

*Board of Trustees  
Meeting*

*August 11, 2025*

**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 4:00 p.m., Monday, August 11, 2025, 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/about/board-trustees/board-meeting-videos](http://www.sanjac.edu/about/board-trustees/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.**

**1. Validation of evaluation ratings for members of the Strategic Leadership Team**

**2. Review options for vacant Board of Trustees Position 5**

**IV. Reconvene in Open Meeting**

**V. Discuss Board Officer Election Process and Committee and San Jacinto College Foundation Assignments**

**VI. Review 2025-2026 Proposed Budget**

**VII. Review Report to be Submitted to the Texas Higher Education Coordinating Board Certifying Compliance with Texas Education Code 51.3525 (SB17)**

**VIII. Discuss Legislative Updates**

**A. Senate Bill 37**

**B. Senate Bill 2615**

**C. Senate Bill 3039**

**D. House Bill 1481**

**IX. General Discussion of Meeting Items**

**A. Additional Purchasing Support Documents**

**1. Discuss Delegation of Authority Summary**

**2. Discuss Allocation of Capital Projects Fund**

## **X. Review of Calendar**

## **XI. 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; or a security audit.

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, August 8, 2025, 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.

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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, August 11, 2025, 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/about/board-trustees/board-meeting-videos](http://www.sanjac.edu/about/board-trustees/board-meeting-videos)

An electronic copy of the agenda packet is available on the College's website as follows:  
[www.sanjac.edu/about/board-trustees/#Board\\_of\\_trustees\\_meetings](http://www.sanjac.edu/about/board-trustees/#Board_of_trustees_meetings)

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

A link to a public comments form is available at: [www.sanjac.edu/request-speak-to-board](http://www.sanjac.edu/request-speak-to-board)  
The form must be completed prior to 11:00 a.m. on August 11, 2025. 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 streamed and recorded and made available to the public on the College's website.

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

**BOARD MEETING  
AGENDA**

**I. Call the Meeting to Order**

**II. Roll Call of Board Members**

**III. Invocation, Moment of Silence, and Pledge to the Flags**

**IV. Special Announcements, Recognitions, Introductions, and Presentations**

**A. Legislative Recognitions of Trustee John Moon, Jr.**

**B. Faculty Senate 2024-2025 Update**

Presenter: June Trevino

**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**
  - 1. San Jacinto College Monthly Financial Statements**
    - a. June 2025**
    - b. May 2025**
  - 2. San Jacinto College Monthly Investment Reports**
    - a. June 2025**
    - b. May 2025**
  - 3. San Jacinto College Quarterly Investment Reports March - May 2025**
- B. San Jacinto College Foundation Financial Statements**
  - 1. June 2025**
  - 2. May 2025**
- C. Capital Improvement Program**
  - 1. June 2025**
  - 2. May 2025**

**ACTION ITEMS**

- IX. Consideration of Approval of Election of Officers for the Board of Trustees**
- X. Assignments for Board Committees and San Jacinto College Foundation - (Informational Item)**
- XI. Consideration of Approval of Amendment to the 2024-2025 Budget for Restricted Revenue and Expenses Relating to Federal, State and Local Grants/Contracts**
- XII. Consideration of Approval of Investment Strategy and Annual Review and Approval of the College's Investment Policy - Second Reading**
- XIII. Consideration of Approval of Proposed Budget for 2025-2026**
- XIV. Consideration of Approval to Adopt Prevailing Wage Rates**
- XV. Consideration of Approval of Allocation of Capital Project Funds**
- XVI. Consideration of Approval of Allocation of Aspen Institute Award to the San Jacinto College Foundation in Support of the Promise @ San Jac Scholarship Program**
- XVII. Consideration of Recommendation to Adopt a Tax Rate that is not in Excess of the Voter-Approval Tax Rate**
- XVIII. Consideration of Approval of Continuing Education Course Enrollment Charges**
- XIX. Consideration of Approval of Part-Time Rate Changes and Full-time Salary Schedule Changes, and Reauthorization of the Stipend and Market Premium Schedule for 2025-2026**
- XX. Consideration for Approval of Report to be Submitted to the Texas Higher Education Coordinating Board Certifying Compliance with Texas Education Code 51.3525 (SB17)**
- XXI. Consideration of Approval of the 2026 Board of Trustees Regularly Scheduled Meeting Dates**
- XXII. Consideration of Approval of Extension of Memorandum of Understanding with Humble ISD for Dual Credit**
- XXIII. Consideration of Approval of Extension of Memorandum of Understanding with Goose Creek ISD for Dual Credit**
- XXIV. Consideration of Approval of an Extension of Memorandum of Understanding with Friendswood ISD for Dual Credit**

**XXV. Consideration of Approval of Policy II.2002.B, Faculty Senate Governance and Shared Governance - First Reading (Informational Item)**

**XXVI. Consideration of Approval of Policy VI.6004.E, Campus Hazing Prevention - First Reading (Informational Item)**

**XXVII. Consideration of Approval of Possible Actions to Fill Trustee Position 5 Vacancy**

**PURCHASING REQUESTS**

**XXVIII. Consideration of Purchasing Requests**

**CONSENT AGENDA**

**XXIX. Consent Agenda**

(Any item placed on the consent agenda shall be removed and taken up as a separate matter, if so requested by any member of the Board, otherwise all items will be voted on with one (1) motion.)

**A. Approval of the Minutes for the June 2, 2025, Workshop and Regular Board Meeting**

**B. Approval of the Budget Transfers**

**C. Approval of Personnel Recommendations, Extra Service Agreements (ESA), and 2025-2026 Professional Contract Recommendations**

**D. Approval of the Affiliation Agreements**

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

**F. Approval of the Minutes for the June 17, 2025 Special Board Meeting**

**G. Approval of the Minutes for the July 29, 2025 Board Strategic Planning Retreat**

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

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

**XXXI. Adjournment**

**Closed Session Authority**

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

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Section 551.074 – 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; or a security audit.

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

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

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Brenda Hellyer, Ed.D.

San Jacinto College Monthly Financial Statements  
June 2025

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

<u>Assets</u>	<u>2025</u>	<u>2024</u>
<b>Current assets:</b>		
Cash and cash equivalents	\$ 79,601,761	\$ 81,735,257
Restricted cash and cash equivalents	64,489,058	85,385,488
Investments	9,899,491	9,897,800
Accounts receivable - taxes	5,527,508	5,256,975
Accounts receivable	34,796,419	31,529,264
Deferred charges	3,879,911	4,057,722
Inventories	444,074	434,916
Total current assets	<u>198,638,222</u>	<u>218,297,422</u>
<b>Noncurrent assets:</b>		
Other long term investments	20,094,071	20,060,208
Capital assets, net	714,787,894	714,839,275
Total noncurrent assets	<u>734,881,965</u>	<u>734,899,483</u>
Total assets	<u>933,520,187</u>	<u>953,196,906</u>
<b>Deferred outflows of resources:</b>		
Deferred outflow related to pensions	23,369,169	21,400,078
Deferred outflow related to OPEB	9,505,667	16,454,021
Deferred outflow related to defeased debt	3,086,210	3,839,732
Total deferred outflows of resources	<u>35,961,046</u>	<u>41,693,832</u>
<b><u>Liabilities</u></b>		
<b>Current liabilities:</b>		
Accounts payable	17,010,569	15,059,678
Accrued liabilities	8,703,445	8,355,382
Accrued compensable absences and deferred compensation	2,853,852	2,417,317
Deferred revenues	19,906,447	16,696,607
Total current liabilities	<u>48,474,313</u>	<u>42,528,984</u>
<b>Noncurrent liabilities:</b>		
Net pension liability	58,696,523	49,944,685
Net OPEB liability	88,758,738	96,184,800
Bonds and notes payable	633,336,959	643,915,081
Total noncurrent liabilities	<u>780,792,220</u>	<u>790,044,566</u>
Total liabilities	<u>829,266,533</u>	<u>832,573,550</u>
<b>Deferred inflows of resources:</b>		
Deferred inflows related to pensions	3,781,273	5,790,103
Deferred inflows related to OPEB	33,479,070	34,752,051
Deferred Inflows - Lease Receivable	192,100	1,227,296
Total deferred inflows of resources	<u>37,452,444</u>	<u>41,769,451</u>
<b><u>Net assets</u></b>		
Beginning of year - audited	79,811,001	83,260,534
Current year addition (reduction)	22,951,256	37,287,203
Total net position	<u>\$ 102,762,257</u>	<u>\$ 120,547,737</u>

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Ten Months Ended June 30, 2025**

**11 Unrestricted Funds**

	Adjusted Budget	Actual 83.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
State Appropriations	\$ 56,774,338	\$ 42,559,545	74.96%	\$ 54,995,750	100.00%
State Appropriations - FAST	2,550,000	2,656,369	104.17%	1,921,735	89.98%
Local Taxes - Maintenance & Operations	89,600,000	89,910,875	100.35%	82,378,990	99.59%
Credit Tuition	68,445,000	69,164,380	101.05%	66,855,458	99.75%
Credit Exemptions & Waivers	(9,500,000)	(10,192,798)	107.29%	(9,996,170)	100.10%
Continuing Education					
CPET	540,000	345,969	64.07%	269,739	74.78%
Biotechnology	600,000	46,751	7.79%	-	-
Maritime Transportation	2,100,000	1,961,553	93.41%	1,627,928	85.97%
Continuing Professional Development (CPD)	6,360,000	4,438,225	69.78%	3,212,803	70.51%
Continuing Education Exemptions & Waivers	(45,000)	(43,717)	97.15%	(27,271)	106.23%
Bad Debt	(1,100,000)	(916,667)	83.33%	(833,365)	73.49%
Sales & Services	2,200,000	2,152,905	97.86%	2,948,790	76.91%
Investment Income	6,000,000	3,897,358	64.96%	5,018,588	82.31%
<b>Total Revenues</b>	<b>224,524,338</b>	<b>205,980,749</b>	<b>91.74%</b>	<b>208,372,974</b>	<b>98.07%</b>
<b>Expenditures</b>					
Instruction	88,455,610	80,186,436	90.65%	76,017,496	85.94%
Public Service	20,100	4,087	20.33%	6,469	26.61%
Academic Support	21,576,477	16,513,839	76.54%	14,914,211	83.65%
Student Services	23,620,980	18,362,681	77.74%	16,128,624	79.06%
Institutional Support	58,911,593	48,491,049	82.31%	43,918,678	77.56%
Physical Plant	26,219,636	18,576,798	70.85%	19,530,077	77.08%
<b>Total Expenditures</b>	<b>218,804,396</b>	<b>182,134,889</b>	<b>83.24%</b>	<b>170,515,555</b>	<b>81.71%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	5,719,942	4,401,613	76.95%	8,642,937	79.79%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 19,444,247</b>		<b>\$ 29,214,483</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Ten Months Ended June 30, 2025**

**Federal Restricted Funds**

	<b>Adjusted Budget</b>	<b>Actual 83.3%</b>	<b>% Actual to Adjusted Budget</b>	<b>PY YTD Actual</b>	<b>% of 8/31/24 Actual</b>
<b>Revenues</b>					
Grants	\$ 62,051,952	\$ 66,786,374	107.63%	\$ 56,536,920	89.42%
<b>Total Revenues</b>	<b>62,051,952</b>	<b>66,786,374</b>	<b>107.63%</b>	<b>56,536,920</b>	<b>89.42%</b>
<b>Expenditures</b>					
Instruction	1,132,507	818,944	72.31%	1,024,906	72.42%
Public Service	330,631	181,581	54.92%	135,558	81.10%
Academic Support	8,652,940	3,968,325	45.86%	3,898,221	80.51%
Student Services	548,145	430,829	78.60%	264,283	77.77%
Institutional Support	777,082.43	486,476	62.60%	477,200	77.77%
Physical Plant	741,776	76,498	10.31%	103,817	30.22%
Scholarships and Fellowships	49,868,872	60,823,721	121.97%	50,632,935	91.22%
<b>Total Expenditures</b>	<b>62,051,952</b>	<b>66,786,374</b>	<b>107.63%</b>	<b>56,536,920</b>	<b>89.42%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Ten Months Ended June 30, 2025**

**State Restricted Funds**

	Adjusted Budget	Actual 83.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
State Paid Benefits	\$ 13,200,000	\$ 11,357,277	86.04%	\$ 11,013,186	60.95%
Grants	9,679,220	6,815,991	70.42%	5,668,448	92.61%
<b>Total Revenues</b>	<b>22,879,220</b>	<b>18,173,268</b>	<b>79.43%</b>	<b>16,681,634</b>	<b>68.96%</b>
<b>Expenditures</b>					
Instruction	7,633,100	6,007,722	78.71%	5,801,682	62.62%
Public Service	13,618	16,102	118.24%	14,971	52.99%
Academic Support	2,304,574	1,566,552	67.98%	1,302,222	54.51%
Student Services	1,641,570	1,874,564	114.19%	1,736,365	63.46%
Institutional Support	3,927,489	2,401,772	61.15%	2,367,312	57.28%
Physical Plant	15,427	-	-	-	-
Scholarships and Fellowships	7,343,442	6,306,555	85.88%	5,459,082	96.81%
<b>Total Expenditures</b>	<b>22,879,220</b>	<b>18,173,268</b>	<b>79.43%</b>	<b>16,681,634</b>	<b>68.96%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Ten Months Ended June 30, 2025**

**Local Restricted Funds**

	<b>Adjusted Budget</b>	<b>Actual 83.3%</b>	<b>% Actual to Adjusted Budget</b>	<b>PY YTD Actual</b>	<b>% of 8/31/24 Actual</b>
<b>Revenues</b>					
Grants	\$ 5,074,233	\$ 4,279,286	84.33%	\$ 4,149,373	101.46%
<b>Total Revenues</b>	<b>5,074,233</b>	<b>4,279,286</b>	<b>84.33%</b>	<b>4,149,373</b>	<b>101.46%</b>
<b>Expenditures</b>					
Instruction	-	-	-	-	-
Public Service	233,350	144,229	61.81%	181,529	82.82%
Academic Support	1,490,752	679,570	45.59%	346,714	67.29%
Student Services	2,000	2,000	100.00%	2,000	100.00%
Institutional Support	7,209	7,038	97.63%	28,913	89.92%
Physical Plant	250,000	63,788	25.52%	-	-
Scholarships and Fellowships	3,660,500	3,647,950	99.66%	3,812,074	106.89%
<b>Total Expenditures</b>	<b>5,643,811</b>	<b>4,544,575</b>	<b>80.52%</b>	<b>4,371,230</b>	<b>100.83%</b>
<b>Transfers Among Funds</b>					
Transfers In	(569,579)	(253,925)	44.58%	(206,662)	82.66%
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (11,363)</b>		<b>\$ (15,195)</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Ten Months Ended June 30, 2025**

**27 FAST & TPEG**

	<b>Adjusted Budget</b>	<b>Actual 83.3%</b>	<b>% Actual to Adjusted Budget</b>	<b>PY YTD Actual</b>	<b>% of 8/31/24 Actual</b>
<b>Revenues</b>					
State Appropriations - FAST	\$ 2,350,000	\$ 2,188,647	93.13%	\$ 1,960,385	88.84%
Tuition - Credit & Non Credit - TPEG	3,100,000	3,331,547	107.47%	3,235,845	99.06%
<b>Total Revenues</b>	<b>5,450,000</b>	<b>5,520,194</b>	<b>101.29%</b>	<b>5,196,230</b>	<b>93.86%</b>
<b>Expenditures</b>					
Scholarships and Fellowships - FAST	2,350,000	2,188,647	93.13%	2,185,742	99.06%
Scholarships and Fellowships - TPEG	3,100,000	2,871,715	92.64%	3,511,390	99.24%
<b>Total Expenditures</b>	<b>5,450,000</b>	<b>5,060,362</b>	<b>92.85%</b>	<b>5,697,132</b>	<b>99.17%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 459,832</b>		<b>\$ (500,902)</b>	

**San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2025**

**28 Private Gifts and Donations**

	Adjusted Budget	Actual 83.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
Sales & Services	\$ -	\$ 33,710	-	\$ 75,914	100.00%
Grants	60,000	118,000	196.67%	-	-
<b>Total Revenues</b>	<b>60,000</b>	<b>151,710</b>	<b>252.85%</b>	<b>75,914</b>	<b>100.00%</b>
<b>Expenditures</b>					
Instruction	-	30,981	-	27,549	67.45%
Institutional Support	60,000	34,005	56.67%	-	-
Scholarships and Fellowships	-	100,000	-	-	-
<b>Total Expenditures</b>	<b>60,000</b>	<b>164,985</b>	<b>274.98%</b>	<b>27,549</b>	<b>67.45%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (13,275)</b>		<b>\$ 48,365</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Ten Months Ended June 30, 2025**

**Auxiliary Enterprises**

	<b>Adjusted Budget</b>	<b>Actual 83.3%</b>	<b>% Actual to Adjusted Budget</b>	<b>PY YTD Actual</b>	<b>% of 8/31/24 Actual</b>
<b>Revenues</b>					
Auxiliary Services	\$ 3,000,000	\$ 2,521,607	84.05%	\$ 2,489,235	82.44%
<b>Total Revenues</b>	<b>3,000,000</b>	<b>2,521,607</b>	<b>84.05%</b>	<b>2,489,235</b>	<b>82.44%</b>
<b>Expenditures</b>					
Labor	737,787	688,438	93.31%	650,856	80.99%
Benefits	199,780	104,467	52.29%	107,460	79.64%
Supplies	551,803	500,439	90.69%	546,053	87.74%
Travel	244,733	260,090	106.28%	302,304	97.29%
Contracted Services	129,840	100,084	77.08%	120,694	88.79%
Utilities	200	-	-	-	-
Scholarships and Fellowships	1,135,857	959,681	84.49%	1,133,391	93.54%
<b>Total Expenditures</b>	<b>3,000,000</b>	<b>2,613,199</b>	<b>87.11%</b>	<b>2,860,758</b>	<b>88.86%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (91,592)</b>		<b>\$ (371,523)</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Ten Months Ended June 30, 2025**

**Fund 95 Retirement of Indebtedness**

	Adjusted Budget	Actual 83.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
Local Taxes - Debt Service	\$ 40,105,400	\$ 40,211,098	100.26%	\$ 39,072,529	99.61%
Investment Income	-	256,565	-	300,555	80.07%
<b>Total Revenues</b>	<b>40,105,400</b>	<b>40,467,663</b>	<b>100.90%</b>	<b>39,373,084</b>	<b>99.43%</b>
<b>Expenditures</b>					
Institutional Support - Principal	17,644,305	17,214,522	97.56%	18,359,936	97.90%
Institutional Support - Interest	26,511,458	20,229,365	76.30%	18,900,667	83.71%
<b>Total Expenditures</b>	<b>44,155,763</b>	<b>37,443,887</b>	<b>84.80%</b>	<b>37,260,603</b>	<b>90.15%</b>
<b>Transfers Among Funds</b>					
Transfers In	(4,050,363)	(2,963,790)	73.17%	(2,436,275)	68.36%
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment <sup>1</sup>	(17,644,305)	(17,214,522)	97.56%	(18,359,936)	97.90%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ 17,644,306</b>	<b>\$ 23,202,087</b>		<b>\$ 22,908,692</b>	

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

**San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2025**

**Fund 97 Investment in Plant**

	<b>Adjusted Budget</b>	<b>Actual 83.3%</b>	<b>% Actual to Adjusted Budget</b>	<b>PY YTD Actual</b>	<b>% of 8/31/24 Actual</b>
<b>Expenditures</b>					
Depreciation	\$ 30,225,000	\$ 21,511,063	71.17%	\$ 24,348,445	82.71%
<b>Total Expenditures</b>	<b>30,225,000</b>	<b>21,511,063</b>	<b>71.17%</b>	<b>24,348,445</b>	<b>82.71%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases <sup>1</sup>	(1,493,276)	(868,530)	58.16%	(1,006,517)	50.27%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (28,731,724)</b>	<b>\$ (20,642,533)</b>		<b>\$ (23,341,928)</b>	

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

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes in Net Position**  
**For the Ten Months Ended June 30, 2025**

	Adjusted Budget	Actual 83.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
State Appropriations	\$ 69,974,338	\$ 53,916,822	77.05%	\$ 66,008,936	90.34%
State Appropriations - FAST	4,900,000	4,845,016	98.88%	3,882,120	89.40%
Local Taxes - Maintenance & Operations	89,600,000	89,910,875	100.35%	82,378,990	99.59%
Local Taxes - Debt Service	40,105,400	40,211,098	100.26%	39,072,529	99.61%
Credit Tuition	71,545,000	72,495,927	101.33%	70,091,303	99.71%
Credit Exemptions & Waivers	(9,500,000)	(10,192,798)	107.29%	(9,996,170)	100.10%
Continuing Education					
CPET	540,000	345,969	64.07%	269,739	74.78%
Biotechnology	600,000	46,751	7.79%	-	-
Maritime Transportation	2,100,000	1,961,553	93.41%	1,627,928	85.97%
Continuing Professional Development	6,360,000	4,438,225	69.78%	3,212,803	70.51%
Continuing Education Exemptions & Waivers	(45,000)	(43,717)	97.15%	(27,271)	106.23%
Bad Debt	(1,100,000)	(916,667)	83.33%	(833,365)	73.49%
Sales & Services	2,200,000	2,186,615	99.39%	3,024,705	77.36%
Investment Income	6,000,000	4,153,923	69.23%	5,319,143	81.39%
Investment Income - Restricted Funds	-	2,626,457	-	3,345,210	83.75%
Auxiliary Services	3,000,000	2,521,607	84.05%	2,489,235	82.44%
Grants	71,791,172	73,663,052	102.61%	62,296,443	89.69%
Local Grants	5,074,233	4,336,599	85.46%	4,058,298	101.99%
<b>Total Revenues</b>	<b>363,145,143</b>	<b>346,507,309</b>	<b>95.42%</b>	<b>336,220,575</b>	<b>94.39%</b>
<b>Expenditures</b>					
Instruction	97,221,217	87,044,082	89.53%	82,871,634	83.56%
Public Service	597,698	346,000	57.89%	338,526	77.13%
Academic Support	34,024,744	22,728,286	66.80%	20,461,368	80.01%
Student Services	25,812,695	20,670,075	80.08%	18,131,272	77.23%
Institutional Support	107,839,136	92,070,729	85.38%	84,052,706	81.81%
Physical Plant	27,226,839	18,717,083	68.74%	19,633,894	76.45%
Scholarships and Fellowships	66,322,815	75,938,588	114.50%	65,601,223	93.11%
Auxiliary Enterprises	3,000,000	2,613,199	87.11%	2,860,759	88.86%
Depreciation	30,225,000	21,511,063	71.17%	24,348,445	82.71%
<b>Total Expenditures</b>	<b>392,270,143</b>	<b>341,639,105</b>	<b>87.09%</b>	<b>318,299,826</b>	<b>83.72%</b>
<b>Transfers Among Funds</b>					
Transfers In	(5,719,942)	(4,401,613)	76.95%	(8,642,937)	79.79%
Transfers Out	5,719,942	4,401,613	76.95%	8,642,937	79.79%
Adjustment for Debt Principal Payment <sup>1</sup>	(17,644,305)	(17,214,522)	97.56%	(18,359,936)	97.90%
Adjustment for Capital Purchases <sup>1</sup>	(1,493,276)	(868,530)	58.16%	(1,006,517)	50.27%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (9,987,418)</b>	<b>\$ 22,951,256</b>		<b>\$ 37,287,203</b>	

