

*Board of Trustees  
Meeting*

*August 2, 2021*

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

The Board of Trustees of the San Jacinto Community College District will meet at 4:45 p.m., Monday, August 2, 2021, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

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

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

**BOARD WORKSHOP  
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes:**
  - a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
  - b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
    - Validation of evaluation ratings for members of the Strategic Leadership Team
- IV. Reconvene in Open Meeting**
- V. Discuss Modifications to College Strategic Plan**
- VI. Discuss Assignments for Board Committees and San Jacinto College Foundation Board**
- VII. Review Fiscal Year 2022 Budget**
- VIII. Update on COVID and Fall Enrollment**
- IX. Review TNT Calculation of Rates for Tax Year 2021 (Fiscal Year 2022)**
- X. Review of JCAR Submission to Texas School Safety Center**
- XI. Review Management Agreement Between San Jacinto College Foundation and San Jacinto College to Govern Student Success Fund**
- XII. Update on State and Federal Legislative Sessions**

### **XIII. Review of Calendar**

### **XIV. General Discussion of Meeting Items**

### **XV. Adjournment**

#### Additional Closed Session Authority

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

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

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

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

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

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

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

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

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

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

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

On this day, July 29, 2021, this notice was posted, in accordance with the provisions of section 551.041 of the Texas Government Code, on the College’s website, and is readily accessible to the public upon request.

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

The Board of Trustees of the San Jacinto Community College District will meet at 7:00 p.m. on Monday, August 2, 2021 in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

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

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

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

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

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

The form must be completed prior to 11:00 a.m. on August 2, 2021. After completion of the form, the requestor will be contacted with further instructions. Registered participants will be allotted five minutes to address the Board of Trustees during the "Public Comment" portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

Any questions regarding this meeting notice can be directed to Mandi Reiland, Manager of Executive Operations for the Chancellor and Board of Trustees at [mandi.reiland@sjcd.edu](mailto: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**
  - Signing Ceremony with Texas A&M Corpus Christi Rebecca Goosen
- V. Communications to the Board of Trustees**
- VI. Public Comment**
- VII. Informative Reports to the Board**
  - A. San Jacinto College Financial Statements
    - a. San Jacinto College Financial Statements June 2021
    - b. San Jacinto College Monthly Investment Report June 2021
    - c. San Jacinto College Financial Statements May 2021

- d. San Jacinto College Monthly Investment Report May 2021
- e. San Jacinto College Quarterly Investment Report February - May 2021
- B. San Jacinto College Foundation Financial Statements
  - a. June 2021
  - b. May 2021
- C. Capital Improvement Program
  - a. June 2021
  - b. May 2021

## **ACTION ITEMS**

- VIII. Assignments for Board Committees and San Jacinto College Foundation - For Information Only**
- IX. Consideration of Approval of Amendment to the 2020-2021 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval of Updates to the 2019-2024 Strategic Plan**
- XI. Consideration of Approval of Proposed Budget for 2021-2022**
- XII. Consideration of Approval of Part-time Rate Changes and Reauthorization of the Full-time Salary Schedules and Stipends and Market Premiums for 2021-2022**
- XIII. Consideration of Recommendation to Adopt a Tax Rate that is Not in Excess of the Voter-Approval Tax Rate**
- XIV. Consideration of Approval of the 2022 Board of Trustees Regularly Scheduled Meeting Dates**
- XV. Consideration of Approval of Non-Credit Course Enrollment Charges**
- XVI. Consideration of Approval of an Inter-local Agreement with The University of Texas at Austin Charles A. Dana Center**
- XVII. Consideration of Approval of the Awarding of a Posthumous Degree**
- XVIII. Consideration of Approval of Management Agreement Between San Jacinto Community College District and the San Jacinto College Foundation**
- XIX. Consideration of Approval of the Annual Review of the Investment Policy and Strategy of the College**
- XX. Consideration of Approval of Banking and Investment Resolutions and Forms**
- XXI. Consideration of Approval of Policy III.3008.B, Communicable Disease – First Reading (Informational Item)**
- XXII. Consideration of Approval of Policy II.2001.A, Substantive Change – First Reading (Informational Item)**

## **PURCHASING REQUESTS**

- XXIII. Consideration of Purchasing Requests**

## **CONSENT AGENDA**

### **XXIV. 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 June 7, 2021, Workshop and Regular Board Meeting**

**B. Approval of the Minutes for the June 25, 2021 Board Strategic Planning Retreat**

**C. Approval of the Budget Transfers**

**a. June 2021**

**b. May 2021**

**D. Approval of Personnel Recommendations, Extra Service Agreements, and 2021-2022 Professional Contract Recommendations**

**E. Approval of the Affiliation Agreements**

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

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

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

### **XXVI. Adjournment**

#### **Closed Session Authority**

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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.

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

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

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

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

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

development negotiations or to deliberate the offer of a financial or other incentive to such business prospect.

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Brenda Hellyer, Ed.D.

San Jacinto College Financial Statements  
June 2021

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

<u>Assets</u>	<u>2021</u>	<u>2020</u>
Current assets:		
Cash and cash equivalents	\$ 96,076,945	\$ 88,593,545
Accounts receivable - taxes	4,476,059	3,183,068
Accounts receivable	18,218,656	19,953,667
Deferred charges	2,864,646	2,647,171
Inventories	366,250	356,016
Total current assets	<u>122,002,556</u>	<u>114,733,467</u>
Noncurrent assets:		
Restricted cash and cash equivalents	121,901,268	124,070,779
Capital assets, net	<u>689,559,267</u>	<u>619,601,858</u>
Total noncurrent assets	<u>811,460,535</u>	<u>743,672,637</u>
Total assets	<u>933,463,091</u>	<u>858,406,104</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	20,383,403	25,781,981
Deferred outflow related to OPEB	17,632,637	20,497,036
Deferred outflow related to defeased debt	6,687,864	7,888,155
Total deferred outflows of resources	<u>44,703,904</u>	<u>54,167,172</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	17,761,359	16,604,570
Accrued liabilities	8,039,587	8,744,105
Accrued compensable absences and deferred compensation	2,741,917	2,181,388
Deferred revenues	12,199,809	12,608,925
Total current liabilities	<u>40,742,672</u>	<u>40,138,988</u>
Noncurrent liabilities:		
Net pension liability	45,813,261	49,494,145
Net OPEB liability	107,182,217	95,083,178
Bonds and notes payable	<u>639,093,415</u>	<u>576,827,551</u>
Total noncurrent liabilities	<u>792,088,893</u>	<u>721,404,874</u>
Total liabilities	<u>832,831,565</u>	<u>761,543,862</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	9,070,812	6,771,550
Deferred inflows related to OPEB	26,740,139	36,803,285
Total deferred inflows of resources	<u>35,810,951</u>	<u>43,574,835</u>
<u>Net assets</u>		
Beginning of year - audited	80,169,233	76,748,779
Current year addition	29,355,246	30,705,800
Total net position	<u>\$ 109,524,479</u>	<u>\$ 107,454,579</u>
check for balancing	-	-

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2021

11 Unrestricted Funds

	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	6/30/20	% of 8/31/20 Actual
REVENUES:					
State Appropriations	\$ 42,079,966	\$ 34,094,671	81.02	34,094,795	80.77
Local Taxes - Maintenance & Operations	72,940,110	72,428,050	99.30	70,268,002	98.36
Credit Tuition	63,667,000	59,983,191	94.21	62,841,831	99.92
Credit Exemptions & Waivers	(7,900,000)	(8,590,125)	108.74	(7,176,757)	90.56
Continuing Education					
CPET	480,000	205,437	42.80	93,958	98.75
Maritime Transportation	1,200,000	1,007,296	83.94	647,899	92.07
Continuing Professional Development (CPD)	4,400,000	4,375,494	99.44	3,878,741	79.38
Continuing Education Exemptions & Waivers	-	(102,679)	-	(43,449)	100.31
Bad Debt	(1,900,000)	(1,425,000)	75.00	(1,416,670)	309.43
Sales & Services	1,535,000	1,446,630	94.24	1,640,499	41.80
Insurance Proceeds - Winter Storm	-	955,626	-	-	-
Investment Income	500,000	98,099	19.62	1,013,149	97.91
Total	<u>177,002,076</u>	<u>164,476,690</u>	<u>92.92</u>	<u>165,841,998</u>	<u>92.77</u>
EXPENDITURES:					
Instruction	67,615,196	59,640,402	88.21	62,044,923	83.67
Public Service	6,443,859	5,168,911	80.21	4,949,351	72.61
Academic Support	14,277,909	10,892,039	76.29	11,754,080	85.09
Student Services	15,891,166	12,283,874	77.30	11,406,386	69.22
Institutional Support	45,236,708	33,359,915	73.75	34,163,594	77.48
Physical Plant	20,991,812	13,081,197	62.32	15,205,759	77.96
Winter Storm	2,778,396	955,626	34.39	-	-
Total	<u>173,235,046</u>	<u>135,381,964</u>	<u>78.15</u>	<u>139,524,093</u>	<u>79.79</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(1,351,908)	-
Transfers Out	3,767,030	2,457,129	65.23	3,789,063	78.84
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 26,637,597</u>		<u>\$ 23,880,750</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2021

Federal Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (83%)</u>	<u>% Actual to Adjusted Budget</u>	<u>6/30/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Grants	\$ 126,599,532	\$ 41,506,484	32.79	\$ 45,662,068	84.78
Total	<u>126,599,532</u>	<u>41,506,484</u>	<u>32.79</u>	<u>45,662,068</u>	<u>84.78</u>
EXPENDITURES:					
Instruction	445,389	383,583	86.12	542,211	27.15
Public Service	498,504	200,190	40.16	171,549	81.17
Academic Support	8,630,223	3,625,986	42.01	2,370,232	49.61
Student Services	1,445,024	151,489	10.48	328,586	87.53
Institutional Support	40,684,963	1,141,203	2.80	761,846	79.08
Scholarships and Fellowships	73,931,131	36,004,033	48.70	41,487,644	91.50
Physical Plant	964,298	-	-	-	-
Total	<u>126,599,532</u>	<u>41,506,484</u>	<u>32.79</u>	<u>45,662,068</u>	<u>84.78</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	(300,000)	-	-	-
Transfers Out	<u>-</u>	<u>300,000</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 Ten Months Ended June 30, 2021

State Restricted Funds

	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	6/30/20	% of 8/31/20 Actual
REVENUES:					
State Paid Benefits	\$ 11,597,879	\$ 9,851,387	84.94	\$ 9,905,864	86.81
Grants	3,418,387	1,712,948	50.11	2,305,088	76.62
Total	<u>15,016,266</u>	<u>11,564,335</u>	<u>77.01</u>	<u>12,210,952</u>	<u>84.68</u>
EXPENDITURES:					
Instruction	5,448,240	5,136,815	94.28	4,831,863	83.63
Public Service	301,657	294,753	97.71	273,955	80.65
Academic Support	1,509,345	962,376	63.76	1,074,003	59.74
Student Services	2,000,392	1,482,310	74.10	1,260,684	75.15
Institutional Support	3,064,121	2,053,162	67.01	3,099,954	100.49
Physical Plant	10,410	-	-	-	-
Scholarships and Fellowships	2,682,101	1,636,573	61.02	1,670,493	95.85
Total	<u>15,016,266</u>	<u>11,565,989</u>	<u>77.02</u>	<u>12,210,952</u>	<u>84.68</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (1,654)</u>		<u>\$ -</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2021

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (83%)</u>	<u>% Actual to Adjusted Budget</u>	<u>6/30/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Local Grants	\$ 2,922,010	\$ 1,570,466	53.75	\$ 2,282,793	76.85
Total	<u>2,922,010</u>	<u>1,570,466</u>	<u>53.75</u>	<u>2,282,793</u>	<u>76.85</u>
EXPENDITURES:					
Instruction	32,019	-	-	40,314	100.00
Public Service	216,215	134,604	62.25	142,065	80.91
Academic Support	912,860	331,809	36.35	574,736	95.17
Student Services	50,093	11,668	23.29	34,615	89.47
Institutional Support	47,508	4,378	9.22	12,077	39.06
Scholarships and Fellowships	1,901,795	1,199,046	63.05	1,669,106	76.82
Physical Plant	250,000	-	-	-	-
Total	<u>3,410,490</u>	<u>1,681,505</u>	<u>49.30</u>	<u>2,472,913</u>	<u>80.76</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(488,480)	(129,479)	26.51	(143,705)	78.65
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 18,440</u>		<u>\$ (46,415)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2021

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (83%)</u>	<u>% Actual to Adjusted Budget</u>	<u>6/30/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Tuition - Credit & Non Credit	<u>\$ 3,000,000</u>	<u>\$ 2,859,331</u>	<u>95.31</u>	<u>\$ 2,970,611</u>	<u>98.69</u>
Total	<u>3,000,000</u>	<u>2,859,331</u>	<u>95.31</u>	<u>2,970,611</u>	<u>98.69</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>3,500,000</u>	<u>3,118,183</u>	<u>89.09</u>	<u>2,548,435</u>	<u>98.07</u>
Total	<u>3,500,000</u>	<u>3,118,183</u>	<u>89.09</u>	<u>2,548,435</u>	<u>98.07</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u><u>\$ (500,000)</u></u>	<u><u>\$ (258,852)</u></u>		<u><u>\$ 422,176</u></u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2021

28 Private Gifts and Donations

	<u>Adjusted</u> <u>Budget</u>	<u>Actual</u> <u>(83%)</u>	<u>% Actual to</u> <u>Adjusted</u> <u>Budget</u>	<u>6/30/20</u>	<u>% of</u> <u>8/31/20</u> <u>Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 25,284	-	\$ 102,415	3,761
Total	<u>-</u>	<u>25,284</u>	<u>-</u>	<u>102,415</u>	<u>3,761</u>
EXPENDITURES:					
Instruction	-	16,775	-	47,698	91.72
Scholarships and Fellowships	-	-	-	-	-
Total	<u>-</u>	<u>16,775</u>	<u>-</u>	<u>47,698</u>	<u>91.72</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 8,509</u>		<u>\$ 54,717</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2021

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (83%)</u>	<u>% Actual to Adjusted Budget</u>	<u>6/30/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Auxiliary Services	\$ 2,753,200	\$ 1,521,492	55.26	\$ 2,524,750	92.57
Total	<u>2,753,200</u>	<u>1,521,492</u>	<u>55.26</u>	<u>2,524,750</u>	<u>92.57</u>
EXPENDITURES:					
Non-Instructional Labor	296,951	148,952	50.16	372,977	98.14
Benefits	44,343	283,309	638.90	328,319	87.34
Supplies	368,368	88,650	24.07	361,990	96.94
Travel	164,104	171,356	104.42	118,458	98.79
Contracted Services	376,447	62,679	16.65	193,853	86.67
Capital Outlay	6,106	7,107	116.39	-	-
Scholarships and Fellowships	1,178,116	925,295	78.54	1,089,888	95.34
Utilities	200	-	-	-	-
Total	<u>2,434,635</u>	<u>1,687,348</u>	<u>69.31</u>	<u>2,465,485</u>	<u>94.25</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 318,565</u>	<u>\$ (165,856)</u>		<u>\$ 59,265</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2021

95 Retirement of Indebtedness

	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	6/30/20	% of 8/31/20 Actual
REVENUES:					
Investment Income	\$ -	\$ 6,944	-	\$ 241,024	98.16
Local Taxes - Debt Service	<u>36,920,763</u>	<u>37,277,847</u>	<u>100.97</u>	<u>36,482,250</u>	<u>98.16</u>
Total	<u>36,920,763</u>	<u>37,284,791</u>	<u>100.99</u>	<u>36,723,274</u>	<u>98.16</u>
EXPENDITURES:					
Institutional Support - Principal	15,980,930	15,980,930	100.00	12,522,293	100.00
Institutional Support - Interest	<u>24,218,383</u>	<u>19,172,614</u>	<u>79.17</u>	<u>22,609,571</u>	<u>84.45</u>
Total	<u>40,199,313</u>	<u>35,153,544</u>	<u>87.45</u>	<u>35,131,864</u>	<u>89.41</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,278,550)	(2,327,650)	71.00	(2,293,450)	70.11
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Adjustment for Debt Principal Payment <sup>1</sup>	<u>(15,980,930)</u>	<u>(15,980,930)</u>	<u>100.00</u>	<u>(12,522,293)</u>	<u>100.00</u>
Net Increase (Decrease) in Net Position	<u>\$ 15,980,930</u>	<u>\$ 20,439,827</u>		<u>\$ 16,407,153</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2021

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (83%)</u>	<u>% Actual to Adjusted Budget</u>	<u>6/30/20</u>	<u>% of 8/31/20 Actual</u>
EXPENDITURES:					
Depreciation	\$ 20,500,000	\$ 17,904,359	87.34	\$ 12,288,979	67.42
Total	<u>20,500,000</u>	<u>17,904,359</u>	<u>87.34</u>	<u>12,288,979</u>	<u>67.42</u>
Adjustment for Capital Purchases <sup>1</sup>	<u>-</u>	<u>(485,314)</u>	<u>-</u>	<u>(454,619)</u>	<u>-</u>
TRANSFERS AMONG FUNDS:					
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,500,000)</u>	<u>\$ (17,419,045)</u>		<u>\$ (11,834,360)</u>	

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

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2021

Consolidated -All Funds  
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	6/30/20	% of 8/31/20 Actual
<b>REVENUES:</b>					
State Appropriations	\$ 53,677,845	\$ 43,946,058	81.87	\$ 44,000,659	82.05
Local Taxes - Maintenance & Operations	72,940,110	72,428,050	99.30	70,268,002	98.36
Local Taxes - Debt Service	36,920,763	37,277,847	100.97	36,482,250	98.16
Credit Tuition	66,667,000	62,842,522	94.26	65,812,442	99.86
Credit Exemptions & Waivers	(7,900,000)	(8,590,125)	108.74	(7,176,757)	90.56
Continuing Education					
CPET	480,000	205,437	42.80	93,958	98.75
Maritime Transportation	1,200,000	1,007,296	83.94	647,899	92.07
Continuing Professional Development	4,400,000	4,375,494	99.44	3,878,741	79.38
Continuing Education Exemptions & Waivers	-	(102,679)	-	(43,449)	100.31
Bad Debt	(1,900,000)	(1,425,000)	75.00	(1,416,670)	309.43
Sales & Services	1,535,000	1,471,914	95.89	1,742,914	44.38
Insurance Proceeds - Winter Storm	-	955,626	-	-	-
Investment Income	500,000	105,043	21.01	1,254,173	97.96
Investment Income - San Jac Tomorrow Program	-	96,280	-	1,762,514	96.70
Auxiliary Services	2,753,200	1,521,492	55.26	2,524,750	92.57
Grants	130,017,919	43,219,432	33.24	47,967,156	84.35
Local Grants	2,922,010	1,570,466	53.75	2,282,793	76.85
Total	<u>364,213,847</u>	<u>260,905,153</u>	<u>71.64</u>	<u>270,081,375</u>	<u>91.56</u>
<b>EXPENDITURES:</b>					
Instruction	73,540,844	65,177,575	88.63	67,507,009	82.30
Public Service	7,460,235	5,798,458	77.72	5,536,920	73.40
Academic Support	25,330,337	15,812,210	62.42	15,773,051	75.14
Student Services	19,386,675	13,929,341	71.85	13,030,271	70.17
Institutional Support	129,232,613	71,712,202	55.49	73,169,335	83.65
Physical Plant	22,206,110	13,081,197	58.91	15,205,759	77.18
Winter Storm	2,778,396	955,626	34.39	-	-
Scholarships and Fellowships	84,793,423	41,957,835	49.48	47,375,678	91.36
Auxiliary Enterprises	2,434,635	1,687,348	69.31	2,465,485	94.25
Depreciation	20,500,000	17,904,359	87.34	12,288,979	67.42
Total	<u>387,663,268</u>	<u>248,016,151</u>	<u>63.98</u>	<u>252,352,487</u>	<u>81.67</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(3,767,030)	(2,457,129)	65.23	(3,789,063)	74.59
Transfers Out	3,767,030	2,457,129	65.23	3,789,063	74.63
Adjustment for Debt Principal Payment <sup>1</sup>	(15,980,930)	(15,980,930)	100.00	(12,522,293)	100.00
Adjustment for Capital Purchases <sup>1</sup>	(425,341)	(485,314)	114.10	(454,619)	34.89
Net Increase (Decrease) in Net Position	<u>\$ (7,043,150)</u>	<u>\$ 29,355,246</u>		<u>\$ 30,705,800</u>	

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

# Capital Improvement Program

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2021

91 Capital Projects

	Adjusted Budget	Actual (83%)	6/30/20
REVENUES:			
Investment Income	\$ -	\$ 96,280	\$ 1,762,514
Total	-	96,280	1,762,514
EXPENDITURES:			
Bond Programs	-	65,608,681	68,664,167
Total	-	65,608,681	68,664,167
Net Increase (Decrease) in Net Position	\$ -	\$ (65,512,401)	\$ (66,901,653)

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2021

93 Generation Park Clear Lake Land Proceeds

	<u>Adjusted Budget</u>	<u>Actual (83%)</u>	<u>6/30/20</u>
REVENUES:			
Land Sale Proceeds	\$ -	\$ -	
Total	<u>-</u>	<u>-</u>	<u>-</u>
EXPENDITURES:			
Generation Park	<u>117,078</u>	<u>98,060</u>	<u>4,932,508</u>
Total	<u>117,078</u>	<u>98,060</u>	<u>4,932,508</u>
TRANSFERS AMONG FUNDS:			
Transfers In	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (117,078)</u>	<u>\$ (98,060)</u>	<u>\$ (4,932,508)</u>

San Jacinto College Financial Statements  
Monthly Investment Report  
June 2021

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

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	June 1, 2021	\$ 233,043,189	\$ 233,043,189
Additions/Subtractions (Net)		(15,064,976)	(15,064,976)
Change in Fair Value*		-	-
Ending Value	June 30, 2021	<u>\$ 217,978,213</u>	<u>\$ 217,978,213</u>

Earnings for the Month of June	\$	12,543
Weighted Average Maturity at Ending Period Date (Days)		1.00
Weighted Average Earnings Rate		0.0667%
Benchmark - One Year Treasury Yield		0.0700%

\*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:



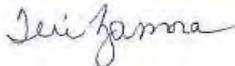
William E. Dickerson  
 Director of Accounting & Financial Services

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**  
**June 30, 2021**

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
<b>Short-Term Investments - Cash &amp; Cash Equivalents</b>										
Credit Cards in Transit	Heartland	N/A	N/A	07/01/21	\$	9,347	9,347	0.00%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	07/01/21		(509,105)	(509,105)	-0.23%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	07/01/21		9,183,472	9,183,472	4.21%	1	0.04
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	07/01/21		(24,087)	(24,087)	-0.01%	1	0.00
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	07/01/21		(388)	(388)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	07/01/21		19,167	19,167	0.01%	1	0.00
East West MM Operating Account	East West Bank	0.0500%	N/A	07/01/21		60,022,497	60,022,497	27.54%	1	0.28
<b>Restricted - Cash &amp; Cash Equivalents</b>										
LSJP Government Overnight Fund - Closed 06/03/2021	Texas Citizens Bank	N/A	N/A	07/01/21		-	-	0.00%	1	0.00
LSJP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	0.0051%	N/A	07/01/21		-	-	0.00%	1	0.00
LSJP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	0.0988%	N/A	07/01/21		31,502,756	31,502,756	14.45%	1	0.14
TexPool - Operating	TexPool	0.0131%	N/A	07/01/21		51,263	51,263	0.02%	1	0.00
TexPool - PRIME - Operating	TexPool	0.0708%	N/A	07/01/21		-	-	0.00%	1	0.00
<b>Restricted - Cash &amp; Cash Equivalents</b>										
LSJP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0051%	N/A	07/01/21		-	-	0.00%	1	0.00
LSJP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	0.0051%	N/A	07/01/21		-	-	0.00%	1	0.00
LSJP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0988%	N/A	07/01/21		1,408,488	1,408,488	0.65%	1	0.01
LSJP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.0988%	N/A	07/01/21		14,865,345	14,865,345	6.82%	1	0.07
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0708%	N/A	07/01/21		16,424,103	16,424,103	7.53%	1	0.08
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.0708%	N/A	07/01/21		85,025,355	85,025,355	39.01%	1	0.39
<b>Grand Total Short-Term Investments and Cash &amp; Cash Equivalents</b>										
				\$	N/A	\$ 217,978,213	\$ 217,978,213	100.00%		1.00

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

CAFR	Note #	Weighted Average to Maturity at Ending Period Date (Days)
	4	19,167
		149,277,310
		60,022,497
		8,659,239
		-
		-
		217,978,213
		19,167
		Petty cash on hand
		Investment pools
		Money market
		Bank deposits - demand deposits
		U. S. government securities and municipal bonds
		Accrued earnings
		Total cash, cash equivalents, and investments
		1.00

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

Description	Held At	Annualized Interest Rate	Maturity	Par	May 31, 2021		June 30, 2021		Change in Fair Value For the Month	September Through June		
					Ending Fair Value	Ending Book Value	Ending Fair Value	Ending Book Value		June Earnings	June Earnings	
<b>Short-Term Investments - Unrestricted Funds</b>												
Demand Deposits												
Credit Cards in Transit												
JPMorgan Accounts Payable Disbursements	Heartland	N/A	07/01/21	N/A	\$ 75,907	\$ 75,907	\$ 9,347	\$ 9,347	\$ (66,560)	N/A	N/A	N/A
JPMorgan Operating	JPMorgan Chase Bank	N/A	07/01/21	N/A	(990,048)	(990,048)	(509,105)	(509,105)	480,943	N/A	N/A	N/A
JPMorgan Payroll	JPMorgan Chase Bank	N/A	07/01/21	N/A	9,379,917	9,379,917	9,183,472	9,183,472	(196,446)	N/A	N/A	N/A
JPMorgan Workment's Comp	JPMorgan Chase Bank	N/A	07/01/21	N/A	(29,583)	(29,583)	(24,087)	(24,087)	5,496	N/A	N/A	N/A
Petty Cash	JPMorgan Chase Bank	N/A	07/01/21	N/A	(2,601)	(2,601)	(388)	(388)	2,213	N/A	N/A	N/A
Sub Total Demand Deposits	Campus Business Offices	N/A	07/01/21	N/A	19,350	19,350	19,167	19,167	(183)	N/A	N/A	N/A
					\$ 8,452,942	\$ 8,452,942	\$ 8,678,406	\$ 8,678,406	\$ 225,464	N/A	N/A	N/A
<b>Money Market Accounts</b>												
East West MM Operating Account	East West Bank	0.0500%	07/01/21	N/A	\$ 60,020,277	\$ 60,020,277	\$ 60,022,497	\$ 60,022,497	\$ 2,220	\$ 2,220	\$ 31,883	\$ 31,883
Texas Citizens Bank - Closed 06/03/2021	Texas Citizens Bank	N/A	07/01/21	N/A	248,817	248,817	-	-	(248,817)	-	-	736
Sub Total Money Market Accounts					\$ 60,269,094	\$ 60,269,094	\$ 60,022,497	\$ 60,022,497	\$ (246,697)	\$ 2,220	\$ 32,619	\$ 32,619
<b>Pool Accounts</b>												
TexPool - Operating	TexPool	0.0131%	07/01/21	N/A	\$ 503,247	\$ 503,247	\$ 51,263	\$ 51,263	\$ (451,984)	\$ 13	\$ 1,228	\$ 1,228
TexPool PRIME - Operating	TexPool	0.0708%	07/01/21	N/A	-	-	-	-	-	-	57,561	57,561
LSIP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	0.0681%	07/01/21	N/A	36,503,514	36,503,514	31,502,756	31,502,756	(5,000,758)	2,756	6,270	6,270
LSIP Corporate Overnight Plus Fund-Operating Funds	Lone Star Investment Pool	0.0988%	07/01/21	N/A	37,006,761	37,006,761	31,554,019	31,554,019	(5,452,742)	2,769	65,481	65,481
Sub Total Pool Accounts					\$ 105,728,797	\$ 105,728,797	\$ 100,254,922	\$ 100,254,922	\$ (5,473,876)	\$ 4,889	\$ 98,100	\$ 98,100
<b>Short-Term Investments - Restricted (Bond) Funds</b>												
<b>Pool Accounts</b>												
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0051%	07/01/21	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 848	\$ 848
LSIP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	0.0051%	07/01/21	N/A	4	4	-	-	(4)	4	3,594	3,594
LSIP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0988%	07/01/21	N/A	1,441,871	1,441,871	1,408,488	1,408,488	(33,383)	116	261	261
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.0988%	07/01/21	N/A	14,682,195	14,682,195	14,865,345	14,865,345	183,150	1,200	2,503	2,503
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0708%	07/01/21	N/A	26,169,914	26,169,914	16,424,103	16,424,103	(9,745,811)	1,287	70,663	70,663
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.0708%	07/01/21	N/A	85,020,408	85,020,408	85,025,355	85,025,355	4,947	4,947	25,355	25,355
Sub Total Pool Accounts					\$ 127,314,392	\$ 127,314,392	\$ 117,723,291	\$ 117,723,291	\$ (9,591,101)	\$ 7,554	\$ 103,224	\$ 103,224
Sub Total - Short Term Investments - Restricted (Bond) Funds					\$ 127,314,392	\$ 127,314,392	\$ 117,723,291	\$ 117,723,291	\$ (9,591,101)	\$ 7,554	\$ 103,224	\$ 103,224
<b>Grand Total</b>												
					\$ 233,043,189	\$ 233,043,189	\$ 217,978,213	\$ 217,978,213	\$ (15,064,976)	\$ 12,543	\$ 201,324	\$ 201,324

San Jacinto College Financial Statements  
May 2021

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

<u>Assets</u>	<u>2021</u>	<u>2020</u>
Current assets:		
Cash and cash equivalents	\$ 101,902,246	\$ 93,643,941
Accounts receivable - taxes	4,476,059	3,183,068
Accounts receivable	14,244,984	17,231,469
Deferred charges	3,173,040	2,696,244
Inventories	366,250	356,016
Total current assets	<u>124,162,579</u>	<u>117,110,738</u>
Noncurrent assets:		
Restricted cash and cash equivalents	131,140,943	130,537,845
Capital assets, net	681,096,965	615,201,651
Total noncurrent assets	<u>812,237,908</u>	<u>745,739,496</u>
Total assets	<u>936,400,487</u>	<u>862,850,234</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	20,383,403	25,781,981
Deferred outflow related to OPEB	17,632,637	20,497,036
Deferred outflow related to defeased debt	6,785,738	7,993,516
Total deferred outflows of resources	<u>44,801,778</u>	<u>54,272,533</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	18,035,563	18,748,601
Accrued liabilities	6,219,937	6,800,971
Accrued compensable absences and deferred compensation	2,741,917	2,181,388
Deferred revenues	7,455,130	9,026,845
Total current liabilities	<u>34,452,547</u>	<u>36,757,805</u>
Noncurrent liabilities:		
Net pension liability	45,813,261	49,494,145
Net OPEB liability	107,182,217	95,083,178
Bonds and notes payable	639,499,511	577,031,487
Total noncurrent liabilities	<u>792,494,989</u>	<u>721,608,810</u>
Total liabilities	<u>826,947,536</u>	<u>758,366,615</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	9,070,812	6,771,550
Deferred inflows related to OPEB	26,740,139	36,803,285
Total deferred inflows of resources	<u>35,810,951</u>	<u>43,574,835</u>
<u>Net assets</u>		
Beginning of year - audited	80,169,233	76,748,779
Current year addition	38,274,545	38,432,538
Total net position	<u>\$ 118,443,778</u>	<u>\$ 115,181,317</u>

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

11 Unrestricted Funds

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	5/31/20	% of 8/31/20 Actual
REVENUES:					
State Appropriations	\$ 42,079,966	\$ 30,095,837	71.52	30,096,023	71.30
Local Taxes - Maintenance & Operations	72,940,110	72,019,449	98.74	69,975,455	97.95
Credit Tuition	63,667,000	59,338,390	93.20	61,807,777	98.28
Credit Exemptions & Waivers	(7,900,000)	(8,475,889)	107.29	(7,590,205)	95.78
Continuing Education					
CPET	480,000	177,633	37.01	85,611	89.98
Maritime Transportation	1,200,000	901,973	75.16	647,609	92.03
Continuing Professional Development (CPD)	4,400,000	3,647,912	82.91	3,364,337	68.86
Continuing Education Exemptions & Waivers	-	(83,054)	-	(35,407)	81.75
Bad Debt	(1,900,000)	(1,425,000)	75.00	(1,275,003)	278.49
Sales & Services	1,535,000	1,621,615	105.64	1,454,922	37.07
Investment Income	500,000	93,111	18.62	978,924	94.60
Total	<u>177,002,076</u>	<u>157,911,977</u>	<u>89.21</u>	<u>159,510,043</u>	<u>89.23</u>
EXPENDITURES:					
Instruction	70,508,577	56,094,386	79.56	58,611,239	79.04
Public Service	6,131,776	4,445,072	72.49	4,339,247	63.66
Academic Support	13,900,736	9,948,259	71.57	10,748,477	77.81
Student Services	15,891,467	10,934,368	68.81	10,348,840	62.80
Institutional Support	45,272,462	29,996,771	66.26	30,478,094	69.12
Physical Plant	21,530,028	11,705,766	54.37	13,643,838	69.95
Total	<u>173,235,046</u>	<u>123,124,622</u>	<u>71.07</u>	<u>128,169,735</u>	<u>73.30</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	3,767,030	2,440,718	64.79	2,421,402	50.39
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 32,346,637</u>		<u>\$ 28,918,906</u>	

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

Federal Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (75%)</u>	<u>% Actual to Adjusted Budget</u>	<u>5/31/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Grants	\$ 84,425,288	\$ 39,082,480	46.29	\$ 40,894,539	75.93
Total	<u>84,425,288</u>	<u>39,082,480</u>	<u>46.29</u>	<u>40,894,539</u>	<u>75.93</u>
EXPENDITURES:					
Instruction	21,206,861	570,192	2.69	536,479	26.86
Public Service	498,504	176,034	35.31	150,794	71.35
Academic Support	8,026,645	3,012,240	37.53	1,816,350	38.02
Student Services	304,972	121,204	39.74	317,753	84.64
Institutional Support	1,668,984	676,181	40.51	673,024	69.86
Scholarships and Fellowships	51,755,024	34,526,629	66.71	37,400,139	82.49
Physical Plant	964,298	-	-	-	-
Total	<u>84,425,288</u>	<u>39,082,480</u>	<u>46.29</u>	<u>40,894,539</u>	<u>75.93</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	(300,000)	-	-	-
Transfers Out	<u>-</u>	<u>300,000</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 Nine Months Ended May 31, 2021

State Restricted Funds

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	5/31/20	% of 8/31/20 Actual
REVENUES:					
State Paid Benefits	\$ 11,597,879	\$ 8,862,375	76.41	\$ 8,912,890	78.10
Grants	3,405,963	2,035,677	59.77	1,948,771	64.78
Total	<u>15,003,842</u>	<u>10,898,052</u>	<u>72.64</u>	<u>10,861,661</u>	<u>75.32</u>
EXPENDITURES:					
Instruction	4,845,664	4,631,424	95.58	4,020,787	69.60
Public Service	293,696	265,239	90.31	243,576	71.71
Academic Support	1,729,712	968,540	55.99	936,610	52.10
Student Services	2,051,419	1,333,142	64.99	1,130,879	67.41
Institutional Support	3,251,809	1,864,236	57.33	2,861,463	92.76
Scholarships and Fellowships	2,831,542	1,835,471	64.82	1,668,346	95.73
Total	<u>15,003,842</u>	<u>10,898,052</u>	<u>72.64</u>	<u>10,861,661</u>	<u>75.32</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 Nine Months Ended May 31, 2021

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (75%)</u>	<u>% Actual to Adjusted Budget</u>	<u>5/31/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Local Grants	\$ 2,922,011	\$ 1,382,608	47.32	\$ 1,992,126	67.06
Total	<u>2,922,011</u>	<u>1,382,608</u>	<u>47.32</u>	<u>1,992,126</u>	<u>67.06</u>
EXPENDITURES:					
Instruction	32,019	-	-	40,291	99.94
Public Service	216,216	118,193	54.66	126,295	71.93
Academic Support	912,860	285,276	31.25	404,865	67.04
Student Services	50,092	9,030	18.03	34,615	89.47
Institutional Support	47,509	4,378	9.22	5,962	19.28
Scholarships and Fellowships	1,901,795	1,060,358	55.76	1,554,447	71.54
Physical Plant	250,000	-	-	-	-
Total	<u>3,410,491</u>	<u>1,477,235</u>	<u>43.31</u>	<u>2,166,475</u>	<u>70.75</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(488,480)	(113,068)	23.15	(127,952)	70.03
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 18,441</u>		<u>\$ (46,397)</u>	

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

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (75%)</u>	<u>% Actual to Adjusted Budget</u>	<u>5/31/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Tuition - Credit & Non Credit	<u>\$ 3,000,000</u>	<u>\$ 2,820,838</u>	<u>94.03</u>	<u>\$ 2,917,875</u>	<u>96.93</u>
Total	<u>3,000,000</u>	<u>2,820,838</u>	<u>94.03</u>	<u>2,917,875</u>	<u>96.93</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>3,500,000</u>	<u>3,082,573</u>	<u>88.07</u>	<u>2,531,238</u>	<u>97.41</u>
Total	<u>3,500,000</u>	<u>3,082,573</u>	<u>88.07</u>	<u>2,531,238</u>	<u>97.41</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u><u>\$ (500,000)</u></u>	<u><u>\$ (261,735)</u></u>		<u><u>\$ 386,637</u></u>	

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

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (75%)</u>	<u>% Actual to Adjusted Budget</u>	<u>5/31/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 25,284	-	\$ 2,415	-
Total	<u>-</u>	<u>25,284</u>	<u>-</u>	<u>2,415</u>	<u>-</u>
EXPENDITURES:					
Instruction	-	10,729	-	47,437	-
Scholarships and Fellowships	-	-	-	-	-
Total	<u>-</u>	<u>10,729</u>	<u>-</u>	<u>47,437</u>	<u>-</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 14,555</u>		<u>\$ (45,022)</u>	

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

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (75%)</u>	<u>% Actual to Adjusted Budget</u>	<u>5/31/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Auxiliary Services	\$ 2,753,200	\$ 1,446,831	52.55	\$ 2,363,946	86.67
Total	<u>2,753,200</u>	<u>1,446,831</u>	<u>52.55</u>	<u>2,363,946</u>	<u>86.67</u>
EXPENDITURES:					
Non-Instructional Labor	296,951	129,473	43.60	347,059	91.32
Benefits	44,343	254,522	573.98	296,650	78.92
Supplies	368,368	70,383	19.11	356,992	95.61
Travel	164,104	96,555	58.84	116,000	96.74
Contracted Services	376,447	46,910	12.46	191,087	85.44
Capital Outlay	6,106	7,107	-	-	-
Scholarships and Fellowships	1,178,116	894,992	75.97	978,484	85.60
Utilities	200	-	-	-	-
Total	<u>2,434,635</u>	<u>1,499,942</u>	<u>61.61</u>	<u>2,286,272</u>	<u>87.40</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 318,565</u>	<u>\$ (53,111)</u>		<u>\$ 77,674</u>	

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

95 Retirement of Indebtedness

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	5/31/20	% of 8/31/20 Actual
REVENUES:					
Investment Income	\$ -	\$ 5,745	-	\$ 237,449	96.70
Local Taxes - Debt Service	<u>36,920,763</u>	<u>37,069,439</u>	<u>100.40</u>	<u>36,332,282</u>	<u>97.75</u>
Total	<u>36,920,763</u>	<u>37,075,184</u>	<u>100.42</u>	<u>36,569,731</u>	<u>97.75</u>
EXPENDITURES:					
Institutional Support - Principal	15,980,930	15,980,930	100.00	12,522,293	100.00
Institutional Support - Interest	<u>24,218,383</u>	<u>17,661,186</u>	<u>72.92</u>	<u>20,765,011</u>	<u>77.56</u>
Total	<u>40,199,313</u>	<u>33,642,116</u>	<u>83.69</u>	<u>33,287,304</u>	<u>84.71</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,278,550)	(2,327,650)	71.00	(2,293,450)	70.11
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Adjustment for Debt Principal Payment <sup>1</sup>	<u>(15,980,930)</u>	<u>(15,980,930)</u>	<u>100.00</u>	<u>(12,522,293)</u>	<u>100.00</u>
Net Increase (Decrease) in Net Position	<u>\$ 15,980,930</u>	<u>\$ 21,741,648</u>		<u>\$ 18,098,170</u>	

1

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

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

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (75%)</u>	<u>% Actual to Adjusted Budget</u>	<u>5/31/20</u>	<u>% of 8/31/20 Actual</u>
EXPENDITURES:					
Depreciation	\$ 20,500,000	\$ 16,098,264	78.53	\$ 11,091,141	60.85
Total	<u>20,500,000</u>	<u>16,098,264</u>	<u>78.53</u>	<u>11,091,141</u>	<u>60.85</u>
Adjustment for Capital Purchases <sup>1</sup>	<u>-</u>	<u>(476,444)</u>	<u>-</u>	<u>(415,188)</u>	<u>-</u>
TRANSFERS AMONG FUNDS:					
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,500,000)</u>	<u>\$ (15,621,820)</u>		<u>\$ (10,675,953)</u>	

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

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

Consolidated -All Funds  
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	5/31/20	% of 8/31/20 Actual
<b>REVENUES:</b>					
State Appropriations	\$ 53,677,845	\$ 38,958,212	72.58	\$ 39,008,913	72.75
Local Taxes - Maintenance & Operations	72,940,110	72,019,449	98.74	69,975,455	97.95
Local Taxes - Debt Service	36,920,763	37,069,439	100.40	36,332,282	97.75
Credit Tuition	66,667,000	62,159,228	93.24	64,725,652	98.21
Credit Exemptions & Waivers	(7,900,000)	(8,475,889)	107.29	(7,590,205)	95.78
Continuing Education					
CPET	480,000	177,633	37.01	85,611	89.98
Maritime Transportation	1,200,000	901,973	75.16	647,609	92.03
Continuing Professional Development	4,400,000	3,647,912	82.91	3,364,337	68.86
Continuing Education Exemptions & Waivers	-	(83,054)	-	(35,407)	81.75
Bad Debt	(1,900,000)	(1,425,000)	75.00	(1,275,003)	278.49
Sales & Services	1,535,000	1,646,899	107.29	1,457,337	37.11
Investment Income	500,000	98,856	19.77	1,216,373	95.01
Investment Income - San Jac Tomorrow Program	-	89,930	-	1,718,523	94.28
Auxiliary Services	2,753,200	1,446,831	52.55	2,363,946	86.67
Grants	87,831,251	41,118,157	46.81	42,843,310	75.34
Local Grants	2,922,011	1,382,608	47.32	1,992,126	67.06
Total	<u>322,027,180</u>	<u>250,733,184</u>	<u>77.86</u>	<u>256,830,859</u>	<u>87.06</u>
<b>EXPENDITURES:</b>					
Instruction	96,593,121	61,306,731	63.47	63,256,233	77.12
Public Service	7,140,192	5,004,538	70.09	4,859,912	64.43
Academic Support	24,569,953	14,214,315	57.85	13,906,302	66.24
Student Services	18,297,950	12,397,744	67.75	11,832,087	63.72
Institutional Support	90,440,077	66,183,682	73.18	67,305,847	89.81
Physical Plant	22,744,326	11,705,766	51.47	13,643,838	69.26
Scholarships and Fellowships	59,988,361	40,505,031	67.52	43,154,170	83.22
Auxiliary Enterprises	2,434,635	1,499,942	61.61	2,286,272	87.40
Depreciation	20,500,000	16,098,264	78.53	11,091,141	60.85
Total	<u>342,708,615</u>	<u>228,916,013</u>	<u>66.80</u>	<u>231,335,802</u>	<u>78.03</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(3,767,030)	(2,440,718)	64.79	(2,421,402)	47.67
Transfers Out	3,767,030	2,440,718	64.79	2,421,402	47.69
Adjustment for Debt Principal Payment <sup>1</sup>	(15,980,930)	(15,980,930)	100.00	(12,522,293)	100.00
Adjustment for Capital Purchases <sup>1</sup>	(425,341)	(476,444)	112.01	(415,188)	31.87
Net Increase (Decrease) in Net Position	<u>\$ (4,275,164)</u>	<u>\$ 38,274,545</u>		<u>\$ 38,432,538</u>	

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

# Capital Improvement Program

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

91 Capital Projects

	Adjusted Budget	Actual (75%)	5/31/20
REVENUES:			
Investment Income	\$ -	\$ 89,930	\$ 1,718,523
Total	-	89,930	1,718,523
EXPENDITURES:			
Bond Programs	-	55,368,869	63,108,358
Total	-	55,368,869	63,108,358
Net Increase (Decrease) in Net Position	\$ -	\$ (55,278,939)	\$ (61,389,835)

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

93 Generation Park Clear Lake Land Proceeds

	Adjusted Budget	Actual (75%)	5/31/20
REVENUES:			
Land Sale Proceeds	\$ -	\$ -	-
Total	-	-	-
EXPENDITURES:			
Generation Park	117,078	97,364	4,929,702
Total	117,078	97,364	4,929,702
TRANSFERS AMONG FUNDS:			
Transfers In	-	-	-
Transfers Out	-	-	-
Net Increase (Decrease) in Net Position	\$ (117,078)	\$ (97,364)	\$ (4,929,702)

San Jacinto College Financial Statements  
Monthly Investment Report  
May 2021

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

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	May 1, 2021	\$ 246,220,606	\$ 246,220,606
Additions/Subtractions (Net)		(13,177,417)	(13,177,417)
Change in Fair Value*		-	-
Ending Value	May 31, 2021	<u>\$ 233,043,189</u>	<u>\$ 233,043,189</u>

Earnings for the Month of May	\$	15,991
Weighted Average Maturity at Ending Period Date (Days)		1.00
Weighted Average Earnings Rate		0.0801%
Benchmark - One Year Treasury Yield		0.0500%

\*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:



