of the absence.

Employees are provided with three (3) days of paid time off for making arrangements, settling family affairs, bereavement, and/or attending the funeral or memorial service of a member of the immediate family. If additional time off is needed, an employee may use sick leave or vacation hours, with leader approval.

The College reserves the right to require documentation of the death (e.g., death certificate, obituary, documentation from funeral home).

Policy #:	IV-E-6
Policy Name:	Bereavement Leave
Pages:	1
Adopted Date:	March 2, 1981.
Revision/Reviewed Date:	June 3, 1985; July 11, 1988; September 7, 1993; May 2, 1994 and December 15, 2014
Effective Date:	March 2, 1981; June 3, 1985; July 11, 1988; September 7, 1993; May 2, 1994 and December 16, 2014
Associated Procedure:	4-8-a

Policy IV.4000.B, Bereavement Leave

Purpose

The College provides employees paid time off when there is a death in an employee’s immediate family. Refer to Procedure IV.4000.B.a, Bereavement Leave for the definition of *immediate family*.

Policy

Employees are provided with up to twenty-four (24) scheduled work hours of paid time off for making arrangements, settling family affairs, bereavement, and/or attending the funeral or memorial service of a member of their immediate family. If additional time off is needed, an employee may use sick, personal, or vacation leave, with leader approval.

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.B.a, Bereavement Leave

Date of Board Approval	Anticipated January 31, 2022
Effective Date	Anticipated February 1, 2022
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Current Procedure 4-8-a: Bereavement Leave

INTRODUCTION:

This procedure establishes a uniform process for providing paid time off to employees for absences related to the death of immediate family members, in accordance with Policy IV-E-6 Bereavement Leave. Under the College's bereavement leave policy, an employee may be off work with pay to attend the funeral and/or handle matters related to the death of immediate family members.

DEFINITIONS:

“**Immediate family**” is defined as:

- Spouse (husband, wife)
- Children (son, daughter, step-son, step-daughter, son-in-law, daughter-in-law)
- Grandchildren
- Parents (mother, father, step-mother, step-father, mother-in-law, father-in-law) or an individual who stood *in loco parentis** to an employee when the employee was a child
- Parents' siblings (aunts, uncles)
- Siblings (brother, sister, step-brother, step-sister, brother-in-law, sister-in-law)
- Grandparents
- Niece/Nephew

*“*In loco parentis*” is commonly understood to refer to a relationship in which a person has put himself or herself in the situation of a parent by assuming and discharging the obligations of a parent to a child with whom he or she has no legal or biological connection. It exists when an individual intends to take on the role of a parent.

PROCEDURE:

Full-time employees receive three days of bereavement leave per occurrence. If the employee needs more than three days due to extenuating circumstances, the employee’s leader may authorize the employee to use sick leave or vacation hours to cover additional absences. Immediate family members are defined in the Board of Trustees Policy IV-E-6: Policy on Bereavement Leave.

Bereavement leave, which is compensation for time not actually worked, shall not be considered in the calculation of overtime pay.

An employee may request time off to attend a funeral of a relative or other individual not covered by Policy IV-E-6: Policy on Bereavement Leave. The employee may use personal business leave, vacation, or earned comp time for the absence from work. If other forms of paid leave are exhausted or not available, the leave shall be without pay.

Attachment 2 – Bereavement Leave (Current Procedure)

Procedure #:	4-8-a
Procedure Name:	Bereavement Leave
Pages:	2
Adopted Date:	March 2, 1981.
Revision/Review Date:	June 3, 1985; July 11, 1988; September 7, 1993; May 2, 1994 and December 15, 2014
Effective Date:	March 2, 1981; June 3, 1985; July 11, 1988; September 7, 1993; May 2, 1994 and December 16, 2014
Associated Policy:	IV-E-6

Procedure IV.4000.B.a, Bereavement Leave

Associated Policy

Policy IV.4000.B, Bereavement Leave

Purpose

This procedure establishes a uniform process for providing paid time off to employees for absences related to the death of immediate family members, in accordance with Policy IV.4000.B, Bereavement Leave. Under the College's bereavement leave policy, an employee may be off work with pay to attend the funeral, memorial service, or to handle matters related to the death of immediate family members.

Definitions:

“*Immediate family*” is defined as:

- Spouse (husband, wife)
- Children (son, daughter, stepson, stepdaughter, son-in-law, daughter-in-law)
- Grandchildren and great-grandchildren
- Parents (mother, father, stepmother, stepfather, mother-in-law, father-in-law) or an individual who stood in loco parentis* to an employee when the employee was a child
- Parents' siblings (aunt, uncle)
- Siblings (brother, sister, stepbrother, stepsister, brother-in-law, sister-in-law)
- Grandparents and great-grandparents
- Nieces/Nephews

*“*In loco parentis*” is commonly understood to refer to a relationship in which a person has put them self in the situation of a parent by assuming and discharging the obligations of a parent to a child with whom that person has no legal or biological connection. It exists when an individual intends to take on the role of a parent.

Procedures

Full-time employees receive up to twenty-four (24) scheduled work hours of bereavement leave per occurrence. If the employee needs more than twenty-four (24) scheduled work hours due to extenuating circumstances, the employee’s leader may authorize the employee to use sick, personal or vacation leave to cover additional absences.

It is the responsibility of the employee to contact their leader personally when it is necessary to be absent due to a death in the family. The employee may contact the leader via text message or email if the leader has communicated that these methods are acceptable. The employee will contact the leader before their scheduled start time, unless there are extenuating circumstances, in which case the employee will contact the leader as soon as possible on the day of the absence.

Bereavement leave, which is compensation for time not actually worked, will not be considered in the calculation of overtime pay.

Attachment 2 – Bereavement Leave (Proposed Procedure)

An employee may request time off to attend a funeral or memorial service of a relative or other individual not covered by this procedure. The employee may use personal leave, vacation leave, or earned compensation time for the absence from work. If all forms of paid leave are exhausted or not available, the leave will be without pay.

Date of SLT Approval	December 7, 2021
Effective Date	Anticipated February 1, 2022
Associated Policy	Policy IV.4000.B, Bereavement Leave
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

Attachment 3

Court Appearances/Jury Duty

Policies and Procedures Summary of Changes

New Policy Number: **IV.4000.C**

Proposed Policy Name: **Court Appearances/Jury Duty**

Current Policy Number/Name: **Policy IV-E-10: Policy on Court Appearances**

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

Proposed Procedure Name(s): **Court Appearances/Jury Duty**

Current Procedure Number(s)/Name(s): **Procedure 4-8-c: Court Appearances/Jury Duty**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

<https://www.sanjac.edu/policy-iv-e-policies-benefits>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-4-8-court-appearances-jury-duty>

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- Policy:
 - Changed the name of the policy from “Policy on Court Appearances” to “Court Appearances/Jury Duty”
 - Updated language. For example, changed “allowed court appearances” to “manages court appearances.”

- Procedure:
 - Updated language. For example, specified employees as “full-time” employees.

Attachment 3 – Court Appearances (Current Policy)

Current Policy on Any Court Appearances

College personnel who have been summoned for jury duty, subpoenaed as a witness, or directed to attend a legal proceeding of any type as required by the district or any court will be permitted to be absent from their duties with pay and the college will pay for their substitutes, if necessary.

Policy #:	IV-E-10
Policy Name:	Policy on Any Court Appearances
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	September 7, 1993
Effective Date:	March 2, 1981 and September 7, 1993
Associated Procedure:	<u>4-8-c</u>

Policy IV.4000.C, Court Appearances/Jury Duty

Purpose

The purpose of this policy is to expand on how the College manages employee court appearance absences.

Policy

A full-time employee summoned for jury duty, subpoenaed as a witness, or directed to testify in court proceedings in which the employee is not a party, will be released from their assigned duties as necessary, with no loss of salary or reduction in leave.

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.C, Court Appearances/Jury Duty

Date of Board Approval	Anticipated January 31, 2022
Effective Date	Anticipated February 1, 2022
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Current Procedure 4-8-c: Court Appearances / Jury Duty

When an employee is summoned for jury duty, subpoenaed as a witness, or attend a legal proceeding of any type as required by the District or any court he or she should inform his or her immediate supervisor as soon as possible. It is the responsibility of the employee to keep the college informed as to his or her status; such as, if he or she is selected, what kind of case, and estimated time off. If the employee is selected for a jury, he or she should contact his or her immediate supervisor on a regular basis to keep him or her informed as to the estimated time for returning to work.

This procedure does not apply when the court appearance is due to the employee's personal business, private practice testimony as an expert witness or when summoned in connection with a suit for which the employee is a party.

If an employee is summoned for jury duty and is dismissed early, he or she should return to work on that day. If the employee is a witness, he or she should only be off from work for the length of time necessary to serve as the witness.

When an employee has jury duty, he/she makes arrangements in advance with his/her supervisor. Faculty should make arrangements for substitutes for the date of the jury duty. If the employee is assigned to a panel and will be absent additional days, he/she should contact his/her supervisor as soon as possible. Upon returning from jury duty, the employee completes a personnel absence report and also turns in a confirmation of jury duty from the court clerk.

An employee working an alternate work schedule will be compensated for the time that corresponds to the employee's scheduled work hours.

Procedure #:	4-8-c
Procedure Name:	Court Appearances / Jury Duty
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	November 1, 2016
Effective Date:	
Associated Policy:	IV-E-10

Procedure IV.4000.C.a, Court Appearances/Jury Duty

Associated Policy

Policy IV.4000.C, Court Appearances/Jury Duty

Procedure

When a full-time employee is summoned for jury duty, subpoenaed as a witness, or directed to testify in court proceedings, the employee should inform their immediate leader as soon as possible. It is the responsibility of the employee to keep the College informed as to their status, such as, if the employee is selected to serve and estimated time off from work. If the employee is selected for a jury, the employee must contact their immediate leader to keep the leader informed regarding the estimated time for returning to work.

If an employee is summoned for jury duty and dismissed early, the employee will be given one hour from the release time to return to work on that day. If the employee is a witness, they should only be off from work for the length of time necessary to serve as the witness.

When employees are summoned for jury duty, they need to make arrangements in advance with their leaders. Faculty should make arrangements for substitutes for the date of jury duty. If the employee is assigned to a jury panel and will be absent additional days, the employee must contact their leader as soon as possible.

An employee returning from a court appearance must provide a copy of the jury duty summons or subpoena and confirmation/release of jury duty from the court clerk to Payroll.

This procedure does not apply when the court appearance is due to the employee's personal business, private practice testimony as an expert witness, or when summoned in connection with a suit for which the employee is a party. In these cases, the employee is required to use vacation or personal leave to cover the absence.

Date of SLT Approval	December 7, 2021
Effective Date	Anticipated February 1, 2022
Associated Policy	Policy IV.4000.C, Court Appearances/Jury Duty
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

Attachment 4

**Educational Advancement
Incentive for Full-Time Staff
and Administrators**

Policies and Procedures Summary of Changes

New Policy Number: **IV.4000.D**

Proposed Policy Name: **Educational Advancement Incentive for Full-Time Staff and Administrators**

Current Policy Number/Name: **IV.4000.A., Educational Advancement Incentive for Full-Time Staff and Administrators**

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

Proposed Procedure Name(s): **Educational Advancement Incentive for Full-Time Staff and Administrators**

Current Procedure Number(s)/Name(s): **IV.4000.A.a, Educational Advancement Incentive for Full-Time Staff and Administrators**

Action Recommended for Policy: **Revised policy number only**

Action Recommended for Procedures: **Revised procedure number only**

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

Recommend organizing the entire benefits section policies in alphabetical order so the number for this policy and procedure is being changed from IV.4000.A and IV.4000.A.a to IV.4000.D and IV.4000.D.a.

Attachment 4 - Educational Advancement Incentive for Full-Time Staff and Administrators
(policy number change only)

Policy ~~IV.4000.D~~~~IV.4000.A~~, Educational Advancement Incentive for Full-Time Staff and Administrators

Purpose

To recognize full-time staff and administrators who choose to further their formal education.

Policy

A full-time staff or administrator may receive an incentive for each degree level obtained above that with which they were hired.

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.D.a~~~~IV.4000.A.a~~, Educational Advancement Incentive for Full-Time Staff and Administrators

Date of Board Approval	<u>Current Board Approval: January 28, 2019</u> <u>Next Board Approval Anticipated January 31, 2022</u>
Effective Date	January 29, 2019
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Procedure ~~IV.4000.D.a~~~~IV.4000.A.a~~, Educational Advancement Incentive for Full-Time Staff and Administrators

Associated Policy

Policy ~~IV.4000.DIV.4000.A~~, Educational Advancement Incentive for Full-Time Staff and Administrators

Procedure

San Jacinto College recognizes the need for employees to improve their job knowledge and skills. To reward employees who choose to further their education, full-time staff and administrators may receive an incentive for each degree level obtained above that with which they were hired. Each employee may only receive one incentive for each degree level (e.g., if an employee receives two Masters Degrees, they will only receive the incentive for the first degree). This procedure does not apply to faculty.*

Employees who are planning to apply for the Educational Advancement Incentive, must notify Human Resources by March 31 of each year. If Human Resources is not notified by the deadline, employees may not be eligible for the incentive payment, as funds are limited.

The degree must be received from a regionally accredited institution of higher education. The Educational Advancement Incentive is contingent upon receipt of official transcripts by Human Resources, directly from the degree-granting institution.

The Educational Advancement Incentive is a one-time payment for each degree level attained and does not become part of the employee's base salary.

- A \$1,500 incentive will be given for receipt of an Associate's Degree.
- A \$2,000 incentive will be given for receipt of a Bachelor's Degree.
- A \$2,500 incentive will be given for receipt of a Master's Degree.
- A \$3,000 incentive will be given for receipt of a Doctoral Degree.

For current employees, the Educational Advancement Incentive will be processed following receipt of official transcripts documenting the degree attained. Official transcripts must be received by Human Resources directly from the institution granting the credit by the published payroll cut-off date in September of each year for payment in November. Transcripts received after the September payroll cut-off date will be processed effective the next fiscal year.

The Educational Advancement Incentive will only be processed for degrees obtained during the fiscal year in which the employee applies for the incentive. The incentive will not be processed retroactively for degrees obtained in previous fiscal years.

Employees anticipating receiving a degree from an accredited institution and thus qualifying for an Educational Advancement Incentive in future years should advise the appropriate leader during the budget planning process for the next fiscal year.

Attachment 4 - Educational Advancement Incentive for Full-Time Staff and Administrators
(procedure number change only)

In order to be eligible for the incentive payment, employees must be employed in a full-time staff or administrator position at the time of payment.

* Faculty should refer to Human Resources Procedure IV.4001.A.b, Faculty Salaries

Date of SLT Approval	November 6, 2018
Effective Date	January 29, 2019
Associated Policy	Policy IV.4000.D <u>IV.4000.A</u> , Educational Advancement Incentive for Full-Time Staff and Administrators
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Attachment 5

Employee Assistance Program

Policies and Procedures Summary of Changes

New Policy Number: **IV.4000.E**

Proposed Policy Name: **Employee Assistance Program**

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

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

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

Current Procedure Number(s)/Name(s): **Procedure 4-7-c: Employee Assistance Program**

Action Recommended for Policy: **New**

Action Recommended for Procedures: **Revised**

Web Links: <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-4-7-employee-assistance-program>

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- Policy:
 - New policy

- Procedure:
 - Moved paragraph regarding the definition of the EAP to the policy.
 - Updated language to state that the EAP also offers webinars and videos.

Policy IV.4000.E, Employee Assistance Program

Purpose

The purpose of this policy is to define the Employee Assistance Program (EAP) and outline the services that are available to full-time employees.

Policy

The College offers an EAP, which provides confidential, professional assistance to full-time employees and their dependents. The EAP provider employs staff with specialized training in many areas, including marital and family counseling, adolescent concerns, depression, legal advice, and drug and alcohol related issues.

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.E, Employee Assistance Program

Date of Board Approval	Anticipated January 31, 2022
Effective Date	Anticipated February 1, 2022
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Current Procedure 4-7-c: Employee Assistance Program

The College subscribes to an Employee Assistance Program (EAP) that provides **confidential**, professional assistance to help employees and their families resolve problems that affect their personal lives or job performance. The program is strictly confidential and voluntary - it is designed to allow employees or their families to seek help on their own. We have contracted with The University of Texas Employee Assistance Programs whose staff has specialized training in helping people to identify their problems, offer guidance, and locate whatever assistance may be necessary. These problems include, but are not limited to, marital and family difficulties, adolescent problems, depression, legal concerns, financial problems and drug and alcohol related problems. Day and evening appointments are available. Appointments may be scheduled by calling 1-800-346-3549. Brochures relating to the EAP program are located in the Wellness Offices on each campus and the Human Resources Office at District.

Procedure #:	4-7-c
Procedure Name:	Employee Assistance Program
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Procedure IV.4000.E.a, Employee Assistance Program

Associated Policy

Policy IV.4000.E, Employee Assistance Program

Procedure

The current Employee Assistance Program (EAP) provider for the College is the University of Texas Employee Assistance Program (UTEAP). Appointments for counseling can be scheduled by calling (800) 346-3549 or (713) 500-3327.

UTEAP also provides a work-life website, www.uteap.org, which offers access to free legal forms, such as a Power of Attorney and simple wills, as well as webinars and videos on various topics. Brochures with information about the EAP services available to full-time employees and their dependents are maintained in Human Resources.

Date of SLT Approval	December 7, 2021
Effective Date	Anticipated February 1, 2022
Associated Policy	Policy IV.4000.E, Employee Assistance 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

Attachment 6

Family and Medical Leave

Policies and Procedures Summary of Changes

New Policy Number: **IV.4000.F**

Proposed Policy Name: **Family and Medical Leave**

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

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

Proposed Procedure Name(s): **Family and Medical Leave**

Current Procedure Number(s)/Name(s): **Procedure 4-8-k: Family and Medical Leave**

Action Recommended for Policy: **New**

Action Recommended for Procedures: **Revised**

Web Links: <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-4-8-family-and-medical-leave>

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- Policy:
 - New policy

- Procedure:
 - Defined the leave categories that run concurrently with FMLA leave.
 - Updated FMLA qualifying events to reflect the requirements under FMLA legislation.
 - Changed “son or daughter” to “child.”
 - Changed “his or her” to “their.”

Policy IV.4000.F, Family and Medical Leave

Purpose

The Family and Medical Leave Act of 1993 (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees.

Policy

To be eligible for FMLA, an employee must have been employed at the College for at least 12 months, which does not need to be consecutive, and to have worked at least 1,250 hours within the 12-month period preceding the request for leave.

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.F, Family and Medical Leave

Date of Board Approval	Anticipated January 31, 2022
Effective Date	Anticipated February 1, 2022
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Current Procedure 4-8-k: Family and Medical Leave

FMLA Leave:

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Leave under the Family and Medical Leave Act (FMLA) is unpaid. Employees are required to use their leave time while on FMLA leave; the leave time will run concurrently with the FMLA leave. This rule will apply to all employees on FMLA except those who are receiving workers' compensation benefits. In many instances, an on-the-job injury that qualifies for workers' compensation coverage also will qualify under the FMLA. Under state law, an individual receiving workers' compensation benefits may choose whether to use other paid leave to supplement his or her benefits. Additional information regarding an employee's rights under the FMLA or workers' compensation is available from the Human Resources Office.

Attachment 6 – Family and Medical Leave (Current Procedure)

Procedure #:	4-8-k
Procedure Name:	Family and Medical Leave
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	January 15, 2010
Effective Date:	January 15, 2010
Associated Policy:	<u>IV-E-5</u>

Procedure IV.4000.F.a, Family and Medical Leave

Associated Policy

Policy IV.4000.F, Family and Medical Leave

Procedure

The College is required by federal law to provide up to 12 weeks of unpaid, job-protected leave in accordance with the Family and Medical Leave Act of 1993 (FMLA) to eligible employees for the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care;
- To care for a spouse, child, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of their job; or
- For any qualifying exigency arising out of the fact that a spouse, child or parent is a military member on covered active duty or called to covered active-duty status.

Eligible employees are required to use their leave time (sick time, personal business leave, or vacation) concurrently with the FMLA leave. This rule will apply to all employees on FMLA leave except those who are receiving workers' compensation benefits. In many instances, an on-the-job injury that qualifies for workers' compensation coverage will also qualify under FMLA. Under state law, an individual receiving workers' compensation benefits may choose whether to use other paid leave to supplement their benefits.

Military Family Leave Entitlements

Eligible employees with a spouse, child, or parent on active duty or are called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include:

- Attending certain military events;
- Arranging for alternative childcare;
- Addressing certain financial and legal arrangements;
- Attending certain counseling sessions, and;
- Attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves. This leave entitlement includes:

- Caring for a covered service member who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform their duties;
- Caring for a service member undergoing medical treatment, recuperation, or therapy;

Attachment 6 – Family and Medical Leave (Proposed Procedure)

- Caring for a service member who is in outpatient status, or;
- Caring for a service member who is on the temporary disability retired list.

Additional information regarding an employee’s rights under FMLA is available from Human Resources, Benefits. Information on workers’ compensation is available from Safety, Health, Environmental, and Risk Management (SHERM).

Date of SLT Approval	December 7, 2021
Effective Date	Anticipated February 1, 2022
Associated Policy	Policy IV.4000.F, Family and Medical Leave
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

Attachment 7

Holidays

Policies and Procedures Summary of Changes

New Policy Number: **IV.4000.G**

Proposed Policy Name: **Holidays**

Current Policy Number/Name: **Policy IV-E-11: Policy on Holidays**

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

Proposed Procedure Name(s): **Holidays**

Current Procedure Number(s)/Name(s): **Procedure 4-8-b: Holidays**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

<https://www.sanjac.edu/policy-iv-e-policies-benefits>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-4-8-holidays>

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- Policy:
 - Added a statement to include the College’s effort to reasonably accommodate religious beliefs and allowing time off for religious holidays, when possible.
 - Changed “shall” to “will.”

- Procedure:
 - Changed “Easter” to “Spring Holiday.”
 - Added information regarding religious holidays not listed as a College holiday.

Current Policy on Holidays

Holidays for all employees shall be set by the Board each year. Regular full-time employees as defined by the Teacher Retirement System of Texas shall be eligible to be paid for the holiday(s) at their prevailing rate of pay.

Policy #:	IV-E-11
Policy Name:	Policy on Holidays
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	June 3, 1985; and September 7, 1993
Effective Date:	March 2, 1981; June 3, 1985; and September 7, 1993
Associated Procedure:	<u>4-8-b</u>

Policy IV.4000.G, Holidays

Purpose

The purposed of this policy is to define the College’s holiday policy.

Policy

Holidays for all employees are set by the Board of Trustees each year. Eligible full-time employees will be paid for the holiday(s) at their current rate of pay.

The College makes every reasonable effort to accommodate the religious beliefs of employees, including allowing time off for religious holidays when possible.

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.G.a, Holidays

Date of Board Approval	Anticipated January 31, 2022
Effective Date	Anticipated February 1, 2022
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Current Procedure 4-8-b: Holidays

The Board of Trustees approves an official calendar, which includes holidays the college will observe each year. The specific dates of the holidays are posted by Human Resources and in other official college publications. Approved holidays include the following:

- Labor Day
- Thanksgiving
- Winter Break
- Martin Luther King, Jr., Day
- Easter
- Spring Break
- Memorial Day
- Independence Day

Holidays will be compensated as an 8-hour day (regardless of the assigned work schedule) or based on the College's summer schedule.

- Memorial Day and Independence Day

Leaders should be fiscally responsible and adjust the schedule accordingly in weeks that contain a holiday, unless there is a departmental need to work the additional hours.

Procedure #:	4-8-b
Procedure Name:	Holidays
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	November 1, 2016
Effective Date:	
Associated Policy:	IV-E-11

Procedure IV.4000.G.a, Holidays

Associated Policy

Policy IV.4000.G, Holidays

Procedure

Eligible full-time employees will be paid for holidays at their current rate of pay. The specific dates of the holidays are listed in the academic calendar. Approved holidays include:

Labor Day	Spring Break
Thanksgiving Break	Spring Holiday
Winter Break	Memorial Day
Martin Luther King, Jr. Day	Independence Day

When an employee requests to observe another federal or religious holiday that is not listed as a College holiday, the employee may use their available personal business leave or vacation leave in order to be paid for this absence.

Date of SLT Approval	December 7, 2021
Effective Date	Anticipated February 1, 2022
Associated Policy	Policy IV.4000.G, Holidays
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

Attachment 8

Insurance

Policies and Procedures Summary of Changes

New Policy Number: **IV.4000.H**

Proposed Policy Name: **Insurance**

Current Policy Number/Name: **Procedure IV-E-3: Insurance**

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

Proposed Procedure Name(s): **Insurance**

Current Procedure Number(s)/Name(s): **Procedure 4-7-a: Insurance**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links: <https://www.sanjac.edu/policy-iv-e-policies-benefits>

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- Policy:
 - Removed information regarding the Public Service Act, Title XXII, etc.

- Procedure:
 - Removed specific cost related information.
 - Removed information regarding premiums paid for by The State of Texas.
 - Removed eligibility information.

