

***Board of Trustees
Meeting***

April 4, 2022

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

The Board of Trustees of the San Jacinto Community College District will meet for a Board workshop at 5:00 p.m., Monday, April 4, 2022, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

www.sanjac.edu/board-meeting-videos

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

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes:**
 - a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
 - b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
- IV. Reconvene in Open Meeting**
- V. Review of Market Premiums and Stipends**
- VI. Review Requirement of Annual Cybersecurity Compliance Training for Board Members**
- VII. Notification of Program Closure, Interior Design**
- VIII. Review Insurance Renewals**
- IX. Review Conveyance of Irrigation, Landscape and Sidewalk Facilities to Generation Park Management District**
- X. Update on State and Federal Legislative Sessions**
- XI. Review of Calendar**
- XII. General Discussion of Meeting Items**
 - a. Additional Purchasing Support Documents

XIII. 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, April 1, 2022, this notice was posted to the College’s website, on a bulletin board located at a place convenient to the public at the administrative building of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet for a regularly scheduled Board Meeting at 7:00 p.m. on Monday, April 4, 2022, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

www.sanjac.edu/board-meeting-videos

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

www.sanjac.edu/board-meeting-agendas

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

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

The form must be completed prior to 11:00 a.m. on April 4, 2022. After completion of the form, the requestor will be contacted with further instructions. Registered participants will be allotted five minutes to address the Board of Trustees during the "Public Comment" portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

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

**BOARD MEETING
AGENDA**

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

Recognition of Service Wire for Donation	Teri Crawford
Recognition of the 2021-2022 Honoraria Recipients	Kevin Hale
Recognition of Honors Program Students	Aaron Knight
Recognition of Dance Students	Aaron Knight

- V. Student Success Presentations**

- VI. Communications to the Board of Trustees**
- VII. Public Comment**
- VIII. Informative Reports to the Board**
 - A. San Jacinto College Financial Statements
 - a. San Jacinto College Financial Statements February 2022
 - b. San Jacinto College Monthly Investment Report February 2022
 - c. San Jacinto College Quarterly Investment Report December 2021 – February 2022
 - B. San Jacinto College Foundation Financial Statements
 - C. Capital Improvement Program
 - D. San Jacinto College Board Building Committee Minutes
 - E. San Jacinto College Board Finance Committee Minutes

ACTION ITEMS

- IX. Consideration of Approval of Amendment to the 2021-2022 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Rescission of Policy IV-E-4 Solicitation of Business of Optional Retirement and Tax-Sheltered Annuities Representatives – Second Reading**
- XI. Consideration of Approval of Policy IV.4000.M, Retirement Plan for Full-time Employees – Second Reading**
- XII. Consideration of Approval of Policy IV.4003.E, Employee Referral Program – Second Reading**
- XIII. Consideration of Approval of Memorandum of Understanding with Friendswood ISD for Dual Credit**
- XIV. Consideration of Approval of Interlocal Participation Agreement with Texas Association of School Boards Risk Management Fund**
- XV. Consideration of Approval to Grant Maintenance Easement**
- XVI. Consideration of Program Closure, Interior Design**

PURCHASING REQUESTS

- XVII. Consideration of Purchasing Requests**

CONSENT AGENDA

- XVIII. 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 March 7, 2022, Workshop and Regular Board Meeting**
 - B. Approval of the Budget Transfers**

C. Approval of Personnel Recommendations, 2021-2022 Part-Time Hourly Rate Schedule, and 2021-2022 Stipends and Market Premiums

D. Approval of the Affiliation Agreements

E. Approval of the Next Regularly Scheduled Meeting

XIX. Items for Discussion/Possible Action

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

XX. Adjournment

Closed Session Authority

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Brenda Hellyer, Ed.D.

San Jacinto College Financial Statements
February 2022

San Jacinto Community College District
Statement of Net Position
February 28,

<u>Assets</u>	<u>2022</u>	<u>2021</u>
Current assets:		
Cash and cash equivalents	\$ 122,676,957	\$ 115,963,960
Accounts receivable - taxes	5,037,790	4,476,059
Accounts receivable	16,970,440	11,813,564
Deferred charges	1,020,949	627,114
Inventories	550,602	366,250
Total current assets	<u>146,256,739</u>	<u>133,246,947</u>
Noncurrent assets:		
Restricted cash and cash equivalents	117,923,551	156,156,042
Capital assets, net	721,888,728	658,835,036
Total noncurrent assets	<u>839,812,279</u>	<u>814,991,078</u>
Total assets	<u>986,069,017</u>	<u>948,238,025</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	16,771,450	20,383,403
Deferred outflow related to OPEB	22,616,854	17,632,637
Deferred outflow related to defeased debt	6,012,901	7,177,235
Total deferred outflows of resources	<u>45,401,205</u>	<u>45,193,275</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	16,103,856	16,263,747
Accrued liabilities	1,206,282	760,988
Accrued compensable absences and deferred compensation	2,399,843	2,741,917
Deferred revenues	555,272	572,635
Total current liabilities	<u>20,265,253</u>	<u>20,339,287</u>
Noncurrent liabilities:		
Net pension liability	46,145,705	45,813,261
Net OPEB liability	103,762,700	107,182,217
Bonds and notes payable	671,943,716	640,956,960
Total noncurrent liabilities	<u>821,852,121</u>	<u>793,952,438</u>
Total liabilities	<u>842,117,374</u>	<u>814,291,725</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	7,609,539	9,070,812
Deferred inflows related to OPEB	29,602,310	26,740,139
Total deferred inflows of resources	<u>37,211,849</u>	<u>35,810,951</u>
<u>Net assets</u>		
Beginning of year - audited	84,506,750	80,169,233
Current year addition	67,634,249	63,159,391
Total net position	<u>\$ 152,140,999</u>	<u>\$ 143,328,624</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2022

11 Unrestricted Funds

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/21	% of 8/31/21 Actual
REVENUES:					
State Appropriations	\$ 41,307,654	\$ 17,762,293	43.00	\$ 18,099,335	43.00
Local Taxes - Maintenance & Operations	73,800,000	70,564,296	95.62	66,981,238	92.15
Credit Tuition	62,500,000	51,524,699	82.44	51,134,122	85.11
Credit Exemptions & Waivers	(9,160,000)	(7,148,209)	78.04	(7,785,690)	90.58
Continuing Education					
CPET	480,000	171,758	35.78	67,188	25.63
Maritime Transportation	1,300,000	686,216	52.79	589,545	50.41
Continuing Professional Development (CPD)	5,925,000	2,506,273	42.30	2,505,264	49.03
Continuing Education Exemptions & Waivers	(154,100)	(35,315)	22.92	(73,158)	72.23
Bad Debt	(1,400,000)	(350,627)	25.04	(950,000)	141.69
Sales & Services	1,625,000	752,642	46.32	788,961	44.62
Insurance Proceeds - Winter Storm	-	62,437	-	-	-
HEERF Funds	8,250,000	8,073,603	-	-	-
Investment Income	250,000	33,994	13.60	69,395	65.12
Total	<u>184,723,554</u>	<u>144,604,059</u>	<u>78.28</u>	<u>131,426,200</u>	<u>73.64</u>
EXPENDITURES:					
Instruction	73,625,351	39,996,927	54.32	35,844,813	53.20
Public Service	23,474	4,600	19.60	2,871,584	44.33
Academic Support	16,920,570	7,715,230	45.60	6,769,267	52.19
Student Services	16,956,787	7,028,407	41.45	6,750,588	45.07
Institutional Support	48,947,535	21,748,124	44.43	20,122,015	49.34
Physical Plant	24,229,783	8,800,085	36.32	6,993,726	40.32
Winter Storm	286,128	62,437	21.82	-	-
Total	<u>180,989,629</u>	<u>85,355,809</u>	<u>47.16</u>	<u>79,351,993</u>	<u>48.23</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	3,733,925	89,442	2.40	69,985	2.04
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 59,158,807</u>		<u>\$ 52,004,222</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2022

Federal Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/28/21</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Grants	\$ 111,295,556	\$ 58,088,697	52.19	\$ 26,194,371	43.76
Total	<u>111,295,556</u>	<u>58,088,697</u>	<u>52.19</u>	<u>26,194,371</u>	<u>43.76</u>
EXPENDITURES:					
Instruction	731,811	327,465	44.75	166,030	37.36
Public Service	353,069	92,235	26.12	122,074	53.33
Academic Support	9,039,233	1,929,956	21.35	1,876,503	40.00
Student Services	4,747,151	961,493	20.25	96,192	17.06
Institutional Support	35,820,719	10,342,075	28.87	403,173	12.28
Scholarships and Fellowships	59,638,235	44,438,105	74.51	23,531,599	46.44
Physcial Plant	965,337	-	-	-	-
Total	<u>111,295,556</u>	<u>58,091,330</u>	<u>52.20</u>	<u>26,195,571</u>	<u>43.74</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(300,000)	-
Transfers Out	-	-	-	300,000	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (2,632)</u>		<u>\$ (1,200)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2022

State Restricted Funds

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/21	% of 8/31/21 Actual
REVENUES:					
State Paid Benefits	\$ 11,862,735	\$ 5,834,785	49.19	\$ 5,887,319	49.76
Grants	<u>3,957,908</u>	<u>2,101,950</u>	53.11	<u>1,848,457</u>	77.89
Total	<u>15,820,643</u>	<u>7,936,734</u>	50.17	<u>7,735,776</u>	54.46
EXPENDITURES:					
Instruction	6,528,986	3,167,063	48.51	3,121,360	51.08
Public Service	9,567	12,223	127.76	175,125	48.95
Academic Support	1,607,875	655,981	40.80	659,457	47.44
Student Services	1,455,085	860,226	59.12	870,528	48.37
Institutional Support	3,086,275	1,260,918	40.86	1,213,209	48.52
Physical Plant	11,668	-	-	-	-
Scholarships and Fellowships	<u>3,121,187</u>	<u>1,980,324</u>	63.45	<u>1,696,097</u>	83.68
Total	<u>15,820,643</u>	<u>7,936,734</u>	50.17	<u>7,735,776</u>	54.53
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2022

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/28/21</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Local Grants	\$ 7,925,010	\$ 2,849,388	35.95	\$ 1,176,641	35.57
Total	<u>7,925,010</u>	<u>2,849,388</u>	<u>35.95</u>	<u>1,176,641</u>	<u>35.57</u>
EXPENDITURES:					
Instruction	91,383	46,303	50.67	-	-
Public Service	205,089	89,871	43.82	75,065	47.31
Academic Support	496,897	318,997	64.20	199,698	53.02
Student Services	62,924	16,214	25.77	7,135	57.18
Institutional Support	26,446	6,068	22.94	3,213	9.42
Scholarships and Fellowships	7,258,772	2,458,717	33.87	953,029	35.77
Physical Plant	<u>250,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>8,391,510</u>	<u>2,936,170</u>	<u>34.99</u>	<u>1,238,140</u>	<u>38.14</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(466,500)	(89,442)	19.17	(69,985)	45.66
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 2,660</u>		<u>\$ 8,486</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2022

27 Texas Public Education Grant

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/21	% of 8/31/21 Actual
REVENUES:					
Tuition - Credit & Non Credit	\$ 2,900,000	\$ 2,462,666	84.92	\$ 2,410,208	83.53
Total	<u>2,900,000</u>	<u>2,462,666</u>	<u>84.92</u>	<u>2,410,208</u>	<u>83.53</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>2,900,000</u>	<u>2,496,176</u>	<u>86.08</u>	<u>2,129,510</u>	<u>67.49</u>
Total	<u>2,900,000</u>	<u>2,496,176</u>	<u>86.08</u>	<u>2,129,510</u>	<u>67.49</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (33,510)</u>		<u>\$ 280,698</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2022

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/28/21</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 1,734	-	\$ 25,284	100.00
Total	-	1,734	-	25,284	100.00
EXPENDITURES:					
Instruction	-	6,979	-	7,200	27.17
Scholarships and Fellowships	-	-	-	-	-
Total	-	6,979	-	7,200	27.17
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (5,245)</u>		<u>\$ 18,084</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2022

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/28/21</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Auxiliary Services	\$ 2,865,500	\$ 1,249,560	43.61	1,062,520	52.67
Total	<u>2,865,500</u>	<u>1,249,560</u>	<u>43.61</u>	<u>1,062,520</u>	<u>52.67</u>
EXPENDITURES:					
Labor	461,221	251,027	54.43	79,466	38.60
Benefits	93,263	53,770	57.65	172,861	300.95
Supplies	609,417	203,484	33.39	32,913	25.53
Travel	193,217	33,116	17.14	33,197	16.61
Contracted Services	221,417	109,895	49.63	22,274	32.58
Scholarships and Fellowships	1,109,865	685,841	61.79	727,276	61.12
Utilities	200	-	-	-	-
Total	<u>2,688,600</u>	<u>1,337,132</u>	<u>49.73</u>	<u>1,067,987</u>	<u>57.31</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 176,900</u>	<u>\$ (87,572)</u>		<u>\$ (5,467)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2022

95 Retirement of Indebtedness

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/21	% of 8/31/21 Actual
REVENUES:					
Investment Income	\$ -	\$ 2,789	-	\$ 4,196	48.04
Local Taxes - Debt Service	<u>36,056,758</u>	<u>34,467,024</u>	<u>95.59</u>	<u>34,478,242</u>	<u>92.17</u>
Total	<u>36,056,758</u>	<u>34,469,812</u>	<u>95.60</u>	<u>34,482,438</u>	<u>92.16</u>
EXPENDITURES:					
Institutional Support - Principal	12,703,426	12,703,426	100.00	15,980,930	100.00
Institutional Support - Interest	<u>26,620,757</u>	<u>14,607,561</u>	<u>54.87</u>	<u>13,288,065</u>	<u>58.27</u>
Total	<u>39,324,183</u>	<u>27,310,987</u>	<u>69.45</u>	<u>29,268,995</u>	<u>75.47</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,267,425)	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment ¹	<u>(12,703,426)</u>	<u>(12,703,426)</u>	<u>100.00</u>	<u>(15,980,930)</u>	<u>100.00</u>
Net Increase (Decrease) in Net Position	<u>\$ 12,703,426</u>	<u>\$ 19,862,251</u>		<u>\$ 21,194,373</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 Six Months Ended February 28, 2022

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/28/21</u>	<u>% of 8/31/21 Actual</u>
EXPENDITURES:					
Depreciation	\$ 22,600,000	\$ 11,645,895	51.53	\$ 10,745,213	49.49
Total	<u>22,600,000</u>	<u>11,645,895</u>	<u>51.53</u>	<u>10,745,213</u>	<u>49.49</u>
Adjustment for Capital Purchases ¹	<u>(1,794,480)</u>	<u>(352,460)</u>	<u>19.64</u>	<u>(341,782)</u>	<u>44.35</u>
TRANSFERS AMONG FUNDS:					
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,805,520)</u>	<u>\$ (11,293,434)</u>		<u>\$ (10,403,431)</u>	

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

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2022

Consolidated -All Funds
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/21	% of 8/31/21 Actual
REVENUES:					
State Appropriations	\$ 53,170,389	\$ 23,597,078	44.38	\$ 23,986,654	44.48
Local Taxes - Maintenance & Operations	73,800,000	70,564,296	95.62	66,981,238	92.15
Local Taxes - Debt Service	36,056,758	34,467,024	95.59	34,478,242	92.17
Credit Tuition	65,400,000	53,987,365	82.55	53,544,330	85.04
Credit Exemptions & Waivers	(9,160,000)	(7,148,209)	78.04	(7,785,690)	90.58
Continuing Education					
CPET	480,000	171,758	35.78	67,188	25.63
Maritime Transportation	1,300,000	686,216	52.79	589,545	50.41
Continuing Professional Development	5,925,000	2,506,273	42.30	2,505,264	49.03
Continuing Education Exemptions & Waivers	(154,100)	(35,315)	22.92	(73,158)	72.23
Bad Debt	(1,400,000)	(350,627)	25.04	(950,000)	141.69
Sales & Services	1,625,000	754,376	46.42	814,245	45.40
Insurance Proceeds - Winter Storm	-	62,437	-	-	-
Investment Income	250,000	36,783	14.71	73,591	63.83
Investment Income - San Jac Tomorrow Program	-	32,925	-	63,626	59.60
HEERF Funds	8,250,000	8,073,603	-	-	-
Auxiliary Services	2,865,500	1,249,560	43.61	1,062,520	52.67
Grants	115,253,463	60,190,647	52.22	28,042,828	45.06
Local Grants	7,925,010	2,849,388	35.95	1,176,641	35.57
Total	<u>361,587,020</u>	<u>251,695,575</u>	<u>69.61</u>	<u>204,577,064</u>	<u>68.58</u>
EXPENDITURES:					
Instruction	80,977,530	43,544,736	53.77	39,139,403	52.92
Public Service	591,200	198,930	33.65	3,243,848	44.91
Academic Support	28,064,575	10,620,164	37.84	9,504,925	48.92
Student Services	23,221,947	8,866,340	38.18	7,724,443	44.51
Institutional Support	127,205,158	60,668,172	47.69	51,010,605	59.75
Physical Plant	25,456,789	8,800,085	34.57	6,993,726	40.32
Winter Storm	286,128	62,437	-	-	-
Scholarships and Fellowships	72,918,194	51,373,322	70.45	28,310,235	48.38
Auxiliary Enterprises	2,688,600	1,337,132	49.73	1,067,987	57.31
Depreciation	22,600,000	11,645,895	51.53	10,745,213	49.49
Total	<u>384,010,120</u>	<u>197,117,212</u>	<u>51.33</u>	<u>157,740,385</u>	<u>51.31</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,733,925)	(89,442)	2.40	(369,985)	10.80
Transfers Out	3,733,925	89,442	2.40	369,985	10.80
Adjustment for Debt Principal Payment ¹	(12,703,426)	(12,703,426)	100.00	(15,980,930)	100.00
Adjustment for Capital Purchases ¹	(1,794,480)	(352,460)	19.64	(341,782)	44.35
Net Increase (Decrease) in Net Position	<u>\$ (7,925,194)</u>	<u>\$ 67,634,249</u>		<u>\$ 63,159,391</u>	

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

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2022

91 Capital Projects

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/28/21</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Investment Income	\$ -	\$ 32,925	-	\$ 63,626	59.60
Total	<u>-</u>	<u>32,925</u>	<u>-</u>	<u>63,626</u>	<u>59.60</u>
EXPENDITURES:					
SECO-Energy Conservation Projects	4,625,573	760,735	16.45	-	-
Bond Programs	<u>121,651,763</u>	<u>22,120,545</u>	<u>18.18</u>	<u>27,936,035</u>	<u>32.73</u>
Total	<u>126,277,336</u>	<u>22,881,280</u>	<u>18.12</u>	<u>27,936,035</u>	<u>32.73</u>
Net Increase (Decrease) in Net Position	<u>\$ (126,277,336)</u>	<u>\$ (22,848,355)</u>		<u>\$ (27,872,409)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2022

93 Generation Park Clear Lake Land Proceeds

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/21	% of 8/31/21 Actual
REVENUES:					
Land Sale Proceeds	\$ -	\$ -	-	\$ -	-
Total	-	-	-	-	-
EXPENDITURES:					
Generation Park	19,018	19,018	100.00	71,201	72.61
Total	19,018	19,018	100.00	71,201	72.61
TRANSFERS AMONG FUNDS:					
Transfers In	-	-		-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ (19,018)</u>	<u>\$ (19,018)</u>		<u>\$ (71,201)</u>	

San Jacinto College Financial Statements
Monthly Investment Report
February 2022

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Period Ending February 28, 2022

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	February 1, 2022	\$ 179,401,198	\$ 179,401,198
Additions/Subtractions (Net)		61,199,311	61,199,311
Change in Fair Value*		-	-
Ending Value	February 28, 2022	<u>\$ 240,600,508</u>	<u>\$ 240,600,508</u>

Earnings for the Month of February	\$	19,031
Weighted Average Maturity at Ending Period Date (Days)		1.00
Weighted Average Earnings Rate		0.1087%
Benchmark - One Year Treasury Yield		1.0100%

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

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

Prepared by:



 Carol Tillman
 Assistant Comptroller

Reviewed by:

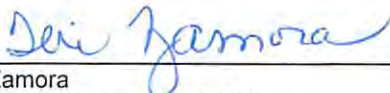


 Andrea DuBois
 Comptroller



 Carin Hutchins
 Associate Vice Chancellor of Finance

Approved by:



 Teri Zamora
 Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
February 28, 2022

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Short-Term Investments - Cash & Cash Equivalents										
Credit Cards in Transit	Heartland	N/A	N/A	03/01/22	\$	(16,871)	(16,871)	-0.01%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	03/01/22	N/A	(794,797)	(794,797)	-0.33%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	03/01/22	N/A	4,137,046	4,137,046	1.72%	1	0.02
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	03/01/22	N/A	(39,614)	(39,614)	-0.02%	1	0.00
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	N/A	03/01/22	N/A	(2,390)	(2,390)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	03/01/22	N/A	19,167	19,167	0.01%	1	0.00
East West MM Operating Account	East West Bank	0.0500%	N/A	03/01/22	N/A	30,032,751	30,032,751	12.48%	1	0.12
LSJP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	0.1366%	N/A	03/01/22	N/A	92,844,409	92,844,409	38.59%	1	0.39
TexPool - Operating	TexPool	0.0632%	N/A	03/01/22	N/A	326,374	326,374	0.14%	1	0.00
Restricted - Cash & Cash Equivalents										
LSJP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.1366%	N/A	03/01/22	N/A	1,215,124	1,215,124	0.51%	1	0.01
LSJP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.1366%	N/A	03/01/22	N/A	8,711,465	8,711,465	3.62%	1	0.04
LSJP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	0.1366%	N/A	03/01/22	N/A	811,326	811,326	0.34%	1	0.00
LSJP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	0.1366%	N/A	03/01/22	N/A	179,259	179,259	0.07%	1	0.00
LSJP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	0.1366%	N/A	03/01/22	N/A	845,639	845,639	0.35%	1	0.00
LSJP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	0.1366%	N/A	03/01/22	N/A	1,565,242	1,565,242	0.65%	1	0.01
LSJP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	0.1366%	N/A	03/01/22	N/A	924,326	924,326	0.38%	1	0.00
LSJP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	0.1366%	N/A	03/01/22	N/A	40,002,918	40,002,918	16.63%	1	0.17
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.1137%	N/A	03/01/22	N/A	-	-	0.00%	1	0.00
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.1137%	N/A	03/01/22	N/A	59,839,134	59,839,134	24.87%	1	0.25
Grand Total Short-Term Investments and Cash & Cash Equivalents										
				\$	N/A	\$ 240,600,508	\$ 240,600,508	100.00%		1.00

Weighted Average to Maturity at Ending Period Date (Days)

ACFR	Note 4	Weighted Average to Maturity at Ending Period Date (Days)
	\$ 19,167	Petty cash on hand
86.14%	207,265,216	Investment pools
12.48%	30,032,751	Money market
1.37%	3,283,374	Bank deposits - demand deposits
0.00%	-	U. S. government securities and municipal bonds
0.00%	-	Accrued earnings
<u>100.00%</u>	<u>240,600,508</u>	<u>Total cash, cash equivalents, and investments</u>

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Inventory Holdings Report
February 28, 2022