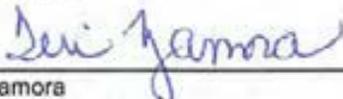
William E. Dickerson  
 Director of Accounting & Financial Services

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**  
**May 31, 2021**

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
<b>Short-Term Investments - Cash &amp; Cash Equivalents</b>										
Credit Cards in Transit	Heartland	N/A	N/A	06/01/21	\$	75,907	\$ 75,907	0.03%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	06/01/21	N/A	(990,048)	(990,048)	-0.42%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	06/01/21	N/A	9,379,917	9,379,917	4.02%	1	0.04
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	06/01/21	N/A	(29,583)	(29,583)	-0.01%	1	0.00
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	06/01/21	N/A	(2,601)	(2,601)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	06/01/21	N/A	19,350	19,350	0.01%	1	0.00
East West MM Operating Account	East West Bank	0.0600%	N/A	06/01/21	N/A	60,020,277	60,020,277	25.76%	1	0.26
Texas Citizens Bank	Texas Citizens Bank	0.3600%	N/A	06/01/21	N/A	248,817	248,817	0.11%	1	0.00
LSJP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	0.0051%	N/A	06/01/21	N/A	-	-	0.00%	1	0.00
LSJP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	0.1129%	N/A	06/01/21	N/A	36,503,514	36,503,514	15.66%	1	0.16
TexPool - Operating	TexPool	0.0102%	N/A	06/01/21	N/A	503,247	503,247	0.22%	1	0.00
TexPool - PRIME - Operating	TexPool	0.0777%	N/A	06/01/21	N/A	-	-	0.00%	1	0.00
<b>Restricted - Cash &amp; Cash Equivalents</b>										
LSJP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0051%	N/A	06/01/21	N/A	-	-	0.00%	1	0.00
LSJP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	0.0051%	N/A	06/01/21	N/A	4	4	0.00%	1	0.00
LSJP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.1129%	N/A	06/01/21	N/A	1,441,871	1,441,871	0.62%	1	0.01
LSJP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.1129%	N/A	06/01/21	N/A	14,682,195	14,682,195	6.30%	1	0.06
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0777%	N/A	06/01/21	N/A	26,169,914	26,169,914	11.23%	1	0.11
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.0777%	N/A	06/01/21	N/A	85,020,408	85,020,408	36.48%	1	0.36
<b>Grand Total Short-Term Investments and Cash &amp; Cash Equivalents</b>										
				\$	N/A	\$ 233,043,189	\$ 233,043,189	100.00%		1.00

Weighted Average to Maturity at Ending Period Date (Days)	
CAFR	
Note 4	\$ 19,350
	164,321,153
	60,269,094
	8,433,592
	-
	\$ 233,043,189

Weighted Average to Maturity at Ending Period Date (Days)	
	Petty cash on hand
	Investment pools
	Money market
	Bank deposits - demand deposits
	U. S. government securities and municipal bonds
	Accrued earnings
	Total cash, cash equivalents, and investments
	1.00

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

Description	Held At	Annualized Interest Rate	Maturity	Par	April 30, 2021		May 31, 2021		Change in Fair Value For the Month	May Earnings	September Through May Earnings
					Ending Fair Value	Ending Book Value	Ending Fair Value	Ending Book Value			
<b>Short-Term Investments - Unrestricted Funds</b>											
Demand Deposits											
Credit Cards in Transit	Heartland	N/A	06/01/21	N/A	\$ 39,168	\$ 39,168	\$ 75,907	\$ 75,907	\$ 36,739	N/A	N/A
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	06/01/21	N/A	(500,208)	(500,048)	(900,048)	(900,048)	(489,840)	N/A	N/A
JPMorgan Operating	JPMorgan Chase Bank	N/A	06/01/21	N/A	9,666,297	9,666,297	9,379,917	9,379,917	(288,380)	N/A	N/A
JPMorgan Payroll	JPMorgan Chase Bank	N/A	06/01/21	N/A	(34,435)	(29,563)	(29,563)	(29,563)	4,852	N/A	N/A
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	06/01/21	N/A	(2,414)	(2,601)	(2,601)	(2,601)	(187)	N/A	N/A
Petty Cash	Campus Business Offices	N/A	06/01/21	N/A	19,825	19,825	19,350	19,350	(475)	N/A	N/A
Sub Total Demand Deposits					\$ 9,190,233	\$ 9,190,233	\$ 8,452,942	\$ 8,452,942	\$ (737,291)	N/A	N/A
<b>Money Market Accounts</b>											
East West MM Operating Account	East West Bank	0.0600%	06/01/21	N/A	\$ 60,017,161	\$ 60,017,161	\$ 60,020,277	\$ 60,020,277	\$ 3,116	\$ 3,116	\$ 29,663
Texas Citizens Bank	Texas Citizens Bank	0.3600%	06/01/21	N/A	248,748	248,748	248,817	248,817	69	69	736
Sub Total Money Market Accounts					\$ 60,265,909	\$ 60,265,909	\$ 60,269,094	\$ 60,269,094	\$ 3,185	\$ 3,185	\$ 30,399
<b>Pool Accounts</b>											
TexPool - Operating	TexPool	0.0102%	06/01/21	N/A	\$ 2,263,328	\$ 2,263,328	\$ 503,247	\$ 503,247	\$ (1,760,081)	\$ 7	\$ 1,215
TexPool PRIME - Operating	TexPool	0.0777%	06/01/21	N/A	40,003,234	40,003,234	-	-	(40,003,234)	179	57,561
LSIP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	0.0051%	06/01/21	N/A	734,332	734,332	-	-	(734,332)	-	422
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	0.1129%	06/01/21	N/A	43,000,894	43,000,894	36,503,514	36,503,514	36,503,514	3,514	3,514
Sub Total Pool Accounts					\$ 43,000,894	\$ 43,000,894	\$ 37,006,761	\$ 37,006,761	\$ (5,994,133)	\$ 3,700	\$ 62,712
Sub Total - Short Term Investments - Unrestricted Funds					\$ 112,457,036	\$ 112,457,036	\$ 105,728,797	\$ 105,728,797	\$ (6,728,239)	\$ 6,885	\$ 93,111
<b>Short-Term Investments - Restricted (Bond) Funds</b>											
<b>Pool Accounts</b>											
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0051%	06/01/21	N/A	\$ 1,743,226	\$ 1,743,226	\$ -	\$ -	\$ (1,743,226)	\$ -	\$ 848
LSIP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	0.0051%	06/01/21	N/A	14,506,029	14,506,029	4	4	(14,506,025)	4	3,594
LSIP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.1129%	06/01/21	N/A	-	-	1,441,871	1,441,871	1,441,871	145	145
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.1129%	06/01/21	N/A	-	-	14,682,195	14,682,195	14,682,195	1,303	1,303
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0777%	06/01/21	N/A	32,499,515	32,499,515	26,169,914	26,169,914	(6,329,601)	2,046	69,376
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.0777%	06/01/21	N/A	85,014,800	85,014,800	85,020,408	85,020,408	5,608	5,608	20,408
Sub Total Pool Accounts					\$ 133,763,570	\$ 133,763,570	\$ 127,314,392	\$ 127,314,392	\$ (6,449,178)	\$ 9,106	\$ 95,674
Sub Total - Short Term Investments - Restricted (Bond) Funds					\$ 133,763,570	\$ 133,763,570	\$ 127,314,392	\$ 127,314,392	\$ (6,449,178)	\$ 9,106	\$ 95,674
<b>Grand Total</b>					\$ 246,220,606	\$ 246,220,606	\$ 233,043,189	\$ 233,043,189	\$ (13,177,417)	\$ 15,991	\$ 188,785

San Jacinto College Financial Statements  
Monthly Investment Quarterly Report  
February – May 2021

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Portfolio Summary Report**  
**Quarterly Investments - February 28, 2021 to May 31, 2021**

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	March 1, 2021	\$ 272,120,002	\$ 272,120,002
Additions/Subtractions (Net)		(39,076,813)	(39,076,813)
Change in Fair Value*		-	-
Ending Value	May 31, 2021	<u>\$ 233,043,189</u>	<u>\$ 233,043,189</u>

Earnings for the Month of May	\$	15,991
Weighted Average Maturity at Ending Period Date (Days)		1.00
Weighted Average Earnings Rate for the 3rd Quarter		0.0817%
Benchmark - One Year Treasury Yield		0.0500%

\*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:

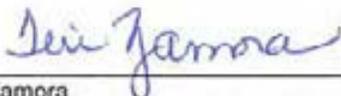


William E. Dickerson  
 Director of Accounting & Financial Services

Reviewed by:



Carin Hutchins  
 Associate Vice Chancellor of Finance



Teri Zamora  
 Vice Chancellor of Fiscal Affairs

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

Description	Held At	Coupon Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Short-Term Investments - Cash & Cash Equivalents										
Credit Cards in Transit										
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	06/01/21	N/A	\$ 75,907	\$ 75,907	0.03%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	06/01/21	N/A	(990,048)	(990,048)	-0.42%	1	0.00
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	06/01/21	N/A	9,379,917	9,379,917	4.02%	1	0.04
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	06/01/21	N/A	(29,583)	(29,583)	-0.01%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	06/01/21	N/A	(2,601)	(2,601)	0.00%	1	0.00
						19,350	19,350	0.01%	1	0.00
East West MM Operating Account	East West Bank	0.0600%	N/A	06/01/21	N/A	60,020,277	60,020,277	25.76%	1	0.26
Texas Citizens Bank	Texas Citizens Bank	0.3600%	N/A	06/01/21	N/A	248,817	248,817	0.11%	1	0.00
TexPool - Operating	TexPool	0.0102%	N/A	06/01/21	N/A	503,247	503,247	0.22%	1	0.00
TexPool - PRIME - Operating	TexPool	0.0777%	N/A	06/01/21	N/A	-	-	0.00%	1	0.00
LSIP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	0.0051%	N/A	06/01/21	N/A	-	-	0.00%	1	0.00
LSIP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	0.1129%	N/A	06/01/21	N/A	36,503,514	36,503,514	15.66%	1	0.16
Restricted - Cash & Cash Equivalents										
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0051%	N/A	06/01/21	N/A	-	-	0.00%	1	0.00
LSIP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	0.0051%	N/A	06/01/21	N/A	4	4	0.00%	1	0.00
LSIP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.1129%	N/A	06/01/21	N/A	1,441,871	1,441,871	0.62%	1	0.01
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.1129%	N/A	06/01/21	N/A	14,682,195	14,682,195	6.30%	1	0.06
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0777%	N/A	06/01/21	N/A	26,169,914	26,169,914	11.23%	1	0.11
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.0777%	N/A	06/01/21	N/A	85,020,408	85,020,408	36.48%	1	0.36
<b>Grand Total Short Term Investments and Cash &amp; Cash Equivalents</b>						<b>\$ 233,043,189</b>	<b>\$ 233,043,189</b>	<b>100.00%</b>		<b>1.00</b>

Weighted Average to Maturity at Ending Period Date (Days)	CAFR	Note
\$ 19,350		4
164,321,153		
60,269,094		
8,433,592		
-		
-		
<b>\$ 233,043,189</b>		
Petty cash on hand		
Investment pools		
Money market		
Bank deposits - demand deposits		
U. S. government securities and municipal bonds		
Accrued earnings		
Total cash, cash equivalents and investments		
Bank deposits, credit cards, and petty cash		
TexPool		
LSIP		
SAO report		
<b>\$ 68,722,036</b>		
<b>111,693,569</b>		
<b>52,627,584</b>		
<b>233,043,189</b>		

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

Description	Held At	Annualized Interest Rate	Maturity	3rd Quarter Fiscal Year 2020-2021 Activity				Change in Fair Value For the Quarter	March Through May Earnings
				5/31/2021	2/28/2021	2/28/2021	5/31/2021		
				Ending Fair Value	Ending Book Value	Ending Fair Value	Ending Book Value		
<b>Short-Term Investments - Unrestricted Funds</b>									
<b>Demand Deposits</b>									
Credit Cards in Transit		N/A	06/01/21	\$ -	6,375 \$	75,907 \$	75,907 \$	69,532	N/A
JPMorgan Chase Bank		N/A	06/01/21	(590,031)	(890,031)	(990,048)	(990,048)	(410,017)	N/A
JPMorgan Chase Bank		N/A	06/01/21	8,750,898	8,750,898	9,379,917	9,379,917	629,019	N/A
JPMorgan Chase Bank		N/A	06/01/21	(52,041)	(52,041)	(29,593)	(29,593)	22,458	N/A
JPMorgan Chase Bank		N/A	06/01/21	(5,775)	(5,775)	(2,601)	(2,601)	3,174	N/A
Petty Cash		N/A	06/01/21	20,025	20,025	19,350	19,350	(675)	N/A
Sub Total Demand Deposits		N/A		\$ 8,139,451	\$ 8,139,451	\$ 8,452,942	\$ 8,452,942	\$ 313,491	N/A
<b>Money Market Accounts</b>									
East West MM Operating Account	East West Bank	0.0600%	06/01/21	\$ -	45,008,057 \$	60,020,277 \$	60,020,277 \$	15,012,220	3,116 \$
Texas Citizens Bank	Texas Citizens Bank		06/01/21	248,576	248,576	248,817	248,817	241	69
Sub Total Money Market Accounts				\$ 46,256,633	\$ 46,256,633	\$ 60,269,094	\$ 60,269,094	\$ 15,012,461	\$ 3,185
<b>Pool Accounts</b>									
TexPool - Operating	TexPool	0.102%	06/01/21	\$ 466,860	466,860 \$	503,247 \$	503,247 \$	36,387	7 \$
TexPool PRIME - Operating	TexPool	0.077%	06/01/21	65,005,315	65,005,315	-	-	(65,005,315)	179
LSJP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	0.0051%	06/01/21	1,533,360	1,533,360	-	-	(1,533,360)	-
LSJP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	0.1129%	06/01/21	67,005,535	67,005,535	36,503,514	36,503,514	36,503,514	3,514
Sub Total Pool Accounts				\$ 120,401,619	\$ 120,401,619	\$ 105,728,797	\$ 105,728,797	\$ (14,672,822)	\$ 3,700
Sub Total - Short Term Investments - Unrestricted Funds				\$ -	\$ -	\$ -	\$ -	\$ (14,672,822)	\$ 6,885
<b>Short-Term Investments - Restricted (Bond) Funds</b>									
<b>Pool Accounts</b>									
LSJP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0051%	06/01/21	\$ 1,823,640	1,823,640 \$	-	-	(1,823,640)	-
LSJP Corporate Overnight Fund - GOB Debt Service	Lone Star Investment Pool	0.1129%	06/01/21	11,876,335	11,876,335	4	4	(11,876,331)	4
LSJP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.1129%	06/01/21	-	-	1,441,871	1,441,871	1,441,871	145
LSJP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.1129%	06/01/21	-	-	14,682,195	14,682,195	14,682,195	1,303
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.077%	06/01/21	53,016,017	53,016,017	26,169,914	26,169,914	(26,846,103)	8,141
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.077%	06/01/21	85,002,391	85,002,391	85,020,408	85,020,408	18,017	5,608
Sub Total Pool Accounts				\$ 151,718,383	\$ 151,718,383	\$ 127,314,392	\$ 127,314,392	\$ (24,403,991)	\$ 9,106
Sub Total - Short Term Investments - Restricted (Bond) Funds				\$ -	\$ -	\$ 127,314,392	\$ 127,314,392	\$ (24,403,991)	\$ 9,106
<b>Grand Total</b>				\$ 272,120,002	\$ 272,120,002	\$ 233,043,189	\$ 233,043,189	\$ (39,076,813)	\$ 15,991

San Jacinto College Foundation  
Financial Statements  
June 2021

# San Jacinto College Foundation

## Statement of Financial Position

As of June 30, 2021

ASSETS	Current Year	Previous Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$3,123,096	\$1,845,106	\$1,277,990
Other Funds	-	-	-
Total Checking/Savings	<u>3,123,096</u>	<u>1,845,106</u>	<u>1,277,990</u>
Accounts Receivable			
Other Receivables	7,500	7,500	0
Pledge Receivables	61,000	120,000	(59,000)
Special Events Receivables	8,940	99,759	(90,819)
Sponsorship Receivable	3,500,000	4,000,000	(500,000)
Total Accounts Receivables	<u>3,577,440</u>	<u>4,227,259</u>	<u>(649,819)</u>
Other Current Assets			
Short Term Investments			
Goldman Sachs - SSF	30,000,254	0	30,000,254
Goldman Sachs	13,725,326	11,931,735	1,793,591
Capital Bank CD	0	210,396	(210,396)
Prosperity Bank	0	210,124	(210,124)
Total SJC Short Term Investments	<u>43,725,580</u>	<u>12,352,255</u>	<u>31,373,325</u>
Total Current Assets	<u>50,426,116</u>	<u>18,424,620</u>	<u>32,001,496</u>
<b>TOTAL ASSETS</b>	<b><u>\$50,426,116</u></b>	<b><u>\$18,424,620</u></b>	<b><u>\$32,001,496</u></b>
<b>LIABILITIES &amp; NET ASSETS</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	18,009	33,071	(15,062)
Programs Payable	10,275	15,637	(5,363)
Endowments Payable	91,076	80,427	10,648
Scholarship Payables	147,790	138,418	9,372
Student Success Payables	98,595	90,545	8,050
Total Accounts Payable	<u>365,744</u>	<u>358,098</u>	<u>7,646</u>
Total Current Liabilities	<u>365,744</u>	<u>358,098</u>	<u>7,646</u>
Total Liabilities	365,744	358,098	7,646
NET ASSETS			
Net Assets Without Donor Restrictions	4,149,800	3,628,929	520,871
Net Assets With Donor Restrictions	13,916,722	9,129,687	4,787,035
Net Assets	<u>18,066,522</u>	<u>12,758,615</u>	<u>5,315,552</u>
Net Income	31,993,850	5,307,906	26,685,943
Total Net Assets	<u>50,060,371</u>	<u>18,066,522</u>	<u>31,993,850</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b><u>\$50,426,116</u></b>	<b><u>\$18,424,620</u></b>	<b><u>\$32,001,496</u></b>

**San Jacinto College Foundation**  
**Statement of Activities**  
For the Period Ending June 30, 2021

	Current Year	Last Year	Effect on Net Income	Annual Budget	Actual % of Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Contributions</b>					
Grant Contributions	68,500	62,500	6,000	71,000	96%
Endowments	1,065,276	48,113	1,017,163	75,000	1420%
Program Sponsorship	30,186,792	5,369,315	24,817,476	275,000	10977%
Unrestricted	401,032	484,352	(83,320)		
Scholarships	375,741	269,628	106,113	400,000	94%
<b>Total Contributions</b>	<u>32,097,341</u>	<u>6,233,910</u>	<u>25,863,431</u>	<u>821,000</u>	
<b>Other Income</b>					
Special Events	4,562	305,196	(300,634)	-	
Investment Income	248,467	291,292	(42,825)	140,000	177%
Realized Gain / (Loss)	26,501	(5,103)	31,604	-	
Unrealized Gain / (Loss)	1,521,187	203,430	1,317,757	-	
<b>Total Other Income</b>	<u>1,800,716</u>	<u>794,815</u>	<u>1,005,901</u>	<u>140,000</u>	<u>1286%</u>
<b>Total Income</b>	33,898,057	7,028,725	26,869,333	961,000	3527%
<b>Expense</b>					
<b>Programs</b>					
Scholarships Awarded	765,066	616,047	(149,019)	450,000	170%
Programs Sponsored	565,376	408,010	(157,366)	600,000	94%
Student Success Initiatives	60,786	97,990	37,204	150,000	41%
<b>Total Programs</b>	<u>1,391,228</u>	<u>1,122,047</u>	<u>(269,181)</u>	<u>1,200,000</u>	<u>116%</u>
<b>Supporting Services</b>					
Bad Debt Expense	59,000	0	(59,000)	2,000	2950%
<b>Supporting Services</b>					
Foundation Expenses	47,748	45,149	(2,599)	33,000	145%
Management Expenses	401,032	484,352	83,320		
Fundraising Expenses	0	63,170	63,170	-	
Sponsorship Expense	5,200	6,100	900	5,000	104%
<b>Total Supporting Services</b>	<u>453,980</u>	<u>598,771</u>	<u>144,791</u>	<u>38,000</u>	<u>1195%</u>
<b>Total Expense</b>	<u>1,904,208</u>	<u>1,720,818</u>	<u>(183,389)</u>	<u>1,240,000</u>	<u>154%</u>
<b>Net Ordinary Income</b>	31,993,850	5,307,906	26,685,943	(279,000)	
Other Income / Expenses					
<b>Increase/Decrease in Net Position</b>	<u><u>\$31,993,850</u></u>	<u><u>\$5,307,906</u></u>	<u><u>\$26,685,943</u></u>	<u><u>(\$279,000)</u></u>	

San Jacinto College Foundation  
Financial Statements  
May 2021

# San Jacinto College Foundation

## Statement of Financial Position

As of May 31, 2021

ASSETS	Current Year	Previous Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$2,124,036	\$1,874,643	\$249,393
Other Funds	-	-	-
Total Checking/Savings	<u>2,124,036</u>	<u>1,874,643</u>	<u>249,393</u>
Accounts Receivable			
Other Receivables	7,500	7,500	0
Pledge Receivables	137,000	120,100	16,900
Special Events Receivables	58,960	0	58,960
Sponsorship Receivable	3,500,000	105,279	3,394,721
Total Accounts Receivables	<u>3,703,460</u>	<u>232,879</u>	<u>3,470,581</u>
Other Current Assets			
Short Term Investments			
Goldman Sachs - SSF	30,000,104	0	30,000,104
Goldman Sachs	13,639,560	11,770,718	1,868,842
Capital Bank CD	0	210,396	(210,396)
Prosperity Bank	0	210,124	(210,124)
Total SJC Short Term Investments	<u>43,639,663</u>	<u>12,191,237</u>	<u>31,448,426</u>
Total Current Assets	<u>49,467,159</u>	<u>14,298,759</u>	<u>35,168,399</u>
<b>TOTAL ASSETS</b>	<b><u>\$49,467,159</u></b>	<b><u>\$14,298,759</u></b>	<b><u>\$35,168,399</u></b>
<b>LIABILITIES &amp; NET ASSETS</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	18,509	38,919	(20,409)
Programs Payable	6,793	46,021	(39,228)
Endowments Payable	90,576	80,427	10,148
Scholarship Payables	144,240	133,418	10,822
Student Success Payables	111,310	151,055	(39,746)
Total Accounts Payable	<u>371,427</u>	<u>449,841</u>	<u>(78,413)</u>
Total Current Liabilities	<u>371,427</u>	<u>449,841</u>	<u>(78,413)</u>
Total Liabilities	371,427	449,841	(78,413)
NET ASSETS			
Net Assets Without Donor Restrictions	4,166,059	3,524,184	641,875
Net Assets With Donor Restrictions	13,967,462	9,234,431	4,733,031
Net Assets	<u>18,133,522</u>	<u>12,758,615</u>	<u>5,296,493</u>
Net Income	30,962,210	1,090,303	29,871,906
Total Net Assets	<u>49,095,731</u>	<u>13,848,919</u>	<u>35,246,813</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b><u>\$49,467,159</u></b>	<b><u>\$14,298,759</u></b>	<b><u>\$35,168,399</u></b>

**San Jacinto College Foundation**  
**Statement of Activities**  
For the Period Ending May 31, 2021

	Current Year	Last Year	Effect on Net Income	Annual Budget	Actual % of Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Contributions</b>					
Grant Contributions	28,500	32,500	(4,000)	71,000	40%
Endowments	65,186	48,023	17,163	75,000	87%
Program Sponsorship	30,184,704	1,361,135	28,823,569	275,000	10976%
Scholarships	365,664	254,994	110,670	400,000	91%
<b>Total Contributions</b>	<u>30,644,054</u>	<u>1,696,652</u>	<u>28,947,402</u>	<u>821,000</u>	<u>3733%</u>
<b>Other Income</b>					
Special Events	4,562	295,262	(290,700)	-	
Investment Income	212,727	250,845	(38,118)	140,000	152%
Realized Gain / (Loss)	25,593	(4,902)	30,495	-	
Unrealized Gain / (Loss)	1,471,899	82,983	1,388,915	-	
<b>Total Other Income</b>	<u>1,714,780</u>	<u>624,188</u>	<u>1,090,591</u>	<u>140,000</u>	<u>1225%</u>
<b>Total Income</b>	32,358,834	2,320,841	30,037,993	961,000	3367%
<b>Expense</b>					
<b>Programs</b>					
Scholarships Awarded	758,034	610,297	(147,737)	450,000	168%
Programs Sponsored	553,491	361,910	(191,581)	600,000	92%
Student Success Initiatives	60,786	134,972	74,186	150,000	41%
<b>Total Programs</b>	<u>1,372,311</u>	<u>1,107,180</u>	<u>(265,131)</u>	<u>1,200,000</u>	<u>114%</u>
<b>Supporting Services</b>					
Bad Debt Expense	0	0	0	2,000	0%
<b>Supporting Services</b>					
Foundation Expenses	19,113	44,588	25,475	33,000	58%
Fundraising Expenses	0	72,670	72,670	-	
Sponsorship Expense	5,200	6,100	900	5,000	104%
<b>Total Supporting Services</b>	<u>24,313</u>	<u>123,358</u>	<u>99,044</u>	<u>38,000</u>	<u>64%</u>
<b>Total Expense</b>	<u>1,396,625</u>	<u>1,230,538</u>	<u>(166,087)</u>	<u>1,240,000</u>	<u>113%</u>
<b>Net Ordinary Income</b>	30,962,210	1,090,303	29,871,906	(279,000)	
Other Income / Expenses					
<b>Increase/Decrease in Net Position</b>	<u>\$30,962,210</u>	<u>\$1,090,303</u>	<u>\$29,871,906</u>	<u>(\$279,000)</u>	

Capital Improvement Program  
June 30, 2021

## 2008 Bond Program

Report as of June 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
<b>Central</b>									
721918 - CC Chiller Optimization	-	350,000	350,000	-	350,000	-	335,000	15,000	95.71%
721919 - CC Install Backup Chiller C26	-	175,000	175,000	-	175,000	12,500	10,500	152,000	13.14%
<b>Sub-total</b>	-	525,000	525,000	-	525,000	12,500	345,500	167,000	68.19%
<b>North</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>South</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>District</b>									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,297,602)	328,658	-	328,658	-	-	328,658	-
726907 - Wayfinding Signage	50,000	939,076	989,076	10,924	1,000,000	43,253	629,273	327,474	67.25%
726923 - Replace HVAC, A1	-	350,000	350,000	-	350,000	9,375	28,125	312,500	10.71%
<b>Sub-total</b>	14,676,260	(3,402,579)	11,273,681	(9,595,023)	1,678,658	52,628	657,398	968,632	6.30%
<b>2008 Contingency Supplemental Projects</b>									
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	200,000	-	-	200,000	-
<b>Sub-total</b>	-	200,000	200,000	-	200,000	-	-	200,000	-
<b>Supplemental Projects closed</b>									
<b>Sub-total</b>	-	4,169,567	4,169,567	-	4,169,567	-	4,169,567	-	100.00%
<b>Projects closed</b>									
<b>Sub-total</b>	280,323,740	(1,491,988)	278,831,752	9,595,023	288,426,775	-	288,426,775	-	100.00%
<b>TOTALS</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>65,128</b>	<b>293,599,240</b>	<b>1,335,632</b>	<b>99.55%</b>

## 2015 Bond Program

Report as of June 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
<b>Central</b>									
731601 - CC Petrochemical Center	52,450,000	(3,305,414)	49,144,586	2,154,564	51,299,150	7,963	51,180,160	111,027	99.78%
71601A - CC Petrochem Process Plant	-	6,349,985	6,349,985	278,392	6,628,377	-	6,628,377	-	100.00%
71601B - CC Petrochem Extended Site Development	-	6,980,912	6,980,912	306,052	7,286,964	144,249	6,310,345	832,371	88.58%
731602 - CC Welcome Center	16,600,000	1,313,953	17,913,953	578,824	18,492,777	13,663	18,470,345	8,769	99.95%
71602A - CC Welcome Center Site Development	-	2,906,100	2,906,100	93,900	3,000,000	1,166,365	259,321	1,574,314	47.52%
731603 - CC Class Room Building	47,155,000	8,195,219	55,350,219	1,788,440	57,138,659	22,747,625	26,664,272	7,726,762	86.48%
731604 - CC Central Data Closets	2,444,000	(1,271,154)	1,172,846	37,896	1,210,742	-	1,187,732	23,010	98.10%
731605 - CC Central Access Security	1,852,000	(204,840)	1,647,160	53,222	1,700,382	112,941	1,138,688	448,753	73.61%
731606 - CC Frels Renovation	1,153,000	2,899,106	4,052,106	130,929	4,183,035	106,806	3,966,386	109,843	97.37%
731607 - CC Davison Building Renovation	14,970,000	(4,787,356)	10,182,644	329,015	10,511,659	217,957	10,288,009	5,693	99.95%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,253,702)	11,431,298	369,361	11,800,659	502,155	11,298,504	-	100.00%
71608A - CC McCollum Center Reno Phase II	-	10,483,421	10,483,421	338,733	10,822,154	5,008,242	2,133,878	3,680,034	66.00%
731609 - CC McCollum North Renovation	2,535,000	(598,971)	1,936,029	62,556	1,998,585	-	126,042	1,872,543	6.31%
731610 - CC Ball Demolition	1,725,000	(125,899)	1,599,101	51,669	1,650,770	-	1,649,557	1,213	99.93%
731611 - CC Anderson Demolition	2,654,000	(301,222)	2,352,778	76,021	2,428,800	-	2,428,800	-	100.00%
731612 - CC Stadium and Track Demolition	174,000	(109,420)	64,580	2,087	66,667	-	66,667	-	100.00%
731613 - CC Central DDC Network	1,160,000	356,233	1,516,233	48,992	1,565,225	86,311	1,168,201	310,713	80.15%
731614 - CC Central Plant Upgrades	1,160,000	64,838	1,224,838	39,576	1,264,415	-	1,263,670	745	99.94%
<b>Sub-total</b>	<b>170,717,000</b>	<b>15,591,790</b>	<b>186,308,790</b>	<b>6,740,229</b>	<b>193,049,019</b>	<b>30,114,277</b>	<b>146,228,953</b>	<b>16,705,789</b>	<b>91.35%</b>
<b>North</b>									
732601 - NC Cosmetology & Culinary Center	22,845,000	(55,513)	22,789,487	736,359	23,525,846	70,248	23,455,599	-	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	(434,006)	215,994	6,979	222,973	-	222,854	119	99.95%
732605 - NC North Access/Security	877,000	(95,040)	781,960	25,266	807,226	23,618	427,390	356,219	55.87%
732606 - NC Wheeler Renovation	14,300,000	(2,334,938)	11,965,062	386,607	12,351,669	2,688,171	8,871,181	792,317	93.59%
732607 - NC Brightwell Renovation	6,628,000	1,176,926	7,804,926	252,188	8,057,114	3,262,879	4,762,621	31,613	99.61%
732608 - NC Spencer Renovation	13,000,000	(2,124,814)	10,875,186	351,392	11,226,578	2,494,961	8,731,617	-	100.00%
732609 - NC North DDC Network	580,000	178,117	758,117	24,496	782,613	62,323	615,014	105,275	86.55%
732610 - NC Underground Utility Tunnel	11,600,000	(7,661,638)	3,938,362	127,254	4,065,616	-	4,016,439	49,177	98.79%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-
732613 - NC Burleson Renovation	-	3,547,453	3,547,453	114,623	3,662,076	290,975	3,304,036	67,065	98.17%
<b>Sub-total</b>	<b>78,395,000</b>	<b>(15,066,940)</b>	<b>63,328,060</b>	<b>2,046,215</b>	<b>65,374,275</b>	<b>8,893,174</b>	<b>55,079,314</b>	<b>1,401,787</b>	<b>97.86%</b>

## 2015 Bond Program

Report as of June 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
<b>South</b>									
733601 - SC Engineering & Technology Center	28,400,000	(7,002,085)	21,397,915	691,395	22,089,310	-	22,038,055	51,255	99.77%
733602 - SC Cosmetology Center	16,213,000	(1,400,207)	14,812,793	478,621	15,291,414	25,809	15,220,624	44,981	99.71%
733603 - SC Longenecker Renovation	22,555,000	(2,402,252)	20,152,748	651,162	20,803,911	234,249	20,189,789	379,873	98.17%
733604 - SC South Data Closets	765,000	(155,197)	609,803	19,704	629,507	-	627,326	2,181	99.65%
733605 - SC South Primary Electrical Upgrade	5,800,000	966,625	6,766,625	218,639	6,985,264	86,958	2,849,314	4,048,991	42.04%
733606 - SC South Access/ Security	599,000	153,993	752,993	24,330	777,324	149,655	569,745	57,924	92.55%
733607 - SC South HW/CW Relocation	10,266,000	(6,914,146)	3,351,854	108,303	3,460,157	-	3,460,157	-	100.00%
733608 - SC Domestic Water System Rehabilitation	1,160,000	823,697	1,983,697	64,096	2,047,792	44,329	1,073,520	929,943	54.59%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Renovation	13,803,000	4,948,177	18,751,177	605,876	19,357,053	11,808,281	4,367,005	3,181,767	83.56%
73610A - SC Jones Central Plant Relocation	-	10,573,572	10,573,572	341,646	10,915,218	2,214,563	6,663,096	2,037,558	81.33%
733611 - SC Bruce Student Center Renovation	10,400,000	(8,225,107)	2,174,893	70,274	2,245,167	142,809	2,053,019	49,339	97.80%
733612 - SC HVAC Tech	312,000	2,325,816	2,637,816	85,231	2,723,048	56,735	2,656,993	9,320	99.66%
733613 - SC South DDC Network	580,000	178,117	758,117	24,496	782,613	92,579	605,413	84,621	89.19%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,390,789	5,390,789	174,184	5,564,973	5,994	5,558,979	-	100.00%
<b>Sub-total</b>	<b>116,438,000</b>	<b>(6,323,208)</b>	<b>110,114,792</b>	<b>3,557,957</b>	<b>113,672,749</b>	<b>14,861,960</b>	<b>87,933,034</b>	<b>10,877,755</b>	<b>90.43%</b>
<b>Maritime</b>									
736603 - MC Maritime Expansion	28,000,000	(27,031,300)	968,700	31,300	1,000,000	361,610	207,308	431,082	56.89%
76603A - MC Maritime Fire Program Relocation	-	1,916,000	1,916,000	84,000	2,000,000	16,952	1,788,345	194,703	90.26%
<b>Sub-total</b>	<b>28,000,000</b>	<b>(25,115,300)</b>	<b>2,884,700</b>	<b>115,300</b>	<b>3,000,000</b>	<b>378,562</b>	<b>1,995,652</b>	<b>625,786</b>	<b>79.14%</b>
<b>Generation Park</b>									
726601 - Generation Park	-	5,554,666	5,554,666	813,800	6,368,466	370,084	3,887,302	2,111,080	66.85%
<b>Sub-total</b>	<b>-</b>	<b>5,554,666</b>	<b>5,554,666</b>	<b>813,800</b>	<b>6,368,466</b>	<b>370,084</b>	<b>3,887,302</b>	<b>2,111,080</b>	<b>66.85%</b>
<b>Admin</b>									
736602 - College Development	30,000,000	(29,927,750)	72,250	-	72,250	-	71,369	881	98.78%
736604 - Dist Construction Studies	283,820	35,776	319,596	-	319,596	-	319,596	-	100.00%
76605A - CW Deferred Maintenance	-	13,227,072	13,227,072	427,384	13,654,456	1,944,577	175,821	11,534,058	15.53%
736606 - Parking Garage	-	20,000,000	20,000,000	-	20,000,000	-	-	20,000,000	-
720100 - Program Management - AECOM	-	11,609,660	11,609,660	(10,877,877)	731,784	164,493	665	566,626	22.57%
720100 - Program Management - Other	-	2,823,009	2,823,009	(2,823,009)	-	-	-	-	-
736601 - Contingency	1,166,180	7,591,226	8,757,406	-	8,757,406	-	-	8,757,406	-
<b>Sub-total</b>	<b>31,450,000</b>	<b>25,358,992</b>	<b>56,808,992</b>	<b>(13,273,501)</b>	<b>43,535,491</b>	<b>2,109,070</b>	<b>567,451</b>	<b>40,858,971</b>	<b>6.15%</b>
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>56,727,127</b>	<b>295,691,706</b>	<b>72,581,167</b>	<b>82.92%</b>

Note: Budget adjustments discussed at the June 25, 2021 Board Retreat are reflected.

## Generation Park

Report as of June 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
<b>Generation Park - 726601</b>									
904605 - 2015 Revenue Bond - 726601	6,787,977	-	6,787,977	-	6,787,977	-	6,787,977	-	100.00%
929603 - Operational - 726601	8,843,556	-	8,843,556	-	8,843,556	2,658	8,824,538	16,360	99.82%
901609 - 2015 Bond - 726601	6,368,466	-	6,368,466	-	6,368,466	370,084	3,887,302	2,111,080	66.85%
901610 - Generation Park Site Infrastructure - 726601	4,000,000	-	4,000,000	-	4,000,000	100	3,991,275	8,625	99.78%
901610 - Generation Park Parking Lot - 76601A	3,521,892	-	3,521,892	-	3,521,892	2,252,975	170,025	1,098,892	68.80%
<b>TOTALS</b>	<b>29,521,892</b>	<b>-</b>	<b>29,521,892</b>	<b>-</b>	<b>29,521,892</b>	<b>2,625,817</b>	<b>23,661,118</b>	<b>3,234,957</b>	<b>89.04%</b>

## Repair and Renovation

Report as of June 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
<b>Central</b>									
F21004 - CC - Central Misc.	-	27,439	27,439	-	27,439	3,101	12,866	11,472	58%
F21029 - CC - C11 Window Glaze and Tint	-	7,340	7,340	-	7,340	7,340	-	-	100%
F21033 - CC - C34 Flag Pole Remove and Relocate	-	5,436	5,436	-	5,436	5,436	-	-	100%
F21034 - CC - C45 Dow Classroom Tables	-	5,914	5,914	-	5,914	5,914	-	-	100%
F21035 - CC - C20 Roller Shades	-	19,230	19,230	-	19,230	19,230	-	-	100%
<b>Sub-total</b>	-	65,359	65,359	-	65,359	41,021	12,866	11,472	82%
<b>North</b>									
F21003 - NC - Nail Tech Electrical and Ventilation	-	9,320	9,320	-	9,320	4,819	-	4,501	52%
F21005 - NC - North Misc	-	10,000	10,000	-	10,000	-	-	10,000	-
<b>Sub-total</b>	-	19,320	19,320	-	19,320	4,819	-	14,501	-
<b>South</b>									
F21006 - SC - South Misc.	-	15,586	15,586	-	15,586	-	5,187	10,399	33%
F21022 - SC - S1 Water Purification System	-	34,852	34,852	-	34,852	8,619	26,186	47	100%
<b>Sub-total</b>	-	50,438	50,438	-	50,438	8,619	31,373	10,446	79%
<b>District</b>									
F21007 - DIST - Campus Misc.	-	10,000	10,000	-	10,000	-	336	9,664	3%
F21031 - DIST - A1.210-212 Configuration	-	5,426	5,426	-	5,426	5,426	-	-	100%
<b>Sub-total</b>	-	15,426	15,426	-	15,426	5,426	336	9,664	37%
<b>Contingency (720700) -Major Repairs</b>									
<b>Sub-total</b>	200,000	(178,440)	21,560	-	21,560	-	-	21,560	-
<b>Projects Closed</b>									
F21015 - CC - C20 Canopy Repair	-	8,400	8,400	-	8,400	-	8,400	-	100%
F21020 - CC - C11 Tier 1 Upgrade	-	11,491	11,491	-	11,491	-	11,491	-	100%
F21027 - CC - Golf Course Tree Removal	-	23,075	23,075	-	23,075	-	23,075	-	100%
F21010 - DIST - Maritime Gate & Seat	-	8,492	8,492	-	8,492	-	8,492	-	100%
<b>Sub-total</b>	-	51,458	51,458	-	51,458	-	51,458	-	100%
<b>TOTALS</b>	<b>200,000</b>	<b>23,561</b>	<b>223,561</b>	<b>-</b>	<b>223,561</b>	<b>59,885</b>	<b>96,033</b>	<b>67,643</b>	<b>70%</b>

Capital Improvement Program  
May 31, 2021

## 2008 Bond Program

Report as of May 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
<b>Central</b>									
721918 - CC Chiller Optimization	-	350,000	350,000	-	350,000	33,500	301,500	15,000	95.71%
721919 - CC Install Backup Chiller C26	-	175,000	175,000	-	175,000	12,500	10,500	152,000	13.14%
<b>Sub-total</b>	-	525,000	525,000	-	525,000	46,000	312,000	167,000	68.19%
<b>North</b>									
	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>South</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>District</b>									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,297,602)	328,658	-	328,658	-	-	328,658	-
726907 - Wayfinding Signage	50,000	939,076	989,076	10,924	1,000,000	43,253	629,273	327,474	67.25%
726923 - Replace HVAC, A1	-	350,000	350,000	-	350,000	9,375	28,125	312,500	10.71%
<b>Sub-total</b>	14,676,260	(3,402,579)	11,273,681	(9,595,023)	1,678,658	52,628	657,398	968,632	6.30%
<b>2008 Contingency Supplemental Projects</b>									
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	200,000	-	-	200,000	-
<b>Sub-total</b>	-	200,000	200,000	-	200,000	-	-	200,000	-
<b>Supplemental Projects closed</b>									
<b>Sub-total</b>	-	4,169,567	4,169,567	-	4,169,567	-	4,169,567	-	100.00%
<b>Projects closed</b>									
<b>Sub-total</b>	280,323,740	(1,491,988)	278,831,752	9,595,023	288,426,775	-	288,426,775	-	100.00%
<b>TOTALS</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>98,628</b>	<b>293,565,740</b>	<b>1,335,632</b>	<b>99.55%</b>

## 2015 Bond Program

Report as of May 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
<b>Central</b>									
731601 - CC Petrochemical Center	52,450,000	(3,305,414)	49,144,586	2,154,564	51,299,150	276,385	50,908,923	113,842	99.78%
71601A - CC Petrochem Process Plant	-	6,349,985	6,349,985	278,392	6,628,377	-	6,628,377	-	100.00%
71601B - CC Petrochem Extended Site Development	-	6,980,912	6,980,912	306,052	7,286,964	19,256	6,310,345	957,364	86.86%
731602 - CC Welcome Center	16,600,000	1,498,375	18,098,375	584,783	18,683,158	22,432	18,470,345	190,382	98.98%
71602A - CC Welcome Center Site Development	-	2,906,100	2,906,100	93,900	3,000,000	52,752	256,140	2,691,108	10.30%
731603 - CC Class Room Building	47,155,000	8,195,219	55,350,219	1,788,440	57,138,659	24,824,668	23,271,003	9,042,988	84.17%
731604 - CC Central Data Closets	2,444,000	(663,779)	1,780,221	57,521	1,837,742	-	1,187,732	650,010	64.63%
731605 - CC Central Access Security	1,852,000	289,991	2,141,991	69,211	2,211,202	129,002	1,122,626	959,573	56.60%
731606 - CC Frels Renovation	1,153,000	2,934,789	4,087,789	132,082	4,219,871	109,386	3,957,905	152,579	96.38%
731607 - CC Davison Building Renovation	14,970,000	(4,787,356)	10,182,644	329,015	10,511,659	157,235	10,251,552	102,873	99.02%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,253,702)	11,431,298	369,361	11,800,659	1,162,683	10,637,976	-	100.00%
71608A - CC McCollum Center Reno Phase II	-	10,483,421	10,483,421	338,733	10,822,154	6,598,964	528,611	3,694,579	65.86%
731609 - CC McCollum North Renovation	2,535,000	1,214,962	3,749,962	121,166	3,871,128	-	126,042	3,745,086	3.26%
731610 - CC Ball Demolition	1,725,000	(125,899)	1,599,101	51,669	1,650,770	100	1,649,457	1,213	99.93%
731611 - CC Anderson Demolition	2,654,000	(236,919)	2,417,081	78,099	2,495,180	52	2,428,748	66,380	97.34%
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	86,311	1,168,201	310,713	80.15%
731614 - CC Central Plant Upgrades	1,160,000	68,603	1,228,603	39,698	1,268,301	-	1,263,670	4,631	99.63%
<b>Sub-total</b>	<b>170,717,000</b>	<b>18,796,101</b>	<b>189,513,101</b>	<b>6,843,765</b>	<b>196,356,866</b>	<b>33,439,226</b>	<b>140,234,320</b>	<b>22,683,320</b>	<b>88.45%</b>
<b>North</b>									
732601 - NC Cosmetology & Culinary Center	22,845,000	638,019	23,483,019	758,768	24,241,787	101,510	23,455,170	685,107	97.17%
732602 - NC North Data Closets	915,000	(101,577)	813,423	26,283	839,706	-	672,564	167,142	80.10%
732604 - NC Lehr Library Demolition	650,000	(434,122)	215,878	6,975	222,854	-	222,854	-	100.00%
732605 - NC North Access/Security	877,000	147,246	1,024,246	33,095	1,057,341	23,618	427,390	606,334	42.65%
732606 - NC Wheeler Renovation	14,300,000	(53,625)	14,246,375	468,471	14,714,846	2,949,440	8,594,311	3,171,095	78.45%
732607 - NC Brightwell Renovation	6,628,000	2,063,151	8,691,151	280,823	8,971,974	4,228,390	3,772,714	970,870	89.18%
732608 - NC Spencer Renovation	13,000,000	(2,003,815)	10,996,185	347,150	11,343,335	2,659,419	8,563,559	120,357	98.94%
732609 - NC North DDC Network	580,000	178,117	758,117	24,496	782,613	62,323	615,014	105,275	86.55%
732610 - NC Underground Utility Tunnel	11,600,000	(7,623,969)	3,976,031	128,471	4,104,502	-	4,016,439	88,063	97.85%
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	-	3,803,606	3,803,606	122,900	3,926,506	403,605	3,188,941	333,959	91.49%
<b>Sub-total</b>	<b>78,395,000</b>	<b>(10,386,968)</b>	<b>68,008,032</b>	<b>2,197,431</b>	<b>70,205,463</b>	<b>10,428,305</b>	<b>53,528,956</b>	<b>6,248,202</b>	<b>91.10%</b>