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

# Capital Improvement Program

**San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2025**

**Fund 91 Capital Projects**

	<b>Adjusted Budget</b>	<b>Actual 83.3%</b>	<b>% Actual to Adjusted Budget</b>	<b>PY YTD Actual</b>	<b>% of 8/31/24 Actual</b>
<b>Revenues</b>					
Investment Income	\$ -	\$ 2,143,131	-	\$ 2,951,016	84.46%
<b>Total Revenues</b>	<b>-</b>	<b>2,143,131</b>	<b>-</b>	<b>2,951,016</b>	<b>84.46%</b>
<b>Expenditures</b>					
SECO-Energy Conservation Projects	2,595,063	1,151,235	44.36%	306,088	100.00%
Bond Program	57,064,184	13,515,946	23.69%	9,426,318	86.09%
Arbitrage Rebate	-	3,206,502	-	-	-
<b>Total Expenditures</b>	<b>59,659,247</b>	<b>17,873,683</b>	<b>-</b>	<b>9,732,406</b>	<b>86.46%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (59,659,247)</b>	<b>\$ (15,730,552)</b>		<b>\$ (6,781,390)</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Ten Months Ended June 30, 2025**

**Fund 93 Renewal and Replacement**

	Adjusted Budget	Actual 83.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
Interest Earnings	\$ -	\$ 483,326	-	\$ 394,194	78.76%
<b>Total Revenues</b>	<b>-</b>	<b>483,326</b>	<b>-</b>	<b>394,194</b>	<b>78.76%</b>
<b>Expenditures</b>					
District Energy Savings Projects	945,599	326,566	34.54%	55,954	100.00%
Capital Reserve Fund	13,031,499	573,148	4.40%	-	-
Instructional Equipment Fund	200,000	121,776	60.89%	-	-
<b>Total Expenditures</b>	<b>14,177,099</b>	<b>1,021,491</b>	<b>-</b>	<b>55,954</b>	<b>100.00%</b>
<b>Transfers Among Funds</b>					
Transfers In	(1,100,000)	(1,183,898)	107.63%	(6,000,000)	86.73%
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (13,077,099)</b>	<b>\$ 645,732</b>		<b>\$ 6,338,240</b>	

San Jacinto College Monthly Financial Statements  
May 2025

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

<u>Assets</u>	<u>2025</u>	<u>2024</u>
Current assets:		
Cash and cash equivalents	\$ 89,074,323	\$ 79,291,559
Restricted cash and cash equivalents	66,484,188	85,840,541
Investments	4,992,850	9,878,650
Accounts receivable - taxes	5,527,508	5,256,975
Accounts receivable	31,147,517	28,472,919
Deferred charges	4,341,415	4,489,015
Inventories	444,074	434,916
Total current assets	<u>202,011,875</u>	<u>213,664,575</u>
Noncurrent assets:		
Other long term investments	25,054,100	19,946,450
Capital assets, net	715,447,198	717,098,611
Total noncurrent assets	<u>740,501,298</u>	<u>737,045,061</u>
Total assets	<u>942,513,173</u>	<u>950,709,637</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	23,369,169	21,400,078
Deferred outflow related to OPEB	9,505,667	16,454,021
Deferred outflow related to defeased debt	3,141,843	3,908,371
Total deferred outflows of resources	<u>36,016,679</u>	<u>41,762,471</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	17,979,941	16,885,830
Accrued liabilities	6,764,465	6,498,631
Accrued compensable absences and deferred compensation	2,853,852	2,417,317
Deferred revenues	12,672,462	11,389,046
Total current liabilities	<u>40,270,720</u>	<u>37,190,824</u>
Noncurrent liabilities:		
Net pension liability	58,696,523	49,944,685
Net OPEB liability	88,758,738	96,184,800
Bonds and notes payable	633,617,726	644,060,970
Total noncurrent liabilities	<u>781,072,987</u>	<u>790,190,455</u>
Total liabilities	<u>821,343,707</u>	<u>827,381,279</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	3,781,273	5,790,103
Deferred inflows related to OPEB	33,479,070	34,752,051
Deferred Inflows - Lease Receivable	192,100	1,227,296
Total deferred inflows of resources	<u>37,452,444</u>	<u>41,769,450</u>
<u>Net assets</u>		
Beginning of year - audited	79,811,001	83,260,534
Current year addition (reduction)	39,922,702	40,060,845
Total net position	<u>\$ 119,733,702</u>	<u>\$ 123,321,379</u>

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Nine Months Ended May 31, 2025**

**11 Unrestricted Funds**

	Adjusted Budget	Actual 75.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
State Appropriations	\$ 56,774,338	\$ 42,559,545	74.96%	\$ 41,246,813	75.00%
State Appropriations - FAST	2,550,000	2,318,107	90.91%	1,921,735	89.98%
Local Taxes - Maintenance & Operations	89,600,000	89,584,803	99.98%	82,189,589	99.36%
Credit Tuition	68,445,000	69,222,396	101.14%	65,945,859	98.39%
Credit Exemptions & Waivers	(9,500,000)	(10,215,591)	107.53%	(9,917,727)	99.32%
Continuing Education					
CPET	540,000	278,150	51.51%	270,607	75.02%
Biotechnology	600,000	46,751	7.79%	-	-
Maritime Transportation	2,100,000	1,819,025	86.62%	1,488,244	78.59%
Continuing Professional Development (CPD)	6,360,000	3,819,985	60.06%	2,792,419	61.29%
Continuing Education Exemptions & Waivers	(45,000)	(36,767)	81.70%	(17,479)	68.09%
Bad Debt	(1,100,000)	(825,000)	75.00%	(750,031)	66.14%
Sales & Services	2,200,000	2,025,037	92.05%	2,779,957	72.51%
Investment Income	6,000,000	3,607,139	60.12%	4,425,053	72.58%
<b>Total Revenues</b>	<b>224,524,338</b>	<b>204,203,581</b>	<b>90.95%</b>	<b>192,375,038</b>	<b>90.54%</b>
<b>Expenditures</b>					
Instruction	88,062,728	75,090,414	85.27%	71,001,044	80.27%
Public Service	20,100	4,087	20.33%	5,754	23.67%
Academic Support	21,279,518	14,955,468	70.28%	13,497,034	75.71%
Student Services	23,387,194	16,632,435	71.12%	14,543,422	71.29%
Institutional Support	58,186,919	43,639,714	75.00%	40,064,596	70.75%
Physical Plant	27,867,937	16,543,131	59.36%	17,377,565	68.58%
<b>Total Expenditures</b>	<b>218,804,396</b>	<b>166,865,250</b>	<b>76.26%</b>	<b>156,489,415</b>	<b>74.99%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	5,719,942	4,382,368	76.62%	8,625,497	79.63%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 32,955,963</b>		<b>\$ 27,260,126</b>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Nine Months Ended May 31, 2025

Federal Restricted Funds

	Adjusted Budget	Actual 75.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
Grants	\$ 61,952,542	\$ 66,205,131	106.86%	\$ 54,159,781	85.66%
<b>Total Revenues</b>	<b>61,952,542</b>	<b>66,205,131</b>	<b>106.86%</b>	<b>54,159,781</b>	<b>85.66%</b>
<b>Expenditures</b>					
Instruction	1,134,243	792,562	69.88%	863,025	60.98%
Public Service	330,631	167,984	50.81%	120,219	71.93%
Academic Support	8,574,567	3,627,829	42.31%	3,511,509	72.53%
Student Services	548,145	378,378	69.03%	225,956	66.49%
Institutional Support	755,728.43	447,675	59.24%	419,561	68.38%
Physical Plant	741,776	75,775	10.22%	79,521	23.15%
Scholarships and Fellowships	49,867,453	60,714,927	121.75%	48,939,991	88.17%
<b>Total Expenditures</b>	<b>61,952,542</b>	<b>66,205,131</b>	<b>106.86%</b>	<b>54,159,781</b>	<b>85.66%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Nine Months Ended May 31, 2025**

**State Restricted Funds**

	<b>Adjusted Budget</b>	<b>Actual 75.0%</b>	<b>% Actual to Adjusted Budget</b>	<b>PY YTD Actual</b>	<b>% of 8/31/24 Actual</b>
<b>Revenues</b>					
State Paid Benefits	\$ 13,200,000	\$ 10,217,547	77.41%	\$ 9,899,226	54.78%
Grants	9,679,220	6,355,057	65.66%	5,270,387	86.11%
<b>Total Revenues</b>	<b>22,879,220</b>	<b>16,572,604</b>	<b>72.44%</b>	<b>15,169,613</b>	<b>62.71%</b>
<b>Expenditures</b>					
Instruction	7,632,085	5,422,798	71.05%	5,236,221	56.51%
Public Service	14,633	14,633	100.00%	13,244	46.88%
Academic Support	2,304,574	1,426,757	61.91%	1,148,930	48.09%
Student Services	1,641,570	1,684,925	102.64%	1,557,162	56.91%
Institutional Support	3,927,489	2,143,331	54.57%	2,114,991	51.18%
Physical Plant	15,427	-	-	-	-
Scholarships and Fellowships	7,343,442	5,880,159	80.07%	5,099,064	90.43%
<b>Total Expenditures</b>	<b>22,879,220</b>	<b>16,572,604</b>	<b>72.44%</b>	<b>15,169,613</b>	<b>62.71%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Nine Months Ended May 31, 2025

Local Restricted Funds

	Adjusted Budget	Actual 75.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
Grants	\$ 5,074,233	\$ 3,709,242	73.10%	\$ 3,818,977	93.38%
<b>Total Revenues</b>	<b>5,074,233</b>	<b>3,709,242</b>	<b>73.10%</b>	<b>3,818,977</b>	<b>93.38%</b>
<b>Expenditures</b>					
Instruction	-	-	-	-	-
Public Service	233,350	132,930	56.97%	164,089	74.86%
Academic Support	1,490,752	627,075	42.06%	303,769	58.95%
Student Services	2,000	2,000	100.00%	2,000	100.00%
Institutional Support	7,209	7,275	100.91%	28,212	87.74%
Physical Plant	250,000	63,788	25.52%	-	-
Scholarships and Fellowships	3,660,500	3,122,218	85.29%	3,525,324	98.85%
<b>Total Expenditures</b>	<b>5,643,811</b>	<b>3,955,285</b>	<b>70.08%</b>	<b>4,023,394</b>	<b>92.81%</b>
<b>Transfers Among Funds</b>					
Transfers In	(569,579)	(234,680)	41.20%	(189,222)	75.69%
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (11,363)</b>		<b>\$ (15,195)</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Nine Months Ended May 31, 2025**

**27 FAST & TPEG**

	Adjusted Budget	Actual 75.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
State Appropriations - FAST	\$ 2,350,000	\$ 2,110,893	89.83%	\$ 1,960,385	88.84%
Tuition - Credit & Non Credit - TPEG	3,100,000	3,326,093	107.29%	3,176,503	97.24%
<b>Total Revenues</b>	<b>5,450,000</b>	<b>5,436,986</b>	<b>99.76%</b>	<b>5,136,888</b>	<b>92.79%</b>
<b>Expenditures</b>					
Scholarships and Fellowships - FAST	2,350,000	2,110,893	89.83%	2,081,311	94.32%
Scholarships and Fellowships - TPEG	3,100,000	2,845,099	91.78%	3,505,985	99.08%
<b>Total Expenditures</b>	<b>5,450,000</b>	<b>4,955,992</b>	<b>90.94%</b>	<b>5,587,296</b>	<b>97.26%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 480,994</b>		<b>\$ (450,408)</b>	

San Jacinto Community College District  
 Statement of Revenues, Expenditures and Changes In Net Position  
 For the Nine Months Ended May 31, 2025

28 Private Gifts and Donations

	Adjusted Budget	Actual 75.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
Sales & Services	\$ -	\$ 30,978	-	\$ 75,980	100.09%
Grants	60,000	20,000	33.33%	-	-
<b>Total Revenues</b>	<b>60,000</b>	<b>50,978</b>	<b>84.96%</b>	<b>75,980</b>	<b>100.09%</b>
<b>Expenditures</b>					
Instruction	-	30,978	-	24,655	60.36%
Institutional Support	60,000	32,190	53.65%	-	-
<b>Total Expenditures</b>	<b>60,000</b>	<b>63,168</b>	<b>105.28%</b>	<b>24,655</b>	<b>60.36%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (12,190)</b>		<b>\$ 51,325</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Nine Months Ended May 31, 2025**

**Auxiliary Enterprises**

	Adjusted Budget	Actual 75.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
Auxiliary Services	\$ 3,000,000	\$ 2,400,720	80.02%	\$ 2,399,754	79.48%
<b>Total Revenues</b>	<b>3,000,000</b>	<b>2,400,720</b>	<b>80.02%</b>	<b>2,399,754</b>	<b>79.48%</b>
<b>Expenditures</b>					
Labor	737,787	647,190	87.72%	603,636	75.11%
Benefits	199,780	94,569	47.34%	97,431	72.21%
Supplies	563,703	489,538	86.84%	516,691	83.03%
Travel	231,680	196,318	84.74%	236,429	76.09%
Contracted Services	130,993	94,775	72.35%	107,773	79.29%
Utilities	200	-	-	-	-
Scholarships and Fellowships	1,135,857	951,474	83.77%	1,111,915	91.76%
<b>Total Expenditures</b>	<b>3,000,000</b>	<b>2,473,863</b>	<b>82.46%</b>	<b>2,673,876</b>	<b>83.06%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (73,143)</b>		<b>\$ (274,122)</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Nine Months Ended May 31, 2025**

**Fund 95 Retirement of Indebtedness**

	<b>Adjusted Budget</b>	<b>Actual 75.0%</b>	<b>% Actual to Adjusted Budget</b>	<b>PY YTD Actual</b>	<b>% of 8/31/24 Actual</b>
<b>Revenues</b>					
Local Taxes - Debt Service	\$ 40,105,400	\$ 40,064,352	99.90%	\$ 38,985,158	99.39%
Investment Income	-	215,276	-	250,825	66.82%
<b>Total Revenues</b>	<b>40,105,400</b>	<b>40,279,629</b>	<b>100.43%</b>	<b>39,235,983</b>	<b>99.08%</b>
<b>Expenditures</b>					
Institutional Support - Principal	17,644,305	17,214,522	97.56%	18,359,936	97.90%
Institutional Support - Interest	26,511,458	18,513,919	69.83%	17,121,166	75.83%
<b>Total Expenditures</b>	<b>44,155,763</b>	<b>35,728,441</b>	<b>80.91%</b>	<b>35,481,102</b>	<b>85.84%</b>
<b>Transfers Among Funds</b>					
Transfers In	(4,050,363)	(2,963,790)	73.17%	(2,436,275)	68.36%
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment <sup>1</sup>	(17,644,305)	(17,214,522)	97.56%	(18,359,936)	97.90%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ 17,644,305</b>	<b>\$ 24,729,500</b>		<b>\$ 24,551,092</b>	

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

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Nine Months Ended May 31, 2025**

**Fund 97 Investment in Plant**

	<b>Adjusted Budget</b>	<b>Actual 75.0%</b>	<b>% Actual to Adjusted Budget</b>	<b>PY YTD Actual</b>	<b>% of 8/31/24 Actual</b>
<b>Expenditures</b>					
Depreciation	\$ 30,225,000	\$ 19,362,108	64.06%	\$ 20,943,696	71.15%
<b>Total Expenditures</b>	<b>30,225,000</b>	<b>19,362,108</b>	<b>64.06%</b>	<b>20,943,696</b>	<b>71.15%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases <sup>1</sup>	(1,478,854)	(841,153)	56.88%	(856,018)	42.76%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (28,746,146)</b>	<b>\$ (18,520,955)</b>		<b>\$ (20,087,678)</b>	

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

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes in Net Position**  
**For the Nine Months Ended May 31, 2025**

	Adjusted Budget	Actual 75.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
State Appropriations	\$ 69,974,338	\$ 52,777,092	75.42%	\$ 51,146,039	70.00%
State Appropriations - FAST	4,900,000	4,429,000	90.39%	3,882,120	89.40%
Local Taxes - Maintenance & Operations	89,600,000	89,584,803	99.98%	82,189,589	99.36%
Local Taxes - Debt Service	40,105,400	40,064,352	99.90%	38,985,158	99.39%
Credit Tuition	71,545,000	72,548,489	101.40%	69,122,362	98.34%
Credit Exemptions & Waivers	(9,500,000)	(10,215,591)	107.53%	(9,917,727)	99.32%
Continuing Education					
CPET	540,000	278,150	51.51%	270,607	75.02%
Biotechnology	600,000	46,751	7.79%	-	-
Maritime Transportation	2,100,000	1,819,025	86.62%	1,488,244	78.59%
Continuing Professional Development	6,360,000	3,819,985	60.06%	2,792,419	61.29%
Continuing Education Exemptions & Waivers	(45,000)	(36,767)	81.70%	(17,479)	68.09%
Bad Debt	(1,100,000)	(825,000)	75.00%	(750,031)	66.14%
Sales & Services	2,200,000	2,056,015	93.46%	2,855,937	73.05%
Investment Income	6,000,000	3,822,416	63.71%	4,675,878	71.55%
Investment Income - Restricted Funds	-	2,396,501	-	3,025,704	75.75%
Auxiliary Services	3,000,000	2,400,720	80.02%	2,399,754	79.48%
Grants	71,691,762	72,520,875	101.16%	59,521,944	85.69%
Local Grants	5,074,233	3,768,555	74.27%	3,727,201	93.67%
<b>Total Revenues</b>	<b>363,045,733</b>	<b>341,255,372</b>	<b>94.00%</b>	<b>315,397,719</b>	<b>88.54%</b>
<b>Expenditures</b>					
Instruction	96,829,056	81,336,752	84.00%	77,124,945	77.76%
Public Service	598,714	319,634	53.39%	303,307	69.11%
Academic Support	33,649,411	20,637,129	61.33%	18,461,242	72.19%
Student Services	25,578,909	18,697,738	73.10%	16,328,541	69.55%
Institutional Support	107,093,108	85,205,130	79.56%	78,108,462	76.03%
Physical Plant	28,875,140	16,682,694	57.78%	17,457,086	67.98%
Scholarships and Fellowships	66,321,396	74,673,296	112.59%	63,151,674	89.63%
Auxiliary Enterprises	3,000,000	2,473,863	82.46%	2,673,876	83.06%
Depreciation	30,225,000	19,362,108	64.06%	20,943,696	71.15%
<b>Total Expenditures</b>	<b>392,170,733</b>	<b>319,388,345</b>	<b>81.44%</b>	<b>294,552,828</b>	<b>77.47%</b>
<b>Transfers Among Funds</b>					
Transfers In	(5,719,942)	(4,382,368)	76.62%	(8,625,497)	79.63%
Transfers Out	5,719,942	4,382,368	76.62%	8,625,497	79.63%
Adjustment for Debt Principal Payment <sup>1</sup>	(17,644,305)	(17,214,522)	97.56%	(18,359,936)	97.90%
Adjustment for Capital Purchases <sup>1</sup>	(1,478,854)	(841,153)	56.88%	(856,018)	42.76%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (10,001,840)</b>	<b>\$ 39,922,702</b>		<b>\$ 40,060,845</b>	

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

# Capital Improvement Program

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Nine Months Ended May 31, 2025

Fund 91 Capital Projects

	Adjusted Budget	Actual 75.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
Investment Income	\$ -	\$ 1,958,664	-	\$ 2,682,703	76.78%
<b>Total Revenues</b>	<b>-</b>	<b>1,958,664</b>	<b>-</b>	<b>2,682,703</b>	<b>76.78%</b>
<b>Expenditures</b>					
SECO-Energy Conservation Projects	2,618,302	999,608	38.18%	306,088	100.00%
Bond Program	57,064,184	12,231,087	21.43%	9,548,299	87.20%
Arbitrage Rebate	-	3,206,502	0.00%	-	0.00%
<b>Total Expenditures</b>	<b>59,682,486</b>	<b>16,437,197</b>	<b>27.54%</b>	<b>9,854,387</b>	<b>87.55%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (59,682,486)</b>	<b>\$ (14,478,533)</b>		<b>\$ (7,171,684)</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Nine Months Ended May 31, 2025**

**Fund 93 Renewal and Replacement**

	Adjusted Budget	Actual 75.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
Interest Earnings	\$ -	\$ 437,838	-	\$ 343,002	68.53%
<b>Total Revenues</b>	-	<b>437,838</b>	-	<b>343,002</b>	<b>68.53%</b>
<b>Expenditures</b>					
District Energy Savings Projects	945,599	326,566	34.54%	55,954	100.00%
Capital Reserve Fund	13,031,499	547,361	4.20%	-	-
Instructional Equipment Fund	200,000	121,776	60.89%	-	-
<b>Total Expenditures</b>	<b>14,177,099</b>	<b>995,704</b>	<b>7.02%</b>	<b>55,954</b>	<b>100.00%</b>
<b>Transfers Among Funds</b>					
Transfers In	(1,100,000)	(1,183,898)	107.63%	(6,000,000)	86.73%
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (13,077,099)</b>	<b>\$ 626,032</b>		<b>\$ 6,287,048</b>	

San Jacinto College Financial Statements  
Monthly Investment Report  
June 2025

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Portfolio Summary Report**  
**Period Ending June 30, 2025**

		<u>Fair Market</u>	<u>Book Value</u>
		<u>Value</u>	<u>Book Value</u>
Beginning Value	June 1, 2025	\$ 185,605,461	\$ 185,630,086
Additions/Subtractions (Net)		(11,498,495)	(11,498,495)
Change in Fair Market Value*		100,453	-
Ending Value	June 30, 2025	<u>\$ 174,207,419</u>	<u>\$ 174,131,591</u>