Description	Held At	Annualized Interest Rate	Maturity	Par	1/31/2022 Ending Fair Value	1/31/2022 Ending Book Value	2/28/2022 Ending Fair Value	2/28/2022 Ending Book Value	Change in Fair Value For the Month	February Earnings	September through February Earnings
Short-Term Investments - Unrestricted Funds											
Demand Deposits											
Credit Cards in Transit											
JP Morgan Accounts Payable Disbursements	Heartland	N/A	03/01/22	\$	123,298	123,298	(16,871)	(16,871)	(140,189)	N/A	N/A
JP Morgan Operating	JP Morgan Chase Bank	N/A	03/01/22	N/A	(1,004,989)	(1,004,989)	(794,797)	(794,797)	210,192	N/A	N/A
JP Morgan Payroll	JP Morgan Chase Bank	N/A	03/01/22	N/A	3,016,439	3,016,439	4,137,046	4,137,046	1,120,607	N/A	N/A
JP Morgan Worker's Comp	JP Morgan Chase Bank	N/A	03/01/22	N/A	(22,210)	(22,210)	(39,614)	(39,614)	(17,404)	N/A	N/A
Petty Cash	JP Morgan Chase Bank	N/A	03/01/22	N/A	(3,337)	(3,337)	(2,390)	(2,390)	947	N/A	N/A
Sub Total Demand Deposits	Campus Business Offices	N/A	03/01/22	\$	19,167	19,167	19,167	19,167	-	N/A	N/A
				\$	2,128,368	2,128,368	3,302,541	3,302,541	1,174,173	N/A	N/A
Money Market Accounts											
East West IMM Operating Account	East West Bank	0.0500%	03/01/22	\$	30,031,714	30,031,714	30,032,751	30,032,751	1,037	1,037	6,702
Sub Total Money Market Accounts				\$	30,031,714	30,031,714	30,032,751	30,032,751	1,037	1,037	6,702
Pool Accounts											
TexPool - Operating	TexPool	0.0632%	03/01/22	\$	236,823	236,823	326,374	326,374	89,551	13	72
LSIP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	0.1366%	03/01/22	\$	62,300,492	62,300,492	92,844,409	92,844,409	30,543,917	8,959	27,220
Sub Total Pool Accounts				\$	62,537,315	62,537,315	93,170,783	93,170,783	30,633,468	8,972	27,293
				\$	94,697,397	94,697,397	126,506,075	126,506,075	31,808,678	10,009	33,995
Short-Term Investments - Unrestricted Funds											
Short-Term Investments - Restricted (Bond) Funds											
Pool Accounts											
LSIP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.1366%	03/01/22	\$	1,217,423	1,217,423	1,215,124	1,215,124	(2,299)	127	626
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.1366%	03/01/22	\$	16,804,609	16,804,609	8,711,465	8,711,465	(8,093,144)	1,253	2,790
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	0.1366%	03/01/22	\$	811,241	811,241	811,326	811,326	85	85	350
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	0.1366%	03/01/22	\$	179,241	179,241	179,259	179,259	19	19	77
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	0.1366%	03/01/22	\$	845,550	845,550	845,639	845,639	89	89	365
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	0.1366%	03/01/22	\$	1,565,078	1,565,078	1,565,242	1,565,242	164	164	674
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	0.1366%	03/01/22	\$	924,229	924,229	924,326	924,326	97	97	399
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	0.1337%	03/01/22	\$	371,150	371,150	40,002,918	40,002,918	39,631,768	1,909	1,909
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.1137%	03/01/22	\$	61,985,280	61,985,280	59,639,134	59,639,134	(2,346,146)	5,279	28,605
Sub Total Pool Accounts				\$	84,703,801	84,703,801	114,094,433	114,094,433	29,390,633	9,022	35,704
				\$	84,703,801	84,703,801	114,094,433	114,094,433	29,390,633	9,022	35,704
Sub Total - Short Term Investments - Restricted (Bond) Funds											
				\$	179,401,198	179,401,198	240,600,508	240,600,508	61,199,311	19,031	69,699
Grand Total											

San Jacinto College Financial Statements
Quarterly Investment Report
December 2021 - February 2022

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Quarterly Investments - December 1, 2021 to February 28, 2022

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	December 1, 2021	\$ 156,845,679	\$ 156,845,679
Additions/Subtractions (Net)		83,754,830	83,754,830
Change in Fair Value*		-	-
Ending Value	February 28, 2022	<u>\$ 240,600,508</u>	<u>\$ 240,600,508</u>

Earnings for the 2nd Quarter	\$	43,679
Weighted Average Maturity at Ending Period Date (Days)		1.00
Weighted Average Earnings Rate for the 2nd Quarter		0.0879%
Benchmark - One Year Treasury Yield - Average		1.0100%

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

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

Prepared by:



Carol Tillman
Assistant Comptroller

Reviewed by:

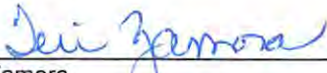


Andrea DuBois
Comptroller
Reviewed by:



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
February 28, 2022

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Short-Term Investments - Cash & Cash Equivalents										
Credit Cards in Transit	Heartland	N/A	N/A	03/01/22	\$	(16,871)	(16,871)	-0.01%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	03/01/22	N/A	(794,797)	(794,797)	-0.33%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	03/01/22	N/A	4,137,046	4,137,046	1.72%	1	0.02
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	03/01/22	N/A	(39,614)	(39,614)	-0.02%	1	0.00
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	03/01/22	N/A	(2,390)	(2,390)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	03/01/22	N/A	19,167	19,167	0.01%	1	0.00
East West MM Operating Account	East West Bank	0.0500%	N/A	03/01/22	N/A	30,032,751	30,032,751	12.48%	1	0.12
LSJP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	0.1366%	N/A	03/01/22	N/A	92,844,409	92,844,409	38.59%	1	0.39
TexPool - Operating	TexPool	0.0632%	N/A	03/01/22	N/A	326,374	326,374	0.14%	1	0.00
Restricted - Cash & Cash Equivalents										
LSJP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.1366%	N/A	03/01/22	N/A	1,215,124	1,215,124	0.51%	1	0.01
LSJP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.1366%	N/A	03/01/22	N/A	8,711,465	8,711,465	3.62%	1	0.04
LSJP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	0.1366%	N/A	03/01/22	N/A	811,326	811,326	0.34%	1	0.00
LSJP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	0.1366%	N/A	03/01/22	N/A	179,259	179,259	0.07%	1	0.00
LSJP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	0.1366%	N/A	03/01/22	N/A	845,639	845,639	0.35%	1	0.00
LSJP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	0.1366%	N/A	03/01/22	N/A	1,565,242	1,565,242	0.65%	1	0.01
LSJP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	0.1366%	N/A	03/01/22	N/A	924,326	924,326	0.38%	1	0.00
LSJP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	0.1366%	N/A	03/01/22	N/A	40,002,918	40,002,918	16.63%	1	0.17
TexPool PRIME - 2019 Bond Proceeds	TexPool	N/A	N/A	03/01/22	N/A	-	-	0.00%	1	0.00
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.1137%	N/A	03/01/22	N/A	59,839,134	59,839,134	24.87%	1	0.25
Grand Total Short-Term Investments and Cash & Cash Equivalents										
				\$	N/A	\$ 240,600,508	\$ 240,600,508	100.00%		1.00

Weighted Average to Maturity at Ending Period Date (Days)

ACFR	Weighted Average to Maturity at Ending Period Date (Days)
Note 4	19,167
	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
	\$ 240,600,508

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

Description	Held At	Annualized February Interest Rate	Maturity	2/28/2022				2nd Quarter Fiscal Year 2021-2022 Activity				December Through February Earnings	
				Par	Ending Fair Value	Ending Book Value	Change in Fair Value	Ending Fair Value	Ending Book Value	Change in Fair Value			
Short-Term Investments - Unrestricted Funds													
Demand Deposits													
Credit Cards in Transit	Heartland	N/A	03/01/22	N/A	\$ 177,479	\$ 177,479	\$ (16,871)	\$ (16,871)	\$ (194,350)	N/A	N/A	N/A	N/A
JP Morgan Accounts Payable Disbursements	JP Morgan Chase Bank	N/A	03/01/22	N/A	(984,076)	(984,076)	(794,797)	(794,797)	189,279	N/A	N/A	N/A	N/A
JP Morgan Operating	JP Morgan Chase Bank	N/A	03/01/22	N/A	13,553,038	4,137,046	(9,415,992)	(9,415,992)	(28,050)	N/A	N/A	N/A	N/A
JP Morgan Payroll	JP Morgan Chase Bank	N/A	03/01/22	N/A	(11,564)	(11,564)	(39,614)	(39,614)	(453)	N/A	N/A	N/A	N/A
JP Morgan Workmen's Comp	JP Morgan Chase Bank	N/A	03/01/22	N/A	(1,937)	(1,937)	(2,390)	(2,390)	(453)	N/A	N/A	N/A	N/A
Petty Cash	Campus Business Offices	N/A	03/01/22	N/A	19,167	19,167	-	-	-	N/A	N/A	N/A	N/A
Sub Total Demand Deposits					\$ 12,752,107	\$ 12,752,107	\$ 3,302,541	\$ 3,302,541	\$ (9,449,566)				
Money Market Accounts													
East West MM Operating Account	East West Bank	0.0500%	03/01/22	N/A	\$ 30,029,418	\$ 30,029,418	\$ 30,032,751	\$ 30,032,751	\$ 3,333	\$ 1,037	\$ 3,333		
Sub Total Money Market Accounts					\$ 30,029,418	\$ 30,029,418	\$ 30,032,751	\$ 30,032,751	\$ 3,333	\$ 1,037	\$ 3,333		
Pool Accounts													
TexPool - Operating	TexPool	0.0632%	03/01/22	N/A	\$ 24,379	\$ 24,379	\$ 326,374	\$ 326,374	\$ 301,995	\$ 13	\$ 25		
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	0.1366%	03/01/22	N/A	\$ 32,216,183	\$ 92,844,409	\$ 92,844,409	\$ 92,844,409	\$ 60,628,226	\$ 8,959	\$ 18,445		
Sub Total Pool Accounts					\$ 32,240,562	\$ 93,170,783	\$ 93,170,783	\$ 93,170,783	\$ 60,930,221	\$ 8,972	\$ 18,470		
Sub Total - Short Term Investments - Unrestricted Funds					\$ 75,022,087	\$ 126,506,075	\$ 126,506,075	\$ 126,506,075	\$ 51,483,988	\$ 10,009	\$ 21,803		
Short-Term Investments - Restricted (Bond) Funds													
Pool Accounts													
LSIP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.1366%	03/01/22	N/A	1,284,325	1,284,325	1,215,124	1,215,124	(69,201)	127	357		
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.1366%	03/01/22	N/A	468,931	468,931	8,711,465	8,711,465	8,242,534	1,263	2,393		
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	0.1366%	03/01/22	N/A	811,089	811,326	811,326	811,326	237	85	237		
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	0.1366%	03/01/22	N/A	179,207	179,207	179,259	179,259	53	19	53		
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	0.1366%	03/01/22	N/A	845,392	845,639	845,639	845,639	247	89	247		
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	0.1366%	03/01/22	N/A	1,564,785	1,565,242	1,565,242	1,565,242	457	164	457		
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	0.1366%	03/01/22	N/A	924,055	924,326	924,326	924,326	271	97	271		
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	0.1366%	03/01/22	N/A	-	40,002,918	40,002,918	40,002,918	40,002,918	1,909	1,909		
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.1137%	03/01/22	N/A	-	-	-	-	-	-	-		
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.1137%	03/01/22	N/A	75,745,808	75,745,808	59,839,134	59,839,134	(15,906,674)	5,279	15,951		
Sub Total Pool Accounts					\$ 81,823,592	\$ 81,823,592	\$ 114,094,433	\$ 114,094,433	\$ 32,270,842	\$ 9,022	\$ 21,876		
Sub Total - Short Term Investments - Restricted (Bond) Funds					\$ 81,823,592	\$ 81,823,592	\$ 114,094,433	\$ 114,094,433	\$ 32,270,842	\$ 9,022	\$ 21,876		
Grand Total					\$ 156,845,679	\$ 240,600,508	\$ 240,600,508	\$ 240,600,508	\$ 83,754,830	\$ 19,031	\$ 43,679		

San Jacinto College Foundation

Statement of Financial Position

As of February 28, 2022

	Current Year			Previous Year			Difference		
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total
ASSETS									
Current Assets									
Checking/Savings									
General Fund	\$2,285,022	-	\$2,285,022	\$1,848,061	-	\$1,848,061	436,961	-	\$436,961
Other Funds	-	-	-	-	-	-	-	-	-
Total Checking/Savings	2,285,022	-	2,285,022	1,848,061	-	1,848,061	436,961	-	436,961
Accounts Receivables	3,064,710	-	3,064,710	4,176,620	-	4,176,620	(1,111,910)	-	(1,111,910)
Other Current Assets									
Short Term Investments									
Goldman Sachs - SS2 (Endowed)	18,968,031	18,968,031	18,968,031	-	-	-	18,968,031	18,968,031	18,968,031
Goldman Sachs - SSF (Non-Endowed)	8,885,036	8,885,036	8,885,036	-	-	-	8,885,036	8,885,036	8,885,036
Goldman Sachs - FDN	14,910,944	14,910,944	14,910,944	13,093,554	13,093,554	13,093,554	1,817,389	-	1,817,389
Total SJC Short Term Investments	14,910,944	27,853,067	42,764,010	13,093,554	-	13,093,554	1,817,389	27,853,067	29,670,456
Total Current Assets	20,260,675	27,853,067	48,113,742	19,118,236	-	19,118,236	1,142,440	27,853,067	28,995,507
TOTAL ASSETS	20,260,675	27,853,067	48,113,742	19,118,236	-	19,118,236	1,142,440	27,853,067	28,995,507
LIABILITIES & NET ASSETS									
Liabilities									
Current Liabilities									
Accounts Payable									
Grants Payable	53,423	-	53,423	54,301	-	54,301	(877)	-	(877)
Programs Payable	34,180	-	34,180	30,212	-	30,212	3,969	-	3,969
Endowments Payable	121,798	-	121,798	178,182	-	178,182	(56,383)	-	(56,383)
Scholarship Payables	519,409	41,706	561,115	327,127	-	327,127	192,282	41,706	233,988
Student Success Payables	112,584	-	112,584	119,058	-	119,058	(6,474)	-	(6,474)
Total Accounts Payable	841,396	41,706	883,101	708,880	-	708,880	132,516	41,706	174,222
Total Current Liabilities	841,396	41,706	883,101	708,880	-	708,880	132,516	41,706	174,222
Total Liabilities	841,396	41,706	883,101	708,880	-	708,880	132,516	41,706	174,222
NET ASSETS									
Net Assets Without Donor Restrictions	4,068,655	30,041,960	34,110,615	3,931,609	-	3,931,609	137,046	30,041,960	30,179,006
Net Assets With Donor Restrictions	15,949,757	-	15,949,757	14,134,913	-	14,134,913	1,814,844	-	1,814,844
Net Assets	20,018,412	30,041,960	50,060,371	18,066,522	-	18,066,522	2,084,406	30,083,665	32,168,071
Net Income	(640,838)	(2,188,893)	(2,829,730)	342,834	-	342,834	(983,672)	(2,188,893)	(3,172,565)
Total Net Assets	19,377,574	27,811,361	47,230,641	18,409,356	-	18,409,356	968,218	27,811,361	28,821,285
TOTAL LIABILITIES & NET ASSETS	\$20,218,970	\$27,853,067	\$48,113,742	\$19,118,236	-	\$19,118,236	1,100,734	\$27,853,067	\$28,995,507

San Jacinto College Foundation

Statement of Activities

For the Period Ending February 28, 2022

	Current Year		Previous Year		Difference		Foundation Annual Budget	Actual % of Annual Budget
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total		
Ordinary Income/Expense								
Income								
Contributions								
Grant Contributions	-	-	18,500	-	-	(18,500)	96,000	0%
Endowments	60,956	-	61,830	-	-	(874)	75,000	81%
Program Sponsorship	197,781	-	100,243	-	-	97,538	275,000	72%
Scholarships	591,866	-	221,220	-	-	370,646	400,000	148%
Total Contributions	850,602	-	401,792	-	-	448,810	846,000	101%
Other Income								
Special Events	126,750	-	4,562	-	-	122,188	185,000	69%
Investment Income	301,110	380,122	158,776	-	380,122	522,457	600,000	50%
Realized Gain / (Loss)	43,636	(8,275)	26,526	-	8,836	(8,275)	-	-
Unrealized Gain / (Loss)	(669,855)	(1,887,692)	978,819	-	(1,887,692)	(3,526,365)	-	-
Total Other Income	(188,358)	(1,515,844)	1,168,682	-	(1,515,844)	(2,872,884)	785,000	-24%
Total Income	662,244	(1,515,844)	1,570,474	-	(1,515,844)	(2,424,074)	1,631,000	41%
Expense								
Programs								
Scholarships Awarded - SSF	1,146,699	673,048	731,115	-	(673,048)	(673,048)	800,000	143%
Scholarships Awarded - FND	82,478	-	424,473	-	(415,584)	(415,584)	600,000	14%
Programs Sponsored	50,629	-	60,786	-	10,157	10,157	150,000	34%
Student Success Initiatives	1,279,805	673,048	1,216,374	-	(63,431)	(673,048)	1,550,000	83%
Total Programs	2,559,611	1,346,116	1,832,748	-	(726,863)	(736,480)	2,100,000	87%
Supporting Services								
Bad Debt Expense	-	-	-	-	-	-	2,000	0%
Supporting Services	18,604	-	11,066	-	(7,538)	(7,538)	86,000	22%
Foundation Expenses	2,473	-	-	-	(2,473)	(2,473)	85,000	3%
Fundraising Expenses	2,200	-	200	-	(2,000)	(2,000)	5,000	44%
Sponsorship Expense	23,277	-	11,266	-	(12,011)	(12,011)	176,000	13%
Total Supporting Services	46,484	-	22,532	-	(23,952)	(23,952)	266,000	9%
Total Expense	1,303,082	673,048	1,227,640	-	(75,442)	(748,491)	1,728,000	75%
Net Ordinary Income	(640,838)	(2,188,893)	342,834	-	(983,672)	(3,172,565)	(97,000)	
Other Income / Expenses								
Increase/Decrease in Net Position	(640,838)	(2,188,893)	(2,829,730)	-	(983,672)	(3,172,565)	(97,000)	

2008 Bond Program

Report as of February 28, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
721919 - CC Install Backup Chiller C26	-	252,000	252,000	-	252,000	215,380	11,909	24,711	90.19%
Sub-total	-	252,000	252,000	-	252,000	215,380	11,909	24,711	90.19%
North									
Sub-total	-	-	-	-	-	-	-	-	-
South									
Sub-total	-	-	-	-	-	-	-	-	-
District									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,613,260)	13,000	-	13,000	-	-	13,000	-
726907 - Wayfinding Signage	50,000	684,347	734,347	10,924	745,271	8,672	678,191	58,408	92.16%
726923 - Replace HVAC, A1	-	776,250	776,250	-	776,250	725,208	31,717	19,325	97.51%
726925 - CW Classroom Technology	-	282,137	282,137	-	282,137	135,443	132,759	13,935	95.06%
Sub-total	14,676,260	(3,264,579)	11,411,681	(9,595,023)	1,816,658	869,323	842,667	104,668	94.24%
2008 Contingency Supplemental Projects									
Sub-total	-	-	-	-	-	-	-	-	-
Supplemental Projects closed									
Sub-total	-	4,504,567	4,504,567	-	4,504,567	-	4,504,567	-	100.00%
Projects closed									
Sub-total	280,323,740	(1,491,988)	278,831,752	9,595,023	288,426,775	-	288,426,775	-	100.00%
TOTALS	295,000,000	-	295,000,000	-	295,000,000	1,084,703	293,785,918	129,379	99.96%

2015 Bond Program

Report as of February 28, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
731601 - CC Petrochemical Center	52,450,000.00	(3,424,456.00)	49,025,544.00	2,154,564.00	51,180,108.00	-	51,180,108	-	100.00%
71601A - CC Petrochem Process Plant	-	6,349,985.00	6,349,985.00	278,392.00	6,628,377.00	-	6,628,377	-	100.00%
71601B - CC Petrochem Extended Site Development	-	6,680,911.00	6,680,911.00	306,053.00	6,986,964.00	45,188	6,631,981	309,795	95.57%
731602 - CC Welcome Center	16,600,000.00	1,291,796.00	17,891,796.00	578,549.00	18,470,345.00	-	18,470,345	-	100.00%
71602A - CC Welcome Center Site Development	-	2,656,100.00	2,656,100.00	93,900.00	2,750,000.00	125,583	1,350,202	1,274,215	53.66%
731603 - CC Class Room Building	47,155,000.00	7,195,219.00	54,350,219.00	1,788,440.00	56,138,659.00	6,936,187	42,582,451	6,620,021	88.21%
731604 - CC Central Data Closets	2,444,000.00	(1,294,164.00)	1,149,836.00	37,896.00	1,187,732.00	-	1,187,732	-	100.00%
731605 - CC Central Access Security	1,852,000.00	(404,840.00)	1,447,160.00	53,222.00	1,500,382.00	8,804	1,256,310	235,268	84.32%
731606 - CC Frels Renovation	1,153,000.00	2,757,810.00	3,910,810.00	130,929.00	4,041,739.00	-	4,040,510	1,229	99.97%
731607 - CC Davison Building Renovation	14,970,000.00	(4,787,356.00)	10,182,644.00	329,015.00	10,511,659.00	27,259	10,424,940	59,460	99.43%
731608 - CC McCollum Center Reno Phase I	24,685,000.00	(13,253,702.00)	11,431,298.00	369,361.00	11,800,659.00	313,199	11,431,670	55,790	99.53%
71608A - CC McCollum Center Reno Phase II	-	8,483,421.00	8,483,421.00	338,733.00	8,822,154.00	428,807	7,529,762	863,585	90.21%
731609 - CC McCollum North Renovation	2,535,000.00	(598,971.00)	1,936,029.00	62,556.00	1,998,585.00	-	132,013	1,866,572	6.61%
731610 - CC Ball Demolition	1,725,000.00	(127,112.00)	1,597,888.00	51,669.00	1,649,557.00	-	1,649,557	-	100.00%
731611 - CC Anderson Demolition	2,654,000.00	(301,221.00)	2,352,779.00	76,021.00	2,428,800.00	-	2,428,800	-	100.00%
731612 - CC Stadium and Track Demolition	174,000.00	(109,420.00)	64,580.00	2,087.00	66,667.00	-	66,667	-	100.00%
731613 - CC Central DDC Network	1,160,000.00	356,233.00	1,516,233.00	48,992.00	1,565,225.00	30,680	1,512,515	22,030	98.59%
731614 - CC Central Plant Upgrades	1,160,000.00	64,094.00	1,224,094.00	39,576.00	1,263,670.00	-	1,263,670	-	100.00%
Sub-total	170,717,000.00	11,534,327.00	182,251,327.00	6,739,955.00	188,991,282.00	7,915,707	169,767,610	11,307,965	94.02%
North									
732601 - NC Cosmetology & Culinary Center	22,845,000.00	(116,422.00)	22,728,578.00	736,359.00	23,464,937.00	-	23,464,937	-	100.00%
732602 - NC North Data Closets	915,000.00	(263,487.00)	651,513.00	21,051.00	672,564.00	-	672,564	-	100.00%
732604 - NC Lehr Library Demolition	650,000.00	(434,125.00)	215,875.00	6,979.00	222,854.00	-	222,854	-	100.00%
732605 - NC North Access/Security	877,000.00	(160,040.00)	716,960.00	25,266.00	742,226.00	2,421	545,445	194,360	73.81%
732606 - NC Wheeler Renovation	14,300,000.00	(2,634,938.00)	11,665,062.00	386,607.00	12,051,669.00	2,040,925	9,649,375	361,369	97.00%
732607 - NC Brightwell Renovation	6,628,000.00	1,176,926.00	7,804,926.00	252,188.00	8,057,114.00	1,477,252	6,531,817	48,045	99.40%
732608 - NC Spencer Renovation	13,000,000.00	(2,130,019.00)	10,869,981.00	351,392.00	11,221,373.00	1,865,264	9,333,630	22,479	99.80%
732609 - NC North DDC Network	580,000.00	178,117.00	758,117.00	24,496.00	782,613.00	1,490	757,149	23,974	96.94%
732610 - NC Underground Utility Tunnel	11,600,000.00	(7,710,815.00)	3,889,185.00	127,254.00	4,016,439.00	-	4,016,439	-	100.00%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000.00	(2,000,000.00)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000.00	(5,000,000.00)	-	-	-	-	-	-	-
732613 - NC Burselson Renovation	-	3,475,381.00	3,475,381.00	114,623.00	3,590,004.00	-	3,422,008	167,996	95.32%
Sub-total	78,395,000.00	(15,619,422.00)	62,775,578.00	2,046,215.00	64,821,793.00	5,387,352	58,616,218	818,223	98.74%