## 2015 Bond Program

Report as of May 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
<b>South</b>									
733601 - SC Engineering & Technology Center	28,400,000	(5,795,907)	22,604,093	730,369	23,334,462	-	22,038,055	1,296,407	94.44%
733602 - SC Cosmetology Center	16,213,000	(1,199,010)	15,013,990	485,122	15,499,112	25,809	15,220,624	252,679	98.37%
733603 - SC Longenecker Renovation	22,555,000	(2,274,884)	20,280,116	664,794	20,944,911	228,931	20,191,507	524,473	97.50%
733604 - SC South Data Closets	765,000	(98,044)	666,956	21,550	688,507	14,585	612,741	61,181	91.11%
733605 - SC South Primary Electrical Upgrade	5,800,000	966,625	6,766,625	218,639	6,985,264	126,228	2,809,842	4,049,194	42.03%
733606 - SC South Access/ Security	599,000	105,558	704,558	22,765	727,324	149,655	569,745	7,924	98.91%
733607 - SC South HW/CW Relocation	10,266,000	(6,589,827)	3,676,173	118,782	3,794,955	-	3,460,157	334,798	91.18%
733608 - SC Domestic Water System Rehabilitation	1,160,000	823,696	1,983,696	64,096	2,047,792	136,596	966,253	944,943	53.86%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Renovation	13,803,000	4,948,177	18,751,177	605,876	19,357,053	13,291,033	2,866,053	3,199,967	83.47%
73610A - SC Jones Cenral Plant Relocation	-	10,573,572	10,573,572	341,646	10,915,218	2,781,321	6,096,339	2,037,558	81.33%
733611 - SC Bruce Student Center Renovation	10,400,000	(8,225,107)	2,174,893	70,274	2,245,167	142,809	2,053,019	49,339	97.80%
733612 - SC HVAC Tech	312,000	2,372,314	2,684,314	86,734	2,771,048	56,734	2,656,993	57,321	97.93%
733613 - SC South DDC Network	580,000	178,117	758,117	24,496	782,613	72,561	604,418	105,634	86.50%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,574,163	5,574,163	170,712	5,744,875	122,456	5,442,517	179,902	96.87%
<b>Sub-total</b>	<b>116,438,000</b>	<b>(4,225,556)</b>	<b>112,212,444</b>	<b>3,625,855</b>	<b>115,838,299</b>	<b>17,148,717</b>	<b>85,588,261</b>	<b>13,101,321</b>	<b>88.69%</b>
<b>Maritime</b>									
736603 - MC Maritime Expansion	28,000,000	(27,031,300)	968,700	31,300	1,000,000	123,352	16,816	859,832	14.02%
76603A - MC Maritime Fire Program Relocation	-	1,916,000	1,916,000	84,000	2,000,000	16,952	1,788,345	194,703	90.26%
<b>Sub-total</b>	<b>28,000,000</b>	<b>(25,115,300)</b>	<b>2,884,700</b>	<b>115,300</b>	<b>3,000,000</b>	<b>140,304</b>	<b>1,805,161</b>	<b>1,054,535</b>	<b>64.85%</b>
<b>Generation Park</b>									
726601 - Generation Park	-	6,169,133	6,169,133	199,333	6,368,466	370,819	3,886,567	2,111,080	66.85%
<b>Sub-total</b>	<b>-</b>	<b>6,169,133</b>	<b>6,169,133</b>	<b>199,333</b>	<b>6,368,466</b>	<b>370,819</b>	<b>3,886,567</b>	<b>2,111,080</b>	<b>66.85%</b>
<b>Admin</b>									
736602 - College Development	30,000,000	(29,927,750)	72,250	-	72,250	-	71,369	881	98.78%
736604 - Dist Construction Studies	283,820	35,776	319,596	-	319,596	-	319,596	-	100.00%
76605A - CW Deferred Maintenance	-	11,728,319	11,728,319	378,958	12,107,277	482,756	68,968	11,555,552	4.56%
736606 - Parking Garage	-	20,000,000	20,000,000	-	20,000,000	-	-	20,000,000	-
720100 - Program Management - AECOM	-	11,269,416	11,269,416	(10,537,632)	731,783	165,158	-	566,625	22.57%
720100 - Program Management - Other	-	2,823,009	2,823,009	(2,823,009)	-	-	-	-	-
736601 - Contingency	1,166,180	(1,166,180)	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>31,450,000</b>	<b>14,762,590</b>	<b>46,212,590</b>	<b>(12,981,684)</b>	<b>33,230,906</b>	<b>647,914</b>	<b>459,933</b>	<b>32,123,059</b>	<b>3.33%</b>
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>62,175,285</b>	<b>285,503,198</b>	<b>77,321,517</b>	<b>81.81%</b>

## Generation Park

Report as of May 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
<b>Generation Park - 726601</b>									
904605 - 2015 Revenue Bond - 726601	6,787,977	-	6,787,977	-	6,787,977	-	6,787,977	-	100.00%
929603 - Operational - 726601	8,843,556	-	8,843,556	-	8,843,556	3,355	8,823,842	16,360	99.82%
901609 - 2015 Bond - 726601	6,368,466	-	6,368,466	-	6,368,466	370,819	3,886,567	2,111,080	66.85%
901610 - Generation Park Site Infrastructure - 726601	4,000,000	-	4,000,000	-	4,000,000	100	3,991,275	8,625	99.78%
901610 - Generation Park Parking Lot - 76601A	3,521,892	-	3,521,892	-	3,521,892	100,400	159,600	3,261,892	7.38%
<b>TOTALS</b>	<b>29,521,892</b>	<b>-</b>	<b>29,521,892</b>	<b>-</b>	<b>29,521,892</b>	<b>474,674</b>	<b>23,649,261</b>	<b>5,397,957</b>	<b>81.72%</b>

## Repair and Renovation

Report as of May 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
<b>Central</b>									
F21004 - CC - Central Misc.	-	27,439	27,439	-	27,439	-	12,866	14,573	47%
F21029 - CC - C11 Window Glaze and Tint	-	7,340	7,340	-	7,340	7,340	-	-	100%
F21033 - CC - C34 Flag Pole Remove and Relocate	-	5,436	5,436	-	5,436	5,436	-	-	100%
<b>Sub-total</b>	-	40,215	40,215	-	40,215	12,776	12,866	14,573	64%
<b>North</b>									
F21005 - NC - North Misc	-	10,000	10,000	-	10,000	-	-	10,000	-
F21003 - NC - Nail Tech Electrical and Ventilation	-	9,320	9,320	-	9,320	4,819	-	4,501	52%
<b>Sub-total</b>	-	19,320	19,320	-	19,320	4,819	-	14,501	25%
<b>South</b>									
F21006 - SC - South Misc.	-	15,586	15,586	-	15,586	-	5,187	10,399	33%
F21022 - SC - S1 Water Purification System	-	34,852	34,852	-	34,852	-	26,186	8,666	75%
<b>Sub-total</b>	-	50,438	50,438	-	50,438	-	31,373	19,065	62%
<b>District</b>									
F21007 - DIST - Campus Misc.	-	10,000	10,000	-	10,000	-	336	9,664	3%
<b>Sub-total</b>	-	10,000	10,000	-	10,000	-	336	9,664	3%
<b>Contingency (720700) -Major Repairs</b>	200,000	(147,870)	52,130	-	52,130	-	-	52,130	-
<b>Sub-total</b>	200,000	(147,870)	52,130	-	52,130	-	-	52,130	-
<b>Projects Closed</b>									
F21015 - CC - C20 Canopy Repair	-	8,400	8,400	-	8,400	-	8,400	-	100%
F21020 - CC - C11 Tier 1 Upgrade	-	11,491	11,491	-	11,491	-	11,491	-	100%
F21027 - CC - Golf Course Tree Removal	-	23,075	23,075	-	23,075	-	23,075	-	100%
F21010 - DIST - Maritime Gate & Seat	-	8,492	8,492	-	8,492	-	8,492	-	100%
<b>Sub-total</b>	-	51,458	51,458	-	51,458	-	51,458	-	100%
<b>TOTALS</b>	<b>200,000</b>	<b>23,561</b>	<b>223,561</b>	<b>-</b>	<b>223,561</b>	<b>17,595</b>	<b>96,033</b>	<b>109,933</b>	<b>51%</b>

**Action Item “VIII”  
Regular Board Meeting August 2, 2021  
Assignments for Board Committees and  
San Jacinto College Foundation - For Information Only**

**ADMINISTRATION RECOMMENDATION/REPORT**

This item is for informational purposes only. No formal Board action is required.

**BACKGROUND**

Board Committees

While the Board of Trustees of San Jacinto Community College District functions as a Board of the whole, standing committees have been established in the past. Such committees are utilized for ongoing major activities and provide an opportunity for full use of the Board member’s time, commitment, and expertise. Such committees review recommendations for approval by the entire Board, and they do not supplant the responsibility of the full Board of Trustees. The bylaws for the Board of Trustees provide that the Board Chair may appoint members to the committees.

The Board’s bylaws define two Board Committees: Building Committee and Finance Committee. The Building Committee may receive and review recommendations prior to recommending actions to the Board of Trustees for master planning and developing, including: facility and infrastructure needs assessment, construction, and other capital improvement projects, budget requirements, bids and awarding contracts, major change orders, and acceptance of completed projects. The Finance Committee may receive and review recommendations prior to recommending actions to the Board of Trustees for the annual audit report, investment policy changes and strategies, budget assumptions and updates, debt analysis, revenue and expense analysis, procurement recommendations, and other fiscal strategies and impacts. The Finance Committee also reviews the action plan, audit reports, and other recommendations from the College’s Internal Audit Department.

San Jacinto College Foundation (SJCF)

The SJCF was created in 1996 as a separate 501(c)(3), and its bylaws provide that up to three (3) director positions may be held by members of the Board of Trustees. The normal terms for Foundation Directors are four (4) years but may be for shorter terms as needed.

**IMPACT OF THIS ACTION**

Board Committees

Chair Marie Flickinger appoints the membership of each committee as follows:

Finance Committee 1. \_\_\_\_\_, Committee Chair  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Building Committee 1. \_\_\_\_\_, Committee Chair  
2. \_\_\_\_\_  
3. \_\_\_\_\_

As Chair, Trustee Flickinger will serve on both committees.

**Action Item "VIII"**  
**Regular Board Meeting August 2, 2021**  
**Assignments for Board Committees and**  
**San Jacinto College Foundation - For Information Only**

It is anticipated that each committee will meet monthly. All meetings will be posted according to the Open Meetings Act which will allow Trustees to attend meetings of each committee. Minutes from each committee will be included as an informational item in the monthly materials provided for the Board of Trustees.

San Jacinto College Foundation (SJCF)

The following trustees will serve on the Board of Directors for the SJCF:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

It is anticipated that the SJCF will have bi-monthly or quarterly meetings.

Monthly Financial Statements and donor reports, along with the annual audit of the SJCF, are provided as an informational item in the monthly materials for the Board of Trustees.

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

None

**MONITORING AND REPORTING TIMELINE**

Committee appointments will be reviewed as needed but no longer than every two years from appointment.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Marie Flickinger	281-998-6100	marie.flickinger@sjcd.edu
Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu

**Action Item “IX”**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval of Amendment to the 2020-2021 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 2020-2021 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 in order to provide the access to funding to meet the objectives set forth within the grant requirements. This budget amendment request includes the additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants received during the months of June and July 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 \$65,174 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-08-02-21

Attachment 2- Grant Detail-08-02-21

**RESOURCE PERSONNEL**

Teri Zamora

281-998-6306

[teri.zamora@sjcd.edu](mailto:teri.zamora@sjcd.edu)

Tomoko Olson

281-998-6146

[tomoko.olson@sjcd.edu](mailto:tomoko.olson@sjcd.edu)

SAN JACINTO COLLEGE DISTRICT  
Federal, State, and Local Grant Amendments  
August 2, 2021

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Health and Human Services/Centers for Disease Control and Prevention/League for Innovation -</u>					
<u>Project Firstline: Infection Control Infusion into Community College Curriculum (New Grant)</u>					
Federal Grant Revenue	539351	56700	554100	110000	(49,774)
Non-Instructional Labor	539351	56700	610000	460911	1,980
PT - Institutional	539351	56700	614100	460911	12,000
PT - Extra Service Agreement	539351	56700	614200	460911	12,584
Fringe Benefits	539351	56700	650000	460911	4,470
Supplies	539351	56700	710000	460911	7,404
Contractual Svcs - Indirect costs	539351	56700	731500	620909	11,336
					\$ -
 <u>Texas Workforce Commission - San Jacinto College in Partnership with a Maritime Consortium 2020-2021</u>					
<u>(Additional Funds)</u>					
State Grant Revenue	551038	56700	554200	110000	(15,400)
Student Aid - Scholarships	551038	56700	751009	520235	15,400
					-
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 Health and Human Services	\$	49,774
Texas Workforce Commission		15,400
	\$	65,174

August 02, 2021 Board Book – Grant Amendments Detail List

U.S. Department of Health and Human Services/Centers for Disease Control and Prevention/League for Innovation -Project Firstline: Infection Control Infusion into Community College Curriculum (New Grant)

This award from The League for Innovation in the Community College, in partnership with the American Hospital Association (AHA) via Health Research & Educational Trust (HRET) and Centers for Disease Control and Prevention, provides San Jacinto College the opportunity to participate in Project Firstline, an initiative focused on aligning infection control practice across education, experiential learning, and workplace settings in health care and allied fields. Working with project partners and their consultants the San Jacinto College project team will review, enhance, and implement infection control and prevention (IPC) components of existing program curriculum in the Emergency Medical Services Program.

Texas Workforce Commission - San Jacinto College in Partnership with a Maritime Consortium 2020-2021(Additional Funds)

The project will provide training to new and current workers of participating businesses during industry downtime. Upon completion of training, the business partners expect their participant employees to have updated workforce skills that meet U.S. Coast Guard standards, regulations, and certification requirements. Tangible goals for the business partner's relationship with employees are increased employee loyalty, retention, performance, and productivity. Ultimately this project will provide promotion opportunities for employees. Project participants must be full-time employees from one of the business partners and the partner businesses must be current contributors of Texas Unemployment Insurance Taxes. Project partners include Buffalo Marine Services, G & H Towing Company, Genesis Energy and Kirby Inland Marine.

**Action Item “X”**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval of Updates to the 2019-2024 Strategic Plan**

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve updates to the strategic goals, strategies, and underlying assumptions in the 2019-2024 Strategic Plan.

### **BACKGROUND**

The 2019-2024 Strategic Plan was approved by the Board of Trustees on May 6, 2019 and was developed based on significant feedback from the College community, student feedback, data reviews, and several Board and Strategic Leadership Team (SLT) planning retreats. A new College Vision and Mission Statement, as well as updated Values were also approved at that time.

As part of the College’s focus on continuous improvement, revisions are being recommended to the Strategic Plan to better align with evolving and changing landscape impacting the work of the College. The Strategic Plan consists of the Strategic Goals, Strategies, and Underlying Assumptions. There are five Strategic Goals (Student Success, Workforce and Economic Development, Our People, Operational Excellence, and Outreach and Partnerships) which represent the longer-term objectives that the College is seeking to achieve. Updates to the language are suggested in the Our People and Operational Excellence goals. There are four Underlying Assumptions (Equity, Collaborative Communications, Continuous Improvement, and Continue One-College Alignment) which represent guiding principles that should be considered as decisions are made at the College. Updates to the language are suggested in the Continue One-College Alignment assumption.

For each Strategic Goal, there are multiple strategies defining focus on achieving the outcomes of the Strategic Goal. Five strategies were modified to better align with the College’s focus, and one strategy was eliminated because it was redundant with work highlighted in another strategy.

The areas listed above that were updated are highlighted in attachments 4-6.

The Strategic Plan is integral in the development of the College’s Annual Priorities. The 2021-2022 Annual Priorities were approved by the Board of Trustees on May 3, 2021. The recommendations of changes for the Strategic Plan better align with the previously approved Annual Priorities.

The Strategic Plan guided the Annual Priorities and budget allocation processes. The focus will continue to be on advancing the strategies required to achieve the College’s Strategic Goals.

### **IMPACT OF THIS ACTION**

This action will approve updates to the strategic goals, strategies, and underlying assumptions in the 2019-2024 Strategic Plan. These foundational items will continue to be

**Action Item “X”**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval of Updates to the 2019-2024 Strategic Plan**

shared with the San Jacinto College community. The Board’s formal approval of these items will allow the SLT, Strategic Leadership Communication Council (SLCC), and employees to

complete development of the College’s 2021-2022 Annual Priorities and will guide the development of the individual performance plans for all full-time employees. The changes in the strategic goals, strategies, and underlying assumptions (broadly defined as the strategic plan) will align with the College’s Vision and Mission statements which were approved by the Board of Trustees on May 6, 2019.

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

The 2021-2022 budget was developed to allocate resources to advance the Strategic Plan and Annual Priorities of the College. The SLT is critically aware that some areas will require additional resources and is committed to repurposing the budget for the current and future years to accomplish these outcomes. The Strategic Plan and future budgets should be aligned.

**MONITORING AND REPORTING TIMELINE**

Regular monitoring will occur with the Strategic Leadership Team and periodic updates will be presented to the Board of Trustees.

**ATTACHMENTS**

- Attachment 1 – 2019-2024 Strategic Plan Strategic Goals
- Attachment 2 – 2019-2024 Strategic Goal Strategies
- Attachment 3 – 2019-2024 Strategic Plan Underlying Assumptions
- Attachment 4 – Proposed Updates to 2019-2024 Strategic Plan Strategic Goals
- Attachment 5 – Proposed Updates to 2019-2024 Strategic Goal Strategies
- Attachment 6 – Proposed Updates to 2019-2024 Strategic Plan Underlying Assumptions

**RESOURCE PERSONNEL**

Brenda Hellyer                                      281-998-6100                                      [brenda.hellyer@sjcd.edu](mailto:brenda.hellyer@sjcd.edu)



**San Jacinto College**  
**2019-2024 Strategic Plan**  
**The College Strategic Goals**

- 1. Student Success**
- 2. Workforce and Economic Development**
- 3. Our People**
- 4. Operational Excellence**
- 5. Outreach and Partnerships**

**Student Success:** San Jacinto College holds student success as its foundational goal that informs and guides all aspects of the institution. Our credit and non-credit instructional programs maintain high standards and ensure currency in career and transfer programs that allow students to explore, define, and achieve their goals. We are dedicated to creating a learning environment that provides intentional and comprehensive support services and resources, innovative teaching strategies and delivery methods, and affordable course materials. Our faculty, staff, and administrators are dedicated to the goal of student success: serving every student in a culture of equity and achievement.

**Workforce and Economic Development:** San Jacinto College will advance area economic prosperity by serving as the hub for local and regional workforce development initiatives. By collaborating with business and industry, we will anticipate, create, and deliver superior experiential training that upskills and equips our region with an agile and adaptable workforce. It is our goal to ensure that each student enters the workforce with the competencies, knowledge, and experience needed for career advancement that supports continuous industry innovation.

**Our People:** San Jacinto College is committed to acquiring, developing, and retaining quality and diverse employees who are passionate about our educational mission. To serve the needs of our communities, the College requires highly effective performance, achievement, and teamwork. Our commitment to professional development and learning is supported by a partnership with employees to advance knowledge, creativity, and capabilities. All employees are responsible for their commitment to excellence, through a system that clearly defines expectations, responsibilities, accomplishments, and rewards.

**Operational Excellence:** San Jacinto College consistently pursues transparent, efficient, and effective operational practices and maintains standards that promote and encourage excellence throughout the College's operations. Evaluation of current practices is encouraged, new ideas are heard and considered, and all decisions are made in the best interests of our students. Continuous improvement is required to address the College's current and future challenges and to facilitate ongoing initiatives.

**Outreach and Partnerships:** San Jacinto College engages in partnerships with educational institutions, community groups, nonprofit organizations, governmental entities, businesses, and industries. By leveraging these partnerships, the College will reach all segments of our communities to provide educational opportunities. Through collaboration, we expand our capacity to meet the needs of our students and partners.

**San Jacinto College  
2019-2024 Strategic Plan  
Strategies**

**Goal 1: Student Success**

Strategy 1: Establish clearly defined pathways to the credentials needed for high-paying, entry-level careers.

Strategy 2: Establish associate degree transfer pathways that ensure courses apply toward completion of bachelor's degrees.

Strategy 3: Provide a rigorous teaching and learning environment that supports students from entry to completion through an effective array of services and personalized academic and career planning.

Strategy 4: Continue development of programs and strategies that reduce time to completion and lower the costs of course materials.

Strategy 5: Eliminate barriers, both internal and external, that prevent students from entering college and achieving their educational goals.

**Goal 2: Workforce and Economic Development**

Strategy 1: Ensure workforce certification and training are leading edge, meet the current and future needs of local and regional business and industry, and support students in achieving gainful employment and career advancement.

Strategy 2: Optimize the membership and expand the charge of Advisory Committees.

Strategy 3: Collaborate with industry to create nationally recognized Centers of Innovation and Training that support specific industry development and workforce needs.

Strategy 4: Work with regional economic development organizations to advance workforce training, programs, and initiatives.

Strategy 5: Develop stackable industry certification courses that can be configured to complement a variety of professional and workforce needs. Enhance credit pathways by offering students industry certification.

Strategy 6: Expand internship and apprenticeship programs that deliver the experiential learning students need to gain employment and career advancement. Develop innovative internships in which part-time credit and non-credit students can participate.

### **Goal 3: Our People**

Strategy 1: Advance the organizational culture through a change management strategic model, readiness, high team and individual performance, and improved effectiveness.

Strategy 2: Cultivate organizational agility to ensure innovation and differentiation in higher education.

Strategy 3: Create a robust learning and development environment that expands knowledge, skills, and abilities for long-term strategic alignment, continuity planning, and opportunities for succession.

Strategy 4: Leverage meaningful recognition, benefit, and development programs that positively impact team member satisfaction and retention.

Strategy 5: Build effective teams that deliver innovative solutions through diverse experiences and contributions.

Strategy 6: Identify and develop high potential employees to grow and sustain the talent pipeline in key technical, professional, leadership, and executive positions.

### **Goal 4: Operational Excellence**

Strategy 1: Optimize the use of College resources to fund and facilitate strategic initiatives while maintaining fiscal viability and sustainability.

Strategy 2: Base daily decision-making on those items that encourage and advance the student success agenda.

Strategy 3: Remove barriers that hinder forward movement for students, employees, and external partnerships.

Strategy 4: Operate the College in a manner that bolsters the image and maintains the public trust.

Strategy 5: Prioritize and address current needs while envisioning and coordinating requirements for the future.

### **Goal 5: Outreach and Partnerships**

Strategy 1: Lead and strengthen work with school districts, other community colleges, and universities to expedite successful completion, transfer, and entry into the workforce.

Strategy 2: Create strategies that reach new student populations.

Strategy 3: Develop partnerships that help the College provide services that promote equitable outcomes.

Strategy 4: Advance partnerships that further economic development efforts in the region.

Strategy 5: Identify external funding opportunities that support initiatives that benefit the College, the community, and the regional economy.

Strategy 6: Expose students to activities, events, and opportunities that further their education and personal development through new experiences.

**San Jacinto College**  
**2019-2024 Strategic Plan**  
**Underlying Assumptions**

Underlying the College’s Strategic Plan are four assumptions.

**Equity:** The College strives to achieve equity for our students and community. Equity calls for just and fair inclusion in a learning culture in which all can participate, prosper, and reach their full potential. We serve the diverse populations in our community by providing access to quality education that advances our students from all socioeconomic and cultural backgrounds. In our decisions, we ask the question: “How does this affect equity and opportunity for our students and our community?”

**Collaborative Communication:** The College will foster open, transparent, and collaborative communication across the College that will support the mission, vision, and strategic initiatives of the College. Effective and active communication is the responsibility of each employee.

**Continuous Improvement:** The College will ensure that students have the opportunity to complete their educational goals through continuously improving processes, systems, and programs. The College will constantly adapt to remove barriers and create efficiencies to manage opportunities and challenges.

**Continue One-College Alignment:** The College operates as a single entity. As such, the College’s campuses, centers, programs, and services demonstrate unity of purpose, standards, and beliefs. All areas and departments of the College are expected to work in a collaborative rather than a competitive manner. We will focus on providing students with a consistent, quality experience across the entire College. Common policies, procedures, and practices will guide the College as it implements the Strategic Plan.



**San Jacinto College  
2019-2024 Strategic Plan  
The College Strategic Goals**

- 1. Student Success**
- 2. Workforce and Economic Development**
- 3. Our People**
- 4. Operational Excellence**
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**Workforce and Economic Development:** San Jacinto College will advance area economic prosperity by serving as the hub for local and regional workforce development initiatives. By collaborating with business and industry, we will anticipate, create, and deliver superior experiential training that upskills and equips our region with an agile and adaptable workforce. It is our goal to ensure that each student enters the workforce with the competencies, knowledge, and experience needed for career advancement that supports continuous industry innovation.

**Our People:** San Jacinto College is committed to attracting, developing, and retaining quality and diverse employees who are passionate about our educational mission. To serve the needs of our communities, the College requires highly effective performance, achievement, and teamwork. Our commitment to professional development and learning is supported by a partnership with employees to advance knowledge, creativity, and capabilities. All employees are responsible for their commitment to excellence and inclusion through a system that clearly defines expectations, responsibilities, accomplishments, and rewards.

**Operational Excellence:** San Jacinto College consistently pursues transparent, agile, efficient, and effective operational practices and maintains standards that promote and encourage excellence throughout the College's operations. Evaluation of current practices is encouraged, new ideas are heard and considered, and all decisions are made in the best interests of our students. Continuous improvement is required to address the College's current and future challenges and to facilitate ongoing initiatives.

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**San Jacinto College  
2019-2024 Strategic Plan  
Strategies**

**Goal 1: Student Success**

Strategy 1: Establish clearly defined pathways to the credentials needed for high-paying, entry-level careers.

Strategy 2: Establish associate degree transfer pathways that ensure courses apply toward completion of bachelor's degrees.

Strategy 3: Provide a rigorous teaching and learning environment that challenges and supports students through a curriculum that reflects equity, diversity, and inclusivity.

Strategy 4: Provide support services and seamless processes and systems from entry to completion through an effective array of services and personalized academic and career planning.

Strategy 5: Continue development of programs and strategies that reduce time to completion and lower the costs of course materials.

Strategy 6: Eliminate barriers, both internal and external, that prevent students from entering college and achieving their educational goals.

**Goal 2: Workforce and Economic Development**

Strategy 1: Ensure workforce certification and training are leading edge, meet the current and future needs of local and regional business and industry, and support students in achieving gainful employment and career advancement.

Strategy 2: Optimize the membership and expand the charge of program advisory committees and industry sector advisory councils. This provides strategic leadership at the CEO and senior management level and leadership at the practitioner and operations level.

Strategy 3: Collaborate with industry to create nationally recognized Centers of Innovation and Training that support specific industry development and workforce needs.

Strategy 4: Work with regional economic development organizations to advance workforce training, programs, and initiatives.

Strategy 5: Develop stackable industry certification courses that can be configured to complement a variety of professional and workforce needs. Enhance credit pathways by offering students industry certification.

Strategy 6: Expand internship and apprenticeship programs that deliver the experiential learning students need to gain employment and career advancement. Develop innovative internships in which part-time credit and non-credit students can participate.

**Goal 3: Our People**

Strategy 1: Attract and retain employees that promote an inclusive culture, creating a work environment that nurtures and develops employees to their full potential.

Strategy 2: Advance the organizational culture through a change management strategic model, readiness, high team and individual performance, and improved effectiveness.

Strategy 3: Cultivate organizational agility to ensure innovation and differentiation in higher education.

Strategy 4: Create a robust learning and development environment that expands knowledge, skills, and abilities for long-term strategic alignment, continuity planning, and opportunities for succession.

Strategy 5: Build effective teams that deliver innovative solutions through diverse experiences and contributions.

Strategy 6: Identify and develop high potential employees to grow and sustain the talent pipeline in key technical, professional, leadership, and executive positions.

#### **Goal 4: Operational Excellence**

Strategy 1: Optimize the use of College resources to fund and facilitate strategic initiatives while maintaining fiscal viability and sustainability.

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Strategy 5: Prioritize and address current needs while envisioning and coordinating requirements for the future.

#### **Goal 5: Outreach and Partnerships**

Strategy 1: Lead and strengthen work with school districts, other community colleges, and universities to expedite successful completion, transfer, and entry into the workforce.

Strategy 2: Create strategies that reach new student populations.

Strategy 3: Develop partnerships that help the College provide services that promote equitable outcomes.

Strategy 4: Advance partnerships that further economic development efforts in the region.

Strategy 5: Identify external funding opportunities that support initiatives that benefit the College, the community, and the regional economy.

Strategy 6: Offer students activities, events, and opportunities that further their education and personal development through new experiences and expand their understanding of equity, diversity, and inclusivity.

**San Jacinto College**  
**2019-2024 Strategic Plan**  
**Underlying Assumptions**

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## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the proposed 2021-2022 budget for the San Jacinto Community College District which consists of a balanced Unrestricted Fund budget of \$184,723,554. The total budget also includes a balanced Restricted Fund budget of \$173,408,946, an Auxiliary budget with revenues of \$2,865,500 and expenditures of \$2,688,600, and depreciation expense of \$22,600,000.

## **BACKGROUND**

The proposed budget provides operating funds for 2021-2022 (FY22). Official state allocations and current estimates of ad valorem taxes, based on projections from Harris County Tax Office, are included in the revenue projections, along with the College’s current estimates of other revenues. Conservative projections have been utilized for revenues and are therefore considered reasonably attainable.

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

#### **REVENUES – Overall Increase of \$ 7,721,478**

- State Allocation
  - First year of 2021-2022 biennium
  - Decrease of \$772,312 over previous year (1.8%)
- Ad valorem Tax (Maintenance and Operations)
  - Taxable value is projected to increase by 2% percent based on Harris County Appraisal District preliminary estimates
  - Budget assumption is that taxable values will remain about the same and the maintenance and operations tax rate will be the calculated no-new-revenue tax rate (estimated to be \$0.113086 per \$100 valuation)
  - Final adoption of tax rates will be based on certified tax rolls to be received in late August or early September 2021
  - Anticipated increase of \$859,890 (1.2%)
- Federal Funds
  - HEERF Lost Revenue \$7,500,000
  - HEERF Indirect Cost \$750,000
- Net Tuition Revenue
  - Increase in deductions for Exemptions and Waivers of \$1,260,000 (15.9%), primarily related to Dual Credit
  - Decrease in deductions for Bad Debt of \$500,000 (26.3%)
  - Increase in Continuing Education Tuition Revenue of \$1,470,900 (24.2%)
  - Anticipated overall decrease in Credit Tuition Revenue, net of TPEG, of \$1,167,000 (1.8%) due to slow recovery of enrollment
- Sales, Services and Other
  - Increase in Facilities Usage Income
  - Anticipated net increase of \$90,000 (5.9%)

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**Consideration of Approval of Proposed Budget for 2021-2022**

- Investment Income
  - Budget assumption is continued lower interest rates
  - Anticipated decrease of \$250,000 (50.0%)

**EXPENSES – Overall Increase of \$ 7,721,478**

- Increases by Functional Classification include:
  - Instruction \$ 1,482,488
  - Institutional Support\* \$ 5,111,320
  - Operations and Maintenance \$ 650,000
  - Staff Benefits \$ 250,000
  - Local Cash Match \$ 227,670
  - \$ 7,721,478

\*Includes performance-based salary increases of \$3,100,000 and increases in pay rates for low wage earners of \$750,000 which will be distributed among all functional classifications as appropriate in September via a budget transfer.

- Collectively, net increases in the functional classifications will provide for the following:
  - Performance based salary increases
  - Increase in pay rate for low wage earners
  - TRS retirement contribution increase
  - Increase in property insurance premiums
  - Increase in adjunct faculty use due to faculty load assignments
  - Increase in CPD expenses
  - Increase in instructional operating expenses
  - Increase in departmental operating increases
  - Increase in advertising efforts
  - Repair and renovations for ADA compliance
  - Increase in information technology costs
  - Increase in Harris County Tax Office collection fees
- Other considerations:
  - Hiring for open positions is managed closely by SLT
  - While more limited than FY21, portions of funding included in the budget of \$1,100,000 will not be initially available to departments, and require executive-level approval to release

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

**REVENUES – Overall Increase of \$56,478,113**

**EXPENSES – Overall Increase of \$56,478,113**

**Action Item “XI”  
Regular Board Meeting August 2, 2021  
Consideration of Approval of Proposed Budget for 2021-2022**

- Financial Aid
  - 21Forward Scholarships are estimated to cost \$5,500,000
  - Decrease in other financial aid of \$1,826,380, which includes an estimated \$1,750,000 decrease in student use of Direct Student Loans
- Federal, State and Local Grants
  - Increase in federal grants of \$53,403,642, of which the majority is related to the allocation of Department of Education HEERF funds
- State Funded Benefits
  - Increase in State-appropriated amount of \$264,856 for TRS increases
- Debt Service
  - Decrease of \$864,005 due to several debt related transactions in February 2021 (a new bond issue, and a refunding and defeasance of existing debt)

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

**REVENUES – Overall Increase of \$112,300**

- Bookstore
  - Budget assumption is a \$68,800 reduction in revenues from previous year due to slow enrollment growth and increase in electronic resources
- Cafeteria
  - Increase due to full-service operations beginning fall semester for additional students on campus
  - Addition of Maritime Grill
  - Anticipated increase of \$293,000
- Contracted Services
  - Increases for vending, printing activities and camps due to the increase in students on campus
  - Anticipated increase of \$193,100
- Student Loans and Fees
  - Budget assumption is a \$305,000 reduction in revenues from previous year due to reduction in student payment plans

**EXPENSES – Overall Increase of \$253,964**

- Athletics
  - Increase due to travel, equipment, scholarships and one trainer position for the sports teams totaling \$231,869
- Institutional Activities - Group Retirement Insurance
  - Increase of \$125,000
- College/Contracted Services
  - Decrease of \$57,072
- Student Activities
  - Decrease of \$45,833

**Action Item “XI”**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval of Proposed Budget for 2021-2022**

Although the increase in expenses for Auxiliary are more than the increase in revenues, the total Auxiliary budget is projected to result in net revenues of \$176,900.

**OTHER**

- Depreciation is projected to increase \$2,100,000 million due to a net increase in new facilities placed in service. However, the College does not budget to recover depreciation expense since this is a non-cash transaction.

The budget is prepared in accordance with generally accepted accounting principles.

The proposed budget reflects the College’s commitments to student success and to serving the citizens and businesses in the taxing district and service area. Additional initiatives and requests were not funded or were not fully funded due to limited resources. Budget areas will be reviewed during the year as College personnel continue to emphasize scaling promising practices, eliminating low value activities, and controlling costs.

Budgeting for FY22 proved to be a challenging exercise given the continued slow enrollment growth related to the pandemic. However, the HEERF fund allocations have provided significant resources to both students and the institution to offset a number of these challenges. The College continues to identify opportunities for savings and efficiencies that position the institution well for the future. The College will continue to move forward cautiously in expenditures during the coming year and will release funds initially held in reserve to departments incrementally as tuition revenues, tax revenues and state funding are actually received.

**IMPACT OF THIS ACTION**

Approval of the proposed budget will establish the 2021-2022 budget for the College and comply with section 51.0051 of the Texas Education Code that requires the governing board of each institution to approve a budget on or before September 1 of each year.

**ATTACHMENTS**

Attachment 1 – Summary of Revenues and Expenses Fiscal Year 2022 Compared to Fiscal Year 2021

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu
Dianne Duron	281-998-6347	dianne.duron@sjcd.edu

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
SUMMARY OF REVENUES & EXPENSES  
FISCAL YEAR 2022 TO FISCAL YEAR 2021**

	<b>FY 2022 BUDGET</b>	<b>FY 2021 BUDGET</b>	<b>Increase/ (Decrease)</b>	<b>% Change</b>
<b>UNRESTRICTED</b>				
<i>Revenues</i>				
State Allocation	\$ 41,307,654	\$ 42,079,966	(772,312)	-1.84%
Maintenance & Operating Taxes	73,800,000	72,940,110	859,890	1.18%
HEERF Transfers	8,250,000	-	8,250,000	
Tuition	59,490,900	59,947,000	(456,100)	-0.76%
Sales, Services and Other	1,625,000	1,535,000	90,000	5.86%
Investment Income	250,000	500,000	(250,000)	-50.00%
<b>Total</b>	<b>184,723,554</b>	<b>177,002,076</b>	<b>7,721,478</b>	<b>4.36%</b>
<i>Expenses</i>				
Instruction	70,721,376	69,238,888	1,482,488	2.14%
Academic Support	13,825,475	13,825,475	-	0.00%
Student Services	13,418,488	13,418,488	-	0.00%
Institutional Support	52,935,673	47,824,353	5,111,320	10.69%
Operation & Maintenance	15,944,042	15,294,042	650,000	4.25%
Staff Benefits	17,412,000	17,162,000	250,000	1.46%
Local Cash Match	466,500	238,830	227,670	95.33%
<b>Total</b>	<b>184,723,554</b>	<b>177,002,076</b>	<b>7,721,478</b>	<b>4.36%</b>
<b>RESTRICTED</b>				
<i>Revenues</i>				
Debt Service	36,056,758	36,920,763	(864,005)	-2.34%
State Funded Benefits	11,862,735	11,597,879	264,856	2.28%
Financial Aid	53,616,979	49,943,359	3,673,620	7.36%
Federal, State, and Local Grants	71,872,474	18,468,832	53,403,642	289.16%
<b>Total</b>	<b>173,408,946</b>	<b>116,930,833</b>	<b>56,478,113</b>	<b>48.30%</b>
<i>Expenses</i>				
Debt Service	36,056,758	36,920,763	(864,005)	-2.34%
State Funded Benefits	11,862,735	11,597,879	264,856	2.28%
Financial Aid	53,616,979	49,943,359	3,673,620	7.36%
Federal, State, and Local Grants	71,872,474	18,468,832	53,403,642	289.16%
<b>Total</b>	<b>173,408,946</b>	<b>116,930,833</b>	<b>56,478,113</b>	<b>48.30%</b>
<b>AUXILIARY</b>				
<i>Revenues</i>				
Auxiliary Services	2,865,500	2,753,200	112,300	4.08%
<b>Total</b>	<b>2,865,500</b>	<b>2,753,200</b>	<b>112,300</b>	<b>4.08%</b>
<i>Expenses</i>				
Auxiliary Services	2,688,600	2,434,636	253,964	10.43%
<b>Total</b>	<b>2,688,600</b>	<b>2,434,636</b>	<b>253,964</b>	<b>10.43%</b>
<b>SUMMARY</b>				
<b>Total Revenues</b>	<b>360,998,000</b>	<b>296,686,109</b>	<b>64,311,891</b>	<b>21.68%</b>
<b>Total Expenses</b>	<b>360,821,100</b>	<b>296,367,545</b>	<b>64,453,555</b>	<b>21.75%</b>
<b>Net Revenue</b>	<b>176,900</b>	<b>318,564</b>	<b>(141,664)</b>	<b>-44.47%</b>
<b>OTHER</b>				
Depreciation	22,600,000	20,500,000	2,100,000	10.24%

Attachment 1  
**PROPOSED**

San Jacinto Community College District  
Detail Revenues

	<b>Fiscal Year</b>	<b>Fiscal Year</b>
	<b><u>2021 - 2022</u></b>	<b><u>2020 - 2021</u></b>
<b><u>UNRESTRICTED REVENUE</u></b>		
<b>State Allocation</b>	<b>\$ 41,307,654</b>	<b>\$ 42,079,966</b>
<b>Maintenance &amp; Operating Taxes</b>	<b>73,800,000</b>	<b>72,940,110</b>
<b>HEERF Transfers</b>		
Lost Revenue	7,500,000	-
IDC	750,000	-
<b>Total HEERF Transfers</b>	<b>8,250,000</b>	<b>-</b>
<b>Credit Tuition</b>		
In District (Base Tuition)	28,323,290	28,872,000
Out of District	30,989,635	31,590,000
Out of State/Foreign	5,253,229	5,355,000
3-Peat Tuition	833,846	850,000
<b>Gross Tuition</b>	<b>65,400,000</b>	<b>66,667,000</b>
Less: TPEG Transfers	(2,900,000)	(3,000,000)
Less: Exemptions/Waivers	(9,160,000)	(7,900,000)
Less: Bad Debt	(1,400,000)	(1,900,000)
<b>Net Credit Tuition</b>	<b>51,940,000</b>	<b>53,867,000</b>
<b>Non- Credit Tuition</b>		
CPET	480,000	480,000
Maritime Transportation	1,300,000	1,200,000
Continuing and Professional Development	5,925,000	4,400,000
<b>Gross Non-Credit Tuition</b>	<b>7,705,000</b>	<b>6,080,000</b>
Less: Exemptions/Waivers	(154,100)	-
<b>Net Non-Credit Tuition</b>	<b>7,550,900</b>	<b>6,080,000</b>
<b>Total Credit and Non-Credit Tuition</b>	<b>59,490,900</b>	<b>59,947,000</b>
<b>Sales and Services</b>		
<b>Educational</b>		
Departmental Activity	25,000	10,000
Children's Center	450,000	540,000
Other	-	20,000
<b>Subtotal Sales and Services Educational</b>	<b>475,000</b>	<b>570,000</b>
<b>Non-Educational</b>		
Administrative Cost Allowance	450,000	425,000
Facilities Usage	400,000	250,000
Purchasing Rebate	150,000	120,000
Other	150,000	170,000
<b>Subtotal Sales and Services Non-Educational</b>	<b>1,150,000</b>	<b>965,000</b>
<b>Total Sales and Services</b>	<b>1,625,000</b>	<b>1,535,000</b>
<b>Investment Income</b>	<b>250,000</b>	<b>500,000</b>
<b><u>TOTAL UNRESTRICTED REVENUE</u></b>	<b><u>184,723,554</u></b>	<b><u>177,002,076</u></b>

Attachment 1  
**PROPOSED**

San Jacinto Community College District  
 Detail Expenses

	<b>Fiscal Year</b>	<b>Fiscal Year</b>
	<b><u>2021 - 2022</u></b>	<b><u>2020 - 2021</u></b>
<b><u>UNRESTRICTED EXPENSES</u></b>		
<b>Instruction</b>		
Faculty Salaries	58,762,776	58,762,766
Continuing Education	5,918,936	4,668,936
Departmental Operating Expense	6,039,664	5,807,186
<b>Total Instruction</b>	<b><u>70,721,376</u></b>	<b><u>69,238,888</u></b>
<b>Academic Support</b>		
Library	2,266,974	2,266,974
Dual Credit	777,717	777,717
Instructional Design Services	692,622	692,622
Distance Education	162,080	162,080
Honors Program	325,185	325,185
Associate VP for College Prep	285,145	285,145
Instructional Support System	1,776,310	1,776,310
Associate VP for Learning	330,105	330,105
Assistant VC, Educational Partnerships	209,910	209,910
Academic Support	6,801,781	6,801,781
Open Education Resource	197,646	197,646
<b>Total Academic Support</b>	<b><u>13,825,475</u></b>	<b><u>13,825,475</u></b>
<b>Student Services</b>		
Admissions and Registration	2,003,327	2,003,327
Student Financial Services	1,972,235	1,972,235
Recruiting	565,335	565,335
Other Student Services	8,877,591	8,877,591
<b>Total Student Services</b>	<b><u>13,418,488</u></b>	<b><u>13,418,488</u></b>
<b>Institutional Support</b>		
Government of the Institution	100,527	100,527
Executive Direction and Control	10,347,353	9,847,353
Business and Fiscal Management	9,341,493	5,960,173
General Institutional Expense	13,812,773	13,082,773
Technology	15,779,753	15,279,753
Campus Security	3,553,774	3,553,774
<b>Total Institutional Support</b>	<b><u>52,935,673</u></b>	<b><u>47,824,353</u></b>
<b>Operation and Maintenance</b>		
Plant Support Services	3,513,041	3,363,041
Building Maintenance	2,841,224	2,841,224
Custodial Services	3,558,393	3,558,393
Grounds Maintenance	809,259	809,259
Utilities	4,457,778	3,957,778
Fiscal Initiatives & Capital Projects	764,347	764,347
<b>Total Operation and Maintenance</b>	<b><u>15,944,042</u></b>	<b><u>15,294,042</u></b>
<b>Staff Benefits</b>	<b><u>17,412,000</u></b>	<b><u>17,162,000</u></b>
<b>Local Cash Match</b>	<b><u>466,500</u></b>	<b><u>238,830</u></b>
<b><u>TOTAL UNRESTRICTED EXPENSES</u></b>	<b><u>184,723,554</u></b>	<b><u>177,002,076</u></b>

Attachment 1  
**PROPOSED**

San Jacinto Community College District  
 Detail Revenues

	<b>Fiscal Year</b>	<b>Fiscal Year</b>
	<b><u>2021 - 2022</u></b>	<b><u>2020 - 2021</u></b>
<b><u>RESTRICTED REVENUE</u></b>		
<b>Debt Service</b>		
Debt Service Tax (I & S)	<b>36,056,758</b>	<b>36,920,763</b>
<b>State Benefit Appropriations</b>		
Benefits - State Portion	<b>11,862,735</b>	<b>11,597,879</b>
<b>Financial Aid - Federal</b>		
State Educational Opportunity Grant	757,371	733,528
Pell	36,000,000	36,000,000
Federal Loans - Direct Loan Subsidized	4,250,000	6,000,000
Federal Work Study	594,277	562,150
<b>Subtotal - Financial Aid Federal</b>	<b>41,601,648</b>	<b>43,295,678</b>
<b>Financial Aid - State</b>		
College Access Loan	5,000	5,000
Texas College Work Study	85,614	90,000
Texas College Work Study - Mentorship	61,618	65,000
Texas Educational Opportunity Grant - Initial	1,150,000	1,100,000
Texas Educational Opportunity Grant - Renewal	613,099	587,681
<b>Subtotal - Financial Aid State</b>	<b>1,915,331</b>	<b>1,847,681</b>
<b>Financial Aid - Local</b>		
Alternative Loans	200,000	300,000
Texas Public Education Grant	2,900,000	3,000,000
21Forward Scholarship	5,500,000	-
Other Foundation Scholarships	500,000	500,000
Local Scholarships	1,000,000	1,000,000
<b>Subtotal - Financial Aid Local</b>	<b>10,100,000</b>	<b>4,800,000</b>
<b>Total Financial Aid - Federal, State and Local</b>	<b>53,616,979</b>	<b>49,943,359</b>
<b>Federal, State and Local Grants</b>		
<b>Grants - Federal</b>	70,137,484	16,327,917
<b>Grants - State</b>	1,182,046	1,482,038
<b>Grants - Local</b>	552,944	658,877
<b>Total Grants - Federal, State and Local</b>	<b>71,872,474</b>	<b>18,468,832</b>
<b><u>TOTAL RESTRICTED REVENUE</u></b>	<b>173,408,946</b>	<b>116,930,833</b>