Current Policy on Insurance

The Texas Insurance Code authorizes group insurance for eligible employees under the terms and conditions established by the Employee Retirement System and the San Jacinto College Board of Trustees. Individuals covered by group coverage will be given the opportunity to continue coverage in The San Jacinto College District's insurance plan when certain qualifying events occur. The requirements governing this continuation of coverage shall be subject to the provisions of the Public Health Service Act, Title XXII, as amended, and the regulations thereof. Copies of the federal rule and regulations are available from the Human Resources Office, San Jacinto College District, 4624 Fairmont Parkway, Suite 106, Pasadena, TX 77504.

Policy #:	IV-E-3
Policy Name:	Policy on Insurance
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	March 5, 1984; May 5, 1986; July 11, 1988; September 7, 1993; July 7, 2003 and February 5, 2008
Effective Date:	March 2, 1981; March 5, 1984; May 5, 1986; July 11, 1988; September 7, 1993; July 7, 2003 and February 5, 2008
Associated Procedure:	4-7 (Currently under review. Please contact hrbenefits@sjcd.edu with any questions.)

Policy IV.4000.H, Insurance

Policy

The Texas Insurance Code authorizes group insurance for eligible employees under the terms and conditions established by the Employees Retirement System (ERS) and the San Jacinto College Board of Trustees.

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.H.a, Insurance

Date of Board Approval	Anticipated January 31, 2022
Effective Date	Anticipated February 1, 2022
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Current Procedure 4-7-a: Insurance

As an employee of a higher education institution that participates in the State's insurance program and eligible for participation in the Teacher Retirement System or Optional Retirement Program, you are eligible to enroll in the insurance coverage offered by the College.

The basic insurance plan, for which certain part-time employees are eligible, includes health coverage through the state and basic term life insurance, including \$5,000 term life and \$5,000 of accidental coverage. The basic plan provides coverage only for the employee; it does not include coverage for dependents.

The State of Texas pays the health insurance premiums for full-time employees and half the monthly premiums for their dependents. In addition, the college pays one-half of the remaining monthly premium for a full-time employee's monthly premium obligation for dependent health and dental.

The State pays one-half of the monthly premium for eligible part-time employees for employee/only health coverage under the basic plan with the employee responsible for the other half. In addition, eligible part-time employees may enroll in dependent health coverage and other optional coverage's, including dental, provided satisfactory arrangements have been made for payment of the monthly premiums.

Optional coverage enrollment: An employee may enroll in optional coverages during their initial period of eligibility, their first 31 days of employment. During this 31-day window, the employee may enroll in dental coverage, optional term life insurance, dependent life insurance, voluntary accidental death and dismemberment (AD&D) coverage, short term and long term disability, long term care, vision and legal assistance. Some coverage will require evidence of insurability.

An employee may formally decline health coverage, but will receive no additional pay in lieu of the State premium supplement. Please note: Even if an employee declines health coverage her or she may still enroll in optional coverage.

New employees will be subject to a 90-day health coverage waiting period. During this waiting period, the employee may enroll themselves and/or eligible dependents in a health plan. Once a health plan is selected, health coverage begins on the first day of the month following the 90th day of employment.

For the purposes of determining who is eligible for insurance, the term "employee," as used in this policy, shall mean any person employed by the Board of Trustees of San Jacinto College in any capacity who receives compensation for services rendered and includes all regular full-time employees (designated to work 40 or more hours per week) and certain part-time employees (work more than 20 hours per week, but less than 40, or are qualified adjunct faculty).

All insurance forms should be completed on or before the first day of employment. Payroll deductions are available through the business office for the group health and dental dependent insurance.

Attachment 8 – Insurance (Current Procedure)

Full-time employees are eligible for:

- The full cost of group health and dental insurance premiums for employee only.
- The one-half of dependent coverage premiums not paid by the state for group health and dental insurance.
- The full cost of life insurance at two times the annual salary.
- The full cost of accidental death and dismemberment insurance with a maximum of two times the annual salary.
- The full cost of long-term disability insurance at sixty percent monthly salary with a maximum of \$6,000 per month (commencing the greater of 90 consecutive days or the number of days you are entitled to sick leave).

The State pays half the health insurance premiums for part-time employees and 25% of their dependents' health premium costs. Neither the college nor the state contributes any portion of the premiums for optional coverage for part-time employees.

Employees may participate in the Tex-flex program offered to all employees of public community colleges. This program allows an employee to pay for insurance premiums with pre-tax dollars, pay for child-care expenses with pre-tax dollars and contribute to a medical reimbursement account for out-of-pocket medical expenses.

Procedure #:	4-7-a
Procedure Name:	Insurance
Pages:	2
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	IV-E-3

Procedure IV.4000.H.a, Insurance

Associated Policy

Policy IV.4000.H, Insurance

Procedure

Employees of a higher education institution that participate in the state's insurance program may elect to enroll in the insurance coverage offered by the Employees Retirement System (ERS).

The health insurance plan, for which all full-time employees and certain part-time employees are eligible, includes medical coverage through the state and basic term life insurance.

Employees may enroll in optional coverage(s) during their initial period of eligibility, which is their first 31 days of employment. During this 31-day window, employees may enroll in dental coverage, optional term life insurance, dependent life insurance, voluntary accidental death and dismemberment (AD&D) coverage, short-term and long-term disability, long-term care, vision, and legal assistance. Some coverage will require evidence of insurability. Changes to coverage can be made during annual enrollment or with a qualifying life event.

New employees have a 60-day health coverage, prescription drug plan, and flexible spending account waiting period. During this waiting period, the employee may enroll themselves and eligible dependents in a health plan. Once a health plan is selected, health coverage begins on the first day of the month following the 60th day of employment. All other benefit coverage elected will be effective on the employee's date of hire.

Health insurance and optional coverages may have portions of the premium covered by the state and/or the College. The employee will be responsible for the remaining cost of the insurance premiums.

Date of SLT Approval	December 7, 2021
Effective Date	Anticipated February 1, 2022
Associated Policy	Policy IV.4000.H, Insurance
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

Attachment 9

Lactation

Policies and Procedures Summary of Changes

New Policy Number: **IV.4000.I**

Proposed Policy Name: **Lactation**

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

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

Proposed Procedure Name(s): **Lactation**

Current Procedure Number(s)/Name(s): **Procedure 4-27: Lactation**

Action Recommended for Policy: **New**

Action Recommended for Procedures: **Revised**

Web Links: <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-4-27-lactation>

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- Policy:
 - New Policy

- Procedure:
 - Moved introductory paragraph regarding the purpose of the procedure to the policy.
 - Changed HR Benefits Office to Human Resources, Benefits.
 - Changed “maternity” to “leave of absence.”

Policy IV.4000.I, Lactation

Policy

The purpose of this policy is to provide a process for arranging an appropriate location and a reasonable amount of break time to accommodate employees who are nursing for a period of up to one calendar year after the birth of the nursing child, pursuant to applicable state and federal laws.

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.I.a, Lactation

Date of Board Approval	Anticipated January 31, 2022
Effective Date	Anticipated February 1, 2022
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Current Procedure 4-27: Lactation

1. INTRODUCTION

The purpose of this procedure is to provide a process for arranging an appropriate location and a reasonable amount of break time to accommodate employees who are nursing for a period of up to one (1) calendar year after the birth of the nursing child, pursuant to applicable state and federal laws.

2. PROCEDURE

- A. Employees should inform their leaders as soon as possible of their intention to continue nursing following maternity leave. Reasonable notice before the employee returns to duty provides the College time to ensure all necessary arrangements are made prior to the employee's return from leave.
- B. Once a leader is notified by an employee of the need for a lactation room, the leader will notify the Human Resources (HR) Benefits group.
- C. HR Benefits will coordinate any logistical requirements needed to provide reasonable accommodations for the nursing employee.
- D. The nursing employee will be allowed a flexible schedule to express milk. For non-exempt employees, the reasonable accommodation ordinarily will consist of additional time in conjunction with the time allowed for lunch or work breaks. Whenever possible, break time for lactation purposes should run concurrently with any break time already provided to the employee. Exempt employees will consult with their leaders to arrange an appropriate schedule. As with non-exempt employees, exempt employees should, when possible, schedule a lactation break concurrently with a lunch period or other scheduled break.
- E. The College will provide a clean, private room that locks (not a public restroom) in reasonable proximity to the work area, where the employee can express milk in privacy. The room will be furnished appropriately and will also have an accessible electrical outlet for the pump.
- F. It is the employee's responsibility to ensure the location is clean after each use.

Attachment 9 – Lactation (Current Procedure)

Procedure #:	4-27
Procedure Name:	Lactation Procedure
Pages	2
Adopted Date:	November 17, 2015
Revision/Reviewed Date:	
Effective Date:	November 17, 2015
Associated Policy:	

Procedure IV.4000.I.a, Lactation

Associated Policy

Policy IV.4000.I, Lactation

Procedure

- A. Employees should inform their leader as soon as possible of their intention to continue nursing following their leave of absence. Reasonable notice before the employee returns to work provides the College time to ensure all necessary arrangements are made prior to the employee’s return from leave.
- B. Once a leader is notified of the need for a lactation room, the leader will notify Human Resources, Benefits.
- C. Human Resources, Benefits will coordinate any logistical requirements needed to provide reasonable accommodations for the nursing employee.
- D. The nursing employee will be allowed a flexible schedule for nursing. For non-exempt employees, the reasonable accommodation will ordinarily consist of additional time in conjunction with the time allowed for lunch or work breaks. Whenever possible, break time for lactation purposes should run concurrent with any break time already provided to the employee. Exempt employees will consult with their leader to arrange an appropriate schedule. As with non-exempt employees, exempt employees should, when possible, schedule a lactation break concurrently with a lunch period or other scheduled break.
- E. The College will provide a clean, private room that locks (not a public restroom) in reasonable proximity to the work area, where the employee can express milk in privacy. The room will be furnished appropriately and will have an accessible electrical outlet for the pump.
- F. It is the employee’s responsibility to ensure the location is clean after each use.

Date of SLT Approval	December 7, 2021
Effective Date	Anticipated February 1, 2022
Associated Policy	Policy IV.4000.I, Lactation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness

Attachment 9 – Lactation (Proposed Procedure)

Secondary Owner of Vice President, Human Resources
Policy Associated
with the Procedure

Attachment 10

Military Leave

Policies and Procedures Summary of Changes

New Policy Number: **IV.4000.J**

Proposed Policy Name: **Military Leave**

Current Policy Number/Name: **Policy IV-E-9: Policy on Military Absence**

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

Proposed Procedure Name(s): **Military Leave**

Current Procedure Number(s)/Name(s): **Procedure 4-8-j: Military Leave**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

<https://www.sanjac.edu/policy-iv-e-policies-benefits>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-4-8-military-leave>

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- Policy:
 - Moved all pay related information to the procedure.
 - Added “Texas military service members ordered to state active duty, training, or other duty by a proper state authority are entitled to the same benefits and protections as those found in USERRA and provisions of the federal service members Civil Relief Act (SCRA)”.
 - Changed policy name from Military Absence to Military Leave.

- Procedure:
 - Expanded information on military leave to include requirements on short-term and long-term military leave.
 - Added “An employee that is a member of the Texas military forces, a reserve component of the armed forces, or a member of a state or federally authorized urban search and rescue team will be granted seven (7) days of paid leave per fiscal year if called to active duty by the governor or authorized appropriate authority in response to a disaster. Employees granted this leave in response to a disaster will not be required to use sick or personal leave” in response to House Bill 1589.

Current Policy on Military Absence

A full-time employee who is a member of the state military forces, or a member of a reserve component of the armed forces, is entitled to leave of absence with full pay for training or active duty when authorized by proper authority. Full paid military leave may not exceed fifteen days per fiscal year. A full-time employee called into service for training or active duty for a period longer than fifteen days due to a local, state or national emergency may receive the difference between military pay and the employee's salary from the end of fifteen days until the end of the fall or spring semester in which he or she is called into military service.

(See Guidelines and Procedures, Section 4-8)

(Effective March 2, 1981; Revised September 7, 1993; Revised December 3, 2001)

Policy #:	IV-E-9
Policy Name:	Policy on Military Leave
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	September 7, 1993; and December 3, 2001
Effective Date:	March 2, 1981; September 7, 1993; and December 3, 2001
Associated Procedure:	4-8-j

Policy IV.4000.J, Military Leave

Purpose

The purpose of this policy is to outline the College’s administration of military leave in compliance with federal and state regulations.

Policy

Full-time employees of San Jacinto College who are members of the state military forces, or of the reserve components of the United States Armed Forces are entitled to a leave of absence for training and other purposes when authorized by the proper authority. The rights of employees who are members of the United States Armed Forces, National Guard, Texas State Guard, or reserve are detailed in the “Uniformed Service Employment and Re-employment Rights Act of 1994” (USERRA).

Texas military service members ordered to state active duty, training, or other duty by a proper state authority are entitled to the same benefits and protections as those found in USERRA and provisions of the federal Servicemembers Civil Relief Act (SCRA).

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.J.a, Military Leave

Date of Board Approval	Anticipated January 31, 2022
Effective Date	Anticipated February 1, 2022
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Current Procedure 4-8-j: Military Leave

Up to fifteen days of military pay per fiscal year will be paid to employees called to active duty for training or other purposes. Military leave need not be consecutive and will be paid in addition to any other paid leaves the employee may be entitled to. The rights of employees who are members of the National Guard or Reserve are detailed in the "Uniformed Services Employment and Re-employment Rights Act of 1994". Advanced notice of military service is required, except when military necessity prevents the giving of notice; or the giving of notice is otherwise impossible or unreasonable.

(Re: Policy IV-E-9; Board of Trustees Policy Manual)

Procedure #:	4-8-j
Procedure Name:	Military Leave
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	<u>IV-E-9</u>

Procedure IV.4000.J.a, Military Leave

Associated Policy

Policy IV.4000.J, Military Leave

Procedure

Short-Term Military Leave

Full-time employees of San Jacinto College who are members of the state military forces, National Guard, or of the reserve components of the United States Armed Forces will be granted a leave of absence from their duties when they are engaged in authorized training or duty ordered by the proper authority, not to exceed 15 ~~work days~~workdays in any one federal fiscal year (October 1st through September 30th). Military leave does not need to be used on consecutive days.

An employee who is a member of the state military forces, National Guard, or the reserve component of the United States Armed Forces will receive full compensation for up to 15 scheduled workdays for regular or duty-ordered training per federal fiscal year. An employee may carry forward from one federal fiscal year to the next the net balance of paid accumulated leave. The balance of leave may not exceed 45 ~~work days~~workdays.

A copy of the duty papers that specify all required dates of leave must be submitted to Human Resources, Benefits prior to payment.

An employee who is a member of the Texas military forces, a reserve component of the United States Armed Forces, or a member of a state or federally authorized urban search and rescue team will be granted up to seven (7) additional days of paid leave per federal fiscal year if called to active duty by the governor or authorized appropriate authority in response to a disaster.

Employees granted military leave would not be required to use their own sick, personal, or vacation leave.

Long-Term Military Leave

Full-time employees called to active duty due to a local, state, or national emergency for a period longer than the balance of their regular or duty-ordered training may receive the difference between military pay and the employee's salary for up to a period of 60 workdays if the employee's gross military compensation is less than the employee's gross compensation with the College. Advanced notice of active military service is required, except when prevented by military necessity. A copy of the duty papers specifying all required dates of leave, and a document showing compensation amount, must be received by Human Resources, Benefits prior to payment.

Attachment 10 – Military Leave (Proposed Procedure)

Any employee, other than a temporary employee, who leaves their position for the purpose of entering into active duty with the regular or reserve Armed Forces of the United States, or with the National Guard, Texas State Guard or reserve, if discharged, separated, or released from such active duty under honorable conditions within five years from the date of enlistment or call to active service, will be restored to employment in the same position held at the time of induction, enlistment, or order into active service or to a position of like seniority, status, and pay if the employee is physically and mentally qualified to perform the duties of such position.

For insurance-related questions about military leave, employees may see the ERS website at: <https://www.ers.texas.gov/Active-Employees/Retirement/Service-Credit-for-State-of-Texas-Retirement/Military-Service>.

Definitions

Disaster - The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including fire, **floorflood**, earthquake, wind, storm, wave action, oil spill or other water contamination, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, riot, hostile military or paramilitary action, extreme heat, cybersecurity event, other public calamity requiring emergency action, or energy emergency.

Energy Emergency - A temporary statewide, regional, or local shortage of petroleum, natural gas, or liquid fuel energy supplies that makes emergency measures necessary to reduce demand or allocate supply.

Date of SLT Approval	December 7, 2021
Effective Date	Anticipated February 1, 2022
Associated Policy	Policy IV.4000.J, Military Leave
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

Attachment 11

~~Part-Time Retirement Plan~~
Retirement Plan for Part-time
Employees

Policies and Procedures Summary of Changes

New Policy Number: **IV.4000.K**

Proposed Policy Name: ~~Part-Time Retirement Plan~~ for Part-time Employees

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

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

Proposed Procedure Name(s): **Part-Time Retirement Plan**

Current Procedure Number(s)/Name(s): **Procedure 8-1-c: Retirement Plan**

Action Recommended for Policy: **New**

Action Recommended for Procedures: **Revised**

Web Links: <https://www.sanjac.edu/procedure-8-1-c-retirement-plan>

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- Policy:
 - New policy

- Procedure:
 - Moved information regarding the Social Security System to the policy.
 - Changed Procedure name from “Retirement Plan” to “Part-Time Retirement Plan.”

Policy IV.4000.K, ~~Part-Time~~ Retirement Plan for Part-time Employees

Purpose

The College does not participate in Social Security; therefore, the purpose of this policy is to outline the Federal Insurance Contributions Act (FICA) alternative retirement plan for part-time employees.

Policy

The College is required to provide a FICA alternative retirement plan for part-time employees under the federal Omnibus Budget Reconciliation Act of 1990 (OBRA). Additionally, all employees hired beginning May 1, 1986, must also pay the Medicare tax (part of FICA).

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.K, ~~Part-time~~ Retirement Plan for Part-time Employees

Date of Board Approval	Anticipated January 31, 2022
Effective Date	Anticipated February 1, 2022
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Current Procedure 8-1-c: Retirement Plan

San Jacinto College does not participate in the Social Security System and employees do not pay social security taxes (FICA). However, employees hired after April, 1986, must pay the Medicare tax (part of FICA). Since we do not participate in Social Security, the College was required to institute a retirement plan for part-time employees under a federal law (OBRA). In general, all part-time employees must be enrolled in the part-time retirement plan and pay the Medicare tax; however, services performed by student employees are exempted if the performance of such services are incident to, and for the purposes of, pursuing a course of study at the school. In other words, student employees do not have to pay the Medicare tax or be in a part-time retirement program.

Procedure #:	8-1-c
Procedure Name:	Retirement Plan
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Procedure IV.4000.K.a, ~~Part-Time~~ Retirement Plan for Part-time Employees

Associated Policy

Policy IV.4000.K, ~~Part-Time~~ Retirement Plan for Part-time Employees

Procedure

Part-time employees must be enrolled in the part-time Federal Insurance Contributions Act (FICA) alternative retirement plan and must pay Medicare taxes. However, services performed by certain student employees are exempt if the performance of such services are incidental to, and for the purposes of, pursuing a course of study at the College. Therefore, certain student employees do not have to pay Medicare taxes or participate in a part-time FICA alternative retirement program.

Date of SLT Approval	December 7, 2021
Effective Date	Anticipated February 1, 2022
Associated Policy	Policy IV.4000.K, Part-Time Retirement Plan <u>for Part-time Employees</u>
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

Attachment 12

Personal Business Leave

Policies and Procedures Summary of Changes

New Policy Number: **IV.4000.L**

Proposed Policy Name: **Personal Business Leave**

Current Policy Number/Name: **Policy IV-E-7: Policy on Personal Business Leave**

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

Proposed Procedure Name(s): **Personal Business Leave**

Current Procedure Number(s)/Name(s): **Procedure 4-8-d: Personal Business Leave**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

<https://www.sanjac.edu/policy-iv-e-policies-benefits>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-4-8-personal-business-leave>

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- Policy:
 - Information was removed that is no longer applicable. For example:
 - Submit leave request form
 - Removed the categories that leave could not be used for.

- Procedure Changes:
 - Information was removed that is no longer applicable. For example:
 - Submit leave request form
 - Removed the categories that leave could not be used for.
 - Moved information regarding the purpose of the procedure to the policy.

Current Policy on Personal Business Leave

An eligible employee may be allowed up to 24 hours of sick leave per year for personal business purposes not covered by other paid leave policies of the district. These hours may not be used during faculty in-service, registration, final examination week, or graduation without prior approval from the campus President or appropriate district administrator. All personal business leave will be deducted from the employee's sick leave. Personal business leave may be accounted for by the hour.

An employee seeking personal business leave is responsible for completing a request for leave approval form, obtaining the signature of the appropriate supervisor and submitting the form to the payroll department with the time sheets.

Policy #:	IV-E-7
Policy Name:	Policy on Personal Business Leave
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	August 9, 1982; February 3, 1992; and May 2, 1994
Effective Date:	March 2, 1981; August 9, 1982; February 3, 1992; and May 2, 1994
Associated Procedure:	<u>4-8-d</u>

Policy IV.4000.L, Personal Business Leave

Purpose

An employee is allowed up to twenty-four (24) hours of leave for those cases of personal business when an employee needs to be off work, but the absence is not covered under sick leave.

Policy

Full-time employees will have twenty-four (24) hours of their sick leave accrual allocated to personal business leave at the beginning of each fiscal year. At the end of the fiscal year, any unused personal business leave will revert back to the employee's sick leave balance.

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.L.a, Personal Business Leave

Date of Board Approval	Anticipated January 31, 2022
Effective Date	Anticipated February 1, 2022
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Current Procedure 4-8-d: Personal Business Leave

An employee may be allowed up to twenty-four (24) hours of leave per year for personal business purposes not covered by sick leave or other policies. These hours may be used at the discretion of the employee, but not during in-service, registration, final-exam or graduation except by prior approval of the campus president. The personal business hours will be deducted from the employee's sick leave.

This policy is provided for those cases of personal business when an employee needs to be off work, but the absence is not covered under the comprehensive leave policy. An employee seeking personal leave is responsible for completing a request for leave form and submitting the completed form to their supervisor for approval. This should be accomplished at least two days prior to being absent from work, if at all possible. The personal business leave will be deducted from the employee's accumulated sick leave.

Procedure #:	4-8-d
Procedure Name:	Personal Business Leave
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	IV-E-7

Procedure IV.4000.L.a, Personal Business Leave

Associated Policy

Policy IV.4000.L, Personal Business Leave

Procedure

Full-time employees will have twenty-four (24) hours of their sick leave accrual allocated to personal business leave at the beginning of each fiscal year. At the end of the fiscal year, any unused personal business leave will revert back to the employee’s sick leave balance.

An employee requesting the use of personal business leave is responsible for obtaining leader approval and for entering the time in the appropriate leave reporting system.

Date of SLT Approval	December 7, 2021
Effective Date	Anticipated February 1, 2022
Associated Policy	Policy IV.4000.L, Personal Business Leave
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

Attachment 13

Sick Bank

Policies and Procedures Summary of Changes

New Policy Number: **IV.4000.N**

Proposed Policy Name: **Sick Bank**

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

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

Proposed Procedure Name(s): **Sick Bank**

Current Procedure Number(s)/Name(s): **Procedure 4-9 Sick Leave Bank**

Action Recommended for Policy: **New**

Action Recommended for Procedures: **Revised**

Web Links: <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-4-9-sick-leave-bank>

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- Policy:
 - New policy

- Procedure:
 - Moved the purpose of sick bank to the new policy.
 - Updated wording
 - For example, changed Benefits Office to Human Resources, Benefits
 - Changed terminating employees to exiting employees.
 - Changed the paragraph titled “Catastrophic Illness or Injury” to “Eligibility,” and transitioned information pertaining to catastrophic illness or injury to the beginning of the procedure.
 - Transitioned information on licensed practitioner to definitions.
 - Added “Peace Officers who are required to quarantine or isolate in response to a possible or known exposure to a communicable disease while on duty will receive full pay and benefits for each exposure and subsequent quarantine period” to meet new legislative requirements.

Policy IV.4000.N, Sick Bank

Purpose

The purpose of the College Sick Bank is to provide eligible full-time employees additional sick leave hours in the event of a catastrophic injury or illness to the employee or the employee’s spouse, parent, or child.

Policy

Human Resources, Benefits manages a bank of sick hours for the benefit of employees who have exhausted all available paid leave (sick, personal business leave, vacation, and compensatory time). The hours of Sick Bank that may be available will vary based on the injury or illness.

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.N.a, Sick Bank

Date of Board Approval	Anticipated January 31, 2022
Effective Date	Anticipated February 1, 2022
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Current Procedure 4-9: Sick Leave Bank

General Provisions

The Human Resource Office will manage a sick leave bank of hours for the benefit of employees who have exhausted all available paid leave. The purpose of the sick leave bank is to provide for a transfer of sick hours as a result of a catastrophic injury or illness to an employee or the employee's spouse, parent or child.

A licensed physician or practitioner must certify a qualifying injury or illness in order to receive consideration for the sick leave bank. Procedures for the administration of the sick leave bank, including donation of hours or the transferring of hours will be the responsibility of the Human Resources Office. The maximum number of sick hours that can be granted to an employee is 160 hours (20 working days) for each catastrophic illness or injury. An employee may be awarded sick leave bank hours only once per fiscal year for each catastrophic illness or injury.