2015 Bond Program

Report as of February 28, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
South									
733601 - SC Engineering & Technology Center	28,400,000.00	(7,096,179.00)	21,303,821.00	691,395.00	21,995,216.00	-	21,995,216	-	100.00%
733602 - SC Cosmetology Center	16,213,000.00	(1,400,208.00)	14,812,792.00	478,621.00	15,291,413.00	1,585	15,223,744	66,084	99.57%
733603 - SC Longenecker Renovation	22,555,000.00	(2,602,250.00)	19,952,750.00	651,162.00	20,603,912.00	727,325	19,712,413	164,174	99.20%
733604 - SC South Data Closets	765,000.00	(157,055.00)	607,945.00	19,704.00	627,649.00	-	627,649	-	100.00%
733605 - SC South Primary Electrical Upgrade	5,800,000.00	966,625.00	6,766,625.00	218,639.00	6,985,264.00	73,272	3,029,695	3,882,297	44.42%
733606 - SC South Access/ Security	599,000.00	128,994.00	727,994.00	24,330.00	752,324.00	2,207	727,317	22,800	96.97%
733607 - SC South HW/CW Relocation	10,266,000.00	(6,914,146.00)	3,351,854.00	108,303.00	3,460,157.00	-	3,460,157	-	100.00%
733608 - SC Domestic Water System Rehabilitation	1,160,000.00	823,696.00	1,983,696.00	64,096.00	2,047,792.00	69,557	1,027,341	950,894	53.56%
733609 - SC Fire House Expansion	5,585,000.00	(5,585,000.00)	-	-	-	-	-	-	-
733610 - SC Jones Renovation	13,803,000.00	4,348,177.00	18,151,177.00	605,876.00	18,757,053.00	3,572,710	13,043,704	2,140,639	88.59%
73610A - SC Jones Central Plant Relocation	-	10,573,572.00	10,573,572.00	341,646.00	10,915,218.00	342,361	8,633,857	1,939,000	82.24%
733611 - SC Bruce Student Center Renovation	10,400,000.00	(8,269,098.00)	2,130,902.00	70,275.00	2,201,177.00	218	2,197,853	3,106	99.86%
733612 - SC HVAC Tech	312,000.00	2,259,762.00	2,571,762.00	85,231.00	2,656,993.00	-	2,656,993	-	100.00%
733613 - SC South DDC Network	580,000.00	178,117.00	758,117.00	24,496.00	782,613.00	1,510	777,340	3,763	99.52%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,422,005.00	5,422,005.00	175,280.00	5,597,285.00	2,394	5,591,291	3,600	99.94%
Sub-total	116,438,000.00	(7,322,988.00)	109,115,012.00	3,559,054.00	112,674,066.00	4,793,139	98,704,570	9,176,357	91.86%
Maritime									
736603 - MC Maritime Expansion	28,000,000.00	(27,031,300.00)	968,700.00	31,300.00	1,000,000.00	287,438	667,800	44,762	95.52%
76603A - MC Maritime Fire Program Relocation	-	1,916,000.00	1,916,000.00	84,000.00	2,000,000.00	-	1,788,345	211,655	89.42%
Sub-total	28,000,000.00	(25,115,300.00)	2,884,700.00	115,300.00	3,000,000.00	287,438	2,456,145	256,417	91.45%
Generation Park									
726601 - Generation Park	-	4,554,666.00	4,554,666.00	813,800.00	5,368,466.00	-	3,874,614	1,493,852	72.17%
Sub-total	-	4,554,666.00	4,554,666.00	813,800.00	5,368,466.00	-	3,874,614	1,493,852	72.17%
Admin									
736602 - College Development	30,000,000.00	(29,928,632.00)	71,368.00	-	71,368.00	-	71,368	-	100.00%
736604 - Dist Construction Studies	283,820.00	35,776.00	319,596.00	-	319,596.00	-	319,596	-	100.00%
76605A - CW Deferred Maintenance	-	19,786,770.00	19,786,770.00	427,385.00	20,214,155.00	4,164,273	2,665,507	13,384,375	33.79%
736606 - Generation Park Opportunities	-	20,000,000.00	20,000,000.00	-	20,000,000.00	-	-	20,000,000	-
720100 - Program Management - AECOM	-	11,610,480.00	11,610,480.00	(10,878,700.00)	731,780.00	329,780	55,102	346,898	52.60%
720100 - Program Management - Other	-	2,823,009.00	2,823,009.00	(2,823,009.00)	-	-	-	-	-
736601 - Contingency	1,166,180.00	7,641,314.00	8,807,494.00	-	8,807,494.00	-	-	8,807,494	-
Sub-total	31,450,000.00	31,968,717.00	63,418,717.00	(13,274,324.00)	50,144,393.00	4,494,053	3,111,573	42,538,767	15.17%
TOTALS	425,000,000.00	-	425,000,000.00	-	425,000,000.00	22,877,689	336,530,730	65,591,581	84.57%

Generation Park

Report as of February 28, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park - 726601								
904605 - 2015 Revenue Bond - 726601	6,787,977	-	6,787,977	6,787,977	-	6,787,977	-	100.00%
929603 - Operational - 726601	8,843,556	-	8,843,556	8,843,556	-	8,843,556	-	100.00%
901609 - 2015 Bond - 726601	6,368,466	(1,000,000)	5,368,466	5,368,466	-	3,874,614	1,493,852	72.17%
901610 - Generation Park Site Infrastructure - 726601	4,000,000	-	4,000,000	4,000,000	-	3,991,275	8,725	99.78%
901610 - Generation Park Parking Lot - 76601A	3,521,892	-	3,521,892	3,521,892	276,399	2,553,515	691,977	80.35%
TOTALS	29,521,892	(1,000,000)	28,521,892	28,521,892	276,399	26,050,938	2,194,555	92.31%

Energy Conservation Project

Report as of February 28, 2022

Project	Base Budget	Budget Adjustments	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide							
E22001 - UCRM 1 - LED Lighting	811,078	-	811,078	300	-	810,778	0.04%
E22002 - UCRM 2.1a - A-1 HVAC	10,354	-	10,354	-	-	10,354	-
E22003 - UCRM 2.1b - CC Chillers	1,526,400	-	1,526,400	22,478	77,423	1,426,500	6.54%
E22004 - UCRM 2.1c - NC Chiller	593,600	-	593,600	21,250	38,750	533,600	10.11%
E22005 - UCRM 2.1d - Maritime HVAC	33,000	-	33,000	-	-	33,000	-
E22006 - UCRM 2.6a - 35 Acre VFDs	9,946	-	9,946	-	-	9,946	-
E22007 - UCRM 2.6b - S-7 & S-9 VFDs	26,452	-	26,452	-	-	26,452	-
E22008 - UCRM 3 - Retro-Commissioning	280,000	-	280,000	69,940	209,819	241	99.91%
E22009 - UCRM 4.2c - Vending Misers	46,224	-	46,224	-	-	46,224	-
E22010 - UCRM 5.1 - Water Conserving Faucets	112,669	-	112,669	57,027	-	55,642	50.61%
E22011 - UCRM 8 - Solar PV	1,175,849	-	1,175,849	480,508	434,743	260,598	77.84%
Utility Assessment Report - 720600	96,546	-	96,546	-	96,546	-	100.00%
E22000 - Contingency Lone Star Loan	-	-	-	-	-	-	-
TOTALS	4,722,118	-	4,722,118	651,503	857,281	3,213,334	31.95%

Bond Interest Earnings

Report as of February 28, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide								
732614 - NC - N7, N8 & N9 Roof Replacement	2,587,830	-	2,587,830	2,587,830	-	-	2,587,830	-
732615 - SC - S7 & S9 Roof Replacement	1,737,060	-	1,737,060	1,737,060	-	54,050	1,683,010	3.11%
TOTALS	4,324,890	-	4,324,890	4,324,890	-	54,050	4,270,840	1.25%

Repair and Renovation

Report as of February 28, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central								
F22001 - CC - Central Misc.	-	10,000	10,000	10,000	6,558	-	3,442	66%
F22005 - CC - C45 Dow Classroom Tables	-	5,914	5,914	5,914	-	5,914	-	100%
F22009 - CC - C34 Flag Pole Remove and Reloc	-	6,443	6,443	6,443	-	6,443	-	100%
F22010 - CC - CPET Lab Upgrade	-	16,841	16,841	16,841	16,841	-	-	100%
F22017 - CC - Café Furniture Reupholstering	-	14,413	14,413	14,413	-	14,413	-	100%
F22033 - CC - Truck Track	-	32,612	32,612	32,612	32,612	-	-	100%
Sub-total	-	86,223	86,223	86,223	56,011	26,769	3,442	96%
North								
F22002 - NC - North Misc	-	11,011	11,011	11,011	4,682	590	5,739	48%
F22012 - NC - N33.114 CIT Lab Move	-	32,113	32,113	32,113	32,113	-	-	100%
F22023 - NC - ILC Window Tint	-	9,180	9,180	9,180	8,160	-	1,020	89%
Sub-total	-	52,304	52,304	52,304	44,955	590	6,759	87%
South								
F22003 - SC - South Misc.	-	10,000	10,000	10,000	-	315	9,685	3%
F22013 - SC - S7.118/143 Tier 1 Upgrade	-	30,303	30,303	30,303	-	30,303	-	100%
F22015 - SC - S8.1026 Photo Lab Upgrade	-	11,187	11,187	11,187	11,187	-	-	100%
F22018 - SC - Café Furniture Reupholstering	-	6,107	6,107	6,107	-	6,107	-	100%
F22027 - SC - S8 Podium Stools	-	16,254	16,254	16,254	16,254	-	-	100%
Sub-total	-	73,850	73,850	73,850	27,440	36,725	9,685	87%
Generation Park								
F22008 - Gen Park Furniture	-	6,216	6,216	6,216	-	6,216	-	100%
Sub-total	-	6,216	6,216	6,216	-	6,216	-	100%
District								
F22004 - DIST - Campus Misc.	-	10,000	10,000	10,000	-	5,179	4,821	52%
F22007 - DIST - College Wide ADA Compliance	-	150,000	150,000	150,000	41,680	-	108,320	28%
Sub-total	-	160,000	160,000	160,000	41,680	5,179	113,141	29%
Contingency (720700) -Major Repairs	150,000	(122,960)	27,040	27,040	-	-	27,040	-
Sub-total	150,000	(122,960)	27,040	27,040	-	-	27,040	-
Projects Closed								
Sub-total	-	-	-	-	-	-	-	-
Projects Closed								
F22016 - CC - C26 Air Compressor	-	-	-	-	-	-	-	-
TOTALS	150,000	255,632	405,632	405,632	170,087	75,479	160,066	61%

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

Members Present: Dan Mims, John Moon, Jr., and Erica Davis Rouse

Members Absent: Marie Flickinger

Other Trustees Present: None

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

- I. Dan Mims, called the meeting to order at 4:03 p.m.
- II. Roll call of the Committee members was taken by Dan Mims:
 - Marie Flickinger (Ex-officio member), absent
 - John Moon, Jr., present
 - Erica Davis Rouse, present
 - Dan Mims, present
- III. Approval of Minutes from the November 30, 2021, and February 22, 2022, Building Committee Meeting was completed. Motion was made by E. Davis Rouse to accept the minutes and seconded by J. Moon.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Discussion led by Bryan Jones)
 - Bond Funds
 - Consideration of Approval to Contract for Interior LED Lighting Retrofit Project
 - This item requests approval to contract with E3 Entegral Solutions for an interior LED lighting retrofit project.
 - CSP #22-28 was issued on February 1, 2022, to procure construction services for this project. Six responses were received and evaluated by a team comprised of representatives from the facilities services department. The evaluation and ranking of the submittals were based on criteria published in the solicitation. E3 Entegral Solutions received the highest overall score.
 - This project will replace approximately 5,690 incandescent and fluorescent lamps within the College with new, energy-efficient, maintenance-saving, LED lamps and fixtures. Energy savings from the conversion to LEDs will generate a simple payback of nine years.
 - The estimated expenditure for this project is \$507,537 including contingency funds and will be funded from LoneSTAR Program budget.
 - D. Mims inquired about the driving force for this project.
 - C. Smith noted that the College received funding to improve all campus energy efficiency.
 - B. Jones reported that LED will last longer than fluorescent lighting and will require much less maintenance for lamp replacements.
 - E. Davis Rouse asked about the timeline to recoup costs from this

- purchase.
 - C. Smith noted that based on research, the College expects to see a return within 9 years.
 - B. Hellyer asked if the College had any concerns about the price difference between vendors noted in the bid recap summary.
 - C. Smith stated we are not concerned about the price difference between the companies. He reported that the top three were competitive bids. E3 Entegral Solutions has successfully provided this service to many different Independent School Districts.
 - Consideration of Approval to Contract for Roof Replacements, S7 & S9
 - This item requests approval to contract with FMG Construction Group, LLC to replace the roofs of the South Campus buildings S7 and S9.
 - CSP #22-33 was issued on February 9, 2022, to procure construction services for this project. Six responses were received and evaluated by a team comprised of representatives from the capital projects and facilities services departments and Huitt-Zollars.
 - Approval of this request will allow the current modified bitumen roof systems, which are at the end of their anticipated life, to be replaced. As part of this replacement, interior roof drains will be replaced with exterior downspouts and the roof made solar ready. Failure to replace the roofs this year could result in water damage to the buildings.
 - The estimated expenditure for this project is \$2,215,000 including contingency funds and will be funded from accumulated Bond earnings.
 - This item was presented without further discussion or questions from the Building Committee members.
 - Consideration of Approval of Additional Funds for Civil Engineering Services
 - This item requests the Board to approve the expenditure of additional funds for engineering services from IDCUS, Inc. for the South Campus domestic water upgrades project.
 - In July 2020, the original project contractor was terminated, and a new contractor was engaged to complete the work. Delays by the original contractor and subsequent events have extended the engineer's service commitment by twelve months beyond the original estimate.
 - IDCUS was included in the pool of recommended technical professional consultants that were pre-screened and approved by the Board on November 7, 2016, for use on 2015 Bond projects.
 - This action will approve funding for IDCUS to continue to provide support of the construction effort in order to complete the project.
 - In May 2019, the Board approved \$153,000 for engineering services. This request will increase that amount by \$62,000, for a total of \$215,000. This expenditure will be funded from the 2015 Bond Program.
 - This item was presented without further discussion or questions from the Building Committee.
- Operating Funds
 - None.

V. Project Updates

- Bond Funds (Discussion led by Charles Smith)
 - Safety Metrics
 - There were two near misses in February 2022, both at the College’s N-19 Renovation Project. One incident involved improper personal protection equipment (PPE), and the other worker was noted to be on the roof with improper safety equipment.
 - There was one OSHA recordable injury involving a contracted employee who sustained an injury to his eye requiring medical attention.
 - There was one property damage incident at South Campus Domestic Water Project when a worker on an excavator brushed a buried pipe and cracked the fitting.
 - Schedule Updates
 - The College is nearing completion on the larger Bond projects and phasing out the program management services of AECOM by the end of August 2022. The College will manage the remaining projects in house.
 - Progress Updates
 1. Central Campus – Welcome Center Extended Site
 - Construction of the roundabout is complete minus landscaping and the installation of the monument. Work on the foundation of the monument will begin at the end of March 2022.
 2. Central Campus – Anderson-Ball Classroom Building
 - The project is nearing completion. Finishes are progressing throughout the building with the installation of graphics which is expected to be completed by the end of March 2022.
 - The connection to Davison is complete. Landscaping and the majority of signage is complete.
 - The College plans to start moving faculty into their offices in the month of April 2022.
 3. Central Campus – Automotive and Career Center
 - Construction of the air-cooled chiller addition is complete, and close out is in progress.
 - The final electrical and instrumentation connections were completed.
 4. Central Campus– Central Plant
 - The central plant was brought down for maintenance and when started back up, caused chilled water pipes in the O.W. Marcom Classroom Building to fail in several places. The system was repaired.
 5. North Campus– Industrial Technology Building (N-19)
 - New ductwork, piping, and new roofing is nearing completion. Unfortunately, there have been many delays in delivery of electrical and air conditioning equipment which may delay the project beyond its original completion date of April 30, 2022, to mid-summer.
 6. South Campus – Domestic Water
 - The project is functionally complete with a projected week or two more for backfilling, clean-up, and detailed work.
 7. South Campus – Jones Building
 - Temporary certificate of occupancy has been received. This area will soon

- be equipped with furniture as a student gathering and study space.
- 8. South Campus – Old Central Plant
 - Transformation of this area has been completed and converted to a paved plaza with shade structure for student gathering.
- 9. South Campus – General Services Building
 - Interior construction is nearing completion, and the shop area is functionally complete.
 - Improvements to the exterior have begun with the estimated project completion date of May 2022.
- 10. South Campus – S22 Childcare Building
 - Demolition is complete. Sidewalk patching is scheduled, and grass will cover this area.
 - E. Davis Rouse inquired about future plans for the space.
 - C. Smith noted that the area is master planned for classrooms, but this is projected to be much further in the future and will be based on enrollment numbers.
- 11. Maritime Campus – Davit Project
 - Equipment bases were fitted last week, and the bases will be set and grouted into place. The davits have arrived at the Port of Houston and are projected to be installed March 29, 2022.
- 12. Generation Park Campus – Expansion Lot
 - The new parking lot is complete, and the plan is set for the new entrance on the West Lake Houston Parkway to be sent out for solicitation which will increase visibility of the campus from all directions.
- 13. 2008 Bond Capital Projects
 - District A1 HVAC upgrades began March 14, 2022. Air ducts were cleaned, and new control wires were run. This week, technicians began removing the old devices and ducts needing revision. The entire project is projected to be completed in approximately six months.
- 14. LoanSTAR Projects
 - No major changes noted.
- Financial Updates
 - All reports were presented without questions or comments.
 - 2008 Bond
 - 2015 Bond
 - Generation Park
 - LoanSTAR
 - Bond Interest Earnings
- Operating Funds (Reported by Bryan Jones)
 - Safety Metrics
 - There was one near miss noted when an employee slipped and fell but did not require medical attention.
 - Schedule Updates
 - Roof Access and Fall Protection Assessments were completed, and new procedures have been written. The College is establishing new designs for Fall Protection.

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- College-wide preventive maintenance was completed over Spring Break in order to reduce the impact on students and employees.
 - This report was presented with no comments.
 - Progress Updates
 - Minor Projects updates were briefly explained, and the Minor Projects Master Schedule was shared with the Committee.
 - The most significant minor projects noted were:
 - Central Campus –Courtyard drainage scope of work is projected to be completed in 7-10 days.
 - South Campus – Drainage assessment has been completed, and the College is receiving bids for the work to correct the issue.
 - Financial Updates
 - Repair and Renovation – This report was presented with no comments.
- VI. Status of Delegation of Authority
- Presented with no comments or questions; there are no items pending.
- VII. Adjournment – The meeting adjourned at 4:29 p.m.

**BOARD FINANCE COMMITTEE
SAN JACINTO COMMUNITY COLLEGE DISTRICT
March 22, 2022**

Members Present: Keith Sinor, Dr. Ruede Wheeler, and Larry Wilson

Members Absent: Marie Flickinger

Other Trustees Present: None

Others Present: Brenda Hellyer, Teri Zamora, Carin Hutchins, Linda Torres, and Rosselle Helms

- I. The meeting was called to order at 5:01 p.m. by Keith Sinor, Chair, Finance Committee.
- II. Roll Call of the Committee Members
 - Keith Sinor, present
 - Dr. Ruede Wheeler, present
 - Larry Wilson, present
 - Marie Flickinger (Ex-officio member), absent
- III. Approval of Minutes from the November 30, 2021, Finance Committee Meeting
 - K. Sinor presented the minutes from the November 30, 2021, Finance Committee meeting.
 - A motion was made by R. Wheeler and seconded by L. Wilson to accept the minutes as presented.
- IV. Review and Discussion of Internal Audit Reports:
 - L. Torres, Director of Internal Audit, updated the Committee regarding three audit reports.
 1. SJC Promise Program
 - L. Torres reviewed the executive summary of the SJC Promise Program Report, which included a detailed evaluation of the operational efficiency, internal controls, and compliance with internal and external regulations and policies surrounding the SJC Promise Program for the Fall 2020 and Fall 2021 Promise cohorts (September 1, 2020 – September 17, 2021). The following observations and corresponding Corrective Action Plans (CAP) were noted:
 - Observation: Continuing Student Eligibility
 - CAP – Steps will be taken to develop documented procedures for the reconciliation of program metric outputs.
 - Observation: Invoice Reconciliations
 - CAP – There will be established set reconciliation and review dates with the SJC Foundation.
 - Observation: Documented Procedures
 - CAP – Additional documentation of internal procedures for key

- aspects of the for the Promise Scholarship will be implemented.
- Observation: Appeals
 - CAP – There will be development of documented procedures for the student appeal process.
 - L. Wilson asked if students that are noncompliant with the requirements of the program are withdrawn from the program.
 - B. Hellyer responded that the decision for withdrawal will depend on if noncompliance was a result of misalignment of the College’s processes managing the program or because of the student’s failure to comply.
- Observation: Student Financial Tracking
 - CAP – A more robust tracking solution that reduces manual calculations required to apply funds for tuition and books will be implemented.
 - B. Hellyer added implementation of the program was expedited and moving quickly, and currently relies on some tasks that are more manual in nature. As infrastructure of the program is updated and components of the manual process are eliminated, it will streamline the process.
 - T. Zamora added that piloting the program and auditing it before the expansion allows the College to fine-tune these processes.
 - L. Torres will review progress of these updates in May 2022.
- 2. Employee Training Compliance
 - L. Torres reviewed the executive summary of the Employee Training Compliance Report, which included a detailed evaluation of the operational efficiency, internal controls and management surrounding employee training between April 1, 2020 - May 31, 2021. The following observations and corresponding Corrective Action Plans (CAP) were noted:
 - Observation: Follow-up
 - There will be a delay the roll-out of the annual required training until after faculty load is completed in mid-September.
 - Organizational and Talent Development (OTD) will issue two reports to SLT members that identifies employees that have not completed required annual training. The first report will be sent two weeks before the due date, and the second will be sent three days before the due date of the required training.
 - Cornerstone reminders will continue to notify employees of the completion due dates.
 - Notifications to leaders from Cornerstone will continue as a reminder of employees that have not completed the required training.
 - L. Torres advised that there had already been significant process improvements.
 - L. Wilson asked if adjunct instructors were compensated to complete required training.
 - L. Torres replied that we must provide compensation for required training,

- and this audit has been closed.
- K. Sinor asked if the training was online.
 - B. Hellyer replied that it is online and interactive with quizzes throughout each module.
- 3. Student Training Compliance
 - L. Torres reviewed the executive summary of the Student Training Compliance Report, which included a detailed evaluation of compliance, internal controls and management surrounding required student training between September 1, 2019, and May 31, 2021. The following observations and corresponding Corrective Action Plans (CAP) were noted:
 - Observation: Incomplete
 - Credit students who initially enrolled for Fall 2019 and/or Spring 2020, after HB 1735 took effect, do not show completion of such training in Banner and do not have a registration hold placed on their account.
 - CAP – Compliance and Judicial Affairs will be following the Internal Audit's recommendation to review the 2,183 students (from the 2019-2020 school year's cohort) to determine whether students have completed the *Not Anymore* training or have completed the training at another institution. In addition, Compliance & Judicial Affairs will review the 12 students (from the Summer 2020 cohort) to determine the same.
 - B. Hellyer expressed a concern related to when holds are placed on student accounts; will students complete the training, or simply do not enroll.
 - LT advised that the training must be completed for statutory compliance. Students have access to see why they have a hold on their account and are then able to complete training for the hold to be released.
 - R. Wheeler asked if there have been many reports of student harassment.
 - B. Hellyer advised that although it is difficult to quantify “many,” there are some reports that are handled by Campus Police and others that are managed by Judicial Affairs.
- V. Discussion of Property Tax Collections
 - T. Zamora presented property tax collection rates for the past ten years.
 - Based on comparative collection rate data from neighboring districts including two peer community colleges, three independent school districts, and Harris County, the College's collection rates are similar.
 - K. Sinor asked if we are less successful at collecting past due balances as compared to other districts.
 - T. Zamora advised that the process has become more complex than in previous years. We must account for lawsuits, delays due to protests, and other factors that may affect the collection rate.
 - K. Sinor shared that he observed tax rate increases in general.
 - T. Zamora replied that the trend in valuation growth that is coming this year for residential properties has already been noted.
 - B. Hellyer shared that the College was asked to extend the current tax collector contract for another year.