Attachment 1  
**PROPOSED**

San Jacinto Community College District  
 Detail Expenses

	<b>Fiscal Year</b>	<b>Fiscal Year</b>
	<b><u>2021 - 2022</u></b>	<b><u>2020 - 2021</u></b>
<b><u>RESTRICTED EXPENSES</u></b>		
<b>Debt Service</b>		
Debt Service Payments	<b>36,056,758</b>	<b>36,920,763</b>
<b>State Benefit Appropriations</b>		
Benefits - State Portion	<b>11,862,735</b>	<b>11,597,879</b>
<b>Federal, State and Local Financial Aid</b>		
<b>Financial Aid - Federal</b>	41,601,648	43,295,678
<b>Financial Aid - State</b>	1,915,331	1,847,681
<b>Financial Aid - Local</b>	10,100,000	4,800,000
<b>Total Financial Aid - Federal, State and Local</b>	<b>53,616,979</b>	<b>49,943,359</b>
<b>Federal, State and Local Grants</b>		
<b>Grants - Federal</b>	70,137,484	16,327,917
<b>Grants - State</b>	1,182,046	1,482,038
<b>Grants - Local</b>	552,944	658,877
<b>Total Grants - Federal, State and Local</b>	<b>71,872,474</b>	<b>18,468,832</b>
<b><u>TOTAL RESTRICTED EXPENSES</u></b>	<b><u>173,408,946</u></b>	<b><u>116,930,833</u></b>

Attachment 1  
**PROPOSED**

San Jacinto Community College District  
Detail Revenues

	<b>Fiscal Year</b>	<b>Fiscal Year</b>
	<b><u>2021 - 2022</u></b>	<b><u>2020 - 2021</u></b>
<b><u>AUXILIARY REVENUE</u></b>		
<b>Auxiliary Services</b>		
Bookstore	1,000,000	1,068,800
Cafeteria	515,500	222,500
Contracted Services	350,000	156,900
Student Loans and Fees	1,000,000	1,305,000
<b>Total Auxiliary Services</b>	<b><u>2,865,500</u></b>	<b><u>2,753,200</u></b>
<b><u>TOTAL AUXILIARY REVENUE</u></b>	<b><u>2,865,500</u></b>	<b><u>2,753,200</u></b>

Attachment 1  
PROPOSED

San Jacinto Community College District  
Detail Expenses

	<b>Fiscal Year</b>	<b>Fiscal Year</b>
	<b><u>2021 - 2022</u></b>	<b><u>2020 - 2021</u></b>
<b><u>AUXILIARY EXPENSE</u></b>		
<b>Auxiliary Services</b>		
Activity		
Student Activities	509,917	555,750
Sports	1,331,451	1,099,582
College/Contracted Services	532,732	589,804
Institutional Activities	150,000	25,000
Alleviating Campus Food Insecurity (ACFI)	164,500	164,500
<b>Total Auxiliary Services</b>	<b><u>2,688,600</u></b>	<b><u>2,434,636</u></b>
<b><u>TOTAL AUXILIARY EXPENSES</u></b>	<b><u>2,688,600</u></b>	<b><u>2,434,636</u></b>

Attachment 1  
**PROPOSED**

San Jacinto Community College District  
Budget Manager Summary  
Fiscal Year 2021-2022

**UNRESTRICTED**

Budget Manager	Labor	Stipends	Part-Time	Benefits	Operating	Computer	Total
Central Campus	19,552,638	639,775	7,497,389	3,696,001	2,241,588	133,261	33,760,652
North Campus	12,627,792	461,745	3,912,099	2,399,280	1,425,077	25,186	20,851,179
South Campus	14,135,001	422,035	5,679,855	2,685,650	1,384,009	57,282	24,363,832
Generation Park Campus	1,442,919	32,988	70,000	274,155	155,000	10,000	1,985,062
Maritime Tech and Training Center	955,339	56,160	268,045	181,514	185,667	2,460	1,649,185
Continuing Professional Development	2,084,266	44,401	390,640	316,959	3,012,484	76,250	5,925,000
Chancellor's Office	485,616	26,800	2,500	92,267	239,318		846,501
Deputy Chancellor and President	3,572,420	78,600	320,433	678,760	3,050,869	380,017	8,081,099
Student Services	10,853,213	144,604	405,350	2,062,110	1,689,224	123,488	15,277,989
Strategic Initiatives	451,935	13,200	52,600	85,868	318,807	376	922,786
Marketing/PR & Govt. Affairs	1,568,062	36,300	12,750	297,932	3,419,493	185,700	5,520,237
Human Resources	2,386,234	57,600	14,000	453,384	639,637	52,380	3,603,235
Information Technology Services	6,314,377	155,203	206,669	1,199,732	6,514,532	3,425,309	17,815,822
Fiscal Affairs	11,754,144	140,401	553,353	2,204,273	11,722,045	72,726	26,446,942
Facilities Services	3,534,706	173,319	212,500	671,594	7,486,393	53,213	12,131,725
Fiscal Initiatives & Capital Projects	592,209	15,300		112,520	4,822,278		5,542,307
<b>Total</b>	<b>\$92,310,871</b>	<b>\$2,498,431</b>	<b>\$19,598,183</b>	<b>\$17,412,000</b>	<b>\$48,306,421</b>	<b>\$4,597,648</b>	<b>\$184,723,554</b>

**RESTRICTED**

**OTHER**

Budget Manager	Financial Aid	Grants	State Benefits	Debt Service	Total	Depreciation
Central Campus		596,894	2,869,410		3,466,304	
North Campus		424,288	1,660,067		2,084,355	
South Campus		384,458	1,899,310		2,283,768	
Generation Park Campus			20,662		20,662	
Maritime Tech and Training Center			136,365		136,365	
Continuing Professional Development		9,681,268	405,679		10,086,947	
Chancellor's Office			44,375		44,375	
Deputy Chancellor and President			481,851		481,851	
Student Services	53,616,979		995,743		54,612,722	
Strategic Initiatives			36,041		36,041	
Marketing/PR & Govt. Affairs			189,013		189,013	
Human Resources			219,852		219,852	
Information Technology Services			646,949		646,949	
Fiscal Affairs		60,785,566	1,809,510	36,056,758	98,651,834	22,600,000
Facilities Services			433,779		433,779	
Fiscal Initiatives & Capital Projects			14,129		14,129	
<b>Total</b>	<b>\$53,616,979</b>	<b>\$71,872,474</b>	<b>\$11,862,735</b>	<b>\$36,056,758</b>	<b>\$173,408,946</b>	<b>\$22,600,000</b>

**AUXILIARY**

Budget Manager	Labor	Stipends	Part-Time	Benefits	Operating	Computer	Total
Central Campus					83,500		83,500
North Campus	70,554		5,400	13,405	696,800		786,159
South Campus	59,911		12,391	11,383	684,400		768,085
Maritime Tech and Training Center							
Continuing Professional Development							
Chancellor's Office					15,000		15,000
Deputy Chancellor and President							
Student Services			4,500		153,900		158,400
Strategic Initiatives							
Marketing/PR & Govt. Affairs							
Human Resources							
Information Technology Services							
Fiscal Affairs	215,706	300	28,089	125,212	515,500	7,650	892,457
Facilities Services							
Fiscal Initiatives & Capital Projects							
<b>Total</b>	<b>\$346,171</b>	<b>\$300</b>	<b>\$50,380</b>	<b>\$150,000</b>	<b>\$2,149,100</b>	<b>\$7,650</b>	<b>\$2,688,600</b>

<sup>1</sup>HB 1495 Disclosure - Portion of TACC membership fee of \$54,725 for FY 2021 dedicated to advocacy is \$12,641. It is estimated to be the same for FY 2022.

<sup>2</sup>HB 1495 Disclosure - Portion of TASB membership fee of \$500 for FY 2021 dedicated to advocacy is \$75. It is estimated to be the same for FY 2022.

San Jacinto Community College District  
Budget Manager Summary  
Fiscal Year 2020-2021

**UNRESTRICTED**

Budget Manager	Labor	Stipends	Part-Time	Benefits	Operating	Computer	Total
Central Campus	18,848,678	593,775	7,277,002	3,680,887	1,897,574	131,281	32,429,197
North Campus	12,477,293	457,072	3,774,051	2,557,259	1,122,960	25,492	20,414,127
South Campus	13,696,701	391,751	5,400,203	2,725,643	1,044,145	69,575	23,328,018
Generation Park Campus	1,222,771	29,388	50,000	243,331	155,000	10,000	1,710,490
Maritime Tech and Training Center	954,195	60,420	228,293	305,500	226,175	2,504	1,777,087
Continuing Professional Development	2,364,573	72,072	533,500	397,520	1,271,910	74,250	4,713,825
Chancellor's Office	485,616	26,800	-	96,638	295,818	-	904,872
Deputy Chancellor and President	3,529,366	57,000	152,162	702,344	2,051,618	381,067	6,873,557
Student Services	10,259,133	98,700	404,700	2,016,567	1,601,203	86,350	14,466,653
Strategic Initiatives	318,836	9,000	15,000	63,448	85,035	376	491,695
Marketing/PR & Govt. Affairs	1,199,625	33,900	30,800	238,725	2,657,330	104,558	4,264,938
Human Resources	2,378,389	70,600	4,000	473,299	529,572	52,380	3,508,240
Information Technology Services	5,856,131	147,600	198,750	1,165,370	5,373,916	3,322,765	16,064,532
Fiscal Affairs	10,807,010	158,000	1,461,600	1,663,009	15,405,724	100,664	29,596,007
Facilities Services	3,615,829	15,900	212,500	719,550	6,834,536	53,213	11,451,528
Fiscal Initiatives & Capital Projects	637,823	15,300	-	112,910	4,241,278	-	5,007,311
<b>Total</b>	<b>\$88,651,969</b>	<b>\$2,237,278</b>	<b>\$19,742,561</b>	<b>\$17,162,000</b>	<b>\$44,793,794</b>	<b>\$4,414,475</b>	<b>\$177,002,076</b>

**RESTRICTED**

**OTHER**

Budget Manager	Financial Aid	Grants	State Benefits	Debt Service	Total	Depreciation
Central Campus		899,025	2,883,127		3,782,152	
North Campus		836,232	1,660,067		2,496,299	
South Campus		212,911	1,900,935		2,113,846	
Maritime Tech and Training Center			136,365		136,365	
Continuing Professional Development		10,013,114	305,766		10,318,880	
Chancellor's Office			44,375		44,375	
Deputy Chancellor and President			481,851		481,851	
Student Services	50,637,359		985,347		51,622,706	
Strategic Initiatives			33,979		33,979	
Marketing/PR & Govt. Affairs			108,238		108,238	
Human Resources			219,852		219,852	
Information Technology Services			646,949		646,949	
Fiscal Affairs		5,813,550	1,757,249	36,920,763	44,491,562	20,500,000
Facilities Services			433,779		433,779	
Fiscal Initiatives & Capital Projects						
<b>Total</b>	<b>\$50,637,359</b>	<b>\$17,774,832</b>	<b>\$11,597,879</b>	<b>\$36,920,763</b>	<b>\$116,930,833</b>	<b>\$20,500,000</b>

**AUXILIARY**

Budget Manager	Labor	Stipends	Part-Time	Benefits	Operating	Computer	Total
Central Campus					99,994		99,994
North Campus	68,235		5,400	12,965	518,455		605,055
South Campus	58,166		12,391	11,052	412,827		494,436
Maritime Tech and Training Center							
Continuing Professional Development							
Chancellor's Office							
Deputy Chancellor and President					105,000		105,000
Student Services			4,500		154,091		158,591
Strategic Initiatives							
Marketing/PR & Govt. Affairs							
Human Resources							
Information Technology Services							
Fiscal Affairs	31,411	600	91,500	8,795	831,606	7,650	971,562
Facilities Services							
Fiscal Initiatives & Capital Projects							
<b>Total</b>	<b>\$157,812</b>	<b>\$600</b>	<b>\$113,791</b>	<b>\$32,811</b>	<b>\$2,121,973</b>	<b>\$7,650</b>	<b>\$2,434,636</b>

<sup>1</sup>HB 1495 Disclosure - Portion of TACC membership fee of \$54,725 for FY 2020 dedicated to advocacy is \$12,641. It is estimated to be the same for FY 2021.

<sup>2</sup>HB 1495 Disclosure - Portion of TASB membership fee of \$500 for FY 2020 dedicated to advocacy is \$75. It is estimated to be the same for FY 2021.

**Action Item “XII”**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval of Part-Time Rate Changes and**  
**Reauthorization of the Full-time Salary Schedules**  
**and Stipends and Market Premiums for 2021-2022**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the part-time hourly pay rate changes, full-time salary schedules, and stipends and market premiums for 2021-2022.

**BACKGROUND**

This action establishes the salary, pay rates, stipends, and market premiums for fiscal year 2021-2022. Salary schedules are reviewed periodically to provide for market competitiveness.

**IMPACT OF THIS ACTION**

The current part time hourly salary schedule has been revised. The revisions include increased rates associated with part-time staff and student workers where retention risks exist, addition of new positions and rates to remain market competitive and meet changing business needs, and deletion of positions no longer in use. The part-time salary schedule for faculty, staff, and administrators is included in this recommendation for affirmation.

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

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

The current schedule for stipends and market premiums remains unchanged. The salary schedule for stipends and market premiums is included in this recommendation for reaffirmation.

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

The fiscal impacts of this recommendation have been included in the 2021-2022 budget.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

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

**RESOURCE PERSONNEL**

Sandra Ramirez

281-991-2648

Sandra.Ramirez@sjcd.edu

San Jacinto College District 2021-2022 Salary Rate Table PART-TIME HOURLY RATES			
Position Classification	Position Description	Hourly Rate	New Hourly Rate
Administrative/ Clerical Accounting	Admin Asst I / Student Assistant I	\$ 8.00	\$ 10.40
	Admin Asst II / Student Assistant II / (with one year experience)	\$ 10.00	\$ 12.40
	<del>Facility Access Assistant I</del>	<del>\$ 10.00</del>	
	<del>Facility Access Assistant II</del>	<del>\$ 11.00</del>	
	Accounting Assistant	\$ 10.00	\$ 12.50
	Payroll Specialist w/Payroll and Banner experience	\$ 15.00	\$ 17.00
	Accounting Specialist (with 3 years experience)	\$ 15.00	\$ 17.00
	Senior Accounting Specialist (AA/AS degree + 3 years experience)		\$ 20.00
	Accountant (Bachelor's degree)	\$ 25.00	\$ 25.00
Senior Accountant (Master's degree in Accounting or CPA license)	\$ 31.50	\$ 31.50	
Athletics	<del>Trainer</del>	<del>\$ 12.00</del>	
	<del>Gym / Field Attendant</del>	<del>\$ 7.50</del>	
	<del>Gym Supervisor / Lifeguard w/Red Cross certification</del>	<del>\$ 8.00</del>	
	<del>Assistant Coach</del>	<del>\$ 10.00</del>	
	Athletics Facilities Coordinator	\$ 12.50	\$ 14.00
	Athletic Trainer w/ TX license (daily service, practice, and games)	\$ 28.00	\$ 28.00
	<del>Head Coach</del>	<del>\$ 20.00</del>	
<del>Cashier Clerk</del>	<del>Cashier / Clerk - with monetary responsibilities</del>	<del>\$ 8.00</del>	
Center for Petrochemical, Energy, & Technology	Test Proctor for external clients contracted training (Faculty)		\$ 43.00
	Special Client Projects (requires advance approval by AVC, CPET)		\$ 43.00
	API NDT Training Instructor (with level 3 certification)		\$ 75.00
	API NDT Test Procotor (with level 3 certification)		\$ 75.00
	Process Safety Certificate program Subject Matter Expert		\$ 75.00
Children's Center	Teacher's Aide	\$ 9.00	\$ 11.50
	Assistant Teacher (CDA or 12 hours in early childhood)	\$ 10.00	\$ 12.50
	Cook	\$ 9.00	\$ 11.00
	Children's Center Teacher (with appropriate credentials)	\$ 13.50	\$ 15.50
College Police	Telecommunicator	\$ 15.00	\$ 15.00
	<del>Police Officer (with TCOLE license)</del>	<del>\$ 20.00</del>	
	<del>Police - Special Assignments (with TCOLE license)</del>	<del>\$ 25.00</del>	

NEW

NEW  
NEW  
NEW  
NEW  
NEW

Position Classification	Position Description	Hourly Rate	New Hourly Rate
<b>Continuing &amp; Professional Development</b>	<del>API Non Destructive Testing Grant Program</del>		
	<del>API NDT Training Instructor with level 3 certification</del>	<del>\$ 75.00</del>	
	<del>API NDT Test Proctor with level 3 certification</del>	<del>\$ 75.00</del>	
	<del>API NDT Subject Matter Expert with level 3 certification &amp; industry recognition</del>	<del>\$ 150.00</del>	
	Development Dimensions International (DDI) Leadership Program		
	DDI Certified Instructor / Facilitator	\$ 70.00	\$ 70.00
	Motorcycle Maintenance/Repair Technician	\$ 14.00	\$ 15.00
	Variable part-time Instructor rate for classes approved with less than minimum number of students. Reduction of \$4.00 per contact hour for first student below minimum. Reduction of \$3.00 per contact hour for each subsequent student below minimum. All reductions must be approved by CPD Dean or Associate Vice Chancellor	\$ 43.00	\$ 43.00
	Variable part-time Lab Assistant Instructor rate for classes approved with less than minimum number of students. Reduction of \$2.00 per contact hour for each student below minimum. All reductions must be approved by CPD Dean or Associate Vice Chancellor	\$ 32.00	\$ 32.00
<b>Departmental Labs</b>	Specialty Lab Assistant I	\$ 9.50	\$ 11.50
	Specialty Lab Assistant II	\$ 12.50	\$ 14.50
<b>Facilities</b>	Groundskeeper	\$ 8.00	\$ 10.50
<b>Fine Arts</b>	<del>Student/Art Model/Test Proctor</del>	<del>\$ 7.50</del>	
	Student Accompanist	\$ 12.00	\$ 14.00
	Assistant Manager, Theater	\$ 12.50	\$ 14.00
	Theatre Scene Shop Specialist	\$ 15.00	\$ 15.00
	Gallery Specialist	\$ 15.00	\$ 16.00
	Manager, Theater	\$ 15.00	\$ 16.00
	Life-Drawing Model	\$ 15.00	\$ 17.00
	Faculty Accompanist (Faculty with credentials)	\$ 43.00	\$ 43.00
<b>Food Service</b>	Cashier I	\$ 8.50	\$ 10.50
	Cashier II	\$ 9.00	\$ 11.00
	Grill Cook I	\$ 10.00	\$ 12.00
	Grill Cook II	\$ 11.00	\$ 13.00
	Team Leader	\$ 12.50	\$ 14.50

Position Classification	Position Description	Hourly Rate	New Hourly Rate	
<b>Grant Funded</b>	Grant Funded Basic Tutor (tutor for students not maintaining minimum stated requirements)	\$ 9.00	\$ 11.00	
	Grant Funded Tutor / Mentor (tutor for students not maintaining minimum stated requirements; Mentor for achieving goals and supporting grant program activities)	\$ 10.00	\$ 12.00	
	Grant Funded Retention Specialist	\$ 15.00	\$ 19.00	
	Grant Funded Program Assistant	\$ 15.00	\$ 15.00	
	<b>Grant Funded Training Coordinator</b>		\$ 20.00	<b>NEW</b>
	Grant Funded Project Coordinator	\$ 24.00	\$ 24.00	
	Grant Funded Project Manager	\$ 27.00	\$ 27.00	
	Grant Funded Project Director	\$ 30.00	\$ 30.00	
<b>Information Technology / Interactive Learning Centers</b>	Information Technology Intern	\$ 12.00	\$ 14.00	
	<del>Audio Visual Assistant I</del>	<del>\$ 9.50</del>		
	Computer Lab Assistant I	\$ 9.50	\$ 11.50	
	Contact Center Assistant I	\$ 10.00	\$ 11.50	
	Help Desk Assistant I	\$ 9.50	\$ 12.00	
	<del>Multimedia Assistant I</del>	<del>\$ 9.50</del>		
	<del>PC Technician Assistant I</del>	<del>\$ 9.50</del>		
	<b>Tech Support I</b>		\$ 16.00	<b>NEW</b>
	<del>Audio Visual Assistant II</del>	<del>\$ 12.50</del>		
	Computer Lab Assistant II	\$ 12.50	\$ 14.50	
	<b>Contact Center Assistant II</b>		\$ 14.50	<b>NEW</b>
	Help Desk Assistant II	\$ 12.50	\$ 16.00	
	<del>Multimedia Assistant II</del>	<del>\$ 12.50</del>		
	<del>PC Technician Assistant II</del>	<del>\$ 12.50</del>		
	<b>Tech Support II</b>		\$ 22.00	<b>NEW</b>
	Telecom Specialist - IT	\$ 25.00	\$ 30.00	
Database Administrator	\$ 35.00	\$ 35.00		
<b>System Administrator</b>		\$ 35.00	<b>NEW</b>	
<b>Network Administrator</b>		\$ 38.00	<b>NEW</b>	

Position Classification	Position Description	Hourly Rate	New Hourly Rate	
Instructional	Part-time Faculty Instructors - Lecture	\$ 43.00	\$ 43.00	
	Part-time Faculty Instructors - Lab	\$ 43.00	\$ 43.00	
	Part-time Faculty Instructors - Private Lessons	\$ 43.00	\$ 43.00	
	Part-time Faculty CPET Lab Commissioning	\$ 43.00	\$ 43.00	
	Part-time Faculty Non-instructional	\$ 30.00	\$ 30.00	
	Part-time Faculty Professional Development (ad hoc training, non-curriculum)	\$ 20.00	\$ 20.00	
	Full-time Faculty Non-instructional	\$ 30.00	\$ 30.00	
	Full-time Faculty Externship	\$ 43.00	\$ 43.00	
	Full-time Faculty CPET Lab Commissioning	\$ 43.00	\$ 43.00	
	Full-time Faculty Formula Pay - Lecture	\$ 62.70	\$ 62.70	
	Full-time Faculty Formula Pay - Lab	\$ 62.70	\$ 62.70	
	Full-load Adjunct with approval by appropriate Dean and Provost	Hourly Rate + \$2,500 per semester	Hourly Rate + \$2,500 per semester	
	<i>Faculty Advising:</i>			
	Faculty Advisor - Student Success course (GUST 0305, EDUC 1100, PSYC 1100)	\$350.00 per course / semester	\$350.00 per course / semester	
Faculty Advisor - EPCC and all other courses	\$ 30.00	\$ 30.00		
Professional	<del>Web Designer</del>	<del>\$ 9.00</del>		
	Administrative Intern	\$ 12.00	\$ 14.00	
	Grant Writer	\$ 13.00	\$ 15.00	
	Program Assistant	\$ 13.00	\$ 15.00	
	<del>Architect Intern</del>	<del>\$ 14.00</del>		
	<del>Advisor (with appropriate credentials)</del>	<del>\$ 15.00</del>		
	<del>Engineering Design Graphics Technician</del>	<del>\$ 15.00</del>		
	<del>Document Specialist</del>	<del>\$ 17.00</del>		
	<del>Librarian w/Masters of Library Science w/no experience</del>	<del>\$ 18.00</del>		
	Librarian w/Bachelor of Library Science	\$ 14.00	\$ 19.00	
	Coordinator (w/appropriate credentials)	\$ 20.00	\$ 20.00	
	<del>Extension Center Coordinator</del>	<del>\$ 20.00</del>		
	<del>Aerospace Liaison / Coordinator</del>	<del>\$ 25.00</del>		
	Grant Developer (Bachelor's degree)	\$ 25.00	\$ 25.00	
	Procurement Specifications Technical Writer	\$ 25.00	\$ 25.00	
	Project Manager	\$ 27.00	\$ 27.00	
	Business Advisor, SBDC	\$ 28.00	\$ 28.00	
	Librarian w/MLS, MLIS or equivalent w/experience	\$ 30.00	\$ 30.00	
	<del>Weekend Coordinator</del>	<del>\$ 20.00</del>		
	<del>Winter Mini Coordinator</del>	<del>\$ 20.00</del>		
	Winter Mini Coordinator (Librarian/Faculty with credentials)	\$ 43.00	\$ 43.00	
Professional Translator (Faculty with credentials in language used)	\$ 43.00	\$ 43.00		

Position Classification	Position Description	Hourly Rate	New Hourly Rate		
<b>Student Services</b>	Orientation Leader	\$ 9.00	\$ 11.00		
	Student Ambassador	\$ 9.00	\$ 11.00		
	Enrollment Specialist	\$ 10.00	\$ 12.50		
	Testing Specialist (certified)	\$ 10.00	\$ 12.50		
	<del>Test Examiners (Bachelor of Science / Bachelor of Arts)</del>	<del>\$ 14.00</del>			
	Financial Aid Specialist		\$ 14.00	<b>NEW</b>	
	Records Specialist	\$ 10.00	\$ 14.00		
	Admissions Advisor		\$ 17.00	<b>NEW</b>	
	Educational Planner	\$ 17.00	\$ 19.00		
	Financial Aid Advisor		\$ 19.00	<b>NEW</b>	
	Outreach Advisor		\$ 19.00	<b>NEW</b>	
	Banner Student System Services Specialist	\$ 16.00	\$ 19.00		
	Counselor (w/appropriate credentials)	\$ 21.00	\$ 23.00		
	<b>(Accessibility Services)</b>	<i>Hearing Impaired Students</i>			
		Transcribers / Note Takers	\$ 8.50	\$ 10.50	
		<del>Tutors for Severely Learning Disabled Adult Students</del>			
		<del>(to be screened by Accessibility Services Counselor on each campus)</del>			
<del>Student Tutor</del>		<del>\$ 11.00</del>			
<del>Educationally Disadvantaged Students - Tutors for students not</del>					
<del>maintaining minimum stated requirements (not learning disabled)</del>					
<del>Student Tutor</del>	<del>\$ 10.00</del>				
<b>Student Success Centers / Supplemental Instruction</b>	<i>Peer Tutors:</i>				
	Non-Certified Tutors (basic training completed, working towards Level I Certification)	\$ 9.00	\$ 11.00		
	Certified Level I - After one long semester with 10 hours training & 25 hours tutoring completed	\$ 9.50	\$ 12.00		
	Certified Level II - After two long semesters with 20 hours training & 50 hours tutoring completed	\$ 10.00	\$ 13.00		
	Certified Level III - After three long semesters with 30 hours training & 75 hours tutoring completed (must also complete a project related to the tutoring and resource center)	\$ 11.00	\$ 14.00		
	Certified Tutor, Level III with Associate degree		\$ 15.00	<b>NEW</b>	
	Certified Tutor, Level III with Bachelor's degree		\$ 16.00	<b>NEW</b>	
	Certified Tutor, Level III with Master's degree		\$ 18.00	<b>NEW</b>	
	Faculty Tutor w/credentials	\$ 20.00	\$ 22.00		
	Supplemental Instruction Leader I		\$ 11.50	<b>NEW</b>	
Supplemental Instruction Leader II		\$ 14.50	<b>NEW</b>		

Position Classification	Position Description	Hourly Rate	New Hourly Rate
<b>Summer Camps</b>	Camp Director	\$ 43.00	\$ 43.00
	Camp Lead Instructor	\$ 32.00	\$ 32.00
	Camp Assistant Instructor	\$ 20.00	\$ 20.00
	Camp Helper/Monitor	\$ 10.00	\$ 10.00
<b>Technical</b>	Toolroom Attendant	\$ 8.00	\$ 10.50
	Tool / Equipment Specialist	\$ 11.00	\$ 13.00
	HVAC Intern	\$ 13.00	\$ 15.00
	<del>Skilled Craft (Carpenter, Plumber, HVAC, etc)</del>	<del>\$ 20.00</del>	
	<del>Inspection Technology/Imaging</del>	<del>\$ 24.00</del>	
	Maritime Equipment Technician	\$ 24.00	\$ 24.00

San Jacinto College District 2021 - 2022 Salary Range Table Administration & Staff								
Salary Range	Minimum	Midpoint	Maximum	Salary Range	Minimum	Midpoint	Maximum	
1	\$15,080	\$18,850	\$22,620		31	\$65,175	\$81,469	\$97,762
2	\$15,834	\$19,793	\$23,751		32	\$68,434	\$85,542	\$102,650
3	\$16,626	\$20,782	\$24,939		33	\$71,855	\$89,819	\$107,783
4	\$17,457	\$21,821	\$26,185		34	\$75,448	\$94,310	\$113,172
5	\$18,330	\$22,912	\$27,495		35	\$79,220	\$99,026	\$118,831
6	\$19,246	\$24,058	\$28,869		36	\$83,182	\$103,977	\$124,772
7	\$20,209	\$25,261	\$30,313		37	\$87,341	\$109,176	\$131,011
8	\$21,219	\$26,524	\$31,829		38	\$91,708	\$114,635	\$137,561
9	\$22,280	\$27,850	\$33,420		39	\$96,293	\$120,366	\$144,439
10	\$23,394	\$29,243	\$35,091		40	\$101,108	\$126,385	\$151,661
11	\$24,564	\$30,705	\$36,846		41	\$106,163	\$132,704	\$159,245
12	\$25,792	\$32,240	\$38,688		42	\$111,471	\$139,339	\$167,207
13	\$27,082	\$33,852	\$40,622		43	\$117,045	\$146,306	\$175,567
14	\$28,436	\$35,544	\$42,653		44	\$122,897	\$153,621	\$184,345
15	\$29,857	\$37,322	\$44,786		45	\$129,042	\$161,302	\$193,563
16	\$31,350	\$39,188	\$47,025		46	\$135,494	\$169,367	\$203,241
17	\$32,918	\$41,147	\$49,377		47	\$142,269	\$177,836	\$213,403
18	\$34,564	\$43,205	\$51,845		48	\$149,382	\$186,728	\$224,073
19	\$36,292	\$45,365	\$54,438		49	\$156,851	\$196,064	\$235,277
20	\$38,106	\$47,633	\$57,160		50	\$164,694	\$205,867	\$247,041
21	\$40,012	\$50,015	\$60,018		51	\$172,928	\$216,160	\$259,393
22	\$42,012	\$52,515	\$63,018		52	\$181,575	\$226,969	\$272,362
23	\$44,113	\$55,141	\$66,169		53	\$190,654	\$238,317	\$285,980
24	\$46,319	\$57,898	\$69,478		54	\$200,186	\$250,233	\$300,279
25	\$48,635	\$60,793	\$72,952		55	\$210,196	\$262,744	\$315,293
26	\$51,066	\$63,833	\$76,599		56	\$220,705	\$275,882	\$331,058
27	\$53,620	\$67,024	\$80,429		57	\$231,741	\$289,676	\$347,611
28	\$56,301	\$70,376	\$84,451		58	\$243,328	\$304,160	\$364,991
29	\$59,116	\$73,894	\$88,673		59	\$255,494	\$319,367	\$383,241
30	\$62,071	\$77,589	\$93,107		60	\$268,269	\$335,336	\$402,403

Midpoint %

5.00%

Range Spread

50.00%

<b>San Jacinto College District 2021-2022 Salary Range Table Faculty</b>			
	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>NINE MONTH FACULTY</b>			
Bachelor	\$ 42,002	\$ 53,552	\$ 65,102
Masters	\$ 45,002	\$ 58,503	\$ 72,004
Masters + 18	\$ 46,802	\$ 60,843	\$ 74,884
Masters + 36	\$ 48,674	\$ 63,277	\$ 77,879
Masters + 48	\$ 50,621	\$ 65,808	\$ 80,994
Doctorate	\$ 52,646	\$ 68,440	\$ 84,234
<b>10.5 MONTH FACULTY</b>			
Bachelor	\$ 49,002	\$ 62,477	\$ 75,952
Masters	\$ 52,502	\$ 68,253	\$ 84,004
Masters + 18	\$ 54,602	\$ 70,983	\$ 87,364
Masters + 36	\$ 56,787	\$ 73,823	\$ 90,859
Masters + 48	\$ 59,058	\$ 76,776	\$ 94,493
Doctorate	\$ 61,420	\$ 79,847	\$ 98,273
<b>TWELVE MONTH FACULTY</b>			
Bachelor	\$ 56,002	\$ 71,403	\$ 86,803
Masters	\$ 60,003	\$ 78,004	\$ 96,005
Masters + 18	\$ 62,403	\$ 81,124	\$ 99,845
Masters + 36	\$ 64,899	\$ 84,369	\$ 103,839
Masters + 48	\$ 67,495	\$ 87,744	\$ 107,992
Doctorate	\$ 70,195	\$ 91,254	\$ 112,312
Department Chair - 12 month	\$ 73,003	\$ 94,904	\$ 116,805

**San Jacinto College District  
2021-2022 Salary Schedule  
Stipends and Market Premiums**

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

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

Stipends	Amount
Bilingual Proficiency	\$50 monthly
Campus Teller	\$100 monthly
Clinical Coordinator	\$1,000 annually
College-Wide Program Director	\$350 monthly
GED Chief Examiner	\$300 monthly
Program Director	\$150 - 400 monthly based on program/department size
Department Chairs	\$912 monthly

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

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

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

Offsite Instruction for CPD training	\$30.00 per class session
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**Instructional Market Premiums by Contract Month (subject to availability of funding)**

Air Conditioning	\$556 monthly
Nursing - BSN, ADN, and Vocational	\$834 monthly
Computer Information Technology	\$556 monthly
Diesel Technology	\$556 monthly
Emergency Medical Technology	\$278 monthly

Engineering - <i>must have Master's degree in Engineering</i>	\$556 monthly
Engineering/Drafting	\$556 monthly
Fire Protection	\$278 monthly
Health Information Management	\$334 monthly
Instrumentation	\$556 monthly
Instrumentation & Electrical	\$556 monthly
Maritime - <i>must have Coast Guard certifications</i>	\$667 monthly
Medical Laboratory Technology	\$278 monthly
Medical Radiography/Sonography	\$278 monthly
Non-Destructive Testing	\$556 monthly
Occupational Health & Safety	\$278 monthly
Occupational Therapy - <i>must have Occupational Therapy license</i>	\$667 monthly
Pharmacy Technology - <i>must have Pharmaceutical license</i>	\$667 monthly
Physical Therapy - <i>must have Physical Therapy license</i>	\$667 monthly
Pipefitting	\$556 monthly
Process Technology	\$556 monthly
Respiratory Therapy	\$278 monthly
Surgical Technology	\$278 monthly
Welding	\$556 monthly

All Nursing - BSN, ADN, and LVN - Hiring incentive	\$2,500 added to base salary
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<b>Adjunct Instructional Market Premiums (subject to availability of funding)</b>
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*Lecture & Lab courses*

Air Conditioning	\$5.00 per contact hour
Nursing - BSN, ADN, and Vocational	\$5.00 per contact hour
Computer Information Technology	\$5.00 per contact hour
Diesel Technology	\$5.00 per contact hour
Instrumentation	\$5.00 per contact hour
Instrumentation & Electrical	\$5.00 per contact hour
Maritime - <i>must have Coast Guard certifications</i>	\$5.00 per contact hour
Medical Radiography	\$5.00 per contact hour
Non-Destructive Testing	\$5.00 per contact hour
Occupational Therapy - <i>must have Occupational Therapy license</i>	\$5.00 per contact hour
Pharmacy Technology - <i>must have Pharmaceutical license</i>	\$5.00 per contact hour
Physical Therapy - <i>must have Physical Therapy license</i>	\$5.00 per contact hour
Pipefitting	\$5.00 per contact hour
Process Technology	\$5.00 per contact hour
Surgical Technology	\$5.00 per contact hour
Welding	\$5.00 per contact hour

**Action Item “XIII”  
Regular Board Meeting August 2, 2021  
Consideration of Recommendation to Adopt a Tax Rate that is  
Not in Excess of the Voter-Approval Tax Rate**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees adopt a tax rate for Tax Year 2021 that is not in excess of the voter-approval rate.

**BACKGROUND**

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

The College does not plan to exceed the voter-approval tax rate when the new tax rate for Tax Year 2021 is recommended and adopted, after receipt of the Certified Taxable Values in late August or early September.

**IMPACT OF THIS ACTION**

This action will allow the College time to wait for the Certified Taxable Values to be received from the Harris County Appraisal District before voting on the actual tax rate for Tax Year 2021 and would avoid an election. Failure to take this action would require the College to adopt its tax rate by August 23, 2021, prior to receipt of the Certified Taxable Values.

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

Adoption of the resolution has no specific budget implications. It is an indication that the College has no plan to raise taxes above the amount that is required to support the fiscal year 2022 budget.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Consideration of Approval of the 2022 Board of Trustees Regularly Scheduled Meeting Dates**

**ADMINISTRATION RECOMMENDATION/REPORT**

The Chancellor recommends the Board of Trustees approve the 2022 Board of Trustees regularly scheduled meeting dates.

**BACKGROUND**

The Board of Trustees operates on a calendar of meetings which are traditionally the first Monday of each month. Periodic changes to this meeting structure may occur as needed. Establishing an annual calendar allows for advanced notice of regularly scheduled meetings.

**IMPACT OF THIS ACTION**

The Board’s meeting calendar sets various timelines and reporting dates throughout the College’s operating cycle. This calendar reflects changes to the traditional Board meeting schedule (first Monday of each month) in order to address known scheduling conflicts such as holidays, speaking engagements, and conferences.

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

None

**MONITORING AND REPORTING TIMELINE**

Monthly meetings will occur as scheduled unless prior approval is obtained by the Board of Trustees.

**ATTACHMENTS**

Attachment 1- 2022 Board Meeting Dates

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Mandi Reiland	281-998-6100	mandi.reiland@sjcd.edu

**San Jacinto College District  
Board of Trustees**

**2022 Board Meeting Dates**

January 31, 2022

March 7, 2022

April 4, 2022

May 2, 2022

June 6, 2022

No July Meeting

August 1, 2022

August 29, 2022  
(September Meeting - Due to Labor Day Holiday)

October 3, 2022

November 7, 2022

December 12, 2022

Board Approval Anticipated August 2, 2021

**Action Item “XV”  
Regular Board Meeting August 2, 2021  
Consideration of Approval of Non-Credit  
Course Enrollment Charges**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the schedule of charges for existing non-credit courses and delegate authority to the Chancellor to establish new non-credit courses and corresponding course enrollment charges offered during Fiscal Year 2022 based on market rates, in accordance with THECB Guidelines for Instructional Programs in Workforce Education.

**BACKGROUND**

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

**IMPACT OF THIS ACTION**

The full schedule of current course offerings and related charges will be brought to the Board of Trustees for review and approval annually. This affords the Board the opportunity to reaffirm existing courses and ratify new courses added during the previous year, along with the related charges.

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

This approval allows non-credit courses to move forward in a timely manner to support the annual budgeted revenues.

**MONITORING AND REPORTING TIMELINE**

Budget reports are presented monthly.