Earnings for the Month of June	\$ 653,472
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate	4.3587%
Benchmark - One Year Treasury Yield	3.9600%

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

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

Prepared by:




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Carol Tillman  
Assistant Comptroller

Reviewed by:




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Andrea DuBois  
Comptroller




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Dianne Duron  
Associate Vice Chancellor of Finance

Approved by:




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Carin Hutchins  
Vice Chancellor of Fiscal Affairs

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Weighted Average to Maturity**  
**June 30, 2025**

Description	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
<b>Operating and Capital Projects Reserve Funds</b>									
Demand Deposits									
Credit Cards in Transit	N/A	N/A	N/A	\$ N/A	\$ (49,360)	\$ (49,360)	-0.03%	1	0.00
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	N/A	(573,501)	(573,501)	-0.33%	1	0.00
JPMorgan Operating (Hybrid Earnings)	2.950%	N/A	N/A	N/A	5,124,464	5,124,464	2.94%	1	0.03
JPMorgan Payroll	N/A	N/A	N/A	N/A	(13,278)	(13,278)	-0.01%	1	0.00
JPMorgan Worker's Comp	N/A	N/A	N/A	N/A	(4,163)	(4,163)	0.00%	1	0.00
Petty Cash	N/A	N/A	N/A	N/A	19,067	19,067	0.01%	1	0.00
Pool Accounts									
LSIP Corporate Overnight Plus Fund - Operating Funds	4.4349%	N/A	N/A	N/A	42,335,914	42,335,914	24.31%	1	0.24
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	4.4349%	N/A	N/A	N/A	12,503,839	12,503,839	7.18%	1	0.07
TexPool - Operating	4.2970%	N/A	N/A	N/A	2,970,156	2,970,156	1.71%	1	0.02
TexPool - PRIME - Operating	4.4280%	N/A	N/A	N/A	21,786,823	21,786,823	12.51%	1	0.13
Investments - Held at BNY Mellon									
US Agency Note, CUSIP 3133ERTZ4	4.034%	09/19/24	09/19/25	5,000,000	4,994,350	4,998,340	2.87%	81	0.03
US Treasury Note, CUSIP 91282CJK8	4.625%	11/21/24	11/15/26	5,000,000	5,048,250	5,031,450	2.89%	503	0.03
US Treasury Note, CUSIP 91282CKH3	4.249%	01/24/25	03/31/26	5,000,000	5,013,700	5,014,035	2.88%	274	0.03
US Treasury Note, CUSIP 9128CHH7	4.148%	06/11/25	06/15/26	5,000,000	5,006,000	4,998,828	2.87%	350	0.03
US Agency Note, CUSIP 3130AWBZ2	4.010%	06/11/25	06/11/27	5,000,000	5,032,900	5,010,945	2.88%	711	0.03
US Agency Note, CUSIP 3133ETJZ1	3.990%	06/11/25	06/05/28	5,000,000	5,021,400	4,987,174	2.86%	1,071	0.03
<b>Bond and Debt Service Funds</b>									
Pool Accounts									
LSIP Corporate Overnight Plus Fund - GOB Debt Service	4.4349%	N/A	N/A	N/A	11,570,162	11,570,162	6.64%	1	0.07
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	4.4349%	N/A	N/A	N/A	46,276,862	46,276,862	26.58%	1	0.27
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	4.4349%	N/A	N/A	N/A	40,875	40,875	0.02%	1	0.00
TexPool PRIME - 2021 Bond Proceeds	4.4280%	N/A	N/A	N/A	2,102,959	2,102,959	1.21%	1	0.01
<b>Grand Total - Cash, Cash Equivalents, and Investments</b>				\$ 30,000,000	\$ 174,207,419	\$ 174,131,591	100.00%		1.00

Weighted Average to Maturity at Ending Period Date (Days)

ACFR, Note 4								
0.01%	\$	19,067	Petty cash on hand	0.00				
80.13%		139,587,590	Investment pools	0.80				
2.58%		4,484,163	Bank deposits - demand deposits	0.03				
17.29%		30,116,600	U. S. government securities	0.17				
<u>100.00%</u>	<u>\$</u>	<u>174,207,419</u>	Total cash, cash equivalents, and investments	<u>1.00</u>				

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Inventory Holdings Report**  
**June 30, 2025**

Description	Annualized Interest Rate	Maturity	Par	5/31/2025 Ending FMV	5/31/2025 Ending Book Value	6/30/2025 Ending FMV	6/30/2025 Ending Book Value	Additions/Subtractions and Change in FMV For the Month	LTD Unrealized Gain/Loss	June Earnings	September through June Earnings
<b>Operating and Capital Projects Reserve Funds</b>											
Demand Deposits											
Credit Cards in Transit	N/A	N/A	\$ N/A	\$ 51,677	\$ 51,677	\$ (49,360)	\$ (49,360)	\$ (101,037)	N/A	\$ N/A	\$ N/A
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	(145,072)	(145,072)	(573,501)	(573,501)	(428,429)	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	2.950%	N/A	N/A	4,910,025	4,910,025	5,124,464	5,124,464	214,439	N/A	11,747	130,850
JPMorgan Payroll	N/A	N/A	N/A	(8,296)	(8,296)	(13,278)	(13,278)	(4,981)	N/A	N/A	N/A
JPMorgan Worker's Comp	N/A	N/A	N/A	(2,315)	(2,315)	(4,163)	(4,163)	(1,848)	N/A	N/A	N/A
Petty Cash	N/A	N/A	N/A	19,067	19,067	19,067	19,067	-	N/A	N/A	N/A
Sub Total Demand Deposits			\$ N/A	\$ 4,825,086	\$ 4,825,086	\$ 4,503,229	\$ 4,503,229	\$ (321,856)	\$ N/A	\$ 11,747	\$ 130,850
Pool Accounts											
TexPool - Operating	4.2970%	N/A	\$ N/A	\$ 109,845	\$ 109,845	\$ 2,970,156	\$ 2,970,156	\$ 2,860,311	\$ N/A	\$ 3,164	\$ 77,290
TexPool PRIME - Operating	4.4280%	N/A	N/A	19,230,316	19,230,316	21,786,823	21,786,823	2,556,507	N/A	71,200	840,631
LSIP Corporate Overnight Plus Fund - Operating Funds	4.4349%	N/A	N/A	56,623,615	56,623,615	42,335,914	42,335,914	(14,287,701)	N/A	178,971	1,869,778
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	4.4349%	N/A	N/A	12,484,138	12,484,138	12,503,839	12,503,839	19,701	N/A	45,488	483,326
Sub Total Pool Accounts			\$ N/A	\$ 88,447,913	\$ 88,447,913	\$ 79,596,732	\$ 79,596,732	\$ (8,851,182)	\$ N/A	\$ 298,823	\$ 3,271,025
Investments - Held at BNY Mellon											
US Agency Note, CUSIP 3130ATVD6	4.875%	09/13/24	-	-	-	-	-	-	-	-	21,313
US Agency Note, CUSIP 3130AWGD6	4.690%	06/13/25	-	10,000,800	10,000,000	-	-	(10,000,800)	800	35,283	387,033
US Agency Note, CUSIP 3130AWLY4	5.125%	06/13/25	-	5,001,050	5,027,750	-	-	(5,001,050)	(26,700)	(1,646)	190,542
US Agency Note, CUSIP 3133ENEJ5	5.181%	11/18/24	-	-	-	-	-	-	-	-	61,063
US Agency Note, CUSIP 3130AYKY1	4.800%	01/22/25	-	-	-	-	-	-	-	-	106,308
US Agency Note, CUSIP 3133ERTZ4	4.034%	09/19/25	5,000,000	4,992,850	4,998,340	4,994,350	4,998,340	1,500	(3,990)	16,805	151,107
US Treasury Note, CUSIP 91282CJK8	4.625%	11/15/26	5,000,000	5,040,650	5,031,450	5,048,250	5,031,450	7,600	16,800	15,438	131,063
US Treasury Note, CUSIP 91282CKH3	4.249%	03/31/26	5,000,000	5,011,600	5,014,035	5,013,700	5,014,035	2,100	(335)	18,750	97,047
US Treasury Note, CUSIP 9128CHH7	4.148%	06/15/26	5,000,000	-	-	5,006,000	4,998,828	5,006,000	7,172	10,958	10,958
US Agency Note, CUSIP 3130AWBZ2	4.010%	06/11/27	5,000,000	-	-	5,032,900	5,010,945	5,032,900	21,955	10,885	10,885
US Agency Note, CUSIP 3133ETJZ1	3.990%	06/05/28	5,000,000	-	-	5,021,400	4,987,174	5,021,400	34,226	10,672	10,672
Sub Total Investments			\$ 30,000,000	\$ 30,046,950	\$ 30,071,575	\$ 30,116,600	\$ 30,040,772	\$ 69,650	\$ 49,928	\$ 117,145	\$ 1,177,990
Sub Total - Operating and Capital Projects Reserve Funds			\$ 30,000,000	\$ 123,319,949	\$ 123,344,574	\$ 114,216,561	\$ 114,140,733	\$ (9,103,388)	\$ 49,928	\$ 427,716	\$ 4,579,865
<b>Bond and Debt Service Funds</b>											
Pool Accounts											
LSIP Corporate Overnight Plus Fund - GOB Debt Service	4.4349%	N/A	N/A	11,297,382	11,297,382	11,570,162	11,570,162	272,780	N/A	41,289	256,565
LSIP Corporate Overnight Plus Fund - 2004 - 2011 Bond Earnings	4.4349%	N/A	N/A	-	-	-	-	-	N/A	-	10
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	4.4349%	N/A	N/A	46,108,810	46,108,810	46,276,862	46,276,862	168,052	N/A	168,052	1,766,592
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	4.4349%	N/A	N/A	40,727	40,727	40,875	40,875	148	N/A	148	23,011
TexPool PRIME - 2021 Bond Proceeds	4.4280%	N/A	N/A	4,838,593	4,838,593	2,102,959	2,102,959	(2,735,634)	N/A	16,267	353,518
Sub Total Pool Accounts			\$ N/A	\$ 62,285,512	\$ 62,285,512	\$ 59,990,858	\$ 59,990,858	\$ (2,294,654)	\$ N/A	\$ 225,756	\$ 2,399,696
Sub Total - Bond and Debt Service Funds			\$ N/A	\$ 62,285,512	\$ 62,285,512	\$ 59,990,858	\$ 59,990,858	\$ (2,294,654)	\$ N/A	\$ 225,756	\$ 2,399,696
Grand Total - Cash, Cash Equivalents, and Investments			\$ 30,000,000	\$ 185,605,461	\$ 185,630,086	\$ 174,207,419	\$ 174,131,591	\$ (11,398,042)	\$ 49,928	\$ 653,472	\$ 6,979,561

San Jacinto College Financial Statements  
Monthly Investment Report  
May 2025

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Portfolio Summary Report**  
**Period Ending May 31, 2025**

		<u>Fair Market</u> <u>Value</u>	<u>Book Value</u>
Beginning Value	May 1, 2025	\$ 196,102,515	\$ 196,085,290
Additions/Subtractions (Net)		(10,455,204)	(10,455,204)
Change in Fair Market Value*		(41,850)	-
Ending Value	May 31, 2025	<u>\$ 185,605,461</u>	<u>\$ 185,630,086</u>

Earnings for the Month of May	\$ 720,875
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate	4.5325%
Benchmark - One Year Treasury Yield	4.1100%

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

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

Prepared by:




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Carol Tillman  
Assistant Comptroller

Reviewed by:




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Andrea DuBois  
Comptroller




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Dianne Duron  
Associate Vice Chancellor of Finance

Approved by:




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Carin Hutchins  
Vice Chancellor of Fiscal Affairs

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Weighted Average to Maturity**  
**May 31, 2025**

Description	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
<b>Operating and Capital Projects Reserve Funds</b>									
Demand Deposits									
Credit Cards in Transit	N/A	N/A	N/A	\$ N/A	\$ 51,677	\$ 51,677	0.03%	1	0.00
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	N/A	(145,072)	(145,072)	-0.08%	1	0.00
JPMorgan Operating (Hybrid Earnings)	2.950%	N/A	N/A	N/A	4,910,025	4,910,025	2.65%	1	0.03
JPMorgan Payroll	N/A	N/A	N/A	N/A	(8,296)	(8,296)	0.00%	1	0.00
JPMorgan Worker's Comp	N/A	N/A	N/A	N/A	(2,315)	(2,315)	0.00%	1	0.00
Petty Cash	N/A	N/A	N/A	N/A	19,067	19,067	0.01%	1	0.00
Pool Accounts									
LSIP Corporate Overnight Plus Fund - Operating Funds	4.4397%	N/A	N/A	N/A	56,623,615	56,623,615	30.50%	1	0.31
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	4.4397%	N/A	N/A	N/A	12,484,138	12,484,138	6.73%	1	0.07
TexPool - Operating	4.3077%	N/A	N/A	N/A	109,845	109,845	0.06%	1	0.00
TexPool - PRIME - Operating	4.4310%	N/A	N/A	N/A	19,230,316	19,230,316	10.36%	1	0.10
Investments - Held at BNY Mellon									
US Agency Note, CUSIP 3130AWGD6	4.690%	06/16/23	06/13/25	10,000,000	10,000,800	10,000,000	5.39%	13	0.05
US Agency Note, CUSIP 3130AWLY4	5.125%	07/13/23	06/13/25	5,000,000	5,001,050	5,027,750	2.71%	13	0.03
US Agency Note, CUSIP 3133ERTZ4	4.034%	09/19/24	09/19/25	5,000,000	4,992,850	4,998,340	2.69%	111	0.03
US Treasury Note, CUSIP 91282CJK8	4.625%	11/21/24	11/15/26	5,000,000	5,040,650	5,031,450	2.71%	533	0.03
US Treasury Note, CUSIP 91282CKH3	4.249%	01/24/25	03/31/26	5,000,000	5,011,600	5,014,035	2.70%	304	0.03
<b>Bond and Debt Service Funds</b>									
Pool Accounts									
LSIP Corporate Overnight Plus Fund - GOB Debt Service	4.4397%	N/A	N/A	N/A	11,297,382	11,297,382	6.09%	1	0.06
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	4.4397%	N/A	N/A	N/A	46,108,810	46,108,810	24.84%	1	0.25
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	4.4397%	N/A	N/A	N/A	40,727	40,727	0.02%	1	0.00
TexPool PRIME - 2021 Bond Proceeds	4.4310%	N/A	N/A	N/A	4,838,593	4,838,593	2.61%	1	0.03
<b>Grand Total - Cash, Cash Equivalents, and Investments</b>				<b>\$ 30,000,000</b>	<b>\$ 185,605,461</b>	<b>\$ 185,630,086</b>	<b>100.00%</b>		<b>1.00</b>

Weighted Average to Maturity at Ending Period Date (Days)			
ACFR, Note 4			
0.01%	\$ 19,067	Petty cash on hand	0.00
81.21%	150,733,425	Investment pools	0.81
2.60%	4,806,019	Bank deposits - demand deposits	0.03
16.19%	30,046,950	U. S. government securities	0.16
<u>100.00%</u>	<u>\$ 185,605,461</u>	Total cash, cash equivalents, and investments	<u>1.00</u>

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Inventory Holdings Report**  
**May 31, 2025**

Description	Annualized Interest Rate	Maturity	Par	4/30/2025 Ending FMV	4/30/2025 Ending Book Value	5/31/2025 Ending FMV	5/31/2025 Ending Book Value	Additions/Subtractions and Change in FMV For the Month	LTD Unrealized Gain/Loss	May Earnings	September through May Earnings
<b>Operating and Capital Projects Reserve Funds</b>											
Demand Deposits											
Credit Cards in Transit	N/A	N/A	\$ N/A	\$ (43,752)	\$ (43,752)	\$ 51,677	\$ 51,677	\$ 95,429	\$ N/A	\$ N/A	\$ N/A
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	(722,162)	(722,162)	(145,072)	(145,072)	577,090	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	2.950%	N/A	N/A	7,602,300	7,602,300	4,910,025	4,910,025	(2,692,276)	N/A	12,990	119,103
JPMorgan Payroll	N/A	N/A	N/A	(18,193)	(18,193)	(8,296)	(8,296)	9,897	N/A	N/A	N/A
JPMorgan Worker's Comp	N/A	N/A	N/A	(3,484)	(3,484)	(2,315)	(2,315)	1,169	N/A	N/A	N/A
Petty Cash	N/A	N/A	N/A	19,067	19,067	19,067	19,067	-	N/A	N/A	N/A
Sub Total Demand Deposits			\$ N/A	\$ 6,833,776	\$ 6,833,776	\$ 4,825,086	\$ 4,825,086	\$ (2,008,690)	\$ N/A	\$ 12,990	\$ 119,103
Pool Accounts											
TexPool - Operating	4.3077%	N/A	\$ N/A	\$ 1,009,273	\$ 1,009,273	\$ 109,845	\$ 109,845	\$ (899,427)	\$ N/A	\$ 11,076	\$ 74,126
TexPool PRIME - Operating	4.4310%	N/A	N/A	15,470,743	15,470,743	19,230,316	19,230,316	3,759,573	N/A	59,573	769,431
LSIP Corporate Overnight Plus Fund - Operating Funds	4.4397%	N/A	N/A	67,617,893	67,617,893	56,623,615	56,623,615	(10,994,279)	N/A	238,570	1,690,807
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	4.4397%	N/A	N/A	12,452,185	12,452,185	12,484,138	12,484,138	31,953	N/A	46,950	437,838
Sub Total Pool Accounts			\$ N/A	\$ 96,550,094	\$ 96,550,094	\$ 88,447,913	\$ 88,447,913	\$ (8,102,181)	\$ N/A	\$ 356,169	\$ 2,972,201
Investments - Held at BNY Mellon											
US Agency Note, CUSIP 3130ATVD6	4.875%	09/13/24	-	-	-	-	-	-	-	-	21,313
US Agency Note, CUSIP 3130AWGD6	4.690%	06/13/25	10,000,000	10,001,800	10,000,000	10,000,800	10,000,000	(1,000)	800	39,083	351,750
US Agency Note, CUSIP 3130AWLY4	5.125%	06/13/25	5,000,000	5,003,900	5,027,750	5,001,050	5,027,750	(2,850)	(26,700)	21,354	192,188
US Agency Note, CUSIP 3133ENEJ5	5.181%	11/18/24	-	-	-	-	-	-	-	-	61,063
US Agency Note, CUSIP 3130AYKY1	4.800%	01/22/25	-	-	-	-	-	-	-	-	106,308
US Agency Note, CUSIP 3133ERTZ4	4.034%	09/19/25	5,000,000	4,992,700	4,998,340	4,992,850	4,998,340	150	(5,490)	16,805	134,302
US Treasury Note, CUSIP 91282CJK8	4.625%	11/15/26	5,000,000	5,065,650	5,031,450	5,040,650	5,031,450	(25,000)	9,200	19,271	115,625
US Treasury Note, CUSIP 91282CKH3	4.249%	03/31/26	5,000,000	5,024,750	5,014,035	5,011,600	5,014,035	(13,150)	(2,435)	18,750	150,000
Sub Total Investments			\$ 30,000,000	\$ 30,088,800	\$ 30,071,575	\$ 30,046,950	\$ 30,071,575	\$ (41,850)	\$ (24,625)	\$ 115,263	\$ 1,132,548
Sub Total - Operating and Capital Projects Reserve Funds			\$ 30,000,000	\$ 133,472,670	\$ 133,455,445	\$ 123,319,949	\$ 123,344,574	\$ (10,152,721)	\$ (24,625)	\$ 484,422	\$ 4,223,852
<b>Bond and Debt Service Funds</b>											
Pool Accounts											
LSIP Corporate Overnight Plus Fund - GOB Debt Service	4.4397%	N/A	N/A	11,007,491	11,007,491	11,297,382	11,297,382	289,891	N/A	42,045	215,276
LSIP Corporate Overnight Plus Fund - 2004 - 2011 Bond Earnings	4.4397%	N/A	N/A	-	-	-	-	-	N/A	-	10
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	4.4397%	N/A	N/A	45,935,601	45,935,601	46,108,810	46,108,810	173,209	N/A	173,209	1,598,540
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	4.4397%	N/A	N/A	40,574	40,574	40,727	40,727	153	N/A	153	22,863
TexPool PRIME - 2021 Bond Proceeds	4.4310%	N/A	N/A	5,646,179	5,646,179	4,838,593	4,838,593	(807,586)	N/A	21,046	337,251
Sub Total Pool Accounts			\$ N/A	\$ 62,629,845	\$ 62,629,845	\$ 62,285,512	\$ 62,285,512	\$ (344,333)	\$ N/A	\$ 236,453	\$ 2,173,940
Sub Total - Bond and Debt Service Funds			\$ N/A	\$ 62,629,845	\$ 62,629,845	\$ 62,285,512	\$ 62,285,512	\$ (344,333)	\$ N/A	\$ 236,453	\$ 2,173,940
Grand Total - Cash, Cash Equivalents, and Investments			\$ 30,000,000	\$ 196,102,515	\$ 196,085,290	\$ 185,605,461	\$ 185,630,086	\$ (10,497,054)	\$ (24,625)	\$ 720,875	\$ 6,397,792

San Jacinto College Financial Statements  
Quarterly Investment Report  
March-May 2025

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Portfolio Summary Report**  
**Quarterly Investment Report - March 1, 2025 to May 31, 2025**

		<u>Fair Market Value</u>	<u>Book Value</u>
Beginning Value	March 1, 2025	\$ 221,723,449	\$ 221,722,724
Additions/Subtractions (Net)		(36,092,638)	(36,092,638)
Change in Fair Market Value*		(25,350)	-
Ending Value	May 31, 2025	<u>\$ 185,605,461</u>	<u>\$ 185,630,086</u>

Earnings for the 3rd Quarter	\$ 2,348,699
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate for the 3rd Quarter	4.5843%
Benchmark - One Year Treasury Yield - Average	4.1100%

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

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

Prepared by:




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Carol Tillman  
Assistant Comptroller

Reviewed by:




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Andrea DuBois  
Comptroller




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Dianne Duron  
Associate Vice Chancellor of Finance

Approved by:




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Carin Hutchins  
Vice Chancellor of Fiscal Affairs

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Weighted Average to Maturity**  
**May 31, 2025**