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- The Committee members agreed that the action was appropriate, and it will be submitted for the April 4, 2022, Board meeting.

VI. The meeting adjourned at 5:29 p.m.

Action Item “IX”
Regular Board Meeting April 4, 2022
Consideration of Approval of Amendment to the 2021-2022 Budget
for Restricted Revenue and Expenses Relating to Federal and State Grants

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$420,879 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- 04-04-22
Attachment 2- Grant Detail- 04-04-22

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
April 4, 2022

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education/Texas Higher Education Coordinating Board - Governor's Emergency</u>					
<u>Education Relief (GEER) Fund - Work-Based Learning Opportunity Grant - Apprenticeships (New Grant)</u>					
Federal Grant Revenue	538469	56700	554100	110000	(149,400)
Non-Instructional Labor	538469	56700	610000	460961	2,400
Supplies	538469	56700	711000	460961	2,000
Student Aid - Scholarships	538469	56700	751009	520235	<u>145,000</u>
					\$ -
<u>U.S. Department of Health and Human Services/U.S. Department of Labor/Texas Workforce Commission -</u>					
<u>FY2022 Apprenticeship Training Program - Texas Education Code, Chapter 133 (Additional Funds)</u>					
Federal Grant Revenue	539353	56700	554100	110000	(2,873)
Supplies	539353	56700	711000	460961	<u>2,873</u>
					-
<u>Texas Workforce Commission - Skills Development Fund - Logistics and Aerospace Shell</u>					
<u>(Additional Funds)</u>					
State Grant Revenue	551040	56700	554200	110000	(250,117)
Non-Instructional Labor	551040	56700	610000	460961	34,601
Student Aid - Scholarships	551040	56700	751009	520235	<u>215,516</u>
					-
<u>Robert Wood Johnson Foundation/The University of Texas Health Science Center at Houston -</u>					
<u>Summer Health Professions Education Program (SHPEP) FY22 (New Grant)</u>					
Local Grant Revenue	577013	56700	554300	110000	(18,489)
PT - Extra Service Agreement	577013	56700	614300	460913	3,510
Instructional Labor - Adjunct	577013	56700	621100	460913	12,040
Benefits	577013	56700	650000	460913	1,508
Supplies	577013	56700	711000	460913	550
Contractual Svcs - Indirect costs	577013	56700	731500	620909	<u>881</u>
					-
Net Increase (Decrease)					<u>\$ -</u>

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

Grant Funding Summary by Agency:

U.S. Department of Education	\$ 149,400
U.S. Department of Health and Human Services	2,873
Texas Workforce Commission	250,117
Robert Wood Johnson Foundation	<u>18,489</u>
	<u>\$ 420,879</u>

April 4, 2022 Board Book – Grant Amendments Detail List

U.S. Department of Education/Texas Higher Education Coordinating Board - Governor's Emergency Education Relief (GEER) Fund - Work-Based Learning Opportunity Grant - Apprenticeships (New Grant)

This project will provide apprenticeships with local businesses and will promote these opportunities to non-traditional students by working with local community organizations. In order to make an apprenticeship program more appealing to the companies, the College will sponsor the apprenticeships. This places the responsibility for the Department of Labor reporting on the College and allows the participating employers to focus on hiring and overseeing the apprentices. Grant funds will be used to cover the cost of tuition and other necessary services for 55 apprentices. This allows them to participate in education and training which will lead to obtaining higher paying jobs in a career of their choice and the opportunity to springboard into higher level career opportunities.

U.S. Department of Health and Human Services/U.S. Department of Labor/Texas Workforce Commission - FY2022 Apprenticeship Training Program - Texas Education Code, Chapter 133 (Additional Funds)

San Jacinto College is partnering in an apprenticeship program with the Texas Carpenters and Millwrights, Technical Training Facility in Houston (TCMTTF). San Jacinto College will identify and deliver training needs, assess apprentices' achievement of skills, and, upon successful completion of apprenticeship training classes, issue U.S. Department of Labor Office of Apprenticeship Certificates which are recognized by industry nationally and often globally. The program is funded by three funding resources, the U.S. Department of Health and Human Services, the U.S. Department of Labor, and the Texas Workforce Commission.

Texas Workforce Commission - Skills Development Fund - Logistics and Aerospace (Additional Funds)

The Skills Development Fund (SDF) Grant for Regional Aerospace and Logistics addresses immediate training needs of companies within these industries. The anchor companies for the project are projected to be Axiom Space and Stolt-Nielsen USA Inc. In particular, Axiom Space is hiring a large number of employees quickly and training turnaround expectations are high. Additional aerospace and logistics companies will be notified of the opportunity and will be vetted for participation. San Jacinto College is collaborating with the Gulf Coast Workforce Board-Workforce Solutions to identify appropriate opportunities to support training for Axiom Space and Stolt-Nielsen USA. Average cost of training is expected to be \$2,000 per participant.

Robert Wood Johnson Foundation/The University of Texas Health Science Center at Houston - Summer Health Professions Education Program (SHPEP) FY22 (New Grant)

The SHPEP project is a free six-week academic enrichment summer program to help qualified undergraduate students from minority and disadvantaged backgrounds compete successfully for medical and dental school admission. The College collaborates with The University of Texas Health Science Center at Houston on this project and provides basic science instruction and testing including components of Physics, Organic Chemistry, and Statistics.

Consideration of Rescission of Policy IV-E-4 Solicitation of Business of Optional Retirement and Tax-Sheltered Annuities Representatives - Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the rescission of Policy IV-E-4 Solicitation of Business of Optional Retirement and Tax-Sheltered Annuities Representatives.

BACKGROUND

The policy and its associated procedures were originally developed to identify the responsibilities of the College’s Human Resources department in the process for solicitation of business of optional retirement and tax-sheltered annuities representatives. This process changed as the College’s Human Resources - Benefits office does not coordinate individual meetings between employees and authorized representatives. College-wide informational meetings with authorized representatives occur at designated campus-wide events and are communicated to employees participating or interested in these programs. In addition, the College engages with TSA Consulting Group which offers compliance services per the established regulations by the Internal Revenue Service in the administration of tax-sheltered annuities to include the Optional Retirement Program (ORP), 403(b), and 457(b). Since the policy and procedure no longer apply to current practices, the recommendation is to rescind the policy and the associated procedures.

IMPACT OF THIS ACTION

The policy and procedure were sent to the College community on March 7, 2022 through March 22, 2022. No comments were received.

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 - Summary of Changes

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

Informational Item Only:

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

Action Item "X"
Regular Board Meeting April 4, 2022

**Consideration of Rescission of Policy IV-E-4 Solicitation of Business of Optional Retirement and
Tax-Sheltered Annuities Representatives - Second Reading**

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: *N/A*

Proposed Policy Name: **N/A**

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

New Procedure Number: *N/A*

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

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

Action Recommended for Policy: **Rescind**

Action Recommended for Procedures: **Rescind**

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

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

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- Policy:
 - Recommend rescission of this policy; no longer applies to current practices.

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

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

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

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

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

1. [Home](#)

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

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

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

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

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

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

Attachment 3

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

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

Action Item “XI”
Regular Board Meeting, April 4, 2022
Consideration of Approval of Policy IV.4000.M, Retirement Plan for
Full-time Employees – Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a Policy IV.4000.M, Retirement Plan for Full-time Employees.

BACKGROUND

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

IMPACT OF THIS ACTION

The policy and procedure were sent to the College community on March 7, 2022, through March 22, 2022. Four comments were received that resulted in changes to the policy and procedure (see highlighted changes – attachment 2 and 4)

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 - Summary of Changes

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

Informational Item Only:

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

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

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: *IV.4000.M*

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

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

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

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

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

Action Recommended for Policy: **New**

Action Recommended for Procedures: **Revised**

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

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

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

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

Purpose

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

Policy

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

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

Associated Procedures

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

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

Procedure 4-7-b: Retirement

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

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

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

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

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

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

Associated Policy

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

Procedure

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

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

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

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

**Action Item “XII”
Regular Board Meeting April 4, 2022
Consideration of Approval of Policy IV.4003.E, Employee Referral
Program – Second Reading**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve Policy IV.4003.E, Employee Referral Program.

BACKGROUND

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

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

IMPACT OF THIS ACTION

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

This attached policy and associated procedure were sent to the College community on March 7, 2022, through March 22, 2022. No comments were received. The procedures are provided for informational purposes and will not be voted on.

Because of the hiring and recruitment challenges that have developed, this policy became effective as of March 7, 2022, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission to address temporary situations. Affirmation of the change is following the standard policy review process which requires two readings by the Board. The first reading was on March 7, 2022.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

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

MONITORING AND REPORTING TIMELINE

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

**Action Item “XII”
Regular Board Meeting April 4, 2022
Consideration of Approval of Policy IV.4003.E, Employee Referral
Program – Second Reading**

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy IV.4003.E, Employee Referral Program (proposed policy)

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

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: *IV.4003.E*

Proposed Policy Name: **Employee Referral Program**

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

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

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

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

Action Recommended for Policy: **New**

Action Recommended for Procedures: **New**

Web Links:

<https://www.sanjac.edu/policy-iv4003e-employee-referral-program>

<https://www.sanjac.edu/procedure-iv4003ea-employee-referral-program>

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

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

Policy IV.4003.E, Employee Referral Program

Purpose

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

Policy

Refer to the procedure for employee eligibility.

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

Procedures

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

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

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

Associated Policy

Policy IV.4003.E, Employee Referral Program

Introduction

This procedure specifies the process of the Employee Referral Program.

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

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

Procedures

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

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

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

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

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

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

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

Employees Not Eligible for the Employee Referral Program:

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

Attachment 3 – Proposed Procedure

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

**Action Item “XIII”
Regular Board Meeting April 4, 2022
Consideration of Approval of Memorandum of Understanding with
Friendswood ISD for Dual Credit**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a Memorandum of Understanding (MOU) between San Jacinto Community College District (SJCCD) and Friendswood Independent School District (ISD) to provide Dual Credit courses.

BACKGROUND

Friendswood ISD approached San Jacinto College to establish an MOU to provide technical dual credit courses for their students at the Central and Maritime campus. The MOU will offer an opportunity for students to earn college credit by taking in-person courses.

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

IMPACT OF THIS ACTION

Approval of this MOU will allow the College to provide Friendswood ISD students dual credit courses in Maritime Technology/Transportation, Automotive Technology, and Process Technology.

BUDGET INFORMATION

All elements related to operation of the Dual Credit programs are contained within the budgets for fiscal years 2021-2022 and 2022-2023.

MONITORING AND REPORTING TIMELINE

The agreement shall become effective upon the date of execution and will continue through August 2023.

ATTACHMENTS

Attachment 1 - Draft MOU

RESOURCE PERSONNEL

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

The Parties agree to the following:

I. TERM

This Agreement shall commence on the Effective Date and expire on **August 31, 2023**. As used herein, the term "Term" shall mean the time period between the Effective Date and the Expiration Date.

II. WEBSITE

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

III. OVERVIEW

The College is committed to serving the students and communities of the greater Houston area through collaborative work with school districts in the College's service area. A major initiative promoting a college-going and college graduation culture is the SJCCD's Dual Credit Program, which complies with Applicable Law (as hereinafter defined), including, without limitation, the laws and regulations set forth by the State of Texas for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students. The term 'partnership' as used in this Agreement refers to the dual credit partnerships as described in Title 19, Part 1, Chapter 4, of the Texas Administrative Code. The Texas Administrative Code (19 TAC), Chapter 9, Subchapter H, Partnerships between Secondary Schools and Texas Public Two-Year Colleges establishes authority and rules for two-year associate-degree-granting institutions to enter into agreements with secondary schools to offer courses that grant credit toward the student's high school curriculum requirements and college-level credit. 19 TAC § 9.143 requires dual credit programs to comply with the rules set forth in 19 TAC, Chapter 4, Subchapter D, Rule § 4.84 for dual credit

partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students.

IV. NON-DISCRIMINATION

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

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

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

The School District will designate a specific School District official that is certified as a Title IX Investigator to serve as the authorized liaison for San Jacinto College Office of Human Resources. The School District official and the College's representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel or student matter.

V. APPLICABLE LAW

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

VI. PURPOSE

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

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

VII. ELIGIBLE COURSES

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

VIII. STUDENT ELIGIBILITY REQUIREMENTS

- a) To be eligible for dual credit enrollment at SJCCD, the high school student must:
 1. Meet all requirements for standard admission to the College as outlined in the College's current College Catalog, as well as other requirements that may be imposed by the District.
 2. Must meet dual credit admissions and eligibility requirements as required by Applicable Law and as outlined by the THECB rules and regulations, the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.85 including the Texas Success Initiative (TSI) Assessment minimum passing scores established by the THECB.
 3. Must successfully complete established prerequisites for any College course as listed in the course description found in the current College Catalog.
 4. Must submit a completed Dual Credit Enrollment Form with District approval before or at the time of course registration.
- b) Students taking the TSIA at SJCCD will not be charged for their first attempt on any section of the Texas Success Initiative Assessment (TSIA). Students will be charged for any additional testing

attempts at the current SJCCD Board approved cost. The current cost is \$15.00 per section or \$30.00 for the entire assessment.

- c) The District will work with the College to make certain that all dual credit students are enrolled by the first day of class to help ensure student success.

IX. LOCATION OF CLASSES

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

X. TRANSPORTATION

SJCCD will not provide student transportation. Students are responsible for their own transportation. Students are required to attend classes at the College on days that constitute holidays or days off for the District when the College is open and operating classes. Students are required to ensure arrival at the College's campus early enough to be on time for class.

If required and deemed necessary, the District will provide students appropriate transportation under State law and District rules and procedures. If the District sponsors student transportation, the District agrees to schedule appropriate transportation to ensure arrival at the College's campus early enough to allow students to be on time for class.

XI. STUDENT COMPOSITION OF CLASS

Dual credit students attending classes on an SJCCD campus will likely be in classes with students from the general College population.

XII. FACULTY SELECTION, SUPERVISION AND EVALUATION

- a) The College shall select, hire, supervise, and evaluate all instructors of dual credit courses offered at the College, according to College and departmental policies and procedures. These instructors must meet the minimal requirements specified by the SACSCOC and Applicable Law and are subject to approval procedures used by the College to select faculty.
- b) Any non-academic incidents or complaints against Dual Credit Faculty teaching a College course are required to be reported to the College's Office of Human Resources to the attention of the Director and/or Employee Relations Officers for investigation.
- c) The School District will designate a specific School District official that is certified as a Title IX Investigator to serve as the authorized liaison for San Jacinto College Office of Human

Resources. The District official and the College's representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter.

XIII. COURSE CURRICULUM, INSTRUCTION AND GRADING

- a) The College shall ensure that all dual credit courses meet the same standards as any other College course with respect to the curriculum, materials, instruction, and method of student evaluation. These standards shall be upheld regardless of the student composition of the dual credit class.
- b) The course syllabus will be available to students through the Blackboard Learning Management System. The syllabus will contain the following information: course description; learning outcomes; a list of required materials/textbook(s) for the course; the method(s) of instruction; grading policy; instructor's office hours and location; method of student evaluation; general classroom policies including attendance; a calendar of lecture/discussion topics and assignment due dates; and other material deemed pertinent by the instructor.
- c) All faculty teaching dual credit students will follow the College Grading System as stated in the SJCCD Catalog as well as the grading criteria in the department approved syllabus.

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

- d) The College shall ensure that college courses taught for dual credit at any site for general college credit are substantially equivalent with respect to the contact hour requirements, curriculum, materials, instruction, and method/rigor of student evaluation. These standards must be reasonably upheld regardless of the student composition of the class.
- e) The primary responsibility for assigning College grades in a course belongs to the SJCCD faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinant. College and District officials will not interfere with the faculty member's responsibility for assigning College grades.
- f) Final grades shall be submitted by the College to the District's high school in which the student is enrolled at the end of the semester through the secure online dual credit dashboard. The final course grade recorded for the College will be a letter grade. The ISD is responsible for determining the numerical grade equivalent for their students.

- g) Students will be responsible for their own textbooks, equipment, and supplemental materials required for classes. The College will make every effort to use free or low-cost open educational resources in Program courses. To assist with their success, required textbooks and materials must be available to each registered student on the first day of class. Exceptions must be discussed with the Dual Credit Director and the SJCCD instructional Department Chair and agreed upon by the Parties prior to the first day of class.

XIV. ATTENDANCE

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

XV. WITHDRAWAL FROM COLLEGE COURSES

- a) Dual Credit Program students wishing to withdraw from college courses must speak with the Dual Credit office and their high school counselor or other high school designated administrator to fully understand how the drop will impact their educational path at the high school and at SJCCD.
- b) All dates regarding withdrawal deadlines published on the SJCCD website shall apply to dual credit Program students. Once the final withdrawal deadline has passed, the student shall have no further opportunities for withdrawal thereafter and will receive the grade earned in the class.
- c) The District shall not implement any policy or procedure that prohibits or restricts a dual credit student from withdrawing from their college course.

XVI. TRANSCRIPTION OF CREDIT

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

XVII. DATA SHARING; CONFIDENTIALITY OF EDUCATIONAL RECORDS

- a) The College and the District agree that each institution has an educational interest in the educational records and protected student data of the students enrolled in the Program. FERPA allows educational records and protected student data to be exchanged between the College and District for students in the dual credit Program without the consent of either the parents or the student.
- b) Data obtained will be used solely for the purposes described in the Agreement. The College and the District will notify designated individuals authorized to access the individual student or employee data for purposes outlined in the Agreement that they must maintain the confidentiality of all personally identifiable data and confidential information.
- c) Both Parties agree that they shall not permit any unauthorized disclosure of confidential student information in contravention of FERPA. Both Parties agree not to share information with third parties unless authorized to do so by Applicable Law. While in possession of protected student

data, the College and the District shall permit only authorized employees as permitted under FERPA to have access to the data. Both Parties agree to store the data in a secure area and to prevent unauthorized access.

- d) To ensure the continued confidentiality and security of the data protected by FERPA, the College and District shall each independently employ industry best practices, both technically and procedurally to protect the data from unauthorized physical and electronic access.
- e) If the student is under 18, the parents still retain the right under FERPA to inspect and review any education records maintained by the District, including records that the College has disclosed.
- f) The College and the District agree to comply with all FERPA requirements to maintain the privacy of student data. Information on FERPA at the College can be found on the SJCCD website at <https://www.sanjac.edu/student-services/student-concerns/ferpa>.

XVIII. ACADEMIC POLICES AND STUDENT SUPPORT SERVICES

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

XIX. STUDENT CONDUCT

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

XX. ACCIDENTS/EMERGENCIES

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

XXI. CONCEALED HANDGUN NOTICE

Pursuant to Texas Senate Bill 11 (S.B. 11), and in accordance with SJCCD Policy III.3000.A: Campus Carry, a holder of a valid license to carry who is age 21 or older is authorized to possess a concealed handgun on SJCCD property. The policy also identifies certain campus locations and activities that a valid licensed to carry holder may be excluded from carrying a handgun due to previously existing State of Texas Statutes or exclusion zones identified by the College. More information can be found at <https://www.sanjac.edu/policy-iii3000a-campus-carry>.

XXII. FUNDING

- a) State funding for dual credit courses is available to both the Friendswood ISD and the College based on the current agreement between the Commissioner of Education and the Commissioner of Higher Education.
- b) Students enrolled in college courses at SJCCD campuses or at the high school location will be charged the appropriate SJCCD tuition and/or fee rate based on the residency requirements under Applicable Law. SJCCD will waive a portion of the student's tuition as approved by the Board of Trustees for college courses taken for dual credit. The remaining tuition and fees will be paid by the student to SJCCD. The College's Board of Trustees reserves the right to adjust tuition and fees as deemed necessary or advisable during the year and will provide written notice to the District prior to any adjustments to tuition and fees being made. Upon receipt of this notice, the District

shall have the option of terminating this Agreement, without liability or penalty upon thirty (30) days written notice to SJCCD.