**ATTACHMENTS**

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

**RESOURCE PERSONNEL**

Sarah Janes	281-478-3605	sarah.janes@sjcd.edu
John Stauffer	281-998-6150 ext. 6392	John.stauffer@sjcd.edu
James Griffin	281-524-2089	James.griffin@sjcd.edu
Allatia Harris	281-459-7140	allatia.harris@sjcd.edu
Teri Zamora	281-998-6306	teri.zamora@sjcd.edu

Subject	Area	FY2020 Charge	FY2021 Charge	FY2022 Charge	Course No.	Title	Contact Hrs
ACNT	Accounting	\$375.00	\$395.00	N/A	55012	QuickBooks—Basic Skills	32
ACNT	Accounting	N/A	\$395.00	N/A	55017	QuickBooks Advanced Skills	32
ACNT	Accounting	\$725.00	\$735.00	N/A	55027	FPC Exam Review	32
ACNT	Accounting	\$790.00	\$735.00	\$735.00	55030	CPP Mastery Exam Prep	32
ACNT	Accounting	\$630.00	\$640.00	\$640.00	55035	Acct Specialist Fast Track	56
ACNT	Accounting	\$950.00	\$960.00	\$960.00	55036	Payroll Specialist Fast Track	80
ACNT	Accounting	\$720.00	\$730.00	\$845.00	55038	QuickBooks Complete w/Excel	80
BMGT	Business	N/A	N/A	\$125.00	55020	Emotional Intelligence	8
BMGT	Project management	\$725.00	\$725.00	\$735.00	55102	PM- Cert Program Fast Track	56
BMGT	Quality Lean Six Sigma	\$2,500.00	\$2,500.00	\$2,500.00	55145	Lean Six Sigma Green Belt	80
BMGT	Project management	\$1,050.00	\$1,060.00	N/A	55156	PMP Exam Prep Plus Boot Camp	40
BMGT	Business	N/A	N/A	\$400.00	55194	Critical Thinking & Problem Solving	8
BMGT	Business	N/A	N/A	\$625.00	55195	Team Building for Managers	16
BMGT	Business	N/A	N/A	\$735.00	55198	Transitioning to Supervisor	64
BUSG	Business	N/A	N/A	\$370.00	55001	Business Continuity	8
BUSG	Business	N/A	N/A	\$455.00	55022	Entrepreneurship Fast Track	48
BUSG	Business	N/A	N/A	\$385.00	55024	Exploring Entrepreneurship	8
BUSG	Business	N/A	N/A	\$620.00	55158	Basics of Quality	16
BNKG	Banking	\$420.00	\$430.00	\$430.00	55000	Bank Teller Fundamentals	40
CDEC	Education	\$295.00	\$295.00	\$295.00	55000	ParaEducator Institute Trainin	18
CDEC	Education	\$280.00	\$280.00	\$280.00	55006	ParaEd Institute Training ISD	18
CHLT	Health Occupations	N/A	N/A	\$1,175.00	55001	Community Health & Fid Methods(CHW)	163
COMG	Languages	\$275.00	\$275.00	\$275.00	55072	ESL-Advanced A	32
COMG	Languages	\$275.00	\$275.00	\$275.00	55073	ESL-Advanced B	32
COMG	Languages	\$275.00	\$275.00	\$275.00	55074	ESL-Beginning A	32
COMG	Languages	\$275.00	\$275.00	\$275.00	55075	ESL-Beginning B	32
COMG	Languages	\$275.00	\$275.00	\$275.00	55076	ESL-High Intermediate A	32
COMG	Languages	\$275.00	\$275.00	\$275.00	55077	ESL-High Intermediate B	32
COMG	Languages	\$275.00	\$275.00	\$275.00	55078	ESL-Intermediate A	32
COMG	Languages	\$275.00	\$275.00	\$275.00	55079	ESL-Intermediate B	32
COMG	Business	N/A	N/A	\$460.00	59692	Credible Customer Service	48
COMG	Business	N/A	N/A	\$460.00	59693	Communication Strategies	48
COMG	Business	N/A	N/A	\$380.00	TBD	Business Communication Strategies	8
CPMT	Computers/IT	N/A	N/A	\$935.00	55015	Google IT Certification	120
CSIR	Telecommunications	N/A	N/A	\$2,000.00	55012	Fiber Network Technician	32
CSME	Cosmetology	\$645.00	\$655.00	\$660.00	55040	App of EyelashExtensions I	96
CSME	Cosmetology	\$845.00	\$855.00	\$865.00	55041	Orientation Eyelash Exten	144
CSME	Cosmetology	\$575.00	\$585.00	\$590.00	55042	Principle of Eyelash Exten	80
CVOP	Commercial Driving	\$1,800.00	\$1,968.00	\$2,000.00	53000	Professional Truck Driver One	126
CVOP	Commercial Driving	\$1,500.00	\$1,968.00	\$1,955.00	53001	Professional Truck Driver Two	120
DFTG	Industrial Mechanic/Maint	N/A	N/A	\$285.00	55032	Blueprint Reading for Machining	24
DFTG	Industrial Mechanic/Maint	N/A	N/A	\$180.00	55037	Blueprint Reading for CNC	12
DFTG	Industrial Mechanic/Maint	N/A	N/A	\$240.00	55038	GDT for CNC	16
ECRD	Health Occupations	\$595.00	\$560.00	\$505.00	55000	EKG Technician	52
EDTC	Health Occupations	\$210.00	\$210.00	\$155.00	55008	Student Success Skills	18
ELPT	Electrical	\$700.00	\$714.00	\$1,150.00	55011	NCCER Electrical Level 1	96
ELPT	Programmable Logic	\$755.00	\$570.00	\$570.00	55042	Intro to PLCs-Allen Bradley	40
ELPT	Programmable Logic	\$755.00	\$570.00	\$550.00	55043	Introduction to PLCs- Siemens	40
ELPT	Electrical	N/A	\$234.00	\$234.00	55051	Nat Electric Code II Online	48
ELPT	Electrical	\$700.00	\$725.00	\$1,200.00	TBD	NCCER Electrical Level 2	128
ELPT	Electrical	\$714.00	\$725.00	\$1,200.00	TBD	NCCER Electrical Level 3	128
ELPT	Electrical	\$714.00	\$725.00	\$1,200.00	TBD	NCCER Electrical Level 4	128
EMSP	Health Occupations	\$95.00	\$75.00	\$80.00	55008	CPR for Healthcare Providers	8
EMSP	Health/Maritime	\$800.00	\$800.00	\$800.00	55019	Medical Care Provider	24
EMSP	Health Occupations	\$220.00	\$220.00	N/A	55035	First Aid CPR & AED	8
EMSP	Health/Maritime	N/A	N/A	\$1,750.00	55045	Medical Care Person in Charge	40

EMSP	Health/Maritime	\$100.00	\$100.00	\$100.00	55052	First Aid & CPR (BST Part 2)	8
FIRS	Maritime	\$500.00	\$500.00	\$500.00	55001	Basic Fire Fighting (BST Pt 1)	16
HART	HVAC	\$393.00	\$393.00	\$393.00	55005	Residential Air Conditioning	96
HPRS	Education	\$115.00	\$115.00	\$115.00	55007	CPD HESI A2 Test Prep	8
HPRS	Education	\$450.00	\$450.00		55008	CPD Healthcare Bridge	20
HRPO	Human Resources	\$725.00	\$575.00	\$580.00	55022	HR Fast Track Cert Program	80
HRPO	Human Resources	\$575.00	\$580.00	\$580.00	55029	Online HR Fast Track Cert Prog	80
INTC	Industrial Maintenance	N/A	\$714.00	\$1,450.00	55049	NCCER Industrial Maint Elec Level 1	120
INTC	Industrial Maintenance	N/A	\$714.00	\$2,100.00	55050	NCCER Industrial Maint Elec Level 3	176
INTC	Industrial Maintenance	N/A	N/A	\$1,925.00	TBD		160
INTC	Industrial Maintenance	N/A	N/A	\$1,725.00	TBD		144
ITSC	Basic Business Applications	\$355.00	\$415.00	\$420.00	55045	Basic Business Applications	32
ITSE	Programming Logic	N/A	\$490.00		55006	C++ Introduction	48
ITSW	Computer/IT	\$135.00	\$155.00	\$155.00	55002	Excel - One Day	7
ITSW	Computer/IT	\$135.00	\$155.00	\$155.00	55003	PowerPoint-One Day	7
ITSW	Computer/IT	\$230.00	\$230.00		55010	Excel - Basic Skills	16
ITSW	Computer/IT	\$135.00	\$155.00	\$155.00	55026	Excel: One Day-Intermediate	7
LMGT	Maritime	\$900.00	\$900.00	\$900.00	55010	Cargo Handling (Op Level)	40
LMGT	Logistics	N/A	N/A	\$400.00	55019	Certified Logistics Associate	35
LMGT	Logistics	N/A	N/A	\$400.00	55020	Certified Logistics Technician	35
LMGT	Logistics	N/A	N/A	\$100.00	55021	Intro to Business Logistics	7
MARI	Maritime	\$1,000.00	\$1,000.00	\$1,000.00	55000	MEECE	40
MARI	Maritime	\$4,000.00	\$4,000.00	\$4,000.00	55001	DDE Unlimited	160
MARI	Maritime	\$500.00	\$300.00	\$300.00	55002	RFPEW	8
MARI	Maritime	\$300.00	\$300.00	\$300.00	55003	Rose Point ECS Training	8
MARI	Maritime	\$300.00	\$300.00	\$300.00	55004	Basic Training Revalidation	8
MARI	Maritime	\$4,000.00	\$4,000.00	\$4,000.00	55005	Instrumentation	160
MARI	Maritime	\$4,000.00	\$4,000.00	\$4,000.00	55006	Elect Machine & Basic Elect	160
MARI	Maritime	\$4,000.00	\$4,000.00	\$4,000.00	55007	OIC Engineering Watch-Disel En	160
MARI	Maritime	\$500.00	\$500.00	\$500.00	55008	Company Security Officer	16
MARI	Maritime	N/A	\$4,000.00	\$4,000.00	55013	OICEW-Auxiliary Machinery	40
MARI	Maritime	N/A	\$1,500.00	\$1,500.00	55015	Tank Ship Liquefied Gases	60
MARS	Maritime	\$2,000.00	\$2,000.00	\$2,000.00	55000	Adv Handling & Stowage	80
MARS	Maritime	\$400.00	\$400.00	\$400.00	55003	App Mate Western Routes	8
MARS	Maritime	\$1,500.00	\$1,500.00	\$1,500.00	55004	GMDSS	70
MARS	Maritime	\$2,500.00	\$2,500.00	\$2,500.00	55005	Terrestrial/Coastal Nav	120
MARS	Maritime	\$1,000.00	\$1,000.00	\$1,000.00	55006	Advanced Stability	40
MARS	Maritime	\$100.00	\$100.00	\$150.00	55007	Visual Communications	8
MARS	Maritime	\$2,500.00	\$2,500.00	\$2,500.00	55008	Celestial Navigation (OP)	120
MARS	Maritime	\$4,000.00	\$4,000.00	\$4,000.00	55010	DDE 1000/4000 HP	160
MARS	Maritime	\$900.00	\$900.00	\$900.00	55011	Electronic Navigation	40
MARS	Maritime	\$300.00	\$300.00	\$300.00	55014	RFPNW (Lookout only)	8
MARS	Maritime	\$700.00	\$700.00	\$700.00	55015	Automatic Radar Plotter Aid	40
MARS	Maritime	\$3,500.00	\$3,500.00	\$3,500.00	55017	QMED-Oiler	120
MARS	Maritime	\$2,000.00	\$2,000.00	\$2,000.00	55018	Basic Ship& Steer Control Sys	40
MARS	Maritime	\$3,200.00	\$3,200.00	\$3,200.00	55019	Advanced Shiphhandling	80
MARS	Maritime	\$1,000.00	\$1,000.00	\$1,000.00	55020	Engine Room Resource Mgmt	40
MARS	Maritime	\$500.00	\$500.00	\$500.00	55022	Search and Rescue (Mgmt Level)	16
MARS	Maritime	\$400.00	\$400.00	\$400.00	55023	Search & Rescue (Op Level)	16
MARS	Maritime	\$800.00	\$800.00	\$800.00	55024	Ship Const & Basic Stab Op Lev	40
MARS	Maritime	\$1,500.00	\$1,500.00	\$1,500.00	55025	Ship Management	40
MARS	Maritime	\$600.00	\$600.00	\$1,000.00	55026	TOAR	8
MARS	Maritime	\$1,100.00	\$1,100.00		55027	Voyage Plan & Elect Navigation	40
MARS	Maritime	\$2,700.00	\$2,700.00	\$2,700.00	55028	Watchkeeping Op Level	80
MARS	Maritime	\$500.00	\$500.00	\$500.00	55029	Profic In Surv Craft Refresher	16
MARS	Maritime	\$650.00	\$650.00	\$650.00	55030	Qualified Assessor	24
MARS	Maritime	N/A	\$750.00	\$750.00	55034	Crewmem Tow Vess Subchap M	40
MARS	Maritime	\$700.00	\$700.00		55079	Automatic Radar Plotter Aid	40
MART	Maritime	\$500.00	\$500.00	\$500.00	55000	Vessel & Company Security Officer	16
MART	Maritime	\$1,200.00	\$1,200.00	\$1,200.00	55001	Master 100 Tons/Mate 200 Tons	80
MART	Maritime	\$400.00	\$400.00	\$400.00	55002	Upgrade Master 100 to 200 GRT	24

MART	Maritime	\$400.00	\$400.00	\$400.00	55003	Upgrade to Apprentice Mate	16
MART	Maritime	\$800.00	\$800.00	\$800.00	55004	Able Bodied Seaman	40
MART	Maritime	\$1,000.00	\$1,000.00	\$1,000.00	55005	Electronic Chart ECDIS	40
MART	Maritime	\$600.00	\$600.00	\$600.00	55006	Bridge Resource Mgmt	24
MART	Maritime	\$400.00	\$400.00	\$400.00	55007	Radar Observer-Inland	32
MART	Maritime	\$600.00	\$600.00	\$600.00	55008	Radar Observer-Unlimited	40
MART	Maritime	\$700.00	\$700.00	\$700.00	55009	Proficiency in Survival Craft	32
MART	Maritime	\$225.00	\$225.00	\$225.00	55010	Radar Observer Recertification	8
MART	Maritime	\$900.00	\$900.00	\$900.00	55011	Tank Barge Dangerous Liquids	40
MART	Maritime	\$300.00	\$300.00	\$300.00	55014	Pers Survival Tech (BST Pt 3)	12
MART	Maritime	\$100.00	\$100.00	\$100.00	55016	Safety & Social Res (BST Pt 4)	4
MART	Maritime	\$250.00	\$250.00	\$250.00	55018	VPDSD	8
MART	Maritime	\$1,600.00	\$1,600.00	\$1,600.00	55019	Apprentice Mate	120
MART	Maritime	\$750.00	\$750.00	\$750.00	55020	Basic Safety Refresher	24
MART	Maritime	\$1,250.00	\$950.00	\$950.00	55021	Leadership & Managerial Skills	36
MART	Maritimer	\$300.00	\$300.00	\$300.00	55022	Leadership and Teamwork	8
MART	Maritime	\$900.00	\$900.00	\$900.00	55023	Tankerman PIC-Tankship	40
MART	Maritime	\$225.00	\$225.00	\$225.00	55025	Radar Obs (Inland/GIWW)Recert	8
MART	Maritime	N/A	\$500.00	\$500.00	55026	Vessel Security Officer	24
MCHN	Sheet Metal	N/A	\$645.00	\$650.00	55000	NCCER Sheetmetal Level 2B	72
MCHN	Sheet Metal	\$624.00	\$645.00	\$650.00	55001	NCCER Sheetmetal 3A	72
MCHN	Sheet Metal	\$624.00	\$645.00	\$650.00	55002	NCCER Sheetmetal 4A	72
MCHN	Sheet Metal	N/A	\$645.00	\$650.00	55003	NCCER Sheetmetal Level 4B	72
MCHN	Sheet Metal	\$624.00	\$645.00	\$650.00	55004	NCCER Sheetmetal 2A	72
MCHN	Sheet Metal	N/A	\$645.00	\$650.00	55005	NCCER Sheetmetal Level 3B	72
MCHN	Sheet Metal	N/A	\$645.00	\$650.00	55010	NCCER Sheetmetal Level 1	72
MCHN	Industrial Mechanic / Mainte	\$785.00	\$800.00		55012	Introduction to CNC	72
MCHN	Industrial Mechanic / Mainte	N/A	N/A	\$1,145.00	55013		96
MCHN	Industrial Mechanic / Mainte	N/A	N/A	\$1,145.00	55013	CNC Lathe Complete	96
MCHN	Industrial Mechanic / Mainte	N/A	N/A	\$725.00	55019	Intro CNC Lathe Operator	48
MCHN	Industrial Mechanic / Mainte	N/A	N/A	\$725.00	55020	Intro CNC Mill Operator	48
MCHN	Industrial Mechanic / Mainte	N/A	\$680.00	\$750.00	55028	Intermediate CNC HAAS Lathe	48
MCHN	Industrial Mechanic / Mainte	N/A	N/A	\$750.00	55029	Intermediate CNC HAAS Mill	48
MCHN	Industrial Mechanic / Mainte	\$700.00	\$714.00	\$1,625.00	55035	NCCER Millwright Level 1	136
MCHN	Industrial Mechanic / Mainte	N/A	\$714.00	\$1,925.00	55036	NCCER Millwright Level 5	160
MCHN	Industrial Mechanic / Mainte	\$714.00	\$714.00	\$1,625.00	55039	NCCER Millwright Level 3	136
MCHN	Industrial Mechanic / Mainte	N/A	N/A	\$240.00	55042	Basic Math for Machining	16
MCHN	Industrial Mechanic / Mainte	N/A	N/A	\$240.00	55043	Geometry for Machining	16
MCHN	Industrial Mechanic / Maint	N/A	N/A	\$1,625.00	TBD	NCCER Millwright Level 2	136
MCHN	Industrial Mechanic / Mainte	N/A	N/A	\$1,625.00	TBD	NCCER Millwright Level 4	136
MDCA	Health Occupations	\$1,399.00	\$1,220.00	\$1,175.00	55001	Medical Office Professional	90
MFGT	Industrial Mechanic/Mainten	N/A	N/A	\$315.00	55001	Hand & Power Tools for Machining	21
MFGT	Industrial Mechanic/Mainten	N/A	N/A	\$90.00	55002	Metals & Materials for CNC	6
MFGT	Industrial Mechanic/Mainten	N/A	N/A	\$315.00	55003	PMI for CNC	21
NDTE	Inspection Technologies	N/A	\$234.00	\$234.00	55036	Film Interp of Weldments	64
NDTE	Inspection Technologies	N/A	\$312.00	\$312.00	55037	Intro to Ultrasonics 1 and 2	96
NDTE	Inspection Technologies	N/A	\$312.00	\$312.00	55040	Eddy Current Testing	96
NFND	Business	N/A	N/A	\$365.00	55000	Mentoring GPS: Train-the-Trainer	8
NFND	Business	N/A	N/A	\$110.00	55035	Root Cause Analysis	8
NFND	Education	\$555.00	\$555.00	\$555.00	59002	GED Preparation Tutorial	96
NFND	Education	\$300.00	\$300.00	\$300.00	59003	GED Preparation: Math	36
NFND	Education	\$205.00	\$205.00	\$205.00	59004	GED Prep: Soc Stud/Sci	24
NFND	Education	\$300.00	\$300.00	\$300.00	59005	GED Prep: Language Arts	36
NFND	Transportation	\$230.00	\$230.00	\$245.00	59032	Motorcycle-Basic Rider Course	19
NFND	Lifelong Learning	\$80.00	\$80.00	\$80.00	59058	Retirement Planning Today	9
NFND	Lifelong Learning	\$40.00	\$40.00	\$40.00	59076	Tai Chi	4
NFND	Education	\$70.00	\$70.00	\$70.00	59077	ParaEducator Cert Re-take	6
NFND	Transportation	N/A	N/A	\$180.00	59134	Motorcycle-One Day License Course	9
NFND	Lifelong Learning	\$70.00	\$70.00	\$70.00	59242	Wilton 1: Building Buttercream	8
NFND	Lifelong Learning	\$70.00	\$70.00	\$70.00	59298	Wilton 2 Flowers & Cake Design	8
NFND	Lifelong Learning	\$70.00	\$70.00	\$70.00	59299	Wilton 3: Gum Paste & Fondant	8
NFND	Lifelong Learning	\$70.00	\$70.00	\$70.00	59435	Bow Making	3
NFND	Lifelong Learning	\$70.00	\$70.00	\$70.00	59436	Corsages and Boutonnieres	3
NFND	Lifelong Learning	\$90.00	\$90.00	\$90.00	59439	Basic Home Centerpieces	3
NFND	Lifelong Learning	\$55.00	\$55.00	\$55.00	59467	Chinese Meditation Techniques	6
NFND	Computer/IT	\$150.00	varies with voucher title	varies with voucher title	59553	Pearson Vue Test Voucher	4
NFND	Lifelong Learning	\$70.00	\$70.00	\$70.00	59609	Pilates	4

NFND	Lifelong Learning	\$40.00	\$40.00	\$40.00	59612	Gentle Yoga	4
NFND	Maritime	\$200.00	\$200.00	\$200.00	59623	Management of Medical Care	4
NFND	Lifelong Learning	\$40.00	\$40.00	\$40.00	59630	Beginning Tai Chi	4
NFND	Maritime	\$125.00	\$125.00	\$125.00	59631	Assistance Towing	4
NFND	Maritime	\$500.00	\$500.00	\$500.00	59633	Deck Self Study Test Prep	12
NFND	Aerospace	N/A	N/A	\$169.00	59635	FAA (Drone/sUAS TestPrep)	16
NFND	Aerospace	\$250.00	\$250.00	\$250.00	59645	Edge Center Core (Pre-Track)	44
NFND	Aerospace	\$2,040.00	\$2,070.00	\$2,070.00	59648	Composites Tech Track-Edge Ctr	102
NFND	Aerospace	\$1,700.00	\$1,750.00	\$1,750.00	59650	Areo Mech Tech Track -Part 1	87
NFND	Aerospace	\$1,965.00	\$1,965.00	\$1,965.00	59651	Qual Aero Struct Tech Track - Part 1	103
NFND	Aerospace	\$1,320.00	\$1,330.00	\$1,330.00	59682	Areo Mech Tech Track - Part 2	78
NFND	Aerospace	\$1,890.00	\$1,900.00	\$1,900.00	59683	Qual Aero Struct Tech Track - Part 2	103
NFND	Aerospace	\$305.00	\$305.00	\$305.00	59694	Aerospace Career Building	20
NFND	Aerospace	\$615.00	\$615.00	\$615.00	59695	Aerospace Engineering Drawings	41
NFND	Aerospace	\$190.00	\$190.00	\$190.00	59696	Aerospace Fasteners	13
NFND	Aerospace	\$450.00	\$450.00	\$450.00	59697	Aerospace Precision Measure	30
NFND	Aerospace	\$500.00	\$500.00	\$500.00	59698	Aerospace Safety	34
NFND	Aerospace	\$175.00	\$175.00	\$175.00	59699	Basic Aerospace Mftg Skills	12
NFND	Aerospace	\$225.00	\$225.00	\$225.00	59701	Power Tools in Aerospace	15
NFND	Aerospace	N/A	N/A	\$279.00	59718	sUAS/Drone Flight Operations	21
NFND	Aerospace	N/A	N/A	\$1,250.00	59723	AERO NDT Insp Crse Tech Track	86
NFND	Aerospace	N/A	N/A	\$1,250.00	59735	Aerospace Basic Electrical	15
NFND	Aerospace	N/A	N/A	\$450.00	TBD	Combined FAA License/Flight Ops	32
NFND	Business	N/A	N/A	\$250.00	TBD	Diversity & Inclusion	4
NFND	Business	N/A	N/A	\$400.00	TBD	Managing Change	8
NFON	Accounting	\$109.00	\$109.00	\$109.00	57000	Accounting Fundamentals-ONLINE	24
NFON	Business	\$109.00	\$109.00	\$109.00	57004	Admin Assistant Apps-ONLINE	24
NFON	Business	\$115.00	\$115.00	\$115.00	57005	Admin Assistant Fund-ONLINE	24
NFON	Human Resources	\$115.00	\$115.00	\$115.00	57009	Diff People, Success wi-ONLINE	24
NFON	Education	\$109.00	\$109.00	\$109.00	57025	GED Preparation-ONLINE	24
NFON	Health Occupations	\$109.00	\$109.00	\$109.00	57058	Medical Terminology-ONLINE	24
NFON	Computer/IT	\$110.00	\$110.00	\$110.00	57067	A+ Certification, Basic-ONLINE	ED2GO
NFON	Computer IT	\$115.00	\$199.00	\$199.00	57071	Comp Skills Workplace-ONLINE	ED2GO
NFON	Accounting	\$115.00	\$115.00	\$115.00	57094	Accounting Fund II-ONLINE	24
NFON	Life Long Learning	\$109.00	\$199.00	\$199.00	57107	A to Z Grant Writing-ONLINE	ED2GO
NFON	BUiness	\$109.00	\$109.00	\$109.00	57117	Effective Bus Writing-ONLINE	24
NFON	Health Occupations	\$109.00	\$109.00	\$109.00	57123	Vet Assistant, Become-ONLINE	24
NFON	Health Occupations	\$109.00	\$109.00	\$109.00	57125	VetAsst II:Canine-ONLINE	24
NFON	Health Occupations	\$109.00	\$109.00	\$109.00	57143	Human Anat/Physiology-ONLINE	ED2GO
NFON	Health Occupations	\$109.00	\$109.00	\$109.00	57184	Vet Asst III: Skills-ONLINE	24
NFON	Computer IT	\$115.00	\$115.00	\$115.00	57222	C# Prog, Inter-ONLINE	ED2GO
NFON	Computer/IT	\$115.00	\$115.00	\$115.00	57292	Inter PHP & MySQL-ONLINE	ED2GO
NFON	Health Occupations	\$115.00	\$115.00	\$115.00	57295	Explore Medical Coding-ONLINE	24
NFON	Lifelong Learning	\$109.00	\$109.00	\$109.00	57308	Writing Essentials-Online	24
NFON	Health Occupations	\$109.00	\$109.00	\$109.00	57315	Explore Pharmacy Tech-Online	24
NFON	Computer/IT	\$119.00	\$119.00	\$119.00	57332	SQL, Intermediate - ONLINE	ED2GO
NFON	Computer IT	\$115.00	\$115.00	\$115.00	57365	Create WordPress Web-ONLINE	ED2GO
NFON	Computer/IT	\$115.00	\$115.00	\$115.00	57366	Moblie Apps w/ HTML5-ONLINE	ED2GO
NFON	Computer/IT	\$109.00	\$109.00	\$109.00	57393	Photoshop CC, Intro-ONLINE	ED2GO
NFON	Computer/IT	\$129.00	\$129.00	\$129.00	57396	Excel 2016, Intro-ONLINE	ED2GO
NFON	Computer/IT	\$109.00	\$109.00	\$109.00	57397	Intro to Lightroom CC-ONLINE	ED2GO
NFON	Computer/IT	\$129.00	\$129.00	\$129.00	57398	Excel 2016,Intermediate-ONLINE	ED2GO
NFON	Computer/IT	\$324.00	\$324.00	\$324.00	57403	MS Office 2016 Suite-ONLINE	ED2GO
NFON	Accounting	\$199.00	\$199.00	\$199.00	57407	Accounting Fund Series-ONLINE	48
NFON	Computer/IT	\$129.00	\$129.00	\$129.00	57411	Excel 2016, Advanced-ONLINE	ED2GO
NFON	Health Occupations	\$220.00	\$220.00	\$220.00	57422	Medical Term Series-ONLINE	48
NFON	Computer/IT	\$324.00	\$324.00	\$324.00	57423	Excel 2016 Series-ONLINE	ED2GO
NFON	Computer/IT	\$109.00	\$129.00	\$129.00	57424	Intro to QuickBooks-ONLINE	ED2GO
NFON	Education	\$199.00	\$199.00	\$199.00	57428	GRE Preparation Series-ONLINE	48
NFON	Health Occupations	\$299.00	\$299.00	\$299.00	57437	Vet Assistant Series-ONLINE	72
NFON	Computer/IT	\$199.00	\$199.00	\$199.00	57441	SQL Series - ONLINE	ED2GO
NFON	Computer/IT	\$199.00	\$199.00	\$199.00	57445	Java Programming Series-ONLINE	ED2GO
NFON	Lifelong Learning	\$109.00	\$109.00	\$109.00	57446	Romance Writing-Online	24
NFON	BUiness	\$299.00	\$299.00	\$299.00	57447	Stock Trading Suite-ONLINE	72
NFON	Computer/IT	\$199.00	\$199.00	\$199.00	57450	QuickBooks 2017 Series-ONLINE	ED2GO
NFON	Computer IT	\$199.00	\$199.00	\$199.00	57451	C# Programming Series-ONLINE	ED2GO
NFON	Education	\$299.00	\$299.00	\$299.00	57454	Speed Spanish Series-ONLINE	72
NFON	Business	\$299.00	\$299.00	\$299.00	57458	Admin Assistant Suite-ONLINE	72
NFON	Business	\$299.00	\$299.00	\$299.00	57463	Entrepreneurship Suite-ONLINE	72
NFON	Health Occupations	\$60.00	\$60.00	\$60.00	57466	Cert Energy Medicine-ONLINE	ED2GO
NFON	Lifelong Learning	\$299.00	\$299.00	\$299.00	57467	Healthy Living Suite-ONLINE	72
NFON	Computer/IT	\$199.00	\$199.00	\$199.00	57468	WordPress Web Series-ONLINE	ED2GO

NFON	Logistics/Supply Chain	\$299.00	\$299.00	\$299.00	57470	Supply Chain Suite - ONLINE	72
NFON	Health Occupations	\$115.00	\$115.00	\$115.00	57471	Become PhysTherapy Aide-ONLINE	24
NFON	Human Resources	\$299.00	\$299.00	\$299.00	57472	HR Mgmt Suite-ONLINE	72
NFON	Computer/IT	\$299.00	\$299.00	\$299.00	57473	Front End Develop Suite-ONLINE	ED2GO
NFON	Computer/IT	\$109.00	\$109.00	\$109.00	57474	Introduction to XML-ONLINE	ED2GO
NFON	Computer/IT	\$299.00	\$299.00	\$299.00	57475	Java Developer Suite-ONLINE	ED2GO
NFON	Computer/IT	\$199.00	\$199.00	\$199.00	57476	PHP and MySQL Series-ONLINE	ED2GO
NFON	Computer/IT	\$199.00	\$199.00	\$199.00	57477	Visual Basic Series-ONLINE	ED2GO
NFON	Health Occupations	\$68.00	\$68.00	\$68.00	57478	Cert in Meditation-ONLINE	ED2GO
NFON	Computer IT	\$395.00	\$395.00	\$395.00	57479	Acct with Excel Suite-ONLINE	ED2GO
NFON	Business	N/A	N/A	\$15.00	59705	JobSeekStrat - Special Interv Conc	1
NFON	Business	N/A	N/A	\$15.00	59706	JobSeekStrat - Craft Cover Letter	1
NFON	Business	N/A	N/A	\$15.00	59707	JobSeekStrat - Creating Resume	1
NFON	Business	N/A	N/A	\$15.00	59708	JobSeekStrat - Find Job Apply	1
NFON	Business	N/A	N/A	\$15.00	59709	JobSeekStrat - KickOff Job Search	1
NFON	Business	N/A	N/A	\$15.00	59710	JobSeekStrat - Resp Interview Questions	1
NFON	Business	N/A	N/A	\$105.00	59711	Job Seekers Strategies Series	7
NFON	Business	N/A	N/A	\$15.00	59712	JobSeekStrat - Understand Intevew Proc	1
NFON	Lifelong Learning	N/A	N/A	\$125.00	TBD	Online Adult Drug Offender Test	10
NURA	Health Occupations	\$995.00	\$1,060.00	\$1,055.00	55000	Certified Medication Aide	144
NURA	Health Occupations	\$895.00	\$635.00	\$615.00	55006	Certified Nurse Aide Training	68
NURA	Health Occupations	N/A	\$635.00	\$650.00	55010	Certified Nurse Aide Clinical	80
OSHT	NCCER	\$575.00	\$575.00	\$610.00	55010	CORE Curric:Intro Craft Skills	64
OSHT	Safety	\$1,799.00	\$1,850.00	\$2,260.00	55016	Cert Occ Safety-COSS	40
OSHT	Safety	\$525.00	\$525.00	\$940.00	55024	Safe Supervisor	24
OSHT	Safety	\$125.00	\$125.00	\$90.00	55026	OSHA 10-Construction	10
OSHT	Safety	\$1,999.00	\$2,050.00	\$2,320.00	55027	Cert Occup Safety Manager	40
OSHT	Safety	N/A	N/A	\$290.00	TBD	OSHA 30	38
PFPB	Pipefitting	\$714.00	\$714.00	\$960.00	55024	NCCER Pipefitting Level 1	80
PFPB	Pipefitting	\$714.00	\$714.00	\$1,925.00	TBD	NCCER Pipefitting Level 2	160
PFPB	Pipefitting	N/A	N/A	\$1,825.00	TBD	NCCER Pipefitting Level 3	152
PLAB	Phlebotomy	\$407.00	\$675.00	\$490.00	55000	Phlebotomy Technician Basic	48
PLAB	Phlebotomy	\$533.00	\$1,025.00	\$840.00	55001	Phlebotomy Tech Practicum	112
POFI	Computer/IT	\$135.00	\$155.00	\$155.00	55002	Word - One Day	7
POFI	Computer/IT	N/A	\$230.00	N/A	55007	Word - Basic Skills	24
POFI	Computer/IT	\$135.00	\$155.00	\$155.00	55009	Word: One Day - Intermediate	7
POFI	Computer/IT	\$1,230.00	\$1,250.00	\$1,280.00	55021	Digital Literacy-IC3	96
POFI	Computer/IT	N/A	\$890.00	\$950.00	55035	MOS Applications	80
POFT	Computer/IT	\$230.00	\$190.00	\$190.00	55004	Keyboarding on the PC	16
POFT	Human Resources	\$1,000.00	\$1,000.00	\$1,000.00	55058	Train the Trainer	40
PTAC	Industrial Maintenance	\$490.00	\$490.00		55025	Refresher Troubleshooting Operators	8
QCTC	Quality Lean Six Sigma	\$3,000.00	\$3,000.00	\$3,900.00	55061	Lean Six Sigma Black Belt	112
QCTC	Inspection Technologies	N/A	\$312.00	\$312.00	55069	Testing and Inspection Systems	96
QCTC	Inspection Technologies	N/A	\$312.00	\$312.00	55070	Metrology and Prints	96
QCTC	Inspection Technologies	N/A	\$234.00	\$234.00	55071	Standards and Codes Online	64
QCTC	Inspection Technologies	N/A	\$234.00	\$234.00	55071	Standards and Codes	64
SCIT	Maritime	\$950.00	\$950.00	\$950.00	55000	Advanced Meteorology	40
SCIT	Maritime	\$850.00	\$850.00	\$850.00	55001	Meteorology (Operational)	40
VFFT	Firefighting	\$800.00	\$800.00	\$800.00	55000	Advanced Fire Fighting	32
VFFT	Firefighting	\$500.00	\$500.00	\$500.00	55001	Adv Fire Fighting Refresher	16
VFFT	Firefighting	N/A	N/A	\$1,200.00	55002	Combined Basic & Advanced Firefighting	40
VFFT	Firefighting	\$375.00	\$375.00	\$375.00	55003	Adv Fire Fighting Revalidation	8
WLDG	Welding	\$406.00	\$312.00	\$312.00	55060	Intro Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	\$406.00	\$312.00	\$312.00	55061	Adv Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	N/A	\$312.00	\$312.00	55062	Intermediate Pipe Welding	128
WLDG	Welding	N/A	\$312.00	\$312.00	55063	Intro Gas Tungs Arc Weld (GTAW)	128
WLDG	Welding	N/A	\$312.00	\$312.00	55064	Adv Gas Tunds Arc Weld (GTAW)	128
WLDG	Welding	N/A	\$312.00	\$312.00	55065	Intro Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	N/A	\$312.00	\$312.00	55066	Adv Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	N/A	\$312.00	\$312.00	55067	Advanced Pipe Welding	128
WLDG	Welding	N/A	\$312.00	\$312.00	55068	Intro Gas Tungs Arc Weld (GTAW)	128
WLDG	Welding	N/A	\$312.00	\$312.00	55069	Gas Metal Arc Welding (GMAW)	128

## Attachment 1

WLDG	Welding	N/A	\$312.00	\$312.00	55070	Intro Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	N/A	\$312.00	\$312.00	55071	Adv Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	N/A	\$312.00	\$312.00	55072	Intermediate Pipe Welding	128
WLDG	Welding	N/A	\$312.00	\$312.00	55073	Advanced Pipe Welding	128
WLDG	Welding	N/A	\$312.00	\$312.00	55074	Intro Gas Tungst Arc Weld (GTAW)	128
WLDG	Welding	N/A	\$312.00	\$312.00	55075	Adv Gas Tungst Arc Weld (GTAW)	128
WLDG	Welding	N/A	\$312.00	\$312.00	55076	Intro Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	N/A	\$312.00	\$312.00	55078	Advanced Pipe Welding	128
WLDG	Welding	N/A	\$312.00	\$312.00	55079	Advanced Pipe Welding	128
WLDG	Welding	N/A	\$312.00	\$312.00	55080	Adv Shielded Metal Arc Welding (SMAW)	128

**Action Item “XVI”**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval of an Inter-local Agreement with**  
**The University of Texas at Austin Charles A. Dana Center**

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve an interlocal agreement between San Jacinto Community College District (SJCCD) and The University of Texas at Austin Charles A. Dana Center (Dana Center).

## **BACKGROUND**

In 2019, the College entered into an agreement with the Dana Center so SJCCD would send a team to Austin in January 2020 to attend a Transfer Partnership Strategy (TSP) event. The goal was to work together to positively influence postsecondary attainment and affordability by addressing the high level of inefficiency and credit loss students experience when transitioning between institutions. The College participated and was able to set transfer goals using a tool developed by the Dana Center and its partners. This process was successful in refining our transfer processes with schools such as Sam Houston State University. SJCCD contributed to the work of the TSP partnership and continued to work with national groups such as SOVA and Aspen to elevate this work and share knowledge with other institutions.

In accordance with Subchapter B, Section 791.011 of the Texas Government Code and Chapter 271 of the Local Government Code, the College may enter into an interlocal contract with another local governmental entity to perform governmental functions and services.

## **IMPACT OF THIS ACTION**

SJCCD and the Dana Center desire to work cooperatively to increase the opportunity for postsecondary attainment and affordability for SJCCD students during and beyond their time with the College. The purpose of this interlocal agreement is to:

- Identify a transfer team that will be responsible for attending a convening and participate in other requested TPS technical assistance and events;
- Set (or reaffirm existing) institutional transfer goals using the practice framework and Tools co-developed with national partners;
- Contribute to a shared communication campaign that elevates the work of the TPS institution in the state and national media.

## **BUDGET INFORMATION**

The College will receive a \$1,000 stipend after the agreement is signed.

## **MONITORING AND REPORTING TIMELINE**

The agreement will commence on August 3, 2021 and will continue through June 30<sup>th</sup>, 2022.

**Action Item “XVI”  
Regular Board Meeting August 2, 2021  
Consideration of Approval of an Inter-local Agreement with  
The University of Texas at Austin Charles A. Dana Center**

**ATTACHMENTS**

Attachment 1 – Interlocal Contract

**RESOURCE PERSONNEL**

Rebecca Goosen	281-998-6150 x7667	rebecca.goosen@sjcd.edu
Shavrielle Charles	281-998-6150 x7784	sharvielle.charles@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

**CN: 2021-39**  
**INTERLOCAL COOPERATION CONTRACT**

This **Interlocal Cooperation Contract (Contract)** is entered into effective **August 3rd, 2021 (Effective Date)**, by and between Contracting Parties pursuant to authority granted in and in compliance with [Chapter 791, Government Code](#).

**CONTRACTING PARTIES:**

**Receiving Party: The University of Texas at Austin (Charles A. Dana Center)**, of the State of Texas.

**Performing Party: San Jacinto Community College District**, of the State of Texas.

**PURPOSE:**

The purpose of this Contract is to obtain the services of Performing Party to **Greater Texas Foundation Transfer (Project)**. This Contract will increase the efficiency and effectiveness of Contracting Parties.

**STATEMENT OF SERVICES TO BE PERFORMED:**

Performing Party will perform the following services (**services**):

1. Identify a transfer team responsible for attending a convening and participating in other requested TPS technical assistance and events;
2. Set (or reaffirm existing) institutional transfer goals using the Institutional Practice Framework and Tools co-developed with our national partners; and
3. Contribute to a shared communications campaign that elevates the work of the TPS institutions in the state and national media.

**WARRANTIES:**

Receiving Party warrants (1) the services are necessary and authorized for activities properly within its statutory functions and programs; (2) it has authority to contract for the services under authority granted in Chapter 65.31, *Texas Education Code*, and [Chapter 791, Government Code](#); (3) it has all necessary power and has received all necessary approvals to execute and deliver this Contract, and (4) the representative signing this Contract on Receiving Party's behalf is authorized by its governing body to do so.

Performing Party warrants (1) it has authority to perform the services under authority granted in Section 109A, *Texas Education Code* and Chapter 791, *Texas Government Code*; (2) it has all necessary power and has received all necessary approvals to execute and deliver this Contract, and (3) the representative signing this Contract on Performing Party's behalf is authorized by its governing body to do so.

**CONTRACT AMOUNT:**

The total amount of this Contract will not exceed **\$1,000**.

Performing Agency will invoice Receiving Agency for services upon completion of the fully executed contract.

**PAYMENT:**

Receiving Party will remit payments to Performing Party for services satisfactorily performed in accordance with [Chapter 2251, Government Code](#) (Texas Prompt Payment Act).

Payments made under this Contract (1) are based on cost recovery (2) will fairly compensate Performing Party for the services performed, and (3) will be made from current revenues available to Receiving Party.

[Section 51.012, Education Code](#), authorizes Receiving Party to make payments through electronic funds transfer methods. Performing Party agrees to accept payments from Receiving Party through those methods, including the automated clearing house system (ACH). Performing Party agrees to provide its banking information to Receiving Party in writing on Performing

Party letterhead signed by an authorized representative of Performing Party. Prior to the first payment, Receiving Party will confirm Performing Party's banking information. Changes to Performing Party's bank information must be communicated to Receiving Party in writing at least thirty (30) days before the effective date of the change and must include an IRS Form W-9 signed by an authorized representative of Performing Party.

**TERM:**

The term of this Contract begins on the Effective Date and expires on **June 30th, 2022**.

**NOTICES:**

Except as otherwise provided by this Section, notices, consents, approvals, demands, requests or other communications provided or permitted under this Contract, will be in writing and will be sent via certified mail, hand delivery, overnight courier, facsimile transmission (to the extent a facsimile number is set forth below), or email (to the extent an email address is set forth below) as provided below, and notice will be deemed given (i) if delivered by certified mail, when deposited, postage prepaid, in the United States mail, or (ii) if delivered by hand, overnight courier, facsimile (to the extent a facsimile number is set forth below) or email (to the extent an email address is set forth below), when received:

If to Receiving Party: The Charles A. Dana Center  
3925 W. Braker Lane, Suite 3.801  
Austin, TX 78759  
Attention: Richard Blount

If to Performing Party: San Jacinto Community College District  
4624 Fairmont Parkway  
Pasadena, TX 77504  
Attention: Teri Zamora

or other person or address as may be given in writing by either party to the other in accordance with this Section.

**TERMINATION:**

In the event of material failure by a Contracting Party to perform its duties and obligations in accordance this Contract, the other party may terminate this Contract upon thirty (30) days' advance written notice of termination setting forth the nature of the material failure; provided that, the material failure is through no fault of the terminating party. The termination will not be effective if the material failure is fully cured prior to the end of the thirty-day period.

**OTHER PROVISIONS:**

**Access by Individuals with Disabilities.** Performing Party represents and warrants (**EIR Accessibility Warranty**) the electronic and information resources and all associated information, documentation, and support Performing Party provides to Receiving Party under this Contract (**EIRs**) comply with applicable requirements set forth in [1 TAC Chapter 213](#) and [1 TAC Section 206.70](#) (ref. [Subchapter M, Chapter 2054, Texas Government Code](#)). To the extent Performing Party becomes aware the EIRs, or any portion thereof, do not comply with the EIR Accessibility Warranty, then Performing Party represents and warrants it will, at no cost to Receiving Party, either (1) perform all necessary remediation to make the EIRs satisfy the EIR Accessibility Warranty or (2) replace the EIRs with new EIRs that satisfy the EIR Accessibility Warranty. If Performing Party is unable to do so, Receiving Party may terminate this Contract and, within thirty (30) days after termination, Performing Party will refund to Receiving Party all amounts Receiving Party paid under this Contract.

Performing Party will provide all assistance and cooperation necessary for the performance of accessibility testing conducted by Receiving Party or Receiving Party's third party testing resources as required by [1 TAC Section 213.38\(g\)](#).

**Payment of Debt or Delinquency to the State.** Pursuant to Sections [2107.008](#) and [2252.903](#), *Government Code*, any payments owing to Performing Party under this Contract may be applied directly toward any debt or delinquency Performing Party owes the State of Texas or any agency of the State of Texas, regardless of when it arises, until paid in full.

**Venue; Governing Law.** Travis County Texas, will be the proper place of venue for suit on or in respect of this Agreement. This Agreement, all of its terms and conditions, all rights and obligations of the parties, and all claims arising out of or relating to this Agreement, will be construed, interpreted and applied in accordance with, governed by and enforced under, the laws of the State of Texas.

**Entire Agreement; Modifications.** This Contract supersedes all prior agreements, written or oral, between Performing Party and Receiving Party and will constitute the entire agreement and understanding between the parties with respect to its subject matter. This Contract and each of its provisions will be binding on the parties, and may not be waived, modified, amended or altered, except by a writing signed by Receiving Party and Performing Party.

**Loss of Funding.** Performance by a Contracting Party of its duties and obligations under this Contract may be dependent upon the appropriation and allotment of funds by the Texas State Legislature (**Legislature**) and/or allocation of funds by that Contracting Party's governing board. If Legislature fails to appropriate or allot necessary funds, or a Contracting Party's governing board fails to allocate necessary funds, then Contracting Party that loses funding may terminate this Contract without further duty or obligation. Contracting Parties agree acknowledge that appropriation, allotment, and allocation of funds are beyond the Contracting Parties' control.

**State Auditor's Office.** Contracting Parties understand acceptance of funds under this Contract constitutes acceptance of authority of the Texas State Auditor's Office or any successor agency (**Auditor**), to conduct an audit or investigation in connection with those funds (ref. [Sections 51.9335\(c\)](#), [73.115\(c\)](#) and [74.008\(c\)](#), *Education Code*). Contracting Parties agree to cooperate with Auditor in the conduct of the audit or investigation, including providing all records requested. Contracting Parties will include this provision in all contracts with permitted subcontractors.

**Assignment.** This Contract is not transferable or assignable except upon written approval by Contracting Parties.

**Severability.** If any one or more of the provisions of this Contract will for any reason be held to be invalid, illegal, or unenforceable in any respect, that invalidity, illegality or unenforceability will not affect any other provision, and this Contract will be construed as if the invalid, illegal, or unenforceable provisions had never been included.

**Public Records.** It will be the independent responsibility of Receiving Party and Performing Party to comply with [Chapter 552, Government Code \(Public Information Act\)](#), as it applies to the Contracting Parties' respective information. Receiving Party is not authorized to receive public information requests or take any action under the Public Information Act on behalf of Performing Party. Likewise, Performing Party is not authorized to receive public information requests or take any other action under the Public Information Act on behalf of Receiving Party.

**Executed effective on the Effective Date by the following duly authorized representatives of Contracting Parties:**

**RECEIVING PARTY:**

**The Charles A. Dana Center**  
Richard Blount  
By: Richard Blount  
Name: Richard Blount  
Title: Director III  
Date: 07/02/2021

Digitally signed by  
Richard Blount  
Date: 2021.07.02  
08:07:07 -0500

**PERFORMING PARTY:**

**San Jacinto Community College District**  
By: \_\_\_\_\_  
Name: Teri Zamora  
Title: Vice Chancellor, Fiscal Affairs  
Date: \_\_\_\_\_

**Action Item “XVII”  
Regular Board Meeting August 2, 2021  
Consideration of Approval of the Awarding of a Posthumous Degree**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the awarding of a posthumous degree to Jerry Osborn.

**BACKGROUND**

Policy VI.6000.E, Awarding Posthumous Degrees allows the Board of Trustees to approve the award of a posthumous degree or certificate of recognition to honor the achievement of a student who has died prior to completion of degree or certificate requirements. A deceased student is eligible to receive a posthumous degree if the student has completed 75 percent or more of the required courses for the degree, was enrolled in classes at the time of death, and was in good academic and financial standing with the College.

Jerry Osborn, aged 44, passed away on March 12, 2021. He was enrolled in two classes on Central Campus in the spring 2021 semester until just ten days prior to his death due to medical circumstances. His degree audit indicates that he completed 85 percent of the courses required for an Associate of Applied Science degree in Instrumentation. He was in good academic standing with a 3.52 overall GPA and in good financial standing with the College.

**IMPACT OF THIS ACTION**

Approval by the Board of Trustees satisfies the requirements of Policy VI.6000.E, Awarding Posthumous Degrees and meets the requirements of Procedure VI.6000.E.a, Awarding Posthumous Degrees.

The Associate of Applied Science in Instrumentation will be awarded posthumously to Jerry Osborn.

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

Attachment 1 - Obituary of Jerry Osborn

**RESOURCE PERSONNEL**

Debbie Smith	281-998-3455	debbie.smith@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu



## Jerry Luis Osborn

December 20, 1976 - March 12, 2021

Few individuals are truly “One of A Kind” yet Jerry Luis Osborn was Larger Than Life. There comes a time when you cross paths with a Very Special Person that leaves their Enormous mark in this world and a lasting impression within this realm, we call Life. Jerry was certainly loved by an exorbitant amount of people including his family and friends. Grand in personality, giving with all his heart and soul Jerry was a beloved son, husband, and father that lived life to the fullest. If you were lucky enough to have crossed paths with Jerry, consider yourself lucky. Jerry Osborn, such a kind and beautiful soul, gained his wings on March 12, 2021. Jerry was tragically taken from this world on March 12, 2021, during a recent hospitalization and passed due to complications. Jerry left this earth in the presence of his family; his loving wife, his beautiful daughters, his mom, and his brother by his bedside as he took his last breath, a moment we will never forget and truly brought closure to us as he went to be with the Lord. Jerry just celebrated his most recent birthday; he was 44 years young. Jerry, The Super dad and Most Amazing Husband, as we knew him, was brought into this world on December 20, 1976 in Houston, Texas to Elena Osborn, although she never married Jose Luis Moreno. Jerry had many job titles and job opportunities in life, but he finally settled the past 20 years in the Food and Beverage and Manufacturing Industry. Jerry wore many hats and started off in Utilities and worked his way up to a PLC technician, which is what he wanted to do and to later own his own company once he was done with schooling. Jerry always reached for the stars and had big hopes and dreams in this life that were cut short. Jerry had been in and out of College pursuing his Degree and had a couple of setbacks in 2018 fracturing his ankle but got back on track as soon as he was able to. He had a heart of steel and never gave up; he was tough as nails and he was no quitter. Although, Jerry never finished his degree which he strived so hard to accomplish, his family is so, so Super Proud of him. He was the perfect role model and they all strive to be as dedicated as he was when he put his mind to it. He will forever be remembered as that go getter; even in death his personality and character will live on. He is preceded in death by his Maternal Grandfather Jesus Vazquez, his Father Jose Luis Moreno, his Maternal Grandmother Catalina Vazquez, his Paternal Grandfather Luis G. Moreno, his Paternal Grandmother Elvia E. Moreno, and his Step-Father Lowell Thomas Osborn. Jerry is survived by his wife of 24 years Vanessa Osborn, and his 3 beautiful daughters; his eldest daughter Alexis Osborn, his second born Ysabella Osborn, and his baby girl Jazelle Osborn; his mother Elena Osborn, his brothers Andrew Osborn and Jose Moreno; his sister Monica Veer, numerous aunts and uncles, and numerous first and second cousins. Jerry loved his life, and he loved his family, he loved his beautiful wife and daughters and loved to spend all his extra time with them. He loved to ride his motorcycle, he loved to go gambling and spend his off time at the casinos, he loved to play pool, he loved to go on vacations, he loved to do all things adventurous and always loved a challenge, he was spontaneous and was always ready to explore new sights and make new memories. Jerry excelled at everything he did, and no matter what he did, he always wanted to improve his knowledge and skills on that particular subject. Jerry was so loyal to all that knew him and the people he loved. If you knew Jerry, you could always depend on him no matter the situation. Jerry will be remembered by his children as their biggest supporter and strongest mentor, he was the best teacher a child could have, and he was the anchor to our family. His tireless love and devotion to family were evident in his daily life and he worked numerous jobs at a young age

and was a workaholic in every job he had in an effort to provide for his family of 5. We will remember Jerry through all our memories and all our family outings; we were Rich with all his love he had to give. We LOVE you forever and ever Daddy, Dadda, Babe, Baby; Til the Day we see you again this is never goodbye, but until we see you Again. Gone too soon, You will live forever young, May you Rest in Peace. Your Loving wife, Vanessa Osborn And your loving daughters; Alexis Osborn, Ysabella Osborn, and Jazelle Osborn

**Action Item “XVIII”**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval of Management Agreement Between**  
**San Jacinto Community College District and the San Jacinto College Foundation**

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the Management Agreement between San Jacinto Community College District and the San Jacinto College Foundation, in order to establish the legal and operating parameters for the Student Success Fund.