An employee does not have to donate hours to the pool in order to be eligible to use the pool, nor is the employee required to pay back hours taken from the pool.

Purpose

The Sick Leave Bank is a pool of hours available to full-time employees with benefits. An eligible employee may draw sick hours in the event that they suffer a catastrophic injury or illness and have exhausted all of their available accrued leave. The hours of sick leave bank that may be available for pay purposes will vary dependent upon and according to guidelines established by Human Resources.

Catastrophic Injury or Illness

A catastrophic injury or illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee or the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all eligible paid leave earned by that employee and to lose compensation from the College for the employee.

(Licensed practitioner means a practitioner, as defined in the Texas Insurance Code, who is practicing within the scope of his/her license. Immediate family is defined as the eligible employee's parents, spouse or children.)

Donations

Any employee who has accrued 480 or more sick hours may elect to donate hours to the Sick Leave Bank. A maximum of 96 hours may be donated. These hours will be deducted from the employee's sick leave hours. Terminating employees may contribute the balance of their sick leave hours or 96 hours whichever is less.

Eligible employees may contribute hours to the bank during a time designated by Human Resources, generally during the summer months. Hours cannot be donated and specified for a particular employee. Hours may be donated by completing a Donation of Sick Hours application and returning it to the Human Resource Office.

Request For Sick Leave Bank

A "Request for Sick Leave Bank Days" and "Attending Physician's Statement" should be sent to Human Resources as soon as it is known that an employee will be on extended sick leave and will exhaust all leave. When an employee who has been approved for use of hours from the Sick Bank returns to work, any unused hours will revert to the Bank.

An employee receiving a weekly indemnity from Worker's Compensation is not eligible for Sick Leave Bank hours.

Procedure #:	4-9
Procedure Name:	Sick Leave Bank
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Procedure IV.4000.N.a, Sick Bank

Associated Policy

Policy IV.4000.N, Sick Bank

Procedure

The purpose of the College Sick Bank is to provide eligible full-time employees additional sick leave hours in the event of a catastrophic injury or illness to the employee or the employee's spouse, parent, or child.

A catastrophic injury or illness is a severe condition or combination of conditions affecting the mental or physical health of the employee, or the employee's immediate family member that requires the services of a licensed practitioner. A licensed physician or practitioner must certify a qualifying injury or illness.

The maximum number of sick bank hours the College will award to an employee is 160 hours (20 working days) for a catastrophic illness or injury.

Eligibility

An employee may be granted Sick Bank hours for a catastrophic illness or injury. Should the employee experience two or more separate catastrophic events in one fiscal year, the employee may be eligible for Sick Bank hours for each event. To qualify as a separate catastrophic event, the injury or illness must be different from the injury or illness that occurred first in the same fiscal year. If an employee has more than one catastrophic event in the same fiscal year, the employee should contact Human Resources, Benefits to determine eligibility.

Police Officers who are required to quarantine or isolate in response to a possible or known exposure to a communicable disease while on duty will receive full pay and benefits for each exposure and subsequent quarantine period. Sick Bank hours will be designated for this leave period.

An employee does not have to donate hours to the Sick Bank to be eligible to receive Sick Bank hours. Employees are also not required to pay back hours taken from the Sick Bank.

Requesting Sick Bank

As soon as it is known that the employee will be on extended sick leave and has exhausted all paid leave, the employee should contact Human Resources, Benefits to obtain a Request for Sick Bank Withdrawal Form.

When an employee who has been approved for Sick Bank hours returns to work, any unused Sick Bank hours will be removed from the employee's leave balance and returned to the Sick Bank.

An employee receiving temporary income benefits from Worker's Compensation is not eligible for Sick Bank hours.

Donations to Sick Bank

Any employee who has accrued 480 sick hours may elect to donate hours to the sick bank. A maximum of 96 hours may be donated each fiscal year. These hours will be deducted from the employee's sick leave hours.

To donate hours to the Sick Bank, an employee should complete a Donation of Sick Hours Form and return it to Human Resources, Benefits.

Exiting employees may contribute the balance of their sick leave hours to the Sick Bank. Hours cannot be donated to a specific employee.

Definitions

Licensed practitioner: is a practitioner as defined in the Texas Insurance Code, who is practicing within the scope of their license.

Date of SLT Approval	December 7, 2021
Effective Date	Anticipated February 1, 2022
Associated Policy	Policy IV.4000.N, Sick Bank
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

Attachment 14

Sick Leave

Policies and Procedures Summary of Changes

New Policy Number: **IV.4000.O**

Proposed Policy Name: **Sick Leave**

Current Policy Number/Name: **Policy IV-E-5: Policy on Sick Leave**

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

Proposed Procedure Name(s): **Sick Leave**

Current Procedure Number(s)/Name(s): **Procedure 4-8: Sick Leave**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

<https://www.sanjac.edu/policy-iv-e-policies-benefits>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-4-8-sick-leave>

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- Policy:
 - Updated language to direct employees to the sick leave procedure for detailed information about eligibility.

- Procedure:
 - Reformatted the procedure
 - Removed the requirement the employees must take the amount of sick leave that corresponds with their assigned work schedule.
 - Changed Benefits Office to Human Resource, Benefits
 - Updated language
 - For example, changed “his or her” to “their”
 - Removed “non-contracted” from the definition of a full-time employee.
 - Removed “out of the country” from an employee traveling to adopt a child.
 - Added “Police Officers who are required to quarantine or isolate in response to a possible or known exposure to a communicable disease while on duty are eligible to receive paid quarantine leave” to meet new legislative requirements and added a reference to the sick bank procedure for more detailed information.
 - **Added more specific reasons for sick leave, such as dental, vision, and mental and physical illnesses.**

Attachment 14 – Sick Leave (Current Policy)

Current Policy on Sick Leave

Full-time contracted and non-contracted employees are eligible to receive sick leave. Refer to Procedure 4-8-f for more specific information.

Policy #:	IV-E-5
Policy Name:	Policy on Sick Leave
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	March 5, 1984; July 11, 1988; September 7, 1993; July 14, 1997; October 14, 1999 and December 15, 2014
Effective Date:	March 2, 1981; March 5, 1984; July 11, 1988; September 7, 1993; July 14, 1997; October 14, 1999 and December 16, 2014
Associated Procedure:	4-8-f and 4-8-k

Policy IV.4000.O, Sick Leave

Policy

Full-time employees are eligible to receive sick leave. Sick leave provides paid time off for illness or injury or when the medical condition of the employee prevents the performance of the employee's regularly assigned duties. Sick leave may also be used in cases of illness or injury of the employee's spouse, children, grandchildren, mother, father, mother-in-law, or father-in-law. Refer to the procedure on sick leave for detailed information.

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.O.a, Sick Leave

Date of Board Approval	Anticipated January 31, 2022
Effective Date	Anticipated February 1, 2022
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Current Procedure 4-8: Sick Leave

1. INTRODUCTION

This procedure specifies the procedures for sick leave as outlined in Policy IV-E-5, Sick Leave.

2. PROCEDURE

Eligibility for Sick Leave:

- Full-time non-contracted employees receive sick leave at a rate of eight hours per month, up to a maximum of 96 hours per year.
- All contracted employees shall be eligible for sick leave at the rate of eight hours per month for his or her contract period, up to a maximum of 96 hours per year. Ten and one-half month employees will receive up to a maximum of 84 hours of sick leave per year, while nine-month employees will receive up to a maximum of 72 hours sick leave per year.
- Twenty-four (24) hours of sick leave are applied to the personal business leave balance each year.
- Full-time faculty with contracts of nine months or ten and one-half months will receive sick leave hours for summer employment based on semester hours taught.
- Nine-month contracted faculty may earn up to a maximum of 24 of sick leave hours for teaching 12 semester hours or more in the summer while not under contract.
- Ten and one-half month contracted faculty may earn up to 12 hours of sick leave for teaching six semester hours or more in the summer while not under contract.

Employees must take the amount of sick leave that corresponds with the assigned work schedule for that day.

The sick leave benefit for the first year of employment is prorated as of the first day of employment.

At the end of the fiscal year, any remaining personal business leave will be rolled into the sick leave balance. Personal business leave is intended for use in cases when an employee needs to be off of work, but the absence is not covered under sick leave.

Transfer of Sick Leave:

An employee of an institution of higher education or public education in Texas who is hired by San Jacinto College may transfer his or her unused accumulated sick leave to the College. The amount of transferred leave is limited to the accumulated balance at the former institution or school of employment or 240 hours, whichever is less. The amount of sick leave balance must be verified by the Benefits Office in the Human Resources Department.

Use of Sick Leave:

Sick leave provides paid time off for illness or injury, including physical disability due to childbirth, or when the medical condition of the employee prevents the performance of the

Attachment 14 – Sick Leave (Current Procedure)

employee's regularly assigned duties. Sick leave may also be used in cases of illness or injury of the employee's spouse, the employee's children, grandchildren, the employee's mother, father, mother-in-law or father-in-law.

Employee Traveling Out Of the Country to Adopt a Child:

An employee who qualifies for unpaid leave for adoption under the Family Medical Leave Act (FMLA) may request paid vacation leave to travel to the country of adoption, or to use up to 24 hours of sick time under the policy on personal business leave.

Once the child is in the employee's custody, accumulated sick leave may be used by the employee for leave with pay to travel back to the United States and/or to care for the new child. Once sick leave and vacation are exhausted, the employee may remain on leave for the balance of the FMLA leave, but without pay. FMLA leave and sick leave run concurrently.

Notification Requirements:

It is the responsibility of the employee to personally call his or her immediate leader when it is necessary to be absent due to illness. It is unacceptable for someone other than the employee to call in unless it is an emergency. The employee may contact the leader via alternative methods such as text message or email if the leader previously approved alternative methods of reporting. The employee shall contact the leader at least one hour before the employee's shift starts, unless, due to extenuating circumstances (such as emergency hospitalization), the employee is physically unable to do so, in which case the employee shall contact the leader as soon as possible. If the employee is off more than one day, the leader and the employee will agree on how often the employee should provide updates on status and probable return-to-work date.

Accumulation of Sick Leave:

Effective August 1, 1988, sick leave may be accumulated for a maximum of 1,280 hours. There will be no accumulation for pay purposes for any sick hours that an employee earns after August 1, 1988.

Leave Accumulated prior to August 1, 1988:

When an employee who was hired prior to August 1, 1988 retires or dies under the terms of the Teacher Retirement System of Texas (TRS) or the Optional Retirement Plan (ORP), the College will pay out up to 800 hours for any sick leave accumulated prior to August 1, 1988. The employee must have completed ten years of continuous employment with the College, broken only for any approved leave granted under board policy. Any interruption in employment for reasons other than leave authorized by board policy will result in loss of all accumulated sick leave. Payment of the accumulated leave will be based on the employee's salary for the fiscal year during which eligibility for payment occurs. If an otherwise eligible employee terminates for reasons other than retirement or death under the terms of TRS or ORP, no payment will be made for accumulated sick hours. For those employees hired prior to August 1, 1988, in the event the absences occur under this sick leave policy, causing hours accumulated for pay to be used as sick leave, those hours shall be lost for any future eligibility for pay. The employee may, however, accumulate more sick hours for sick leave purposes under this policy up to the maximum allowable.

Attachment 14 – Sick Leave (Current Procedure)

For any employee with less than the maximum 800 hours on August 1, 1988, for any future pay consideration, the sick hours for pay are fixed; e.g., an employee with only 256 hours will never have more than 256 hours for pay purposes. The employee would continue to accumulate up to the maximum allowable, but for pay purposes, would never have more than the number of sick hours earned as of August 1, 1988.

Certification of Reason for Leave/Return to Duty

If an employee's absences exceed five consecutive work days and were due to the employee's own health condition, the employee must submit a return-to-work release from his or her licensed health care provider certifying that the employee is able to return to duty. The certification form must be submitted to the Benefits Office in the Human Resources Department before the employee returns to duty; failure to submit the certification form may result in a delay or denial of reinstatement.

If the employee's absences exceed five consecutive work days and were due to a family member's health condition, the employee shall provide documentation from the family member's health provider that substantiates a medical reason for the employee's absence. The documentation need not identify the family member's health condition.

If the absence is for family and medical reasons that are covered by the Family and Medical Leave Act or FMLA, then the certification must comply with the College's FMLA procedure (see Procedure 4-8, Family and Medical Leave).

Extended Absence

In the event an employee requires additional leave beyond what is permitted under this policy or under the FMLA, the employee may request that the College evaluate whether the employee is entitled to extended leave under the Americans with Disabilities Act. The College will determine whether the employee is a qualified individual with a disability under the Americans with Disabilities Act (ADA) and will evaluate whether providing additional leave is a reasonable accommodation under the circumstances. The College may request that the employee provide documentation from his or her health care provider regarding the nature and expected duration of the employee's impairment. The College will determine whether an additional leave of absence would enable the employee to perform the essential functions of the employee's position in the immediate future.

An employee who has a qualifying disability under the ADA and is granted leave as a reasonable accommodation is ordinarily entitled to return to his/her same position. If the employee is not a qualified individual with a disability, or if the College determines that additional leave is not reasonable under the circumstances or would impose an undue hardship, then the College may fill the absent employee's position. If the employee is a qualified individual with a disability and the College is unable to hold the position open, the College will consider whether it has a vacant, equivalent position for which the employee is qualified and can be reassigned. If an equivalent position is not available, the College will determine whether a vacant position at a lower level is available. An employee who is reassigned or transferred to a lower paying position shall receive the salary commensurate with the new position.

If an employee returns to duty after taking a leave of absence, and the employee is unable to perform the essential functions of his job because of a disability, the College will determine

Attachment 14 – Sick Leave (Current Procedure)

whether there is a reasonable accommodation that would enable the employee to remain in his or her current position. Reassignment is the reasonable accommodation of last resort and is required only after it has been determined that there are no effective accommodations that will enable the employee to perform the essential functions of the current position and any other accommodations would impose an undue hardship. The College will evaluate whether there are appropriate vacancies for which the employee is qualified. An employee who is reassigned or transferred to a lower paying position shall receive the salary commensurate with the new position. If no appropriate vacancies will be available within a reasonable amount of time, the employee’s employment may be terminated.

Procedure #:	4-8-f
Procedure Name:	Sick Leave
Pages:	4
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	March 5, 1984; July 11, 1988; September 7, 1993; July 14, 1997; October 14, 1999 and December 15, 2014, November 1, 2016
Effective Date:	March 2, 1981; March 5, 1984; July 11, 1988; September 7, 1993; July 14, 1997; October 14, 1999 and December 16, 2014
Associated Policy:	IV-E-5

Procedure IV.4000.O.a, Sick Leave

Associated Policy

Policy IV.4000.O, Sick Leave

Procedure

Full-time employees are eligible to receive sick leave. Sick leave provides paid time off for illness or injury or when the medical condition of the employee prevents the performance of the employee's regularly assigned duties. Sick leave may also be used in cases of illness or injury of the employee's spouse, children, grandchildren, mother, father, mother-in-law, or father-in-law. The sick leave benefit for the first year of employment is prorated as of the first day of employment.

Full time exempt employees are eligible for sick leave based on the eligibility criteria below:

- Full-time employees receive sick leave at a rate of eight (8) hours per month, up to a maximum of 96 hours per year.
 - All 12-month contracted employees will be eligible for sick leave at the rate of eight hours per month for the contract period, up to a maximum of 96 hours per year.
 - All 10½-month employees will receive up to a maximum of 84 hours of sick leave per year.
 - Nine-month employees will receive up to a maximum of 72 hours sick leave per year.
 - Full-time faculty with contracts of nine months or 10½ months will receive sick leave hours for summer employment based on semester hours taught.
 - Nine-month contracted faculty may earn up to a maximum of 24 sick leave hours for teaching 12 semester hours or more in the summer while not under contract.
 - All 10½-month contracted faculty may earn up to 12 hours of sick leave for teaching six semester hours or more in the summer while not under contract.
 - Police Officers who are required to quarantine or isolate in response to a possible or known exposure to a communicable disease while on duty are eligible to receive paid quarantine leave. Refer to the procedure on Sick Bank for detailed information.

Notification Requirements

It is the responsibility of the employee to call their immediate leader when it is necessary to be absent due to illness or injury. In the event of an emergency, someone other than the employee may call to update the leader of the employee's status. The employee may contact the leader via

alternative methods, such as text message or email, if the leader previously approved alternative methods of reporting. The employee will contact the leader at least one hour before the employee's shift starts, unless, due to extenuating circumstances the employee is physically unable to do so, in which case the employee will contact the leader as soon as possible.

Use of Sick Leave

- Employees may use sick leave hours to care for themselves or a qualified family member for:
 - Mental or physical illnesses, injuries, or health conditions;
 - The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions;
 - Preventive medical, dental or vision care

Twenty-four (24) hours of sick leave are applied to the personal business leave balance at the beginning of each fiscal year. Personal business leave is intended for use in cases when an employee needs to be off work, but the absence is not covered under sick leave. At the end of the fiscal year, any remaining personal business leave will be rolled back into the sick leave balance.

Employee Traveling to Adopt a Child

An employee who qualifies for leave under the Family Medical Leave Act (FMLA) for adoption may request paid vacation leave, or the employee may use up to 24 hours of personal business leave to facilitate the adoption.

Once the child is in the employee's custody, accumulated sick leave may be used by the employee for leave with pay to travel or to care for the adopted child. Once sick leave, personal business leave, and vacation are exhausted, the employee may continue leave for the remaining balance of the FMLA leave, but without pay. FMLA leave and sick leave run concurrently.

Certification of Reason for Leave/Return to Duty

If an employee's absences exceed five consecutive working days and were due to the employee's own health condition, the employee must submit a return-to-work release from the licensed health care provider certifying that the employee is able to return to duty. The certification form must be submitted to Human Resources, Benefits before the employee returns to duty. Failure to submit the certification form may result in a delay or denial of reinstatement.

If the employee's absences exceed five consecutive working days and were due to a family member's health condition, the employee will provide documentation from the family member's health provider that substantiates a medical reason for the employee's absence to care for a family member.

If the absence is for family and medical reasons that are covered by FMLA, then the certification must comply with the College's FMLA procedure (see Procedure <TBD>, Family and Medical Leave).

Extended Absence

In the event an employee requires additional leave beyond what is permitted under this procedure or under FMLA, the employee may request that the College evaluate whether the employee is entitled to extended leave under the Americans with Disabilities Act (ADA). The College will determine whether the employee is a qualified individual with a disability under ADA and will evaluate whether providing additional leave is a reasonable accommodation under the circumstances. The College may request that the employee provide documentation from their health care provider regarding the nature and expected duration of the employee's impairment. The College will determine whether an additional leave of absence would enable the employee to perform the essential functions of the employee's position in the immediate future.

An employee who has a qualifying disability under ADA and is granted leave as a reasonable accommodation is ordinarily entitled to return to their same position. If the employee is not a qualified individual with a disability, or if the College determines that additional leave is not reasonable under the circumstances, or would impose an undue hardship, then the College may fill the absent employee's position. If the employee is a qualified individual with a disability and the College is unable to hold the position open, the College will consider whether it has a vacant, equivalent position for which the employee is qualified and can be reassigned. If an equivalent position is not available, the College will determine whether a vacant position at a lower level is available. An employee who is reassigned or transferred to a lower paying position will receive the salary commensurate with the new position.

If an employee returns to duty after taking a leave of absence, and the employee is unable to perform the essential functions of their job because of a disability, the College will determine whether a reasonable accommodation is available that would enable the employee to remain in their current position. Reassignment is the reasonable accommodation of last resort and is required only after the College determines that no effective accommodations will enable the employee to perform the essential functions of the current position and any other accommodations would impose an undue hardship. The College will evaluate whether appropriate vacancies exist for which the employee is qualified. An employee who is reassigned or transferred to a lower paying position shall receive the salary commensurate with the new position. If no appropriate vacancies will be available within a reasonable amount of time, the employee's employment may be terminated.

Transfer of Sick Leave

Any employee who is directly transferring from another public institution of higher education in Texas may transfer their unused accumulated sick leave to the College. The amount of transferred leave is limited to the accumulated balance at the former institution or school of employment, or 240 hours, whichever is less. The amount of the sick leave balance to be transferred must be verified by the transferring entity.

Accumulation of Sick Leave:

Effective August 1, 1988, employees may accumulate a maximum of 1,280 hours of sick leave. There will be no accumulation for payout purposes for any sick hours that an employee earns after August 1, 1988.

Leave Accumulated prior to August 1, 1988:

When an employee who was hired prior to August 1, 1988, retires or dies under the terms of the Teacher Retirement System of Texas (TRS) or the Optional Retirement Plan (ORP), the College will pay out up to 800 hours for any sick leave accumulated prior to August 1, 1988. The employee must have completed ten years of continuous employment with the College. Any interruption in employment for reasons other than leave authorized by Board policy will result in loss of all accumulated sick leave. Payment of the accumulated leave will be based on the employee's salary for the fiscal year during which eligibility for payment occurs. If an otherwise eligible employee terminates for reasons other than retirement or death under the terms of TRS or ORP, no payment will be made for accumulated sick hours. For those employees hired prior to August 1, 1988, in the event the absences occur under this sick leave policy, causing hours accumulated for pay to be used as sick leave, those hours shall be lost for any future eligibility for pay. The employee may, however, accumulate more sick hours for sick leave purposes under this policy up to the maximum allowable.

For any employee with less than the maximum 800 hours on August 1, 1988, for any future pay consideration, the sick hours for pay are fixed, e.g., an employee with only 256 hours will never have more than 256 hours for pay purposes. The employee would continue to accumulate up to the maximum allowable, but for pay purposes, would never have more than the number of sick hours earned as of August 1, 1988.

Date of SLT Approval	December 7, 2021
Effective Date	Anticipated February 1, 2022
Associated Policy	Policy IV.4000.O, Sick Leave
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

Attachment 15

Tuition Reimbursement

Policies and Procedures Summary of Changes

New Policy Number: **IV.4000.P**

Proposed Policy Name: **Tuition Reimbursement**

Current Policy Number/Name: **Policy IV-E-16: Tuition Reimbursement**

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

Proposed Procedure Name(s): **Tuition Reimbursement**

Current Procedure Number(s)/Name(s): **Procedure 4-14: Tuition Reimbursement**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

<https://www.sanjac.edu/policy-iv-e-policies-benefits>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-4-14-payment-tuition-and-fees-benefited-employees>

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- Policy:
 - Updated language. For example, changed “may register for classes at San Jacinto College” to “may request reimbursement for classes taken at San Jacinto College.”

- Procedure:
 - Increased the maximum amount reimbursable per fiscal year from \$1,200 to \$1,800.
 - Removed the maximum budgeted amount of \$50,000 and changed to “...budgeted each fiscal year as authorized by the Board of Trustees.”
 - Removed the Interactive Learning Center and Wellness Programs from the free courses.

Current Policy on Tuition Reimbursement

Full-time benefitted employees, as defined by the Texas Teacher Retirement System, may register for classes at San Jacinto College. Subject to the availability of funds, the college will pay tuition and fees up to \$1200 per fiscal year per qualifying employee.

Policy #:	IV-E-16
Policy Name:	Tuition Reimbursement
Pages:	1
Adopted Date:	May 2, 1994
Revision/Reviewed Date:	September 1, 1997; May 4, 1998; September 13, 1999; December 15, 2014
Effective Date:	May 2, 1994; September 1, 1997; May 4, 1998; September 13, 1999; December 16, 2014
Associated Procedure:	4-14

Policy IV.4000.P, Tuition Reimbursement

Purpose

The purpose of this policy is to define the Tuition Reimbursement process at the College.

Policy

Full-time employees may request reimbursement for classes taken at San Jacinto College. Tuition, books, and fees may be reimbursed up to \$1,800 per fiscal year per employee. Reimbursement is subject to the **availability of funds.**

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.P.a, Tuition Reimbursement

Date of Board Approval	Anticipated January 31, 2022
Effective Date	Anticipated February 1, 2022
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Current Procedure 4-14: Payment of Tuition and Fees for Benefited Employees

Procedure 4-14: Tuition Reimbursement

1. INTRODUCTION

San Jacinto College will reimburse active, full-time, employees who have completed 6 months of continuous service at the time of enrollment for classes taken at San Jacinto College. Subject to the availability of funds, the College will reimburse tuition and fees up to \$1200 per fiscal year.

2. PROCEDURE

- \$600 reimbursement per employee per reimbursement period, not to exceed \$1200 per fiscal year for one employee. Reimbursement will be allocated and distributed on a first come, first served basis.
- Reimbursement funds will be budgeted in the amount of \$50,000 per fiscal year.
- For credit courses, reimbursement will be paid after classes are completed and a grade of 'C' or better has been awarded. For continuing education courses, reimbursement will be made after classes are completed and the requirements of the class have been mastered or the CEU credits have been awarded.
- Reimbursement **will not** be allowed for auditing courses.
- The cost of books, supplies and fees are covered as long as a receipt for payment is provided.
- Late fees, installment fees and add/drop fees **will not** be reimbursed.
- It is at the discretion of leadership whether an employee may be released during normal working hours to attend a class. The adjusted schedule must account for the total hours required for the employee's position.
- Out of district fees will be waived; however, the Registrar's office must be notified of residency status prior to payment of tuition and fees.
- Funds are **not** available for family members.
- Employee tuition **cannot** be paid or reimbursed from SJC departmental budgets.
- "Free" courses provided through the Interactive Learning Centers or Employee Wellness Programs do **not** fall within this procedure.
- Courses paid for by grants are not eligible for reimbursement under this policy.
- Reimbursements must occur within the fiscal year in which classes are taken.