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

XXIII. PROGRAM GOALS

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

XXIV. TERMINATION OF AGREEMENT

- a) Termination for Convenience. This Agreement may be terminated by either Party, with or without cause, upon 30 days prior written notice to the other Party. Notwithstanding the foregoing, in the event of such termination, any Humble ISD students taking SJCCD college courses for dual credit at the time this Agreement is effectively terminated will be allowed to complete those courses notwithstanding the termination of this Agreement.
- b) Fiscal Funding Out. Notwithstanding anything in this Agreement regarding either Party allocating funds to undertake its responsibilities under this Agreement or to make payments under this Agreement, such obligations constitute a commitment of revenues for the current fiscal year only and does not create an impermissible debt. In the event that either the District's Board of Trustees or the College's Board of Trustees fails to obtain and appropriate funds for any fiscal year during the Term, despite its best efforts, then an event of non-appropriation ("Non-Appropriation") shall be deemed to have occurred. If a Non-Appropriation occurs, then: (i) the Party will provide immediate notice of such Non-Appropriation to the other Party and provide written notice of such failure by its governing body at least 45 days prior to the end of the then current fiscal year or if Non-Appropriation has not occurred by such date, immediately upon Non-Appropriation; and (ii) this Agreement shall terminate on the last day of the fiscal year for which funds were appropriated without penalty or expense to either Party except for any amounts owed during the period prior to the next fiscal year for which funds were not allocated.

XXV. GENERAL PROVISIONS

- a) No Personal Liability; No Third-Party Liability; No Waiver. Nothing in this Agreement may be construed as creating any personal liability on the part of any officer, director, employee or agent of SJCCD or Humble ISD, and the Parties expressly agree that the execution of this Agreement does not create any personal liability on the part of any officer, director, employee or agent of SJCCD or Humble ISD. These provisions are solely for the benefit of the Parties hereto and not for the benefit of any person or entity not a party to this Agreement. No provisions shall be deemed a waiver of any defenses available by law, including, but not limited to, governmental immunity.
- b) Integrated Agreement; Modification. This Agreement, including any and all appendices and exhibits, contains the entire agreement between the Parties with respect to the dual credit Program and the subject matter herein and cannot be amended or modified except by written agreement signed by the Party against whom enforcement of the amendment or modification is sought.

- c) Governing Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the state in which the Premises are located, without regard to its choice of law or conflicts of law provisions. Exclusive venue for any proceeding or action with respect to this Agreement shall lie in a court of competent jurisdiction in the Harris County, Texas.
- d) Severability. The unenforceability, invalidity, or illegality of any provision shall not render any other provisions of this Agreement unenforceable, invalid, or illegal.
- e) Counterparts; Electronic Signatures and Transmission. This Agreement may be executed in two or more identical counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Parties consent to electronic signatures affixed to documents as though they had been physically signed. Additionally, the Parties consent to the electronic transmission of documents and communication, including any notices required under this Agreement.

Executed as of the Effective Date of _____, 2022:

SAN JACINTO COMMUNITY COLLEGE DISTRICT

By: _____
Dr. Brenda Hellyer, Chancellor

FRIENDSWOOD INDEPENDENT SCHOOL DISTRICT

By: _____
Thad J. Roher, Superintendent

Appendix A

This Appendix A is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and the Humble Independent School District.

Program Goals

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

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

	<p>student data, including retention, course A-C success, and completion of certificates and/or degrees; all data are disaggregated by race and ethnicity, gender, and age.</p>
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Appendix B

This Appendix B is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and the Friendswood Independent School District.

School District Title IX Investigator/Coordinator

As stated above, the School District will designate a specific School District official that is certified as a Title IX Investigator to serve as the authorized liaison for San Jacinto College Office of Human Resources. The School District official and the College’s representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter.

The School District Liaison contact information is as follows:

School District Name:

High School Name:

Liaison’s Name:

Position Title:

Contact Phone Number:

Email:

Action Item “XIV”
Regular Board Meeting April 4, 2022
Consideration of Approval of Interlocal Participation Agreement with
Texas Association of School Boards Risk Management Fund

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an interlocal participation agreement between San Jacinto Community College District (SJCCD) and Texas Association of School Boards (TASB) Risk Management Fund.

BACKGROUND

The Interlocal Participation Agreement (IPA) is the foundational agreement of the TASB Risk Management Fund (Fund). The Fund is a self-funded risk pool, and the IPA is the agreement through which fund members participate in the Fund. The IPA sets out the basic terms, conditions, and requirements of fund membership.

Through an executed IPA, fund members may participate in the various lines of coverage offered by the Fund. Membership in each specific Fund program is created and controlled through a contribution and coverage summary (CCS). The College participates in unemployment compensation insurance coverage with the Fund.

The College may enter into an interlocal contract with another local governmental entity to perform governmental functions and services in accordance with Texas Government Code, Subchapter B, §791.011 and Texas Local Government Code, Chapter 271. Use of an interlocal contract between two or more such parties is one of the approved methods of procurement for the College in accordance with Texas Education Code §44.031(4).

The IPA was last approved by the Fund board in April 2012 as a universal IPA covering all Fund programs. It has not been modified since 2012. The Fund reviews and updates its IPA at least once every ten years or more frequently, as needed. The amended IPA is effective on May 1, 2022, for all Fund members.

IMPACT OF THIS ACTION

Approval of this updated IPA agreement will ensure continuous and uninterrupted unemployment compensation insurance coverage for college employees.

BUDGET INFORMATION

Approval of this agreement has no budget impact. The related cost of unemployment insurance renewal is included in the current 2021-2022 fiscal year budget.

MONITORING AND REPORTING TIMELINE

The amended IPA is effective on May 1, 2022.

Action Item “XIV”
Regular Board Meeting April 4, 2022
Consideration of Approval of Interlocal Participation Agreement with
Texas Association of School Boards Risk Management Fund

ATTACHMENTS

Attachment 1 – Interlocal Agreement

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

**TASB RISK MANAGEMENT FUND
INTERLOCAL PARTICIPATION AGREEMENT**

Pursuant to the Texas Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, this Interlocal Participation Agreement (Agreement) is entered into by and between the Texas Association of School Boards Risk Management Fund (Fund) and the undersigned local government of the State of Texas (Fund Member). The Fund is an administrative agency of local governments (Fund Members) that cooperate in performing administrative services and governmental functions relative to risk management.

TERMS AND CONDITIONS

In consideration of the mutual covenants and conditions contained in this Agreement and other good and valuable consideration, including, without limitation, the agreement of the Fund and Fund Members to provide risk management programs as detailed in this Agreement, the receipt and sufficiency of which are hereby acknowledged, Fund Member and the Fund, intending to be legally bound, and subject to the terms, conditions, and provisions of this Agreement, agree as follows:

1. **Authority.** Fund Member hereby approves and adopts the Restatement of Interlocal Agreement, dated May 20, 1997, which restated the Interlocal Agreement dated July 2, 1974, establishing the predecessor of the Fund. The Restatement of Interlocal Agreement is incorporated into this Agreement by reference and is available from the Fund upon request. This Agreement serves to outline the relationship between the Fund and Fund Member. While the Texas Interlocal Cooperation Act provides the overarching basis for the Fund, certain Fund programs are further authorized pursuant to various statutes, such as Chapter 504 of the Texas Labor Code, pertaining to workers' compensation; and Chapter 2259, Subchapter B, of the Texas Government Code, pertaining to other risks or hazards.
2. **Program Participation.** This Agreement enables Fund Member to participate in one or more of the Fund's available programs. Because this is an enabling Agreement, Fund Member must also execute a separate Contribution and Coverage Summary (CCS) for each Fund program from which it seeks coverage and/or administrative services. Only a valid CCS will confer the right to participate in a specific program and each CCS shall be incorporated into this Agreement. Through participation in any Fund program, Fund Member waives none of its immunities and authorizes the Fund, or its designee, to assert such immunities on its behalf and on behalf of the Fund or its designee.
3. **Term of Agreement.** This Agreement shall be effective from the date of the last signature below and shall remain in effect unless terminated as provided in this Agreement. This Agreement will automatically terminate if Fund Member ceases to participate in at least one of the Fund's programs (due to the expiration of a CCS participation term or the valid termination of same) or fails to meet the membership qualifications of the Fund as provided in this Agreement and as determined by the Fund in writing.
4. **Termination.** Unless this Agreement is automatically terminated as described above, this Agreement, and/or any component CCS applicable to Fund Member, can be terminated as set forth below. However, unless specifically required in a CCS, the termination of any single Fund program under a CCS shall not also result in the automatic termination of another pending CCS, or this enabling Agreement if any other CCS is still in force for Fund Member. Rather, each Fund program can only be terminated as provided in this Agreement.
 - a. **By Either Party with 30 Days Notice before Renewal.** Any CCS may be terminated by either party with termination to be effective on any successive renewal date by giving written notice to the other party no later than 30 days prior to automatic renewal.
 - b. **By Fund Member upon Payment of Late Notice Fee.** If Fund Member fails to terminate a CCS as provided above, it may still terminate participation in any Fund program prior to the renewal date by paying a late notice fee as herein provided. If Fund Member terminates the CCS before the renewal date, but with fewer than 30 days' advance written notice, Fund Member agrees to pay the Fund a late notice fee in the amount of 25% of the annual contribution for the expiring participation term. Fund Member expressly acknowledges that the late notice fee is not a penalty, but a reasonable approximation of the Fund's damages for the Fund Member's untimely withdrawal from the program identified in the CCS. However, once the renewal term of a CCS commences, Fund Member can no longer terminate the CCS by paying a late notice fee; the CCS shall renew and Fund Member must pay 100% of the annual contribution for the renewal period.
 - c. **By the Fund upon Breach by Fund Member.** The Fund may terminate this Agreement or any CCS based on breach of any of the following obligations, by giving 10 days' written notice to Fund Member of the breach; and Fund Member's failure to cure the breach within said 10 days (or other time period allowed by the Fund):
 - 1) Fund Member fails or refuses to make the payments or contributions required by this Agreement;
 - 2) Fund Member fails to cooperate and comply with any reasonable requests for information and/or records made by the Fund;

- 3) Fund Member fails or refuses to follow loss prevention or statutory compliance requirements of the Fund, as provided in this Agreement; or
- 4) Fund Member otherwise breaches this Agreement.

If the Fund terminates this Agreement, or any CCS, based on breach as described above, Fund Member agrees that the Fund will have no responsibility of any kind or nature to provide coverage on the terminated Fund program post-termination. Further, Fund Member shall bear the full financial responsibility for any unpaid open claim and expense related to any claim, asserted or unasserted and reported or unreported, against the Fund or Fund Member, or incurred by the agents or representatives of Fund Member.

In addition to the foregoing, if termination is due to Fund Member's failure to make required payments or contributions, Fund Member agrees that it shall pay the Fund liquidated damages in the amount of 50% of the annual contribution for the participation term identified in the terminated CCS.

5. Contributions.

- a. **Agreement to Pay Contribution.** Fund Member agrees to pay its contribution for each Fund program in which it participates based on a plan developed by the Fund. The amount of contribution will be stated in the relevant CCS and will be payable upon receipt of an invoice from the Fund. Late fees amounting to the maximum interest allowed by law, but not less than the rate of interest authorized under Chapter 2251, Texas Government Code, shall begin to accrue daily on the first day following the due date and continue until the contribution and late fees are paid in full. If Fund Member fails to pay the amounts due under this Agreement, including any CCS, the Fund may redirect other amounts due to the Fund Member, payments received from Fund Member, or amounts held by the Fund for Fund Member's benefit, to offset the amount owed. Any offset will not extinguish Fund Member's obligation for any and all payments due under this Agreement, including any CCS.
- b. **Other Payments Due to the Fund.** In addition to contributions, if the Fund Member owes other payments to the Fund, such as deductibles or claim overpayments, and Fund Member fails to timely pay the amounts due, the Fund may redirect other amounts due to the Fund Member, payments received from Fund Member, or amounts held by the Fund for the Fund Member's benefit to offset the amounts owed.
- c. **Estimated Contribution and Contribution Adjustment.** In specified situations, the amount of contribution shown in the CCS will be identified as an estimate. The Fund reserves the right to request an audit of updated exposure information at the end of the CCS participation term and adjust contributions if Fund Member's exposure changes during the CCS participation term. As a result of the exposure review, any additional contribution payable to the Fund shall be paid by Fund Member, and any overpayment of contribution by Fund Member shall be returned or credited by the Fund. The Fund reserves the right to audit the relevant records of Fund Member in order to conduct this exposure review.

Upon expiration of each participation period, Fund Member may request a contribution adjustment due to exposure changes. Such request must be made in writing within 60 days after the end of the participation period. Fund Member must provide documentation as requested by the Fund to demonstrate that the exposure change warrants a contribution adjustment.

The annual contribution may be adjusted due to an exposure change or audit as presented in the CCS. The Fund may also request a contribution adjustment should the Fund's underwriting income for any program within a given program year be inadequate to pay the ultimate cost of claims incurred for that year, the Fund may collect an adjusted contribution from any current or former Fund Member if that Fund Member's contribution is inadequate to pay the Fund Member's claims incurred during that year.

6. **Contribution and Coverage Summary.** Fund Member agrees to abide by each CCS that governs its participation. A CCS will incorporate the program specific coverage document, if any, which sets forth the scope of coverage and/or services from the Fund. This Agreement will be construed to incorporate the CCS, Coverage Agreements, Endorsements, and Addenda, if any, whether or not physically attached. A CCS for a Fund program will state the participation term. After Fund Member's execution of a CCS, the CCS will automatically renew annually, unless terminated in accordance with this Agreement. Any renewal containing a change in the amount of contribution or other terms will be subject to the Amendment by Notice process described in this Agreement.
7. **Loss Prevention.** The Fund may provide loss prevention services to Fund Member. Fund Member agrees to adopt the Fund's reasonable and customary standards for loss prevention and to cooperate in implementing any and all reasonable loss prevention and statutory compliance recommendations or requirements. The Fund makes no warranty on Fund loss prevention recommendations.

8. Other Duties of Fund Member.

- a. **Standards of Performance.** Time shall be of the essence in Fund Member's reporting of any and all claims to the Fund, payment of any contributions or monies due to the Fund, and delivery of any written notices under this Agreement.
- b. **Claims Reporting.** Notice of any claim must be provided to the Fund as required by law or the applicable Coverage Agreement. Failure by Fund Member to timely report a claim may result in denial of coverage or payment of fines or penalties imposed by law or regulatory agencies. If the Fund advances payment of any fine or penalty arising from Fund Member's late claim reporting, Fund Member will reimburse the Fund for all such costs.
- c. **Cooperation and Access.** Fund Member agrees to cooperate and to comply in a timely manner with all reasonable requests for access, information and/or records made by the Fund or by a third-party acting for the Fund. Fund Member further agrees to provide complete and accurate statements of material facts, to not misrepresent or omit such facts, or make false statements to the Fund. The Fund Member agrees that any information held by the Fund's Administrator, or its' affiliated entities may be provided to the Fund. The Fund reserves the right to audit the relevant records of Fund Member to determine compliance with this Agreement.

9. **Administration of Claims.** The Fund or its designee agrees to administer all claims for which Fund Member has coverage after Fund Member provides timely written notice to the Fund. Fund Member hereby authorizes the Fund or its designee to act in all matters pertaining to handling of claims for which Fund Member has coverage pursuant to this Agreement. Fund Member expressly agrees that the Fund has sole authority in all matters pertaining to the administration of claims and grants the Fund or its designee full decision-making authority in all matters, including without limitation, discussions with claimants and their attorneys or other duly authorized representatives. Fund Member further agrees to be fully cooperative in supplying any information reasonably requested by the Fund in the handling of claims. All decisions on individual claims shall be made by the Fund or its designee, including, without limitation, decisions concerning claim values, payment due on the claim, settlement, subrogation, litigation, or appeals.

10. **Excess Coverage/Reinsurance.** The Fund, in its sole discretion, may purchase excess coverage or reinsurance for any or all Fund programs. In the event of a substantial change in terms or cost of such coverage, the Fund reserves the right to make adjustments to the terms and conditions of a CCS as allowed by the Amendment by Notice process under this Agreement. If any reinsurer, stop loss carrier, and/or excess coverage provider fails to meet its obligations to the Fund or any Fund Member, the Fund is not responsible for any payment or any obligations to Fund Member from any reinsurer, stop loss carrier, or excess coverage provider.

11. Subrogation and Assignment of Rights.

- a. Fund Member, on its own behalf and on behalf of any person entitled to benefits under this Agreement, assigns all subrogation rights to the Fund. The Fund has the right, in its sole discretion, without notice to Fund Member, to bring all claims and lawsuits in the name of Fund Member or the Fund. Fund Member agrees that all subrogation rights and recoveries belong first to the Fund, up to the amount of benefits, expenses, and attorneys' fees incurred by the Fund, with the balance, if any, being paid to Fund Member, unless otherwise specifically stated in the Agreement. Award of funds to any person entitled to coverage, whether by judgment or settlement, shall be conclusive proof that the injured party has been made whole. Fund Member's right to be made whole is expressly superseded by the Fund's subrogation rights. If Fund Member procures alternate coverage for a risk covered by the Fund, the latter acquired coverage shall be deemed primary coverage concerning that risk.
- b. Fund Member shall do nothing to prejudice or waive the Fund's existing or prospective subrogation rights under this Agreement. If Fund Member has waived any subrogation right without first obtaining the Fund's written approval, the Fund shall be entitled to recover from Fund Member any sums that it would have been able to recover absent such waiver. Recoverable amounts include attorneys' fees, costs, and expenses.

12. **Appeals.** Fund Member shall have the right to appeal any written decision or recommendation to the Fund's Board of Trustees, and the Board's determination will be final. Any appeal shall be made in writing to the Board Chair within 30 days of the decision or recommendation.

13. **Bylaws, Policies, and Procedures.** Fund Member agrees to abide by the Bylaws of the Fund, as they may be amended from time to time, and any and all written policies and procedures established by the Fund (which are available from the Fund upon written request). If a change is made to the Fund's Bylaws, written policies or procedures which conflicts with or impairs a CCS, such change will not apply to Fund Member until the renewal of such CCS, unless Fund Member specifically agrees otherwise.

14. **Payments.** Fund Member represents and warrants that all payments required under this Agreement of Fund Member shall be made from its available current revenues.

15. **Fund Member's Designation of Coordinator.** Fund Member agrees to designate an employee with appropriate authority as coordinator (Program Coordinator) for Fund Member on this Agreement or any CCS executed by Fund Member. Fund Member's Program Coordinator shall have express authority to represent and to bind Fund Member, shall fully communicate with the Fund regarding Fund business, and shall not delegate this communication to a third party. The Fund will not be required to contact any other individual regarding matters arising from or related to this Agreement. Fund Member reserves the right to change its Program Coordinator as needed, by giving written notice to the Fund; such notice is not effective until actually received by the Fund. Notice provided to the Chief Executive Officer of Fund Member shall also serve as notice to the Program Coordinator.
16. **Risk Sharing Agreement.** This Agreement is a risk sharing and risk participation agreement and should not be construed to be a contract of insurance. If any ambiguity exists in this Agreement, including any CCS or specific coverage document, the provision shall not be construed against the Fund as drafter of this Agreement. The Fund is not an insurance company nor is any member an insured. The Fund is a self-insured risk pool through which its members agree to share risk and actively participate in their contractual obligations to lessen risk and cost for all members. Any reference in this Agreement to an insurance term or concept is coincidental, is not intended to characterize the Fund as "insurance" as defined by law, shall be deemed to apply to self-insurance, and is not to be construed as being contrary to the self-insurance concept.
17. **Representation.** Fund Member authorizes the Fund to represent Fund Member in any lawsuit, dispute, or proceeding arising under or relating to any Fund program and/or coverage in which Fund Member participates. The Fund may exercise this right in its sole discretion and to the fullest extent permitted or authorized by law. Fund Member shall fully cooperate with the Fund, its designee, and the Fund's chosen counsel, including, without limitation, supplying any information necessary or relevant to the lawsuit, dispute, or proceeding in a timely fashion. Subject to specific revocation, Fund Member designates the Fund to act as a class representative on its behalf in matters arising out of this Agreement.
18. **Members' Equity.** The Fund Board, in its sole discretion, may declare a distribution of the Fund's members' equity to Fund Members. Members' equity belongs to the Fund. No current or former individual Fund Member is entitled to an individual allocation or portion of members' equity.
19. **Entire Agreement.** This Agreement, together with the Restated Interlocal Agreement, Bylaws, CCSs, and Coverage Agreements that are in effect as to Fund Member from time to time, represent and contain the complete understanding and agreement of the Fund and Fund Member, and there are no representations, agreements, arrangements, or undertakings, oral or written, between the Fund and Fund Member other than those set forth in this Agreement duly executed in writing. In the event of conflict between the terms of this Agreement and the Restated Interlocal Agreement, Bylaws, CCS, or any Coverage Agreement, the specific terms of the later adopted agreement shall prevail to the extent necessary to resolve the conflict. This Agreement replaces all previous Interlocal Participation Agreements between the Fund and Fund Member. Notwithstanding the foregoing, this Agreement does not supersede any unexpired participation term or pending claim under an existing agreement between Fund Member and Fund.
20. **Amendment by Notice.** This Agreement, including any of its component CCSs or coverage documents, may be amended by the Fund, in writing, by providing Fund Member with written notice before the earlier of (i) the effective date of the amendment or (ii) the date by which Fund Member can terminate without payment of late notice fees or liquidated damages. Unless this Agreement expressly provides otherwise, an amendment shall only apply prospectively and Fund Member shall have the right to terminate this Agreement, or a component CCS to which the amendment applies, before the amendment becomes effective, as provided in this Agreement. If Fund Member fails to give the Fund timely written notice of termination, Fund Member shall be deemed to have consented to the Fund's amendment and agrees to abide by and be bound by the amendment, without necessity of obtaining Fund Member's signature.

The Fund may amend this Agreement or any CCS effective upon renewal. Amendments may be for any reason including changes to the terms or contribution amount.

The Fund may also amend this Agreement or any CCS, effective during the term of a CCS, for any reason including but not limited to the following:

- a. State or federal governments, including any court, regulatory body, or agency thereof, adopt a statute, rule, decision, or take any action that would substantially impact the rights or financial obligations of the Fund as it pertains to this Agreement, or any Fund program or CCS.
- b. The terms of the Fund's stop-loss or excess coverage or reinsurance change substantially.

If the Fund exercises the option to amend the Agreement or any CCS during the term of a CCS and prior to renewal, the Fund shall give Fund Member 30 days advance written notice. Fund Member will then have the right during the 30-day period to give the Fund written notice of termination of the applicable Fund program, effective upon the expiration of the 30-day notice period (or longer period if so provided by the Fund in writing).



21. **Severability; Interpretation.** If any portion of this Agreement shall be declared illegal or held unenforceable for any reason, the remaining portions shall continue in full force and effect. Any questions of particular interpretation shall not be interpreted against the drafter of this Agreement, but rather in accordance with the fair meaning thereof.
22. **Dispute Resolution.** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to conflict of law principles that would require the application of the laws of another state. The Fund retains its governmental immunity except to the extent it is waived by the legislature. The parties agree that the following adjudication procedures apply to any legal dispute, and that the Fund Member's right to file suit against the Fund is contingent upon compliance with these procedures pursuant to Texas Local Government Code section 271.154:
- Prior to filing suit, the Fund Member must comply with all of its obligations under this Agreement and any specific Coverage Agreement including an appeal to the Fund Board as described by Section 12 of this Agreement. A good-faith appeal to the Fund Board is a pre-suit adjudication procedure that is required before litigation by a Fund Member against the Fund.
 - Prior to filing suit, the Fund Member will participate in good faith in mediation in Travis County, Texas before a mediator approved by both parties; and
 - Any suit against the Fund must be brought in Travis County, Texas.

In the event of a lawsuit or formal adjudication between Fund Member and the Fund, the prevailing party is entitled to recover reasonable and necessary attorneys' fees and expenses, including expert fees, that are equitable and just.