## **BACKGROUND**

The San Jacinto College Foundation (Foundation) recently received an unrestricted \$30 million gift from MacKenzie Scott and Dan Jewett to be held in trust for, and utilized by, the San Jacinto Community College District (College). The College plans to utilize this as a Student Success Fund (Fund) to advance and enhance student success through a variety of initiatives.

The Management Agreement (Agreement) is the legal document that will govern the relationship between the parties and future decision making related to the investment and use of the Student Success Fund.

Key parameters of the Agreement include the following:

- Names the Managers of the Fund, and outlines their duties and authority in the investment and distribution of funds
- Requires investment of the Fund to be segregated from other investments of the Foundation, as the fund assets are held in trust for the benefit of the College
- Designates the College’s annual budget process as the normal cycle for approval of College expenditures from the Fund
- Stipulates an annual report to the College Board and the Foundation Board each May that stipulates planned uses and reports on actual expenditures
- Stipulates an annual report to the College Board and the Foundation Board each August regarding the Fund’s investment strategy and investment results
- Requires an annual audit of the Fund in coordination with the annual audit of the Foundation

## **IMPACT OF THIS ACTION**

The Agreement formalizes the parameters and operating rules that will govern the relationship between the Foundation and the College, designed to facilitate the best use of the funds to advance student success over the foreseeable future.

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

The fiscal year 2022 proposed restricted fund budget contains an allocation of \$5.5 million to fund the entire 21 Forward initiative for in-district 2021 high school graduates. As allowed under the Management Agreement, the Chancellor may bring additional initiatives forward for Board consideration and approval during the fiscal year.

## **MONITORING AND REPORTING TIMELINE**

The Agreement will remain in effect until terminated by action of the Boards for the College

**Action Item "XVIII"**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval of Management Agreement Between**  
**San Jacinto Community College District and the San Jacinto College Foundation**

and the Foundation. Monitoring will be annually in May and August, as outlined in the Agreement.

**ATTACHMENTS**

Attachment 1 - Management Agreement

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Teri Crawford	281-998-6151	teri.crawford@sjcd.edu
Teri Zamora	281-998-6306	teri.zamora@sjcd.edu

**Management Agreement  
for Student Success Fund Program**

This Management Agreement ("Agreement") for the SJCCD Student Success Fund is entered into by and between San Jacinto Community College District ("SJCCD"), a public community college district organized under Chapter 130 of the Texas Education Code, and the San Jacinto Community College Foundation ("Foundation"), a non-profit 501 (c)(3) organization, collectively referred to as "Parties."

WHEREAS, SJCCD is the beneficiary of funds donated in 2021 for the benefit of the SJCCD known as the Student Success Funds ("Funds");

WHEREAS, the Foundation, as trustee currently holds the Funds in trust for the benefit of SJCCD, as beneficiary;

WHEREAS, the Foundation amended its Bylaws to create up to two Vice President of Student Success office positions, which positions are to be held by an employee of SJCCD as recommended by the SJCCD Chancellor and subject to approval by the Foundation Board; and

WHEREAS, the Parties wish to enter into certain understandings and agreements regarding the management of the Funds and implementation of the Student Success Program;

**NOW THEREFORE**, the Parties agree as follows:

1. The SJCCD Chancellor has nominated, and the Foundation Board hereby approves, the appointment of Teri Zamora as Vice President of Student Success for a term of one (1) year commencing on the date of this Agreement. In the event the Foundation fails to annually approve the appointment of Vice President of Student Success officer(s) for subsequent terms, the last approved holder(s) of the position shall continue in the position for subsequent one (1) year terms until removed or replaced by the Foundation Board with a nominee of the SJCCD Chancellor.
2. SJCCD and the Foundation hereby designate the Vice President(s) of Student Success and one other Foundation officer, to be appointed annually by the Foundation Board, to be the Managers of the Student Success Funds ("Managers"). The Foundation initially appoints [REDACTED] to serve as Manager of the Fund along with the Vice President of Student Success, to serve for a term of one (1) year commencing on the date of this Agreement. In the event the Foundation fails to annually approve the appointment of the Manager for subsequent terms, the last

approved holder of this position shall continue in the position for subsequent one (1) year terms until removed or replaced by the Foundation Board.

3. The Funds shall at all times be segregated from other Foundation funds and shall continue to be held in trust by the Foundation for the benefit of SJCCD.
4. The Managers shall have the authority to create and direct the investment strategy for the Funds, independent of the Foundation's other invested Funds and independent of the Foundation's investment committee.
5. The Managers shall have the authority to execute any agreements with depositories, custodians, fiscal agents and financial advisors as necessary to manage the Funds.
6. All financial transactions involving the Funds, including, but not limited to, withdrawals, deposits, transfers, investments, commitments, encumbrances and pledges must be approved by the Managers.
7. SJCCD shall develop and maintain a written plan for the Student Success Program ("Program") that identifies SJCCD's goals and decision-making process for the use of Funds and the initiatives of the Program. The Program plan shall be reported annually to the SJCCD Board.
8. The annual budget for SJCCD, as approved by the SJCCD Board, shall identify the amount of Funds to be transferred to SJCCD for the coming year to carry out the Program. The SJCCD Chancellor may make written requests to the Managers for additional transfers of Funds to SJCCD as necessary to carry out the Program.
9. Beginning annually in May 2022, the Managers shall prepare a budget and report pertaining to the Funds that (i) identifies the estimated schedule and amounts of Funds to be expended in the coming year and (ii) reports all expenditures of Funds to date for the current year. The report shall be presented to the respective Boards of SJCCD and the Foundation annually.
10. Beginning annually in August 2022, the Managers will prepare and provide an investment report to the respective Boards of SJCCD and the Foundation, including any modifications to the investment strategy for the Funds.
11. SJCCD shall arrange for the audit of the Funds at the same time SJCCD arranges for the audit of the Foundation's other funds.

- 12. This Agreement shall remain in effect until terminated by official action of the Boards for both SJCCD and the Foundation, and may only be amended by official action of both Boards.
- 13. This Agreement shall be subject to the laws of the state of Texas, and each Party shall have all rights to enforce this Agreement to the fullest extent under Texas law.
- 14. The invalidity or unenforceability of any provision(s) of this Agreement will not impair the validity and enforceability of the remaining provisions. The failure of either Party hereto to insist, in any one or more instances, upon performance of any of the terms of this Agreement shall not be construed as a waiver or relinquishment of the future performance of any such term.

IN WITNESS WHEREOF, SJCCD and Foundation have entered into this Agreement effective of the date on which the governing Boards of both parties have approved the same.

**San Jacinto Community College District**

**San Jacinto Community College Foundation**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Action Item “XIX”**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval of the Annual Review of the**  
**Investment Policy and Strategy of the College**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the attached revisions to the Investment Policy and Strategy of the College.

**BACKGROUND**

The Investment Policy and Strategy of San Jacinto College requires that the Board of Trustees, at least annually, review and approve appropriate changes as required by Texas Government Code 2256. The Board approved the last revisions on August 3, 2020. The current changes are recommended to clarify and provide consistent language and terminology with the Public Funds Investment Act (PFIA) and State Auditor’s Office.

**IMPACT OF THIS ACTION**

The revisions to the Investment Policy and Strategy are listed in the attached Summary of Changes and further clarify and document the current practices of the College. In addition, the list of designated Investment Officers has been updated and roles clarified with the accepted retirement of the Director, Accounting and Financial Services on March 31, 2022.

The exact wording of the revisions can be reviewed in the attached documentation. The approval of the Investment Policy and Strategy will meet the requirements of an annual review by the Board of Trustees in Section 2256.005(e) of the Government Code of the State of Texas.

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

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

Adoption of the recommended policy changes does not have budget or staffing implications.

**MONITORING AND REPORTING TIMELINE**

Because of the technical aspects that are being addressed by these recommended changes, the Investment Policy and Strategy will not be distributed to the College community for comments. This policy will be reviewed at least annually as required.

**ATTACHMENTS**

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy III.3001.A: Investment Policy and Strategy (Track Changes)
- Attachment 3 – Policy III.3001.A: Investment Policy and Strategy (Clean Version)
- Attachment 4 – Report of Investment Officer Training

**Action Item “XIX”**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval of the Annual Review of the**  
**Investment Policy and Strategy of the College**

**RESOURCE PERSONNEL**

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

## Policies and Procedures Summary of Changes

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

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

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

Web Links:  
[Policy III.3001.A, Investment Policy and Strategy | San Jacinto College](#)

Primary Owner: Vice Chancellor, Fiscal Affairs

Secondary Owner: Associate Vice Chancellor, Finance

### Summary of Changes:

#### *Policy Changes:*

- Reflect the recent name change for the annual comprehensive financial report, previously known as the comprehensive annual financial report, by the Government Finance Officers Association.
- Add clarifying language that the College is considered a state agency for investment training purposes which requires designated Investment Officer(s) to take investment training within six versus 12 months of assuming their duties. The College has been in compliance with this requirement since January 2020.
- Update the list of designated Investment Officers and clarify their roles.
- Provide clarification regarding the maximum limits for investments.
- Add or clarify existing Public Funds Investment Act and State Auditor's Office requirements, which have been met, but are not specifically included in the Policy or need further clarification.
  - Addition - Biennial investment training report to Board of Trustees
  - Clarification - Biennial compliance audit
  - Addition – State Auditor's Office investment reporting requirements
  - Clarification – Investment Policy adoption



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

### Purpose

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

### Policy

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

### Authority

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

### Applicability

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

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

## OBJECTIVES

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

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

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

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

**YIELD:** ~~It will be the objective of the~~~~The~~ College ~~will strive~~ to earn a reasonable market yield within the restrictions imposed by the Policy's safety and liquidity requirements,

investment strategies, and state and federal laws governing investment of public funds. The College will design the investment portfolio ~~shall be designed~~ with the objective of meeting and exceeding the yield of comparable benchmark securities chosen to be commensurate with the College's investment risk constraints and the cash flow characteristics. The College will utilize the 1-Year, 2-Year, and 3-Year Treasury yields, as appropriate, as benchmarks for the portfolios' performance and risk levels.

## STRATEGY

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

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

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

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

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

### B. Debt Service Funds

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

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

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

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

### **STANDARD OF CARE – PRUDENT PERSON STANDARD**

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

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

### **INVESTMENT TRAINING**

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

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

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

### **DELEGATION OF AUTHORITY AND RESPONSIBILITIES**

In accordance with the Act, the Board of Trustees delegates, by resolution, management responsibility for the investment program through the Chancellor to the Vice Chancellor of Fiscal Affairs as the primary Investment Officer. ~~In the absence of the Vice Chancellor of Fiscal Affairs,~~

~~with the approval and direction of the Chancellor, the~~ The daily investment transaction processing and reporting are delegated to the following Finance staff who are also considered Investment Officers: Associate Vice Chancellor, Finance; ~~or~~ Director, Accounting and Financial Services; Comptroller; and Assistant Comptroller will perform daily investment transactions.

### **Board of Trustees**

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

### **Investment Committee**

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

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

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

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

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

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

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

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

individual seeking to sell an investment to the College shall file a statement disclosing that relationship with the Texas Ethics Commission in accordance with the Act.

### **AUTHORIZED INVESTMENTS**

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

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

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

**PROHIBITED INVESTMENTS**

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

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

**DIVERSIFICATION**

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

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

## MAXIMUM MATURITIES

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

## AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

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

Authorized broker/dealers and financial institutions may include:

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

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

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

The College may not enter into any ~~No~~ investment transactions ~~may be entered into~~ with a brokerage subsidiary of the Authority’s depository bank in order to fulfill all delivery versus payment (DVP) requirements for trade independence.

## Policy Certification

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

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

Any College Investment Adviser shall certify [their adherence](#) to the Policy.

[The College shall not execute any](#) ~~No~~ investment transaction ~~shall be executed~~ with a pool that has not delivered this written certification. Material changes in this Policy will require re-certification. The College is under no obligation to transact business with any financial institution.

### **COLLEGE DEPOSITORY**

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

### **INTERNAL CONTROL COMPLIANCE AUDIT**

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

### **Loss of Rating**

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

### **Monitoring FDIC Status**

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

### **COLLATERALIZATION**

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

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

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

### **Authorized Collateral**

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

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

### **Voluntary Collateral Pooling Alternative**

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

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

### **SAFEKEEPING**

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

### **DELIVERY VERSUS PAYMENT**

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

### **REPORTING**

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

include:

- a. Description of each investment and depository position;
- b. Book and market values at the beginning and end of the reporting period;
- c. Additions and changes to the market value during the period;
- d. The book and market value of each separately invested asset;
- e. The maturity date of each separately invested asset;
- f. The account, fund, or pooled group fund for which each investment was acquired;
- g. The earnings for the period; and
- h. The overall yield for the portfolio(s) and its benchmark yield for the period ~~are~~ designated as 1-Year, 2-Year or 3-Year Treasury yields, as appropriate.

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

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

### **INTERNAL CONTROLS**

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

### **Cash Flow Forecasting**

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

### **INVESTMENT POLICY ADOPTION**

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

-

**Procedures**

There are no associated procedures with this policy.

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Date of Board Approval	Anticipated August 2, 2021
Effective Date	Anticipated August 3, 2021
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Associate Vice Chancellor, Finance

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

#### **Purpose**

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

#### **Policy**

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

#### **Authority**

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

#### **Applicability**

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

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

### **OBJECTIVES**

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

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

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

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

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

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

### **STRATEGY**

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

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

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

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

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

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

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

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

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

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

**STANDARD OF CARE – PRUDENT PERSON STANDARD**

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

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

**INVESTMENT TRAINING**

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

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

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

**DELEGATION OF AUTHORITY AND RESPONSIBILITIES**

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

and Assistant Comptroller.

### **Board of Trustees**

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

### **Investment Committee**

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

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

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

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

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

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

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

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

## **AUTHORIZED INVESTMENTS**

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

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

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

**PROHIBITED INVESTMENTS**

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

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

**DIVERSIFICATION**

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

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

### **MAXIMUM MATURITIES**

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

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

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

Authorized broker/dealers and financial institutions may include:

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

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

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

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

### **Policy Certification**

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

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

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

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

### **COLLEGE DEPOSITORY**

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

### **COMPLIANCE AUDIT**

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

### **Loss of Rating**

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

### **Monitoring FDIC Status**

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

### **COLLATERALIZATION**

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

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

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

**Authorized Collateral**

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

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

**Voluntary Collateral Pooling Alternative**

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

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

**SAFEKEEPING**

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

**DELIVERY VERSUS PAYMENT**

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

**REPORTING**

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

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

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

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

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

**INTERNAL CONTROLS**

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

**Cash Flow Forecasting**

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

**INVESTMENT POLICY ADOPTION**

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

**Procedures**

There are no associated procedures with this policy.

Date of Board Approval	Anticipated August 2, 2021
Effective Date	Anticipated August 3, 2021
Primary Owner	Vice Chancellor, Fiscal Affairs

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Secondary Owner	Associate Vice Chancellor, Finance
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## Report of Investment Officer Training For the Biennium Ended August 31, 2021

Name	Title	Recent Investment Training	Number of Hours	Investment Training Provider
Teri Zamora	Vice Chancellor, Fiscal Affairs	April 30, 2021	5	University of North Texas Center for Public Management and Government Treasurers' Organization of Texas
Carin Hutchins	Associate Vice Chancellor, Finance (hired July 20, 2021)	October 6, 2021	5	University of North Texas Center for Public Management and Government Treasurers' Organization of Texas PFM
		June 8, 2021	5	
Bill Dickerson	Director, Accounting and Financial Services	June 8, 2021	5	PFM
Andrea DuBois	Comptroller (hired November 16, 2020)	April 29, 2021	5	University of North Texas Center for Public Management and Government Treasurers' Organization of Texas
		April 30, 2021	5	
Carol Tillman	Assistant Comptroller	New hire - must take within 6 months	N/A	N/A

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

**Action Item "XX"**  
**Regular Board Meeting August 2, 2021**

**Consideration of Approval of Banking and Investment Resolutions and Forms**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve resolutions and forms which update signature cards for current bank and investment authorities.

**BACKGROUND**

Blank resolutions and forms are attached to accomplish the following:

- 1) Update authorized representatives for TexPool Investment Pools
- 2) Update authorized representatives for Lone Star Investment Pools
- 3) Update authorized representatives for JP Morgan Chase bank accounts

The completed resolutions and forms will be provided for signature following the regular Board meeting.

At the February 2021 Board of Trustees meeting, the Board approved resolutions and forms to update the signature cards for the employees with training and authority to enact transactions at the time including Teri Zamora (Vice Chancellor Fiscal Affairs), Carin Hutchins (Associate Vice Chancellor Finance), William E. Dickerson (Director - Accounting and Financial Services), Andrea DuBois (Comptroller), and Dianne Duron (Director-Budgets).

In light of the recommended changes to the Investment Policy and Strategy presented to the Board of Trustees at the August 2, 2021 meeting, new resolutions and forms are required to update the authorized representatives. Changes to the authorized representatives include the removal of Dianne Duron and addition of Carol Tillman, Assistant Comptroller.

Finally, facsimile signatures of the Chair and Secretary of the Board of Trustees are affixed to all checks produced electronically and drawn on the Operating and Payroll accounts at JP Morgan Chase. Since the Chair and Secretary of the Board of Trustees have not changed, there is no action required for these facsimile signatures.

**IMPACT OF THIS ACTION**

This action will allow current employees to effectively manage banking and investing transactions on behalf of the College, as needed.

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

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**Action Item "XX"**  
**Regular Board Meeting August 2, 2021**

**Consideration of Approval of Banking and Investment Resolutions and Forms**

**ATTACHMENTS**

Attachment 1 - Texpool Investment Pools - Resolution Amending Authorized  
Representatives

Attachment 2 - Lone Star Investment Pool - Authorized Representative Add Form

Attachment 3 - JP Morgan Chase – Bank Signature Card

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu
William E. Dickerson	281-998-6142	bill.dickerson@sjcd.edu

# Resolution Amending Authorized Representatives



Please complete this form to amend or designate Authorized Representatives. This document supersedes all prior Authorized Representative forms.

**\* Required Fields**

## 1. Resolution

WHEREAS,

Participant Name\*

Location Number\*

("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("TexPool / Texpool Prime"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and
- C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1.    
 Name Title  
    
 Phone Fax Email  
  
 Signature

2.    
 Name Title  
    
 Phone Fax Email  
  
 Signature

3.    
 Name Title  
    
 Phone Fax Email  
  
 Signature

**1. Resolution (continued)**

4. \_\_\_\_\_  
 Name Title

\_\_\_\_\_  
 Phone Fax Email

\_\_\_\_\_  
 Signature

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

\_\_\_\_\_  
 Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

\_\_\_\_\_  
 Name Title

\_\_\_\_\_  
 Phone Fax Email

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.**

\_\_\_\_\_  
 Name of Participant\*

**SIGNED**

\_\_\_\_\_  
 Signature\*

\_\_\_\_\_  
 Printed Name\*

\_\_\_\_\_  
 Title\*

**ATTEST**

\_\_\_\_\_  
 Signature\*

\_\_\_\_\_  
 Printed Name\*

\_\_\_\_\_  
 Title\*

**2. Mailing Instructions**

The completed Resolution Amending Authorized Representatives can be faxed to TexPool Participant Services at 1-866-839-3291, and mailed to:

TexPool Participant Services  
1001 Texas Avenue, Suite 1150  
Houston, TX 77002

**Authorized Representative Add Form**

Name of Participant \_\_\_\_\_ Participant Number \_\_\_\_\_

**Addition of Authorized Representative**

In order to either (i) carry out the role of Investment Officer for the Participant or (ii) aid the Investment Officer of the Participant in the execution of his or her duties pursuant to Texas Government Code, Section 2256.003(c), as the case may be, the following officers, officials, employees, or contractors of the Participant are hereby designated as Authorized Representatives within the meaning of the Investment Agreement (Agreement). These designated Authorized Representatives have full power and authority to execute the Agreement and any other documents, as may be required to deposit money to and withdraw money from the Participant’s Lone Star Investment Pool (Lone Star) account from time to time in accordance with the Agreement and the Information Statement, and take all other actions deemed necessary or appropriate for the investment of local funds of the Participant:

	Rep #1	Rep #2	Rep #3
Printed Name	_____	_____	_____
Title	_____	_____	_____
E-mail address	_____	_____	_____
Signature	_____	_____	_____

In accordance with Lone Star procedures, an Authorized Representative shall promptly notify Lone Star of any changes in who is serving as Authorized Representative.

In addition to the foregoing Authorized Representatives, each Investment Officer of Lone Star appointed by the Lone Star Board of Trustees from time to time is hereby designated as an Investment Officer of the Government Entity and, as such, shall have responsibility for investing the share of Lone Star assets representing local funds of the Government Entity.

**PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.**

By: \_\_\_\_\_ By: \_\_\_\_\_  
 \_\_\_\_\_  
*Printed Name, Board President* *Printed Name, Board Secretary*

State of Texas,

County of \_\_\_\_\_

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to  
*(name of notary)* *(name of President and Secretary)*

me (or proved to me on the oath of \_\_\_\_\_) or through \_\_\_\_\_ to be the person(s)  
*(person providing oath)* *(identification item)*

whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(Personalized Seal)

\_\_\_\_\_  
*Notary Public's Signature*

**Document Checklist** | **JPMORGAN CHASE BANK, N.A.**

19 January 2021  
 SAN JACINTO COMMUNITY COLLEGE DISTRICT  
 4620 FAIRMONT PKWY A2.214  
 PASADENA, TX 775043333  
 USA

Thank you for choosing JPMorgan Chase for your banking needs. Below is a list of documents contained in this package that pertain to the products and/or services you have requested, with instructions for each document.

In striving to deliver best-in-class service, we encourage you to complete and return any of the attached documentation requiring signature within **5 business days** from the day you receive this package. Please let us know if there is any way we can assist you. We understand that on occasion this timeline cannot be met due to other priorities, the complexity of requirements, and/or the availability of authorized signatories. In such cases we kindly ask that you advise us when we can anticipate receipt of the documentation or if there is any additional support we can provide. Timely receipt of the documents enables us to better complete your request in the desired timeframe.

For your protection, where documents in this package are being sent as e-mail attachments and have been pre-filled, the account and/or SSN/TIN number has been truncated to the last 4 digits, or the documents have been encrypted and may require a password to open.

We at JPMorgan Chase are fully committed to meeting your banking needs. We are happy to answer any questions you may have regarding the attached documents. If you need assistance, please do not hesitate to call.

Kind regards,

Rhonda Lara  
 713-216-5406  
 rhonda.lara@jpmorgan.com  
 712 Main Street  
 Houston, TX 770023201

	<b>Document Name</b>	<b>ID</b>	<b>Instructions</b>
<input checked="" type="checkbox"/>	Business Signature Card	1	Complete, Sign, Return



## BUSINESS SIGNATURE CARD

V2.4\_09\_30\_19

This form captures the signatures of authorized account signers of the Customer. Each signer must use black ink to sign inside the signature box or insert a duplicate image of an original signature. They may also provide a facsimile signature (including a computer generated signature) that can be applied to a check drawn on the Customer's account.

Page 1 of 2

### Customer details

Legal name	<input type="text"/>		
TIN/SSN	<input type="text"/>	<input type="checkbox"/> Signatures for new Account(s)	
Address	<input type="text"/>	<input type="checkbox"/> Additional signatures for listed Account(s)	
		<input type="checkbox"/> Replacement of all signatures for listed Account(s)	
City, State ZIP	<input type="text"/>	Phone	<input type="text"/>
Account(s)	Number(s) and title(s) → <input type="text"/>		

### Account signers

Name	<input type="text"/>	Phone number(s)	<input type="text"/>
Title	<input type="text"/>	Signature	<input type="text"/>
Business email	<input type="text"/>		
Name	<input type="text"/>	Phone number(s)	<input type="text"/>
Title	<input type="text"/>	Signature	<input type="text"/>
Business email	<input type="text"/>		

### Agreement

Customer agrees that:

- it has received and is bound by to Account Terms and any applicable Service Terms, supplements, or amendments
- a facsimile signature may only be used for the issuance or endorsement of checks and that any person who applies such an image is authorized to issue, or verify the issuance of, any check drafted against the listed Account(s) or endorse a check for deposit to the listed Account(s), and
- JPMorgan Chase, N.A. (the bank) can rely on each Account signer's authority until the bank receives written notice to the contrary and has had reasonable opportunity to act on it.

### Certification

I certify that I am authorized to sign this document for the Customer and that each:

- statement in this document is correct and satisfies our internal account authorization, organization and governing documents
- Account signer's signature, whether an original or a duplicate image of an original, is an accurate and complete representation of that signer's signature
- Account signer is authorized to sign and act for the Customer for each listed Account (including enrolling in a service), and
- image (including a facsimile signature) is authorized for use when issuing a check, regardless of who applies it or how it is applied.

Signature	<input type="text"/>	Name	<input type="text"/>	Date	<input type="text"/>
		Title	<input type="text"/>		
Signature	<input type="text"/>	Name	<input type="text"/>	Date	<input type="text"/>
(if required by your corporate resolution)		Title	<input type="text"/>		



**Customer details**

Legal name	<input type="text"/>
Account(s)	<input type="text"/>

**Additional account signers**

Name	<input type="text"/>	Phone number(s)	<input type="text"/>
Title	<input type="text"/>	Signature	<input type="text"/>
Business email	<input type="text"/>		
Name	<input type="text"/>	Phone number(s)	<input type="text"/>
Title	<input type="text"/>	Signature	<input type="text"/>
Business email	<input type="text"/>		
Name	<input type="text"/>	Phone number(s)	<input type="text"/>
Title	<input type="text"/>	Signature	<input type="text"/>
Business email	<input type="text"/>		
Name	<input type="text"/>	Phone number(s)	<input type="text"/>
Title	<input type="text"/>	Signature	<input type="text"/>
Business email	<input type="text"/>		
Name	<input type="text"/>	Phone number(s)	<input type="text"/>
Title	<input type="text"/>	Signature	<input type="text"/>
Business email	<input type="text"/>		
Name	<input type="text"/>	Phone number(s)	<input type="text"/>
Title	<input type="text"/>	Signature	<input type="text"/>
Business email	<input type="text"/>		

**Action Item “XXI”**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval of Policy III.3008.B, Communicable Disease –**  
**First Reading (Informational Item)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve Policy III.3008.B, Communicable Disease. The Board of Trustees will not vote on this item but is creating awareness that the policy is temporarily effective under the authority granted to the Chancellor by the Board under Policy II.2000.A, and input is being gathered from the College community.

**BACKGROUND**

Following the COVID-19 pandemic, the College has identified updates to existing procedure(s) outlining the process for students, employees, and others to report a diagnosis with a notifiable condition to the appropriate College personnel.

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

**IMPACT OF THIS ACTION**

Approval of revisions to the current policy will formalize the Board’s expectations of how the College community responds to communicable disease incidents.

The attached policy and procedure on Communicable Disease provide an update to the College’s commitment to streamline processes that support the health and safety of the College community.

This policy and associated procedure were sent to the College community on July 29, 2021. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on September 13, 2021. The policy and procedures are provided for informational purposes and will not be voted on.

Because of the unique operating situation that has developed due to the COVID-19 pandemic, this policy was effective as of July 1, 2021, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process at the next regularly scheduled meetings of the Board on August 2, 2021 and September 13, 2021.

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

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

**Action Item “XXI”**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval of Policy III.3008.B, Communicable Disease –**  
**First Reading (Informational Item)**

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

**ATTACHMENTS**

Attachment 1 – Summary of Changes

Attachment 2 – Policy IV-B-4 Policy on Communicable Disease (current policy)

Attachment 3 – Policy III.3008.B, Communicable Disease (proposed policy, temporarily effective July 1, 2021)

Informational Items Only:

Attachment 4 – Procedure 8-3 Communicable Disease (current procedure)

Attachment 5 – Procedure III.3008.B.a, Communicable Disease (procedure, temporarily effective July 1, 2021)

Attachment 6 – List of Notifiable Conditions

**RESOURCE PERSONNEL**

Susana Gonzalez

281-998-6129

[susana.gonzalez@sjcd.edu](mailto:susana.gonzalez@sjcd.edu)

Vickie Del Bello

281-998-6357

[vickie.delbello@sjcd.edu](mailto:vickie.delbello@sjcd.edu)



## Policies and Procedures Summary of Changes

New Policy Number: **III.3008.B**

Proposed Policy Name: **Communicable Disease**

Current Policy Number/Name: IV-B-4 Policy on Communicable Disease

New Procedure Number: **III.3008.B.a**

Proposed Procedure Name(s): **Communicable Disease**

Current Procedure Number(s)/Name(s): 8-3 Communicable Disease

Action Recommended for Policy: Revised

Action Recommended for Procedures: Revised

Web Links: <https://www.sanjac.edu/policy-iv-b-4-policy-communicable-disease>, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-8-3-communicable-disease-students>  
<https://www.sanjac.edu/policy-iv-b-4-policy-communicable-disease>  
<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-8-3-communicable-disease-students>  
<https://www.sanjac.edu/procedure-iii3008bb-public-health-emergencies>

Primary Owner: Director, Safety, Health, Environment and Risk Management (SHERM)

Secondary Owner: Vice President, Human Resources

### Summary of Changes:

- Removed references to the Health Response Team
- Application of procedure to notifiable conditions and not all communicable diseases
- List of notifiable conditions found at <https://www.sanjac.edu/about-san-jac/safety/communicable-diseases>.
- Clarification and streamlining of reporting process for diagnosis of communicable disease by students, staff, and others
- Outlined enhanced role of Director, OEM, who shall serve as the designated infection control officer and the point of contact between local and state health jurisdiction and the College
- Outlined role of allied health program Deans who shall serve as liaisons between respective program and SHERM/HR Benefits
- Defined:
  - Communicable diseases
  - Notifiable conditions



## Policy IV-B-4: Policy on Communicable Disease

### INTRODUCTION

This policy defines communicable diseases and outlines the management procedures in the college environment for students and employees, or others having communicable diseases. This policy applies to all members of the college community, including students, employees, contractors, vendors, and visitors.

### DEFINITION

“Communicable diseases” are diseases defined by the state and federal government as diseases that can be transmitted easily among a population. A list of state required [NOTIFIABLE CONDITIONS](#) can be found on Texas Department of State Health Services website.

“Notifiable Conditions” are identified by the Texas Department of State Health Services (TDSHS). TDSHS has the primary responsibility for all conditions listed on the document. (Please Note: Not all conditions listed on the NOTIFIABLE CONDITIONS list are communicable diseases. Other conditions exist on the list for general state wide statistical reporting from hospitals, physicians and laboratories. The document also refers to reporting requirements. Primary reporters of notifiable conditions are Physicians, Hospitals, and Laboratories. San Jacinto College is not a primary reporter of notifiable conditions and is therefore not under the same reporting requirements listed in the notifiable condition list.

“Health Response Team (HRT)” is responsible for managing communicable disease incidents at the college.

“Epidemic” means the occurrence in a community or region of cases of an infectious disease or illness that exceeds normal expectancy.

“Pandemic” is an epidemic of infectious disease that has spread through human populations across a large region.

### GENERAL POLICY

- A complete list of Communicable diseases are found on the Notifiable Conditions list as linked above.
- The college's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to a student/employee with a communicable disease. The college will consult with the Local Health Jurisdiction's communicable disease specialist and Health Officer to receive recommended guidance for the best protection of the college population.
- The college shall not discriminate in enrollment or employment against any individual solely on the grounds that the individual has a communicable disease. The college reserves the right to exclude, or restrict a person with a communicable disease from college facilities, programs, and functions if the college makes a medically based determination that the person constitutes a direct threat to the health or safety of others.
- The college shall comply with all pertinent statutes and regulations which protect the privacy of persons in the college community, including following all applicable Health Insurance Portability and Accountability Act and Family Educational Rights and Privacy Act rules and any rules imposed by Texas law.

Attachment 2

- Depending on the nature of the communicable disease, the individual's activities and responsibilities, and the safety risk to others, the college will evaluate whether a reasonable accommodation can be made to enable the individual to continue with his or her studies, employment, or other activities.

<b>Policy #:</b>	<b>IV-B-4</b>
<b>Policy Name:</b>	<b>Policy on Communicable Disease</b>
<b>Pages:</b>	<b>2</b>
<b>Adopted Date:</b>	<b>February 3, 1992</b>
<b>Revision/Reviewed Date:</b>	<b>February 5, 2016</b>
<b>Effective Date:</b>	<b>February 3, 1992; March 8, 2016</b>
<b>Associated Procedure:</b>	<b>8-3</b>



## **Policy III.3008.B, Communicable Disease**

### **Purpose**

This policy defines communicable diseases and outlines the procedures for students and employees, or others having communicable diseases. This policy applies to all members of the College community, including students, employees, contractors, vendors, and visitors.

### **Policy**

- The College will develop procedure(s) outlining the process for students, employees, and others to report to the appropriate College personnel when diagnosed with a communicable disease.
- The College may add or remove notifiable conditions as necessary in consultation with, or through the recommendation of, local, state, or federal health authorities.
- The College's decisions involving persons who have communicable diseases shall be based on current and well-informed medical recommendations concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to a student/employee with a communicable disease. The College may consult with the appropriate authorities to receive recommended guidance for the best protection of the college population.
- The College shall not discriminate in enrollment or employment against any individual solely on the grounds that the individual has a communicable disease. The College reserves the right to exclude or restrict a person with a communicable disease from College facilities, programs, and functions if the College makes a determination that the person constitutes a direct threat to the health or safety of others.
- The College shall comply with all pertinent statutes and regulations which protect the privacy of persons in the College community, including following all applicable Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) rules and any rules imposed by Texas law.
- Depending on the nature of the communicable disease, the individual's activities and responsibilities, and the safety risk to others, the College will evaluate whether a reasonable accommodation can be made to enable the individual to continue with their studies, employment, or other activities.

### **Definitions**

**Communicable diseases:** are diseases that can be transmitted easily among a population.

**Notifiable Conditions:** are those conditions that the College deems pose a threat to the College community, typically communicable diseases primarily spread through contact or respiratory pathways.

**Epidemic:** means the occurrence in a community or region of cases of an infectious disease or illness that exceeds normal expectancy.

**Pandemic:** is an epidemic of infectious disease that has spread through human populations across a large region.

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.3008.B.a, Communicable Disease

Procedure III.3008.B.b, Public Health Emergencies

Date of Board Approval	This policy is effective as of July 1, 2021, under the Chancellor's authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process at the next regularly scheduled meetings of the Board. Anticipated September 13, 2021 (Scheduled first reading on August 2, 2021)
Effective Date	July 1, 2021
Primary Owner	Director, Safety, Health, Environment and Risk Management (SHERM)
Secondary Owner	Vice President, Human Resources



# Procedure 8-3: Communicable Disease

## Introduction

The following procedures involve the college's response to a communicable disease incident involving a student, employee, or other individual who attends a college function, event, program, activity, or meeting.

San Jacinto College recognizes that students, employees, and other individuals with communicable diseases may wish to engage in as many of their regular pursuits as their condition and ability to perform their duties allows, including attending classes or working. As long as these individuals are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, the Administration of the college should be sensitive to their condition and ensure that they are treated consistently and equally with other students and employees. At the same time, San Jacinto College has an obligation to provide a safe environment for all students, employees, and others.

## Procedure

- a. These administrative procedures apply to all communicable diseases listed on the **NOTIFIABLE CONDITIONS** list. If an individual has, or suspects that he or she has, a communicable disease, they should consult with their physician to receive reporting requirements. If instructed by their physician the individual should immediately report the matter to **one** of the following college officials:
  - i. Dean of Student Development (for students)
  - ii. Director of Benefits (for employees)
  - iii. Director of Safety, Health, Environment and Risk Management (SHERM), or
  - iv. Director of Emergency Management (contractors and vendors).

These individuals may provide information, education, counseling, and testing referrals.

- b. As a general rule, those individuals who are diagnosed with a communicable disease and who have been cleared by a physician not to be infectious to others, will be permitted to attend classes/work and utilize college facilities in an unrestricted manner.
- c. Each case will be handled on an individual basis with the input of the Health Response Team (HRT). The HRT may consist of the following college roles: Dean of Student Development, Director of SHERM, Director of Emergency Management, Director of Employee Relations, the individual, the individual's private physician, and/or appropriate personnel of the local health jurisdiction. The Director of Safety, Health, Environment and Risk Management is the chair and responsible for gathering the input of this group. The input of the HRT shall be used to consider whether the individual diagnosed with a communicable disease might pose a risk of transmission to others in the classroom and/or college setting. Each case shall be reevaluated at reasonable intervals, so long as the individual has a communicable disease and remains enrolled or employed or continues to perform service for the college.
- d. A student, employee or other individual (including an independent contractor) who has a communicable disease and who desires to participate in college activities should be encouraged to provide current reports from his or her treating physician concerning their condition, whether they should be in contact

#### Attachment 4

with others, and if current health status permits him or her to attend classes or college functions, or perform the essential functions of his or her job. San Jacinto College reserves the right to require a medical examination of an employee by a physician appointed by the college to determine fitness for duty and to ensure that the illness does not pose a direct threat to others.

- e. If a HRT member receives information from any source that an individual has a communicable disease, they are to immediately report the information to the Director of SHERM.
- f. The Director of SHERM shall contact the individual to confirm the accuracy of the information.
- g. The Director of SHERM will convene the HRT to review the incident and develop an action plan.
- h. Should any disease reach an epidemic or pandemic state, the college will monitor the situation by communicating with local and/or state health officials in order to provide appropriate information to the college community and develop plans to minimize exposure which may include the temporary closure of facilities or campuses if, after consulting with local and/or state health officials, such closures are in the best interest of the college and community.
- i. An individual's health condition is personal and confidential, and reasonable precautions should be taken to protect information regarding an individual's health condition. All college personnel will respect the medical privacy rights of all individuals and shall comply with all laws regulating the confidentiality of medical information, including Health Insurance Portability and Accountability Act, Family Educational Rights and Privacy Act, and the Texas Health & Safety Code. Information shall not be shared, published, or redisclosed except as permitted by law.
- j. The HRT shall monitor the medical status of all individuals identified as having a communicable disease. Changes in the individual's medical status may warrant re-evaluation of the HRT's previous recommendations and/or consultation with medical personnel. These circumstances will be reviewed on a case by case basis and will serve to provide the protection of the individual and the college population.
- k. The Director of SHERM shall serve as the point of contact between local and state health jurisdiction and the college as it relates to the campuses and shall expeditiously make local health jurisdiction aware of any contagious diseases as allowed or required by law.
- l. Recommendations for notification and decontamination will be provided by the local health jurisdiction. The college will comply with these recommendations.
- m. Revisions and/or updates to the policy and/or procedures must be reviewed and approved by the HRT.
- n. Students and employees in allied health programs are subject to additional requirements in the event of exposure to a communicable disease. These protocols are maintained at the department level.

Attachment 4

<b>Procedure #:</b>	<b>8-3</b>
<b>Procedure Name:</b>	<b>Communicable Disease</b>
<b>Pages:</b>	<b>3</b>
<b>Adopted Date:</b>	<b>February 3, 1992</b>
<b>Revision/Reviewed Date:</b>	<b>February 5, 2016</b>
<b>Effective Date:</b>	<b>March 8, 2016</b>
<b>Associated Policy:</b>	<b><a href="#">IV-B-4</a></b>



## **Procedure III.3008.B.a, Communicable Disease**

### **Associated Policy**

Policy III.3008.B, Communicable Disease

### **Procedures**

The following procedure involves the College's response to a communicable disease incident involving a student, employee, or other individual who attends a College function, event, program, activity, or meeting.

San Jacinto Community College recognizes that students, employees, and other individuals with communicable diseases may wish to engage in as many of their regular pursuits as their condition and ability to perform their duties allows, including attending classes or working. As long as these individuals are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, the administration of the College should be sensitive to their condition and ensure that they are treated consistently and equally with other students and employees. The College also has an obligation to provide a safe environment for all students, employees, and community members.

- a. This administrative procedure applies to all notifiable conditions. Safety, Health, Environment and Risk Management (SHERM) will maintain a list of notifiable conditions at <https://www.sanjac.edu/about-san-jac/safety/communicable-diseases>. If an individual has, or suspects they have a notifiable condition or other communicable disease, they should consult with their physician to receive reporting requirements. If instructed by their physician, the individual should immediately report the matter to **one** of the following College officials or departments who will review the incident and develop an action plan with the appropriate department:
  - i. Human Resources Benefits (HR Benefits) for employees
  - ii. Safety, Health, Environment and Risk Management (SHERM) Office for students, or
  - iii. Office of Emergency Management (OEM) for contractors and vendors.

These individuals may provide information, education, counseling, and testing referrals.

- b. As a general rule, those individuals who are diagnosed with a notifiable condition and who have been cleared by a physician not to be infectious to others, will be permitted to attend classes/work and utilize College facilities in an unrestricted manner.
- c. Each case will be handled on an individual basis, taking into consideration whether the individual diagnosed with a communicable disease might pose a risk of transmission to others in the classroom and/or College setting. Each case shall be reevaluated at

reasonable intervals, so long as the individual has a communicable disease and remains enrolled or employed or continues to perform service for the College.

- d. A student, employee or other individual (including an independent contractor) who has a notifiable condition and who desires to participate in College activities should be encouraged to provide current reports from the treating physician concerning their condition, whether they should be in contact with others, and if current health status permits the individual to attend classes or College functions, or perform the essential functions of their job. San Jacinto College reserves the right to require a medical examination of an employee by a physician appointed by the College to determine fitness for duty and to ensure that the illness does not pose a direct threat to others.
- e. Should any disease reach an epidemic or pandemic state, the Director, OEM will monitor the situation by communicating with local and/or state health officials in order to provide appropriate information to the College community and develop plans to minimize exposure which may include the temporary closure of facilities or campuses if, after consulting with local and/or state health officials, such closures are in the best interest of the College and community.
- f. An individual's health condition is personal and confidential, and reasonable precautions should be taken to protect information regarding an individual's health condition. All College personnel will respect the medical privacy rights of all individuals and shall comply with all laws regulating the confidentiality of medical information, including Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), and the Texas Health & Safety Code. Information shall not be shared, published, or redisclosed except as permitted by law.
- g. The Director, SHERM and HR Benefits shall monitor the medical status of all individuals identified as having a notifiable condition. Changes in the individual's medical status may warrant re-evaluation of the previous recommendations and/or consultation with medical personnel. These circumstances will be reviewed on a case by case basis and will serve to provide the protection of the individual and the College population.
- h. The Director, OEM shall serve as the designated infection control officer and the point of contact between local and state health jurisdiction and the College as it relates to the campuses and shall expeditiously make local health jurisdiction aware of any contagious diseases as allowed or required by law.
- i. Recommendations for notification and decontamination will be provided by the local health jurisdiction. The College will comply with these recommendations.
- j. Students and employees in allied health programs are subject to additional requirements in the event of exposure to a communicable disease. These protocols are maintained at

the program level. The Dean over the program shall serve as the liaison between the program and SHERM, HR Benefits and OEM, should the need for review and coordination arise.

**Definitions**

**Communicable diseases:** are diseases that can be transmitted easily among a population.

**Notifiable Conditions:** are those conditions that the College deems pose a threat to the College community, typically communicable diseases primarily spread through contact or respiratory pathways.

**Epidemic:** means the occurrence in a community or region of cases of an infectious disease or illness that exceeds normal expectancy.

**Pandemic:** is an epidemic of infectious disease that has spread through human populations across a large region.

Date of SLT Approval	June 23, 2021
Effective Date	July 1, 2021
Associated Policy	Policy III.3008.B, Communicable Disease
Primary Owner of Policy Associated with the Procedure	Director, Safety, Health, Environment and Risk Management (SHERM)
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources



**Notifiable Conditions are those conditions that the College deems pose a threat to the college community, typically communicable diseases primarily spread through contact or respiratory pathways.**

The following list includes diseases or conditions that are deemed as Notifiable Conditions by San Jacinto College. Please note that the College may add or remove notifiable conditions as necessary in consultation with, or through the recommendation of, local, state or federal health authorities.

Chickenpox (varicella)

Contaminated sharps injury

Coronavirus, novel

Legionellosis

Measles (rubeola)

Meningococcal infection

Mumps

Pertussis

Poliomyelitis

Poliovirus infection

Rabies, human

Rubella

Smallpox

Tuberculosis

**Apply**

**Visit**

**Website Feedback**



**Action Item “XXII”  
Regular Board Meeting August 2, 2021  
Consideration of Approval of Policy II.2001.A, Substantive  
Change – First Reading (Informational Item)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve revisions to the College’s Policy II.2001.A, Substantive Change. The Board of Trustees will not vote on this item but is creating awareness that the policy and procedure changes are being considered and input is being gathered.