<b>Description</b>	<b>Annualized Interest Rate</b>	<b>Purchase Date</b>	<b>Maturity</b>	<b>Par</b>	<b>Fair Market Value</b>	<b>Book Value</b>	<b>% of Total Portfolio</b>	<b>Days to Maturity</b>	<b>Weighted Avg. Mat.</b>
<b>Operating and Capital Projects Reserve Funds</b>									
Demand Deposits									
Credit Cards in Transit	N/A	N/A	N/A	\$ N/A	\$ 51,677	\$ 51,677	0.03%	1	0.00
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	N/A	(145,072)	(145,072)	-0.08%	1	0.00
JPMorgan Operating (Hybrid Earnings)	2.950%	N/A	N/A	N/A	4,910,025	4,910,025	2.65%	1	0.03
JPMorgan Payroll	N/A	N/A	N/A	N/A	(8,296)	(8,296)	0.00%	1	0.00
JPMorgan Workmen's Comp	N/A	N/A	N/A	N/A	(2,315)	(2,315)	0.00%	1	0.00
Petty Cash	N/A	N/A	N/A	N/A	19,067	19,067	0.01%	1	0.00
Pool Accounts									
LSIP Corporate Overnight Plus Fund- Operating Funds	4.4397%	N/A	N/A	N/A	56,623,615	56,623,615	30.50%	1	0.31
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	4.4397%	N/A	N/A	N/A	12,484,138	12,484,138	6.73%	1	0.07
TexPool - Operating	4.3077%	N/A	N/A	N/A	109,845	109,845	0.06%	1	0.00
TexPool - PRIME - Operating	4.4310%	N/A	N/A	N/A	19,230,316	19,230,316	10.36%	1	0.10
Investments									
US Agency Note, CUSIP 3130AWGD6	4.690%	06/16/23	06/13/25	10,000,000	10,000,800	10,000,000	5.39%	13	0.05
US Agency Note, CUSIP 3130AWLY4	5.125%	07/13/23	06/13/25	5,000,000	5,001,050	5,027,750	2.71%	13	0.03
US Agency Note, CUSIP 3133ERTZ4	4.034%	09/19/24	09/19/25	5,000,000	4,992,850	4,998,340	2.69%	111	0.03
US Treasury Note, CUSIP 91282CJK8	4.625%	11/21/24	11/15/26	5,000,000	5,040,650	5,031,450	2.71%	533	0.03
US Treasury Note, CUSIP 91282CKH3	4.249%	01/24/25	03/31/26	5,000,000	5,011,600	5,014,035	2.70%	304	0.03
<b>Bond and Debt Service Funds</b>									
Pool Accounts									
LSIP Corporate Overnight Plus Fund - GOB Debt Service	4.4397%	N/A	N/A	N/A	11,297,382	11,297,382	6.09%	1	0.06
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	4.4397%	N/A	N/A	N/A	46,108,810	46,108,810	24.84%	1	0.25
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	4.4397%	N/A	N/A	N/A	40,727	40,727	0.02%	1	0.00
TexPool PRIME - 2021 Bond Proceeds	4.4310%	N/A	N/A	N/A	4,838,593	4,838,593	2.61%	1	0.03
<b>Grand Total - Cash, Cash Equivalents, and Investments</b>				<u>\$ 30,000,000</u>	<u>\$ 185,605,461</u>	<u>\$ 185,630,086</u>	<u>100.00%</u>		<u>1.00</u>

Weighted Average to Maturity at Ending Period Date (Days)

ACFR, Note 4			
0.01%	\$ 19,067	Petty cash on hand	0.00
81.21%	150,733,425	Investment pools	0.81
2.59%	4,806,019	Bank deposits - demand deposits	0.03
16.19%	30,046,950	U. S. government securities	0.16
<u>100.00%</u>	<u>\$ 185,605,461</u>	Total cash, cash equivalents, and investments	<u>1.00</u>

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Inventory Holdings Report**  
**3rd Quarter Fiscal Year 2024-2025 Activity**

Description	Annualized May Interest Rate	Maturity	5/31/2025	2/28/2025	2/28/2025	5/31/2025	5/31/2025	Additions/Subtractions and Change in FMV For the Quarter	LTD Unrealized Gain/Loss	May Earnings	March Through May Earnings
			Par	Ending FMV	Ending Book Value	Ending FMV	Ending Book Value				
<b>Operating and Capital Projects Reserve Funds</b>											
Demand Deposits											
Credit Cards in Transit	N/A	N/A	\$ N/A	\$ (10,316)	\$ (10,316)	\$ 51,677	\$ 51,677	\$ 61,993	N/A	N/A	N/A
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	(340,920)	(340,920)	(145,072)	(145,072)	195,848	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	2.950%	N/A	N/A	4,611,258	4,611,258	4,910,025	4,910,025	298,766	N/A	12,990	38,859
JPMorgan Payroll	N/A	N/A	N/A	(28,417)	(28,417)	(8,296)	(8,296)	20,121	N/A	N/A	N/A
JPMorgan Workmen's Comp	N/A	N/A	N/A	(2,638)	(2,638)	(2,315)	(2,315)	324	N/A	N/A	N/A
Petty Cash	N/A	N/A	N/A	19,067	19,067	19,067	19,067	-	N/A	N/A	N/A
Sub Total Demand Deposits			\$ <u>N/A</u>	\$ <u>4,248,034</u>	\$ <u>4,248,034</u>	\$ <u>4,825,086</u>	\$ <u>4,825,086</u>	\$ <u>577,051</u>	<u>N/A</u>	<u>12,990</u>	<u>38,859</u>
Pool Accounts											
TexPool - Operating	4.3077%	N/A	\$ N/A	\$ 102,209	\$ 102,209	\$ 109,845	\$ 109,845	\$ 7,636	N/A	\$ 11,076	\$ 15,592
TexPool PRIME - Operating	4.4310%	N/A	N/A	26,820,232	26,820,232	19,230,316	19,230,316	(7,589,916)	N/A	59,573	210,084
LSIP Corporate Overnight Plus Fund- Operating Funds	4.4397%	N/A	N/A	84,945,793	84,945,793	56,623,615	56,623,615	(28,322,178)	N/A	238,570	839,910
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	4.4397%	N/A	N/A	12,696,388	12,696,388	12,484,138	12,484,138	(212,250)	N/A	46,950	142,142
Sub Total Pool Accounts			\$ <u>N/A</u>	\$ <u>124,564,622</u>	\$ <u>124,564,622</u>	\$ <u>88,447,913</u>	\$ <u>88,447,913</u>	\$ <u>(36,116,709)</u>	<u>N/A</u>	\$ <u>356,169</u>	\$ <u>1,065,586</u>
Investments - Held at BNY Mellon											
US Agency Note, CUSIP 3130AWGD6	4.690%	06/13/25	10,000,000	10,004,000	10,000,000	10,000,800	10,000,000	(3,200)	4,000	39,083	117,250
US Agency Note, CUSIP 3130AWLY4	5.125%	06/13/25	5,000,000	5,009,550	5,027,750	5,001,050	5,027,750	(8,500)	(18,200)	21,354	64,063
US Agency Note, CUSIP 3130AYKY1	4.800%	01/22/25	-	-	-	-	-	-	-	-	-
US Agency Note, CUSIP 3133ERTZ4	4.034%	09/19/25	5,000,000	4,991,750	4,998,340	4,992,850	4,998,340	1,100	(6,590)	16,805	50,277
US Treasury Note, CUSIP 91282CJK8	4.625%	11/15/26	5,000,000	5,047,850	5,031,450	5,040,650	5,031,450	(7,200)	16,400	19,271	57,812
US Treasury Note, CUSIP 91282CKH3	4.249%	03/31/26	5,000,000	5,019,150	5,014,035	5,011,600	5,014,035	(7,550)	5,115	18,750	93,750
Sub Total Investments			<u>30,000,000</u>	<u>30,072,300</u>	<u>30,071,575</u>	<u>30,046,950</u>	<u>30,071,575</u>	\$ <u>(25,350)</u>	<u>725</u>	<u>115,263</u>	<u>383,152</u>
Sub Total - Operating and Capital Projects Reserve Funds			\$ <u>30,000,000</u>	\$ <u>158,884,956</u>	\$ <u>158,884,231</u>	\$ <u>123,319,949</u>	\$ <u>123,344,574</u>	\$ <u>(35,565,007)</u>	<u>725</u>	\$ <u>484,422</u>	\$ <u>1,487,596</u>
<b>Bond and Debt Service Funds</b>											
Pool Accounts											
LSIP Corporate Overnight Plus Fund - GOB Debt Service	4.4397%	N/A	N/A	9,136,849	9,136,849	11,297,382	11,297,382	\$ 2,160,533	N/A	42,045	120,033
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	4.4397%	N/A	N/A	45,593,607	45,593,607	46,108,810	46,108,810	515,203	N/A	173,209	515,203
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	4.4397%	N/A	N/A	500	500	40,727	40,727	40,227	N/A	153	3,642
TexPool PRIME - 2021 Bond Proceeds	4.4310%	N/A	N/A	8,107,537	8,107,537	4,838,593	4,838,593	(3,268,944)	N/A	21,046	80,082
Sub Total Pool Accounts			\$ <u>N/A</u>	\$ <u>62,838,493</u>	\$ <u>62,838,493</u>	\$ <u>62,285,512</u>	\$ <u>62,285,512</u>	\$ <u>(552,981)</u>	<u>N/A</u>	\$ <u>236,453</u>	\$ <u>861,103</u>
Sub Total - Bond and Debt Service Funds			\$ <u>N/A</u>	\$ <u>62,838,493</u>	\$ <u>62,838,493</u>	\$ <u>62,285,512</u>	\$ <u>62,285,512</u>	\$ <u>(552,981)</u>	<u>N/A</u>	\$ <u>236,453</u>	\$ <u>861,103</u>
Grand Total - Cash, Cash Equivalents, and Investments			\$ <u>30,000,000</u>	\$ <u>221,723,449</u>	\$ <u>221,722,724</u>	\$ <u>185,605,461</u>	\$ <u>185,630,086</u>	\$ <u>(36,117,988)</u>	<u>725</u>	\$ <u>720,875</u>	\$ <u>2,348,699</u>

San Jacinto College Foundation  
Financial Statements  
June 2025

## San Jacinto College Foundation

### Statement of Financial Position

As of June 30, 2025

ASSETS	Current Year	Last Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$2,570,012	\$3,431,173	(\$861,161)
Promise (Endowed)	114,097	-	114,097
Total Checking/Savings	2,684,109	3,431,173	(747,064)
Accounts Receivables	1,953,097	2,714,435	(761,338)
Other Current Assets			
Short Term Investments			
Goldman Sachs - Promise (Non-Endowed)	1,052,352	3,587,379	(2,535,027)
Goldman Sachs - Promise (Endowed)	28,681,337	21,481,848	7,199,490
Goldman Sachs - FDN - HOE	218,861	764,693	(545,832)
Goldman Sachs - FDN	16,520,800	17,531,274	(1,010,473)
Total SJC Short Term Investments	46,473,351	43,365,194	3,108,157
Total Current Assets	51,110,556	49,510,802	1,599,755
<b>TOTAL ASSETS</b>	<b>51,110,556</b>	<b>49,510,802</b>	<b>1,599,755</b>
<b>LIABILITIES &amp; NET ASSETS</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
SJCF Expenses Payable	-	10,256	(10,256)
Grants Payable	121,826	88,113	33,712
Programs Payable	16,461	2,030	14,431
Endowments Payable	248,687	276,907	(28,219)
Scholarship Payables	892,087	773,117	118,970
Promise Payables	178,553	580,883	(402,330)
Student Success Payables	21,362	11,454	9,907
Total Accounts Payable	1,478,975	1,742,760	(263,785)
Total Current Liabilities	1,478,975	1,742,760	(263,785)
Total Liabilities	1,478,975	1,742,760	(263,785)
NET ASSETS			
Net Assets Without Donor Restrictions	28,358,466	28,152,697	205,769
Net Assets With Donor Restrictions	19,409,576	15,805,921	3,603,655
Net Assets	47,768,042	43,958,618	3,809,424
Net Income	1,863,539	3,809,424	(1,945,884)
Total Net Assets	49,631,581	47,768,042	1,863,539
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>\$51,110,556</b>	<b>\$49,510,802</b>	<b>\$1,599,755</b>

# San Jacinto College Foundation

## Statement of Activities

For the Period Ending June 30, 2025

	Current Year	Last Year	Difference	Foundation Annual Budget	Actual % of Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Contributions</b>					
Grant Contributions	647,914	929,875	(281,961)	500,000	130%
Endowments	526,280	214,847	311,433	1,000,000	53%
Program Sponsorship	193,703	385,669	(191,966)	600,000	32%
Unrestricted	926,730	864,746	61,984		
Unrestricted Foundation	66,179	2,000	64,179	150,000	44%
Scholarships	522,121	1,258,207	(736,085)	650,000	80%
<b>Total Contributions</b>	2,882,928	3,655,344	(772,416)	2,900,000	99%
<b>Other Income</b>					
Special Events	17,500	753,385	(735,885)		
Investment Income	1,438,070	1,318,557	119,513	3,000,000	
Realized Gain / (Loss)	(76,722)	(35,474)	(41,248)	-	
Unrealized Gain / (Loss)	2,968,368	3,591,650	(623,282)	-	
<b>Total Other Income</b>	4,347,217	5,628,119	(1,280,902)	3,000,000	145%
<b>Total Income</b>	7,230,145	9,283,463	(2,053,319)	5,900,000	123%
<b>Expense</b>					
<b>Programs</b>					
Scholarships Awarded - Promise	2,354,261	2,646,137	(291,876)	3,000,000	78%
Scholarships Awarded - FND	822,537	1,200,490	(377,953)	1,000,000	82%
Programs Sponsored	1,039,752	542,259	497,493	400,000	260%
Student Success Initiatives	54,461	(22,685)	77,146	100,000	54%
<b>Total Programs</b>	4,271,012	4,366,202	(95,190)	4,500,000	95%
<b>Supporting Services</b>					
Bad Debt Expense	-	-	-	3,500	0%
<b>Supporting Services</b>					
Foundation Expenses	143,631	111,780	31,852	189,500	76%
Management Expenses	926,730	864,746	61,984		
Fundraising Expenses	-	124,986	(124,986)		
Sponsorship Expense	25,233	6,326	18,907	15,000	168%
<b>Total Supporting Services</b>	1,095,594	1,107,837	(12,244)	204,500	536%
<b>Total Expense</b>	5,366,605	5,474,039	(107,434)	4,708,000	114%
<b>Net Ordinary Income</b>	1,863,539	3,809,424	(1,945,884)	1,192,000	
Other Income / Expenses					
<b>Increase/Decrease in Net Position</b>	\$1,863,539	\$3,809,424	(\$1,945,884)	\$1,192,000	

San Jacinto College Foundation  
Financial Statements  
May 2025

# San Jacinto College Foundation

## Statement of Financial Position

As of May 31, 2025

ASSETS	Current Year	Last Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$2,308,106	\$4,044,067	(\$1,735,961)
Promise (Endowed)	9,439	-	9,439
Total Checking/Savings	2,317,546	4,044,067	(1,726,522)
Accounts Receivables	2,253,514	2,040,000	213,514
Other Current Assets			
Short Term Investments			
Goldman Sachs - Promise (Non-Endowed)	1,048,956	3,623,443	(2,574,487)
Goldman Sachs - Promise (Endowed)	27,878,263	21,133,626	6,744,638
Goldman Sachs - FDN - HOE	256,290	300,239	(43,949)
Goldman Sachs - FDN	16,098,423	17,238,812	(1,140,389)
Total SJC Short Term Investments	45,281,933	42,296,120	2,985,813
Total Current Assets	49,852,992	48,380,187	1,472,805
<b>TOTAL ASSETS</b>	<b>49,852,992</b>	<b>48,380,187</b>	<b>1,472,805</b>
<b>LIABILITIES &amp; NET ASSETS</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	115,756	95,367	20,388
Programs Payable	2,030	2,030	-
Endowments Payable	248,687	168,760	79,927
Scholarship Payables	892,087	678,105	213,981
Promise Payables	-	417,469	(417,469)
Student Success Payables	26,518	99,247	(72,729)
Total Accounts Payable	1,285,078	1,460,979	(175,901)
Total Current Liabilities	1,285,078	1,460,979	(175,901)
Total Liabilities	1,285,078	1,460,979	(175,901)
NET ASSETS			
Net Assets Without Donor Restrictions	28,358,466	28,152,697	205,769
Net Assets With Donor Restrictions	19,409,576	15,805,921	3,603,655
Net Assets	47,768,042	43,958,618	3,809,424
Net Income	799,873	2,960,590	(2,160,717)
Total Net Assets	48,567,915	46,919,208	1,648,707
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>\$49,852,992</b>	<b>\$48,380,187</b>	<b>\$1,472,805</b>

**San Jacinto College Foundation**  
Statement of Activities  
For the Period Ending May 31, 2025

	Current Year	Last Year	Difference	Foundation Annual Budget	Actual % of Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Contributions</b>					
Grant Contributions	592,914	872,375	(279,461)	500,000	119%
Endowments	421,622	207,917	213,706	1,000,000	42%
Program Sponsorship	187,149	315,297	(128,148)	600,000	31%
Unrestricted Foundation	65,509	2,000	63,509	150,000	44%
Scholarships	521,361	613,336	(91,975)	650,000	80%
<b>Total Contributions</b>	<u>1,788,556</u>	<u>2,010,925</u>	<u>(222,369)</u>	<u>2,900,000</u>	<u>62%</u>
<b>Other Income</b>					
Special Events	-	695,691	(695,691)		
Investment Income	1,276,678	1,167,099	109,579	3,000,000	
Realized Gain / (Loss)	(81,329)	(34,008)	(47,321)	-	
Unrealized Gain / (Loss)	1,898,880	3,165,976	(1,267,096)	-	
<b>Total Other Income</b>	<u>3,094,230</u>	<u>4,994,759</u>	<u>(1,900,529)</u>	<u>3,000,000</u>	<u>103%</u>
<b>Total Income</b>	<u>4,882,786</u>	<u>7,005,684</u>	<u>(2,122,898)</u>	<u>5,900,000</u>	<u>83%</u>
<b>Expense</b>					
<b>Programs</b>					
Scholarships Awarded - Promise	2,175,708	2,420,018	(244,310)	3,000,000	73%
Scholarships Awarded - FND	822,537	955,657	(133,119)	1,000,000	82%
Programs Sponsored	901,517	495,114	406,404	400,000	225%
Student Success Initiatives	54,461	57,470	(3,009)	100,000	54%
<b>Total Programs</b>	<u>3,954,224</u>	<u>3,928,258</u>	<u>25,966</u>	<u>4,500,000</u>	<u>88%</u>
<b>Supporting Services</b>					
Bad Debt Expense	-	-	-	3,500	0%
<b>Supporting Services</b>					
Foundation Expenses	103,457	69,477	33,979	189,500	55%
Fundraising Expenses	-	41,032	(41,032)		
Sponsorship Expense	25,233	6,326	18,907	15,000	168%
<b>Total Supporting Services</b>	<u>128,689</u>	<u>116,835</u>	<u>11,854</u>	<u>204,500</u>	<u>63%</u>
<b>Total Expense</b>	<u>4,082,913</u>	<u>4,045,094</u>	<u>37,820</u>	<u>4,708,000</u>	<u>87%</u>
<b>Net Ordinary Income</b>	<u>799,873</u>	<u>2,960,590</u>	<u>(2,160,717)</u>	<u>1,192,000</u>	
Other Income / Expenses					
<b>Increase/Decrease in Net Position</b>	<u>\$799,873</u>	<u>\$2,960,590</u>	<u>(\$2,160,717)</u>	<u>\$1,192,000</u>	

Capital Improvement Program  
June 2025

## 2015 Bond Program

Report as of June 30, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>									
731603 - CC Classroom Building	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	113,647	47,317,468	707,544	98.53%
731617 - CC C1 Envelope Upgrade	-	550,000	550,000	-	550,000	-	-	550,000	-
731618 - CC C3 High & Mid Roof Upgrade	-	1,230,000	1,230,000	-	1,230,000	-	-	1,230,000	-
731619 - CC C4 & C42b Roof Coating	-	529,100	529,100	-	529,100	30,000	-	499,100	5.67%
731620 - CC C12/C13 Roof Upgrade	-	1,778,700	1,778,700	-	1,778,700	-	-	1,778,700	-
<b>Sub-total</b>	47,155,000	3,283,019	50,438,019	1,788,440	52,226,459	143,647	47,317,468	4,765,344	90.88%
<b>North</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>South</b>									
733615 - SC S7- S8 Roof Replacement	-	200,000	200,000	-	200,000	-	-	200,000	-
733616 - SC BioManufacturing Program	-	605,211	605,211	-	605,211	-	605,211	-	100.00%
733619 - SC S15 Roof Coating	-	1,200,000	1,200,000	-	1,200,000	-	-	1,200,000	-
733620 - SC S7, S9, and S11 Switchboard	-	350,000	350,000	-	350,000	24,000	-	326,000	6.86%
<b>Sub-total</b>	-	2,355,211	2,355,211	-	2,355,211	24,000	605,211	1,726,000	26.72%
<b>Maritime</b>									
736603 - MC Expansion	28,000,000	(26,420,300)	1,579,700	31,300	1,611,000	206,870	1,287,741	116,389	92.78%
<b>Sub-total</b>	28,000,000	(26,420,300)	1,579,700	31,300	1,611,000	206,870	1,287,741	116,389	92.78%
<b>Generation Park</b>									
736606 - GP Opportunities	-	14,700,000	14,700,000	-	14,700,000	98,442	833,588	13,767,970	6.34%
736616 - GP BioManufacturing Program	-	2,300,000	2,300,000	-	2,300,000	760,627	1,511,236	28,137	98.78%
736617 - GP BioManufacturing Equipment	-	3,000,000	3,000,000	-	3,000,000	685,885	134,435	2,179,680	27.34%
<b>Sub-total</b>	-	20,000,000	20,000,000	-	20,000,000	1,544,953	2,479,259	15,975,788	20.12%
<b>Admin</b>									
76605A - CW Deferred Maintenance Phase I	-	29,116,918	29,116,918	427,385	29,544,303	381,669	27,495,196	1,667,437	94.36%
736610 - CW Deferred Maintenance Phase II	-	7,894,903	7,894,903	-	7,894,903	709,131	4,473,265	2,712,507	65.64%
736615 - DIST FY25 CW Roofing Projects	-	100,000	100,000	-	100,000	6,050	45,950	48,000	52.00%
720100 - Program Management	-	23,696	23,696	-	23,696	23,696	-	-	-
736601 - Contingency	1,166,180	10,943,640	12,109,820	-	12,109,820	-	-	12,109,820	-
<b>Sub-total</b>	1,166,180	48,079,157	49,245,337	427,385	49,672,722	1,120,547	32,014,411	16,537,764	66.71%
<b>Previously Completed and Closed Projects</b>									
<b>Sub-total</b>	348,678,820	(47,297,087)	301,381,733	(2,247,125)	299,134,608	-	299,134,608	-	100.00%
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>3,040,017</b>	<b>382,838,698</b>	<b>39,121,285</b>	<b>90.79%</b>