Waiver and Estoppel. No provision of this Agreement will be deemed waived by either party unless expressly waived in writing by the waiving party. No waiver shall be implied by delay or any other act or omission. No waiver by either party of any provision of this Agreement shall be deemed a waiver of such provision with respect to any subsequent matter relating to such provision. Estoppel may not be asserted against either party so as to prevent that party from enforcing or insisting on the other party's compliance with any provision of this Agreement.

Assignment. This Agreement or any duties or obligations imposed by this Agreement shall not be assignable by Fund Member without the prior written consent of the Fund. Fund Member shall not transfer any interest in Fund claim related payments to any third party, including, but not limited to litigation finance companies, attorneys, banks, public adjusters, architects, engineers, or contractors. Any action by the Fund Member which grants or attempts to grant to any third party an interest in or control over any claim payment, including, but not limited to, the Member's entry into a contingent fee contract, will immediately suspend any obligation by the Fund to make any claim payment under this Agreement. The obligation of the Fund to make any such claim payments shall not be restored unless and until the Fund Member provides the Fund with evidence reasonably satisfactory to the Fund that any such transfer or attempt to transfer an interest in or control over such claim payment to a third party has effectively been terminated.

23. **Authorization.** By the execution of this Agreement, the undersigned individuals warrant that they have been authorized by all requisite governance action to enter into and to perform the terms and conditions of this Agreement and that the Fund Member authorizes the Program Coordinator or Chief Executive Officer to approve and bind the Fund Member to any current or future CCS entered into under this Agreement
24. **Notice.** Unless expressly stated otherwise in this Agreement, any notice required or provided under this Agreement by either party to the other party shall be in writing and shall be sent by first class mail, postage prepaid or by a carrier for overnight service or by electronic means typically used in commerce. Notice to the Fund shall be sufficient if made or addressed as follows: TASB Risk Management Fund, P.O. Box 301, Austin, Texas 78767-0301, or tasbrmf@tasbrmf.org. The Fund's required notice address may be updated through explicit written or electronic notice to Fund Members. Notice to a Fund Member shall be sufficient if addressed to the Program Coordinator or Fund Member's Chief Executive Officer and mailed to Fund Member's physical or electronic address of record on file with the Fund.
25. **Miscellaneous.** These provisions apply throughout this Agreement:
- Fund reference.** Any reference to the Fund in this Agreement includes reference to its designees.
 - CCS reference.** References to a Contribution and Coverage Summary (CCS) includes a reference to all separate coverage portions of a CCS and/or any similar service agreement between the Fund and a Fund Member.
 - "Including."** Unless the context requires otherwise, the term "including" means "including but not limited to."
 - Successors.** This Agreement binds and inures to the benefit of the parties and their successors.
 - Headings.** The headings are for convenience only and do not affect the interpretation of this Agreement.

26. **Signatures/Counterparts.** The failure of a party to provide an original, manually executed signature to the other party shall not affect the validity or enforceability of this Agreement. Either party may rely upon a facsimile or imaged signature as if it were an original. This Agreement may be executed in several separate counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

WHEREFORE, the parties agree to be bound by this Agreement by signing below.

For FUND MEMBER: **San Jacinto Community College District**

By: _____

Date: _____

Signature of Fund Member's Authorized Representative

Printed Name of Fund Member's Authorized Representative

Teri Zamora

Date approved by Fund Member's Board of Trustees: _____

For TASB Risk Management Fund Use Only

For TASB RISK MANAGEMENT FUND:

By: _____

Date: _____

Chair, TASB Risk Management Fund Board of Trustees



**Action Item “XV”
Regular Board Meeting April 4, 2022
Consideration of Approval to Grant Maintenance Easement**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the conveyance and sale of irrigation, landscape, and sidewalk facilities to the Generation Park Management District.

BACKGROUND

In May 2015, San Jacinto College acquired 56.91 acres of land in the Generation Park development for a potential future campus. In October 2018, the Board authorized the CMAR (Construction Manager-at-Risk) delivery method for the initial Generation Park academic building, which was completed in August 2020. As part of that construction, site improvements along Lockwood Drive were constructed in accordance with the Generation Park Management District’s development guidelines.

IMPACT OF THIS ACTION

Approval of this request will convey sidewalks, landscaping, and irrigation facilities along Lockwood Drive, not including the underlying land, to the Generation Park Management District. This transfer assigns title to the improvements and the responsibility for their continued maintenance to the Management District and relieves the College of that same maintenance obligation.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This agreement will be recognized with the payment to the College of the nominal fee of ten dollars.

MONITORING AND REPORTING TIMELINE

The bill of sale will be executed immediately after approval by the Board.

ATTACHMENTS

Attachment 1 – Conveyance and Bill of Sale

RESOURCE PERSONNEL

Charles Smith	281-998-6341	charles.smith@sjcd.edu
Ann Kokx-Temple	281-998-6103	Ann.kokx-temple@sjcd.edu

CONVEYANCE AND BILL OF SALE OF IRRIGATION, LANDSCAPE AND SIDEWALK FACILITIES

(San Jacinto Community College District – Generation Park Campus)

THE STATE OF TEXAS §
 § KNOW ALL PERSONS BY THESE PRESENTS THAT:
COUNTY OF HARRIS §

SAN JACINTO COMMUNITY COLLEGE DISTRICT, a public community college, with offices at 4624 Fairmont Parkway, Pasadena, Harris County, Texas, 77504 ("Grantor"), for and in consideration of the sum of TEN DOLLARS (\$10.00) and other good and valuable consideration, receipt of which is hereby acknowledged, has TRANSFERRED, BARGAINED, GRANTED, SOLD, CONVEYED, ASSIGNED, SET OVER and DELIVERED, and by these presents does TRANSFER, BARGAIN, GRANT, SELL, CONVEY, ASSIGN, SET OVER and DELIVER, to Generation Park Management District, created by an Act of the 83rd Texas Legislature under the terms and provisions of Article XVI, Section 59 of the Constitution of Texas, and operating under and governed by the provisions of Chapter 3916, Special District Local Laws Code, with offices located at 1300 Post Oak Boulevard, Suite 1400, Houston, Texas 77056 ("Grantee"), its successors and assigns, all its right, title and interest in the irrigation, landscaping, and sidewalk facilities located within the easement area described in Exhibit "1" attached hereto (the "Maintenance Area") and described on the approved plans attached hereto as Exhibits "2", "3", and "4" (collectively referred to herein as the "Facilities"), together with any and all benefits extending or services to be provided to Grantor in connection with the purchase, acquisition, and installation of such Facilities, including warranties and performance and payment bonds. The conveyance and sale of the Facilities hereunder is made free and clear of all liens, claims, encumbrances, options, charges, assessments, restrictions, limitations, and reservations (except for restrictions, limitations and reservations which restrict the Facilities or said easements and sites for landscape and pathway purposes), including liens for ad valorem taxes for the current year and payments due to construction contractors, laborers and materialmen, affecting the Facilities.

TO HAVE AND TO HOLD the above-described Facilities together with all and singular the rights and appurtenances thereunto in anywise belonging, including all necessary rights of ingress, egress, and regress, unto Grantee, its successors and assigns, forever; and Grantor does hereby bind itself, its successors and assigns to warrant and forever defend, all and singular, the above-described Facilities subject to the matters herein set forth, unto Grantee, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof, by, through or under Grantor, but not otherwise.

Grantor binds and obligates itself, its successors and assigns to execute and deliver at the request of Grantee any other or additional instruments of transfer, bills of sale, conveyances, or other instruments or documents which may be necessary or desirable to evidence more completely or to perfect the transfer to Grantee of the Facilities.

Grantor, in addition to the other representations and warranties herein, specifically makes the following agreements, acknowledgments, representations and warranties:

1. Only the Facilities located within the Maintenance Area are being conveyed hereby to Grantee. Grantee shall use its best efforts to maintain the Facilities within the Maintenance Area in a manner similar to and consistent with other landscaped areas maintained by Grantee adjacent to public road rights-of-way and in the general vicinity of the Maintenance Area. Grantee shall have the right, but not the obligation, to replace, repair, relocate or modify the Facilities (or portions thereof) from time to time; provided, however, Grantee will endeavor to maintain the overall appearance of the Maintenance Area to be generally consistent with that of similarly situated and adjacent tracts on which Grantee is responsible for maintenance of landscaped areas. Notwithstanding the foregoing, Grantor acknowledges that Grantee is not warranting the healthy or viability of the Facilities and shall have no liability to Grantor or any third parties for the decline, demise, death or destruction thereof.
2. Grantor caused construction and installation of the Facilities conveyed and sold hereunder, the purchase of goods, and the performance of other services related to the Facilities to be accomplished in accordance with approved plans and specifications therefor and in compliance with all rules, regulations, design guidelines and criteria, and other requirements of all entities with jurisdiction over the design, construction, installation, and regulation of the Facilities at the time they were installed. Without limiting the foregoing, Grantor represents that all sidewalks conveyed hereby, if any, meet the requirements of the Americans with Disabilities Act and have passed an appropriate inspection in connection therewith.
3. Grantor has the full legal right and authority to make the sale, transfer, and assignment herein provided.
4. Grantor has good and marketable title to the Facilities conveyed and sold hereunder, is not a party to any written or oral contract which adversely affects this conveyance and sale, and is not subject to any bylaw, agreement, mortgage, lien, lease, instrument, order, judgment, decree, or other restriction of any kind or character which would prevent the execution of this conveyance and bill of sale.
5. Grantor is not engaged in or threatened with any legal action or proceeding, nor is it, to Grantor's knowledge, under any investigation, which would prevent the execution of this conveyance and bill of sale.
6. Grantor shall not install, locate or otherwise place any above-ground or underground improvements within the Maintenance Area without obtaining the prior written approval of Grantee, which shall not be unreasonably withheld so long as the installation, location or placement of such improvements does not interfere or compromise Grantee's ability to access the Maintenance Area and efficiently and effectively maintain the Facilities located thereupon. Grantee acknowledges the presence of above-ground entry signage within the Maintenance Area as of the

date of this conveyance and bill of sale and approves of same as it is currently configured and located.

7. The person executing this conveyance and bill of sale on behalf of Grantor has full authority to do so, and no further official action need be taken by Grantor to validate this conveyance and bill of sale.
8. There are no holders of liens against the Facilities.

The representations, warranties, covenants, indemnities, and other agreements contained herein shall be deemed to be material and continuing, shall not be merged, and shall survive the closing of this transaction and the delivery of the Facilities, except as otherwise herein expressly provided.

The parties represent that neither has used any agent or broker to bring about this conveyance and sale and agree that no fee is due any agent or broker by reason hereof.

This conveyance and bill of sale may be executed in a number of counterparts, each of which shall, for all purposes, be deemed to be an original, and all such counterparts shall together constitute and be one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have caused this conveyance and bill of sale to be executed and delivered by their duly authorized officers.

[SIGNATURES COMMENCE ON FOLLOWING PAGE]

EXECUTED this the ____ day of April, 2022.

SAN JACINTO COMMUNITY COLLEGE
DISTRICT, a public community college

By: _____

Name : Teri Zamora

Title: Vice Chancellor, Fiscal Affairs

"Grantor"

THE STATE OF TEXAS §

§

COUNTY OF HARRIS §

This instrument was acknowledged before me on this ____ day of _____, 2022, by _____, _____ of San Jacinto Community College District, a public community college, on behalf of said entity.

Notary Public in and for
the State of T E X A S

(SEAL)

AGREED TO AND ACCEPTED THIS ____ day of _____, 2022.

GENERATION PARK MANAGEMENT
DISTRICT

By: _____
President, Board of Directors

"Grantee"

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This instrument was acknowledged before me on this ____ day of _____, 2022, by Charles W. Neuhaus, President of the Board of Directors of Generation Park Management District, a political subdivision of the State of Texas, on behalf of said political subdivision.

Notary Public in and for
the State of T E X A S

(SEAL)

EXHIBIT "1"

[Legal description of Maintenance Area]

EXHIBIT "2"

[Approved Irrigation Plan]

EXHIBIT "3"

[Approved Landscape Plan]

EXHIBIT "4"

[Approved Sidewalk Plan sheet]

609592.3

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the closure of the Interior Design program, including the Associate of Applied Science (AAS) degree and the Level 2 Certificate.

BACKGROUND

A review of regional labor market data for interior design indicates the job market is stable, but the typical entry-level education is a Bachelor of Arts (BA) degree or higher rather than an AAS degree.

The current San Jacinto College Interior Design program does not include Interior Design courses that will transfer for a bachelor’s degree pathway. There are fifteen hours of general education courses within the AAS degree that would transfer, but they are not interior design courses. The remaining 45 hours with the AAS are technical courses from the Workforce Education Course Manual (WECM) that are “not intended for transfer.”

The College is collaborating with partner universities to develop pathways within the Associate of Arts in Fine Arts degree that will transfer and apply to BA or BS (Bachelor of Science) in Interior Design. This pathway will be for the University of Houston system and Sam Houston State University and will be complete by fall 2022. We will continue to work on pathway delineation with our other major transfer institutions, including Texas A&M University and the University of Texas.

IMPACT OF THIS ACTION

The closure of the Interior Design program continues the work of the College to ensure that instructional programs are aligned to student success and to regional workforce demand. The closure of the Interior Design program will permit reallocation of College resources to higher demand and higher enrollment programs.

The 29 students currently enrolled in the program will not be negatively affected. In accordance with requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) regarding institutional accreditation, the College will submit a request for approval of the program closure, including a teach-out plan that ensures students currently enrolled in the program will have a reasonable opportunity to complete the degree or certificate in which they are currently enrolled. Students enrolled in an Interior Design degree or certificate will not incur additional charges or expenses relative to this closure.

This program closure will not require any full-time faculty or staff redeployment or reduction in force; the program courses are currently taught by part-time faculty. All full-time staff have other responsibilities.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No new funding is required for implementation. No full-time faculty or staff will be affected.

MONITORING AND REPORTING TIMELINE

Upon San Jacinto College Board of Trustee approval, the College will submit the program closure for approval as a substantive change to SACSCOC and to the Texas Higher Education Coordinating Board (THECB). Program closure will begin upon SACSCOC approval.

ATTACHMENTS

Informational Items Only:

Attachment 1 – Interior Design, Labor Market Data

Attachment 2 – Plan of Study, Interior Design Associate of Applied Science

Attachment 3 – Plan of Study, Interior Design Pre-Professional Level 2 Certificate

RESOURCE PERSONNEL

Van Wigginton

281-542-2000

van.wigginton@sjcd.edu

Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu



Interior Design, Labor Market Data

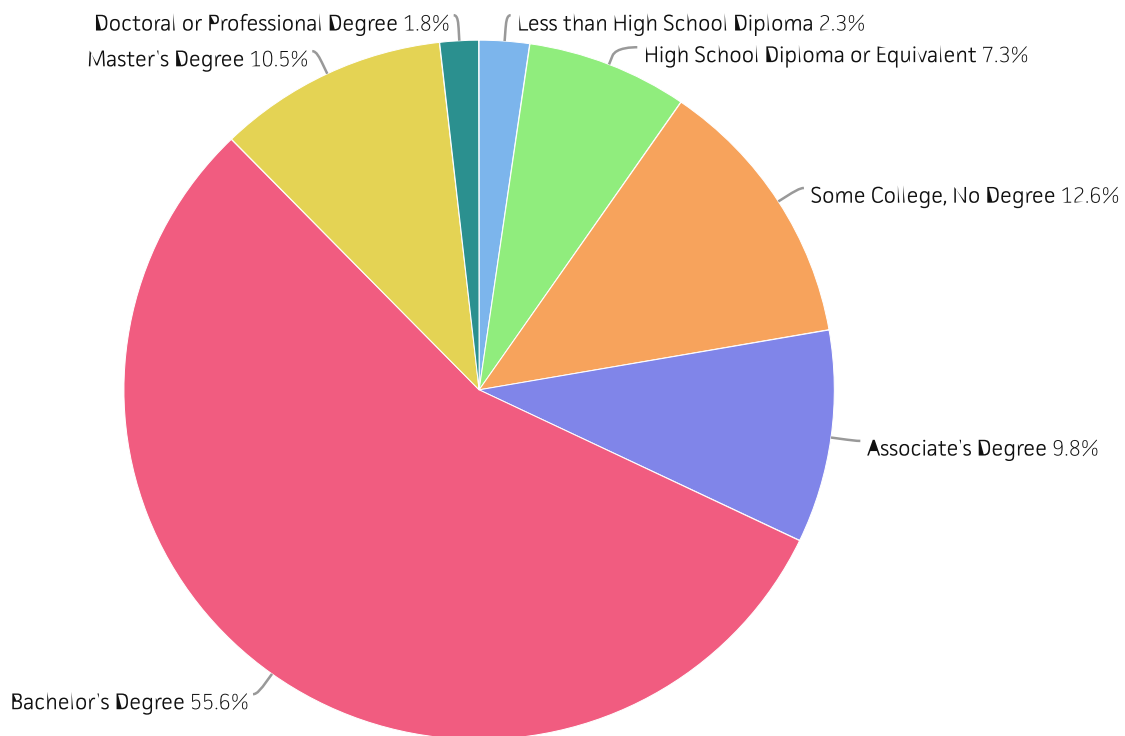
Occupation Snapshot

As of 2020Q1, total employment for Interior Designers in Texas was 6,403. Over the past three years, this occupation added 746 jobs in the region and is expected to increase by 659 jobs over the next seven years, or at an annual average rate of 1.4%.

Educational Attainment Profile

Education and training requirements are from the Bureau of Labor Statistics (BLS); educational attainment mix are regional data modeled by Chmura using Census educational attainment data projected to 2020Q1 along with source data from the BLS.

Educational Attainment Profile



INTERIOR DESIGN, ASSOCIATE OF APPLIED SCIENCE



Program Information

Do you have an eye for design? Does an empty room set your imagination on fire? If so, an Interior Design degree from San Jacinto College may be just the thing to kick-start your career. Homeowners, architects, and businesses are putting more emphasis on quality interior design than ever before. Our program will prepare you for the creative, technical, and business sides of the interior design business. As a student pursuing an interior design degree, you will plan and design residential and commercial interiors, explore and research problem-solving techniques, create and give presentations, and learn how to run a successful interior design business.

The San Jacinto College Interior Design program:

- Is designed to develop the ability to identify, research, and creatively solve problems relative to interior spaces, including programming, design analysis, and space planning;
- Offers hands-on training with commercial and residential interiors by preparing presentations and learning business procedures used by interior designers; and
- Includes five terms of study in interior design and related courses. Upon completion of the required 60 (effective fall 2014) semester credit hours, the student may file for an Associate of Applied Science (AAS) degree.

Career Opportunities

Students graduating with a degree in interior design pursue careers as:

- Ceramic tile, accessory, furniture, or textile designers,
- AutoCAD draftspersons,
- Freelance writers for interior design publications/newspapers,
- Product researchers,
- Facilities managers,
- In-house designers for government agencies, hospitals, and colleges,
- Residential or commercial designers,

- Manufacturers representatives,
- Retail buyers for design related products, and
- Showroom representatives.

Earning Potential

Interior Designer: \$65,454¹

¹ Source: www.texaswages.com (<http://www.texaswages.com>), median salary, Gulf Coast region, 2019

For more information, students may contact: 281-991-2608 or email Kay.Richardson@sjcd.edu

Campus

Central Campus

This program is designed to develop the ability to identify, research, and creatively solve problems relative to interior spaces, including programming, design analysis, and space planning. The students will work with commercial and residential spaces, prepare presentations, and learn business procedures used by interior designers.

The course work for the Associate of Applied Science (AAS) degree is offered over a five-semester period, which includes one summer term. The curriculum provides a balance of technical, creative, and business training necessary for a career in interior design.

Note: Students who begin their interior design education after Sept 1, 2006, will not be allowed by the Texas Board of Architectural Examiners (TBAE) to register with the state of Texas to become a Registered Interior Designer unless they graduate from a four-year program that is approved by the Council for Interior Design Accreditation (CIDA). Registration in the state of Texas is completely voluntary and students can practice interior design without being registered with TBAE. However, a student graduating from a two-year institution can apply for certification by NCIDQ (National Council for Interior Design Qualifications) to be NCIDQ certified with a two-year degree and 5,280 hours of qualified interior design coursework. Students can see NCIDQ's website for details www.ncidq.org (<http://www.ncidq.org>).

Plan of Study

Central Campus

3INT-DSGN

First Term		Credits
INDS 1311	Fundamental of Interior Design	3
INDS 1319	Technical Drawing for Interior Designers	3
INDS 1351	History of Interiors I	3
INDS 2307	Textiles for Interior Design	3
ENGL 1301	Composition I	3
Credits		15
Second Term		
INDS 1315	Materials, Methods and Estimating	3
INDS 1349	Fundamentals of Space Planning	3
INDS 1352	History of Interiors II	3
DFTG 1409	Basic Computer-Aided Drafting	4
Credits		13

Summer Year One Term

MATH 1332	Contemporary Mathematics (Quantitative	3
or MATH 1314	Reasoning) (or higher)	
	or College Algebra	
Speech		3
Credits		6

Third Term

INDS 1345	Commercial Design I	3
INDS 2313	Residential Design I	3
INDS 2321	Presentation Drawing	3
Social and Behavioral Sciences or Government/Political		3
Science or American History		
Credits		12

Fourth Term

INDS 2237	Portfolio Presentation	2
INDS 2325	Professional Practices for Interior Design	3
INDS 2335	Residential Design II	3
INDS 2386	Internship-Interior Design	3
Art		3
Credits		14
Total Credits		60

Capstone Experience: INDS 2386 Internship-Interior Design

INTERIOR DESIGN, PRE-PROFESSIONAL LEVEL 2 CERTIFICATE



Program Information

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The San Jacinto College Interior Design program:

- Is designed to develop the ability to identify, research, and creatively solve problems relative to interior spaces, including programming, design analysis, and space planning;
- Offers hands-on training with commercial and residential interiors by preparing presentations and learning business procedures used by interior designers; and
- Includes five terms of study in interior design and related courses. Upon completion of the required 60 (effective fall 2014) semester credit hours, the student may file for an Associate of Applied Science (AAS) degree.

Career Opportunities

Students graduating with a degree in interior design pursue careers as:

- Ceramic tile, accessory, furniture, or textile designers,
- AutoCAD draftspersons,
- Freelance writers for interior design publications/newspapers,
- Product researchers,
- Facilities managers,
- In-house designers for government agencies, hospitals, and colleges,
- Residential or commercial designers,

- Manufacturers representatives,
- Retail buyers for design related products, and
- Showroom representatives.

Earning Potential

Interior Designer: \$65,454¹

¹ Source: www.texaswages.com (<http://www.texaswages.com>), median salary, Gulf Coast region, 2019

For more information, students may contact: 281-991-2608 or email Kay.Richardson@sjcd.edu

Campus

Central Campus

This program is designed to develop the ability to identify, research, and creatively solve problems relative to interior spaces, including programming, design analysis, and space planning. The students will work with commercial and residential spaces, prepare presentations, and learn business procedures used by interior designers.