**BACKGROUND**

This policy reflects the substantive change requirements of the Southern Association of College and Schools Commission on Colleges (SACSCOC).

The two associated procedures on monitoring and reporting have been revised to support implementation of the policy. These procedures are attached for informational purposes.

**IMPACT OF THIS ACTION**

The updated policy and procedures were sent to the College community on July 29, 2021. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on September 13, 2021. Procedures are provided for informational purposes and are not voted on.

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy II.2001.A, Substantive Change (current policy with track changes)
- Attachment 3 – Policy II.2001.A, Substantive Change (proposed policy)

Informational items only:

- Attachment 4 – Procedure II.2001.A.a, Monitoring Substantive Change (current procedures with track changes)
- Attachment 5 – Procedure II.2001.A.a, Monitoring Substantive Change (proposed procedures)
- Attachment 6 – Procedure II.2001.A.b, Reporting Substantive Change (current procedures with track changes)
- Attachment 7 – Procedure II.2001.A.b, Reporting Substantive Change (proposed procedures)

**Action Item “XXII”  
Regular Board Meeting August 2, 2021  
Consideration of Approval of Policy II.2001.A, Substantive  
Change – First Reading (Informational Item)**

**RESOURCE PERSONNEL**

Laurel Williamson	281-998-6184	laurel.williamson@sjcd.edu
Chris Duke	281-998-6128	chris.duke@sjcd.edu



## Policies and Procedures Summary of Changes

New Policy Number: **(no change)**

Proposed Policy Name: **(no change)**

Current Policy Number/Name: Policy II.2001.A, Substantive Change

New Procedure Number: **(no change)**

Proposed Procedure Name(s): **(no change)**

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

Procedure II.2001.A.a, Monitoring Substantive Change

Procedure II.2001.A.b, Reporting Substantive Change

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

- Policy II.2001.A, Substantive Change, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-vi-gg-policy-substantive-change>
- Procedure II.2001.A.a, Monitoring Substantive Change (<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-3-24-substantive-change>)
- Procedure II.2001.A.b, Reporting Substantive Change (<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-II.2001.A.b-reporting-substantive-change>)

Primary Owner: Laurel Williamson

Secondary Owner: Chris Duke

Summary of Changes:

Policy II.2001.A Substantive Change

- Updated language to align with SACSCOC's changes to their *Substantive Change Policy and Procedures*.
- Limiting notifications to our Board of Trustees to focus on only those substantive changes that require SACSCOC approval and not simple notifications. SACSCOC changes to their substantive change policy have increased dramatically the notifications and reporting of less significant changes.
- Removed language that duplicates content from the SACSCOC *Substantive Change Policy and Procedures*.

Procedure II.2001.A.a, Monitoring Substantive Change

- Updated language to align with SACSCOC's changes to their *Substantive Change Policy and Procedures*.
- Updated teams/offices responsible for monitoring the respective types of substantive change to reflect organizational changes and changes to the SACSCOC policy.

Procedure II.2001.A.b, Reporting Substantive Change

#### Attachment 1

- Updated language to align with SACSCOC's changes to their *Substantive Change Policy and Procedures*.
- Updated teams/offices responsible for monitoring the respective types of substantive change to reflect organizational changes and changes to the SACSCOC policy.
- Added definition of "new content" to attend to SACSCOC's revised definition of "significant departure."



## Policy II.2001.A, Substantive Change

### Purpose

The Policy on Substantive Change outlines requirements for the College to comply with the Southern Association of ~~College~~Colleges and Schools Commission on Colleges (SACSCOC) ~~substantive change policy~~*Substantive Change Policy and Procedures*.

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### Policy

The College will notify SACSCOC of changes or seek approval prior to the initiation of changes in accordance with the SACSCOC ~~substantive change policy~~*Substantive Change Policy and procedures**Procedures*. The College will develop and maintain procedures to ensure that ~~it~~ *it* reports substantive changes ~~to SACSCOC are reported~~ in a timely manner ~~to SACSCOC~~. The procedures will include methods for proactively monitoring and evaluating changes within the College relative to the requirements of ~~the SACSCOC substantive change policy~~.

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The Strategic Leadership Team (SLT) or its ~~designees~~*designee* is responsible for the development, dissemination, implementation, monitoring, and regular evaluation of procedures to ensure compliance with this policy. The ~~Institutional Accreditation Liaison~~*accreditation-haision* is responsible for monitoring College activities and informing the ~~chancellor~~*Chancellor* of the possible need for a notification of substantive change to SACSCOC ~~and program developments in accord~~*in accordance* with ~~the substantive change~~*SACSCOC* policy ~~and procedure~~. The Board of Trustees will be notified of substantive changes submitted to SACSCOC ~~that require SACSCOC's approval prior to implementation~~. Compliance with ~~the~~*this* policy and associated procedures is mandatory.

### Definitions

**Substantive change:** a significant modification or expansion of the nature and scope of an accredited institution. ~~The SACSCOC's substantive change policy includes the following as institutional changes that must be reported:~~*Substantive change includes high-impact, high-risk changes and changes that can impact the quality of educational programs and services. The full scope of changes considered substantive changes, including those required by federal regulations, is defined by the SACSCOC Substantive Change Policy and Procedures.*

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 II.2001.A.a, Monitoring Substantive Change  
Procedure II.2001.A.b, Reporting Substantive Change

Attachment 2 – Current Policy with Track Changes

Date of Board Approval	<del>November 6, 2017</del> <a href="#">Anticipated September 13, 2021</a>
Effective Date	<del>November 7, 2017</del> <a href="#">Anticipated September 14, 2021</a>
Primary Owner	Deputy Chancellor and President
Secondary Owner	College-designated <a href="#">Institutional Accreditation Liaison</a> <del>Liaison</del> to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)



## **Policy II.2001.A, Substantive Change**

### **Purpose**

The Policy on Substantive Change outlines requirements for the College to comply with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) *Substantive Change Policy and Procedures*.

### **Policy**

The College will notify SACSCOC of changes or seek approval prior to the initiation of changes in accordance with the SACSCOC *Substantive Change Policy and Procedures*. The College will develop and maintain procedures to ensure that it reports substantive changes to SACSCOC in a timely manner. The procedures will include methods for proactively monitoring and evaluating changes within the College relative to the requirements of SACSCOC.

The Strategic Leadership Team (SLT) or its designee is responsible for the development, dissemination, implementation, monitoring, and regular evaluation of procedures to ensure compliance with this policy. The Institutional Accreditation Liaison is responsible for monitoring College activities and informing the Chancellor of the possible need for a notification of substantive change to SACSCOC in accordance with SACSCOC policy and procedure. The Board of Trustees will be notified of substantive changes submitted to SACSCOC that require SACSCOC's approval prior to implementation. Compliance with this policy and associated procedures is mandatory.

### **Definitions**

**Substantive change:** a significant modification or expansion of the nature and scope of an accredited institution. Substantive change includes high-impact, high-risk changes and changes that can impact the quality of educational programs and services. The full scope of changes considered substantive changes, including those required by federal regulations, is defined by the SACSCOC *Substantive Change Policy and Procedures*.

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 II.2001.A.a, Monitoring Substantive Change

Procedure II.2001.A.b, Reporting Substantive Change

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Date of Board Approval	Anticipated September 13, 2021
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Effective Date	Anticipated September 14, 2021
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Attachment 3 – Proposed Policy

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Primary Owner	Deputy Chancellor and President
Secondary Owner	College-designated Institutional Accreditation Liaison to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

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## Procedure II.2001.A.a, Monitoring Substantive Change

### Associated Policy

Policy II.2001.A, Substantive Change

### Procedures

1. To ensure comprehensive monitoring of changes to College operations that may represent a “substantive change” as defined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change for SACSCOC Accredited Institutions, Policy Statement, and Procedures, the College’s ~~liaison~~ Institutional Accreditation Liaison to SACSCOC in collaboration with the Strategic Leadership Team (SLT) identifies specific ~~leadership~~ teams, offices, or personnel ~~to be~~ responsible for reporting prospective changes to and consulting with the College’s SACSCOC Institutional Accreditation Liaison (IAL) ~~liaison~~ to initiate the process of reporting a substantive change to SACSCOC.

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~~Each identified leadership team, office~~ Identified teams, offices, or personnel will be responsible for types of substantive change that are within ~~their~~ the scope of their responsibility. The ~~leadership team, office~~ teams, offices, or personnel and the types of substantive change for which they are responsible for monitoring include the following:

- a. Strategic Leadership Team (SLT)
  - ~~i. initiating coursework or programs at a different level than currently approved~~
  - ~~i. initiating a Change in Measure of Student Progress to Completion~~
  - ~~ii. Competency-based Education by Course/Credit-based Approach—~~ Institutional-level Approval (I)
  - ~~iii. Distance Education – Institutional-level Approval~~
  - ~~iv. Correspondence Education— Institutional-level Approval~~
  - ~~v. Governance Change~~
  - ~~vi. Institution Closure~~
  - ~~vii. Institution Relocation~~
  - ~~viii. Institution, Program, or Location Acquisition~~
  - ~~ix. Institutional Contingency Teach-out Plan~~
  - ~~x. Level Change~~
  - ~~xi. Merger/Consolidation~~
  - ~~xii. Mission Change~~
  - ~~xiii. Ownership, Means of Control, or Legal Status Change~~
  - ~~xiv. Competency-based Education by Direct Assessment—Approval~~
  - ~~xv. Competency-based Education by Direct Assessment—Notification~~
  - ~~xvi. Cooperative Academic Arrangement~~
  - ~~xvii. Cooperative Academic Arrangement with Non-Title IV Entities—Approval~~
  - ~~xviii. Cooperative Academic Arrangement with Non-Title IV Entities—~~

Attachment 4 – Current Procedures with Track Changes

Notification

- ~~xix. Correspondence Education--Approval~~
- ~~xx. Correspondence Education--Notification~~
- ~~xxi. Dual Academic Award~~
- ~~xxii. Joint Academic Award with non-SACSCOC Institution(s) or Entity(ies)~~
- ~~xxiii. Joint Academic Award with SACSCOC Institution(s)~~
- ~~xxiv. New Program--Approval (3)~~
- ~~xxv. Program Closure (2)~~
- ~~xxvi. Program Re-open~~
- ~~xxvii. Off-campus Instructional Site Notification 25%-49%~~
- ~~i-xxviii. Off-campus Instructional Site Extensive Review Approval (including branch campus Branch Campus)~~
- ~~ii-xxix. relocating a main or Off-campus Instructional Site Limited Review Approval (including branch campus Branch Campus) 50% or more~~
  - ~~ii. initiating a merger/consolidation with another institution~~
  - ~~iii. changing governance, ownership, control, or legal status of an institution~~
  - ~~iv. acquiring any program or site from another institution~~
  - ~~v. adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing~~
  - ~~vi. adding a site under a U.S. military contract for a previously approved program~~
  - ~~vii. altering significantly the educational mission of the institution~~
  - ~~viii. moving an off Off-campus instructional site (serving the same geographic area)~~
  - ~~ix. closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students~~
  - ~~x. closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s) to teach-out students (Teach-out Agreement)~~
- ~~iii-xxx. Instructional Deans' Council Site Relocation Branch Campus~~

Attachment 4 – Current Procedures with Track Changes

- ~~xi. initiating off-campus sites where student can obtain 50% or more credits toward a program (including but not limited to Early College High School, dual-enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)~~
- ~~xii. expanding a current degree level (significant departure from current programs)~~
- ~~xiii. expanding program offerings at previously approved off-campus sites by adding programs that ARE significantly different from current programs at the site AND at the institution~~
- ~~xiv. initiating degree completion programs~~
- ~~xv. entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution~~
- ~~xvi. initiating dual or joint degrees involving program expansion (significant departure) or initiating a new site where student can obtain 50% or more credits toward a program~~
- ~~xvii. initiating dual or joint degree with at least one institution not accredited by SACSCOC~~
- ~~xviii. initiating a direct assessment competency-based program~~
- ~~xix. initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program)~~
- ~~xx. initiating a certificate program that is a significant departure from previously approved programs at employer's request and on short notice~~
- ~~xxi. adding a site under a U.S. military contract for a previously approved program~~
- ~~xxii. altering significantly the length of a program~~
- ~~xxiii. changing from clock hours to credit hours~~
- ~~xxiv. initiating dual or joint degrees with other SACSCOC accredited institutions~~
- ~~xxv. initiating programs or courses offered through contractual agreement or consortium~~
- ~~xxvi. entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides less than 25% of an educational program offered by the SACSCOC accredited institution~~
- ~~xxvii. initiating off-campus sites where student can obtain 25-49% of credits toward a program (including but not limited to Early College High School, dual-enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)~~
- ~~xxviii. closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students~~
- ~~xxix. closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s) to teach out students (Teach-out Agreement)~~

Attachment 4 – Current Procedures with Track Changes

- ~~xxx. initiating a certificate program at employer's request and on short notice using existing approved courses and location~~
- ~~xxxi. initiating certificate program (not at employer's request and not on short notice) using existing approved courses and location~~
- ~~xxxii. initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) where student can obtain 24% or less of credits toward a program~~
- ~~xxxiii. expanding program offerings at previously approved off-campus sites by adding programs that ARE NOT significantly different from the current programs at the site~~
- ~~xxxiv. expanding program offerings at previously approved off-campus sites by adding approved programs that ARE significantly different from current programs at the site but NOT at the institution~~

~~b. Educational Partnerships Office~~

- ~~i. initiating off-campus sites where student can obtain 50% or more credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)~~
- ~~ii. expanding program offerings at previously approved off-campus sites by adding programs that ARE significantly different from current programs at the site AND at the institution~~
- ~~iii. initiating off-campus sites where student can obtain 25-49% of credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)~~
- ~~iv. initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) where student can obtain 24% or less of credits toward a program~~

~~c. Fiscal Affairs and Contracts & Purchasing Office~~

- ~~i. entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution~~
- ~~ii. adding a site under a U.S. military contract for a previously approved program~~
- ~~iii. initiating programs or courses offered through contractual agreement or consortium~~
- ~~iv. entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides less than 25% of an educational program offered by the SACSCOC accredited institution~~
- ~~v. closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s)~~

Attachment 4 – Current Procedures with Track Changes

~~to teach out students (Teach out Agreement)~~

~~d. Articulation and Transfer Council~~

- ~~i. initiating dual or joint degrees involving program expansion (significant departure) or initiating a new site where student can obtain 50% or more credits toward a program~~
- ~~ii. initiating dual or joint degree with at least one institution not accredited by SACSCOC~~
- ~~iii. initiating dual or joint degrees with other SACSCOC accredited institutions~~

~~e. The following types of substantive change may only occur one time; since the College has previously reported distance learning related substantive change, these types of substantive change do not require monitoring.~~

- ~~i. initiating distance learning by offering 50% or more of the first program for the first time~~
- ~~ii. initiating distance learning by offering 25-49% of the first program for the first time~~
- ~~iii. initiating distance learning by offering 24% or less of any program for the first time~~

~~xxxi. Off-campus Instructional Site Closure~~

~~xxxii. Off-campus Instructional Site Re-open~~

b. Instructional Leaders, Deans, and Department Chairs

- i. Change in Measure of Student Progress to Completion
- ii. Correspondence Education–Institutional-level Approval
- iii. Institution, Program, or Location Acquisition
- iv. Competency-based Education by Direct Assessment–Approval
- v. Competency-based Education by Direct Assessment–Notification
- vi. Cooperative Academic Arrangement
- vii. Cooperative Academic Arrangement with Non-Title IV Entities–Approval
- viii. Cooperative Academic Arrangement with Non-Title IV Entities–Notification
- ix. Correspondence Education-Approval
- x. Correspondence Education-Notification
- xi. Dual Academic Award
- xii. Joint Academic Award with non-SACSCOC Institution(s) or Entity(ies)
- xiii. Joint Academic Award with SACSCOC Institution(s)
- xiv. New Program–Approval
- xv. Program Closure
- xvi. Program Re-open
- xvii. Off-campus Instructional Site Notification 25%-49%
- xviii. Off-campus Instructional Site Extensive Review Approval (including Branch Campus)
- xix. Off-campus Instructional Site Limited Review Approval (including Branch Campus) 50% or more
- xx. Off-campus Instructional Site Relocation Branch Campus

Attachment 4 – Current Procedures with Track Changes

- xxi. Off-campus Instructional Site Closure
- xxii. Off-campus Instructional Site Re-open

c. Dual Credit Leaders, Instructional Leaders

- i. Off-campus Instructional Site Notification 25%-49%
- ii. Off-campus Instructional Site Extensive Review Approval (including Branch Campus)
- iii. Off-campus Instructional Site Limited Review Approval (including Branch Campus) 50% or more
- iv. Off-campus Instructional Site Closure
- v. Off-campus Instructional Site Re-open

2. ~~Each~~ Leadership teams, offices, or personnel will report and consult with the College's SACSCOC ~~(IAL)~~liaison regarding a prospective change immediately upon becoming aware of the internal discussions and planning regarding the prospective change.
3. The College's ~~(IAL)~~liaison to SACSCOC or designee will provide training annually to ~~each~~ leadership teams, offices, or personnel identified previously within this procedure. ~~The Liaison may also provide training~~Training may also be provided subsequent to changes in the ~~membership of teams or offices or to~~ personnel ~~changes~~. The training for each group will include an overview of substantive change and a focus on the specific types of substantive change for which the ~~leadership~~ team, office, or personnel is responsible.

**Definitions**

**Substantive change:** a significant modification or expansion of the nature and scope of an accredited institution.

Date of SLT Approval	July 20, 2021
Effective Date	Anticipated September 14, 2021
Associated Policy	Policy II.2001.A, Substantive Change

Attachment 4 – Current Procedures with Track Changes

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Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and President
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Secondary Owner of Policy Associated with the Procedure	College-designated <a href="#">Institutional Accreditation Liaison</a> to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
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## **Procedure II.2001.A.a, Monitoring Substantive Change**

### **Associated Policy**

Policy II.2001.A, Substantive Change

### **Procedures**

1. To ensure comprehensive monitoring of changes to College operations that may represent a “substantive change” as defined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) *Substantive Change Policy and Procedures*, the College’s Institutional Accreditation Liaison to SACSCOC in collaboration with the Strategic Leadership Team (SLT) identifies specific teams, offices, or personnel responsible for reporting prospective changes to and consulting with the College’s SACSCOC Institutional Accreditation Liaison (IAL) to initiate the process of reporting a substantive change to SACSCOC.

Identified teams, offices, or personnel will be responsible for types of substantive change that are within the scope of their responsibility. The teams, offices, or personnel and the types of substantive change for which they are responsible for monitoring include the following:

- a. Strategic Leadership Team (SLT)
  - i. Change in Measure of Student Progress to Completion
  - ii. Competency-based Education by Course/Credit-based Approach– Institutional-level Approval (1)
  - iii. Distance Education – Institutional-level Approval
  - iv. Correspondence Education– Institutional-level Approval
  - v. Governance Change
  - vi. Institution Closure
  - vii. Institution Relocation
  - viii. Institution, Program, or Location Acquisition
  - ix. Institutional Contingency Teach-out Plan
  - x. Level Change
  - xi. Merger/Consolidation
  - xii. Mission Change
  - xiii. Ownership, Means of Control, or Legal Status Change
  - xiv. Competency-based Education by Direct Assessment–Approval
  - xv. Competency-based Education by Direct Assessment–Notification
  - xvi. Cooperative Academic Arrangement
  - xvii. Cooperative Academic Arrangement with Non-Title IV Entities–Approval
  - xviii. Cooperative Academic Arrangement with Non-Title IV Entities–Notification
  - xix. Correspondence Education-Approval
  - xx. Correspondence Education-Notification
  - xxi. Dual Academic Award
  - xxii. Joint Academic Award with non-SACSCOC Institution(s) or Entity(ies)

- xxiii. Joint Academic Award with SACSCOC Institution(s)
- xxiv. New Program–Approval (3)
- xxv. Program Closure (2)
- xxvi. Program Re-open
- xxvii. Off-campus Instructional Site Notification 25%-49%
- xxviii. Off-campus Instructional Site Extensive Review Approval (including Branch Campus)
- xxix. Off-campus Instructional Site Limited Review Approval (including Branch Campus) 50% or more
- xxx. Off-campus Instructional Site Relocation Branch Campus
- xxxi. Off-campus Instructional Site Closure
- xxxii. Off-campus Instructional Site Re-open

b. Instructional Leaders, Deans, and Department Chairs

- i. Change in Measure of Student Progress to Completion
- ii. Correspondence Education–Institutional-level Approval
- iii. Institution, Program, or Location Acquisition
- iv. Competency-based Education by Direct Assessment–Approval
- v. Competency-based Education by Direct Assessment–Notification
- vi. Cooperative Academic Arrangement
- vii. Cooperative Academic Arrangement with Non-Title IV Entities–Approval
- viii. Cooperative Academic Arrangement with Non-Title IV Entities–Notification
- ix. Correspondence Education-Approval
- x. Correspondence Education-Notification
- xi. Dual Academic Award
- xii. Joint Academic Award with non-SACSCOC Institution(s) or Entity(ies)
- xiii. Joint Academic Award with SACSCOC Institution(s)
- xiv. New Program–Approval
- xv. Program Closure
- xvi. Program Re-open
- xvii. Off-campus Instructional Site Notification 25%-49%
- xviii. Off-campus Instructional Site Extensive Review Approval (including Branch Campus)
- xix. Off-campus Instructional Site Limited Review Approval (including Branch Campus) 50% or more
- xx. Off-campus Instructional Site Relocation Branch Campus
- xxi. Off-campus Instructional Site Closure
- xxii. Off-campus Instructional Site Re-open

c. Dual Credit Leaders, Instructional Leaders

- i. Off-campus Instructional Site Notification 25%-49%
- ii. Off-campus Instructional Site Extensive Review Approval (including Branch Campus)
- iii. Off-campus Instructional Site Limited Review Approval (including Branch Campus) 50% or more
- iv. Off-campus Instructional Site Closure
- v. Off-campus Instructional Site Re-open

2. Leadership teams, offices, or personnel will report and consult with the College’s SACSCOC (IAL) regarding a prospective change immediately upon becoming aware of the internal discussions and planning regarding the prospective change.
3. The College’s (IAL) to SACSCOC or designee will provide training annually to leadership teams, offices, or personnel identified previously within this procedure. The Liaison may also provide training subsequent to changes in the personnel. The training for each group will include an overview of substantive change and a focus on the specific types of substantive change for which the team, office, or personnel is responsible.

**Definitions**

**Substantive change:** a significant modification or expansion of the nature and scope of an accredited institution.

Date of SLT Approval	July 20, 2021
Effective Date	Anticipated September 14, 2021
Associated Policy	Policy II.2001.A, Substantive Change
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and President
Secondary Owner of Policy Associated with the Procedure	College-designated Institutional Accreditation Liaison to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)



## Procedure II.2001.A.b, Reporting Substantive Change

### Associated Policy

Policy II.2001.A, Substantive Change

### Procedures

1. The College's ~~liaison~~ Institutional Accreditation Liaison to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), following approval by the Deputy Chancellor, will report substantive changes to the Chancellor for submission to SACSCOC according to the procedures defined in by the SACSCOC “Substantive Change for SACSCOC Accredited Institutions, Policy Statement” and Procedures available online via the SACSCOC website.
2. A College determination that a change does not constitute a substantive change ~~as defined by the~~ based on College interpretation of SACSCOC substantive change policy statement and procedures will be documented by an internal ~~“Substantive Change Evaluation” form document.~~ “Substantive Change Evaluation” form document. The College will consider a substantive change evaluation ~~form document~~ to be an internal substantive change report; the substantive change evaluation form may include but is not limited to: for the purposes of compliance with SACSCOC principle 14.2 Substantive Change.
  - ~~“Significant Departure” of New Credential or Courses~~
  - ~~Program Closure~~
3. The SACSCOC Substantive Change Policy and Procedures defines a new program as a “significant departure” based on the percentage of “new content” (exclusive of general education) included in the new program. SACSCOC policy indicates institutions “make the determination of the percentage of new content.” To make that determination, the College defines “new content” as a course that is in a four-digit series Classification of Instructional Programs (CIP) code in which the College has not offered any courses within the past five years.
  - a. The US Department of Education, National Center for Education Statistics, describes the four-digit series CIP code as a grouping of programs that “have comparable content and objectives” (p. 2). Adding courses in a four-digit series CIP the College has taught previously does not represent “new content” per existing federal definition.
  - b. The SACSCOC Substantive Change Policy and Procedure requires a program be reported as a new program if it has been inactive for five years. Applying that same standard to courses for the purposes of identifying “new content” is a reasonable precedent consistent with SACSCOC policy and procedure.

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### Definitions

**Substantive change:** a significant modification or expansion of the nature and scope of an accredited institution.

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Date of SLT Approval	July 20, 2021
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Attachment 6 – Current Procedures with Track Changes

Effective Date	Anticipated September 14, 2021
Associated Policy	Policy II.2001.A, Substantive Change
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and President
Secondary Owner of Policy Associated with the Procedure	College-designated <del>liaison</del> <u>Institutional Accreditation Liaison</u> to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)



## Procedure II.2001.A.b, Reporting Substantive Change

### Associated Policy

Policy II.2001.A, Substantive Change

### Procedures

1. The College’s Institutional Accreditation Liaison to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), following approval by the Deputy Chancellor, will report substantive changes to the Chancellor for submission to SACSCOC according to the procedures defined by the SACSCOC *Substantive Change Policy and Procedures* available online via the SACSCOC website.
2. A College determination that a change does not constitute a substantive change based on College interpretation of SACSCOC policy and procedures will be documented by an internal *Substantive Change Evaluation* document. The College will consider a substantive change evaluation document to be an internal substantive change report for the purposes of compliance with SACSCOC principle 14.2 *Substantive Change*.
3. The SACSCOC *Substantive Change Policy and Procedures* defines a new program as a “significant departure” based on the percentage of “new content” (exclusive of general education) included in the new program. SACSCOC policy indicates institutions “make the determination of the percentage of new content.” To make that determination, the College defines “new content” as a course that is in a four-digit series Classification of Instructional Programs (CIP) code in which the College has not offered any courses within the past five years.
  - a. The US Department of Education, National Center for Education Statistics, [describes the four-digit series](#) CIP code as a grouping of programs that “have comparable content and objectives” (p. 2). Adding courses in a four-digit series CIP the College has taught previously does not represent “new content” per existing federal definition.
  - b. The SACSCOC *Substantive Change Policy and Procedure* requires a program be reported as a new program if it has been inactive for five years. Applying that same standard to courses for the purposes of identifying “new content” is a reasonable precedent consistent with SACSCOC policy and procedure.

### Definitions

**Substantive change:** a significant modification or expansion of the nature and scope of an accredited institution.

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Date of SLT Approval	July 20, 2021
Effective Date	Anticipated September 14, 2021
Associated Policy	Policy II.2001.A, Substantive Change

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Attachment 7 – Proposed Procedures

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Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and President
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Secondary Owner of Policy Associated with the Procedure	College-designated Institutional Accreditation Liaison to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
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**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
PURCHASE RECAP  
August 2, 2021**

**PURCHASE REQUESTS AND CONTRACT RENEWALS**

Purchase Request #1	
Annual Renewals and Expenditures (pgs. 2-10)	\$ 49,549,878
Purchase Request #2	
Purchasing Cooperatives (pgs. 11-13)	700
Purchase Request #3	
Contract for South Campus Maintenance Building Renovation (pg. 14)	1,900,000
Purchase Request #4	
Renew the Contracts for Flood Insurance (pg. 15)	245,000
Purchase Request #5	
Contract for Web Support Services (pgs. 16-17)	200,000
Purchase Request #6	
Renew the Contract for Instructional Collaboration Application (pg. 18)	119,000
Purchase Request #7	
Purchase Graduation Event License (pg. 19)	110,075
Purchase Request #8	
Change Order to South Campus Jones Building Renovation (pgs. 20-21)	800,000
Purchase Request #9	
Additional Funds for Energy Efficiency Consulting Services (pg. 22)	<u>100,000</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b><u><u>\$ 53,024,653</u></u></b>

**Purchase Request #1**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval of Annual Renewals and Expenditures**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the following purchase requests which encompass the annual contract renewals and anticipated expenditures that exceed \$100,000 from existing suppliers utilizing operational, grants, auxiliary, and Bond program budget funds during the 2021-2022 fiscal year. Approved funds will not be expended before the beginning of the 2021-2022 fiscal year. Bond funds may be expended in subsequent fiscal years.

***Auxiliary Services*** **\$5,300,000**

Barnes & Noble to provide bookstore operations procured through RFP 18-22. This is the fourth year of a possible eight-year contract. The estimated annual expenditure is \$5,000,000.

Ben E. Keith Company to provide food distribution services procured through RFP 19-27. This is the third year of a possible five-year contract. The estimated annual expenditure is \$300,000.

***Continuing and Professional Development (CPD)*** **\$3,100,000**

LZ Technology, Inc. to provide internship staffing services procured through RFP 19-02. This is the fourth year of a possible five-year contract. The estimated annual expenditure is \$3,000,000.

Gulf Coast Carpenters and Millwrights Training Trust Fund to provide apprenticeship training services funded from the U.S. Department of Labor and Texas Workforce Commission. The contract expires August 31, 2022. The estimated annual expenditure is \$100,000.

***External Relations*** **\$2,085,000**

Clear Channel Outdoor to provide outdoor advertising/billboards for marketing purposes procured through sole source 1418. The estimated annual expenditure is \$175,000.

Gilbreath Communications to provide media buying and placement services procured through RFP 18-30. This is the fourth year of a possible five-year contract. The estimated annual expenditure is \$1,500,000.

Houston Chronicle to provide advertising services for marketing and legal notices posted by the College procured through sole source number is 1194. The estimated annual expenditure is \$410,000.

**Purchase Request #1**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval of Annual Renewals and Expenditures**

***Facilities Services and Construction***

***\$10,580,000***

ACR Engineering to provide professional engineering services including building commissioning, mechanical, electrical, and plumbing. This vendor is part of a pool of professional services procured through RFQ 16-10 to be contracted as needed. The estimated annual expenditure is \$500,000, comprised of \$50,000 from operational funds and \$450,000 from Bond funds.

City of Houston to provide impact fees, boiler renewals, permits, inspection fees, and water and sewer services as a sole source provider in a restricted market. The estimated annual expenditure is \$250,000.

City of Pasadena to provide trash removal, water and sewer services as a sole source provider in a restricted market. The estimated annual expenditure is \$475,000.

Construction Masters of Houston to provide job order contracting (JOC) services procured through Choice Partners contract 20/017MR-05. This is the fourth year of a possible five-year contract. The estimated annual expenditure is \$500,000.

Elevator Transportation Services to provide elevator maintenance and renovation services procured through a Region 5 ESC contract. This is the fourth year of a possible five-year contract. The estimated annual expenditure is \$320,000.

Enterprise Fleet Management to provide leased fleet vehicles procured through E&I contract CNR-01399 that expires December 31, 2026. The estimated annual expenditure is \$100,000.

ESA Energy Systems Associates, Inc. to provide strategic energy management consultant and design services procured through RFP 19-20. This is the final of a possible three-year contract. The estimated annual expenditure is \$650,000.

GCA Education Services of Texas, Inc., an ABM Company to provide janitorial services procured through RFP 18-05. This is the fourth year of a possible eight-year contract. The estimated annual expenditure is \$3,725,000.

Grainger to provide maintenance, repair and operational equipment and supplies for the facilities services department's inventory control program and special projects. Items are procured through OMNIA Partners contract R192002 that expires March 31, 2023 and E&I contract CNR01496 that expires January 31, 2024. The estimated annual expenditure is \$550,000, comprised of \$500,000 from operational funds and \$50,000 from Bond funds.

HVAC Mechanical Services of Texas Ltd, dba Hunton Services, to provide heating, ventilation and air conditioning maintenance services. Services procured through Choice Partners contract 18/072KC-03 that expires October 16, 2022 and Choice Partners contract 19/036MR-03 that expires May 14, 2023. The estimated annual expenditure is \$275,000.

**Purchase Request #1**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval of Annual Renewals and Expenditures**

Jamail & Smith to provide job order contracting (JOC) services procured through BuyBoard contract number 581-19 that expires March 31, 2022. The estimated annual expenditure is \$500,000.

Lowes to provide maintenance, repair and operational equipment and supplies procured through the OMNIA Partners contract R192006 and E&I contract CNR-01375 that expire March 31, 2023 and June 30, 2025 respectively. The estimated annual expenditure is \$130,000, comprised of \$100,000 from operational funds and \$30,000 from Bond funds.

Nalco Water to provide water treatment chemicals and services on water circulated utility systems procured through RFP 18-32. This is the fourth year of a possible five-year contract. The estimated annual expenditure is \$130,000.

Millennium Project Solutions to provide job order contracting (JOC) services procured through Choice Partners contract 20/017MR-14 that expires February 25, 2022. The estimated annual expenditure is \$500,000.

Prism Electric to provide electrical maintenance services procured through RFP 20-28. This is the second year of a possible five-year contract. The estimated annual expenditure is \$150,000.

Siemens Building Technologies, Inc. to provide fire and intrusion alarm monitoring services and life safety systems procured through GSA contract GS-07F-217CA that expires August 31, 2025. The estimated annual expenditure is \$200,000.

Siemens Building Technologies, Inc. to provide fire protection system inspections and supplies procured through Sourcewell contract 030421-SIE that expires April 22, 2025. The estimated annual expenditure is \$300,000.

Siemens Building Technologies, Inc. to provide maintenance and energy management systems, products and services procured through GSA contract GS-06F-0033P that expires March 29, 2024. The estimated annual expenditure is \$400,000.

Suncoast Resources Inc. to provide gasoline and diesel fuel. Fuel purchases are exempt from competitive sourcing per Texas Education Code §44.031(a). The estimated annual expenditure is \$150,000.

Terracon Consultants, Inc. to provide professional services including environmental services, geotechnical and materials testing, building commissioning, mechanical, electrical, plumbing and structural engineering. This vendor is part of a pool of professional services procured through RFQ 16-10 to be contracted as needed. The estimated annual expenditure is \$200,000 from Bond funds.

Texan Floor Service to provide carpet and flooring services procured through RFP 18-11. This is the fourth year of a possible five-year contract. The estimated annual expenditure is \$200,000.

**Purchase Request #1**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval of Annual Renewals and Expenditures**

Tolunay Wong Engineers, Inc. to provide professional services including environmental services. This vendor is part of a pool of professional services procured through RFQ 16-10 to be contracted as needed. The estimated annual expenditure is \$150,000 from Bond funds.

Waste Management to provide waste disposal services procured through RFP 18-02. This is the final year of a possible five-year contract. The estimated annual expenditure is \$225,000.

***Fiscal Affairs***

**\$3,362,778**

Anaplan Inc to provide budget software services procured through RFP 20-17. This is the second year of a possible five-year contract. The estimated annual expenditure is \$110,000.

Claims Administrative Services, Inc. to provide workers' compensation insurance procured through an interlocal agreement. The annual fixed cost for one year is \$69,609 with a claims liability not to exceed \$422,169, for a total of \$491,778.

Karczewski, Bradshaw, Spalding Law Group to provide legal services. Legal services are classified as professional services pursuant to Texas Government Code §2254. The estimated annual expenditure is \$150,000.

Rogers, Morris, & Grover, LLP to provide legal services. Legal services are classified as professional services pursuant to Texas Government Code §2254. The estimated annual expenditure is \$100,000.

Thompson & Horton LLP to provide legal services. Legal services are classified as professional services pursuant to Texas Government Code §2254. The estimated annual expenditure is \$200,000.

Harris County Appraisal District to provide property appraisal and tax collection services procured through sole source 1115. The estimated annual expenditure is \$842,000.

Heartland Payment Systems Inc. to provide merchant card services procured through RFP 20-14. This is the second year of a possible five-year contract. The estimated annual expenditure is \$450,000.

Texas Association of School Boards (TASB) Risk Management Fund for unemployment compensation insurance procured through an interlocal agreement. The estimated annual expenditure is \$295,000.

TouchNet to provide student payment center software procured through RFP 17-10. This is the fifth year of a possible seven-year contract. The estimated annual expenditure is \$280,000.

United States Department of Veteran Affairs (Veteran Affairs DMC) for veteran student tuition refunds procured through sole source 1524. The estimated annual expenditure is \$300,000.

**Purchase Request #1**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval of Annual Renewals and Expenditures**

Whitley Penn, LLP to provide financial audit services procured through RFQ 20-23. This is the second year of a possible five-year contract. The estimated annual expenditure is \$144,000.

***Grants*** **\$3,654,000**

Houston Community College as a subrecipient for National Science Foundation Louis Stokes Alliances for Minority Participation grant. The estimated annual expenditure is \$316,000.

The following entities are subrecipients for the U.S. Department of Labor H1-B Scaling Apprenticeship Through Sector-Based Strategies grant:

Alamo Community College	\$ 475,000
Austin Community College	\$ 512,000
Dallas Community College	\$ 526,000
International Business Machines	\$1,275,000
Lockheed Martin	\$ 550,000

***General Operations*** **\$7,371,000**

Airgas LLC to provide welding and medical gases procured through E&I contract CNR01362 that expires September 30, 2024. The estimated annual expenditure is \$121,000.

Amazon Marketplace to provide a wide array of material and supplies procured through OMNIA Partners contract R-TC-17006 that expires January 18, 2022 with renewal options through 2025. The estimated annual expenditure is \$175,000.

CenterPoint Energy Resources to provide natural gas in the regulated portion of the market as a sole source provider. The estimated annual expenditure is \$500,000.

College Board to provide Texas Success Initiative (TSI) Assessment tests procured through sole source 1384. The estimated annual expenditure is \$165,000.

Constellation NewEnergy, Inc., brokered by Tradition Energy, to provide electricity services procured through OMNIA Partners contract 2018-017. This is the third of a six-year contract. The estimated annual expenditure is \$3,500,000.

Exelon Corporation (dba, Constellation NewEnergy, Inc. – Gas Division, LLC), brokered by Tradition Energy, to provide natural gas in the non-regulated portion of the market procured through OMNIA Partners contract 2018-017. The contract term expires March 31, 2022. The estimated annual expenditure is \$340,000.

Fisher Scientific to provide science and lab supplies and equipment procured through OMNIA Partners contract C15-JL-12 that expires June 30, 2022 and BuyBoard contract 573-18 that expires October 31, 2024. The estimated annual expenditure is \$100,000.

**Purchase Request #1**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval of Annual Renewals and Expenditures**

Furniture Marketing Group, Inc. (FMG) and Facility Interiors (FI) to provide furniture and installation services procured through multiple cooperative contracts, with the primary contract being: OMNIA Partners contract 2020000606 that expires December 31, 2024. The estimated annual expenditure is \$900,000, comprised of \$400,000 from operational funds and \$500,000 from Bond funds.

Konica Minolta to provide leased copiers procured through a DIR contract DIR-TSO-4439 that expires on October 4, 2024. The estimated annual expenditure is \$300,000.

Office Depot to provide general office supplies procured through Purchasing Solutions Alliance contract 16-208 that expires July 15, 2022. The estimated annual expenditure is \$400,000.

Sorenson Communications to provide sign language interpreting services procured through RFP 18-24. This is the fourth year of a possible five-year contract. The estimated annual expenditure is \$350,000.

Verizon Wireless to provide wireless service for phones, wi-fi devices, and tablets procured through DIR contract DIR-TSO-3415 that expires October 24, 2021 and GSA contract GS-35F-0382T. The estimated annual expenditure is \$320,000.

VWR International (including Ward's Natural Science and Sargent Welch) to provide science and lab supplies and equipment procured through BuyBoard contract 573-18 that expires October 31, 2024 and E&I contract CNR01459 that expires June 30, 2023. The estimated annual expenditure is \$200,000.

***Instructional Innovation & Support*** ***\$1,200,000***

Blackboard to provide the annual software license and maintenance for the Blackboard online class delivery and web support services procured through sole source 1225. This is the final year of a five-year contract. The estimated annual expenditure is \$1,200,000.

***ITS*** ***\$11,944,100***

AT&T to provide campus interconnect and telephone services procured through DIR contract DIR-TSO-4084 that expires March 15, 2022. The estimated annual expenditure is \$290,000.

Avaya Inc. to provide phone system maintenance and support procured through the Choice Partners contract 18/056KD-05 that expires September 19, 2022. The estimated annual expenditure is \$210,000.

B&H Foto and Video to provide photo supplies and equipment procured through E&I contract CNR01341 that expires July 31, 2023. The estimated annual expenditure is \$110,000.

**Purchase Request #1**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval of Annual Renewals and Expenditures**

Carahsoft Technology Corporation to provide professional services and miscellaneous IT software procured through DIR contract DIR-TSO-4162 that expires May 10, 2023. The estimated annual expenditure is \$125,000.

CDW-G to provide annual software maintenance licenses, computer supplies, and equipment, procured through Choice Partners contract 18/056KD-13 that expires September 19, 2022 and Sourcewell contract 081419 that expires October 30, 2023. The estimated annual expenditure is \$122,000.

Cornerstone OnDemand, Inc. to provide talent management software including recruiting, learning, and performance procured through DIR contract DIR-TSO-3553. This is the second year of a possible four-year contract. The estimated annual expenditure is \$172,600.

Comcast to provide internet connectivity procured through RFP 18-09. This is the final year of a five-year contract. The estimated annual expenditure is \$150,000.

Dell Financial Services, LLC to provide computer leasing and equipment procured through DIR contract DIR-TSO-3763 that expires January 10, 2024. The estimated annual expenditure is \$950,000.

Dell Marketing, LP to provide computer supplies and Microsoft license agreements procured through DIR contract DIR-TSO-3763 that expires January 10, 2024. The estimated annual expenditure is \$950,000.

Ellucian to provide annual software licenses and maintenance for the Banner software system procured through the Texas A&M Corpus Christi Texas Connection Consortium inter-agency agreement. Also included are Banner functional and technical consultation and Banner data implementation services. The estimated annual expenditure is \$1,120,500.

Ellucian to provide grant development services procured through RFP 20-20. This is the second year of a three-year contract. The estimated annual expenditure is \$162,000.

First American Commercial Bankcorp Inc. to provide computer equipment leasing procured through RFP 19-21. This is the third year of a possible seven-year contract. The estimated annual expenditure is \$1,500,000.

Gartner, Inc. to provide subscription IT support services procured through DIR contract DIR-TSO-4099 that expires April 6, 2023. The estimated annual expenditure is \$360,000.

Hyland to provide ImageNow software procured through sole source 1468 and Intelligent Capture for Transcripts software maintenance and support procured through Sourcewell contract 090320-HYL that expires November 2, 2024. The estimated annual expenditure is \$115,000.

JourneyEd.com Inc. to provide Adobe creative cloud licenses procured through IFB 20-33. This is the second year of a three-year contract. The estimated annual expenditure is \$132,000.

**Purchase Request #1**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval of Annual Renewals and Expenditures**

Layer3 Communications, LLC to provide software, hardware, products, and services for telephone, servers, network, and wireless equipment procured through DIR contract DIR-TSO-4231 that expires September 14, 2023. The estimated annual expenditure is \$950,000.

Modern Campus Inc. dba Destiny Solutions to provide online registration software services procured through RFP 18-08. This is the fourth year of a possible six-year contract. The estimated annual expenditure is \$150,000.

Mythics, Inc. to provide Oracle software licenses and maintenance procured through DIR contract DIR-TSO-4158 that expires July 30, 2024. The estimated annual expenditure is \$760,000.

Network Cabling Services (NCS) to provide audio video equipment, cabling and installation services for district-wide projects procured through BuyBoard contract number 644-21 that expires May 31, 2024 as well as the final year of a five-year contract for RFP 17-20. The estimated annual expenditure is \$1,950,000, comprised of \$1,050,000 from operational funds and \$900,000 from Bond funds.

RealThink LLC to provide CIO services for the information technology services department. The contract expires September 10, 2022. The estimated annual expenditure is \$330,000.

SHI Government Solutions Inc. to provide maintenance, peripherals, and supplies through Choice Partners contract 18/056KD-57 that expires September 18, 2022 and BuyBoard contract 579-19 that expires December 31, 2021. The estimated annual expenditure is \$385,000.

Southern Computer Warehouse (SCW) to provide computer supplies and equipment procured through BuyBoard contract 579-19 that expires December 31, 2021. The estimated annual expenditure is \$200,000.

Texas A&M University Corpus Christi consortium for maintenance of the Ellucian Banner, DegreeWorks, E-Learning, and Recruiter software modules, and anticipated consulting to support Banner XE and Pathways procured through an interagency contract. The estimated annual expenditure is \$750,000.

***Lease Agreements*** **\$328,000**

Apartments are leased to provide housing for student athletes on scholarship. Lease agreements range from ten to twelve-month terms based on availability and requirements specific to each complex. Leasing of real property is exempt from competitive bidding requirements in Texas Education Code Chapter 44.

Carrington at Gulf Pointe	\$149,500
Domain New Forest Apartments, LP	\$178,500

**Purchase Request #1**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval of Annual Renewals and Expenditures**

***Library Services***

***\$625,000***

Amigos Library Services, Infobase Publishing, Online Computer Library Center, Inc., Oxford University Press, R.R. Bowker, LLC, Springshare, Inc., Thomson/Gale, and various other suppliers to provide digital library databases. Library purchases are exempt from competitive bidding per Texas Education Code §44.0311(c) and §130.0101. The combined estimated annual expenditure is \$120,000.

EBSCO Subscription Services to provide access to digital library databases. Library purchases are exempt from competitive bidding per Texas Education Code §44.0311(c) and §130.0101. The estimated annual expenditure is \$165,000.

Schroeder's Book Haven, Thomson/Gale, West Group, Yankee Book Peddler Inc., and various other suppliers to provide library books, equipment, and supplies. Library purchases are exempt from competitive bidding per Texas Education Code §44.0311(c) and §130.0101. The combined estimated annual expenditure is \$340,000.

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve utilization of purchasing cooperative contracts and interlocal agreements on an as-needed basis for authorized expenditures for the fiscal year 2021-2022.