To receive tuition reimbursement, the following procedures must be followed:

1. An Employee Tuition Reimbursement Form should be completed and submitted to Human Resources as soon as the employee has registered for the course(s). All forms will be logged by date of receipt in an attempt to assess the potential reimbursements requested. As the submitted forms near the allotted dollar limit, the employee will be notified that reimbursement may not occur due to limited funds.

[Click here](#) to access the form.

Attachment 15 – Tuition Reimbursement (Current Procedure)

2. In compliance with the chart shown below, employees must submit grades or CE requirements to Human Resources by the deadline listed.

Reimbursement Period	Deadline to Submit Grades
Period 1	January 15
Period 2	May 17
Period 3	August 15

Grades submitted after the deadline date may not be processed until the next reimbursement period and only if funds are available. The date of the original submission (step 1) and the date of grade submission (step 2) will be considered in determining the order of reimbursement until all available funds are expended. Tuition reimbursement may not cross fiscal years.

Procedure #:	4-14
Procedure Name:	Tuition Reimbursement
Pages:	3
Adopted Date:	April 11, 2003
Revision/Reviewed Date:	July 27, 2004; July 15, 2005; December 15, 2014; and January 29, 2016
Effective Date:	April 11, 2003; July 27, 2004; July 15, 2005; December 16, 2014; and January 29, 2016
Associated Policy:	IV-E-16 Policy on Tuition Reimbursement

Procedure IV.4000.P.a, Tuition Reimbursement

Associated Policy

Policy IV.4000.P, Tuition Reimbursement

Purpose

The College will reimburse active, full-time, employees who have completed six (6) months of continuous service at the time of enrollment for classes taken at San Jacinto College. Subject to the availability of funds, the College will reimburse tuition and related charges up to \$1,800 each fiscal year.

Procedure

- Employees may receive up to \$600 for each reimbursement period, not to exceed \$1,800 each fiscal year. Reimbursement will be allocated and distributed on a first come, first served basis.
- Reimbursement funds will be budgeted each fiscal year or as authorized by the Board of Trustees.
- For credit courses, reimbursement will be paid after classes are completed and a grade of “C” or better has been awarded. For continuing education (CE) courses, reimbursement will be made after classes are completed and the requirements of the class have been mastered or the CE credits have been awarded.
- Reimbursement will not be paid for auditing courses.
- The cost of books, supplies, and related charges are covered as long as a receipt for payment is provided.
- It is at the discretion of leadership whether an employee may be released during normal working hours to attend a class. The adjusted schedule must account for the total hours required for the employee’s position.
- Out-of-district tuition will be waived; however, the Registrar's office must be notified of residency status prior to payment of tuition and any related charges.
- Funds are not available for family members.

Attachment 15 – Tuition Reimbursement (Proposed Procedure)

- Employee tuition cannot be paid or reimbursed from the College’s departmental budgets.
- *Free* courses do not fall within this procedure.
- Courses paid for by grants or scholarships are not eligible for reimbursement under this procedure.
- Reimbursements must occur within the fiscal year in which classes are taken.

To receive tuition reimbursement, employees must follow the following steps:

1. As soon as the employee registers for the course(s), he/she must complete and submit an Employee Tuition Reimbursement Form to Human Resources, Benefits. All forms will be logged by date of receipt to assess the potential reimbursements requested. As the submitted forms near the allotted dollar limit, Human Resources, Benefits will notify the employee that reimbursement may not occur due to limited funds.
2. Employees must submit grades or CE requirements to Human Resources, Benefits by the deadlines listed below:

Reimbursement Period	Deadline to Submit Grades
Period 1	January 15
Period 2	May 17
Period 3	August 15

Grades submitted after the deadline date may not be processed until the next reimbursement period and only if funds are available. The date of the original submission (step 1) and the date of grade submission (step 2) will be considered in determining the order of reimbursement until all available funds are expended. Tuition reimbursement may not cross fiscal years.

Date of SLT Approval	December 7, 2021
Effective Date	Anticipated February 1, 2022
Associated Policy	Policy IV.4000.P, Tuition Reimbursement
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness

Secondary Owner of Vice President, Human Resources
Policy Associated
with the Procedure

Attachment 16

Vacation

Policies and Procedures Summary of Changes

New Policy Number: **IV.4000.Q**

Proposed Policy Name: **Vacation**

Current Policy Number/Name: **Policy IV-V-12: Policy on Vacations**

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

Proposed Procedure Name(s): **Vacation**

Current Procedure Number(s)/Name(s): **Procedure 4-8-h: Vacation**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

<https://www.sanjac.edu/policy-iv-e-policies-benefits>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-4-8-vacation>

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

Policy

- Removed language regarding non salaried employees.
- Added a new paragraph stating, “full-time employees who take additional periods of time off after grades are submitted or between instructional parts of term and are not required to submit an approved leave code for these periods of time off, excluding holidays, are not eligible to accrue vacation leave.”
- Replaced “contractual employees” with “employees.”

Procedure

- Changed “he or she” to “they or their.”
- Changed “shall” to “will.”
- Changed “president” to “provost.”
- Changed “supervisor” to “leader.”
- Replaced “salaried employees” with “employees.”
- Added clarification to employees of the College to state “who do not take additional time off between the various parts of the term.”
- Removed “for example, an employee earning two weeks of vacation each year may have no more than four weeks on the books at any time; three weeks, six, four weeks, eight, and so on.”
- **Changed “or appropriate Vice Chancellor for district employees” to the respective Strategic Leadership Team (SLT) member.**

IV-E-12 Policy on Vacations

Twelve-month contractual employees of the college shall be eligible for annual paid vacations per the terms of this policy and administrative procedure or as otherwise approved by the Board and included in the employee's contract. Other salaried employees will accrue vacation days in accordance with the procedure provided by the administration.

Nonsalaried employees and contracted employees whose contracts are for periods of less than 12 months are not eligible for paid vacations.

(See Guidelines and Procedures, Section 4-8)

(Effective March 2, 1981. Revised May 5, 1986; and September 7, 1993; August 1, 1994; July 14, 1997.)

Policy #:	IV-E-12
Policy Name:	Policy on Vacations
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	May 5, 1986; September 7, 1993; August 1, 1994; and July 14, 1997
Effective Date:	March 2, 1981; May 5, 1986; September 7, 1993; August 1, 1994; and July 14, 1997
Associated Procedure:	4-8-h

Policy IV.4000.Q, Vacation

Purpose

To define the category of full-time employees who are eligible for vacation leave.

Policy

Twelve-month employees of the College will be eligible for annual paid vacations per the terms of this policy and procedure or as approved by the Board of Trustees.

However, full-time employees who take additional periods of time off after grades are submitted or between instructional parts of term and are not required to submit an approved leave code for these periods of time off, excluding holidays, are not eligible to accrue vacation leave.

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.Q.a, Vacation

Date of Board Approval	Anticipated January 31, 2022
Effective Date	Anticipated February 1, 2022
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Procedure 4-8-h: Vacation

Salaried employees of the college whose regular employment status covers a period of 12 months are eligible for vacation leave each fiscal year. Additional work assignments or summer employment will not be used to compute earned vacation time, nor will previous part-time or hourly employment be used to compute years of service with the college for vacation purposes. Previous salaried employment with the college will be used to compute years of service for vacation purposes for those employees with a break in service, if the break in service is not longer than one year.

Eligible employees are credited with the total annual vacation accrual at the beginning of each fiscal year. For example, an employee accruing vacation at a rate of 6.67 hours per month will receive 80 hours in September for the up-coming fiscal year. The initial/beginning vacation balance for employees hired during the middle of a fiscal year is pro-rated based on the monthly accrual rate as shown in the following table for the number of months remaining in the fiscal year.

Length Of Service	Vacation Days
First month of employment	6.67 hours per month through 8 years* or 80 hours per year
Beginning 9th year	10 hours per month through 15th year* or 120 hours per year
Beginning of 16th year	13.33 hours per month through 24th year* or 160 hours per year
Beginning 25th year	16.67 hours per month or 200 hours per year *Years of service must be full-time, continuous employment.

The anniversary date for determining the years of service with the college for vacation purposes shall be September 1 of the fiscal year. Those employees whose first date of employment is between September 1 and the first working day of March (inclusive) during a fiscal year shall have an anniversary date of September 1 of that fiscal year. Those employees whose first date of employment is after the first working day of March of a fiscal year will work for the remainder of that fiscal year plus the next fiscal year before receiving credit for one year of service for vacation purposes. On September 1 of the beginning of the ninth year with the college, an employee is eligible for 120 hours of vacation. On September 1 of the beginning of the sixteenth year of service with the college, an employee is eligible for 160 hours of vacation; likewise on September 1 of the beginning of the twenty-fifth year of service with the college, an employee is eligible for 200 hours of vacation.

New employees will receive credit for vacation purposes for their first month of employment only if they come to work the first working day of that month. Otherwise, for calculations of vacation hours, the first working day of the next month will be used. An employee who terminates will receive credit for the final month of employment if the last day worked is on or after the 15th of a month.

Attachment 16 – Vacation (Current Procedure)

Vacation time accrues for each month actually worked. Eligible employees will not receive vacation credit for any month that they are not at work and not drawing a salary from the college.

The scheduling of vacations is a collaborative effort between the employee and supervisor and must be approved by the administration. There will be times when the business needs of the college, registration for example, pre-empts the scheduling of vacations. The administration will post these business times in advance to the extent possible for each business area. Employees may take vacation hours prior to actually having earned them, subject to the approval of their supervisor and the administration. However, they do so with the understanding that if they terminate prior to the end of the fiscal year, unearned vacation time taken will be deducted from his or her last payroll check. Vacation requests in excess of three consecutive weeks, in addition to supervisor and administrative approval, must have prior approval of the campus president or appropriate Vice Chancellor for district employees.

Earned, unused vacation hours may be rolled over from one fiscal year to the next. The maximum amount of vacation accrual an employee may have on the books may not exceed two times the amount eligible to be earned each year. For example, an employee earning two weeks of vacation each year may have no more than four weeks on the books at any time; three weeks six, four weeks eight and so on. Employees may be paid for vacation hours upon termination of employment, the lesser of one year’s accrual for the employee’s years of service or the actual balance of vacation hours at separation. For purposes of vacation guidelines, “actual balance” is defined as carryover from one year to the next, plus current year’s accrual, prorated for the termination date. For example, an employee earning a maximum of two weeks a year may be paid for only two weeks at separation, regardless of vacation hours on the books.

Employees funded by a grant must use all accrued vacation by the end of the grant funding year.

Vacation pay will be calculated at the prevailing work schedule and salary in effect for the employee at the time the vacation is actually taken. Employees who terminate and have unused, accrued vacation time, earned during the current fiscal year, will be paid for that time at their normal rate of pay.

Hourly employees that work for 12 months will not accrue vacation hours.

*The accounting period for vacation is September 1 – August 31 of the fiscal year , the payroll deadline in August is no longer the cut-off for carry-over.

Procedure #:	4-8-h
Procedure Name:	Vacation
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	July 7, 2008
Effective Date:	July 7, 2008
Associated Policy:	<u>IV-E-12</u>

Procedure IV.4000.Q.a, Vacation

Associated Policy

Policy IV.4000.Q, Vacation

Procedure

Employees of the College, who do not take additional time off between the various parts of term, and whose regular employment status covers a period of 12 months are eligible for vacation leave each fiscal year. Additional work assignments or summer employment will not be used to compute earned vacation time nor will previous part-time employment be used to compute years of service with the College for vacation purposes. Previous full-time employment with the College will be used to compute years of service for vacation purposes for those employees with a break in service if the break in service is not longer than one year.

Eligible employees are credited with the total annual vacation accrual at the beginning of each fiscal year. For example, an employee accruing vacation at a rate of 6.67 hours per month will receive 80 hours in September for the fiscal year. The initial/beginning vacation balance for employees hired during the middle of a fiscal year is pro-rated based on the monthly accrual rate as shown in the following table for the number of months remaining in the fiscal year.

Length of Service	Vacation Days
First Month of Employment	6.67 hours per month through 8 th year* or 80 hours per year
Beginning of 9 th year	10 hours per month through 15 th year* or 120 hours per year
Beginning of 16 th year	13.33 hours per month through 24 th year or 160 hours per year
Beginning of 25 th year	16.67 hours per month or 200 hours per year

*Years of service must be full-time, continuous employment.

The anniversary date for determining the years of service with the College for vacation purposes will be September 1 of the fiscal year. Those employees whose first date of employment is between September 1 and the first working day of March (inclusive) during a fiscal year will have an anniversary date of September 1 of that fiscal year. Those employees whose first date of employment is after the first working day of March of a fiscal year will work for the remainder of that fiscal year plus the next fiscal year before receiving credit for one year of service for vacation purposes. On September 1 of the beginning of the ninth year with the College, an employee is eligible for 120 hours of vacation. On September 1 of the beginning of the sixteenth year of service with the College, an employee is eligible for 160 hours of vacation; likewise on

Attachment 16 – Vacation (Proposed Procedure)

September 1 of the beginning of the twenty-fifth year of service with the College, an employee is eligible for 200 hours of vacation.

New employees will receive credit for vacation purposes for their first month of employment only if they physically work the first working day of that month. Otherwise, for calculations of vacation hours, the first working day of the next month will be used. An employee who terminates will receive vacation credit for the final month of employment if the last day worked is on or after the 15th of a month.

Vacation time accrues for each month actually worked. Eligible employees will not receive vacation credit for any month that they are not at work and not using their own leave accruals.

The scheduling of vacations is a collaborative effort between the employee and leader and must be approved by the employee's leader. Times will occur when the business needs of the College, registration for example, affect the scheduling of vacations. Leaders will notify employees about these business times in advance to the extent possible for each business area. Employees may take vacation hours prior to actually having earned them, subject to the approval of their leader. However, they do so with the understanding that if they terminate employment prior to the end of the fiscal year, unearned vacation time taken will be deducted from their last payroll check.

Vacation requests in excess of three consecutive weeks, in addition to leadership approval, must have prior approval of the campus Provost, or the respective Strategic Leadership Team (SLT) member.

Earned, unused vacation hours may be rolled over from one fiscal year to the next. The maximum amount of vacation accrual an employee may have on the books may not exceed two times the amount eligible to be earned each year. Employees may be paid for vacation hours upon termination of employment, the lesser of one year's accrual for the employee's years of service or the actual balance of vacation hours at separation. For purposes of vacation guidelines, *actual balance* is defined as carryover from one year to the next, plus current year's accrual, prorated for the termination date. For example, an employee earning a maximum of two weeks a year may be paid for only two weeks at separation, regardless of how many vacation hours are shown in the leave balance.

Employees funded by a grant must use all accrued vacation by the end of the grant funding year.

Vacation pay will be calculated at the current work schedule and salary in effect for the employee at the time the vacation is actually taken. Employees who terminate and have unused, accrued vacation time, earned during the current fiscal year, will be paid for that time at their current rate of pay.

Part-time employees that work for 12 months will not accrue vacation hours.

*The accounting period for vacation is September 1 – August 31 of the fiscal year.

Date of SLT Approval	December 7, 2021
Effective Date	Anticipated February 1, 2022
Associated Policy	Policy IV.4000.Q, Vacation

Attachment 16 – Vacation (Proposed Procedure)

Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
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Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources
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Recommendation for Rescission

Attachment 17

Credit Union Membership

(Procedure approved to rescind by the SLT, provided to Board of Trustees as Informational Item, no current policy)

Policies and Procedures Summary of Changes

New Policy Number: *N/A*

Proposed Policy Name: **N/A**

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

New Procedure Number: *N/A*

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

Current Procedure Number(s)/Name(s): Procedure 4-7-e: Credit Union Membership

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

Action Recommended for Procedures: **Rescind**

Web Links: <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-4-7credit-union-membership>

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- Procedure:
 - Proposing to rescind Procedure. The College does not have an affiliation with any credit unions; therefore, employees and family members are eligible to join various credit unions in the local community.

Current Procedure 4-7-e: Credit Union Membership

All full-time employees of the College and their immediate family members are eligible for membership in the credit unions associated with the College district. The Galena Park Federal Credit Union and the Gulf Coast Educators Credit Union are both full-service facilities and convenient to most college campuses.

Procedure #:	4-7-e
Procedure Name:	Credit Union Membership
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Attachment 18

Development Leave

Policy recommended to rescind,
no current procedures

Policies and Procedures Summary of Changes

New Policy Number: *N/A*

Proposed Policy Name: **N/A**

Current Policy Number/Name: **Policy IV-E-8: Policy on Development Leave**

New Procedure Number: *N/A*

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

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

Action Recommended for Policy: **Rescind**

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

Web Links: <https://www.sanjac.edu/policy-iv-e-policies-benefits>

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- Policy:
 - Effective with the 2003-2004 school year, the administration suspended the granting of Development Leave indefinitely. As such, this policy is recommended for rescission.

Current Policy on Development Leave

Effective with the 2003-2004 school year, the administration suspended the granting of Development Leave indefinitely.

Faculty development leave is a principle cornerstone for faculty renewal and professional growth. Professional development leaves enable faculty to engage in study, research, writing, field observations and other suitable purposes. Opportunities for additional training, for improving skills and for maintaining currency in the field are understood to be included as a purpose for development leave. To improve further the higher education available to the students of the college, the Board of Trustees may grant full-time faculty a paid leave or sabbatical, or an unpaid professional renewal leave, according to the procedures and guidelines established by the Board.

Policy #:	IV-E-8
Policy Name:	Policy on Development Leave
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	June 3, 1985; September 7, 1993; April 5, 1999 and February 5, 2008
Effective Date:	March 2, 1981; June 3, 1985; September 7, 1993; April 5, 1999 and February 5, 2008
Associated Procedure:	5-7

Attachment 19

Religious Holidays

(Procedure approved to rescind by the SLT, provided to Board of Trustees as Informational Item, no current policy)

Policies and Procedures Summary of Changes

New Policy Number: *N/A*

Proposed Policy Name: **N/A**

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

New Procedure Number: *N/A*

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

Current Procedure Number(s)/Name(s): **Procedure 4-8-e: Religious Holidays**

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

Action Recommended for Procedures: **Rescind**

Web Links: <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-4-8-religious-holidays>

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- This information is covered under the policy and procedure on Holidays and does not need a separate procedure. Recommending to rescind this procedure.

Current Procedure 4-8-e: Religious Holidays

The College makes every reasonable effort to accommodate the religious beliefs of its employees. When an employee wishes to observe a religious holiday that is not listed as a college holiday, he/she provides his/her immediate supervisor with a written list of religious holidays to be observed during the semester and a written request for leave. These absences will be paid absences only if they are identified as personal business or vacation absences. Beyond these two absences, personnel are not paid if they are absent from their assignments for religious reasons.

Procedure #:	4-8-e
Procedure Name:	Religious Holidays
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revisions to the College’s Policy III.3001.H, Fixed Assets.

BACKGROUND

The current Policy on Fixed Assets (Policy V-Q) requires minor updates for clarification and removes specific details related to processing of fixed assets which are now included in the proposed new Fixed Asset procedures. These new proposed procedures also provide helpful guidance to employees and leaders to ensure consistent practices are followed by all employees.

IMPACT OF THIS ACTION

The updated policy and procedures were sent to the College community on December 9, 2021 through January 18, 2022. Comments were received by two departments that resulted in changes to the revised policy and proposed procedures (see attachments 3 and 4, track changes).

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. Evaluation of management’s compliance with the Fixed Asset Policy and Procedures will be periodically evaluated by administration and the College’s internal and external auditors.

ATTACHMENTS

- Attachment 1 - Summary of Changes
- Attachment 2 - Policy V-Q, Policy on Fixed Assets (current policy)
- Attachment 3 - Policy III.3001.H, Fixed Assets (proposed policy)

Informational Item Only:

- Attachment 4 - Procedure III.3001.H.a, Fixed Assets (proposed procedure)

RESOURCE PERSONNEL

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

Policies and Procedures Summary of Changes

New Policy Number: **III.3001.H**
Proposed Policy Name: **Fixed Assets**
Current Policy Number/Name: **V-Q, Policy on Fixed Assets**

New Procedure Number: **III.3001.H.a**
Proposed Procedure Name(s): **Fixed Assets**
Current Procedure Number(s)/Name(s): **N/A**

Action Recommended for Policy: **Revised**
Action Recommended for Procedures: **New**

Web Links:

[Policy V-Q: Policy on Fixed Assets](#)

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

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

Summary of Changes:

Policy Changes:

- The current Policy on Fixed Assets (V-Q) is outdated and needs minor updates for clarification. These include:
 - Updates for required policy format and content
 - Criteria for capitalization
 - Removes details related to useful life and depreciation

New Procedure:

- New procedure encompasses operational aspects of acquiring, accounting and safeguarding fixed assets.

Future Task:

- Fixed Asset Custodian Manual will be updated and housed on the internal webpage.

Policy V-Q: Policy on Fixed Assets

Purpose:

To ensure that the College's fixed assets are acquired, safeguarded, controlled, disposed of and accounted for in accordance with appropriate accounting and regulatory requirements.

Policy Statement:

A fixed asset is defined as an item with a purchase price of \$5,000 or more and a useful life of two or more years. Renovation in excess of \$100,000 to buildings, infrastructure and land improvements that significantly increase the value or extend the useful life of the structure are capitalized. The cost of normal maintenance and repairs that does not add to the value of the asset or materiality extend an asset's life are charged as an operating expense in the year in which the expense is incurred.

Categories:

Fixed assets, which meet the appropriate cost and useful life criteria, are grouped in the following categories:

- Buildings - a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be transportable or movable.
- Land
- Land Improvements - all improvements to land other than buildings, site preparation that ready land for its intended use, parking lots, fencing and gates, athletic fields, etc.
- Furniture, equipment and vehicle - trucks, vans and cargo vehicles; major equipment, audiovisual equipment, copiers, kitchen equipment
- Telecommunications and Peripherals - computer hardware and related accessories
- Library Books - periodicals, texts, journals, books of reference and other books for use in the library

Inventory:

To ensure that all capitalized assets have been properly recorded and tracked, the District Business Office will conduct an on-going biennial inventory of all fixed assets. The fixed assets in a department will be accounted for/completed every two years, but not all departments will have a physical inventory during the same time of year.

Upon completion of an inventory, a summary of reconciliation items will be presented to the department chair/ administrator for review, comment and resolution.

Depreciation:

All depreciation and amortization calculations use the "straight line" method for all depreciable fixed assets (land and construction-in-progress are not depreciated). The expected useful life of each category of asset is:

Building	50 Years
Land Improvements	20 Years
Library Books	15 Years

Attachment 2 – Current Policy

Furniture, Equipment, and Vehicles	10 Years
Telecommunications and Peripheral Equipment	5 Years

Retirement, Sale, or Disposal of Property:

The College may dispose of surplus property providing that such goods are disposed in accordance with applicable federal, state and local laws.

Policy #:	V-Q
Policy Name:	Policy on Fixed Assets
Pages:	1
Adopted Date:	March 2, 2009
Revision/Reviewed Date:	
Effective Date:	March 2, 2009
Associated Procedure:	

Policy III.3001.H, Fixed Assets

Purpose

To ensure that the College's fixed assets are acquired, safeguarded, controlled, disposed of, and accounted for in accordance with appropriate accounting and regulatory requirements.

Policy

Fixed assets are expenditures for property, plant, and equipment used by the College that have a useful life of more than a year and cannot easily be converted into cash. Capitalization of expenditures as fixed assets for the College will occur when an item has a useful life of two years or more, and when the cost exceeds \$5,000 or more. If the individual acquisition cost is less than \$5,000 but the total purchase price of similar assets is \$100,000 or more, the group of assets should be capitalized.

The College capitalizes renovations in excess of \$100,000 to buildings, infrastructure, and land improvements that significantly increase the value or extend the useful life of the structure. The cost of normal maintenance and repairs that does not add to the value of the asset or materially extend an asset's life are charged as an operating expense in the year in which the expense is incurred. Major capital projects are recorded as Construction in Progress (CIP) until substantially completed, at which time the College will capitalize these projects as fixed assets.

GENERAL

Categories

Fixed assets, which meet the appropriate cost and useful life criteria, are grouped in the following categories:

- Buildings—a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be transportable or movable.
- Land—real property acquired by purchase or gift and is characterized by an unlimited useful life.
- Land Improvements—all improvements to land other than buildings ~~;~~ site preparation that ready land for its intended use, parking lots, fencing, ~~and~~ gates, and athletic fields, etc.
- Furniture, Machinery, Other Equipment, and Vehicles ~~-~~—trucks, vans, ~~and~~ cargo vehicles, major equipment, audiovisual equipment, copiers, kitchen equipment, and instructional equipment.
- Telecommunications and Peripherals—computer hardware and related accessories.
- Library Books—periodicals, texts, journals, books of reference, and other books for use in the library.

Inventory

Attachment 3 – Proposed Policy

To ensure that all capitalized assets have been properly recorded and tracked, the District Business Office will conduct an on-going biennial inventory of all fixed assets. The fixed assets in a department will be accounted for/inventoried every two years, but not all departments will have a physical inventory during the same time of year.

Upon completion of an inventory, a summary of reconciliation items will be presented to the Department Chair/administrator for review, comment, and resolution.