Plan of Study

Central Campus

5INTD-DSGN

First Term		Credits
INDS 1311	Fundamental of Interior Design	3
INDS 1319	Technical Drawing for Interior Designers	3
INDS 1351	History of Interiors I	3
INDS 2307	Textiles for Interior Design	3
Credits		12
Second Term		Credits
INDS 1315	Materials, Methods and Estimating	3
INDS 1349	Fundamentals of Space Planning	3
INDS 1352	History of Interiors II	3
DFTG 1409	Basic Computer-Aided Drafting	4
Credits		13
Third Term		Credits
INDS 1345	Commercial Design I	3
INDS 2313	Residential Design I	3
INDS 2321	Presentation Drawing	3
Credits		9
Fourth Term		Credits
INDS 2237	Portfolio Presentation	2
INDS 2325	Professional Practices for Interior Design	3
INDS 2335	Residential Design II	3
INDS 2386	Internship-Interior Design	3
Credits		11
Total Credits		45

Capstone Experience: INDS 2313 Residential Design I

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
April 4, 2022**

PURCHASE REQUESTS AND CONTRACT RENEWALS

Purchase Request #1		
Contract for Interior LED Lighting Retrofit Project (pgs. 2-3)	\$	507,537
Purchase Request #2		
Contract for Roof Replacements, S7 & S9 (pgs. 4-5)		2,215,000
Purchase Request #3		
Additional Funds for Civil Engineering Services (pg. 6)		62,000
Purchase Request #4		
Purchase Property Insurance (pgs. 7-8)		3,598,010
Purchase Request #5		
Purchase Casualty Insurance (pg. 9)		344,954
Purchase Request #6		
Purchase IT Asset Management System (pg. 10)		435,296
Purchase Request #7		
Contract for Online Faculty Development Program (pg. 11)		430,000
Purchase Request #8		
Purchase Simulation Lab Software and Equipment (pgs. 12-13)		236,250
Purchase Request #9		
Renew Contract for Parking Lot Paving and Striping Services (pg. 14)		200,000
Purchase Request #10		
Additional Funds for Legal Services (pg. 15)		150,000
Purchase Request #11		
Purchase Graduation Event License (pg. 16)		100,000
Purchase Request #12		
Additional Funds for Media Buying and Placement Services (pgs. 17-18)		250,000
Purchase Request #13		
Amend the Contract for Collection of Delinquent Ad Valorem Taxes (pgs. 19-21)		-
TOTAL OF PURCHASE REQUESTS		<u><u>\$8,529,047</u></u>

Purchase Request #1
Regular Board Meeting April 4, 2022

Consideration of Approval to Contract for Interior LED Lighting Retrofit Project

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with E3 Entegral Solutions for an interior LED lighting retrofit project.

BACKGROUND

On February 1, 2022, the Chancellor's designee approved the competitive sealed proposals (CSP) methodology for an interior LED lighting retrofit project. Detailed project plans and specifications developed by ESA Energy Systems Associates, Inc. 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 #22-28 was issued on February 1, 2022, to procure construction services for this project. Six responses were received and evaluated by a team comprised of representatives from the facilities services department. The evaluation and ranking of the submittals were based on criteria published in the solicitation. E3 Entegral Solutions received the highest overall score.

IMPACT OF THIS ACTION

This project will replace all remaining incandescent and fluorescent lamps within the College with new, energy-efficient, maintenance-saving, LED lamps and fixtures. Energy savings from the conversion to LEDs will generate a simple payback of nine years. Maintenance savings will reduce that further.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this project is \$507,537, including contingency funds, and will be funded from LoneSTAR Program budget.

MONITORING AND REPORTING TIMELINE

Construction activities will begin April 5, 2022 and are expected to be completed by September 30, 2022. This project will be managed by capital projects personnel.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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

ATTACHMENT NO. 1

**CSP 22-28 Interior LED Lighting Retrofit
Evaluation Summary**

Stated Criteria	Maximum Value	360TXC, LLC	Dalkia Energy Solutions LLC	E3 Entegral Solutions	Facility Solutions Group	K.R. Allen Construction LLC	Light X LED
General	90	69.0	63.0	63.0	4.0	50.0	48.0
History and Experience	75	37.0	56.0	61.0	4.0	31.0	43.0
Safety	30	28.0	23.0	13.0	16.0	17.0	18.0
Financial	15	12.0	12.0	13.0	8.0	8.0	11.0
Price Proposal	90	34.2	63.8	90.0	45.7	55.0	64.0
Total (100 x 3 Evaluators)	300	180.2	217.8	240.0	77.7	161.0	184.0

Final Ranking

	Vendor Name	Total Score	Base Price Proposal
1	E3 Entegral Solutions	240.0	\$ 507,537.00
2	Dalkia Energy Solutions LLC	217.8	716,014.85
3	Light X LED	184.0	713,941.62
4	360TXC, LLC	180.2	1,334,837.59
5	K.R. Allen Construction LLC	161.0	830,956.33
6	Facility Solutions Group	77.7	999,851.00

Purchase Request #2
Regular Board Meeting April 4, 2022
Consideration of Approval to Contract for Roof Replacements, S7 & S9

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with FMG Construction Group, LLC to replace the roofs of the South Campus buildings S7 and S9.

BACKGROUND

On February 8, 2022, the Chancellor's designee approved the competitive sealed proposals (CSP) methodology to select a firm to replace the roofs on the South Campus buildings S7 and S9. Detailed project plans and specifications developed by Huitt-Zollars, Inc. 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 #22-33 was issued on February 9, 2022, to procure construction services for this project. Six responses were received and evaluated by a team comprised of representatives from the capital projects and facilities services departments and Huitt-Zollars. The evaluation and ranking of the submittals were based on criteria published in the solicitation. FMG Construction Group, LLC received the highest overall score.

IMPACT OF THIS ACTION

Approval of this action will allow the current modified bitumen roof systems, which are at the end of their anticipated life, to be replaced. As part of this replacement, interior roof drains will be replaced with exterior downspouts and the roof made solar ready. Failure to replace the roofs this year could result in water damage to the buildings.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this project is \$2,215,000 including contingency funds and will be funded from accumulated Bond earnings.

MONITORING AND REPORTING TIMELINE

Construction activities are expected to begin in April 2022 and be completed during the calendar year. This project will be monitored by capital projects personnel.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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

ATTACHMENT NO. 1

**CSP 22-33 Roof Replacements, S7 & S9
Evaluation Summary**

Stated Criteria	Maximum Value	Argio Roofing & Construction	CS Advantage USAA Inc.	FMG Construction	Frost Construction Group	L. Wallace Construction	Royal American Services
General	60	41.0	20.0	46.0	37.0	34.0	39.0
History and Experience	42	24.0	28.0	30.0	29.0	28.0	31.0
Safety	24	15.6	20.6	16.0	17.6	12.4	17.0
Financial	24	20.0	9.0	9.0	18.5	8.0	8.0
Price Proposal	150	115.8	150.0	149.3	123.5	139.3	73.7
Total (100 x 3 Evaluators)	300	216.4	227.6	250.3	225.6	221.7	168.7

Final Ranking

Vendor Name	Total Score	Base Price Proposal
1 FMG Construction	250.3	2,110,500.00
2 CS Advantage USAA Inc.	227.6	2,100,000.00
3 Frost Construction Group	225.6	2,551,000.00
4 L. Wallace Construction	221.7	2,261,360.00
5 Argio Roofing & Construction	216.4	2,720,500.00
6 Royal American Services	168.7	4,275,656.00

Purchase Request #3
Regular Board Meeting April 4, 2022

Consideration of Approval of Additional Funds for Civil Engineering Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for engineering services from IDCUS for the South Campus domestic water upgrades project.

BACKGROUND

In March 2019, the Board approved a contract with IDCUS to provide engineering services for upgrades to the domestic water system at the South Campus. In May 2019, the Board approved increasing the engineer's fee based on the increased complexity of the scope of work scope, including the need for project phasing.

In July 2020, the original project contractor was terminated, and a new contractor was engaged to complete the work. Delays by the original contractor and subsequent events have extended the engineer's service commitment by twelve months beyond the original estimate.

IDCUS was included in the pool of recommended technical professional consultants that were pre-screened and approved by the Board on November 7, 2016, for use on 2015 Bond projects. Engineering services are classified as professional services pursuant to Section 2254 of the Texas Government Code and are selected based on demonstrated competence and qualifications to perform the service.

IMPACT OF THIS ACTION

This action will approve funding for IDCUS to continue to provide support of the construction effort in order to complete the project.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In May 2019, the Board approved \$153,000 for engineering services. This request will increase that amount by \$62,000, for a total of \$215,000. This expenditure will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

This service will be managed by capital projects personnel.

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Purchase Request #4
Regular Board Meeting April 4, 2022
Consideration of Approval to Purchase Property Insurance

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of property insurance coverage for the College through McGriff, Seibels & Williams.

BACKGROUND

The proposed insurance package for the year beginning May 1, 2022, will utilize the current underwriters for coverage of physical structures and contents for a total insurable value of \$1,039,659,023. The College has increased its insured building values by \$131,015,309 (14.4 percent) since last year. The College has added the new Anderson-Ball Mass Timber Building valued at \$47,227,521. Also, the College has increased overall building values to keep up with construction cost inflation. Additionally, the College's claims history and the impact of severe weather-related damage on other buildings in the Gulf Coast region (most recently, Winter Storm Uri) continue to drive insurance premium rates higher.

The College continues to enlist the services of Pozmantier, Williams & Stone as insurance consultants to review property insurance coverages. The firm assists in the overall review of the College's insurance policies, specifically related to property, to ensure the property coverage is adequate and meets or exceeds the needs of the College.

The renewal package proposal provides coverage at \$0.346 per hundred dollars of insured value. This rate is an increase of 2.4 percent over last year's rate of \$0.338 per hundred dollars of insured value. The coverage limits remain the same: \$100 million per occurrence for named storm hail/wind, fire, tornado, and vandalism with a two percent deductible and \$30 million aggregate limit for flood. Changes include removal of a named storm deductible cap (previously \$2.5 million) and a deductible increase for claims that fall under the All Other Perils category from \$50,000 to \$100,000.

Request for proposals #17-11 was issued in January 2017 to select an agent of record to procure property insurance coverage. The Board approved the original contract with McGriff, Seibels & Williams in April 2017.

IMPACT OF THIS ACTION

McGriff, Seibels & Williams has worked on behalf of the College to provide a property insurance package that protects the College's physical assets. The Board's approval will ensure continuity of property insurance coverage for the College.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total estimated expenditure will be \$3,598,010 and will be funded from the safety, health, environmental and risk management department's 2021-2022 and 2022-2023 operating budgets.

Purchase Request #4
Regular Board Meeting April 4, 2022
Consideration of Approval to Purchase Property Insurance

MONITORING AND REPORTING TIMELINE

This renewal will exercise the fourth of four one-year renewal options available. The new insurance policy period will be May 1, 2022, through April 30, 2023.

ATTACHMENTS

None

RESOURCE PERSONNEL

Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

Purchase Request #5
Regular Board Meeting April 4, 2022
Consideration of Approval to Purchase Casualty Insurance

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of casualty insurance coverage for the College through USI Southwest Services Insurance (USI).

BACKGROUND

USI has historically provided liability and casualty coverage which includes automobile liability (including physical damage), general liability, umbrella liability, law enforcement liability, educators' legal liability (ELL), crime, cyber liability, and international travel coverage. The newest additions to the College's liability insurance portfolio include an environmental pollution policy and an active shooter / malicious attack liability policy.

USI has a contract through the ESC Region 19 Allied States Cooperative contracts program to provide supplemental insurance, products, brokerage, and consulting services, contract #19-7337, that complies with competitive procurement requirements in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

IMPACT OF THIS ACTION

Approval of this purchase will continue the existing liability and casualty insurance coverage for the College. While the overall premium increased 10.1 percent over the expiring term, the cyber liability policy premium saw an increase of 24.2 percent. This increase is related to the fact that the College does not yet have multi-factor authentication as a log in requirement. Multi-factor authentication is planned to be fully implemented by June 2022.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this request is \$344,954 and will be funded from the safety, health, environmental and risk management department's 2021-2022 and 2022-2023 operating budgets.

MONITORING AND REPORTING TIMELINE

The new policies' terms will be May 1, 2022, through April 30, 2023.

ATTACHMENTS

None

RESOURCE PERSONNEL

Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of an Asset Management System from SHI Government Solutions for the information technology department.

BACKGROUND

Information Technology Resources (ITS) is seeking to replace and improve upon the current system, xAssets, which is used to track technology resources. This system is used for tracking the replacement and custodianship of computers across the district and assist with ITS contract renewals.

SHI Government Solutions has a contract through the DIR cooperative contracts program to provide an Asset Management System, contract number DIR-TSO-4317, that complies with competitive procurement requirements in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

IMPACT OF THIS ACTION

This request would satisfy the findings of an internal audit report issued August 28, 2020, of ITS assets and will provide for a new IT asset management system. The new system will manage the inventory and technology resources, manage consumable stock, provide a technology catalog for college employees to view and request computers, manage ITS contracts, and improve the financial forecasting of ITS contracts and technology purchases.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total expenditure over the three-year contract term is \$435,296. The initial year price, including software and services is \$292,781 and will be funded from the Higher Education Emergency Relief Fund (HEERF) grant. The maintenance fee for the two subsequent years will be \$71,257 per year and will be funded from each respective year's ITS department operating budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Allen Bourque	281-922-3494	allen.bourque@sjcd.edu
Zachary Braaksma	281-998-6382	zachary.braaksma@sjcd.edu
Ann Kokx-Templett	281-998-6103	ann.kokx-templet@sjcd.edu
Karen Allen	281-998-6106	karen.allen@sjcd.edu

Purchase Request #7
Regular Board Meeting April 4, 2022

Consideration of Approval to Contract for Online Faculty Development Program

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract for an online faculty development and credentialing program through the Association of College and University Educators (ACUE).

BACKGROUND

This program will be used as an impetus for transformational change that will increase the quality of education for our students. Faculty will be credentialed in effective teaching practices, and faculty and staff will be provided with proven strategies to create a more equitable and just learning environment. This firm was used earlier in the 2021-2022 fiscal year to train two initial cohorts of faculty and staff.

ACUE is a sole source provider of online facilitated faculty training and is exempt from competitive bidding per Texas Education Code §44.031(j). Sole source #1552 has been assigned.

IMPACT OF THIS ACTION

This purchase supports the College's strategic plan to create a learning environment that provides innovative teaching strategies and delivery methods while also striving to achieve equity for its students and community.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure for this request is \$430,000 and will be funded by \$100,000 from the Aspen College Excellence Program, with the remainder coming from the Deputy Chancellor's 2021-2022 and 2022-2023 operating budgets.

MONITORING AND REPORTING TIMELINE

The training will be complete by August 2023.

ATTACHMENTS

None

RESOURCE PERSONNEL

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

Purchase Request #8
Regular Board Meeting April 4, 2022

Consideration of Approval to Purchase Simulation Lab Software and Equipment

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of simulation lab software and associated lab equipment from Pocket Nurse for the South Campus nursing department.

BACKGROUND

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

To meet the local need for nurses as described above, the nursing department is looking to update and enhance the simulation labs by installing cameras that integrate with the simulation manikins in the treatment rooms. These cameras will be used in debriefing of simulated patient encounters. The cameras will have pan, tilt, and zoom options so that the student and instructor can review the patient encounter and highlight areas of student success, and improve upon needed actions and techniques. Students have reported that reviewing the patient encounter with instructor feedback is helpful. This purchase will make the laboratories at South Campus on par with the laboratories at the North and Central Campus locations.

Pocket Nurse has a contract through the BuyBoard cooperative contracts program to provide simulation lab software and lab equipment, contract number 610-20, which complies with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

IMPACT OF THIS ACTION

These purchases will allow the College to help meet the continuing demand for trained healthcare workers. It will allow students to be better prepared to start work, provide the potential for remote learning, and assist with the clinical experience as COVID-19 levels and other emergency conditions spike.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure is \$236,250 and will be funded from the HEERF grant.

MONITORING AND REPORTING TIMELINE

None

Purchase Request #8
Regular Board Meeting April 4, 2022

Consideration of Approval to Purchase Simulation Lab Software and Equipment

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Consideration of Approval to Renew Contract for Parking Lot Paving and Striping Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with Enterprise Commercial Paving and Corestone Construction Services (RMB Management) for asphalt and concrete parking lot paving and striping services for the facilities services department.

BACKGROUND

Due to the volume of cars and traffic and demand for parking on each campus, restricting use of parking lots to complete upgrades and repairs is limited to off-peak hours only. Facilities services coordinates multiple asphalt and concrete paving or parking lot striping projects during these lower-usage periods to minimize the disruption to students, faculty, and staff. In order to accommodate the small window of availability, it is advantageous to have two contractors on contract to complete projects, especially when working on concurrent projects across multiple campuses.

Request for proposals #19-13 was issued January 11, 2019, to procure asphalt and concrete paving and parking lot striping services. The Board approved the original contracts with Enterprise Commercial Paving and Corestone Construction Services in April 2019.

IMPACT OF THIS ACTION

The contracted firms are engaged to perform repairs and upgrades to maintain hazard-free walkways and parking surfaces. The facilities services department can perform minor repairs, but services of a qualified contractor are required for larger projects such as resurfacing or restriping entire parking lots.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$200,000 and will be funded from the facilities services department's fiscal year 2021-2022 and 2022-2023 operating budgets.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the third of four one-year renewal options available. The new contract term will be April 9, 2022, through April 8, 2023.

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Purchase Request #10
Regular Board Meeting April 4, 2022
Consideration of Approval of Additional Funds for Legal Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for legal services from Thompson & Horton LLP.

BACKGROUND

The College has engaged Thompson & Horton LLP to provide legal services since December 12, 2008. In August 2021, the Board of Trustees approved the expenditure of funds with Thompson & Horton LLP for legal services through 2021-2022. Multiple departments across the College utilize legal services including human resources, procurement, fiscal affairs, and student services. The College utilizes outside counsel to provide services related to an array of matters including real estate, employment, and contract review, as well as general counsel.

Legal services are classified as professional services pursuant to Texas Government Code §2254 and are exempt from competitive bidding per Texas Education Code §44.031(f). Professional services are selected based on demonstrated competence and qualifications to perform the service.

IMPACT OF THIS ACTION

Approval of this action will allow the College to continue utilizing Thompson & Horton LLP for legal services needed to be in compliance with new and changing legal requirements and continued positive positioning for the College's future.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In August 2021, the Board approved an expenditure of \$200,000 for legal services. This request will increase the total amount approved by \$150,000 to a total of \$350,000. This expenditure will be funded from the Vice Chancellor of Fiscal Affairs non-departmental 2021-2022 operating budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

Purchase Request #11
Regular Board Meeting April 4, 2022
Consideration of Approval to Purchase Graduation Event License

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an event license with SMG/NRG Park, as the venue for the May 2022 graduation ceremony.

BACKGROUND

This is a licensing agreement with SMG to host the College's spring commencement ceremonies at NRG Stadium in NRG Park on Friday, May 13, 2022. This will be the seventh College commencement event held at NRG Stadium. Previous ceremonies included approximately 9,000 guests and over 1,000 graduation participants.

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

Approval of the licensing agreement will facilitate access to a large facility and allow the College to conduct one commencement ceremony for all graduates.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for the license fee and event expenses is \$100,000. This expenditure will be funded from the Associate Vice Chancellor of Student Services' 2021-2022 operating budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Joanna Zimmermann	281-476-1873	joanna.zimmermann@sjcd.edu
Tami Kelly	281-476-1843	tami.kelly@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

Purchase Request #12
Regular Board Meeting April 4, 2022
Consideration of Approval of Additional Funds for
Media Buying and Placement Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of television and radio media placement services from Gilbreath Communications for the external relations department.

BACKGROUND

To increase brand awareness throughout the Houston media market, and to support summer and fall enrollment, the College has allocated additional funds for marketing and advertising purposes. These funds will be spent on television and radio media placement now through August 2022. The additional funds for television and radio media would add approximately 300 additional :15 and :30 television commercials and approximately 565 additional :15 and :30 radio commercials, as well as nine (9) unique sponsorship opportunities that integrate the San Jacinto College brand and messaging immediately following television newscasts and within the KPRC Houston Life program. These special television segments are approximately four minutes in length and can be dedicated to whatever topic we choose.

Request for proposals #18-30 was issued in May 2018 to procure media buying and placement services for the external relations department. The Board approved a contract with Gilbreath Communications in August 2018.

IMPACT OF THIS ACTION

Additional television and radio advertising inventory will be procured to enhance what is already planned in the College's third and fourth quarter advertising efforts. These additional advertising efforts will help to increase reach and frequency across television and radio stations within the Houston designated market area and will provide the College with the unique opportunity for special advertising segments focused solely on our message.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In August 2021, the Board approved an expenditure of \$1,500,000 for media buying and placement services. This request will increase the approved amount by \$250,000 for a total of \$1,750,000 and will be funded from the external relations department's 2021-2022 operating budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

**Purchase Request #12
Regular Board Meeting April 4, 2022
Consideration of Approval of Additional Funds for
Media Buying and Placement Services**

RESOURCE PERSONNEL

Teri Crawford	281-998-6152	teri.crawford@sjcd.edu
Amanda Fenwick	281-998-6160	amanda.fenwick@sjcd.edu
William Stinson	281-998-6378	william.stinson@sjcd.edu

Purchase Request #13
Regular Board Meeting April 4, 2022
Consideration of Approval to Amend the Contract
For Collection of Delinquent Ad Valorem Taxes

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an amendment to the contract with Danny J. Snooks, Attorney at Law, to collect delinquent ad valorem taxes, penalties and interest on behalf of the College. The term of the contract shall be extended through June 30, 2023.

BACKGROUND

In accordance with Section 6.30 of the Texas Property Tax Code, San Jacinto Community College District has contracted with Danny Snooks, Attorney at Law, to collect its delinquent taxes since 2007. In accordance with the Texas Property Tax Code, Mr. Snooks' services are compensated by the delinquent taxpayer based on an additional penalty of twenty percent (20%) of the taxes, penalty and interest paid. Mr. Snooks is responsible for all collection and processing expenses. Additionally, he has invested resources in technology, staff, and other systems to perform these collection efforts.

IMPACT OF THIS ACTION

It is recommended that the contract for collection of delinquent taxes be amended and extended pursuant to the terms of the contract approved by the Board in April 2007.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Continuation of these services will result in the recovery of additional delinquent ad valorem taxes and the related penalty and interest which are general revenue of the College.

MONITORING AND REPORTING TIMELINE

Performance under this contract will continue to be monitored throughout the term of the contract.

ATTACHMENTS

Attachment 1 – Contract Amendment

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

**AMENDMENT TO
CONTRACT FOR THE COLLECTION OF
DELINQUENT TAXES**

The State of Texas §
 §
County of Harris §

San Jacinto Community College District ("SJCCD"), a political subdivision of the State of Texas, acting by and through its Board of Trustees, desires to renew and continue the "Contract for the Collection of Delinquent Taxes" initially executed April 2, 2007 between SJCCD and the Law Office of Daniel J. Snooks, Daniel J. Snooks, Attorney at Law, associates and assigns, of Houston, Texas (the "Law Firm") and extended by agreed amendment through June 30, 2022 (the "Delinquent Tax Collection Contract"). The Parties agree to amend the Delinquent Tax Collection Contract according to the following:

I.

Subject to the Amendments below, the Parties agree to renew and extend the term of the Delinquent Tax Collection Contract with the Law Firm for an additional one year. Unless otherwise amended or extended, the Delinquent Tax Collection Contract shall terminate June 30, 2023.