## Center for Biotechnology at Generation Park

Report as of June 30, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Generation Park</b>								
736616 GP - BioManufacturing Program (Revenue Bond)	4,000,000	-	4,000,000	4,000,000	-	4,000,000	-	100.00%
736616 GP - BioManufacturing Program (Bond Earnings)	1,900,000	-	1,900,000	1,900,000	-	1,900,000	-	100.00%
736616 GP - BioManufacturing Program (2015 Bond)	1,600,000	700,000	2,300,000	2,300,000	760,627	1,511,236	28,138	98.78%
736617 GP - BioManufacturing Equipment (2015 Bond)	-	3,000,000	3,000,000	3,000,000	685,885	134,435	2,179,680	27.34%
<b>TOTALS</b>	<b>7,500,000</b>	<b>3,700,000</b>	<b>11,200,000</b>	<b>11,200,000</b>	<b>1,446,512</b>	<b>7,545,671</b>	<b>2,207,818</b>	<b>80.29%</b>

## Interest Earnings per Bond Issue

Report as of June 30, 2025

Bond Issue	Prior years Earnings as of 08.31.24	FY25 Interest Earnings	Allocated Earnings	Arbitrage Rebate Liability	Available Balance
2004-2011 Bond Issue Earnings	4,488,324	10	(4,488,334)	-	-
2016 & 2019 Bond Issue Earnings	8,505,744	12,865	(8,518,609)	-	-
2021 Bond Issue Earnings	2,776,134	339,377	(2,552,274)	(563,237)	-
2022 Bond Issue Earnings	4,509,270	1,766,592	(3,372,628)	(2,643,265)	259,969
2023 Revenue Bond Earnings	17,864	22,863	-	-	40,727
<b>TOTALS</b>	<b>20,297,336</b>	<b>2,141,707</b>	<b>(18,931,845)</b>	<b>(3,206,502)</b>	<b>300,696</b>

## Projects Funded with Bond Interest Earnings

Projects	Allocated Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>					
731615 - CC C3 Low Roof Replacement	563,932	99,806	448,365	15,762	97.21%
731616 - CC C5 Roof Upgrade	1,008,201	29,468	829,778	148,955	85.23%
<b>Sub-total</b>	<b>1,572,134</b>	<b>129,273</b>	<b>1,278,143</b>	<b>164,717</b>	<b>89.52%</b>
<b>North</b>					
732614 - NC N7, N8 & N9 Roof Replacement	2,115,545	-	1,988,004	127,541	93.97%
732615 - NC N2 Roof Replacement	1,666,004	198,889	1,369,042	98,074	94.11%
<b>Sub-total</b>	<b>3,781,549</b>	<b>198,889</b>	<b>3,357,045</b>	<b>225,615</b>	<b>94.03%</b>
<b>South</b>					
733615 - SC S7 & S9 Roof Replacement	2,319,532	56,091	2,258,725	4,716	99.80%
733617 - SC S11 Roof Replacement	680,990	4,628	640,716	35,646	94.77%
733618 - SC S14 Roof Replacement	617,793	567,359	50,434	-	100.00%
<b>Sub-total</b>	<b>3,618,315</b>	<b>628,079</b>	<b>2,949,875</b>	<b>40,362</b>	<b>98.88%</b>
<b>Gen Park</b>					
736616 - GP BioManufacturing Program	1,900,000	-	1,900,000	-	100.00%
<b>Sub-total</b>	<b>1,900,000</b>	<b>-</b>	<b>1,900,000</b>	<b>-</b>	<b>100.00%</b>
<b>Plant Support Services</b>					
Salaries & Benefits	614,650	-	614,650	-	100.00%
<b>Sub-total</b>	<b>614,650</b>	<b>-</b>	<b>614,650</b>	<b>-</b>	<b>100.00%</b>
<b>Closed Projects</b>					
Multiple Projects	7,445,197	-	7,445,197	-	100.00%
<b>Sub-total</b>	<b>7,445,197</b>	<b>-</b>	<b>7,445,197</b>	<b>-</b>	<b>100.00%</b>
<b>TOTALS</b>	<b>18,931,845</b>	<b>956,241</b>	<b>17,544,910</b>	<b>430,694</b>	<b>97.73%</b>

## Future Capital Projects

Report as of June 30, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>College Wide</b>								
Sportsfields Upgrades (726505)	-	2,400,000	2,400,000	2,400,000	134,731	593,276	1,671,993	30.33%
Capital Reserve Contingency (726504)	-	10,676,987	10,676,987	10,676,987	-	-	10,676,987	-
<b>TOTALS</b>	-	13,076,987	13,076,987	13,076,987	134,731	593,276	12,348,980	5.57%

## Energy Conservation Project - CL442

Report as of June 30, 2025

Project	Base Budget	Budget Adjustments	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>College Wide</b>							
E25001 UCRM 1 - LED Lighting Retrofit	-	1,155,562	1,155,562	801,937	327,874	25,751	97.77%
E25002 UCRM 2.1b - IDF/MDF Mini Split System	-	94,456	94,456	12,856	81,600	-	100.00%
E25003 UCRM 2.1c - S11 Police Department Split System	-	30,461	30,461	-	30,461	-	100.00%
E25004 UCRM 2.5a - NC Demand Flow Optimization	-	366,904	366,904	52,596	314,308	-	100.00%
E25005 UCRM 2.5b - SC Boiler Optimization	-	77,000	77,000	-	73,150	3,850	95.00%
E25006 UCRM 3 - Retro Commissioning 10 Buildings	-	350,920	350,920	67,500	202,500	80,920	76.94%
E25007 UCRM 4.1 Power Factor Correction	-	16,280	16,280	-	16,280	-	100.00%
E25008 UCRM 5.4a NC Baseball Field Water Recapture	-	411,480	411,480	14,438	13,063	383,980	6.68%
E25009 UCRM 5.4b SC irrigation System Sub-metering	-	-	-	-	-	-	-
E25010 Utility Assessment Report	-	92,000	92,000	-	92,000	-	100.00%
E25000 Contingency Lone Star Loan 2025	2,595,063	(2,595,063)	-	-	-	-	-
<b>TOTALS</b>	<b>2,595,063</b>	<b>-</b>	<b>2,595,063</b>	<b>949,326</b>	<b>1,151,235</b>	<b>494,501</b>	<b>80.94%</b>

## Repair and Renovation

Report as of June 30, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
F25001 CC - CC/EDGE/Maritime Misc. Funds	-	4,768	4,768	4,768	-	4,768	-	100.00%
F25012 CC - C11.1119 MRI Stimulator	-	12,862	12,862	12,862	-	12,862	-	100.00%
F25013 CC - C11.1120 Surgical Lab	-	93,986	93,986	93,986	89,461	-	4,525	95.19%
F25029 CC - C19 Deterrence Barrier	-	22,322	22,322	22,322	-	22,322	-	100.00%
F25030 CC - Misc. Furniture	-	41,008	41,008	41,008	-	41,008	-	100.00%
F25036 CC - C14.246 Storefront	-	17,728	17,728	17,728	-	17,728	-	100.00%
F25040 CC - C19 Vesda Replacement	-	32,243	32,243	32,243	28,351	2,579	1,313	95.93%
F25045 CC - C27.2302 Furniture & Data	-	7,311	7,311	7,311	-	7,311	-	100.00%
<b>Sub-total</b>	-	232,228	232,228	232,228	117,812	108,578	5,838	97.49%
<b>North</b>								
F25002 NC - NC Misc.Funds	-	5,201	5,201	5,201	-	1,446	3,755	27.80%
F25014 NC - N1 Fine Arts Stage Floor	-	102,867	102,867	102,867	-	102,867	-	100.00%
F25026 NC - Wayfinding	-	44,049	44,049	44,049	-	-	44,049	-
F25044 NC - N7- N10 Fire Alarm Speakers	-	6,974	6,974	6,974	-	6,974	-	100.00%
<b>Sub-total</b>	-	159,091	159,091	159,091	-	111,287	47,804	69.95%
<b>South</b>								
F25003 SC - SC Misc. Funds	-	10,000	10,000	10,000	-	9,146	854	91.46%
F25025 SC - SC Wayfinding	-	42,328	42,328	42,328	21,164	21,164	-	100.00%
F25041 SC - S8 Elevator Repair	-	72,967	72,967	72,967	-	72,967	-	100.00%
F25048 SC - S7.160 Conference Table and Chairs	-	3,910	3,910	3,910	-	3,910	-	100.00%
F25049 SC - S14 Lab Electrical	-	9,306	9,306	9,306	-	9,306	-	100.00%
<b>Sub-total</b>	-	138,511	138,511	138,511	21,164	116,493	854	99.38%
<b>Maritime</b>								
F25039 MC - Pool Cover	-	13,200	13,200	13,200	-	13,200	-	100.00%
F25051 MC - Classroom Furniture	-	21,805	21,805	21,805	21,805	-	-	100.00%
<b>Sub-total</b>	-	35,005	35,005	35,005	21,805	13,200	-	100.00%
<b>Generation Park</b>								
F25005 GP - GP Misc. Funds	-	5,000	5,000	5,000	574	2,302	2,124	-
<b>Sub-total</b>	-	5,000	5,000	5,000	574	2,302	2,124	-
<b>District</b>								
F25004 DIST - DC Misc. Funds	-	5,000	5,000	5,000	1,765	-	3,235	35.30%
F25011 DIST - CW Reupholstering	-	75,891	75,891	75,891	26,300	49,591	-	100.00%
F25023 DIST - CW Safety Signage - PH II	-	32,701	32,701	32,701	23,267	9,434	-	100.00%
F25032 DIST - A1 Front Entrance Kiosk	-	12,330	12,330	12,330	-	12,330	-	100.00%
F25042 DIST - A1.114 Cubicle and Furniture	-	8,002	8,002	8,002	8,002	-	-	100.00%
<b>Sub-total</b>	-	133,924	133,924	133,924	59,334	71,355	3,235	97.58%
<b>Contingency (720700) - Major Repairs</b>	600,000	(599,295)	705	705	-	-	705	-
<b>Sub-total</b>	600,000	(599,295)	705	705	-	-	705	-

## Repair and Renovation

Report as of June 30, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Projects Closed</b>								
F25009 CC - C3. 287 One Button Studio	-	19,936	19,936	19,936	-	19,936	-	100.00%
F25017 CC - C19.265 STEM Lab Furniture	-	4,159	4,159	4,159	-	4,159	-	100.00%
F25028 CC - Security Camera Expansion	-	7,833	7,833	7,833	-	7,833	-	100.00%
F25035 CC - C20 ECHS Café Refrigerator	-	2,400	2,400	2,400	-	2,400	-	100.00%
F25007 NC - N8.219 AV English Ste PH II	-	8,526	8,526	8,526	-	8,526	-	100.00%
F25008 NC - N8.152 Data Drop	-	-	-	-	-	-	-	100.00%
F25010 NC - N10.155 IT Office Space	-	31,712	31,712	31,712	-	31,712	-	100.00%
F25034 NC - Baseball Shot Clock Installation	-	5,608	5,608	5,608	-	5,608	-	100.00%
F25027 SC - S11.110A & B Furniture Replacement	-	5,918	5,918	5,918	-	5,918	-	100.00%
F25033 SC - Softball Action Clock Install	-	7,130	7,130	7,130	-	7,130	-	100.00%
F25006 GP - G2.221 A&P Lab	-	4,522	4,522	4,522	-	4,522	-	100.00%
F25031 DIST - CW Utility Master Plan	-	5,218	5,218	5,218	-	5,218	-	100.00%
<b>Sub-total</b>	-	102,962	102,962	102,962	-	102,962	-	100.00%
<b>TOTALS</b>	<b>600,000</b>	<b>207,426</b>	<b>807,426</b>	<b>807,426</b>	<b>220,689</b>	<b>526,177</b>	<b>60,560</b>	<b>92.50%</b>

Capital Improvement Program  
May 2025

## 2015 Bond Program

Report as of May 31, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>									
731603 - CC Classroom Building	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	118,025	47,311,499	709,136	98.53%
731617 - CC C1 Envelope Upgrade	-	550,000	550,000	-	550,000	-	-	550,000	-
731618 - CC C3 High & Mid Roof Upgrade	-	1,230,000	1,230,000	-	1,230,000	-	-	1,230,000	-
731619 - CC C4 & C42b Roof Coating	-	529,100	529,100	-	529,100	30,000	-	499,101	5.67%
731620 - CC C12/C13 Roof Upgrade	-	1,778,700	1,778,700	-	1,778,700	-	-	1,778,700	-
<b>Sub-total</b>	47,155,000	3,283,019	50,438,019	1,788,440	52,226,459	148,024	47,311,499	4,766,936	90.87%
<b>North</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>South</b>									
733615 - SC S7- S8 Roof Replacement	-	200,000	200,000	-	200,000	-	-	200,000	-
733616 - SC BioManufacturing Program	-	750,000	750,000	-	750,000	-	605,211	144,789	80.69%
733619 - SC S15 Roof Coating	-	1,200,000	1,200,000	-	1,200,000	-	-	1,200,000	-
<b>Sub-total</b>	-	2,150,000	2,150,000	-	2,150,000	-	605,211	1,544,789	28.15%
<b>Maritime</b>									
736603 - MC Maritime Expansion	28,000,000	(26,420,300)	1,579,700	31,300	1,611,000	262,140	1,287,471	61,389	96.19%
<b>Sub-total</b>	28,000,000	(26,420,300)	1,579,700	31,300	1,611,000	262,140	1,287,471	61,389	96.19%
736606 - Generation Park Opportunities	-	14,700,000	14,700,000	-	14,700,000	110,348	821,683	13,767,969	6.34%
736616 - Generation Park BioManufacturing Program	-	2,300,000	2,300,000	-	2,300,000	810,335	1,409,241	80,423	96.50%
736617 - Generation Park BioManufacturing Equipment	-	3,000,000	3,000,000	-	3,000,000	2,090	56,369	2,941,541	1.95%
<b>Sub-total</b>	-	20,000,000	20,000,000	-	20,000,000	922,773	2,287,293	16,789,934	16.05%
<b>Admin</b>									
76605A - CW Deferred Maintenance Phase I	-	29,116,918	29,116,918	427,385	29,544,303	445,443	27,479,679	1,619,181	94.52%
736610 - CW Deferred Maintenance Phase II	-	7,894,903	7,894,903	-	7,894,903	554,851	4,422,719	2,917,333	63.05%
736615 - DIST FY25 CW Roofing Projects	-	100,000	100,000	-	100,000	6,050	45,950	48,000	52.00%
720100 - Program Management - AECOM	-	11,427,809	11,427,809	(11,404,113)	23,696	23,696	-	-	100.00%
736601 - Contingency	1,166,180	11,148,851	12,315,031	-	12,315,031	-	-	12,315,031	-
<b>Sub-total</b>	1,166,180	59,688,481	60,854,661	(10,976,728)	49,877,933	1,030,040	31,948,348	16,899,545	66.12%
<b>Previously Completed and Closed Projects</b>									
<b>Sub-total</b>	348,678,820	(58,701,200)	289,977,620	9,156,988	299,134,608	-	299,134,608	-	100.00%
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>2,362,977</b>	<b>382,574,430</b>	<b>40,062,593</b>	<b>90.57%</b>

## Center for Biotechnology at Generation Park

Report as of May 31, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Generation Park</b>								
736616 GP - BioManufacturing Program (Revenue Bond)	4,000,000	-	4,000,000	4,000,000	-	4,000,000	-	100.00%
736616 GP - BioManufacturing Program (Bond Earnings)	1,900,000	-	1,900,000	1,900,000	-	1,900,000	-	100.00%
736616 GP - BioManufacturing Program (2015 Bond)	1,600,000	700,000	2,300,000	2,300,000	810,335	1,409,241	80,423	96.50%
736617 GP - BioManufacturing Equipment - (2015 Bond)	-	3,000,000	3,000,000	3,000,000	-	56,369	2,943,631	1.88%
<b>TOTALS</b>	<b>7,500,000</b>	<b>3,700,000</b>	<b>11,200,000</b>	<b>11,200,000</b>	<b>810,335</b>	<b>7,365,611</b>	<b>3,024,054</b>	<b>73.00%</b>

## Interest Earnings per Bond Issue

Report as of May 31, 2025

Bond Issue	Prior years Earnings as of 08.31.24	FY25 Interest Earnings	Allocated Earnings	Arbitrage Rebate Liability	Available Balance
2004-2011 Bond Issue Earnings	4,488,324	10	(4,488,334)	-	-
2016 & 2019 Bond Issue Earnings	8,505,744	12,865	(8,518,609)	-	-
2021 Bond Issue Earnings	2,776,134	324,387	(2,537,284)	(563,237)	-
2022 Bond Issue Earnings	4,509,270	1,598,540	(3,387,618)	(2,643,265)	76,928
2023 Revenue Bond Earnings	17,864	22,863	-	-	40,727
<b>TOTALS</b>	<b>20,297,336</b>	<b>1,958,665</b>	<b>(18,931,845)</b>	<b>(3,206,502)</b>	<b>117,654</b>

## Projects Funded with Bond Interest Earnings

Projects	Allocated Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>					
731615 - CC - C3 Low Roof Replacement	563,932	79,290	468,880	15,762	97.21%
731616 - CC - C5 Roof Upgrade	1,008,201	318,667	496,518	193,016	80.86%
<b>Sub-total</b>	<b>1,572,134</b>	<b>397,957</b>	<b>965,398</b>	<b>208,778</b>	<b>86.72%</b>
<b>North</b>					
732614 - NC - N7, N8 & N9 Roof Replacement	2,115,545	-	1,988,004	127,541	93.97%
732615 - NC - N2 Roof Replacement	1,666,004	904,408	663,522	98,074	94.11%
<b>Sub-total</b>	<b>3,781,549</b>	<b>904,408</b>	<b>2,651,526</b>	<b>225,615</b>	<b>94.03%</b>
<b>South</b>					
733615 - SC - S7 & S9 Roof Replacement	2,319,532	58,420	2,256,396	4,716	99.80%
733617 - SC - S11 Roof Replacement	680,990	4,628	640,716	35,646	94.77%
733618 - SC - S14 Roof Replacement	617,793	567,359	50,434	-	100.00%
<b>Sub-total</b>	<b>3,618,315</b>	<b>630,408</b>	<b>2,947,546</b>	<b>40,362</b>	<b>98.88%</b>
<b>Gen Park</b>					
736616 - GP - BioManufacturing Prg	1,900,000	-	1,900,000	-	100.00%
<b>Sub-total</b>	<b>1,900,000</b>	<b>-</b>	<b>1,900,000</b>	<b>-</b>	<b>100.00%</b>
<b>Plant Support Services</b>					
Salaries & benefits (not capitalized)	614,650	-	614,650	-	100.00%
<b>Sub-total</b>	<b>614,650</b>	<b>-</b>	<b>614,650</b>	<b>-</b>	<b>100.00%</b>
<b>Closed Projects</b>					
Multiple Projects	7,445,197	-	7,445,197	-	100.00%
<b>Sub-total</b>	<b>7,445,197</b>	<b>-</b>	<b>7,445,197</b>	<b>-</b>	<b>100.00%</b>
<b>TOTALS</b>	<b>18,931,845</b>	<b>1,932,773</b>	<b>16,524,317</b>	<b>474,755</b>	<b>97.49%</b>

**Future Capital Projects**

Report as of May 31, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>College Wide</b>								
Sportsfields Upgrades (726505)	-	2,400,000	2,400,000	2,400,000	160,158	567,489	1,672,353	30.32%
Capital Reserve Contingency (726504)	-	10,631,499	10,631,499	10,631,499		-	10,631,499	-
<b>TOTALS</b>	-	<b>13,031,499</b>	13,031,499	13,031,499	160,158	567,489	12,303,852	5.58%

## Energy Conservation Project - CL442

Report as of May 31, 2025

Project	Base Budget	Budget Adjustments	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>College Wide</b>							
E25001 UCRM 1 - LED Lighting Retrofit	-	1,155,562	1,155,562	696,159	327,874	131,529	88.62%
E25002 UCRM 2.1b - IDF/MDF Mini Split System	-	94,456	94,456	55,596	38,861	-	100.00%
E25003 UCRM 2.1c - S11 Police Department Split System	-	30,461	30,461	-	30,461	-	100.00%
E25004 UCRM 2.5a - NC Demand Flow Optimization	-	366,904	366,904	94,422	272,482	-	100.00%
E25005 UCRM 2.5b - SC Boiler Optimization	-	77,000	77,000	-	73,150	3,850	95.00%
E25006 UCRM 3 - Retro Commissioning 10 Buildings	-	350,920	350,920	121,500	148,500	80,920	76.94%
E25007 UCRM 4.1 Power Factor Correction	-	16,280	16,280	-	16,280	-	100.00%
E25008 UCRM 5.4a NC Baseball Field Water Recapture	-	411,480	411,480	27,500	-	383,980	6.68%
E25009 UCRM 5.4b SC irrigation System Sub-metering	-	-	-	-	-	-	-
E25010 Utility Assessment Report	-	92,000	92,000	-	92,000	-	100.00%
E25000 - Contingency Lone Star Loan 2025	2,595,063	(2,595,063)	-	-	-	-	-
<b>TOTALS</b>	<b>2,595,063</b>	<b>-</b>	<b>2,595,063</b>	<b>995,177</b>	<b>999,608</b>	<b>600,278</b>	<b>76.87%</b>