Depreciation

The College uses the straight-line method for all depreciation and amortization calculations for all depreciable fixed assets (land and CIP are not depreciated) over the expected useful life of each asset category.

Retirement, Sale, or Disposal of Property

The College may dispose of surplus property provided that such goods are disposed of in accordance with applicable federal, state, and local laws.

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

Associated Procedures

Procedure III.3001.H.a, Fixed Asset

Date of Board Approval	Anticipated January 31, 2022
Effective Date	Anticipated February 1, 2022
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Associate Vice Chancellor, Finance

Procedure III.3001.H.a, Fixed Assets

Associated Policy

Policy III.3001.H, Fixed Assets

Procedures

San Jacinto College requires amounts expended for facilities and equipment in excess of certain fiscal thresholds to be capitalized and depreciated. These procedures provide guidance for the management and control of capital property owned by the College, titled to the College, under the custody of the College, or for which the College is accountable to the federal government or other sponsors. If direction differs between these procedures and external regulations, sponsor or donor terms, or other internal policy or procedures, the more restrictive instruction will apply.

Fixed Asset System

The Banner Fixed Asset Module is the official system of record for all College capital assets. The Comptroller's Office is responsible for the coordination, development, and implementation of procedures that comprise the College-wide fixed asset system. All communication with the Comptroller's Office on this matter should be directed to FixedAssets@sjcd.edu. Department leaders are delegated the responsibility for safeguarding and maintaining the integrity of the assets and are referred to as the Custodians (see section below titled Custodian Responsibilities).

Fixed Asset Criteria

Expenditures are capitalized as fixed assets when both the criteria listed below are met; otherwise, the amounts are expensed in the year incurred:

- a. The item must have a useful life of two years or more, and
- b. The amount must meet the following materiality thresholds: \$5,000 per unit for equipment (including shipping, installation, and any other costs incurred to acquire the asset in full working order), \$100,000 renovation costs for buildings and land improvements/infrastructure that significantly increase the value and extend the useful life of the structure.

If the individual acquisition cost is less than \$5,000 but the total purchase of similar assets is \$100,000 or more, the group of assets should be capitalized (e.g. annual furniture replenishment purchases). The threshold of \$100,000 should be applied to a single purchase order for similar assets.

The specific procedure for capitalizing library book purchases is described in the Asset Category section below.

Repair and Maintenance

Repair and maintenance expenses associated with recurring work required to preserve or immediately restore a facility or a piece of equipment to such condition that it can be effectively used for its designated purposes should be expensed as incurred.

Fixed Asset Purchase

The College follows the same procurement process for the purchase of fixed assets as it does for the purchase of goods and services. To identify capital purchases and record them in the operating ledger, departmental requisitions must use the appropriate capital expense account (741XXX), location code, and name of custodian. Expenses coded to one of these accounts will flow through to the Banner Fixed Asset system for further processing by the Comptroller's Office.

Construction in Progress

Major capital projects, recorded as Construction in Progress (CIP), are tracked by project and once substantially complete, the total expenditures are recoded to capital expense accounts (741XXX) by the Comptroller's Office. Expenses coded to one of these accounts will flow through to the Banner Fixed Asset system for further processing by the Comptroller's Office.

Useful Lives—Depreciation

The College begins depreciation the first full month after an asset is placed into service or the first full month after the date a CIP project is closed, fully or partially and placed into service. The College records depreciation each month as a part of the month-end close process performed by the Comptroller's Office. Land and CIP are not depreciated. The College computes depreciation using the straight-line method over the following estimated useful lives of the asset:

Buildings	50 years
Land improvements	20 years
Library books	15 years
Furniture, machinery, other equipment, and vehicles	10 years
Telecommunications and peripherals	5 years

Asset Tagging/Tracking

The College assigns an asset tag number for all capitalized assets and tracks all capital equipment by specific location, including building and room number, if applicable. The College enters and maintains asset tag numbers in the Banner Fixed Asset system. The Comptroller's Office issues asset tracking tag numbers, and the Fixed Asset Custodian affixes the tag numbers to the assets.

Grouped assets with an individual acquisition cost of less than \$5,000 will not be individually tagged. The total purchase price of the grouped assets will be entered into the fixed asset system as a single asset and will be assigned a tag number for data entry purposes only.

Custodian Responsibilities

The College designates and trains Fixed Asset Custodians to understand and perform the required duties of the Custodian role. Custodians may delegate tasks, but are ultimately responsible for the following:

- Affix College asset tags to equipment and provide pictures and location of equipment to Comptroller's Office;
- Know the location of all equipment in their inventory and ensure that equipment is adequately safeguarded and secured from possible theft and other hazards;
- Report all changes in equipment location to the Comptroller's Office. Reporting changes is critical for proper stewardship and accurate inventory control practices;
- Assure that assigned equipment is utilized for College business purposes only and is located within College property;
- Prepare appropriate forms requesting the transfer or disposal of all equipment;
- Participate in the biennial annual inventory process; and
- Exercise reasonable custodial care over the safeguarding of equipment to prevent the theft and loss of College property.

BiennialAnnual Inventory

The College conducts a biennial inventory of fixed assets using the Asset Custodian Confirmation process. A sign-off by the Fixed Asset Custodian and another employee as a witness is required on each asset list as outlined in the Fixed Assets Confirmation letter. Transfer documents or other appropriate documentation are required on any discrepancies, allowing the Fixed Asset register to be updated. In addition, the Comptroller's Office spot checks higher risk of loss assets, ~~identified based on a risk analysis~~, on an ongoing basis to supplement the biennial inventory process.

Surplus Property

The College may dispose of surplus property ~~provided that such goods are disposed of only~~ in accordance with applicable federal, state, and local laws. Disposal of surplus property is coordinated and managed by Auxiliary Services and the required forms can be found on the College website or from the Auxiliary Services department. Disposal of technology equipment is coordinated and managed by the Information Technology department through the use of an approved vendor. The Itemized List for Auction form must be completed and routed for approval and processing. If at some point in the disposal process it is deemed that the fixed asset can be transferred to another department, an Inventory Update/Transfer form will need to be completed from the originating Custodian/department to the updated Custodian/department.

Grant-funded equipment may only be disposed of after permission has been provided by the granting agency and following the awarding agency disposition instructions. Grant equipment provided through federal or state funds must also be disposed of in compliance with Grant Uniform Guidance or OMB Circular A-110/2 CFR 200.313. Collaboration with the Office of Grants Management for disposal of grant funded property is required.

Donations

Acceptance of donations valued at \$30,000 or less from private sources directly to the College is delegated by the Chancellor to members of the Strategic Leadership Team (SLT) based on their respective reporting structure. Acceptance of donations valued at more than \$30,000 requires the Chancellor's approval. Donations of real estate require additional approval by the Board of Trustees.

Departmental personnel shall complete the Approval of Donation form and forward the form to the respective SLT member for approval. The form is available on the College website and from the Comptroller's Office. Upon approval, donations will be recorded by the Comptroller's Office, and items with a fair market value of \$5,000 or greater will be recorded as fixed assets and tagged appropriately.

Asset Categories

Land

Land is real property acquired by purchase or gift and is characterized by an unlimited useful life. The value of land purchased includes the amount paid; any costs involving the purchase, such as legal fees and recording fees; and any costs in the preparation of the land for its intended use, such as grading and clearing. The value of land acquired by gift is the fair market value at the time of the gift. Land is not depreciated.

Land Improvements

Other than buildings, all real estate or land improvements fall into this category, which includes parking lots, fencing and gates, athletic fields, fountains, landscaping, etc.

Buildings

Buildings include the cost of permanent structures used in the operations of the institution. This includes any permanently attached fixtures or machinery that cannot be removed without impairing the use of the building. All direct costs of construction are included in the cost of the building.

Building Improvements

Building improvements materially extend the useful life of a building and increase the value of a building. A building improvement should be capitalized as a betterment and recorded as an addition of value to the existing building if the expenditure for the improvement is at the capitalization threshold of \$100,000 and the expenditure increases the useful life or value of the building.

Equipment

Equipment represents personal property that is movable and has an identity that is not altered materially through use. Equipment is further defined into two additional categories:

Attachment 4 – Proposed Procedure

- Furniture, machinery, other equipment, and vehicles, and
- Telecommunications and peripherals.

Certain items that may be immaterial for capitalization on an individual basis are considered material collectively if the purchases are part of a new building or major renovation. Such determinations will be made by the Comptroller’s Office.

Software is considered part of telecommunications and peripherals and should be capitalized if purchased outright for \$5,000 or more. If significant, implementation costs may be capitalized as well.

Technology Equipment

Technology equipment such as servers, printers, laptops, and desktop computers are tracked by the Information Technology department regardless of the purchase price. Tracking technology equipment enables efficient monitoring and replacement planning.

Library Books

Library books include all professional, academic, and research library books, as well as other library items. Book collections that are considered works of art are not depreciable. Library acquisitions are valued at cost or other reasonable basis and capitalized when purchases for the year meet the \$5,000 threshold and have a useful life of greater than two years. The general library should maintain records of all books and other library items. These records will suffice as detailed inventory records and will not be duplicated in the Banner Fixed Asset system. Periodicals and subscriptions, including those in electronic form, should be expensed as incurred.

Date of SLT Approval	December 7, 2021
Effective Date	Anticipated February 1, 2022
Associated Policy	Policy III.3001.H, Fixed Assets
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Finance

Action Item “XII”
Regular Board Meeting January 31, 2022
Consideration of Revision of 2021-2022 Academic Calendar and
Approval of 2022-2023 Academic Calendar

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the revised 2021-2022 Academic Calendar and the proposed 2022-2023 Academic Calendar.

BACKGROUND

An academic calendar is approved annually, providing dates for College functions, activities, and due dates. The development of the academic calendar is a process that takes several months. It begins with discussions with the local independent school districts about their proposed calendars in order to eliminate conflicts and establish, to the extent possible, consistency in holiday breaks and coordination around opening and closing dates for the terms. Development also includes reviewing the semester start dates of other colleges in the Gulf Coast region. Calendar development is led by an internal committee consisting of faculty, staff, and administrators to ensure that schedule conflicts and internal priorities are addressed.

IMPACT OF THIS ACTION

The proposed 2022-2023 calendar aligns with the opening date as set by the Texas Common Calendar for the fall 2022, spring 2023, and summer 2023 semesters. The fall 2022 start date aligns at this time with the calendars proposed by Alvin College, Houston Community College, Lee College, Lone Star College, and University of Houston Clear Lake. Not all of the high school districts have finalized their start dates for fall 2022; however, during the preliminary meeting with the school districts, all indicated they planned to start prior to the College’s August 22, 2022, start date. The dates for the December 2022 and May 2023 commencement ceremonies are tentatively set for December 9, 2022 and May 12, 2023. The proposed winter holiday break of December 22 through January 2, 2023 includes eight working days as usual. The total annual number of employee holidays is 23, which includes an additional day for the Juneteenth federal holiday and a floating holiday.

In addition, the Juneteenth federal holiday will be added to the 2021-2022 Academic Calendar bringing the total number of holidays to 22. For 2021-2022, this holiday will be observed on Friday, June 17, 2022, in order to provide the least disruption to instructional meeting times.

Changes in this calendar from previous years include the following:

- The academic calendar committee recommended to administration to include the new Juneteenth federal holiday. Juneteenth honors the 1865 date when the last enslaved people of Galveston, Texas learned that they had been freed by proclamation. Known to some as the country’s “Second Independence Day,” celebrations of newfound freedom and opportunity began in 1866 and originated in Galveston. While congress voted in favor of making Juneteenth National Independence Day a federal holiday in

Action Item “XII”
Regular Board Meeting January 31, 2022
Consideration of Revision of 2021-2022 Academic Calendar and
Approval of 2022-2023 Academic Calendar

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). As a role model for our community, this is an opportunity to demonstrate our values, specifically our commitment to fostering a diverse and inclusive learning and work culture and to show action within our DEI initiatives. Including this holiday aligns us with the majority of the other community colleges serving the Houston area that will also be recognizing this federal holiday. This requires recalculation of meeting times for summer parts of term classes that are affected by the June 19th holiday. Estimates increased session time for parts of terms 1, 8, 11, 12, 13, 5A, 8A, and 1W range from 5-30 minutes.

- The administration recommends including a floating holiday 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.
- The payment deadline for Fall 2022 is moved back to the first Thursday in August, which is more than two weeks before the start fall term, similar to the Fall 2021 deadline. This facilitates the clearing of early registrants who no longer intend to attend from class rosters, leaving room for other students to register for those seats. It also allows campus administration to have an earlier indication of actual student demand and provides sufficient time to arrange for sections that need to be added.

BUDGET INFORMATION

There is no direct budgetary impact as the cost of additional time off for holidays is already accounted for in an employee’s annual base salary. There is an indirect cost of loss of productivity; however, there is also a high positive correlation between employees who take time off and employees who are more productive and engaged when working.

MONITORING AND REPORTING TIMELINE

The academic calendar is monitored closely during the year to evaluate the effectiveness and continuance of current and new processes. Occasionally dates for operational activities such as registration open or close, maintenance, etc. may need to be amended. Such operational changes will not require Board approval. Conversely, any modifications to semester start or end dates or holidays will be brought back to the Board of Trustees.

**Action Item “XII”
Regular Board Meeting January 31, 2022
Consideration of Revision of 2021-2022 Academic Calendar and
Approval of 2022-2023 Academic Calendar**

ATTACHMENTS

Attachment 1 - Revised 2021-2022 Academic Calendar (changes highlighted in yellow)

Attachment 2 - Draft 2022-2023 Academic Calendar

Attachment 3 - Academic Calendar Constituent Groups Roster

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
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Kevin McKisson	281-669-4711	Kevin.McKisson@sjcd.edu

Approved

12/7/2020

San Jacinto College
Academic Calendar

2021-2022

SUBJECT TO CHANGE

Revised 2/5/21 - Spring 2022 13B Classes begin Jan. 31, 2022 and end May 6, 2022

Revised 3/25/21 - Campus and Foundation Scholarship dates updated

Revised 4/13/21 - Added IPP Deadline dates for Spring and Summer 2022

Revised 8/17/21 - Grades due for Final Parts of Term - Sunday, December 12, 2021

Revised 8/17/21 - Grades due for Final Parts of Term - Sunday, May 15, 2022

Revised 8/17/21 - Grades due for Final Parts of Term - Sunday, August 15, 2022

Revised 2/1/22 - To add June 17, 2021 as Holiday

**Attachment 1
San Jacinto College District
Academic Calendar 2021-2022**

Fall 2021 (Term 202210) 16 Week, Take2, Weekend, All Parts of Term	
February 15, 2021 (M)	Campus-Based and Foundation Scholarship Application opens for Fall 2021 (202210)
March 29, 2021 (M)	Open SOS and Course Finder for View Access Only
April 5 (M)-April 18, 2021 (SU)	Priority Registration for Fall 2021 (202210) (Currently Enrolled Students Only)
April 19 (M)- July 29, 2021 (TH)	Registration (All Students & Applicants)
May 28, 2021 (F)	Foundation Scholarship Application closes for Fall 2021 (202210)
June 14, 2021 (M)	Fall 2021 (202210) Installment Payment Plan Available Installment Payment Plan Due Dates: August 23, 2021 (M) September 20, 2021 (M) October 18, 2021 (M) November 22, 2021 (M) All payments due by 7:00 PM
June 30, 2021 (W)	Campus-Based and Foundation Scholarship Application closes for Fall 2021 (202210)
June 30, 2021 (W)	Financial Aid Deadline for Fall 2021 (202210)
August 5, 2021 (TH)	Payment Deadline for ALL registrations through August 5, 2021 at 7:00 pm. Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.
August 6, 2021 - November 14, 2021 (F-SU)	Registration Open for Fall 2021 (202210) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid on day of registration.
August 15-17, 2021 (SU-SA)	Blackboard Maintenance
August 9 - 13, 2021 (M-F)	New Faculty Academy Blitz
August 15, 2021 (SU)	Campus-Based and Foundation Scholarship Application opens for Spring 2022 (202220)
August 16-20, 2021 (M-F)	College Community Week
August 23, 2021 (M)	Full Semester (1), First Twelve-Week (12A), First Eight-Week (8A), Six-Week (6A), First Five-Week (5A), & First Four-Week (4A), Classes Begin
August 23, 2021 (M)	Installment Payment Plan Due Date by 7:00 PM
August 27, 2021 (F)	Fifteen-Week Weekend (15S) Classes Begin
August 31, 2021 Noon - Sept. 1, 2021 1:00 AM (T-W)	Banner Down-Fiscal End-of-Year Processing
September 1, 2021 (W)	Banner Reopens at 1:00 AM
September 4-6, 2021 (SA-M)	Facilities & Utility System Maintenance
September 6, 2021 (M)	Labor Day Holiday (No Classes Held)
September 7, 2021 (T)	Fourteen-Week (14), Take2 Thirteen-Week (13B) Classes Begin
September 10, 2021 (F)	Thirteen-Week Weekend Full Term (1W) & Six-Week Weekend (6AS) Classes Begin
September 11, 2021 (SA)	Banner Maintenance (Banner & SOS unavailable)
September 17, 2021 (F)	First Four-Week (4A) Ends (Last Day of Finals)
September 20, 2021 (M)	Installment Payment Plan Due Date by 7:00 PM
September 20, 2021 (M)	Second Twelve-Week (12B) & Second Four-Week (4B) Classes Begin
September 24, 2021 (F)	First Five-Week (5A) Ends (Last Day of Finals)
September 27, 2021 (M)	Second Five-Week (5B) Classes Begin
October 1, 2021 (F)	Six-Week (6A) Ends (Last Day of Finals)
October 4, 2021 (M)	Ten-Week (10) Classes Begin
October 9, 2021 (SA)	Banner Maintenance (Banner & SOS unavailable)
October 13, 2021 (W)	First Eight-Week (8A) (Last Day of Finals)
October 15, 2021 (F)	Second Four-Week (4B) End (Last Day of Finals)
October 17, 2021 (SU)	Six-Week Weekend (6AS) Ends (Last Day of Finals)
October 18, 2021 (M)	Installment Payment Plan Due Date by 7:00 PM
October 18, 2021 (M)	Second Eight-Week (8B) & Third Four-Week (4C) Classes Begin
October 21, 2021 (TH)	Last Day to submit name to be included in December Commencement Program
October 22, 2021 (F)	Seven-Week Weekend (7BS) Classes Begin
October 29, 2021 (F)	Second Five-Week (5B) Ends (Last Day of Finals)
October 30, 2021 (SA)	Campus-Based and Foundation Scholarship Application closes for Spring 2022 (202220)
November 1, 2021 (M)	Third Five-Week (5C) Classes Begin
November 6, 2021 (SA)	Banner Maintenance
November 12, 2021 (F)	First Twelve-Week (12A) & Third Four-Week (4C) End (Last Day of Finals)
November 15, 2021 (M)	Fourth Four-Week (4D) Classes Begin
November 22, 2021 (M)	Installment Payment Plan Due Date by 7:00 PM
November 24-26, 2021 (Inclusive) (W-F)	Thanksgiving Holidays (No Classes Held November 24-28)
November 24-28, 2021 (Inclusive) (W-SU)	Facilities & Utility System Maintenance
December 3, 2021 (F)	Take2 Thirteen-Week (13B) & Third Five-Week (5C) End (Last Day of Finals)
December 5, 2021 (SU)	Fifteen-Week Weekend (15S), Thirteen-Week Weekend Full Term (1W) & Seven-Week Weekend (7BS) End (Last Day of Finals)
December 10, 2021 (F)	Full Semester (1), Fourteen Week (14); Second Twelve-Week (12B), Ten-Week (10), Second Eight-Week (8B), Fourth Four-Week (4D) End (Last Day of Finals)
December 10, 2021 (F) 7:00 PM	College-Wide Commencement - Minute Maid Park
December 12, 2021 (SU)	Grades due for Final Parts of Term (1, 14, 12B, 10, 8B, 4D) by 4:00 PM
December 18, 2021 (SA)	Banner Maintenance
Please consult the Fall 2021 (202210) Online Schedule of Classes for Registration & Payment Times, Refund Dates, Drop Deadlines, Grades Due, Final Exam Schedule and possible additional part-of-term information or changes.	

Attachment 1
San Jacinto College District
Academic Calendar 2021-2022

Spring 2022 (Term 202220) Winter Mini Term, Spring Term, Take2, Weekend, All Parts of Term	
August 15, 2021 (SU)	Campus-Based and Foundation Scholarship Application opens for Spring 2022 (202220)
September 11, 2021 (SA)	Banner Maintenance (Banner & SOS unavailable)
September 20, 2021 (M)	Open SOS and Course Finder for View Access Only
October 4 (M)-October 17, 2021 (SU)	Priority Registration for Spring 2022 (202220) (Currently Enrolled Students Only)
October 9, 2021 (SA)	Banner Maintenance (Banner & SOS unavailable)
October 18 (M) -December 9, 2021 (TH)	Registration for Winter Mini 2021 (202220) (All Students & Applicants)
October 18, 2021 - January 6, 2022 (M-TH)	Registration for Spring 2022 (202220) (All Students & Applicants)
October 30, 2021 (SA)	Campus-Based Foundation Scholarship Application closes for Spring 2022 (202220)
November 6, 2021 (SA)	Banner Maintenance (Banner & SOS unavailable)
November 8, 2021 (M)	Spring 2022 (Term 202220) Installment Payment Plan Available Installment Payment Plan Due Dates: January 24, 2022 (M) February 21, 2022 (M) March 21, 2022 (M) April 25, 2022 (M) All payments due by 7:00 PM
November 24-26, 2021 (Inclusive) (W-F)	Thanksgiving Holidays (No Classes Held November 24-28)
November 24-28, 2021 (Inclusive) (W-SU)	Facilities & Utility System Maintenance
December 9, 2021 (TH)	Payment Deadline by 7:00 PM for Winter Mini 2021 (202220)
December 10-12, 2021 (F-SU)	Registration Open And Payment Due on Day of Registration for Winter Mini 2021
December 13, 2021 (M)	Winter Mini Term (3) Classes Begin
December 18, 2021 (SA)	Banner Maintenance
December 22-24, 27-31, 2021	Winter Holidays - Administrative Offices Closed (no non-instructional activity, Dec. 22 - 31)
December 22, 2021 - January 2, 2022 (W-SU)	Facilities & Utility System Maintenance
December 24, 2021 (F)	Winter Mini Holiday (No Classes Held)
December 30, 2021 (TH)	Winter Mini Term (3) Ends (Last Day of Finals)
January 3-5, 2022 (M-W)	Blackboard Maintenance
January 6, 2022 (TH)	Registration Payment Deadline by 7:00 PM for ALL registrations through January 6, 2022 for Spring 2022 (202220). Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.
January 6-7, 2022 (TH-F)	New Faculty Academy Blitz
January 7 - April 17, 2022 (F-SU)	Registration Open for Spring 2022 (202220) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid on day of registration.
January 10-14, 2022 (M-F)	College Community Week
January 17, 2022 (M)	Martin Luther King Jr., Holiday
January 18, 2022 (T)	Full Semester (1), First Twelve-Week (12A), First Eight-Week (8A), Six-Week (6A), First Five-Week (5A), & First Four-Week (4A) Classes Begin
January 21, 2022 (F)	First Six-Week Weekend (6AS) Classes Begin/Fifteen-Week Weekend (15S) Classes Begin
January 24, 2022 (M)	Installment Payment Plan Due Date by 7:00 PM
January 28, 2022 (F)	Thirteen-Week Weekend Full Term (1W) Classes Begin
January 31, 2022 (M)	Take2 Thirteen-Week (13B) Classes Begin
February 10, 2022 (TH)	College Community Day (No Classes Held Day & Evening)
February 11, 2022 (F)	First Four-Week (4A) Ends (Last Day of Finals)
February 14, 2022 (M)	Second Four-Week (4B) & Second Twelve-Week (12B) Classes Begin
February 15, 2022 (T)	Campus-Based and Foundation Scholarship Application opens for Fall 2022 (202310)
February 18, 2022 (F)	First Five-Week (5A) Ends (Last Day of Finals)
February 21, 2022 (M)	Installment Payment Plan Due Date by 7:00 PM
February 21, 2022 (M)	Ten-Week (10B) Classes Begin/Second Five-Week (5B) Classes Begin
February 25, 2022 (F)	Six-Week (6A) Ends (Last Day of Finals)
February 26, 2022 (SA)	Banner Maintenance (Banner & SOS unavailable)
February 27, 2022 (SU)	First Six-Week Weekend (6AS) Ends (Last Day of Finals)
March 9, 2022 (W)	First Eight-Week (8A) Ends (Last Day of Finals)
March 11, 2022 (F)	Second Four-Week (4B) Ends (Last Day of Finals)
March 14-20, 2022 (Inclusive) (M-SU)	Spring Break (No Classes Held, March 14-20)
March 14-20, 2022 (M-SU)	Facilities & Utility System Maintenance
March 21, 2022 (M)	Installment Payment Plan Due Date by 7:00 PM
March 21, 2022 (M)	Second Eight-Week (8B) & Third Four-Week (4C) Classes Begin
March 24, 2022 (TH)	Last Day to submit name to be included in May Commencement Program
March 25, 2022 (F)	Seven-Week Weekend (7BS) Classes Begin
March 26, 2022 (SA)	Banner Maintenance (Banner & SOS unavailable)
April 1, 2022 (F)	Second Five-Week (5B) Ends (Last Day of Finals)
April 4, 2022 (M)	Third Five-Week (5C) Classes Begin
April 14, 2022 (TH)	Third Four-Week (4C) & First Twelve-Week (12A) End (Last Day of Finals)
April 15, 2022 (F)	Spring holiday (No Weekend Classes - April 15-17)
April 15-April 17, 2022 (F-SU)	Facilities & Utility System Maintenance
April 18, 2022 (M)	Fourth Four-Week (4D) Classes Begin
April 23, 2022 (SA)	Banner Maintenance (Banner & SOS unavailable)
April 25, 2022 (M)	Installment Payment Plan Due Date by 7:00 PM