II.

During the term, SJCCD shall have the right to terminate this Delinquent Tax Collection Contract for any of the following reasons:

- A. SJCCD, in its sole discretion, determines the Law Firm's performance is unacceptable, and upon written notice of the performance deficiencies and 30 calendar days to cure, performance remains unacceptable;
- B. Daniel J. Snooks assigns the services to another attorney, or ceases or is unable to personally perform the obligations of the Delinquent Tax Collection Contract;
- C. The merger of the Law Firm with another; or
- D. The dissolution of the Law Firm.

In the case of such termination, the Law Firm shall be entitled to receive and retain all compensation due up to the date of termination.

III.

After this contract expires at the end of its term or is otherwise terminated, the Law Firm shall have six months to bring to judgment or otherwise resolve or nonsuit all suits the Law Firm filed on behalf of SJCCD before the expiration or termination of the Delinquent Tax Collection Contract. During such six-month period, the Law Firm will be entitled to compensation in accordance with part III of Delinquent Tax Collection Contract for delinquent taxes, penalty and interest actually collected and paid to SJCCD's Collector of Taxes for which the Law Firm filed suit prior to the expiration of this Delinquent Tax Collection Contract.

IV.

In accordance with Texas Government Code Chapter 2252, Subchapter F, Contractor certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, the Government of Iran, the Government of Sudan, or a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Contractor further certifies and verifies that, pursuant to Texas Government Code Chapter 2270, neither Contractor, nor any affiliate, subsidiary, or parent company of Contractor, if any (the "Contractor Companies "), boycotts Israel, and Contractor agrees that Contractor and Contractor Companies will not boycott Israel during the term of this Agreement.

San Jacinto Community College District
4624 Fairmont Parkway, Suite 202
Pasadena, Texas 77504
(281) 998-6150

Daniel J. Snooks
Attorney at law
11550 Fuqua, Suite 490
Houston, Texas 77034

By: _____
Teri Zamora
Vice Chancellor, Fiscal Affairs

By: _____
Daniel J. Snooks
Attorney at law

Date: _____

Date: _____

Item "A"
Regular Board Meeting April 4, 2022

Approval of the Minutes for the March 7, 2022, Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the March 7, 2022, Workshop and Regular Board Meeting.

San Jacinto College District Board Workshop March 7, 2022

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

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse, Marie Flickinger (absent), Dan Mims (absent), John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson (absent) Chancellor: Brenda Hellyer Other: Kacie Allen, Sandra Ramirez, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Vice Chair, John Moon, Jr., called the workshop to order at 5:04 p.m.
II.	Roll Call of Board Members	Board Vice Chair John Moon, Jr. conducted a roll call of the Board members: Erica Davis Rouse Marie Flickinger (absent) Dan Mims (absent) John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson (absent)
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:	Board Vice Chair Moon, Jr. adjourned to closed session at 5:06 p.m. The Board members listed above as attending, Chancellor Hellyer, Sandra Ramirez, and Teri Zamora were present for the closed session. a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law. b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or

		employee or to hear complaints or charges against a public officer or employee.
IV.	Reconvene in Open Meeting	Board Vice Chair Moon, Jr. reconvened to open meeting at 5:43 p.m.
V.	Discuss Highlights from Board of Trustees Institute	<p>Dr. Brenda Hellyer explained that the Board received a presentation of summarized information from the Board of Trustees Institute (BOTI) that was compiled by attendees Erica Davis Rouse, John Moon, Jr., and herself.</p> <p>Erica Davis Rouse commented on the equity conversations highlighted at the BOTI and how the College is applying that information to our students’ enrollment, completion, and labor market data. She referenced the notes and follow-up section of the presentation. She explained that we received wage and salary information for the top five programs that our students complete and were surprised at some of the data. For example, we learned that Hispanics are underrepresented in Science Technologies, which is one of the highest paying workforce opportunities and are overrepresented in Liberal Arts, which offers the lowest wage data. We would like to look at this data along with transfer data to see if these students are transferring to a university and achieving a higher wage.</p> <p>Erica explained that there was also a conversation on looking at equity in regard to socioeconomic and ensuring students have what is needed in order to earn their college credential. She referenced a conversation about the needs of traditional students versus returning older students. We would like the data to be disaggregated by age also.</p> <p>Brenda noted that this will be added to the notes and follow-up section of the presentation.</p> <p>John Moon, Jr. commented that we will also add information on the top 25 programs for enrollment, completion, and salary information by race/ethnicity. He stated that one of the presenters emphasized making a difference in “1% changes” and making sure that every student is served and feels heard. He also attended a breakout session with Austin Community College about work with the industry leaders and heard about their perspective on workforce needs and how to align that need with programs offered at community colleges.</p>

		<p>Brenda commented that she attended a breakout session that discussed community college trustees meeting with student school district board members in order to highlight the significance of the dual credit partnerships. It was agreed that meetings between the San Jacinto College trustees and our school district boards should occur next academic year (2022-2023) with preparations beginning now. These meetings had been discussed previously but did not occur because of COVID.</p> <p>John added a message from the school district partners in these meetings was that they were surprised to find out the cost for the college to provide dual credit programs.</p>
<p>VI.</p>	<p>Discuss Process for Dual Credit Memorandums of Understanding</p>	<p>Brenda stated that the Board received a copy of the Memorandum of Understanding (MOU) that the College is executing with Humble Independent School District to establish a Dual Credit Summer Academy at Generation Park. This MOU will be effective in the summer and goes through August 31. The estimated number of students attending this academy is 120 but can increase. Some of these students are in our taxing district. We will provide a 75% waiver dependent on the student's taxing district.</p> <p>She added that an MOU with Friendswood ISD will likely be brought to the Board at next month's meeting as they have asked the College to partner on several technical dual credit programs.</p> <p>Keith Sinor questioned if the term date on the MOU with Humble ISD should be 2022. Brenda responded that it should be and will get it corrected. She thanked Keith for bringing this error to her attention.</p>
<p>VII.</p>	<p>Review Board Bylaws and Related Application for Appointment</p>	<p>John stated that Marie Flickinger had asked Brenda to review a few items in the Board Bylaws. It was found that the Application for Appointment was outdated per a review by legal counsel, so changes were made. There were no changes made to the bylaws or policies, but the application was updated.</p> <p>Brenda provided an overview of the changes that were made to the Application for Appointment form, and the Board was provided an updated form with tracked changes. The revised application will be effective immediately.</p>

<p>VIII.</p>	<p>Discuss Employee Referral Program</p>	<p>Sandra Ramirez provided an overview of the proposed employee referral program and stated that the College is planning to implement this referral program effective today under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission to address temporary situations. We hope this employee referral program will help the College to build our application pool. Full-time positions will be group two at a \$3,000 payment. Group three refers to the hard-to-fill positions that we are seeing in our nursing department. For groups two and three, if the referred candidate is hired, the employee who referred them will receive half of their payment after 90-days and will receive the remainder if the employee remains at the College for a year. The following employee groups are not eligible for the employee referral program:</p> <ul style="list-style-type: none"> • members of the Strategic Leadership Team (SLT) • employees in a leadership position with the same leadership chain of the vacancy • employees within the Human Resources department • employees participating on the interview committee for the position in which the candidate applied • part-time employees • paid interns <p>Brenda explained that because of the hiring and recruitment challenges that have developed, this policy will be effective as of March 7, 2022, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission to address temporary situations. Affirmation of the change will follow the standard policy review process which requires a second reading which is anticipated to occur at the next regularly scheduled meeting of the Board on April 4, 2022. The policy and procedure on the Employee Referral Program went to the College community for feedback today.</p> <p>The Board agreed that this is a good idea and is something that many industries do.</p>
<p>IX.</p>	<p>Review Credit Tuition Schedule, Exemptions, and Waivers</p>	<p>Teri Zamora presented on the College’s credit tuition rates. The proposed tuition rates per semester credit hour for fiscal year 2023 are the same as those that have been in place since the College moved to a no-fee structure in fiscal year 2020. The intent was to leave these rates in place for the next four</p>

		<p>years, so they will be reassessed this time next year for fiscal year 2024.</p> <p>She added that in comparison to tuition and fees at the 49 other Texas community colleges, San Jacinto College is 6th lowest in the state for in-district tuition, 10th lowest in the state for out-of-district tuition, and 29th lowest in the state for out-of-state tuition. In comparison to tuition and fees at Houston-area community colleges, there is only one local college with lower in-district rates than San Jacinto College. The College’s out-of-district and out-of-state rates are lower than the larger area colleges.</p> <p>Brenda explained that the Board will be voting to reaffirm the credit tuition model during the Board meeting.</p> <p>Teri provided an overview of tuition exemptions and waivers. The College is not proposing anything different than what has already been enacted in the past. She stated that the College’s largest waiver is dual credit, which is currently a 75% waiver, amounting to \$6.8 million in fiscal year 2020, and \$7.8 million in fiscal year 2021.</p> <p>Brenda informed the Board that the intention is to keep all of the exemptions and waivers the same.</p> <p>John asked if there had been any surprises on not charging fees that came to light since the implementation of the current credit tuition model.</p> <p>Teri responded that all the fees were added to the total tuition when calculating the new tuition rate. There were a few surprises that some departments felt compelled to cover their incidental costs, but we demonstrated that the College is bringing the funds in institution-wide instead of by program, which shifted their mindset.</p> <p>Keith asked if we are including other colleges’ fees when we compare tuition rates. Teri responded that we include their tuitions and mandatory fees when making a comparison.</p> <p>Erica suggested using the students who got the waiver for highest ranking high school scholar in marketing campaigns.</p>
X.	Update on Enrollment and COVID	Teri provided an update on enrollment and COVID. As of today, headcount enrollment is down 1.5 percent compared to spring 2021 and down 4.8 percent compared to spring 2020.

		<p>Credit tuition recorded for Fall 2021 and Spring 2022 through January 31, 2022, is \$838,000 less than the same period in FY2021. A decrease of \$557,094 in the Dual Credit Exemption for the same time period is netted against this amount, leaving a net tuition decrease of approximately \$281,000.</p> <p>Brenda added that the spring 2020 enrollment number is pre-COVID. Several institutions at the BOTI said they were down 15 percent compared to prior to COVID.</p> <p>Teri stated that the College’s COVID metrics have fallen below the threshold under which the College takes special precautions regarding traveling, events, and other activities. She provided a chart with key metrics and showed that the College is measuring under the threshold for action in all metrics. Employees and students have been advised of the new Center for Disease Control and Prevention (CDC) guidance related to mask-wearing, indicating that it remains an option for those individuals who prefer to wear them. Protocols for sick and quarantining employees remain in place, as enacted in January 2022. She provided an overview of the COVID dashboard, which shows the number of positive cases has decreased dramatically with 1.43 being the average number of weekly cases.</p> <p>Brenda added that all of our partner school districts are no longer requiring face coverings. She asked Teri if she has had any recent reports on the number of people testing at Central Campus’s testing site. Teri did not have a recent report but knows they are low and will get those numbers.</p>
<p>XI.</p>	<p>Review Timeline for 2022-2023 Budget Process</p>	<p>Teri presented on the timeline of the 2022-2023 budget process. Dr. Laurel Williamson and the provosts met in the month of February to review and propose needs for new and repurposed faculty positions. The Strategic Leadership Team (SLT) reviewed and approved the faculty positions in early March. Budget owners have until April 8 to submit any requests for new and repurposed staff positions. SLT members will finalize the recommended budget items within their division on April 29, and revenue estimates will be finalized on May 2. The SLT will have a budget retreat to review all items in mid-May and final adjustments to the budget will be made in June or July. The Board will be provided an update on the status of the budget on May 2 and</p>

		<p>June 6. The budget will be proposed to the Board Finance Committee on July 19 and brought to the Board of Trustees on August 8 for approval.</p> <p>Brenda explained that the Board calendar states the August meeting will be on August 1, but she is proposing to move it to August 8. She will cover this when she reviews the Board calendar.</p> <p>Brenda asked Teri if she has received any word on preliminary property tax values. Teri responded that she has not but has a meeting before the tax rolls come out. She will likely not know much more until then.</p>
XII.	Update on State and Federal Legislative Sessions	<p>Brenda provided an overview of the state and federal legislative sessions. She provided an update on the status of the fiscal year 2022 appropriations and stated that there has been an extension for the federal budget. The College has been asked to put together an appropriations request and is working through this. On the state updates, the Texas primaries have been completed with any runoffs scheduled for May 24, a link to the results was provided on the handout distributed to the Board. Results from the races that affect our area are outlined on the back of the handout.</p> <p>She added that Senator Larry Taylor will be recognized for all the work that he has done for community colleges at our Foundation Gala. Without him, we would not have our Bachelor of Science in Nursing.</p>
XIII.	Review of Calendar	<p>Brenda reviewed upcoming events and asked the Board to let Kacie Allen know if they would like to attend. She highlighted the March 10, Economic Alliance event and May 14, Texas Chiropractic College Gala. She also informed the Board that the North Shore Rotary Fish Fry will be on May 14 and asked them to let us know if they would like tickets.</p> <p>She informed the Board that she would like to move the August Board meeting, which is currently scheduled for August 1, to August 8. Members were comfortable with the change.</p> <p>She provided details on the May 20 Foundation Gala and thanked Keith for his sponsorship.</p>

XIV.	General Discussion of Meeting Items	<p>Brenda stated there are two additional items that need to be discussed. One item is the evaluation attachments for the South Campus electrical upgrade, the Central Campus chiller, and the North Campus chiller. These attachments for purchases were requested during the January retreat. These are the detailed sheets that were provided to the Building Committee.</p> <p>The second item distributed is an updated purchasing recap sheet. The one that was provided in the Board book did not have the correct amount for purchase request #12. The action item in the Board book said the amount is \$278,000, and the recap sheet said the amount is \$211,000. The new recap sheet has been adjusted to reflect the correct amount, which is \$278,000.</p>
XV.	Adjournment	Vice Chair Moon, Jr. adjourned the meeting at 6:25 p.m.

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

March 7, 2022

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

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

Absent: Marie Flickinger, Chair

Chancellor: Brenda Hellyer

Others Present:

Kacie Allen	Tami Kelly
Teri Crawford	Aaron Knight
Destry Dokes	Ann Kokx-Templett
Teddy Farias	Kevin Morris
Madhu Gyawali	Alexander Okwonna
Neha Gyawali	Sandra Ramirez
Gita Gyawali	Mandi Reiland
Kevin Hale	Sherilyn Reynolds
Allatia Harris	Shelley Rinehart
Bo Hopper	Eddy Ruiz
Carin Hutchins	Sonia Townsend
Sallie Kay Janes	Van Wigginton
Robert Jeter III	Laurel Williamson
Matt Keim	Teri Zamora

Call the Meeting to order: Vice Chair John Moon, Jr. called the Regular Meeting of the Board of Trustees to order at 7:08 p.m.

Roll Call of Board Members: Vice Chair John Moon, Jr. conducted a roll call of the Board members:

Erica Davis Rouse
Marie Flickinger (absent)
Dan Mims (via videoconference)
Keith Sinor
Dr. Ruede Wheeler
Larry Wilson (via videoconference)

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

The invocation and moment of silence for San Jacinto College employees who passed away in the last few months was given by Allatia Harris. The pledges to the American flag and the Texas flag were led by Erica Davis Rouse.

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

1. Dr. Laurel Williamson recognized the 2021-2022 Minnie Piper nominee, Madhu Gyawali.
2. Dr. Laurel Williamson recognized Dr. Aaron Knight for being selected as a Paragon President Award Winner by Phi Theta Kappa Honor Society.
3. Erica Davis Rouse, John Moon, Jr., and Dr. Brenda Hellyer provided an overview of the recent Board of Trustees Institute.

**Student Success
Presentations:**

1. The student success presentation, Holistic KPI Dashboard Update (through Lens of Equity), was postponed until April.

**Communications to
the Board:**

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

1. A thank you was sent to the Board by Suzette Kefauver for the plant sent in memory of her father.
2. A thank you was sent to the Board by Kathy Edwards for the plant sent in memory of her mother.
3. A thank you was sent to the Board by Betty Woodfill for the plant sent in memory of her husband.
4. A thank you was sent to the Board by Van Wigginton for the plant sent in memory of his father-in-law.
5. A thank you was sent to the Board by Kelly Mizell and Tammy Mizell for the plant sent in memory of their father.
6. 2021 Annual Report to the Community
7. February Opportunity News
8. March Opportunity News
9. Spring 2022 Career Focus

Public Comment:

There was one citizen that signed up to speak before the Board:

1. Robert Jeter III

Informative Reports:

Vice Chair John Moon, Jr. indicated such reports were available in the Board documents and online.

- A. San Jacinto College Financial Statements
 - a. San Jacinto College Financial Statements January 2022
 - b. San Jacinto College Monthly Investment Report January 2022
- B. San Jacinto College Foundation Financial Statements
- C. Capital Improvement Program
- D. San Jacinto College Board Building Committee Minutes

All requirements of the Texas Open Meetings Act Section 551.127 for attendance of members via videoconference call were met. A quorum was present onsite, and votes by the two members attending via videoconference call are noted below.

**Motion 10178
Consideration of
Approval of
Amendment to the
2021-2022 Budget for
Restricted Revenue
and Expenses
Relating to Federal
and State Grants**

Motion was made by Dr. Ruede Wheeler, seconded by Keith Sinor, for approval of Amendment to the 2021-2022 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Motion Carried.

Yeas: Davis Rouse, Mims (via videoconference), Sinor, Wheeler, Wilson (via videoconference)

Nays: None

Absent: Flickinger

**Motion 10179
Consideration of
Approval of Policy
VI.6003.D, Course
Drop Limit – Second
Reading**

Motion was made by Erica Davis Rouse, seconded by Keith Sinor, approval of Policy VI.6003.D, Course Drop Limit – Second Reading.

Motion Carried.

Yeas: Davis Rouse, Mims (via videoconference), Sinor, Wheeler, Wilson (via videoconference)

Nays: None

Absent: Flickinger

**Motion 10180
Consideration of
Approval of Tuition
Schedule for Fiscal
Year 2023**

Motion was made by Erica Davis Rouse, seconded by Dr. Ruede Wheeler, for approval of Tuition Schedule for Fiscal Year 2023.

Motion Carried.

Yeas: Davis Rouse, Mims (via videoconference), Sinor, Wheeler, Wilson (via videoconference)

Nays: None

Absent: Flickinger

**Motion 10181
Consideration of
Approval of Tuition
Exemptions and
Waivers for Fiscal
Year 2023**

Motion was made by Keith Sinor, seconded by Erica Davis Rouse, for approval of Tuition Exemptions and Waivers for Fiscal Year 2023.

Motion Carried.

Yeas: Davis Rouse, Mims (via videoconference), Sinor, Wheeler, Wilson (via videoconference)

Nays: None

Absent: Flickinger

**Motion 10182
Consideration of
Approval of Naming
of a Space within the
Generation Park
Building 2 and North
Campus Building 33**

Motion was made by Dr. Ruede Wheeler, seconded by Keith Sinor, for approval of Naming of a Space within the Generation Park Building 2 and North Campus Building 33.

Motion Carried.

Yeas: Davis Rouse, Mims (via videoconference), Sinor, Wheeler, Wilson (via videoconference)

Nays: None

Absent: Flickinger

**Motion 10183
Consideration of
Approval of
Memorandum of
Understanding with
Humble ISD for Dual
Credit Summer
Academy**

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

Motion Carried.

Yeas: Davis Rouse, Mims (via videoconference), Sinor, Wheeler, Wilson (via videoconference)

Nays: None

Absent: Flickinger

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

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

No vote required.

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

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

No vote required.

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

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

No vote required.

Motion 10184
Consideration of
Purchasing Requests

Dr. Hellyer stated that the bid recap for the purchasing request had an error on the total for purchase request #12. It was listed as \$211,000, but the correct total is \$278,000. It was listed correctly in the write-up for the request but will be updated on the bid recap online.

Motion was made by Keith Sinor, seconded by Dr. Ruede Wheeler, for approval of the purchasing requests.

Purchase Request #1 Contract for South Campus Primary Electrical Infrastructure Upgrade Phase II	\$2,237,600
Purchase Request #2 Contract for Central Campus Chiller Replacement	1,831,680
Purchase Request #3 Contract for North Campus Chiller Replacement	712,320
Purchase Request #4 Contract for Architectural Services for Central Campus Building C2 Renovations	400,000
Purchase Request #5 Contract for Architectural Services for North Campus Roofs	125,000
Purchase Request #6 Additional Funds for Job Order Contracting Services	400,000
Purchase Request #7 Renew Contract for Plumbing Services	275,000
Purchase Request #8 Purchase High-Fidelity Simulators and Associated Simulation Equipment	1,100,000
Purchase Request #9 Purchase Digital Cadaver Dissection Tables	370,000
Purchase Request #10 Purchase CDL Training Simulator	122,000
Purchase Request #11 Purchase Two Automatic Semi-Tractors	185,000
Purchase Request #12 Contract for Natural Gas	<u>278,000</u>
TOTAL OF PURCHASE REQUESTS	\$8,036,600

Motion Carried.

Yeas: Davis Rouse, Mims (via videoconference), Sinor, Wheeler, Wilson (via videoconference)

Nays: None

Absent: Flickinger

**Motion 10185
Consent Agenda**

Motion was made by Keith Sinor, seconded by Erica Davis Rouse, to approve the consent agenda.

- A. Approval of the Minutes for the January 31, 2022, Workshop and Regular Board Meeting
- B. Approval of the Minutes for the January 28, 2022, Board Strategic Planning Retreat
- C. Approval of the Budget Transfers
- D. Approval of Personnel Recommendations, 2021-2022 Part-Time Hourly Rate Schedule, 2021-2022 Stipends and Market Premiums, Extra Service Agreements (ESA), Honorarium Award Recipients
- E. Approval of the Affiliation Agreements
- F. Approval of the Next Regularly Scheduled Meeting on April 4, 2022

Motion Carried.

Yeas: Davis Rouse, Mims (via videoconference), Sinor, Wheeler, Wilson (via videoconference)

Nays: None

Absent: Flickinger

**Items for Discussion/
Possible Action**

There were no additional items discussed.

Adjournment:

Chair Marie Flickinger adjourned the meeting at 7:40 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for February 2022 which have been made in accordance with appropriate accounting procedures.

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers

RESOURCE PERSONNEL

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

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

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 30,519	\$ 3,421
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 3,421	\$ 30,519
STUDENT SERVICES	\$ -	\$ -
INSTITUTIONAL SUPPORT	\$ -	\$ -
PHYSICAL PLANT	\$ -	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	\$ 33,940	\$ 33,940

RECOMMENDATION

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

District-Wide

Department

Health Sciences Programs

Affiliation Entity

AD Hospital East, LLC

North Campus

Department

Medical Assisting (MDCA)

Affiliation Entity

Eye Doctor Houston, P.C.

Medical Assisting (MDCA)

Gordon E. Crofoot, M.D.

Nursing (NURS)

Cascades at Jacinto

South Campus

Department

Occupational Therapy Assistant (OTA)

Affiliation Entity

Harris Health System

Associate Degree Nursing (ADN)

Harris Health System

Central Campus

Department

Medical Laboratory Technician

Affiliation Entity

East Houston Medical Center

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

CONTACT PERSONNEL

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Laurel Williamson

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Item “E”
Regular Board Meeting April 4, 2022
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, May 2, 2022.