## Repair and Renovation

Report as of May 31, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
F25001 CC - CC/EDGE/Maritime Misc. Funds	-	4,768	4,768	4,768	-	4,768	-	100.00%
F25012 CC - C11.1119 MRI Stimulator	-	12,862	12,862	12,862	-	12,862	-	100.00%
F25013 CC - C11.1120 Surgical Lab	-	93,986	93,986	93,986	89,461	-	4,525	95.19%
F25029 CC - C19 Deterrence Barrier	-	22,322	22,322	22,322	-	22,322	-	100.00%
F25030 CC - Misc. Furniture	-	41,008	41,008	41,008	-	41,008	-	100.00%
F25036 CC - C14.246 Storefront	-	17,728	17,728	17,728	17,728	-	-	100.00%
F25040 CC - C19 Vesda Replacement	-	37,115	37,115	37,115	30,929	-	6,186	83.33%
F25045 CC - C27.2302 Furniture & Data	-	7,311	7,311	7,311	7,311	-	-	100.00%
<b>Sub-total</b>	-	237,100	237,100	237,100	145,429	80,960	10,711	95.48%
<b>North</b>								
F25002 NC - NC Misc.Funds	-	10,453	10,453	10,453	-	1,446	9,007	13.83%
F25014 NC - N1 Fine Arts Stage Floor	-	102,867	102,867	102,867	-	102,867	-	100.00%
F25026 NC - Wayfinding	-	40,000	40,000	40,000	-	-	40,000	-
F25044 NC - N7- N10 Fire Alarm Speakers	-	6,974	6,974	6,974	-	6,974	-	100.00%
<b>Sub-total</b>	-	160,294	160,294	160,294	-	111,287	49,007	69.43%
<b>South</b>								
F25003 SC - SC Misc. Funds	-	10,000	10,000	10,000	-	9,146	854	91.46%
F25025 SC - SC Wayfinding	-	42,328	42,328	42,328	21,164	21,164	-	100.00%
F25041 SC - S8 Elevator Repair	-	72,967	72,967	72,967	72,967	-	-	100.00%
F25048 SC - S7.160 Conference Table and Chairs	-	3,910	3,910	3,910	-	3,910	-	100.00%
F25049 SC - S14 Lab Electrical	-	9,306	9,306	9,306	9,306	-	-	100.00%
<b>Sub-total</b>	-	138,511	138,511	138,511	103,437	34,220	854	99.38%
<b>Maritime</b>								
F25039 MT - Maritime Pool Cover	-	13,200	13,200	13,200	-	13,200	-	100.00%
F25051 Maritime Classroom Furniture	-	21,805	21,805	21,805	21,805	-	-	100.00%
<b>Sub-total</b>	-	35,005	35,005	35,005	21,805	13,200	-	100.00%
<b>Generation Park</b>								
F25005 GP - GP Misc. Funds	-	5,000	5,000	5,000	-	2,302	2,698	46.04%
<b>Sub-total</b>	-	5,000	5,000	5,000	-	2,302	2,698	-
<b>District</b>								
F25004 DIST - DC Misc. Funds	-	5,000	5,000	5,000	309	-	4,691	6.18%
F25011 DIST - CW Reupholstering	-	75,891	75,891	75,891	58,023	17,868	-	100.00%
F25023 DIST - CW Safety Signage - PH II	-	60,000	60,000	60,000	1,177	8,536	50,287	16.19%
F25032 DIST - A1 Front Entrance Kiosk	-	12,330	12,330	12,330	-	12,330	-	100.00%
F25042 DIST - A1.114 Cubicle and Furniture	-	8,002	8,002	8,002	8,002	-	-	100.00%
<b>Sub-total</b>	-	161,223	161,223	161,223	67,511	38,734	54,978	65.90%
<b>Contingency (720700) - Major Repairs</b>								
	600,000	(599,295)	705	705	-	-	705	-
<b>Sub-total</b>	600,000	(599,295)	705	705	-	-	705	-
<b>Projects Closed</b>								
F25009 CC - C3. 287 One Button Studio	-	19,936	19,936	19,936	-	19,936	-	100.00%
F25017 CC - C19.265 STEM Lab Furniture	-	4,159	4,159	4,159	-	4,159	-	100.00%
F25028 CC - Security Camera Expansion	-	7,833	7,833	7,833	-	7,833	-	100.00%
F25035 CC - C20 ECHS Café Refrigerator	-	2,400	2,400	2,400	-	2,400	-	100.00%
F25007 NC - N8.219 AV English Ste PH II	-	8,526	8,526	8,526	-	8,526	-	100.00%
F25008 NC - N8.152 Data Drop	-	-	-	-	-	-	-	100.00%
F25010 NC - N10.155 IT Office Space	-	31,712	31,712	31,712	-	31,712	-	100.00%
F25034 NC - Baseball Shot Clock Install	-	5,608	5,608	5,608	-	5,608	-	100.00%

## Repair and Renovation

Report as of May 31, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
F25027 SC - S11.110A & B Furniture Replacement	-	5,918	5,918	5,918	-	5,918	-	100.00%
F25033 SC - Softball Action Clock Install	-	7,130	7,130	7,130	-	7,130	-	100.00%
F25006 GP - G2.221 A&P Lab	-	4,522	4,522	4,522	-	4,522	-	100.00%
F25031 DIST - CW Utility Master Plan	-	5,218	5,218	5,218	-	5,218	-	100.00%
<b>Sub-total</b>	-	102,962	102,962	102,962	-	102,962	-	100.00%
<b>TOTALS</b>	<b>600,000</b>	<b>240,800</b>	<b>840,800</b>	<b>840,800</b>	<b>338,182</b>	<b>383,665</b>	<b>118,953</b>	<b>85.85%</b>

**Action Item “IX”**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval of Election of Officer(s) for the Board of Trustees**

**ADMINISTRATION RECOMMENDATION/REPORT**

No administrative recommendation required. The Board of Trustees will nominate and approve the election of officers for the Board of Trustees.

**BACKGROUND**

In accordance with Texas Education Code Section 130.082(d), Officer(s) of the Board shall be elected at the first regular meeting of the Board of Trustees following the regular election of Board members, or at any time thereafter in order to fill a vacancy.

The Board shall be authorized to elect the following officers:

- Chair
- Vice Chair
- Secretary
- Assistant Secretary

The current officers are: Dan Mims, Chair; vacant, Vice chair; Keith Sinor, Secretary; and Erica Davis Rouse, Assistant Secretary.

A Board election for Trustee Positions 3 and 4 was held on May 3, 2025. The votes were canvassed on May 13, 2025, with Larry Wilson being elected to Trustee Position 4 and Trustee Position 3 requiring a runoff election to determine the winner. Larry Wilson was sworn in on June 2, 2025, at the regularly scheduled Board meeting. A runoff election was held on June 7, 2025. The votes from the runoff election were canvassed at a Special Board Meeting held on June 17, 2025, with Judy Harrison being elected to Trustee Position 3 and sworn in following the canvassing.

According to the Bylaws of the Board of Trustees, officers are elected for two-year terms following swearing in of the Board members after the Trustee election conducted each May in odd-numbered years. Because of the runoff election referenced above, it was determined in consultation with legal counsel, that the election of officers should be conducted at the next Board meeting following the runoff.

**BUDGET INFORMATION**

None

**MONITORING AND REPORTING TIMELINE**

Following the election of officers, the Board Chair will appoint Trustees to Board Committees.

It is anticipated that the newly elected officers will hold these positions until the completion of the May 2027 election cycle.

**Action Item “IX”**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval of Election of Officer(s) for the Board of Trustees**

**ATTACHMENTS**

Attachment 1 - Slate of Officers

The Trustees will nominate and elect a new Chair and then nominate and elect other officer(s) separately, as needed, on August 11, 2025.

**RESOURCE PERSONNEL**

Brenda Hellyer

281-998-6100

[brenda.hellyer@sjcd.edu](mailto:brenda.hellyer@sjcd.edu)

**Action Item "IX"**  
**Regular Board Meeting August 11, 2025**

**Consideration of Approval of Election of Officer(s) for the Board of Trustees**

**ATTACHMENT 1**

- 1. Chair** \_\_\_\_\_
- 2. Vice Chair** \_\_\_\_\_
- 3. Secretary** \_\_\_\_\_
- 4. Assistant Secretary** \_\_\_\_\_

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

Board Committees

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

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

San Jacinto College Foundation (SJCF)

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

**IMPACT OF THIS ACTION**

Board Committees

The Chair appoints the membership of each committee as follows:

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

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

The Board Chair will serve as ex-officio on both committees.

**Assignments for Board Committees and San Jacinto College Foundation - (Informational Item)**

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

San Jacinto College Foundation (SJCF)

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

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

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

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

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

None

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

- Attachment 1 – Most recent committee appointments – December 2024
- Attachment 2 – Blank form for new appointments

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
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## Attachment 1

### Assignments for Board Committees and San Jacinto College Foundation December 2024

#### Board Committees

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

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

#### San Jacinto College Foundation (SJCF)

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

#### Board Committees

The Board Chair appoints the membership of each committee as follows:

Building Committee

1. John Moon, Jr., Committee Chair
2. Dr. Michelle Cantú-Wilson
3. Salvador Serrano Jr.

Finance Committee

1. Keith Sinor, Committee Chair
2. Erica Davis Rouse
3. Larry Wilson

The Chair Dan Mims serves as ex-officio on both committees.

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

Attachment 1

Assignments for Board Committees and  
San Jacinto College Foundation  
December 2024

San Jacinto College Foundation (SJCF)

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

1. Dan Mims
2. John Moon, Jr.
3. Keith Sinor

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

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

Attachment 2

Assignments for Board Committees and  
San Jacinto College Foundation

Board Committees

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

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

San Jacinto College Foundation (SJCF)

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

Board Committees

The Board Chair appoints the membership of each committee as follows:

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

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

The Chair Dan Mims serves as ex-officio on both committees.

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

Attachment 2

Assignments for Board Committees and  
San Jacinto College Foundation

San Jacinto College Foundation (SJCF)

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

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

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

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

**Action Item “XI”**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval of Amendment to the 2024-2025 Budget**  
**for Restricted Revenue and Expenses Relating to Federal, State and Local Grants/Contracts**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve an amendment to the 2024-2025 budget for restricted revenue and expenses related to grants/contracts.

**BACKGROUND**

Federal, state, and local grants/contracts may require amendments for receipt of newly awarded grants or changes to existing grants/contracts. These amendments should be processed in a timely manner to provide access to funding to meet the objectives set forth within the grant/contract requirements. This budget amendment request includes additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants/contracts received during the month of July 2025.

**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 \$474,273 so the net impact on the College budget is zero.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1- Budget Amendments - 08-11-25

Attachment 2- Grant/Contract Detail- 08-11-25

**RESOURCE PERSONNEL**

Carin Hutchins

281-998-6306

[carin.hutchins@sjcd.edu](mailto:carin.hutchins@sjcd.edu)

Tomoko Olson

281-998-6146

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

SAN JACINTO COLLEGE DISTRICT  
Federal, State, and Local Grant/Contract Amendments  
August 11, 2025

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>Texas Workforce Commission - Job and Education for Texans (JET) (New Grant)</u>					
State Grant Revenue	551053	56700	554200	110000	(189,987)
Contractual Services	551053	56700	741000	460961	189,987
					\$ -
<u>Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program 2025 - 2029</u> (New Grant)					
State Grant Revenue	555063	56700	554200	110000	(42,591)
State Grant Revenue	555064	56700	554200	110000	(21,295)
State Grant Revenue	555065	56700	554200	110000	(21,295)
Contractual Services	555063	56700	731000	160912	42,591
Contractual Services	555064	56700	731000	160912	21,295
Contractual Services	555065	56700	731000	160912	21,295
					-
<u>Texas Higher Education Coordinating Board - Opportunity High School Diploma (OHSD) Program</u> (New Grant)					
State Grant Revenue	555062	56700	554200	110000	(33,390)
Non-Instr Labor - Staff Exempt	555062	56700	612010	465817	30,600
Fringe Benefits	555062	56700	650000	465817	2,790
					-
<u>San Jacinto College Foundation - Student Success Initiatives Fall 2025 Awards (New Grant)</u>					
Local Grant Revenue	571072	56700	554300	110000	(131,715)
Non-Instructional Labor	571072	56700	610000	Various	2,000
Supplies	571072	56700	710000	Various	63,815
Travel	571072	56700	721000	Various	1,850
Contractual Services	571072	56700	731000	Various	59,750
Student Aid - Scholarships	571072	56700	751009	Various	3,300
Student Aid - Books & Supplies	571072	56700	751120	Various	1,000
					-
<u>Educate Texas - Communities Foundation of Texas/2025 Pathways to Career Regional Expansion</u> Pre-Planning Phase (New Grant)					
Local Grant Revenue	570041	56700	554300	110000	(15,000)
Supplies	570041	56700	710000	465817	1,200
Travel	570041	56700	721000	465817	6,000
Contractual Services	570041	56700	731000	465817	7,800
					-
<u>Educate Texas - Communities Foundation of Texas/Career Connect Texas (New Grant)</u>					
Local Grant Revenue	570042	56700	554300	110000	(15,000)
Non-Instructional Labor	570042	56700	610000	465817	9,500
Supplies	570042	56700	710000	465817	500
Travel	570042	56700	721000	465817	5,000
					-

Bay Area Houston Economic Partnership/Space Alliance Technology Outreach Program (SATOP)

(New Contract)

Local Contract Revenue	261305	13418	533300	110000	(4,000)
Operating Supplies Consumable	261305	13418	711410	121110	4,000

-

Net Increase (Decrease)

\$ -

Note: Credits to revenues are increases and credits to expenses are decreases.

Conversely, debits to revenue are decreases and debits to expenses are increases.

Grant Funding Summary by Agency:

Texas Workforce Commission	\$ 189,987
Texas Higher Education Coordinating Board	118,571
San Jacinto College Foundation	131,715
Educate Texas	30,000
Bay Area Houston Economic Partnership	4,000
	<u>\$ 474,273</u>

August 11, 2025, Board Book – Grant/Contract Amendments Detail List

Texas Workforce Commission - Job and Education for Texans (JET) (New Grant)

This funding allows San Jacinto Community College District (SJCD) to enhance its Electrical Technology program by acquiring modern programmable logic controller (PLC) training units that reflect current industry standards. SJCD aims to close the skills gap by replacing outdated equipment and providing students with hands-on experience using advanced PLC technologies. This investment will modernize instruction, improve graduate employability, and respond to regional workforce needs, including an 8.4% projected growth in PLC-related occupations. Students in key courses will gain practical skills in programming, troubleshooting, and system design, preparing them for high-demand careers in industrial automation and contributing to a stronger Gulf Coast economy.

Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program 2025 – 2029 (New Grant)

This program provides dedicated funds to increase the number of students who enroll and graduate from SJCD nursing programs, thereby helping to meet the state's need for registered nurses. Funding must be used exclusively for necessary and reasonable expenses directly related to: enrolling additional nursing students; implementing evidence-based strategies for student recruitment and retention; identifying, developing, or applying innovative or evidence-based practices to optimize the use of nursing faculty, instructional and clinical space, and other essential resources; and supporting the education, recruitment, or retention of professional nursing program faculty.

Texas Higher Education Coordinating Board - Opportunity High School Diploma (OHSD) (New Grant)

This project will offer the Occupational High School Diploma (OHSD) as a noncredit program paired with enrollment in a workforce program leading to a credential of value. Students will be assessed in core areas—civics, quantitative reasoning, communication, scientific reasoning, and workplace success skills—using approved measures, with individualized learning plans for those needing additional support. Instruction will be delivered in multiple formats (online, face-to-face, and self-paced), drawing from both existing curricula and new content. Workplace readiness will be demonstrated through supervised internships, apprenticeships, or other applied experiences. The College will promote OHSD through targeted outreach to neighborhood centers, churches, community groups, and employer advocates to connect underserved learners with opportunities for advancement.

San Jacinto College Foundation - Student Success Initiatives Fall 2025 Awards (New Grant)

San Jacinto College Foundation invites faculty and staff to submit proposals designed to support Student Success projects. Preference is given to proposals that directly engage students and focus upon maximizing the probability of academic success. These grants are pilot projects, which, if successful, may continue with express permission of the College if funds are available.

Educate Texas - Communities Foundation of Texas/2025 Pathways to Career Regional Expansion (New Grant)

This grant is to support a collaborative initiative focused on developing and implementing high-quality career and technical education (CTE) pathways aligned with regional workforce needs. This program, led by Educate Texas, aims to connect students with career opportunities by creating clear pathways from education to employment in high-demand fields. Grant funds will be used to cover travel expenses for meetings and conferences required as part of the grant activities.

Educate Texas - Communities Foundation of Texas/Career Connect Texas (New Grant)

Career Connect Texas promotes the development, implementation, and scaling of career-connected learning experiences for Texans by delivering technical assistance, providing peer learning opportunities, and leveraging strategic partnerships with industry, government, workforce, and education leaders. Grant funds support the costs of personnel, travel, and supplies necessary for the implementation and execution of the grant project.

Bay Area Houston Economic Partnership/Space Alliance Technology Outreach Program (SATOP) (New Contract)

SATOP is designed to accelerate the transfer of space technology to the private sector by offering free technical assistance to small businesses. This support is made possible through collaboration with space-related companies and academic institutions that contribute their expertise to resolve Requests for Technical Assistance (RTAs). Bay Area Houston Economic Partnership believes that promoting the involvement of these partners is essential to demonstrating how the space industry drives innovation and adds value across the broader commercial sector. Additionally, SATOP provides students with hands-on experience, connecting classroom learning to real-world applications through active participation in industry-driven projects.

**Action Item “XII”**  
**Regular Board Meeting August 11, 2025**

**Consideration of Approval of Investment Strategy and Annual Review and Approval of the  
College’s Investment Policy and Strategy - Second Reading**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the Investment Strategy of the College and annual review and approval of the College’s Investment Policy and Strategy.

**BACKGROUND**

The Investment Policy and Strategy of San Jacinto College requires that the Board of Trustees, at least annually, review and approve both the investment strategy and policy as required by Texas Government Code 2256, the Public Funds Investment Act (PFIA). The Board approved the last revisions on August 12, 2024.

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

As outlined in the Investment Policy and Strategy, the College’s strategies for individual funds will address:

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

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

The Board of Trustees is required to specifically review and approve both the investment strategy and Policy III.3001.A, Investment Policy and Strategy. While these actions can be included within the same Board agenda item, the motion needs to specifically approve both these items.

**IMPACT OF THIS ACTION**

The attached summary of changes outlines the updates recommended to the Investment Policy and Strategy as part of this year’s annual review.

**Action Item “XII”**  
**Regular Board Meeting August 11, 2025**

**Consideration of Approval of Investment Strategy and Annual Review and Approval of the  
College’s Investment Policy and Strategy - Second Reading**

On November 7, 2023, the Government Treasurers’ Organization of Texas (GTOT) awarded the Certificate of Distinction to the College for developing an investment policy that meets the requirements of the Public Funds Investment Act and the standards for prudent public investing established by GTOT. The GTOT had no recommendations for changes to the policy and the certificate is effective for a two-year period ending November 30, 2025.

The updated policy was sent to the College community on June 2, 2025. No comments were received.

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

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

The Board will be notified of any changes that require its action. Evaluation of management’s compliance with this policy is periodically reviewed by administration, the College’s internal and external auditors, and the Texas State Auditor’s Office.

**ATTACHMENTS**

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy III.3001.A, Investment Policy and Strategy  
Tracking
- Attachment 3 – Policy III.3001.A, Investment Policy and Strategy – Clean

**RESOURCE PERSONNEL**

Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Dianne Duron	281-998-6109	dianne.duron@sjcd.edu

## Policies and Procedures Summary of Changes

New Policy Number: N/A

Proposed Policy Name: N/A

Current Policy Number/Name: **Policy III.3001.A, Investment Policy and Strategy**

New Procedure Number: N/A

Proposed Procedure Name(s): N/A

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

Action Recommended for Policy: **Revise**

Action Recommended for Procedures: N/A

Web Links:

<https://www.sanjac.edu/about/policies-procedures/III-3001-A-Investment-Policy-and-Strategy.pdf>

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

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

Summary of Changes:

*Policy Changes:*

- Page 3 – Clarification on investment training
- Page 6 – Added space and comma in sections 2. and 4., respectively, under Prohibited Investments
- Pages 5 and 7 – Added clarification that State and Local Government Series (SLGS) Securities are included as Obligations of the US Government and more specifically US Treasury Obligations.

*Procedure Changes:*

- N/A – No procedure

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

#### **Purpose**

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

#### **Policy**

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

#### **Authority**

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

#### **Applicability**

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

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

### **OBJECTIVES**

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

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

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

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

**YIELD:** The College will strive to earn a reasonable market yield within the restrictions imposed by the Policy’s safety and liquidity requirements, investment strategies, and state and federal laws governing investment of public funds. The College

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

## **STRATEGY**

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

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

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

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

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

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

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

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

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

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

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

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

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

### **INVESTMENT TRAINING**

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

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

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

## **DELEGATION OF AUTHORITY AND RESPONSIBILITIES**

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

### **Board of Trustees**

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

### **Investment Committee**

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

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

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

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

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

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

## **ETHICS AND CONFLICTS OF INTEREST**

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

## **AUTHORIZED INVESTMENTS**

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

1. Obligations of the US Government (Treasury Bills, ~~and~~ Treasury Notes, and State and Local Government Series (SLGS Securities)), its agencies and instrumentalities not to exceed three years to stated maturity. Mortgage-backed securities with stated maturities not more than three years are authorized only in bond construction funds.
2. Fully insured or collateralized certificates of deposit of any bank doing business in Texas that are collateralized in accordance with this Policy and with a stated final maturity not to exceed one year to include those bought through the CDARS network.
3. Negotiable certificates of deposit securities issued by a bank that has a certificate of deposit rating of at least 1 or equivalent by a nationally recognized credit rating agency or that is associated with a holding company having a commercial paper rating of at least A1/P1 or equivalent by a nationally recognized rating agency.
4. Commercial paper rated no less than A1/P1 by two nationally recognized rating agencies with a stated maturity less than 90 days.
5. Fully collateralized direct repurchase agreements with a defined termination date, secured in accordance with this Policy and placed with a primary securities dealer. All repurchase agreement transactions shall be governed by an executed Bond Market Association Master Repurchase Agreement. Maximum stated maturity shall be 90 days except for flex repurchase agreements. Bond proceeds from one issue may be invested in a single flex repurchase agreement the maximum stated maturity for which shall be matched to the expenditure plan of the bonds.
6. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent, with a stated maturity of not more than three years.
7. AAA or equivalent rated, Texas local government investment pools striving to maintain a \$1 net asset value (NAV) as defined by the Act and authorized specifically by the Board of Trustees for a particular pool.
8. A money market mutual fund in compliance with SEC Rule 2a-7 and striving to maintain a \$1 net asset value.
9. Corporate bonds, debentures or similar debt obligations rated in one of the two

- highest long- term rating categories without regard to gradations in those categories by two nationally recognized rating agencies not to exceed three years to maturity.
10. FDIC-insured brokered certificate of deposit securities from a bank in any US state, delivered versus payment to the College’s safekeeping depository, not to exceed one year to maturity. Before purchase, the Investment Officer or Adviser must verify the FDIC status of the bank on [www.fdic.gov](http://www.fdic.gov) to assure that the bank is FDIC insured.
  11. Fully insured or collateralized interest-bearing accounts in any bank in Texas.