**BACKGROUND**

The College participates in various purchasing cooperative programs, group purchasing organizations, government purchasing alliances, interlocal agreements both in and out of the State of Texas. The purpose of the cooperatives is to provide competitive pricing for quality products and services for public institutions belonging to the cooperatives which allows the College to take advantage of leveraged buying by pooling the purchasing volume of multiple governmental and educational institutions to obtain the best value. Contracts awarded through these cooperatives are competitively procured in compliance with Texas Education Code §44.031 and are permitted through Texas Government Code §791.011. Many of these agreements also comply with the Code of Federal Regulations (CFR) §2 CFR 200 required when spending federal grant funds.

**IMPACT OF THIS ACTION**

Use of a cooperative to source a purchase is strictly optional. Utilizing these competitively bid contracts saves time and money as these contracts are readily available for use when a need arises and precludes the requirement to initiate a formal solicitation process. Buying through the cooperatives is in compliance with State bidding laws and College purchasing policies.

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

Goods and services purchased through the cooperatives will be procured utilizing various unrestricted, grant, auxiliary, and bond program funds.

Texas Education Code §44.0331 requires any contract-related fees, including management fees, be documented and reported in an agenda item. The following annual fees will be funded from the contracts and purchasing services department's 2021-2022 operating budget. The other co-ops listed do not require any fee.

Region 5 Education Service Center	\$600
Texas Comptroller of Public Accounts	\$100

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

Attachment 1 - Purchasing Cooperative Contract Programs

**RESOURCE PERSONNEL**

Ann Kokx-Templet

281-998-6103

[ann.kokx-templet@sjcd.edu](mailto:ann.kokx-templet@sjcd.edu)

Angela Klaus

281-998-6327

[angela.klaus@sjcd.edu](mailto:angela.klaus@sjcd.edu)

## Attachment 1

### Purchasing Cooperative Contract Programs

City of Houston and Metropolitan Transit Authority (Interlocal Agreement)

Claims Administrative Services (CAS)

Educational & Institutional (E&I) Cooperative Purchasing

First Choice Cooperative (FCC)

Harris County Department Education (HCDE) – Choice Partners

Houston-Galveston Area Council (H-GAC)

Provista

Purchasing Solutions Alliance (PSA)

Region 2 Education Service Center (ESC) – GoodBuy

Region 5 ESC – Southeast Texas Purchasing

Region 4 ESC – OMNIA Partners, Public Sector

Region 8 ESC – Texas Interlocal Purchasing System (TIPS)

Region 19 ESC – Allied States Cooperative

Sourcewell

State of Texas Cooperative Purchasing – Texas SmartBuy

*(including Texas Industries for the Blind and Handicapped (TIBH), Texas Correctional Industries (TCI), term contracts, State Travel Management Program (STMP), Texas Multiple Award Schedules (TXMAS))*

Tarrant County Cooperative Purchasing Program

Texas Association of School Boards (TASB) – BuyBoard

Texas Comptroller of Public Accounts (ESBD Reporting)

Texas Department of Information Resources (DIR)

Texas Investment Provider Selection Committee (TIPSC)

U.S. General Services Administration (GSA), Schedules 70 and 84

*(all schedules may be used in the case of an emergency or preparing for an emergency)*

**Consideration of Approval to Contract for South Campus Maintenance Building Renovation**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees delegate its authority to the Chancellor to approve a contract with the highest ranked firm for South Campus Maintenance (M1) Building Services Renovation.

**BACKGROUND**

In March 2021, the Board authorized the competitive sealed proposals (CSP) procurement method for South Campus M1 Building Renovation. Detailed project plans and specifications developed by Huitt-Zollars were used as part of the documentation package required for public solicitation of construction proposals in accordance with the Texas Government Code §2269.151.

CSP #21-25 was issued on June 29, 2021 to procure construction services for this project. Responses were received and evaluated by a team comprised of representatives from capital projects/facilities services and AECOM, the program manager for this project. The evaluation and ranking of the submittals were based on criteria published in the solicitation. The firm with the highest overall score will be determined by August 2, 2021.

**IMPACT OF THIS ACTION**

Delegating authority to the Chancellor to award this contract will accelerate the construction schedule by four to six weeks and reduce the impact on the host campus. Currently, the South Campus maintenance staff are housed in an alternate location intended for student instructional purposes pending the completion of the M1 Building renovation project.

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

The cost of work for this project will not exceed \$1,900,000 including contingency funds and will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Construction activities will begin upon execution of a contract and are expected to be completed during the 2021 calendar year. This project will be monitored by capital projects/facilities services personnel and program management will be provided by AECOM.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Purchase Request #4**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval to Renew the Contracts for Flood Insurance**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the contract renewal of flood insurance policies for all campus buildings through the Rick Tinker Insurance Agency.

**BACKGROUND**

All flood insurance policies are issued through the National Flood Insurance Program (NFIP) which standardizes the premium charged by agents for flood insurance coverage. The College has historically purchased the NFIP insurance policies to supplement the flood insurance coverage included in the College's property insurance policy and to offset the higher deductibles associated with the property insurance policy. The additional insurance is also designed to offset the escalating repair costs to buildings and provide coverage for contents damaged by rising water.

Request for proposals #20-27 was issued April 7, 2020 to procure flood insurance. The Board approved the original contract with Rick Tinker Insurance Agency on June 15, 2020.

**IMPACT OF THIS ACTION**

Approval of this expenditure will authorize Rick Tinker Insurance Agency to assess the flood risk for each of the College's buildings and present recommendations for appropriate coverage levels. Unlike other types of property insurance policies, flood insurance policies are issued on an individual building basis which provides greater flexibility in maximizing cost avoidance relative to the assessed risk for each building.

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

The estimated annual premium for this request is \$245,000 and will be funded from the safety, health, environment and risk management department's 2020-2021 operating budget.

**MONITORING AND REPORTING TIMELINE**

This is the second year of the initial two-year contract, which will expire on August 19, 2022, with renewal options of three (3) one-year terms.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

**Purchase Request #5**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval to Contract for Web Support Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Coolsoft LLC for web support services for the external relations (marketing) department.

**BACKGROUND**

The College's marketing department manages the sanjac.edu and internal.sanjac.edu websites using Drupal as the content management system. The website is customized and requires development services in order to maintain and improve the site. The College has two dedicated web staff managers to support the high volume of work. Their work is augmented by developers that are sourced through a vendor specializing in Drupal development, and through internal staff in the information technology services (ITS) department.

Request for proposals #21-11 was issued on December 9, 2020 to procure IT professional services, including web support services. Nineteen responses were received for Drupal services and evaluated by a team comprised of representatives from the ITS and marketing departments. The five highest-ranked firms were invited to the interview stage, of which four elected to participate. The evaluators determined the proposal submitted by Coolsoft LLC will provide the best value to the College.

**IMPACT OF THIS ACTION**

Coolsoft LLC will provide maintenance and support of the Drupal-based content management system at www.sanjac.edu. They will review and install core and module updates and configurations, perform cascading style sheet adjustments, update fields to content types, provide view updates, and serve as a resource for questions. These services are mission critical to maintaining the integrity of the website. The College relies on the website for student recruiting, student enrollment, information sharing, and numerous other key functions.

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

The estimated annual expenditure is \$200,000 and will be funded from the marketing department's 2021-2022 operating budget and Higher Education Emergency Relief Funds.

**MONITORING AND REPORTING TIMELINE**

The initial one-year award term will commence on September 1, 2021, with renewal options of three one-year terms.

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Janet Cowey	281-991-2603	janet.cowey@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

**ATTACHMENT NO. 1 - Tabulation**

**RFP 21-11**

**IT Professional Services - Web Support Services (Drupal Services)**

**Part 1 - Qualifications (90 Points)**

<b>Qualification Criteria (Row 1)</b>	<b>Maximum Value</b>	<b>Elegant Enterprise</b>	<b>Midtown Group</b>	<b>American Unit, Inc</b>	<b>Spearhead Group, Inc.</b>	<b>Coolsoft LLC</b>	<b>vTech Solution Inc</b>	<b>Appdiction Studio</b>	<b>Infojini, Inc.</b>	<b>Red River</b>	<b>Radgov Inc.</b>
Qualifications-Personnel	<b>150</b>	121	100	118	103	123	109	101	117	125	103
Attachment A	<b>90</b>	90	90	90	90	81	90	90	90	65	90
Performance/References	<b>90</b>	76	67	63	68	65	73	60	67	76	61
Qualifications-Firm	<b>60</b>	48	48	47	47	53	48	43	51	53	45
Price Proposal	<b>90</b>	63	90	75	85	63	64	84	52	41	59
Financial Status	<b>60</b>	53	52	51	50	51	51	51	48	50	49
<b>Total (90 x 6 Evaluators)</b>	<b>540</b>	<b>451</b>	<b>447</b>	<b>444</b>	<b>443</b>	<b>436</b>	<b>435</b>	<b>429</b>	<b>425</b>	<b>410</b>	<b>407</b>
<b>Average Score</b>	<b>90</b>	<b>75</b>	<b>75</b>	<b>74</b>	<b>74</b>	<b>73</b>	<b>73</b>	<b>72</b>	<b>71</b>	<b>68</b>	<b>68</b>

<b>Qualification Criteria (Row 2)</b>	<b>Maximum Value</b>	<b>V3iT Consulting</b>	<b>Insight Global</b>	<b>Campus Works</b>	<b>INSI Cloud Inc</b>	<b>Avanade, Inc.</b>	<b>Kanopi Studios</b>	<b>Sparkhound LLC</b>	<b>Aten Design Group, Inc.</b>	<b>Latacco Consulting</b>
Qualifications-Personnel	<b>150</b>	97	93	103	61	104	102	95	84	75
Attachment A	<b>90</b>	75	82	90	8	90	45	81	60	7
Performance/References	<b>90</b>	65	64	67	41	76	68	55	38	50
Qualifications-Firm	<b>60</b>	43	46	46	29	49	49	37	45	34
Price Proposal	<b>90</b>	71	59	31	184	0	35	35	35	57
Financial Status	<b>60</b>	50	48	47	36	32	51	30	36	41
<b>Total (90 x 6 Evaluators)</b>	<b>540</b>	<b>401</b>	<b>392</b>	<b>384</b>	<b>359</b>	<b>351</b>	<b>350</b>	<b>333</b>	<b>298</b>	<b>264</b>
<b>Average Score</b>	<b>90</b>	<b>67</b>	<b>65</b>	<b>64</b>	<b>60</b>	<b>59</b>	<b>58</b>	<b>55</b>	<b>50</b>	<b>44</b>

**Part 2 - Interviews (10 Points) and Final Scores**

<b>Total Criteria</b>	<b>Maximum Value</b>	<b>Elegant Enterprise</b>	<b>Midtown Group</b>	<b>American Unit, Inc</b>	<b>Spearhead Group, Inc.</b>	<b>Coolsoft LLC</b>
Qualifications - Part 1	90	75	75	74	74	73
Interviews - Part 2	10	0	4	5	4	10
<b>Final Score</b>	<b>100</b>	<b>75</b>	<b>79</b>	<b>79</b>	<b>78</b>	<b>83</b>

**Purchase Request #6  
Regular Board Meeting August 2, 2021  
Consideration of Approval to Renew the Contract for  
Instructional Collaboration Application**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees renew a contract with CircleIn for the instructional collaboration application for the instructional innovation and support department.

**BACKGROUND**

The CircleIn product was originally implemented in Spring 2020 to provide expanded support during altered operations. The CircleIn mobile application integrates with Blackboard to provide a platform that enhances the ability of faculty and students to collaborate online utilizing a college-wide license with unlimited usage. It is also accessible for faculty and student success centers to interact with students online.

CircleIn is a sole source provider of the application software and is exempt from competitive bidding per Texas Education Code §44.031(j) and 2 CFR §200.320 (5)(f). Sole source #1547 has been assigned.

**IMPACT OF THIS ACTION**

Online enrollments increased markedly during altered operations due to COVID-19. Online enrollments continue to remain high, even as social distancing requirements have relaxed. To increase student success in an online environment it is critical to provide opportunities for engagement among students to facilitate the learning process. This tool provides an environment to support and encourage increased collaboration among students using technology they are familiar with and allows faculty member access to collaborations to provide additional support.

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

The annual expenditure for this request is \$119,000 and will be funded from the Higher Education Emergency Relief Funds grant.

**MONITORING AND REPORTING TIMELINE**

This is a one-year renewal. The new contract term will be August 1, 2021 through July 31, 2022.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Niki Whiteside	281-991-2660	niki.whiteside@sjcd.edu
Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu
William Stinson	281-998-6378	william.stinson@sjcd.edu

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve an event license contract with the Houston Astros as the venue for the December 2021 graduation ceremony.

## **BACKGROUND**

This is a licensing agreement with the Houston Astros to host the College's fall commencement ceremony at Minute Maid Park on Friday, December 10, 2021 at 7:00 PM. This will be the seventh San Jacinto College commencement event held at Minute Maid Park and will serve Summer and Fall 2021 semester graduates. The venue can accommodate guest seating of 10,000. Previous commencement attendance at this venue averaged 9,000 guests, 1,000 graduation participants, and 300 faculty.

Leasing of an event venue is precluded from the competitive bidding requirements mandated by Chapter 44 of the Texas Education Code.

## **IMPACT OF THIS ACTION**

The Fall 2021 commencement ceremony will host an estimated 10,200 student participants and their guests. If this agreement is not approved it will be necessary to locate another venue that will accommodate graduates, faculty, and guests for the fall ceremony.

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

The estimated expenditure for this request is \$110,075. This expenditure will be funded from the student services department's 2020-2021 and 2021-2022 operating budgets.

## **MONITORING AND REPORTING TIMELINE**

None

## **ATTACHMENTS**

None

## **RESOURCE PERSONNEL**

Joanna Zimmermann	281-476-1873	joanna.zimmermann@sjcd.edu
Tami Kelly	281-922-3455	tami.kelly@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

**Consideration of Change Order to South Campus Jones Building Renovation**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees authorize the Chancellor to negotiate and execute a Change Order with Whiting-Turner Contracting Company for additional work on the South Campus Jones Building project.

**BACKGROUND**

On October 5, 2020, the Board approved contract CMR #21-01 with the Whiting-Turner Contracting Company to reconstruct the South Campus Jones Building. On December 7, 2020, the Board authorized the Chancellor to approve a guaranteed maximum price (GMP) for an amount not to exceed \$13,000,000. On March 3, 2021, a GMP was executed for \$12,953,794.

On May 4, 2020, the Board authorized a contract with A Status Construction for the South Campus domestic water line upgrades project in the amount of \$819,568 including contingency funds.

On June 24, 2021, Whiting Turner connected a backflow preventer to the not yet completed A Status pipe system due to a lapse in coordination. Although the situation did not compromise the integrity of the line and was corrected within hours, A Status clearly communicated that it was not willing to perform additional work or bear warranty responsibility for the northern portion of their project. Accordingly, the College intends to remove the residual scope from the A Status contract and transfer that burden to Whiting Turner.

**IMPACT OF THIS ACTION**

Approval of this Change Order will allow both the South Campus domestic water upgrade and the South Campus Jones Building renovation projects to be completed in a timely manner.

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

This Change Order will be for an amount not to exceed \$800,000. A deductive change order to A Status will be processed, however, the timing and amount of that change order will require additional investigation. Both projects are funded from 2015 Bond Program funds.

**MONITORING AND REPORTING TIMELINE**

Completion of the project is expected in the fourth quarter 2021. This project will be monitored by capital projects personnel with program management services provided by AECOM.

**ATTACHMENTS**

None

**Purchase Request #8**  
**Board Meeting August 2, 2020**

**Consideration of Change Order to South Campus Jones Building Renovation**

**RESOURCE PERSONNEL**

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

**Purchase Request #9**  
**Regular Board Meeting August 2, 2021**  
**Consideration of Approval for Additional Funds for**  
**Energy Efficiency Consulting Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve additional funds for energy efficiency consulting services provided by ESA Energy Systems Associates, Inc.

**BACKGROUND**

In August 2019, the Board approved ESA Energy Systems Associates, Inc. (ESA) to provide strategic energy management consulting services. In August 2020, the Board approved a one-year extension to continue services for a total contract value of \$210,000.

The services of ESA have been instrumental in developing a number of energy efficiency initiatives, focusing the effort of staff, and saving the College well over \$500,000 in operating expenditures during the past operating year. Some of the services include the design of energy efficient parking lot lighting and modifications to the Maritime Center heating and air conditioning services. In addition, ESA developed the utility audit report for a pending LoanSTAR Energy Efficiency Loan from the State Energy Conservation Office. The expense to prepare the audit report will be reimbursed from loan funds once approved.

**IMPACT OF THIS ACTION**

The additional funding approval will allow the current projects to continue without interruption as well as timely payment of supplier invoices.

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

An additional contract authorization for \$100,000 is requested. This expenditure will be funded from a combination of energy savings and 2015 Bond Program funds.

**MONITORING AND REPORTING TIMELINE**

Services will be monitored by capital projects personnel with program administration conducted by AECOM.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Item "A"**  
**Regular Board Meeting August 2, 2021**  
**Approval of the Minutes for the June 7, 2021**  
**Workshop and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the June 7, 2021, Workshop and Regular Board Meeting.

## San Jacinto College District Board Workshop June 7, 2021

The Board of Trustees of the San Jacinto Community College District met at 5:00 p.m., Monday, June 7, 2021, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

### MINUTES

	<b>Board Workshop Attendees:</b>	<p><b>Board Members:</b> Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson</p> <p><b>Chancellor:</b> Brenda Hellyer</p> <p><b>Other:</b> Chris Gilbert (attorney), Allatia Harris, Sarah Langlois (attorney via conference call), Sandra Ramirez, Mandi Reiland, and Teri Zamora</p>
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Board Chair, Marie Flickinger, called the workshop to order at 5:02 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
<b>III.</b>	<b>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters and Personnel Matters</b>	<p>Chair Flickinger adjourned to closed session at 5:03 p.m.</p> <p>Board members, Chancellor Hellyer, Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for the entirety of the closed session.</p> <p>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 Chris Gilbert attended in person for a portion of the closed session. Attorney Micki Morris was contacted via conference call for a consultation.</p> <p>a. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.</p>

<b>IV.</b>	<b>Reconvene in Open Meeting</b>	<p>Chair Flickinger reconvened to open meeting at 6:09 p.m.</p> <p>Sandra Ramirez left the meeting and Dr. Allatia Harris joined.</p>
<b>V.</b>	<b>Update on COVID Response and Status of Enrollment</b>	<p>Teri Zamora provided an update on the College’s continuing COVID response and the College’s enrollment status. The College is now fully open for business with minimal constraints. Screening forms and door monitors have been removed. Face coverings are optional but are encouraged for non-vaccinated individuals. We continue to monitor local conditions. The Harris County COVID positivity rate has declined. We are working with Harris County Public Health on walk-in vaccination clinics. Beginning tomorrow, we will have the clinics weekly on Tuesday, Wednesday, and Thursday in the Welcome Centers at Central, North, and South. We will also provide vaccinations onsite during special events.</p> <p>Administrators and staff are back 100% as of June 1. The College’s Policy IV.4005.A allows up to two days remote work per week for employees with their leader’s approval. Faculty returned to pre-COVID schedules today, June 7. We have also restored the 40-hour, 4½ day summer work week which will be effective until August 1. Teri explained that face-to-face (F2F) events and limited travel are now allowed with Strategic Leadership Team (SLT) approval. The Office of Emergency Management serves as consultant for the safety of planned event, travel, and other topics, as needed.</p> <p>Teri provided an update of the Higher Education Emergency Relief Funding (HEERF). We are still planning for the best of federal funds to benefit student success. The funding is in three buckets including emergency funding to students, institutional funding, and funding due to the College being a Hispanic Serving Institution (HSI). A process to distribute the Response and Relief funds for emergency funding to students has been put in place. A link has been added on the College website that allows students to apply for emergency funding. Recovery Act emergency funding will be distributed to students fall 2021 and spring 2022.</p> <p>Keith Sinor asked how the College plans to distribute \$21 million.</p> <p>Teri responded that the same system developed for the past emergency funds will be utilized with some modifications. For fall 2020 and spring 2021, we had a cap of \$1,200 per</p>

	<p>student, and a cap of \$700 and \$600 for summer 2021. We are planning to adjust our amounts given the larger amount of funding for upcoming terms. The funds can also go toward tuition with the student's written permission. We have talked to institutions that have included this option, and most students prefer the money in cash rather than have it go toward their tuition.</p> <p>Dr. Brenda Hellyer added that as we move into fall, the cap will most likely be higher for Pell Grant students to meet the need requirement specified by the federal government.</p> <p>Erica Davis Rouse asked if the distribution is done separately like a paycheck. Teri responded the students are given one payment of \$1,200. Brenda commented that we will confirm with Robert Merino if this is still the plan.</p> <p>Teri resumed her presentation and provided information on other categories where the institutional portion of the emergency relief funding will be allocated including two required categories: implementation of evidence-based steps to monitor and suppress coronavirus and outreach to all financial aid recipients or applicants.</p> <p>Keith asked if this is reported back to the Department of Education (DOE). Teri responded that this will be reported back to DOE quarterly. We are also hiring a grant manager to manage the distribution of COVID funding.</p> <p>Teri provided an update on enrollment. The College is currently offering 48 percent of courses F2F/hybrid and 52 percent of courses online. We have additional capacity in all modalities. Our summer enrollment is down 3.7 percent compared to last summer and 2.6 percent compared to summer 2019. This summer, 11 percent of academic students chose F2F and hybrid, and 56 percent of technical students chose F2F and hybrid. Sections being offered in the fall are 60 percent F2F/hybrid and 40 percent online.</p> <p>Fall enrollment is down 21.6 percent compared to last year and 25.8 percent compared to fall 2019. As of today, 45 percent of academic students have chosen F2F and hybrid, and 67 percent of technical students have chosen F2F and hybrid for fall.</p>
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		<p>Brenda explained that we are looking at where we are in fall enrollment in order to figure out the best way to reach these students.</p> <p>Larry Wilson asked if all community colleges are experiencing a decline in their fall enrollment. Brenda responded that she has only talked to one other community college president, and their enrollment numbers are lower than ours. Four-year universities are experiencing better enrollment numbers, but we are not sure why. We are talking to ISD partners and a lot of the preparation to prepare high school students for College has not been able to be done due to COVID. There seems to be a lot of different factors contributing to enrollment numbers.</p> <p>There was a discussion about the enrollment numbers, student feedback on modalities, and a shift in technology.</p>
<p><b>VI.</b></p>	<p><b>Discuss 21Forward Scholarship</b></p>	<p>Dr. Allatia Harris provided information on the 21Forward Scholarship Program. This scholarship allows 2021 high school seniors to attend San Jacinto College full-time or part-time to work toward 60 credits. The courses taken can be credit or non-credit. The program was announced at the College’s taxing district high school graduations. To date, we have had 15,000 hits to the website, and there appears to be a great amount of interest. We have a media campaign that will keep students apprised to what is happening with this program and expect to see many students enrolling this summer. Students must be enrolled for at least six credit hours in the fall 2021 semester to be eligible for this program. Students will be required to take courses every fall and spring and the summer is optional to complete their 60 credits by December 2024.</p> <p>Erica asked if Clear Brook High School students that do not live in the San Jacinto College taxing district are eligible. Brenda explained the eligibility for this program is listed on the website and these types of questions are also addressed.</p> <p>Brenda explained that the website states the student(s) must live in the San Jacinto College taxing district when graduating. Homeschool, private school, and GED graduates are also eligible. We are also adding that any student(s) living in the College’s taxing district at the time of graduation who attended another high school outside of the San Jacinto College taxing district will be eligible.</p>

		<p>We have utilized COVID relief funds to hire additional financial aid processors, scholarship processors, and educational planners to assist with this program. Students must also apply for financial aid annually and are required to complete the verification process. We think this requirement will be the issue. We have set aside about \$6 million of COVID funds for this program based on what we saw from the Promise Pell rate, number of students we believe will come forward, and student’s applying for financial aid. We have set aside additional funds if needed.</p> <p>Allatia added that this is also a big step toward introducing the culture of having our students apply for state or federal financial aid which keeps the College a HSI institution.</p> <p>Brenda explained we have some Promise students who might decide to transition to the 21Forward program instead. Allatia is working closely with the school districts to manage that piece.</p> <p>Erica asked if the students would apply on one application or if they would need to submit an application for each program. Allatia responded that our tech support and business offices have been assessing how to manage this. Because Promise program students filled out a pledge, it is established as a cohort and is therefore a separate program and set up differently. The students have until July 15 to enroll for their 12 hours. We will not know until mid-July how many students are staying in the Promise program. She explained the application process and how the students are coded in our system.</p>
<p><b>VII.</b></p>	<p><b>Update on State and Federal Legislative Sessions</b></p>	<p>Brenda provided a brief update on the State and Federal Legislative Sessions and asked the Board to review the distributed document.</p> <p>On the Federal side, the San Jacinto College Maritime Technology and Training Center has been recognized as a 2021 Center of Excellence for Domestic Maritime Workforce Training and Education (CoE) by the United States Department of Transportation’s Maritime Administration (MARAD).</p> <p>On the State side, the College will be down approximately \$1.5 or \$1.6 million this biennium so this reduction has been built into the budget. The TRUE bill was approved but did not</p>

		receive funding. The Community College Finance Commission was approved and will look at the long-term sustainability of community colleges across the State and the gaps around funding and level of support. She explained that the distributed handout lists other bills that were approved or died during the legislative session. Overall, there were not many negative bills for the College.
<b>VIII.</b>	<b>Discuss Board Oath of Office and Officers Election Process</b>	Brenda provided an overview of the process for the Board oath of office and officers election process.
<b>IX.</b>	<b>Review of Calendar</b>	Brenda reviewed the calendar with the Board. She reminded them about their required Cybersecurity training and the upcoming Board Retreat. She also highlighted a few upcoming events.
<b>X.</b>	<b>General Discussion of Meeting Items</b> <b>a. Clarify Transcript Notation Policy</b>	Brenda explained that Larry Wilson had a question about this policy during the last Board meeting. There was an error on the summary document that was provided during the last Board meeting, so the Board was given an updated document. She explained the following sentence has been added to the policy to provide clarification: “The purpose in requiring institutions to use this notation is so that all colleges and universities in the state of Texas will be notified if a student is no longer eligible to reenroll in a specific institution in the state of Texas due to disciplinary reasons at the institution where the disciplinary outcome occurred.”  No other items were discussed.
<b>XI.</b>	<b>Adjournment</b>	Chair Flickinger adjourned the workshop at 6:52 p.m.

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

**June 7, 2021**

**The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, June 7, 2021, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.**

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

**Chancellor:** Brenda Hellyer

**Others Present:**

Tom Arrington	Warren Laster
Madyson Bailey	Victoria Lindsey
Thomas Burbank	Mason Lytle
Tabitha Burnett	David Martin
Bruce Caldwell	Mary Mims
Catalina Cavazos	Alexander Okwonna
Teri Crawford	Sandra Ramirez
Destry Dokes	Mandi Reiland
Robb Flynn	Kelly Saenz
Abigayle Forrester	Alexis Saenz
Ruben Gamboa	Melinda Saenz
Marisol Gamboa	Rae Sinor
Juliana Garcia	Chuck Smith
George González	Danny Snooks
Rebecca Goosen	Rob Stanicic
Benjamin Greer	Chris Stuart
Ronni Grofman	Alexis Uresti
Allatia Harris	Andrea Vasquez
Bo Hopper	Kelsey Walters
Carin Hutchins	Van Wigginton
Victoria Jimenez	Jordan Williams
Bryan Jones	Laurel Williamson
Matt Keim	Kaurie Winters
Aaron Knight	Teri Zamora
Ann Kokx-Templet	Joanna Zimmermann
Raegan Kotrla	

<b>Call the Meeting to order:</b>	Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:05 p.m.
<b>Roll Call of Board Members:</b>	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
<b>Invocation and Pledges to the Flags:</b>	The invocation was given by Dr. Alexander Okwonna. The pledges to the American flag and the Texas flag were led by Dan Mims.
<b>Special Announcements, Recognitions, Introductions, and Presentations:</b>	<ol style="list-style-type: none"> <li>1. Dr. Allatia Harris recognized the baseball team for advancing to the national tournament. She also recognized Coach Tom Arrington to celebrate his 900<sup>th</sup> win.</li> <li>2. Dr. Allatia Harris recognized the softball team for advancing to the national tournament.</li> <li>3. Teri Zamora recognized the San Jacinto Community College District Police Department by Lexipol Connect for Excellence in Law Enforcement Policy Management.</li> <li>4. Faculty Senate President Robert Flynn reviewed the Faculty Senate Annual Report.</li> </ol>
<b>Student Success Presentations:</b>	<ol style="list-style-type: none"> <li>1. George González provided an overview of the Texas Higher Education Coordinating Board Almanac/Accountability System 2020.</li> </ol>
<b>Communications to the Board:</b>	<p>The following items were reviewed and distributed to the Board as communication items.</p> <ol style="list-style-type: none"> <li>1. June Opportunity News</li> <li>2. Summer 2021 Career Focus</li> </ol>
<b>Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:</b>	<p>Citizens desiring to speak before the Board:</p> <ol style="list-style-type: none"> <li>1. David Martin</li> </ol>
<b>Informative Reports:</b>	<p>Chair Marie Flickinger indicated such reports were available in the Board documents and online.</p> <ol style="list-style-type: none"> <li>A. San Jacinto College Financial Statements <ol style="list-style-type: none"> <li>a. San Jacinto College Financial Statements April 2021</li> <li>b. San Jacinto College Monthly Investment Report April 2021</li> </ol> </li> <li>B. San Jacinto College Foundation Financial Statements</li> </ol>

- C. Capital Improvement Program
- D. San Jacinto College Board Building Committee Minutes

**Oath of Office  
Administered to  
Recently Elected  
Trustees**

Mr. Danny Snooks swore in re-elected Trustees John Moon, Jr., Dan Mims, and Keith Sinor.

**Motion 10105  
Consideration of  
Approval of Election  
of Officers for the  
Board of Trustees**

Dr. Ruede Wheeler nominated Marie Flickinger for the office of Chair. No further nominations were received for Chair.

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

Larry Wilson nominated John Moon, Jr. for the office of Vice Chair. No further nominations were received for Vice Chair.

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

Larry Wilson nominated Keith Sinor for the office of Secretary. No further nominations were received for Secretary.

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

Larry Wilson nominated Erica Davis Rouse for the office of Assistant Secretary. No further nominations were received for Assistant Secretary.

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

**Motion 10106  
Consideration of  
Approval of Policy  
VI.6000.C, Transcript  
Notation – Second  
Reading**

Motion was made by Larry Wilson, seconded by John Moon, Jr., for approval of Policy VI.6000.C, Transcript Notation – Second Reading.

Motion Carried.

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

**Motion 10107  
Consideration of  
Approval of Policy  
III.3009.A, Grants  
Management –  
Second Reading**

Motion was made by Keith Sinor, seconded by Dan Mims, for approval of Policy III.3009.A, Grants Management – Second Reading.

Motion Carried.

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

**Motion 10108  
Consideration of  
Approval of Policy  
VI.6000.D, Awarding  
Honorary Degrees –  
Second Reading**

Motion was made by Dr. Ruede Wheeler, seconded by Dan Mims, for approval of Policy VI.6000.D, Awarding Honorary Degrees – Second Reading.

Motion Carried.

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

**Motion 10109  
Consideration of  
Approval of Policy  
VI.6000.E, Awarding  
Posthumous Degrees  
– Second Reading**

Motion was made by Larry Wilson, seconded by Keith Sinor, for approval of Policy VI.6000.E, Awarding Posthumous Degrees – Second Reading.

Motion Carried.

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

**Motion 10110  
Consideration of  
Rescission of Policy  
V-L: Policy on  
College  
Emergencies/Natural  
Disasters/Business  
Continuity and  
Approval of Policy  
III.3008.C,  
Emergency Incidents  
– Second Reading**

Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for rescission of Policy V-L: Policy on College Emergencies/Natural Disasters/Business Continuity and Approval of Policy III.3008.C, Emergency Incidents – Second Reading.

Motion Carried.

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

**Motion 10111  
Consideration of  
Approval of Policy  
IV.4003.D,  
Acceptance of  
Resignation or  
Retirement - Second  
Reading**

Motion was made by Dan Mims, seconded by Erica Davis Rouse, for approval of Policy IV.4003.D, Acceptance of Resignation or Retirement - Second Reading.

Motion Carried.

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

**Motion 10112  
Consideration of  
Approval of  
Memorandum of  
Understanding with  
Local Jurisdictions**

Motion was made by Keith Sinor, seconded by John Moon, Jr., for approval of Memorandum of Understanding with Local Jurisdictions.

Motion Carried.

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

**Motion 10113  
Consideration of  
Approval of an  
Interlocal Agreement  
with La Porte  
Independent School  
District**

Motion was made by Larry Wilson, seconded by Dr. Ruede Wheeler, for approval of an Interlocal Agreement with La Porte Independent School District.

Motion Carried.

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

**Motion 10114  
Consideration of  
Approval of the  
Board of Trustees  
Bylaws**

Motion was made by Dr. Ruede Wheeler, seconded by Dan Mims, for approval of the Board of Trustees Bylaws.

Motion Carried.

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

**Motion 10115  
Consideration of  
Settlement Proposal  
in Cause No. 2016-  
83500; In the District  
Court of Harris  
County, 234th  
Judicial District**

Motion was made by John Moon, Jr., seconded by Keith Sinor, for approval of Settlement Proposal in Cause No. 2016-83500; In the District Court of Harris County, 234th Judicial District.

Motion Carried.

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

**Motion 10116  
Consideration of  
Purchasing Requests**

Motion was made by Dan Mims, seconded by John Moon, Jr., for approval of the purchasing requests.

Purchase Request #1	
Contract for Generation Park New Parking Lot	\$2,379,000
Purchase Request #2	
Contract for College-Wide Fire Alarm Upgrade and Integration Services	1,086,525
Purchase Request #3	
Contract for Direct Digital Controls Network Upgrades, Package VII	400,000
Purchase Request #4	
Contract for Exterior Lighting at Fairmont Parkway Entrance	176,800

Purchase Request #5 Renew Contract for Disaster Recovery Services	3,000,000
Purchase Request #6 Renew Contract for Landscaping Services	670,000
Purchase Request #7 Contract for Vacuum Truck Principles and Operations Training	237,000
Purchase Request #8 Purchase Phone System Upgrades	180,000
Purchase Request #9 Amend the Contract for Collection of Delinquent Ad Valorem Taxes	-
Purchase Request #10 Ratify Emergency Purchases Due to Severe Winter Weather	3,667,043
Purchase Request #11 Additional Funds for Technology Purchases	<u>388,000</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$12,184,368</b>

Motion Carried.

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

**Motion 10117  
Consent Agenda**

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

- A. Approval of the Minutes for the May 3, 2021, Workshop and Regular Board Meeting
- B. Approval of Corrections to the Minutes for the April 5, 2021 Regular Board Meeting
- C. Approval of the Budget Transfers
- D. Approval of Personnel Recommendations and 2020-2021 Part-Time Hourly Salary Schedule
- E. Approval of the Affiliation Agreements
- F. Approval of the Next Regularly Scheduled Meeting

Motion Carried.

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

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

**Adjournment:**              Chair Marie Flickinger adjourned the meeting at 8:06 p.m.

**Item “B”**  
**Regular Board Meeting August 2, 2021**  
**Approval of the Minutes for the June 25, 2021**  
**Board Strategic Planning Retreat**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the June 25, 2021, Board Strategic Planning Retreat.

SAN JACINTO COLLEGE DISTRICT  
Board of Trustees Strategic Planning Retreat Minutes  
June 25, 2021

The Board of Trustees of the San Jacinto Community College District met at 8:30 a.m., Friday, June 25, 2021, in room A-2.203 of the San Jacinto College District Annex Administration Building, 4620 Fairmont Pkwy., Pasadena, TX 77504 for a Board Strategic Planning Retreat.

Members Present: Erica Davis Rouse (attended a portion via Zoom), Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson (absent)

Others Present: Brenda Hellyer, Mandi Reiland, Teri Zamora

I. The meeting was called to order at 8:34 a.m. by Chair Marie Flickinger.

II. Roll Call of Board Members

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

III. Review 2021-2022 Budget Assumptions and Draft

A. Dr. Brenda Hellyer reviewed the 2021-2022 budget assumptions and draft. She explained that the process began with two revenue budget scenarios for Fiscal Year (FY) 2022. They settled on a positive but conservative scenario to guide budget development. The assumptions are based on reduced tuition recognizing a slow recovery in enrollment, with larger exemptions, offset by a reduction in bad debt set asides and an increase in continuing education revenue. The following assumptions were utilized in the draft: 1.8 percent reduction in State appropriation, 1.2 percent increase in property tax revenue, federal funds covering lost revenue and indirect cost contribution of \$8,250,000, 50 percent decrease in interest income, and 5.9 percent increase in other income.

B. Brenda explained that the 2022 tuition estimate of \$59,490,900 is based on the 2021 tuition budget with a decrease in enrollment, decrease in bad debt, increase in exemptions, and increase in continuing education factored in the calculations.

C. Brenda provided an update on legislative appropriations. She explained that there was flat funding overall for community colleges, but more allocation to student success points. For San Jacinto College specifically, there was a decrease of \$772,312 each year of the biennium primarily due to decrease in contact hours during base year period.

• Discussion –

1. The group discussed the legislative session and the state appropriations.

D. Teri Zamora provided an overview of property tax revenue. She explained how

taxable values are estimated and calculated. She stated that the preliminary values from Harris County Appraisal District (HCAD) indicate a 2 percent increase; however, we are using a conservative estimate of no increase in taxable values. She added that there will be no change in the total tax rate, but debt service for FY2022 is slightly lower resulting in higher M&O tax revenues. There is no information regarding growth from existing versus new properties. Also, there is 100 percent collection rate for M&O, and a 98 percent estimated certified collection rate for debt service.

- Discussion –

1. The group discussed property tax revenue and the history of the College's taxable values.

E. Brenda reviewed the unrestricted revenues. Teri highlighted the Higher Education Emergency Relief Funding (HEERF) lost revenue and indirect costs.

- Discussion –

1. The group discussed steps that can be taken if the College does not recover lost tuition. An important component of the FY2022 budget is that HEERF can fill the lost revenue gap for all but property taxes. The funds can also have a positive impact on the FY2023 budget, but concerns will be for the FY2024 budget if enrollment and student funding do not recover.

F. Brenda reviewed the unrestricted expenses.

G. Brenda provide an overview of the budget highlights and Fiscal Year 2022 priorities.

- The group discussed salary rates for lower wage employees and potential adjustment scenarios.

H. Brenda explained the reserves fund within the budget. In the FY2021 unrestricted budget, \$8.1 million was budgeted but was placed in a reserve fund requiring approval from the SLT to remove from the reserves and spend. This process was utilized to be able to budget for the best situation but also to control costs and release for spending only as the circumstances allowed and need presented. Throughout FY2021, some of the funds (\$5.8 million) were released to be spent; during the FY2022 budget process, some of the remaining funds were released. Moving forward with the FY2022 budget, \$2.3 million will remain in the reserve fund within the budget, requiring approval from the SLT to remove from the reserves and spend.

I. Brenda reviewed the auxiliary budget revenues and expenses.

J. Brenda explained the next steps related to enrollment, property taxes, and the budget process.

- For enrollment, the plan is to monitor and review enrollment and continue a strong marketing and outreach campaign. Some HEERF grant initiatives may increase enrollment.
- For property taxes, the Harris County Tax Office provides estimated certified values in late July and the final in late August/early September. The plan is for the September Board meeting: (1) consideration of approval of 2021 proposed tax rate, (2) review of No-New-Revenue and Voter-Approval tax rate calculations, and (3) approval of date to adopt tax

rate. We will hold tax hearings in September, if needed. The anticipated tax rate approval will take place at the October Board meeting.

- Revenue and expense budget items will be monitored and revised over the next month. The budget will be adopted at the August 2 Board meeting.

K. Brenda asked the Board members to let her know if they have any feedback on the budget assumptions. Also, she asked if members were comfortable with cancelling the scheduled finance committee meeting in July and review the proposed budget with the full Board at the workshop on August 2.

- Members present were comfortable.

#### IV. Review Enrollment Data and Ongoing Initiatives

A. Brenda reviewed information on enrollment data and ongoing initiatives. As of the date of the retreat, Summer 2021 enrollment was down 5.8 percent compared to Summer 2020 and down 3.5 percent compared to Summer 2019. Fall 2021 enrollment was down 13.9 percent compared to Fall 2020 and down 20.5 percent compared to Fall 2019.

B. Brenda explained the enrollment initiatives that are underway which are as follows: Retake courses for those failed or withdrawn from during Fall 2020 or Spring 2021, 21Forward initiative for in-district 2021 high school graduates, discharge of debt, Promise Program – 2020 and 2021 graduates of three area high schools, San Jac Cares calls, and targeted marketing activities. Brenda provided an update on the number of residents in the Clear Creek, Pearland, and Humble school districts that are a part of the College's taxing district. We did not announce the 21 Forward program at these feeder high schools. Plans are in place to reach out to these residents.

- Discussion –

1. The group discussed these initiatives and the update on the residential areas reviewed.

C. Brenda briefly reviewed the marketing and outreach handout. She explained this was put together by marketing as an update for the Board. Members can review if interested in details.

#### V. Review Use of Federal Funds

A. Teri provided an update on the Federal HEERF funding. This included funding from the CARES April 2020, Response & Relief December 2020, and the Recovery March 2021 funding.

B. Brenda explained each of the broad categories of use within the institutional funds and the amounts committed for each of those categories.

#### VI. Review Planning Considerations for Managing Donor Funds

A. Brenda provided an overview of the student success funds which included information on the facts of the donation, actions from the Foundation Board meeting held on May 6, 2021, planned elements of the student success fund management agreement, next steps, and tentative plans for planning and use.

- Discussion –

1. Keith Sinor asked if potential donors would be less inclined to

donate to the Foundation because of the recent generous donation we received and the HEERF funds.

2. Brenda responded that this could become an issue, but the publicity we are getting because of this can help for future donations.
3. Keith recommends taking a different approach to the local donors.
4. At the next Board meeting, the committees and Foundation liaisons will be assigned to College Board members. Chair Flickinger can take into consideration those members who are interested in being involved in the Foundation at this time.
5. Group discussed student success funds and plans.
6. Group discussed the Promise program and opportunities for expansion.

VII. Review Budget Transfers for 2015 Bond Projects

- A. Teri provided an overview of the 2015 Bond Program report as of April 30, 2021. She asked the Board members present to review the column of proposed changes. There were no issues with the proposed budget adjustments, and these will be reflected in the construction report moving forward.
- B. Teri reviewed the current deferred maintenance projects update.

VIII. Review Summary of Engineer's Preliminary Report on Ice Storm Damage

- A. Teri provided an overview of the February 2021 freeze damage investigations. This presentation included information on nature of damage, update on the South Science & Health building, and report on causes by building.

IX. Update on College's Safety Protocols

Teri provided an overview of facilities services safety enhancements. This presentation included information on improvement areas, procedures, training, expectations, personal protective equipment, and controls and systems.

X. Review of College's Outsourced Functions and Opportunities

Brenda provided an overview of outsourced functions and opportunities. This presentation included methods to accomplish goals of the College, key indicators of good and poor outsourcing opportunities, current outsourced large-scale operations, and opportunities to consider.

- No additional actions or follow-up were required.

XI. Review Board Calendar

- A. Brenda reviewed the Board calendar of upcoming events.

XII. Complete Conflict of Interest Forms

- A. Board members present were allowed an opportunity to complete their annual conflict of interest forms. Those not present will complete at a later date.

XIII. Wrap-up with Summary for Follow-up

- A. No additional items were reviewed.
  - B. Marie asked if the Board could send a thank you letter to the recent donor. Brenda said she will look into this.
- XIV. Adjournment
- A. Chair Marie Flickinger adjourned the meeting at 1:01 p.m.

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve budget transfers for May and June which have been made in accordance with State 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, 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 will allow 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 June 2021

Attachment 2 – Budget Transfers May 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 2020-21  
 for June 2021

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 17,371	\$ 341,712
PUBLIC SERVICE	\$ 305,000	\$ -
ACADEMIC SUPPORT	\$ 15,518	\$ 17,977
STUDENT SERVICES	\$ -	\$ 300
INSTITUTIONAL SUPPORT	\$ 22,100	\$ -
PHYSICAL PLANT	\$ -	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	<b>\$ 359,989</b>	<b>\$ 359,989</b>

SAN JACINTO COLLEGE DISTRICT  
 Budget Transfers related to Fiscal Year 2020-21  
 for May 2021

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 44,629	\$ 14,095
PUBLIC SERVICE	\$ 261,000	\$ 4,742
ACADEMIC SUPPORT	\$ -	\$ 85,235
STUDENT SERVICES	\$ 9,500	\$ 200,000
INSTITUTIONAL SUPPORT	\$ 58,235	\$ 9,500
PHYSICAL PLANT	\$ 1,208	\$ 61,000
AUXILIARY ENTERPRISES	\$ -	\$ -
	<b>\$ 374,572</b>	<b>\$ 374,572</b>

**RECOMMENDATION**

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

**Central Campus**

Department

Eye Care Technology Program

Affiliation Entity

The University of Texas Health Science Center

Medical Imaging Program

The Rose

**South Campus**

Department

Vocational Nursing Program

Affiliation Entity

Park Manor of South Belt

**North Campus**

Department

Associate Degree Nursing Program

Affiliation Entity

Harris County Hospital District dba Harris Health System

Licensed Vocational Nursing Program

Harris County Hospital District dba Harris Health System

Nursing Program

The Harris Center for Mental Health and IDD

Health Information Management Program

The University of Texas M.D. Anderson Cancer Center

Health Information Management Program

Encompass Health Home Health

Mental Health Program

Discovery Alcohol & Drug Education Program, LLC

Mental Health Program

Cenikor Foundation-Houston

**RATIONALE**

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

**FISCAL IMPLICATIONS TO THE COLLEGE**

N/A

**Item "E"**  
**Regular Board Meeting August 2, 2021**  
**Approval of the Affiliation Agreements**

**CONTACT PERSONNEL**

Daniel J. Snooks, Attorney  
Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

**Item “F”**  
**Regular Board Meeting August 2, 2021**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

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