Attachment 1
San Jacinto College District
Academic Calendar 2021-2022

May 6, 2022 (F)	Take2 Thirteen-Week (13B) Ends (Last Day of Finals)
May 6, 2022 (F)	Ten-Week (10B) & Third Five-Week (5C) End (Last Day of Finals)
May 8, 2022 (SU)	Thirteen-Week Weekend Full Term (1W), Fifteen-Week Weekend (15S) & Seven-Week Weekend (7BS) End (Last Day of Finals)
May 13, 2022 (F)	Full Semester (1), Second Twelve-Week (12B), Second Eight-Week (8B), Fourth Four-Week (4D) End (Last Day)
May 13, 2022 (F)	College-Wide Commencement - NRG Stadium; 7:00 PM
May 15, 2022 (SU)	Grades due for Final Parts of Term (1, 12B, 8B, 4D) by 4:00 PM
Please consult the Spring 2022 (202220) Online Schedule of Classes for Registration & Payment Times, Refund Date, Drop Deadlines, Final Exam Schedule, Grades	
Summer 2022 (202230) May Mini Term-May, Summer I-June, Summer II-July, Weekend, All Parts of Term	
May 20, 2022 through August 12, 2022 (Administrative Offices Closed Friday at Noon)	
January 24, 2022 (M)	Open SOS and Course Finder for View Access Only
February 12, 2022 (SA)	Campus-Based and Foundation Scholarship Applications open for Fall 2022 (202310)
February 21 - April 28, 2022 (M-TH)	Registration for Classes Beginning May 16, 2022
February 21 - May 12, 2022 (M-TH)	Registration for Classes Beginning June 6, 2022 and July 11, 2022
February 26, 2022 (SA)	Banner Maintenance (Banner & SOS unavailable)
March 14-20, 2022 (Inclusive) (M-SU)	Spring Break - March 14-18, 2022 (No Classes Held March 14 - 20)
March 14-20, 2022 (M-SU)	Facilities & Utility System Maintenance
March 26, 2022 (SA)	Banner Maintenance (Banner & SOS unavailable)
April 4, 2022 (M)	Summer 2022 (202230) Installment Payment Plan Available
April 15, 2022 (F)	Spring Holiday (No Classes Held - April 15-17)
April 15-April 17, 2022 (F-SU)	Facilities & Utility System Maintenance
April 23, 2022 (SA)	Banner Maintenance (Banner & SOS unavailable)
April 28, 2022 (TH)	Registration Payment Deadline by 7:00 PM for Classes Beginning May 16, 2022 Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.
April 29-May 15, 2022 (F-SU)	Registration Open And Payment Due on Day of Registration for classes beginning May 16, 2022.
May 12, 2022 (TH)	Registration Payment Deadline by 7:00 PM for ALL registrations through May 12, 2022 for Summer 2022 (202230). Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.
May 13 - June 5, 2022 (F-SU)	Registration Open for Classes beginning on June 6, 2022 (202230) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid on day of registration.
May 13 - July 10, 2022 (F-SU)	Registration Open for Classes beginning on July 11, 2022 (202230) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid on day of registration.
May 16, 2022 (M)	May Mini (3), First Eight-Week (8), Eleven-Week (11) & Thirteen-Week (13) Classes Begin
May 20, 2022 (F)	Weekend Twelve-Week Full Term (1W) Classes Begin
May 20, 2022 (F)	Administrative Offices Closed Every Friday at Noon through August 12, 2022
May 21, 2022 (SA)	Banner Maintenance (Banner & SOS unavailable)
May 23, 2022 (M)	Twelve-Week (12) Classes Begin
May 30, 2022 (M)	Facilities & Utility System Maintenance
May 30, 2022 (M)	Memorial Day Holiday (No Classes Held)
June 3, 2022 (F)	May Mini (3) Ends (Last Day of Finals)
June 6, 2022 (M)	Full Ten-Week Semester (1), First Five-Week (5A), Second Eight-Week (8A) Classes Begin
June 6, 2022 (M)	Summer 2022 (202230) Installment Payment Plan Available Installment Payment Plan Due Dates: June 6, 2022 (M) June 20, 2022 (M) July 11, 2022 (M) July 25, 2022 (M) All payments due by 7:00 PM
June 6, 2022 (M)	Installment Payment Plan Due Date due by 7:00 PM
June 17, 2022 (F)	Juneteenth National Independence Day Holiday (No Classes Held 17-19)
June 18, 2022 (SA)	Banner Maintenance (Banner & SOS unavailable)
June 20, 2022 (M)	Installment Payment Plan Due Date due by 7:00 PM
June 30, 2022 (TH)	Campus-Based and Foundation Scholarships close for Fall 2022 (202310)
June 30, 2022 (TH)	Financial Aid Application Priority Deadline for Fall 2022 (202310)
July 4, 2022 (M)	Independence Day Holiday - (No Classes Held July 2-4)
July 7, 2022 (TH)	First Five-Week (5A) & First Eight-Week (8) End (Last Day of Finals)
July 11, 2022 (M)	Second Five-Week (5B) Classes Begin
July 11, 2022 (M)	Installment Payment Plan Due Date by 7:00 PM
July 14, 2022 (TH)	Last Day to submit name to be included in December Commencement Program
July 16, 2022 (SA)	Banner Maintenance (Banner & SOS unavailable)
July 25, 2022 (M)	Installment Payment Plan Due Date by 7:00 PM
July 28, 2022 (TH)	Second Eight-Week (8A) & Eleven-Week (11) End (Last Day of Finals)
August 7, 2022 (SU)	Weekend Full Term (1W) Ends (Last Day of Finals)
August 11, 2022 (TH)	Full Semester (1), Thirteen-Week (13), Twelve-Week (12), Second Five-Week (5B) End (Last Day of Finals)
August 14, 2022 (SU)	Grades due for Final Parts of Term (1, 13, 12, 5B) by 4:00 PM

Attachment 1
 San Jacinto College District
 Academic Calendar 2021-2022

Please consult the Summer 2022 (202230) Online Schedule of Classes for Registration & Payment Times, Refund Dates, Drop Deadlines, Final Exam Schedule,		
Date(s)	Holidays	Number of Holidays
September 6, 2021	Labor Day	1
November 24-26, 2021 (No Classes Held November 24-26)	Thanksgiving	3
December 22-24, 27-31, 2021 (8)	Winter Break	8
January 17, 2022	Martin Luther King, Jr. Day	1
March 14-18, 2022 (No Classes Held March 14 - 20)	Spring Break	5
April 15, 2022 (No Classes Held April 15 - 17)	Spring Holidays	1
May 30, 2022	Memorial Day	1
June 17, 2022 (F) No Classes Held June 17-19)	Juneteenth National Independence Holiday	1
July 4, 2022 (No Classes Held July 2-4)	Independence Day Holiday	1
Total Holidays 2021-2022		22
Fall 2022 (202310) – TENTATIVE (not Board approved) DO NOT PRINT IN ANY PUBLICATIONS		
Fall Semester 2022 (Term 202310)		
February 21, 2022 (M)	Open SOS and Course Finder for View Access Only	
April 4 - April 17, 2022 (M-SU)	Priority Registration (Currently Enrolled Students Only)	
April 18, 2022 (M) - Last Part of Term	Registration (All Students & Applicants)	
August 14-20, 2022 (SU-SA)	Blackboard Maintenance	
August 15-19, 2022 (M-F)	College Community Week	
August 22, 2022 (M) (Texas Common Calendar Date)	Regular Classes Begin	
December 9, 2022 (F)	Regular Classes End	

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San Jacinto College
Academic Calendar
2022-2023

SUBJECT TO CHANGE

Fall 2022 (Term 202310) 16 Week, Take2, Weekend, All Parts of Term	
February 14, 2022 (M)	Campus-Based and Foundation Scholarship Application opens for Fall 2022 (202310)
March 7, 2022 (M)	Open SOS and Course Finder for View Access Only
April 4-17, 2022 (M-SU)	Priority Registration Opens for Fall 2022 (202310) (Currently Enrolled Students Only)
April 18, 2022 (M)	Registration Opens for Fall 2022 (202310) (All Students & Applicants)
June 13, 2022 (M)	Fall 2022 (202310) Installment Payment Plan Available Installment Payment Plan Due Dates: August 22, 2022 (M) September 19, 2022 (M) October 17, 2022 (M) November 21, 2022 (M) All payments due by 7:00 PM
June 30, 2022 (TH)	Campus-Based and Foundation Scholarship Application closes for Fall 2022 (202310)
June 30, 2022 (TH)	Financial Aid Deadline for Fall 2022 (202310)
August 4, 2022 (TH)	Payment Deadline for ALL registrations through August 4, 2022 at 7:00 pm.
August 5, 2022 - November 13, 2022 (F-SU)	Registration Continues for Fall 2022 (202310) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid on day of registration.
August 8-12, 2022 (M-F)	New Faculty Academy Blitz
August 14, 2022 (SU)	Campus-Based and Foundation Scholarship Application opens for Spring 2023 (202320)
August 15-19, 2022 (M-F)	College Community Week
August 15-20, 2022 (M-SA)	Blackboard Maintenance
August 22, 2022 (M)	Full Semester (1), First Twelve-Week (12A), First Eight-Week (8A), Six-Week (6A), First Five-Week (5A), & First Four-Week (4A), Classes Begin
August 22, 2022 (M)	Installment Payment Plan Due Date by 7:00 PM
August 26, 2022 (F)	Fifteen-Week Weekend (15S) Classes Begin
August 31, 2022 Noon - September 1, 2022 1:00 AM (W-September 1, 2022 (TH)	Banner Down-Fiscal End-of-Year Processing Banner Reopens at 1:00 AM
September 3-5, 2022 (SA-M)	Facilities & Utility System Maintenance
September 5, 2022 (M)	Labor Day Holiday (No Classes Held)
September 6, 2022 (T)	Fourteen-Week (14), Take2 Thirteen-Week (13B) Classes Begin
September 9, 2022 (F)	Thirteen-Week Weekend Full Term (1W) & Six-Week Weekend (6AS) Classes Begin
September 10, 2022 (SA)	Banner Maintenance (Banner & SOS unavailable)
September 16, 2022 (F)	First Four-Week (4A) Ends (Last Day of Finals)
September 19, 2022 (M)	Installment Payment Plan Due Date by 7:00 PM
September 19, 2022 (M)	Second Twelve-Week (12B) & Second Four-Week (4B) Classes Begin
September 23, 2022 (F)	First Five-Week (5A) Ends (Last Day of Finals)
September 26, 2022 (M)	Second Five-Week (5B) Classes Begin
September 30, 2022 (F)	Six-Week (6A) Ends (Last Day of Finals)
October 3, 2022 (M)	Ten-Week (10) Classes Begin
October 8, 2022 (SA)	Banner Maintenance (Banner & SOS unavailable)
October 12, 2022 (W)	First Eight-Week (8A) (Last Day of Finals)
October 14, 2022 (F)	Second Four-Week (4B) Ends (Last Day of Finals)
October 16, 2022 (SU)	Six-Week Weekend (6AS) Ends (Last Day of Finals)
October 17, 2022 (M)	Installment Payment Plan Due Date by 7:00 PM
October 17, 2022 (M)	Second Eight-Week (8B) & Third Four-Week (4C) Classes Begin
October 20, 2022 (TH)	Last Day to submit name to be included in December Commencement Program
October 21, 2022 (F)	Seven-Week Weekend (7BS) Classes Begin
October 28, 2022 (F)	Second Five-Week (5B) Ends (Last Day of Finals)
October 29, 2022 (SA)	Campus-Based and Foundation Scholarship Application closes for Spring 2023 (202320)
October 31, 2022 (M)	Third Five-Week (5C) Classes Begin
November 5, 2022 (SA)	Banner Maintenance (Banner & SOS unavailable)
November 11, 2022 (F)	First Twelve-Week (12A) & Third Four-Week (4C) Ends (Last Day of Finals)
November 14, 2022 (M)	Fourth Four-Week (4D) Classes Begin
November 21, 2022 (M)	Installment Payment Plan Due Date by 7:00 PM
November 23-25, 2022 (Inclusive) (W-F)	Thanksgiving Holidays (No Classes Held November 23-27)
November 23-27, 2022 (Inclusive) (W-SU)	Facilities & Utility System Maintenance
December 2, 2022 (F)	Take2 Thirteen-Week (13B) & Third Five-Week (5C) End (Last Day of Finals)
December 4, 2022 (SU)	Fifteen-Week Weekend (15S), Thirteen-Week Weekend Full Term (1W) & Seven-Week Weekend (7BS) End (Last Day of Finals)
December 9, 2022 (F)	Full Semester (1), Fourteen Week (14); Second Twelve-Week (12B), Ten-Week (10), Second Eight-Week (8B), Fourth Four-Week (4D) End (Last Day of Finals)
December 9, 2022 (F) 7:00 PM	College-wide Commencement - Minute Maid Park
December 11, 2022 (SU)	Grades due for Final Parts of Term (1, 14, 12B, 10, 8B, 4D) by 4:00 PM
December 22-23, 26-30, January 2, 2023 (TH-M)	Winter Holidays - Admin. Offices Closed (no non-instructional activity, Dec. 22-30, 2022, Jan. 1-2, 2023)
December 22, 2022 - January 2, 2023 (TH-M)	Facilities & Utility System Maintenance
Please consult the Fall 2022 (202310) Online Schedule of Classes for Registration & Payment Times, Refund Dates, Drop Deadlines, Grades Due, Final Exam Schedule and possible additional part-of-term information or changes.	

Spring 2023 (Term 202320) Winter Mini Term, Spring Term, Take2, Weekend, All Parts of Term	
August 14, 2022 (SU)	Campus-Based and Foundation Scholarship Application opens for Spring 2023 (202320)
September 10, 2022 (SA)	Banner Maintenance (Banner & SOS unavailable)
September 19, 2022 (M)	Open SOS and Course Finder for View Access Only
October 3 - October 16, 2022 (M-SU)	Priority Registration for Spring 2023 (202320) (Currently Enrolled Students Only)
October 8, 2022 (SA)	Banner Maintenance (Banner & SOS unavailable)
October 17 - December 8, 2022 (M-TH)	Registration Opens for Winter Mini 2023 (202320) (All Students & Applicants)
October 17, 2022 (M)	Registration Opens for Spring 2023 (202320) (All Students & Applicants)
October 29, 2022 (SA)	Campus-Based Foundation Scholarship Application closes for Spring 2023 (202320)
November 5, 2022 (SA)	Banner Maintenance (Banner & SOS unavailable)
November 7, 2022 (M)	Spring 2023 (Term 202320) Installment Payment Plan Available Installment Payment Plan Due Dates: January 23, 2023 (M) February 20, 2023 (M) March 20, 2023 (M) April 24, 2023 (M)
December 8, 2022 (TH)	Payment Deadline by 7:00 PM for Winter Mini 2022 (202320)
December 9-11, 2022 (F-SU)	Registration Continues And Payment Due on Day of Registration for Winter Mini 2022
December 12, 2022 (M)	Winter Mini Term (3) Classes Begin
December 23, 2022 (F)	Winter Mini Holiday (No Classes Held)
December 29, 2022 (TH)	Winter Mini Term (3) Ends (Last Day of Finals)
January 3-6, 2023 (T-F)	Blackboard Maintenance
January 5, 2023 (TH)	Registration Payment Deadline by 7:00 PM for ALL registrations through January 5, 2023 for Spring 2023 (202320).
January 5-6, 2023 (TH-F)	New Faculty Academy Blitz
January 6 - April 16, 2023 (F-SU)	Registration Continues for Spring 2023 (202320) and all financial obligations not covered by financial aid, installment
January 9-13, 2023 (M-F)	College Community Week
January 16, 2023 (M)	Martin Luther King Jr., Holiday (No Classes Held)
January 17, 2023 (T)	Full Semester (1), First Twelve-Week (12A), First Eight-Week (8A), Six-Week (6A), First Five-Week (5A), & First Four
January 20, 2023 (F)	First Six-Week Weekend (6AS) Classes Begin/Fifteen-Week Weekend (15S) Classes Begin
January 23, 2023 (M)	Installment Payment Plan Due Date by 7:00 PM
January 27, 2023 (F)	Thirteen-Week Weekend Full Term (1W) Classes Begin
January 30, 2023 (M)	Take2 Thirteen-Week (13B) Classes Begin
February 5, 2023 (SA)	Banner Maintenance (Banner & SOS unavailable)
February 9, 2023 (TH)	College Community Day (No Classes Held Day & Evening)
February 10, 2023 (F)	First Four-Week (4A) Ends (Last Day of Finals)
February 13, 2023 (M)	Second Four-Week (4B) & Second Twelve-Week (12B) Classes Begin
February 14, 2023 (T)	Campus-Based and Foundation Scholarship Application opens for Fall 2023 (202410)
February 17, 2023 (F)	First Five-Week (5A) Ends (Last Day of Finals)
February 20, 2023 (M)	Installment Payment Plan Due Date by 7:00 PM
February 20, 2023 (M)	Ten-Week (10B) Classes Begin/Second Five-Week (5B) Classes Begin
February 24, 2023 (F)	Six-Week (6A) Ends (Last Day of Finals)
February 26, 2023 (SU)	First Six-Week Weekend (6AS) Ends (Last Day of Finals)
March 8, 2023 (W)	First Eight-Week (8A) Ends (Last Day of Finals)
March 10, 2023 (F)	Second Four-Week (4B) Ends (Last Day of Finals)
March 13-19, 2023 (Inclusive) (M-SU)	Spring Break (No Classes Held, March 13-19)
March 13-19, 2023 (M-SU)	Facilities & Utility System Maintenance
March 20, 2023 (M)	Installment Payment Plan Due Date by 7:00 PM
March 20, 2023 (M)	Second Eight-Week (8B) & Third Four-Week (4C) Classes Begin
March 23, 2023 (TH)	Last Day to submit name to be included in May Commencement Program
March 24, 2023 (F)	Seven-Week Weekend (7BS) Classes Begin
March 25, 2023 (SA)	Banner Maintenance (Banner & SOS unavailable)
March 31, 2023 (F)	Second Five-Week (5B) Ends (Last Day of Finals)
April 3, 2023 (M)	Third Five-Week (5C) Classes Begin
April 7, 2023 (F)	Spring holiday (No Weekend Classes - April 7-9)
April 7-9, 2023 (F-SU)	Facilities & Utility System Maintenance
April 13, 2023 (TH)	Third Four-Week (4C) & First Twelve-Week (12A) End (Last Day of Finals)
April 17, 2023 (M)	Fourth Four-Week (4D) Classes Begin
April 22, 2023 (SA)	Banner Maintenance (Banner & SOS unavailable)
April 24, 2023 (M)	Installment Payment Plan Due Date by 7:00 PM
May 5, 2023 (F)	Take2 Thirteen-Week (13B) Ends (Last Day of Finals)
May 5, 2023 (F)	Ten-Week (10B) & Third Five-Week (5C) End (Last Day of Finals)
May 7, 2023 (SU)	Thirteen-Week Weekend Full Term (1W), Fifteen-Week Weekend (15S) & Seven-Week Weekend (7BS) End (Last Day
May 12, 2023 (F)	Full Semester (1), Second Twelve-Week (12B), Second Eight-Week (8B), Fourth Four-Week (4D) End (Last Day
May 12, 2023 (F)	College-Wide Commencement - NRG Stadium: 7:00 PM
May 14, 2023 (SU)	Grades due for Final Parts of Term (1, 12B, 8B, 4D) by 4:00 PM

Please consult the Spring 2023 (202320) Online Schedule of Classes for Registration & Payment Times, Refund Date, Drop Deadlines, Final Summer 2023 (202330) May Mini Term-May, Summer I-June, Summer II-July, Weekend, All Parts of Term		
May 19, 2023 through August 11, 2023 (Administrative Offices Closed Friday at Noon)		
January 23, 2023 (M)	Open SOS and Course Finder for View Access Only	
February 11, 2023 (SA)	Campus-Based and Foundation Scholarship Applications open for Fall 2023 (202410)	
February 20 - April 27, 2023 (M-TH)	Registration Opens for Classes Beginning May 15, 2023	
February 20 - May 11, 2023 (M-TH)	Registration Opens for Classes Beginning June 5, 2023 and July 10, 2023	
April 3, 2023 (M)	Summer 2023 (202330) Installment Payment Plan Available Installment Payment Plan Due Dates:	
April 27, 2023 (TH)	Registration Payment Deadline by 7:00 PM for Classes Beginning May 15, 2023.	
April 28 - May 14, 2023 (F-SU)	Registration Continues And Payment Due on Day of Registration for classes beginning May 15, 2023.	
May 11, 2023 (TH)	Registration Payment Deadline by 7:00 PM for ALL registrations through May 11, 2023 for Summer 2023 (202330). Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.	
May 12 - June 4, 2023 (F-SU)	Registration Continues for Classes beginning on June 5, 2023 (202330) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid on day of registration.	
May 12 - July 9, 2023 (F-SU)	Registration Continues for Classes beginning on July 10, 2023 (202330) and all financial obligations not covered by	
May 15, 2023 (M)	May Mini (3), First Eight-Week (8), Eleven-Week (11) & Thirteen-Week (13) Classes Begin	
May 18, 2023 (F)	Weekend Twelve-Week Full Term (1W) Classes Begin	
May 18, 2023 (F)	Administrative Offices Closed Every Friday at Noon through August 11, 2023	
May 19, 2023 (SA)	Banner Maintenance (Banner & SOS unavailable)	
May 23, 2022 (M)	Twelve-Week (12) Classes Begin	
May 29, 2023 (M)	Facilities & Utility System Maintenance	
May 29, 2023 (M)	Memorial Day Holiday (No Classes Held)	
June 2, 2023 (F)	May Mini (3) Ends (Last Day of Finals)	
June 5, 2023 (M)	Full Ten-Week Semester (1), First Five-Week (5A), Second Eight-Week (8A) Classes Begin	
June 5, 2023 (M)	Installment Payment Plan Due Date due by 7:00 PM	
June 11, 2023 (SA)	Banner Maintenance (Banner & SOS unavailable)	
June 19, 2023 (M)	Juneteenth National Independence Day Holiday (No Classes Held)	
June 20, 2023 (T)	Installment Payment Plan Due Date due by 7:00 PM	
June 29, 2023 (TH)	Campus-Based and Foundation Scholarships close for Fall 2023 (202410)	
June 29, 2023 (TH)	Financial Aid Application Priority Deadline for Fall 2023 (202410)	
July 4, 2023 (T)	Independence Day Holiday - (No Classes Held July 4)	
July 7, 2023 (F)	First Five-Week (5A) & First Eight-Week (8) End (Last Day of Finals)	
July 10, 2023 (M)	Second Five-Week (5B) Classes Begin	
July 10, 2023 (M)	Installment Payment Plan Due Date by 7:00 PM	
July 15, 2023 (SA)	Banner Maintenance (Banner & SOS unavailable)	
July 24, 2023 (M)	Installment Payment Plan Due Date by 7:00 PM	
July 27, 2023 (TH)	Second Eight-Week (8A) & Eleven-Week (11) End (Last Day of Finals)	
August 6, 2023 (SU)	Weekend Full Term (1W) Ends (Last Day of Finals)	
August 10, 2023 (TH)	Full Semester (1), Thirteen-Week (13), Twelve-Week (12), Second Five-Week (5B) End (Last Day of Finals)	
August 13, 2023 (SU)	Grades due for Final Parts of Term (1, 13, 12, 5B) by 4:00 PM	
Please consult the Summer 2023 (202330) Online Schedule of Classes for Registration & Payment Times, Refund Dates, Drop Deadlines, Final Exam Schedule, Grades Due, and possible additional part-of-term information or changes.		
Date(s)	Holidays	Number of
September 5, 2022	Labor Day	1
November 23-25, 2022 (No Classes Held November 23-	Thanksgiving	3
December 22, 2022 - January 2, 2023 (8)	Winter Break	8
January 16, 2023	Martin Luther King, Jr. Day	1
March 13-17, 2023 (No Classes Held March 13-19)	Spring Break	5
April 7, 2023 (No Classes Held April 7-9)	Spring Holidays	1
May 29, 2023 (No Classes Held)	Memorial Day	1
June 19, 2023 (No Classes Held)	Juneteenth National Independence Day	1
July 4, 2023 (No Classes Held)	Independence Day Holiday	1
Floating Holiday	To be scheduled with employee leader approval	1
Total Holidays 2022-2023		23
Fall 2023 (202410) – TENTATIVE (not Board approved) DO NOT PRINT IN ANY PUBLICATIONS		
Fall Semester 2023 (Term 202410)		
February 20, 2023 (M)	Open SOS and Course Finder for View Access Only	
April 3 - April 16, 2023 (M-SU)	Priority Registration (Currently Enrolled Students Only)	
April 17, 2023 (M) - Last Part of Term	Registration (All Students & Applicants)	
August 13-19, 2023 (SU-SA)	Blackboard Maintenance	
August 21-25, 2023 (M-F)	College Community Week	
August 28, 2023 (M) (Texas Common Calendar Date)	Regular Classes Begin	
December 9, 2023 (S)	Regular Classes End	

**Academic Calendar Development Committee and Constituent Groups
(2022-2023)**

Please be sure to communicate any calendar issues and solicit feedback from your constituent groups to bring to the committee.