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

**PROHIBITED INVESTMENTS**

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

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

If the state prohibits any type of securities for investment of public funds by state statute, the College is not required to liquidate investments that were authorized at the time of purchase.

**DIVERSIFICATION**

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

Investment Type	Max. % in Portfolio
US Treasury Obligations <a href="#">(Including SLGS)</a>	90%
US Agency and Instrumentality Obligations	85%
SEC Registered Money Market Funds	60%
Repurchase Agreements	75%
Flex Repurchase (Bond Funds)	100% of issue
Collateralized/Insured CDs	20%

## Attachment 2 – Tracked Changes

FDIC insured brokered CDs	20%
Negotiable CDs	15%
Limit per bank	5%
Local Government Investment Pools	100%
Participation per pool	10% of pool
Commercial Paper	25%
Limit per issuer	5%
Municipal Obligations	50%
Limit per issuer	10%
Limit per geographical region	50%
Corporate Obligations	30%
Limit per issuer	5%

### **MAXIMUM MATURITIES**

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

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

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

Authorized broker/dealers and financial institutions may include:

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

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

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

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

### **Policy Certification**

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

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

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

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

### **COLLEGE DEPOSITORY**

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

### **COMPLIANCE AUDIT**

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

### **Loss of Rating**

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

### **Monitoring FDIC Status**

The Investment Officer or Investment Adviser shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CDs owned by the College

based upon information from the FDIC. If any bank has been acquired or merged with another bank in which the College owns brokered CDs, the Investment Officer or Adviser shall immediately liquidate any brokered CD that places the College above the FDIC insurance level.

### **COLLATERALIZATION**

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

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

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

### **Authorized Collateral**

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

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

### **Voluntary Collateral Pooling Alternative**

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

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

### **SAFEKEEPING**

All securities owned by the College shall be held in safekeeping by the College's depository

bank or an authorized third-party financial institution under an executed safekeeping agreement.

### **DELIVERY VERSUS PAYMENT**

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

### **REPORTING**

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

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

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

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

### **INTERNAL CONTROLS**

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

### **Cash Flow Forecasting**

Cash flow forecasting is a control designed to protect and sustain cash flow requirements of

the College. The Investment Officer will maintain a cash flow analysis designed to forecast cash positions for investment purposes.

**INVESTMENT POLICY ADOPTION**

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

**Associated Procedures**

There are no associated procedures with this policy.

Date of Board Approval	<del>August 12, 2024</del> Anticipated August 11, 2025
Effective Date	<del>August 13, 2024</del> Anticipated August 11, 2025
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Associate Vice Chancellor, Finance

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

### **Purpose**

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

### **Policy**

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

### **Authority**

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

### **Applicability**

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

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

## **OBJECTIVES**

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

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

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

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

**YIELD:** The College will strive to earn a reasonable market yield within the restrictions imposed by the Policy's safety and liquidity requirements, investment strategies, and state and federal laws governing investment of public funds. The College

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

## **STRATEGY**

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

1. The suitability of the authorized investments to the financial and cash flow requirement of the College.
2. The need for preservation and safety of principal.
3. The need for a measured liquidity to meet the College's cash flow requirements.
4. The marketability of every investment if the need arises to liquidate that investment before maturity.
5. Diversification of the investment portfolio to limit market and credit risks.
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### **B. Debt Service Funds**

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

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### **INVESTMENT TRAINING**

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

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

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

## **DELEGATION OF AUTHORITY AND RESPONSIBILITIES**

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

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

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

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

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

## **ETHICS AND CONFLICTS OF INTEREST**

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

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

1. Obligations of the US Government (Treasury Bills, Treasury Notes, and State and Local Government Series (SLGS Securities), its agencies and instrumentalities not to exceed three years to stated maturity. Mortgage-backed securities with stated maturities not more than three years are authorized only in bond construction funds.
2. Fully insured or collateralized certificates of deposit of any bank doing business in Texas that are collateralized in accordance with this Policy and with a stated final maturity not to exceed one year to include those bought through the CDARS network.
3. Negotiable certificates of deposit securities issued by a bank that has a certificate of deposit rating of at least 1 or equivalent by a nationally recognized credit rating agency or that is associated with a holding company having a commercial paper rating of at least A1/P1 or equivalent by a nationally recognized rating agency.
4. Commercial paper rated no less than A1/P1 by two nationally recognized rating agencies with a stated maturity less than 90 days.
5. Fully collateralized direct repurchase agreements with a defined termination date, secured in accordance with this Policy and placed with a primary securities dealer. All repurchase agreement transactions shall be governed by an executed Bond Market Association Master Repurchase Agreement. Maximum stated maturity shall be 90 days except for flex repurchase agreements. Bond proceeds from one issue may be invested in a single flex repurchase agreement the maximum stated maturity for which shall be matched to the expenditure plan of the bonds.
6. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent, with a stated maturity of not more than three years.
7. AAA or equivalent rated, Texas local government investment pools striving to maintain a \$1 net asset value (NAV) as defined by the Act and authorized specifically by the Board of Trustees for a particular pool.
8. A money market mutual fund in compliance with SEC Rule 2a-7 and striving to maintain a \$1 net asset value.
9. Corporate bonds, debentures or similar debt obligations rated in one of the two

- highest long- term rating categories without regard to gradations in those categories by two nationally recognized rating agencies not to exceed three years to maturity.
10. FDIC-insured brokered certificate of deposit securities from a bank in any US state, delivered versus payment to the College’s safekeeping depository, not to exceed one year to maturity. Before purchase, the Investment Officer or Adviser must verify the FDIC status of the bank on [www.fdic.gov](http://www.fdic.gov) to assure that the bank is FDIC insured.
  11. Fully insured or collateralized interest-bearing accounts in any bank in Texas.

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

**PROHIBITED INVESTMENTS**

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

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

If the state prohibits any type of securities for investment of public funds by state statute, the College is not required to liquidate investments that were authorized at the time of purchase.

**DIVERSIFICATION**

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

<b><u>Investment Type</u></b>	<b><u>Max. % in Portfolio</u></b>
US Treasury Obligations (Including SLGS)	90%
US Agency and Instrumentality Obligations	85%
SEC Registered Money Market Funds	60%
Repurchase Agreements	75%
Flex Repurchase (Bond Funds)	100% of issue
Collateralized/Insured CDs	20%

FDIC insured brokered CDs	20%
Negotiable CDs	15%
Limit per bank	5%
Local Government Investment Pools	100%
Participation per pool	10% of pool
Commercial Paper	25%
Limit per issuer	5%
Municipal Obligations	50%
Limit per issuer	10%
Limit per geographical region	50%
Corporate Obligations	30%
Limit per issuer	5%

**MAXIMUM MATURITIES**

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

**AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

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

Authorized broker/dealers and financial institutions may include:

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

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

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

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

### **Policy Certification**

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

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

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

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

### **COLLEGE DEPOSITORY**

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

### **COMPLIANCE AUDIT**

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

### **Loss of Rating**

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

### **Monitoring FDIC Status**

The Investment Officer or Investment Adviser shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CDs owned by the College

based upon information from the FDIC. If any bank has been acquired or merged with another bank in which the College owns brokered CDs, the Investment Officer or Adviser shall immediately liquidate any brokered CD that places the College above the FDIC insurance level.

### **COLLATERALIZATION**

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

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

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

### **Authorized Collateral**

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

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

### **Voluntary Collateral Pooling Alternative**

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

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

### **SAFEKEEPING**

All securities owned by the College shall be held in safekeeping by the College's depository

bank or an authorized third-party financial institution under an executed safekeeping agreement.

### **DELIVERY VERSUS PAYMENT**

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

### **REPORTING**

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

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

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

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

### **INTERNAL CONTROLS**

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

### **Cash Flow Forecasting**

Cash flow forecasting is a control designed to protect and sustain cash flow requirements of

the College. The Investment Officer will maintain a cash flow analysis designed to forecast cash positions for investment purposes.

**INVESTMENT POLICY ADOPTION**

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

**Associated Procedures**

There are no associated procedures with this policy.

Date of Board Approval	Anticipated August 11, 2025
Effective Date	Anticipated August 11, 2025
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Associate Vice Chancellor, Finance

**Action Item “XIII”**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval of Proposed Budget for 2025-2026**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the proposed fiscal year 2025-2026 (FY26) budget for the San Jacinto Community College District as summarized by fund in the table below.

	<u>Revenues</u>	<u>Expenses</u>	<u>Net Revenue/ Expense)</u>
Unrestricted	\$229,341,135	\$228,973,945	\$367,190
Restricted	152,062,803	152,062,803	0
Auxiliary	3,087,000	3,832,792	(745,792)
Total	<u>\$384,490,938</u>	<u>\$384,869,540</u>	<u>\$(378,602)</u>

While the FY26 Unrestricted Fund budget results in net revenue and an increase to fund balance, the FY26 Auxiliary Fund budget results in net expense and a decrease or use of fund balance. This decrease in fund balance is primarily due to rising operating costs and the required move of staff salaries that support the College’s athletic programs and the Texas Association of Community Colleges (TACC) and Texas Association of School Boards (TASB) institutional memberships to the Auxiliary Fund from the Unrestricted Fund. The Auxiliary Fund has a positive fund balance of \$13.4 million, which represents the accumulation of net revenue from previous years and can absorb the budgeted net expenses in FY26.

The FY26 Restricted Fund budget is balanced reflecting the nature of grants and other restricted activities that limit spending to the amount of the award or contract.

FY26 depreciation expense of \$26,000,000 is reported as an informational item only.

**BACKGROUND**

The proposed budget provides operating funds for FY26. Official State allocations and current estimates of ad valorem taxes, based on preliminary certified values received from Harris Central Appraisal District and tax rate calculations from Harris County Tax Office, are included in the revenue projections. The budget also includes the College’s current estimates of additional revenue items including tuition, investment income, and sales and services. Conservative projections have been utilized for revenues and are therefore considered reasonably attainable. Appropriate revenue reserves have been maintained to manage revenue fluctuations and unexpected expenses or emergencies.

The College’s BOLD 2030 Strategic Plan served as a guidepost during the budget prioritization process. Reductions in several budget areas were made to reallocate resources and prioritize initiatives more strategically. Additional new funding requests and projects were not funded or were not fully funded due to limited resources. These will be reviewed again as additional resources are identified.

**Action Item “XIII”**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval of Proposed Budget for 2025-2026**

The proposed budget reflects the College’s commitments to student success and to serving the citizens and businesses in its taxing district and service area. It also reflects the College’s commitment to our people (employees) with \$5.3 million in additional funding allocated to personnel costs. A significant portion of this increase (74.9%) is for performance-based salary increases. In addition, administration is recommending an increase in the minimum hourly pay rate to \$18.25 per hour for full-time positions along with adjustments in several part-time staff and faculty pay rates.

As reflected in the FY26 budget, the College is expecting an overall net increase in revenues from ad valorem (property) taxes and tuition, which is offset by decreases in the State allocation for performance and investment income. The College has experienced enrollment increases each semester in FY25. Fall 2024, spring 2025, and summer 2025 had enrollment increases of 1.0%, 2.5%, and 6.1% over the prior year terms, respectively. Fall 2025 (FY26) enrollment is following this trend.

One of our newest instructional areas is the Center for Biotechnology (Center). The College received \$10 million in non-formula support from the State for the Center to support its operating and equipment costs in the Unrestricted Fund. These funds are included in the Restricted Fund budget to facilitate appropriate tracking and reporting.

**Highlights of the Unrestricted Fund budget are summarized below.**

**REVENUES – Overall increase of \$4,816,797 from prior year budget**

- State Allocation
  - The state allocation for performance tier funding is expected to decrease \$2,110,095 (3.7%) based on estimates provided by the Texas Higher Education Coordinating Board. The decrease in allocation is related to changes in the funding model in FY26 compared to FY25, and actual outcomes that are lower than the projections calculated by the funding model.
  - The Financial Aid for Swift Transfer (FAST) allocation is anticipated to increase \$200,000 due to anticipated enrollment and rate increases, offset by an increase in tuition scholarships for FAST eligible students of \$100,000.
  
- Ad Valorem Taxes (Maintenance and Operations)
  - The FY26 taxable values are \$87.4 billion, based on Harris Central Appraisal District’s preliminary certified estimates received on July 25, 2025, which is higher than the FY25 taxable values of \$85.8 billion by 1.9%.
  - The College is experiencing a decline in the values of existing properties during each year as lawsuits are settled and refunds are provided to taxpayers. The FY25 values were \$85.8 billion when the College adopted the tax rate last year, but a year later, the comparable value prior to adding new properties is \$85.5 billion or a 0.3% loss in value.

**Action Item “XIII”**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval of Proposed Budget for 2025-2026**

- To cover increases in the College’s labor and operating costs, provide the level of service expected by the students and community, and accommodate the increasing refunds to taxpayers each year, the recommended budget includes a \$3,750,000 (4.2%) increase in ad valorem tax revenue.
- Final adoption of tax rates will be based on final certified tax rolls to be received in late August 2025.
  
- Net Tuition Revenue
  - The budget includes an anticipated overall increase in net tuition revenue of \$3,776,892 (5.6%) which includes the following components:
    - An increase in net credit tuition of \$1,284,584, due to projected enrollment increases in gross credit tuition of \$2,861,831, offset by increases in deductions for exemptions and waivers (primarily for dual credit), Texas Public Education Grant set asides, and bad debt expense of \$1,577,247.
    - The increase in net non-credit (Continuing Education/Continuing Professional Development) tuition revenue of \$2,492,308 (26.1%) is related to increases in two significant contracts for services (Texas Aerospace Scholars and LZ Technology Internships).
  
- Sales and Services
  - Anticipated net increase of \$400,000 (18.2%) represents additional revenue from increased facility rentals and other fees.
  
- Investment Income
  - Interest earnings are anticipated to decrease by approximately \$1,000,000 (18.3%) based on FY25 activity and future expectations.

**EXPENSES – Overall increase of \$4,449,607 from prior year budget**

- Increase (decrease) by functional classification includes:

○ Instruction	\$ 1,322,183
○ Academic Support	408,071
○ Student Services	755,989
○ Institutional Support	778,532
○ Operations and Maintenance	(17,337)
○ Staff Benefits	1,202,169
○ Local Cash Match	0
	<u>\$ 4,449,607</u>
  
- Collectively, net increases in the functional classifications will provide for the following:
  - Performance-based salary increases and an increase in the minimum hourly pay rate to \$18.25 for full-time positions
  - Increase in adjunct faculty contact hour pay rates and part-time staff hourly pay rates

**Action Item “XIII”**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval of Proposed Budget for 2025-2026**

- New faculty (5) positions were approved based on enrollment and program demands
- New staff (16) positions, most of which are offset by reductions in uncommitted salaries, vacant positions, and existing operating expense budgets:
  - Six of the new staff positions were previously funded in the Restricted Fund through grants
  - Six of the new staff positions were funded from existing operating dollars which were previously contracted positions
  - Three of the new staff positions were added in FY25 within the approved FY25 budget
  - One of the new staff positions was an FY26 new position request
- Increase in employee benefit costs
- Program costs related to Texas Aerospace Scholars and LZ Technology Internships contracts which are funded through the related contract
- Other considerations:
  - There was a reduction in the Unrestricted Fund for staff salaries that support the College’s athletic programs and institutional memberships for TACC /TASB, which were moved to the Auxiliary Fund.
  - Hiring for open or new position requests will continue to be managed closely by the Strategic Leadership Team.
  - College personnel will continue to review budgets during the year and emphasize scaling promising practices, eliminating low value activities, and controlling costs.
  - Planning for adequate reserves throughout the year (days cash on hand) will remain a priority.

**Highlights of the Restricted Fund budget are summarized below.**

**REVENUES/EXPENSES – Overall increase of \$26,036,919 from prior year budget**

- Debt Service Taxes – Decrease of \$296,998 (0.7%) based on the principal and interest schedule.
- Non-formula support – \$10,000,000 funding for the Center for Biotechnology (approved in the 89<sup>th</sup> legislative session) which will be used to fund operating and equipment costs over two years.
- State Benefit Appropriations – Increase of \$1,202,520 (9.1%) for higher healthcare premiums.
- Financial Aid - Net increase of \$15,314,398 (24.7%) due to the following:
  - Increase in allocation of federal programs (primarily Pell) of \$13,136,934 (26.8%)
  - Increase in allocation of state programs (primarily Texas Educational Opportunity Grant under House Bill 8) of \$1,777,464 (28.1%)

**Action Item “XIII”**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval of Proposed Budget for 2025-2026**

- Increase in Texas Public Education Grants (TPEG) of \$400,000 (12.9%)
- Federal, State, and Local Grants and Contracts – An overall net decrease of \$183,001 (1.7%) due to the following:
  - Federal grants increased by \$731,628 (10.8%) due to a net increase in Department of Education and National Science Foundation grant funding.
  - State grants increased by \$372,205 (22.4%). While the total Texas Higher Education Coordinating Board grant funding decreased, the Texas Workforce Commission grant funding increased.
  - Local grants and contracts decreased by \$1,286,834 (55.9%) primarily related to utilization of the three-year, \$1.5 million Houston Endowment grant to support the Bachelor of Applied Science in Education with an emphasis in early childhood education. The remaining balance of this grant available in FY26 is approximately half of the balance available at this time last year.

**Highlights of the Auxiliary Fund budget are summarized below.**

**REVENUES – Overall increase of \$87,000 from prior year budget**

- Cafeteria - Increase of \$62,000 (8.3%) due to menu price increases to cover higher food and labor costs.
- Contracted Services - Increase of \$25,000 (6.2%) related to vending sales and printing activities.

**EXPENSES – Overall increase of \$832,792 from prior year budget**

- Instructional Programs/Scholarships - Decrease of \$51,000 (15.5%) in departmental scholarships. Students have opportunities to receive scholarships and other financial support from the College’s Foundation.
- Sports - Increase of \$638,437 (42.2%) related to the required move of staff salaries that support the College's athletic programs from the Unrestricted Fund. In addition, a new assistant softball coach position is included in the budget.
- College/Contracted Services - Increase of \$103,907 (10.6%) primarily due to higher food and labor costs to serve students.
- Institutional Activities/Reserve - Increase of \$141,448 (429.3%) due to the move of institutional memberships for TACC and TASB from the Unrestricted Fund since a portion of the membership fee is related to advocacy.

**Action Item “XIII”**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval of Proposed Budget for 2025-2026**

**OTHER**

- Depreciation is projected to decrease \$4,225,000 (14.0%) compared to FY25. The amount of annual asset additions is lower than prior years as the College spends the remaining bond proceeds from the 2015 bond program. Additionally, as assets become fully depreciated the total depreciation charges are decreasing rather than increasing. The College does not budget depreciation expense since this is a non-cash transaction.
- For FY26, a contribution rate of 4.125% of employee salary is included in the proposed staff benefits budget for employees enrolled in both the Optional Retirement Program (ORP) and Teacher Retirement System (TRS) plans. This is the same rate as the prior year and continues to keep the employer contribution rate consistent for both plans.
- As required by House Bill 1495, included in the budget, and identified via footnote in the attachment on page 15 are the following:
  - The portion of the TACC membership fee of \$105,502 for FY26 dedicated to advocacy is estimated to be \$18,041.
  - The portion of the TASB membership fee of \$6,400 for FY26 dedicated to advocacy is estimated to be \$956.

**IMPACT OF THIS ACTION**

Approval of the proposed budget will establish the FY 2025-2026 budget for the College and comply with section 51.0051 of the Texas Education Code that requires the governing board of each institution to approve a budget on or before September 1 of each year.