SLT Sponsor: Laurel Williamson

Constituent Groups	Members	Campus*
Committee Chair	Kevin McKisson	D
Administrative Organization	Dianne Duron	D
Auxiliary Services	Jeffrey Augustine	D
Banner Student System Services	April Kearns	D
Business Office/Finance	Carin Hutchins	D
Business Office/Finance	Genoveva Garcia	D
Center for Teaching & Learning	Martha Robertson	D
College Preparatory Division	Rebecca Goosen	D
Contact Center	Ernesto Wallmark	D
Continuing & Professional Development	Sarah Janes	D
Curriculum/Catalog Manager/Developer	Ann Pearson	D
Deans (Academic)	DeRhonda McWaine	C
Deans (Administration)	Joseph Hebert	S
Deans (Health Sciences)	Rhonda Bell	C
Deans (Technical)	Heather Rhodes	N
Director (Instruction)	Kelly Mizell	GP
Educational Planning Counseling & Completion	Deborah Smith	C
Educational Planning Counseling & Completion	Tami Kelly	S
Facilities and Construction	Bryan Jones / Ron Andell	D
Faculty Member Central	Julie Groesch (English)	C
Faculty Member North	Kelly Folkerts (Medical Assistant)	N
Faculty Member South	Louis Pitre (Bus. Office Tech)	S
Faculty Member Gen Park	Doug Simmons (History)	GP
Faculty Member Maritime	Amy Arrowood	M
Faculty Senate Representative	Sherilyn Reynolds	C
Financial Aid	Robert Merino	D
Foundation (Scholarships)	Tammy McAdams	D
Human Resources	Shanna Dement	D
Information Technology Services	Kathy Edwards	D
Information Technology Services	Linda Pennington	D
Institutional Research	George Gonzalez	D
Marketing	Amanda Fenwick	D
Police	Bruce Caldwell	D
Provosts	J. Aaron Knight	S
Records Management	Joan Rondot	D
Asst Vice Chancellor, Inst Eff, Assessment, Acred	Chris Duke	D
Staff Organization	Gina Thomas	N
Student Representative	Estephany Rangel	D
Associate Vice Chancellor of Student Services	Joanna Zimmermann	D
Weekend College & Evening Division	Chris Crumley	C

*C (Central); D (District); N (North); S (South); GP (Generation Park)

Action Item “XIII”
Regular Board Meeting January 31, 2022

**Consideration of 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**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor to negotiate and execute a lease of Building N-11 to Day 1 Academies, dba Bezos Academy, and close the North Campus current Children’s Center program.

BACKGROUND

The College constructed Building N-11 in 2011 to operate the North Campus Children’s Center. The College strives to serve the children of students, employees, and community members at the lowest possible price. During fall 2021, forty-one children have been enrolled in the North Campus Children’s Center.

In June 2021, the College had an introductory conversation with a representative from Bezos Academy about the College helping identify appropriate locations within the greater Houston area for Bezos Academy to serve a population meeting several socio-economic requirements. Bezos Academy is a nonprofit organization that aims to nurture the potential in every child to become a creative leader, original thinker, and lifelong learner by increasing access to early childhood education in underserved communities. These conversations began as Bezos Academy has plans to open multiple Bezos Academy preschools in the Houston area within the next twelve months.

As conversations continued, the leadership of the College recognized an opportunity and discussed the fact that it had an internal location – the existing North Campus Children’s Center – which would be a good fit for the criteria set forth by Bezos Academy. Due to the high-quality care that is more affordable to families, the opportunity to double the number of families served, the economic demographics of the area, and the suitability of the facility, both parties agreed that it was a good location for a Bezos Academy.

The model offered by Bezos Academy provides high-quality, tuition-free preschool education for children from three to five years of age in a Montessori-inspired learning setting. Bezos Academy also provides its students with educational materials and services to set each student up for success, including Montessori materials, books, arts and crafts, field trips, and meals. Bezos Academy is able to provide these tuition-free education and services to eighty children at the current North Children’s Center site. The operating model is at no cost to the College, and no cost to the families of the eighty children who will be served.

IMPACT OF THIS ACTION

Approval by the Board of Trustees will provide the College with a more financially sustainable method to provide early education and increase the number of families served, while also eliminating the cost to parents. Students with children enrolled in the current

Action Item “XIII”
Regular Board Meeting January 31, 2022
Consideration of 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

North Campus Children’s Center program as of January 31, 2022, who are not old enough for preschool will receive grant funding from San Jacinto College for childcare through August 2023 at an external day care, as long as the parent remains a student at the College. All children currently served as of January 31, 2022, by the North Campus Children’s Center whose families fall within the defined income parameters will be offered preference for admissions at Bezos Academy when they are preschool-aged.

The current North Campus Children’s Center will operate through the end of May 2022 and will then officially close. The facility will be closed for five to six months to allow for renovations that Bezos Academy will make to support the Montessori-style preschool program which will aim to open in late fall 2022.

San Jacinto College is working with the Bezos Academy on a communication plan for parents and the community. San Jacinto College will offer a severance package that is commensurate with an employee’s employment service to full-time employees who remain employed through May 31, 2022, and then exit the College. The College is also willing to assist employees with placement and other College employment opportunities if available. In addition, Bezos Academy agrees to interview all impacted employees who are qualified for roles in the preschool.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

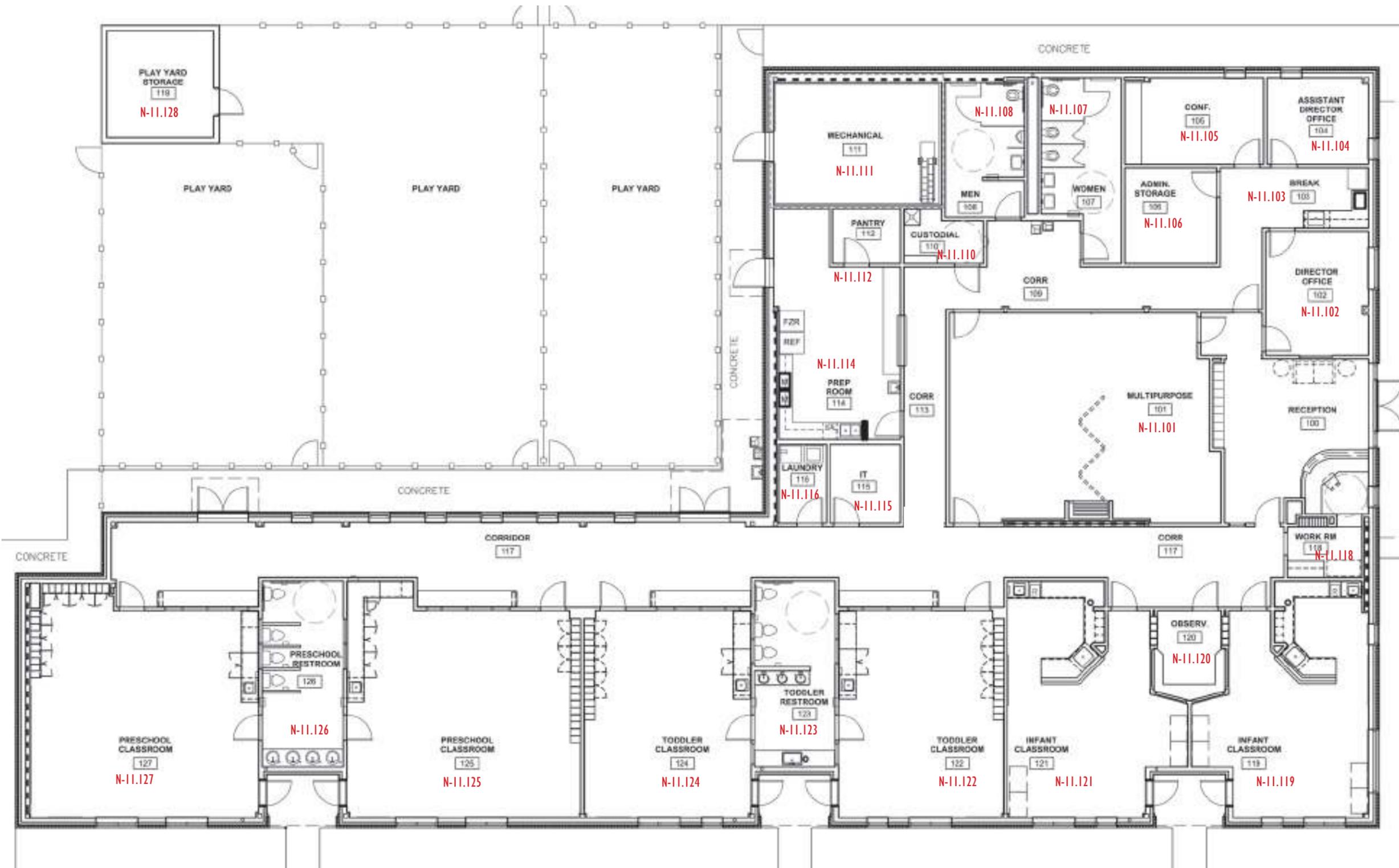
Net budget savings (revenues less expenses) of approximately \$200,000 annually will be realized beginning fiscal year 2023. The College staffing budget will be reduced by thirteen full-time positions and four part-time positions.

ATTACHMENTS

Attachment 1 - Outline of leased area

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu



SAN JACINTO COLLEGE
Interior
Signage Replacement Project

Revisions:

1-4-09	New
2-18-10	Revised
4-26-10	Revised
6-16-10	Revised
4-8-11	Revised

Building Description:

BUILDING 11
 Charles Ray Ogden
 Children and Family Education Center -
 Lab School
 North Campus

N.11-01

u l r i c h

Ulrich Diederich Design
 713.880.8037
 ulrichd@earthlink.net
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Action Item “XIV”
Regular Board Meeting January 31, 2022
Consideration of Approval of Naming of a Space within the
Center for Petrochemical, Energy, and Technology

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the naming of a space within the Center for Petrochemical, Energy, and Technology at San Jacinto College Central Campus.

BACKGROUND

The College completed construction and opened the Center for Petrochemical, Energy, and Technology (CPET) to students on August 26, 2019.

Numerous industry representatives supported the project with their time and work on committees. In addition, donations and gifts have been received from industry and industry-related partners.

Gifts with a value exceeding \$100,000 qualify the donor for a naming opportunity within the CPET facility. This is in accordance with the College’s existing Policy VI-S: Policy on Naming College Facilities and Academic and Support Entities and related procedure.

The College continues to solicit donations and recommends that the Board approve naming the Glass Distillation Plant as the LyondellBasell Glass Distillation Plant. Donations of LyondellBasell personnel time and contributions of materials for the creation of the Glass Plant amounts to approximately \$350,000. The Glass Distillation Plant was officially opened on March 5, 2021, for use in training students. The value of LyondellBasell’s employees’ time spent in the design, fabrication of glass pieces used in the plant, assembling, and commissioning of the Glass Distillation Plant exceed \$100,000.

IMPACT OF THIS ACTION

The Glass Distillation Plant is a scaled model distillation plant. It shows the chemical and physical processes that take place within a chemical plant. It is designed to be a hands-on training tool for the next generation of operators. It is used for teaching process technology and instrumentation students. San Jacinto College students will have a unique perspective on how a distillation unit operates since the glass structure of the unit allows them to view inside the components and see how it works.

The Glass Distillation Plant is an innovative educational tool which gives our future workforce hands-on experience before they step foot on a manufacturing site. This unit provides students with a one-of-a-kind experience with its custom-built Glass Distillation Lab. It is the most realistic training experience available without actually being in a plant.

The Glass Distillation Plant is used for teaching our credit students and is embedded in several courses. There is one credit course that exclusively has training in the Glass Distillation Plan. The plant is also used in contract training for young professionals in engineering and technicians who are just starting their careers in industry.

**Action Item “XIV”
Regular Board Meeting January 31, 2022
Consideration of Approval of Naming of a Space within the
Center for Petrochemical, Energy, and Technology**

This naming will recognize the contributions by and efforts of LyondellBasell employees in the design and creation of the Glass Distillation Plant.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The donation total of \$350,000.00 used to create the Glass Distillation Plant includes donated materials and services to design, build, and commission the training plant. LyondellBasell employees also created a training manual to ensure San Jacinto College faculty and staff are able to safely maintain and run the Glass Distillation Plant.

With the use of previously donated funds, San Jacinto College faculty, in collaboration with LyondellBasell personnel, are continuing to build course curriculum for training in the Glass Distillation Plant to include safety protocols.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

None

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Teri Crawford	281-998-6151	teri.crawford@sjcd.edu

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

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy on course drop limit. 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. New numbering will be added prior to the second reading.

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. 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 March 7, 2022.

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 #, Course Drop Limit (proposed policy)

Informational Item Only:

Attachment 3 - Procedure #, Course Drop Limit (proposed procedure)

RESOURCE PERSONNEL

Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Joanna Zimmermann

281-476-1859

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Policies and Procedures Summary of Changes

New Policy Number: *To be determined by the Chancellor's Office*

Proposed Policy Name: **Course Drop Limit**

Current Policy Number/Name: n/a

New Procedure Number: *To be determined by the Chancellor's Office*

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 #, 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 #, 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 #, Course Drop Limit

Associated Policy

Policy #, 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.

Date of SLT	January 13, 2022
Approval	

Attachment 3 – Proposed Procedure

Effective Date	Anticipated March 8, 2022
Associated Policy	Policy #, 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

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
January 31, 2022**

PURCHASE REQUESTS AND CONTRACT RENEWALS

Purchase Request #1	
Additional Funds for Design-Build Services for Maritime Davit Upgrades (pgs. 2-3)	\$ 200,000
Purchase Request #2	
Renew the Contract for Custodial Services (pg. 4)	\$ 3,700,000
Purchase Request #3	
Renew the Contract for Geofencing Services (pg. 5)	\$ 200,000
Purchase Request #4	
Contract for Business Strategy Consulting Services (pgs. 6-7)	\$ 200,000
Purchase Request #5	
Contract for professional Services for Higher Performing Buildings (pgs. 8-9)	\$ 175,000
Purchase Request #6	
Renew the Contract for Direct Mail Marketing Campaign Services (pg. 10)	\$ 130,000
Purchase Request #7	
Renew the Contract for Steel Supplies (pg. 11)	\$ 120,000
Purchase Request #8	
Purchase of NCCER Instructional Books (pgs. 12-13)	\$ 118,000
Purchase Request #9	
Renew the Contract for Elevator Maintenance Services (pg. 14)	\$ 112,800
Purchase Request #10	
Contract for Investment Broker-Dealer Services (pgs. 15-17)	\$ -
TOTAL OF PURCHASE REQUESTS	<u>\$ 4,955,800</u>

**Purchase Request #1
Regular Board Meeting January 31, 2022
Consideration of Approval of Additional Funds for
Design-Build Services for Maritime Davit Upgrades**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the design and installation of two new davits at the Maritime Campus.

BACKGROUND

In August 2020, the Board approved the Design-Build methodology for the provision of davits to launch and retrieve lifeboat and fast rescue craft compliant with the International Convention on Standards of Training, Certification and Watchkeeping (STCW). Compliance with these standards is required when training all seafarers on commercial vessels.

Design-Build #21-07 was issued on November 12, 2020 to procure davit upgrade services for the construction services department. The Board approved a contract with W & R Construction Co., LLC (W & R) on February 1, 2021.

The old davits have been removed, and the new davits have been fabricated and are in transit. As the project has developed more fully, the existing bulkhead construction has been re-evaluated due to the greater size and weight of the new boats, and more conservative engineering requirements have been established. These considerations have resulted in additional reinforcement of the current bulkhead beyond that originally envisioned. As a result, the original Board funding approval is not sufficient to cover the total cost of installation.

IMPACT OF THIS ACTION

Approval of the additional requested funding will allow for the completion of the davit installations and ultimately, the resumption of STCW training at the Maritime Campus.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In August 2021, the Board approved \$565,168 for the proposed davit installation project. This request will increase the total amount approved by \$200,000 to a total of \$765,168, which is available within the existing Maritime budget funded by the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Completion of construction is expected by the end of March 2022. Design and construction will be monitored by capital projects personnel with program reporting by AECOM.

ATTACHMENTS

None

**Purchase Request #1
Regular Board Meeting January 31, 2022
Consideration of Approval of Additional Funds for
Design-Build Services for Maritime Davit Upgrades**

RESOURCE PERSONNEL

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

Purchase Request #2
Regular Board Meeting January 31, 2022
Consideration of Approval to Renew the Contract for Custodial Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with GCA Education Services of Texas, Inc., an ABM Company, for custodial services.

BACKGROUND

Custodial services are necessary to ensure a clean and sanitary environment for all students, faculty, staff, and guests who utilize our buildings and campuses. The College requires specific levels of service be provided to meet the Association of Plant Administrators (APPA): Leadership in Educational Facilities Level 2 standards as well as the National Association for the Education of Young Children (NAEYC) accreditation standards for childcare facilities. The custodial contractor also ensures buildings with non-electronic door locking controls are accessible and secured as well as providing logistical support for college and community events.

Request for proposals #18-05 was issued October 9, 2017 to procure custodial services. The Board approved the original contract with GCA Education Services of Texas, Inc. on December 11, 2017.

IMPACT OF THIS ACTION

The custodial services contractor is responsible for cleaning and maintaining all college-owned and leased facilities comprised of 68 buildings, which is approximately 3.3 million square feet of classroom, office, and lab space, and support functions, on 474 acres. The custodial services contractor provides the necessary custodial services and event setup required to maintain the facilities in a clean, safe, and efficient manner.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$3,700,000 and will be funded from the facilities services department's 2021-2022 operating budget and subsequent year budget.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the first of four one-year renewal options available. The new contract term will be February 19, 2022 through February 18, 2023.

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
John Maslonka	281-542-2029	john.maslonka@sjcd.edu
Ron Andell	281-542-2016	ron.andell@sjcd.edu
Genevieve Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Purchase Request #3
Regular Board Meeting January 31, 2022
Consideration of Approval to Renew the Contract for Geofencing Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with CLARUS for geofencing services for the marketing, public relations, and government affairs department.

BACKGROUND

The College uses a wide variety of advertising and outreach initiatives, including several digital tactics. Geofencing campaigns are a type of digital tactic well suited to community colleges because of the ability to hyper-target and track ad performance. The ads are served on mobile phones and tablets, while also being displayed on laptops or desktop computers. CLARUS Corporation has exhibited a satisfactory record of service, provided strong campaign performance, community college expertise, along with excellent customer service. Their network allows the College to target individual addresses, whereas many vendors do not provide this option. Geofencing services provided by CLARUS Corporation are versatile, efficient, and a good value for the College's overall advertising budget. Request for proposals #19-03 was issued January 9, 2019, to procure geofencing services. The Board approved the original contract with CLARUS March 4, 2019.

IMPACT OF THIS ACTION

Geofencing campaigns are a strategic form of advertising that work well for specific lists and well-defined targets, such as applicants in the enrollment funnel, to remind them of their next step, and to ultimately, enroll in classes. Geofencing allows the College to utilize an efficient and effective outreach method instead of solely relying on broader digital methods of outreach that are not as targeted.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$200,000 and will be funded from the marketing, public relations, and government affairs department's 2021-2022 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the third of four one-year renewal options available. The new contract term will be March 5, 2022 through March 5, 2023.

ATTACHMENTS

None

RESOURCE PERSONNEL

Janet Cowey	281-991-2603	janet.cowey@sjcd.edu
William Stinson	281-998-6378	william.stinson@sjcd.edu

Purchase Request #4
Regular Board Meeting January 31, 2022

Consideration of Approval to Contract for Business Strategy Consulting Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of business strategy consulting services from International Business Machines (IBM) for the enterprise development department.

BACKGROUND

In September 2021, the College engaged with IBM for a one-time workshop to provide consulting services on expanding the design and development of artificial intelligence tools used by the College. The goal was to find improvements to the student experience, by connecting them with resources in real-time and creating an opportunity for follow-up if necessary. A list of deliverables and priorities was developed, and additional consulting services are needed to complete the objectives.

IBM has a contract through the Texas Department of Information Resources (DIR) cooperative contracts program to provide IT services, contract # DIR TSO 3996, that complies with competitive procurement requirements in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

IMPACT OF THIS ACTION

Approval of this request will allow IBM to complete the following six objectives: (1) ensure the College is running the latest versions of IBM Cloud; (2) advise the development team on how to create a bot model in Spanish, including architectural recommendations, best practices, and “hand-off” requirements between English and Spanish bots; (3) integrate Watson Assistant and Watson Discovery to provide financial aid and admissions information; (4) enhance the conversational capabilities for a more personalized user experience; (5) recommend user experience changes to the user interface for an improved visual experience; and (6) provide architectural recommendations to capture raw information of non-formatted chat logs for future analytic purposes. To complete the above objectives, IBM will provide a team that consists of five resources: one engagement manager, two developers, one senior cloud architect, and one user experience designer.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure for this request is \$200,000, inclusive of the initial workshop of \$40,000. This expenditure will be funded from the Title V Grant.

MONITORING AND REPORTING TIMELINE

IBM will coordinate weekly iteration planning meetings, daily standups, and weekly executive playbacks for six weeks.

Purchase Request #4
Regular Board Meeting January 31, 2022

Consideration of Approval to Contract for Business Strategy Consulting Services

ATTACHMENTS

None

RESOURCE PERSONNEL

Jessica Tello	281-998-6150 x1117	jessica.tello@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

Purchase Request #5
Regular Board Meeting January 31, 2022
Consideration of Approval to Contract for Professional Services
for Higher Performing Buildings

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with eleven firms to provide architectural and engineering services to support the higher performing buildings initiative, with the purpose of improving the quality of supplied air within College facilities.

BACKGROUND

Request for qualifications #22-24 was issued on December 17, 2021, to select a pool of firms well versed in the design and operation of heating, ventilation, and air-conditioning (HVAC) systems in the general Houston climate. Eleven responses were received and evaluated by a team comprised of representatives from the capital projects, energy management, and construction services departments who determined the qualifications submitted by each of the firms met the necessary criteria to be included in the pool of awarded firms.

The firms will employ both their general knowledge of HVAC principles and their specific knowledge of college buildings and HVAC system design. Each firm will be assigned a subset of buildings to evaluate based on their historical experience with each building, if any. The names of the awarded firms are listed on attachment number one.

IMPACT OF THIS ACTION

College buildings will be evaluated on an individual building basis and will involve the study of all air handling system components. The firms will be engaged to assess existing conditions to determine if a cost-effective path exists for the conversion of the HVAC systems which will enable them to be operated in a manner that significantly enhances the quality of supplied air to the building. Based on the results of the study, the College will identify the buildings that have the greatest potential for improved air quality with a reasonable level of investment.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for the study phase of this initiative is \$175,000. This initiative will be funded from the HEERF grant.

MONITORING AND REPORTING TIMELINE

The study phase of the initiative will commence in February 2022.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

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

Attachment No. 1
RFQ #22-24 Professional Services to Support Higher Performing Buildings

Criteria	Criteria Value	Total Possible Score	ACR Engineering	ESA Energy Systems Assoc.	HKS Inc	Huitt- Zollars	IBI Group Inc.	Infrastructure Associates	JonesDBR Engineering	Page	Salas O'Brien LLC	TLC Engineering Wylie	Consulting Engineers
Qualifications:													
Experience working with SJCCD and other HigherEd buildings	30	90	90	81	82	73	79	64	76	82	71	39	66
Location of firm and ability to readily respond to on-campus visits	20	60	56	51	60	60	60	60	60	60	60	60	58
Qualifications of propose team members and subcontractors as identified in Form 330 identifying key personnel and role in example projects and who would work on SJCCD projects.	20	60	59	53	47	47	49	54	48	52	46	42	53
Criteria Value x 3 Evaluators	70	210	205	185	189	180	188	178	184	194	177	141	177
Project Experience													
Provide information on up to five projects in which the firm and key personnel had a significant role that demonstrates the capability relevant to her/his proposed role in this contract.	30	90	90	83	83	85	81	74	83	82	79	46	73
Criteria Value x 3 Evaluators	30	90	90	78	68	78	72	67	74	80	70	31	68
Grand Total	100	300	295	268	272	265	269	252	267	276	256	187	250

Final Ranking

Firm Name	Total Score
ACR Engineering	295
Page	276
HKS Inc	272
IBI Group Inc.	269
ESA Energy Systems Associates	268
JonesDBR Engineering	267
Huitt- Zollars	265
Salas O'Brien LLC	256
Infrastructure Associates	252
Wylie Consulting Engineers	250
TLC Engineering	187

Purchase Request #6
Regular Board Meeting January 31, 2022
Consideration of Approval to Renew the Contract for
Direct Mail Marketing Campaign Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with Academic Marketing Services, LLC for direct mail marketing campaign services for the marketing department.

BACKGROUND

Request for proposals #19-12 was issued January 2019 to procure direct mail marketing campaign services. The Board approved the original contract with Academic Marketing Services, LLC on March 1, 2019, to provide a new direct mail marketing magazine, SeniorFocus. Academic Marketing Services has exhibited a highly satisfactory record of service. The services they provide are a vital tool to market and promote San Jacinto College, our people, and our programs, as well as provide our audience with pertinent information to make informed decisions regarding enrolling at and engaging with the College.

Academic Marketing Services has provided a quality product that is customizable to reach the College's senior (55+) population with news and information that is relevant to that audience.

IMPACT OF THIS ACTION

The SeniorFocus publication enhances the image of the College among this target audience and provides customized content directed to senior citizens to encourage engagement with the institution. The external affairs team works closely with the vendor to tailor the mailer to the programs and content appropriate for the target audience.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$130,000 and will be funded from the external relations department's 2021-2022 operating budget and subsequent year budget.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the second of three one-year renewal options available. The new contract term will be March 5, 2022, through March 4, 2023.

ATTACHMENTS

None

RESOURCE PERSONNEL

Amanda Fenwick	281-998-6160	amanda.fenwick@sjcd.edu
Jacquelynn Conger	281-998-6107	jacquelynn.conger@sjcd.edu
William Stinson	281-998-6378	william.stinson@sjcd.edu

Purchase Request #7
Regular Board Meeting January 31, 2022
Consideration of Approval to Renew the Contract for Steel Supplies

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with North Shore Supply Company for steel supplies for the welding technology departments.

BACKGROUND

Invitation for bids #19-09 was issued November 29, 2018, to procure steel supplies used for instructional purposes by the welding technology department. One response was received, and it was determined the bid submitted by North Shore Supply Company was responsive to all bid requirements and would provide the best value to the College. The Board approved the original contract with North Shore Supply Company on January 28, 2019.

North Shore Supply Company has been providing steel supplies to the College for over twenty years at competitive rates and receives satisfactory approval ratings from the departments who procure their products.

IMPACT OF THIS ACTION

Approval of this request will continue a valuable business relationship with a local firm and provide the College with a supplier who will continue to serve as a reliable source for steel supplies and will accommodate the fluctuations inherent to the steel market with regard to availability and pricing. North Shore Supply Company will supply products which include structural steel and steel pipe on an as needed basis for the program.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$120,000 and will be funded from the welding technology department's 2021-2022 operating budget and subsequent year budget.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the third of four one-year renewal options available. The new contract term will be January 28, 2022, through January 27, 2023.

ATTACHMENTS

None

RESOURCE PERSONNEL

Les Crnkovic	281-478-2799	les.crnkovic@sjcd.edu
Durrell Dickens	281-998-6150 x7346	durrell.dickens@sjcd.edu
William Stinson	281-998-6378	william.stinson@sjcd.edu

Purchase Request #8
Regular Board Meeting January 31, 2022
Consideration of Approval to Purchase NCCER Instructional Books

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of NCCER instructional books for industrial technology programs at Central and North Campuses from Textbook Warehouse and Complete Book and Media Supply, LLC.

BACKGROUND

Students receiving a degree in instrumentation technology, electrical technology, or welding technology will benefit substantially from pursuing certification with the National Center for Construction Education & Research (NCCER). Many petrochemical and construction companies seek technicians with NCCER certification. Thus, procuring this certification will allow the students to have enhanced employment and career advancement opportunities. The departments' NCCER books are outdated and need to be updated to the latest edition for students to successfully prepare for and obtain NCCER certifications.

Invitation for bids #22-21 was issued on December 14, 2021, to procure a list of NCCER instructional books. Four responses were received. Specific titles will be purchased from Textbook Warehouse and Complete Book and Media Supply, LLC in order to obtain the complete set of required books.

IMPACT OF THIS ACTION

This purchase will provide updated NCCER instructional books and materials to be centrally located in some classrooms and the libraries on the campuses which host the respective programs. Students will have access to them to self-prepare for NCCER certifications. Obtaining an NCCER certification will enhance each student's resume, and thus, increase their chances for employment and career advancement.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure is \$118,000 and will be funded from the HEERF grant.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

James Ragaisis
Farrah Khalil

281-476-1806
281-998-6326

James.Ragaisis@sjcd.edu
farrah.khalil@sjcd.edu

ATTACHMENT NO. 1

**IFB 22-21 NCCER INSTRUCTIONAL BOOKS
Final Ranking**

Vendor Name		Total Bid Price
1	Textbook Warehouse	\$114,074.79
2	Complete Book and Media Supply, LLC	\$118,998.61
3	Barnes & Noble Booksellers, Inc	\$135,366.63
4	Superior Text	\$160,086.75

Purchase Request #9
Regular Board Meeting January 31, 2022

Consideration of Approval to Renew the Contract for Elevator Maintenance Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with Elevator Transportation Services for elevator maintenance services for the facilities services department.

BACKGROUND

The College maintains fifty-six (56) elevators, which are in service throughout all the campuses and must comply with regulatory and accessibility requirements. The service includes compliance with regulatory codes, periodic condition inspection, routine preventive and corrective maintenance, and emergency service, as well as occasional modernization upgrades.

Elevator Transportation Services, Inc. has a contract through the Region 5 Education Service Center cooperative contracts program to provide these services, Contract Number 20171201, and complies with the competitive procurement requirement in § 44.031 of the Texas Education Code and is permitted through § 791.011(g) of the Texas Government Code.

IMPACT OF THIS ACTION

These services are imperative to ensure compliance with state and local requirements for certification, safety, and serviceability of existing and future elevator systems across the College which service the students, faculty, and staff.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$112,800 and will be funded from the facilities services department's 2021-2022 operating budget and subsequent year budget.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the third of four one-year renewal options available. The new contract term will be February 1, 2022 through January 31, 2023.

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
John Maslonka	281-542-2029	john.maslonka@sjcd.edu
Ron Andell	281-542-2016	ron.andell@sjcd.edu
Genevieve Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Purchase Request #10
Regular Board Meeting January 31, 2022

Consideration of Approval to Contract for Investment Broker-Dealer Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Mischler Financial; FHN Financial; Multi-Bank Securities, Inc; Rice Securities, LLC; and Robert W. Baird & Company, Inc to provide financial and investment transaction advice and strategies for the accounting and finance department.

BACKGROUND

To maintain the primary objectives of the College's investment policy, the College has and will utilize the awarded firms to facilitate investment transactions that retain liquidity, while producing the highest possible returns proficiently and efficiently. Furthermore, the awarded firms will also review and keep college personnel abreast of market trends and expectations while simultaneously adhering to the College's investment policy and the Public Funds Investment Act (PFIA).

Request for qualifications #22-14 was issued on November 19, 2021, to procure investment broker-dealer services. Two responses were received and evaluated by a team comprised of representatives from accounting and financial services who determined the proposals submitted by Mischler Financial and FHN Financial met the required qualifications to provide the requested services.

In order to have a larger pool of broker-dealers, which is customary in public higher education, a second request for qualifications #22-23 was issued on December 14, 2021, to attract additional investment broker-dealer firms to work with the College. Three responses were received and evaluated. The firms Multi-Bank Securities, Inc, Rice Securities, LLC, and Robert W. Baird & Company, Inc were added to the pool of qualified firms with whom the College may engage.

IMPACT OF THIS ACTION

The College will utilize the awarded firms to provide professional, highly qualified guidance and advice regarding the most prudent investment transactions of College funds, in accordance with the investment policy and Public Funds Investment Act.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The College does not pay the firms directly for their services as their fees are incorporated into the security transactions with which they are involved.

MONITORING AND REPORTING TIMELINE

The initial one-year award term will commence on February 1, 2022, with renewal options of four one-year terms.

Purchase Request #10
Regular Board Meeting January 31, 2022
Consideration of Approval to Contract for Investment Broker-Dealer Services

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

ATTACHMENT NO. 1

**RFQ 22-14; RFQ 22-23 INVESTMENT BROKER-DEALER SERVICES
Evaluation Summary**

Stated Criteria	Maximum Value	FHN Financial	Mischler Financial	Multi-Bank Securities	Rice Securities, LLC	Robert W. Baird & Company
Qualifications and Experience of Firm	60	49	55	53	52	54
Qualifications and Experience of Personnel	50	44	45	48	47	49
Project Understanding, Approach, and Management	60	48	43	53	52	53
References	20	19	19	19	19	19
Certifications	10	6	8	9	9	9
Total (100 x 2 Evaluators)	200	166	170	182	179	184

Final Ranking

	Vendor Name	Total Score
1	Robert W. Baird & Company	184
2	Multi-Bank Securities	182
3	Rice Securities, LLC	179
4	Mischler Financial	170
5	FHN Financial	166

Item "A"
Regular Board Meeting January 31, 2022

Approval of the Minutes for the December 14, 2021 Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the December 14, 2021, Workshop and Regular Board Meeting.

San Jacinto College District Board Workshop December 14, 2021

The Board of Trustees of the San Jacinto Community College District met at 4:45 p.m., Tuesday, December 14, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson (left during closed session) Chancellor: Brenda Hellyer Other: Lisa Brown (Attorney), Celina Cereceres (External Auditor), Carin Hutchins, Micki Morris (Attorney), Sandra Ramirez, Mandi Reiland, Laurel Williamson, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 4:50 p.m.
II.	Roll Call of Board Members	Chair Marie Flickinger conducted a roll call of the Board members: Erica Davis Rouse Dan Mims John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson (left during closed session)
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.074, and 551.072 of the Texas Open Meetings Act, for the following purposes:	Chair Flickinger adjourned to closed session at 4:52 p.m. The Board members listed above attended the entire closed session with the exception of Larry Wilson who left during the closed session. Chancellor Hellyer was also present for the entire closed session. Others present are noted below. 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 Micki Morris was present for this portion of the closed session.

		<p>After conclusion with Micki Morris, Lisa Brown was present to cover the remaining legal matters. Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for legal matters.</p> <p>b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee. Sandra Ramirez and Teri Zamora were present for personnel matters. Larry Wilson left during this portion of the closed session.</p> <p>c. Real Estate Matters - For the purpose of discussing the purchase, exchange, lease or value of real property. Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for real estate matters.</p>
IV.	Reconvene in Open Meeting	Chair Flickinger reconvened to open meeting at 6:33 p.m.
V.	Review Plan for Upcoming Issuance of General Obligation Bonds, Refinancing, and Defeasance	<p>Carin Hutchins joined the workshop.</p> <p>Teri Zamora reviewed the plan for upcoming issuance of General Obligation (GO) Bonds, refinancing, and defeasance. The College plans to issue the last \$40 million in new money GO bonds to fund voter-approved projects, refund \$7.95 million to save interest, and then cash defease approximately 2.9 million of debt including interest. The prepayment of the \$2.9 million debt will help the College maintain our tax-rate. Teri provided the timeline for the debt transaction and stated the College plans to sell the bonds on January 25, with closing to follow on February 17. After this issuance, there will be no remaining voter-approved bond authority. The final portion of the authorized bonds will be allocated to finishing ongoing construction projects, deferred maintenance projects that are under development, and future Generation Park opportunities.</p> <p>Teri explained that refunding approximately \$7.95 million will save interest. The 2012 GO Bonds have a February 15, 2022 call date and are due anytime between then and their final mature date of February 15, 2023. Savings by refunding will be approximately \$1.4 million. The College will prepay approximately \$1.2 million in Capital Appreciation Bonds and \$700,000 in Current Interest Bonds with associated interest, which are scheduled to mature on February 15, 2023. Prepayment will be made with unrestricted cash.</p>

		<p>Teri reminded the Board that the College has a policy requiring the College to keep four to six months unrestricted cash. At the end of the year, the College had 5.64 months of cash on hand and will have 5.45 months on hand after the defeasance. She provided a chart on the tax-exempt interest rates since 2000. The chart indicated these rates have decreased.</p> <p>Teri explained that the College has approximately \$571.9 million in total outstanding debt. She provided a graph showing the College’s current payments and the additional payments that will be made after the issuance of the 2022 GO new money.</p> <p>Keith Sinor asked if there is a lot of refinancing or callable outstanding debt that needs to be looked at. Teri responded that this will be looked at annually to see if it is worth going through the steps. There is always the option to do a defeasance and prepay something without refunding to make interest stop. We have PFM monitoring this every year. Generally, they will be callable in the February time frame.</p> <p>Teri explained there will be two action items at tonight’s Board meeting regarding the GO bonds. One is to authorize the issuance and refunding, and the other is to authorize the defeasance. Representatives from PFM and the two bond legal firms will also be available in the meeting for questions.</p>
<p>VI.</p>	<p>Update on Enrollment and COVID <i>(this item was listed as item VII on the posted agenda but was reviewed as item VI)</i></p>	<p>Dr. Brenda Hellyer provided an update on enrollment and COVID. Spring 2022 enrollment is up 1.3 percent compared to Spring 2021 and down 2.4 percent compared to Spring 2020. The enrollment for academic courses is 44 percent face-to-face and 70 percent face-to-face on the technical side. We are adding sections as students enroll.</p> <p>Brenda provided an update on COVID and reminded the Board of the resolution they approved in March 2020 granting the Chancellor the authority to act in place of the Board where needed for emergency purposes with subsequent ratification of actions. The recommendation is to leave this resolution in place while continuing to monitor COVID. When the City of Houston and Harris County terminate their emergency declarations, the resolution will be rescinded. The latest COVID dashboard has been updated and is on the website. On campus cases are at six and there was an average of 1.29 positive cases reported daily over the week of December 6.</p>

		<p>The College continues to track area COVID metrics including the Harris County positivity rate, hospitals positivity rate, and measure of contagiousness.</p>
<p>VII.</p>	<p>Review of 2020-2021 Annual Comprehensive Financial Report <i>(this item was listed as item VI on the posted agenda but was reviewed as item VII)</i></p>	<p>Celina Cereceres with Whitley Penn joined the workshop to present the results of the College’s financial statement audit and federal and state single audits for Fiscal Year 2021. She explained the audit process and purpose of the audit. The College received a clean report on financial statements; internal control and compliance; and federal and state single audits. One area of improvement needed is the internal controls over the return of Title IV funds as the return date deadline was not met on some of the sampled items. This information has been given to the College’s management teams, and a corrective action plan has been provided with an implementation date of January 15, 2022 to ensure this timeline will be met in the future.</p> <p>She provided an overview of the College’s statement of net position. The College’s total assets and deferred outflows totaled \$975.2 million with total liabilities and deferred inflows totaling \$890.7 million. The net position of the College totals \$84.5 million.</p> <p>Celina provided an overview of the single audit major program expenditures, the statement of net position, and the College’s proportionate share of the net pension liability for the Teacher Retirement System of Texas and Employee Retirement System. She also highlighted the revenues and expenses for the year ended August 31, 2021. She reviewed the required communications to the Board which included statements on significant accounting policies and accounting estimates. She emphasized that the financials are based on management representation, and there were no difficulties encountered in performing the audit, no material misstatements, and no disagreements with management.</p> <p>There were no questions for the auditor by the Board members.</p> <p>Brenda explained that the Board members were emailed a packet on Federal and State Awards which shows the item that was mentioned regarding Title IV calculation. She indicated the green text in the packet notates the noncompliance and that there is a corrective action plan to be</p>

		<p>implemented in the office of Financial Aid Services effective January 15, 2022.</p> <p>Teri provided highlights from fiscal year 2021 financials and an overview of changes in operating results.</p> <p>Brenda explained the College annually calculates the Unrestricted Assets Net of Plan and Plant-Related Debt, which is a measure defined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This calculation primarily removes the effects of GASB 68 and GASB 75 and indicates that the College unrestricted net assets total approximately \$80.4 million.</p> <p>Carin Hutchins and Celina Cereceres left the workshop.</p>
VIII.	Update on State and Federal Legislative Sessions	<p>Brenda provided an update on state and federal legislative sessions. On the state side, the Community College Finance Commission met this month. Senator Larry Taylor has announced that he will retire from the Texas Senate. So far, three people in the Republican party have filed for Senate District 11 as candidates.</p>
IX.	Review of Calendar	<p>Brenda reviewed the calendar with the Board of Trustees and asked members to let Mandi Reiland know if they would like to attend any events.</p>
X.	Adjournment	<p>Chair Marie Flickinger adjourned the meeting at 7:01 p.m.</p>

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

December 14, 2021

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Tuesday, December 14, 2021, 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

Absent: Larry Wilson

Chancellor: Brenda Hellyer

Others Present:

Karlos Allen	Adam Midkiff
Lauren Bellinger	Courtney Morris
Celina Cereceres	Lambrini Nicopoulos
Teri Crawford	Jose Nunez
Bill Dickerson	Alexander Okwonna
Andrea Dubois	Sandra Ramirez
Dianne Duron	Mandi Reiland
Teddy Farias	Sherilyn Reynolds
Connie Gomez	Blake Roberts
Rebecca Goosen	Caroline Sage
Allatia Harris	Tom Sage
Bo Hopper	Danny Snooks
Carin Hutchins	Rob Stanicic
Sallie Kay Janes	Van Wigginton
Bryan Jones	Chris Wild
Matt Keim	Rhonda Williams
Angela Klaus	Laurel Williamson
Aaron Knight	Teri Zamora
Ann Kokx-Templet	

Call the Meeting to order: Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:12 p.m.

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 (absent)

Invocation and Pledges to the Flags:

The invocation was given by Dr. Alexander Okwonna. The pledges to the American flag and the Texas flag were led by Keith Sinor.

Special Announcements, Recognitions, Introductions, and Presentations:

1. Dr. Aaron Knight recognized Dr. Jose Nunez for being awarded for instructional excellence at a two-year college by the American Society of Chemistry Greater Houston Section.
2. Dr. Aaron Knight recognized San Jacinto College's contributions in STEM outreach by the American Chemical Society ChemLuminary Award.
3. Teri Zamora recognized the Fiscal Affairs Department for receiving the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for fiscal year 2020.
4. Teri Zamora recognized the Purchasing Department for receiving the 2021 Achievement of Excellence in Procurement Award from the National Procurement Institute.

Student Success Presentations:

1. Laurel Williamson, George González, and Rebecca Goosen provided an update on transfer student outcomes with an equity focus and the College's transfer agreements.

Communications to the Board:

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

1. November Opportunity News
2. December Opportunity News
3. Fall Issue of Career Focus Magazine
4. A thank you was sent to the Board by Niki Whiteside for the plant sent in memory of her father-in-law and her sister.
5. A thank you was sent to the Board by Mandi Reiland for the plant sent in memory of her father.
6. A thank you was sent to the Board by Tami Kelly for the plant sent in memory of her father.

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 October 2021

- b. San Jacinto College Monthly Investment Report
October 2021
- B. San Jacinto College Foundation Financial Statements
 - a. October 2021
 - b. Financial Audit Years Ended June 30, 2021 and
2020
- C. Capital Improvement Program
 - a. October 2021

**Motion 10161
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 Dan Mims, seconded by Keith Sinor, for approval of Amendment to the 2021-2022 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Motion Carried.

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

**Motion 10162
Consideration of a
Resolution for
Casting a Ballot for
the Election of a
Person to the Board
of Directors of the
Harris County
Appraisal District**

Motion was made by Erica Davis Rouse, seconded by John Moon, Jr., for approval of a Resolution for Casting a Ballot for the Election of a Person to the Board of Directors of the Harris County Appraisal District.

Motion Carried.

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

**Motion 10163
Consideration of
Acceptance of the
2020-2021 Annual
Comprehensive
Financial Report**

Teri Zamora provided introductions of the audit firm representatives present.

Motion was made by Keith Sinor, seconded by John Moon, Jr., for Acceptance of the 2020-2021 Annual Comprehensive Financial Report.

Motion Carried.

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

**Motion 10164
Consideration of
Approval of Naming**

Motion was made by John Moon, Jr., seconded by Dr. Ruede Wheeler, for approval of Naming Buildings at the South Campus.

Buildings at the South Campus

Motion Carried.

Yeas: Davis Rouse, Flickinger, Mims, Moon, Sinor, Wheeler

Nays: None

Absent: Wilson

**Motion 10165
Consideration of Approval to Adopt an Order Authorizing the Issuance of San Jacinto Community College District Limited Tax General Obligation Building and/or Refunding Bonds; Setting Certain Parameters for the Bonds; Authorizing the Vice Chancellor of Fiscal Affairs to Approve the Amount, the Interest Rate, Price, Including the Terms Thereof and Certain Other Procedures and Provisions Related Thereto**

Teri Zamora provided introductions of the bond firm representatives present and an overview of the action being requested.

Motion was made by Keith Sinor, seconded by Dan Mims, for approval to Adopt an Order Authorizing the Issuance of San Jacinto Community College District Limited Tax General Obligation Building and/or Refunding Bonds; Setting Certain Parameters for the Bonds; Authorizing the Vice Chancellor of Fiscal Affairs to Approve the Amount, the Interest Rate, Price, Including the Terms Thereof and Certain Other Procedures and Provisions Related Thereto.

Motion Carried.

Yeas: Davis Rouse, Flickinger, Mims, Moon, Sinor, Wheeler

Nays: None

Absent: Wilson

**Motion 10166
Consideration and Approval of Resolution Authorizing the Defeasance of Bonds**

Motion was made by Dan Mims, seconded by Keith Sinor, for approval of Resolution Authorizing the Defeasance of Bonds.

Motion Carried.

Yeas: Davis Rouse, Flickinger, Mims, Moon, Sinor, Wheeler

Nays: None

Absent: Wilson

Consideration of Approval and Rescission of Various Benefits Policies – First Reading (Informational Item)

Consideration of Approval and Rescission of Various Benefits Policies – First Reading (Informational Item)

No vote required.

Consideration of Approval of Policy #,

Consideration of Approval of Policy #, Fixed Assets – First Reading (Informational Item)

Fixed Assets – First Reading (Informational Item)

No vote required.

Motion 10167 Authorization to Negotiate and Execute a Settlement Cause No. 2021-29273; In the District Court of Harris County, 295th Judicial District

Motion was made by John Moon, Jr., seconded by Dan Mims for Authorization to Negotiate and Execute a Settlement Cause No. 2021-29273; In the District Court of Harris County, 295th Judicial District.

Motion Carried.

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

Motion 10168 Consideration of Purchasing Requests

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

Purchase Request #1	
Contract for Backup Chiller for Transportation Center	\$204,000
Purchase Request #2	
Contract for District Administration HVAC Upgrades	\$719,207
Purchase Request #3	
Contract for Renovation of Building N-19	\$1,790,000
Purchase Request #4	
Additional Funds for Architectural Services for Generation Park Campus	\$78,000
Purchase Request #5	
Contract for Solar Photovoltaic Systems for Buildings S-7 and S-9	\$918,000
Purchase Request #6	
Renew the Contract for Printing Services	\$285,000
Purchase Request #7	
Contract for Student Portal Services	\$537,064
Purchase Request #8	
Additional Funds for Computers and Services	<u>\$4,350,000</u>
TOTAL OF PURCHASE REQUESTS	\$8,881,271

Motion Carried.

Yeas: Davis Rouse, Flickinger, Mims, Moon, Sinor, Wheeler

Nays: None
Absent: Wilson

Motion 10160
Consent Agenda

Motion was made by John Moon, Jr., seconded by Keith Sinor, to approve the consent agenda.

- A. Approval of the Minutes for the November 1, 2021, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, 2021-2022 Part-Time Hourly Rate Schedule, Extra Service Agreements (ESA)
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting

Motion Carried.

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

**Items for Discussion/
Possible Action**

There were no additional items discussed.

Adjournment:

Chair Marie Flickinger adjourned the meeting at 8:05 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for November and December 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 November 2021

Attachment 2 – Budget Transfers December 2021

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 November 2021

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 78,261	\$ 540,248
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ -	\$ 82,705
STUDENT SERVICES	\$ 19,392	\$ 188,000
INSTITUTIONAL SUPPORT	\$ 939,299	\$ 229,676
PHYSICAL PLANT	\$ 3,676	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	\$ 1,040,629	\$ 1,040,629

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers related to Fiscal Year 2021-22
 for December 2021

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 60,530	\$ 57,616
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 60,116	\$ 60,530
STUDENT SERVICES	\$ -	\$ -
INSTITUTIONAL SUPPORT	\$ 148,522	\$ 29,869
PHYSICAL PLANT	\$ 35,369	\$ 156,522
AUXILIARY ENTERPRISES	\$ -	\$ -
	\$ 304,537	\$ 304,537

RECOMMENDATION

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

District-Wide

Department

Health Science Programs

Affiliation Entity

SJ Medical Center, LLC, doing business as St. Joseph Medical Center

South Campus

Department

Personal Trainer Program

Affiliation Entity

Athletic Body Mechanics

Personal Trainer Program

Camp Gladiator Deer Park

Occupational Therapy Assistant

Bellaire Physical Therapy

Department of Vocational Nursing and
LVN/Paramedic to RN Transition Program

Friendswood ISD

Central Campus

Department

Eye Care Technology Program

Affiliation Entity

Coastal Eye Associates

Medical Imaging

Touchstone Medical Imaging, Inc.

North Campus

Department

Nursing

Affiliation Entity

Intracare North Hospital

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

CONTACT PERSONNEL

Daniel J. Snooks, Attorney
Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Item "E"
Regular Board Meeting January 31, 2022
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, March 7, 2022.