**ATTACHMENTS**

Attachment 1 – Summary of Revenues and Expenses Budget for Fiscal Year 2026 Compared to Fiscal Year 2025

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Dianne Duron	281-998-6109	dianne.duron@sjcd.edu
Dena Carlson	281-998-6347	dena.carlson@sjcd.edu

PROPOSED

SAN JACINTO COMMUNITY COLLEGE DISTRICT  
SUMMARY OF REVENUES & EXPENSES BUDGET  
FISCAL YEARS 2026 AND 2025

Unrestricted

Revenues	2025 - 2026	2024 - 2025	Increase / (Decrease)	% Change
State Allocation	54,664,243	56,774,338	(2,110,095)	(3.7%)
State Allocation - FAST	5,100,000	4,900,000	200,000	4.1%
Maintenance & Operations Taxes	93,350,000	89,600,000	3,750,000	4.2%
Credit and Non-Credit Tuition, Net	71,176,892	67,400,000	3,776,892	5.6%
Sales and Services	2,600,000	2,200,000	400,000	18.2%
Investment Income	4,900,000	6,000,000	(1,100,000)	(18.3%)
FAST Reduction	(2,450,000)	(2,350,000)	(100,000)	4.3%
<b>Total Unrestricted Revenues</b>	<b>229,341,135</b>	<b>224,524,338</b>	<b>4,816,797</b>	<b>2.1%</b>

Expenses	2025 - 2026	2024 - 2025	Increase / (Decrease)	% Change
Instruction	82,258,270	80,936,087	1,322,183	1.6%
Academic Support	20,761,439	20,353,368	408,071	2.0%
Student Services	20,093,178	19,337,189	755,989	3.9%
Institutional Support	66,125,521	65,346,990	778,532	1.2%
Operations & Maintenance	19,045,234	19,062,570	(17,337)	(0.1%)
Staff Benefits	20,164,169	18,962,000	1,202,169	6.3%
Cash Match	526,134	526,134	0	0.0%
<b>Total Unrestricted Expenses</b>	<b>228,973,945</b>	<b>224,524,338</b>	<b>4,449,607</b>	<b>2.0%</b>

<b>Net Revenues/(Expenses)</b>	<b>367,190</b>	<b>0</b>	<b>367,190</b>	
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PROPOSED

SAN JACINTO COMMUNITY COLLEGE DISTRICT  
SUMMARY OF REVENUES & EXPENSES BUDGET  
FISCAL YEARS 2026 AND 2025

Restricted

Revenues	2025 - 2026	2024 - 2025	Increase / (Decrease)	% Change
Debt Service Taxes	39,808,402	40,105,400	(296,998)	(0.7%)
Non-formula Support	10,000,000	0	10,000,000	100.0%
State Benefit Appropriations	14,402,520	13,200,000	1,202,520	9.1%
Financial Aid - Federal, State, and Local	77,324,254	62,009,856	15,314,398	24.7%
Grants and Contracts - Federal, State, and Local	10,527,627	10,710,628	(183,001)	(1.7%)
<b>Total Restricted Revenues</b>	<b>152,062,803</b>	<b>126,025,884</b>	<b>26,036,919</b>	<b>20.7%</b>

Expenses	2025 - 2026	2024 - 2025	Increase / (Decrease)	% Change
Debt Service Payments	39,808,402	40,105,400	(296,998)	(0.7%)
Non-formula Support	10,000,000	0	10,000,000	0.0%
State Funded Benefits	14,402,520	13,200,000	1,202,520	9.1%
Financial Aid - Federal, State, and Local	77,324,254	62,009,856	15,314,398	24.7%
Grants and Contracts - Federal, State, and Local	10,527,627	10,710,628	(183,001)	(1.7%)
<b>Total Restricted Expenses</b>	<b>152,062,803</b>	<b>126,025,884</b>	<b>26,036,919</b>	<b>20.7%</b>

<b>Net Revenues/(Expenses)</b>	<b>0</b>	<b>0</b>	<b>0</b>	
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PROPOSED

SAN JACINTO COMMUNITY COLLEGE DISTRICT  
SUMMARY OF REVENUES & EXPENSES BUDGET  
FISCAL YEARS 2026 AND 2025

Auxiliary

	2025 - 2026	2024 - 2025	Increase / (Decrease)	% Change
Auxiliary Revenues	3,087,000	3,000,000	87,000	2.9%
Auxiliary Expenses	3,832,792	3,000,000	832,792	27.8%
Net Revenues/(Expenses)	(745,792)	0	(745,792)	

Summary (All Funds)

	2025 - 2026	2024 - 2025	Increase / (Decrease)	% Change
Total Revenues	384,490,938	353,550,222	30,940,716	8.8%
Total Expenses	384,869,540	353,550,222	31,319,318	8.9%
Net Revenues/(Expenses)	(378,602)	0	(378,602)	

Other

	2025 - 2026	2024 - 2025	Increase / (Decrease)	% Change
Depreciation	26,000,000	30,225,000	(4,225,000)	(14.0%)

PROPOSED

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
 DETAIL REVENUES BUDGET  
 FISCAL YEARS 2026 AND 2025**

<b>Unrestricted Revenues</b>	<b>2025 - 2026</b>	<b>2024 - 2025</b>
<b>State Allocation</b>	<b>54,664,243</b>	<b>56,774,338</b>
<b>State Allocation - FAST</b>	<b>5,100,000</b>	<b>4,900,000</b>
<b>Maintenance &amp; Operating Taxes</b>	<b>93,350,000</b>	<b>89,600,000</b>
In District	32,776,839	31,449,898
Out of District	34,607,128	33,346,874
Out of State/Foreign	6,086,259	5,848,250
3-Peat Tuition	936,605	899,978
Gross Credit Tuition	74,406,831	71,545,000
Less: TPEG Transfers	(3,500,000)	(3,100,000)
Less: Exemptions/Waivers	(10,577,247)	(9,500,000)
Less: Bad Debt	(1,200,000)	(1,100,000)
Credit Tuition, Net	59,129,584	57,845,000
CPET	450,000	540,000
Maritime Transportation	2,500,000	2,100,000
Continuing and Professional Development	8,547,308	6,360,000
Center for Biotechnology	600,000	600,000
Gross Non-Credit (NC) Tuition	12,097,308	9,600,000
Less: NC Exemptions/Waivers	(50,000)	(45,000)
Non-Credit Tuition, Net	12,047,308	9,555,000
<b>Credit and Non-Credit Tuition, Net</b>	<b>71,176,892</b>	<b>67,400,000</b>
Departmental Acvity	450,000	350,000
Children's Center	475,000	375,000
Sales and Service - Educational	925,000	725,000
Administrative Cost Allowance	495,000	450,000
Facilities Usage	630,000	525,000
Purchasing Rebate	200,000	200,000
Non-Education - Other	350,000	300,000
Sales and Service - Non-Educational	1,675,000	1,475,000
<b>Sales and Services</b>	<b>2,600,000</b>	<b>2,200,000</b>
<b>Investment Income</b>	<b>4,900,000</b>	<b>6,000,000</b>
<b>FAST Reduction</b>	<b>(2,450,000)</b>	<b>(2,350,000)</b>
<b>Total Unrestricted Revenues</b>	<b>229,341,135</b>	<b>224,524,338</b>

PROPOSED

SAN JACINTO COMMUNITY COLLEGE DISTRICT  
 DETAIL REVENUES BUDGET  
 FISCAL YEARS 2026 AND 2025

<b>Restricted Revenues</b>	<b>2025 - 2026</b>	<b>2024 - 2025</b>
<b>Debt Service Taxes (I &amp; S)</b>	<b>39,808,402</b>	<b>40,105,400</b>
<b>Non-formula Support</b>	<b>10,000,000</b>	<b>0</b>
<b>State Benefits Appropriations</b>	<b>14,402,520</b>	<b>13,200,000</b>
Supplemental Educational Opportunity Grant	1,163,867	1,177,509
Pell	60,000,000	47,000,000
Federal Work Study	968,211	817,635
<b>Subtotal - Financial Aid Federal</b>	<b>62,132,078</b>	<b>48,995,144</b>
Texas College Work Study	103,667	138,876
Texas Education Opportunity Grant - Initial	5,917,721	5,116,678
Texas Education Opportunity Grant - Renewal	1,972,574	1,000,000
THECB Military Tuition Assistance	4,500	2,000
THECB - Educational Aide Exemption	10,247	11,200
Texas College Work Study - Mentorship	34,556	45,958
Nursing Student Scholarship	37,911	0
Texas First Scholarship	11,000	0
<b>Subtotal - Financial Aid State</b>	<b>8,092,176</b>	<b>6,314,712</b>
Texas Public Education Grant	3,500,000	3,100,000
21 Forward and Promise Scholarships	3,000,000	3,000,000
Other Foundation Scholarships	600,000	600,000
<b>Subtotal - Financial Aid Local</b>	<b>7,100,000</b>	<b>6,700,000</b>
<b>Financial Aid - Federal, State, and Local</b>	<b>77,324,254</b>	<b>62,009,856</b>

PROPOSED

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
 DETAIL REVENUES BUDGET  
 FISCAL YEARS 2026 AND 2025**

<b>Restricted Revenues (Continued)</b>	<b>2025 - 2026</b>	<b>2024 - 2025</b>
Title V DHSI	605,008	615,506
Carl Perkins Equitable Access and Opp. Prog	0	400,000
Carl Perkins Basic - District	358,908	324,752
Carl Perkins Basic - Central	561,769	524,352
Carl Perkins Basic - North	374,513	346,688
Carl Perkins Basic - South	265,280	252,574
Talent Search	301,366	297,775
Educate TX	137,966	0
Title III HSI STEM	1,149,893	0
TRIO/Upward Bound VI	390,709	385,709
HGAC AEL	816,000	1,296,000
Earmarks/SJC Edge Center Tools	0	21,309
Department of Education - Total	4,961,412	4,464,665
Department of Commerce - EDA Renovation	744,891	984,474
NSF/ATE BioTech - Cell Therapy	849,504	0
Small Business Administration/UH/SBDC	278,478	223,363
National Science Foundation/LSAMP/HCCCA	0	543,898
NSF/Cyberinfrastructure BRICCs - Tx	179,220	199,868
NSF/ATE Cybersecurity Career	439,474	331,552
NASA/UH/MIRO IDEAS 2	26,469	0
<b>Subtotal - Grants Federal</b>	<b>7,479,448</b>	<b>6,747,820</b>
Partnership w/Maritime Consortium	634,940	740,140
Dual Credit Healthcare	149,600	0
JET Equip Grant	189,987	0
Texas Workforce Commission - Total	974,527	740,140

PROPOSED

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
 DETAIL REVENUES BUDGET  
 FISCAL YEARS 2026 AND 2025**

<b>Restricted Revenues (Continued)</b>	<b>2025 - 2026</b>	<b>2024 - 2025</b>
Nursing Shortage - Reg	49,337	498,682
Nursing Shortage - Under 70	0	226,967
Nursing Shortage Reduction	306,445	0
Nursing & Allied Health-Nursing Innovation	0	17,000
TRUE 2023 Grant Program	0	89,000
HCC/SJC TRUE Grant	0	80,000
Opportunity High School	301,985	0
Other	0	8,300
Texas Higher Education Coordinating Board - Total	657,767	919,949
Harris County Precinct 2	400,000	0
<b>Subtotal - Grants State</b>	<b>2,032,294</b>	<b>1,660,089</b>
Trellis Fdn/SJC Fdn/AIMS 2022-2024	28,000	180,000
HAS/Consulting Services	6,400	0
Lumina Fdn/PPI/Community College Reform Design	28,000	0
SSI (SJC Foundation)	82,000	54,461
Houston Endowment/SJC Fdn/Teacher Prep	514,450	1,121,411
Educate TX/P-TECH Expansion Planning Grant	0	46,000
Harris County North Campus Side Walkway Proj	0	441,056
RWJ/UTHSC-SHPEP Grant FY23	0	19,575
Elkins Foundation - TSHA Webb Historical Society	2,608	0
JED/Fdn/Collab for Student Parents	5,000	0
<b>Subtotal - Grants Local</b>	<b>666,458</b>	<b>1,862,503</b>
Community College Research Study	7,402	40,000
Opportunity High School Diploma	25,008	100,000
Refining Guided Pathways	20,000	20,000
Apprenticeship Program	226,960	280,216
AI Project Advisory	10,000	0
Course Sharing Mentoring	15,000	0
STEM Course Sharing	5,000	0
Micro Credential	25,212	0
Course Sharing	14,845	0
<b>Subtotal - Contracts</b>	<b>349,427</b>	<b>440,216</b>
<b>Grants and Contracts - Federal, State, and Local</b>	<b>10,527,627</b>	<b>10,710,628</b>
<b>Total Restricted Revenues</b>	<b>152,062,803</b>	<b>126,025,884</b>

PROPOSED

SAN JACINTO COMMUNITY COLLEGE DISTRICT  
DETAIL REVENUES BUDGET  
FISCAL YEARS 2026 AND 2025

<b>Auxiliary Revenues</b>	<b>2025 - 2026</b>	<b>2024 - 2025</b>
Bookstore	910,000	910,000
Cafeteria	812,000	750,000
Contracted Services	430,000	405,000
Student Loans and Fees	935,000	935,000
<b>Total Auxiliary Revenues</b>	<b>3,087,000</b>	<b>3,000,000</b>

PROPOSED  
**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**DETAIL EXPENSES BY CLASSIFICATION**  
**FISCAL YEARS 2026 AND 2025**

<b>Unrestricted Expenses</b>	<b>2025 - 2026</b>	<b>2024 - 2025<sup>*</sup></b>
<b>Instruction</b>		
Faculty and Staff Salaries	73,882,093	72,088,037
Departmental Operating Expense	8,376,177	8,848,050
<b>Total Instruction</b>	<b>82,258,270</b>	<b>80,936,087</b>
<b>Academic Support</b>		
Library	2,936,387	2,905,540
Instructional Design Services	909,487	881,739
Distance Education	186,495	171,495
Instructional Support System	1,854,620	1,835,221
Honors Program	341,138	326,138
Assoc. VC, Teaching and Learning	1,084,169	1,002,317
Assoc. VC, Instructional and Supp Efficacy Program	379,520	317,790
Academic Support - Other	12,743,863	12,617,123
Open Education Resource	325,762	296,005
<b>Total Academic Support</b>	<b>20,761,439</b>	<b>20,353,368</b>
<b>Student Services</b>		
Student Financial Services	3,657,934	3,159,142
Dual Credit	992,605	982,464
Recruiting	933,867	889,129
Admissions & Registration	1,966,332	1,939,296
Other Student Services	12,542,440	12,367,158
<b>Total Student Services</b>	<b>20,093,178</b>	<b>19,337,189</b>
<b>Institutional Support</b>		
Governance of the Institution	123,441	120,482
Executive Direction & Control	12,268,168	12,280,447
Business & Fiscal Management	6,685,149	6,596,508
Technology	22,358,102	22,160,764
Campus Security	4,790,478	4,557,390
General Institutional Expense	19,900,183	19,631,399
<b>Total Institutional Support</b>	<b>66,125,521</b>	<b>65,346,990</b>

\* Certain amounts in the 2025 budget book have been reclassified to conform with the current year presentation.

PROPOSED  
**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**DETAIL EXPENSES BY CLASSIFICATION**  
**FISCAL YEARS 2026 AND 2025**

<b>Unrestricted Expenses (Continued)</b>	<b>2025 - 2026</b>	<b>2024 - 2025</b>
<b>Operation &amp; Maintenance</b>		
Plant Support Services	2,719,887	2,644,887
Building Maintenance	5,975,815	5,900,815
Custodial Services	3,659,066	3,659,065
Grounds Maintenance	1,398,034	1,380,345
Utilities	4,173,148	4,373,147
Fiscal Initiatives & Cap Projects	1,119,284	1,104,311
<b>Total Operations &amp; Maintenance</b>	<b>19,045,234</b>	<b>19,062,570</b>
<b>Staff Benefits</b>	<b>20,164,169</b>	<b>18,962,000</b>
<b>Cash Match</b>	<b>526,134</b>	<b>526,134</b>
<b>Total Unrestricted Expenses</b>	<b>228,973,945</b>	<b>224,524,338</b>

PROPOSED  
**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**DETAIL EXPENSES BY CLASSIFICATION**  
**FISCAL YEARS 2026 AND 2025**

<b>Restricted Expenses</b>	<b>2025 - 2026</b>	<b>2024 - 2025</b>
<b>Debt Service Payments</b>	<b>39,808,402</b>	<b>40,105,400</b>
<b>Non-formula Support</b>	<b>10,000,000</b>	<b>0</b>
<b>State Funded Benefits</b>	<b>14,402,520</b>	<b>13,200,000</b>
<b>Federal, State, and Local Financial Aid</b>		
Federal Financial Aid	62,132,078	48,995,144
State Financial Aid	8,092,176	6,314,712
Local Financial Aid	7,100,000	6,700,000
<b>Total Financial Aid - Federal, State, and Local</b>	<b>77,324,254</b>	<b>62,009,856</b>
<b>Federal, State, and Local Grants and Contracts</b>		
Federal Grants	7,479,448	6,747,820
State Grants	2,032,294	1,660,090
Local Grants	666,458	1,862,502
Contracts	349,427	440,216
<b>Total Grants and Contracts - Federal, State, and Local</b>	<b>10,527,627</b>	<b>10,710,628</b>
<b>Total Restricted Expenses</b>	<b>152,062,803</b>	<b>126,025,884</b>

PROPOSED

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
 DETAIL EXPENSES BY CLASSIFICATION  
 FISCAL YEARS 2026 AND 2025**

<b>Auxiliary Expenses</b>	<b>2025 - 2026</b>	<b>2024 - 2025</b>
Instructional Programs and Scholarships	277,017	328,017
Sports	2,151,678	1,513,241
College/Contracted Services	1,079,702	975,795
Institutional Activities/Reserves	174,395	32,947
Alleviating Campus Food Insecurity	150,000	150,000
<b>Total Auxiliary Expenses</b>	<b>3,832,792</b>	<b>3,000,000</b>

PROPOSED

**San Jacinto Community College District  
Budget Manager Summary  
Fiscal Year 2025 - 2026**

**UNRESTRICTED**

<b>Budget Manager</b>	<b>Labor</b>	<b>Stipends</b>	<b>Part Time</b>	<b>Benefits</b>	<b>Operating</b>	<b>Computer</b>	<b>Total</b>
<b>CCP - Central Campus Provost</b>	21,094,195	1,015,413	7,096,446	3,545,631	2,072,112	184,343	35,008,140
<b>NCP - North Campus Provost</b>	14,093,152	560,284	3,129,089	2,368,857	1,208,249	17,115	21,376,746
<b>SCP - South Campus Provost</b>	16,954,408	627,874	4,687,726	2,849,793	1,969,600	85,254	27,174,655
<b>GPC - Generation Park Provost</b>	1,574,829	18,922	603,368	264,706	185,218	2,610	2,649,653
<b>SJOC - San Jac Online Campus</b>	5,187,710	48,254	4,172,824	871,980	59,325	2,000	10,342,093
<b>MARI - Maritime Campus</b>	1,441,857	64,224	420,205	242,356	342,580	2,460	2,513,682
<b>CPD - Continuing Professional Development</b>	2,612,940	46,801	462,975	439,198	4,573,088	76,350	8,211,352
<b>CHOF - Chancellor's Office</b>	672,248	29,800	0	112,995	540,719	0	1,355,762
<b>VCIP - Deputy Chancellor</b>	5,660,782	81,900	687,900	951,496	2,179,810	339,267	9,901,155
<b>SDES - Assoc. VC, Student Services</b>	17,344,378	198,005	569,223	2,915,341	2,228,271	169,091	23,424,309
<b>VCSI - Vice Chancellor Strategic Initiatives</b>	654,460	16,201	25,000	110,005	144,592	376	950,634
<b>MARK - Vice Chancellor External Relations</b>	2,543,536	54,000	34,250	427,533	3,325,683	82,212	6,467,214
<b>VCHR - Vice Chancellor Human Resources</b>	3,220,081	58,200	54,000	541,249	753,626	34,800	4,661,956
<b>ITS - Information Technology Services</b>	10,072,438	171,604	203,501	1,693,032	8,648,714	3,859,543	24,648,832
<b>VCFA - Vice Chancellor Fiscal Affairs</b>	11,478,942	104,104	505,302	1,929,445	16,363,957	87,135	30,468,885
<b>AVCF - Assoc. VC, Facilities Services</b>	4,642,272	19,500	212,500	780,299	8,466,921	53,213	14,174,705
<b>AVCI - Assoc. VC, Fiscal Initiatives &amp; Cap Proj</b>	715,427	12,900	27,132	120,253	4,768,460	0	5,644,172
<b>Total</b>	119,963,655	3,127,986	22,891,441	20,164,169	57,830,925	4,995,769	228,973,945

PROPOSED

San Jacinto Community College District  
 Budget Manager Summary  
 Fiscal Year 2025 - 2026

RESTRICTED

Budget Manager	Financial Aid	Grants and Contracts	State Benefits	Debt Service	Non-Formula Support	Total
CCP - Central Campus Provost	0	739,660	2,534,971	0	0	3,274,631
NCP - North Campus Provost	0	463,459	1,109,053	0	0	1,572,512
SCP - South Campus Provost (Ctr for Biotech)	0	1,203,729	959,065	0	10,000,000	12,162,794
GPC - Generation Park Provost	0	0	24,362	0	0	24,362
SJOC - San Jac Online Campus	0	0	3,024,529	0	0	3,024,529
MARI - Maritime Campus	0	0	160,781	0	0	160,781
CPD - Continuing Professional Development	0	2,676,566	494,174	0	0	3,170,740
CHOF - Chancellor's Office	0	0	52,322	0	0	52,322
VCIP - Deputy Chancellor	0	0	583,987	0	0	583,987
SDES - Assoc. VC, Student Services	77,324,254	0	1,248,864	0	0	78,573,118
VCSI - Vice Chancellor Strategic Initiatives	0	0	42,495	0	0	42,495
MARK - Vice Chancellor External Relations	0	0	222,863	0	0	222,863
VCHR - Vice Chancellor Human Resources	0	0	259,225	0	0	259,225
ITS - Information Technology Services	0	0	778,653	0	0	778,653
VCFA - Vice Chancellor Fiscal Affairs	0	5,444,213	2,363,210	39,808,402	0	47,615,825
AVCF - Assoc. VC, Facilities Services	0	0	527,307	0	0	527,307
AVCI - Assoc. VC, Fiscal Initiatives & Cap Proj	0	0	16,659	0	0	16,659
<b>Total</b>	77,324,254	10,527,627	14,402,520	39,808,402	10,000,000	152,062,803

PROPOSED

**San Jacinto Community College District  
Budget Manager Summary  
Fiscal Year 2025 - 2026**

**AUXILIARY**

<b>Budget Manager</b>	<b>Labor</b>	<b>Stipends</b>	<b>Part Time</b>	<b>Benefits</b>	<b>Operating</b>	<b>Computer</b>	<b>Total</b>
<b>CCP - Central Campus Provost</b>	0	0	0	0	27,500	0	27,500
<b>NCP - North Campus Provost</b>	342,105	3,600	5,400	80,876	623,524	0	1,055,505
<b>SCP - South Campus Provost</b>	328,033	9,600	12,391	78,511	599,513	0	1,028,048
<b>CHOF - Chancellor's Office</b> <sup>1,2</sup>	0	0	0	0	112,000	0	112,000
<b>SDES - Assoc. VC, Student Services</b>	0	0	0	0	114,000	0	114,000
<b>VCIP - Deputy Chancellor</b>	0	0	0	0	60,000	0	60,000
<b>VCFA - Vice Chancellor Fiscal Affairs</b>	289,172	0	258,069	174,695	713,453	350	1,435,739
<b>Total</b>	959,310	13,200	275,860	334,082	2,249,990	350	3,832,792

<sup>1</sup> HB 1495 Disclosure - Portion of TACC membership fee of \$105,502 for FY 2026 dedicated to advocacy is estimated to be \$18,041.

<sup>2</sup> HB 1495 Disclosure - Portion of TASB membership fee of \$6,400 for FY 2026 dedicated to advocacy is estimated to be \$966.

**San Jacinto Community College District  
Budget Manager Summary  
Fiscal Year 2024-2025**

**UNRESTRICTED**

<b>Budget Manager</b>	<b>Labor</b>	<b>Stipends</b>	<b>Part-Time</b>	<b>Benefits</b>	<b>Operating</b>	<b>Computer</b>	<b>Total</b>
<b>CCP - Central Campus Provost</b>	23,538,933	1,036,889	8,268,948	3,820,361	2,154,019	187,784	39,006,934
<b>NCP - North Campus Provost</b>	15,055,911	559,163	4,354,900	2,443,569	1,235,126	17,716	23,666,385
<b>SCP - South Campus Provost</b>	17,806,359	601,990	6,194,652	2,889,966	2,038,022	88,110	29,619,099
<b>GPC - Generation Park Provost</b>	2,512,252	30,588	282,818	407,738	208,275	2,725	3,444,396
<b>MARI - Maritime Campus</b>	1,340,394	64,824	355,820	217,545	344,433	2,460	2,325,476
<b>CPD - Continuing Professional Development</b>	2,730,541	75,000	447,904	443,166	3,200,709	76,350	6,973,670
<b>CHOF - Chancellor's Office</b> <sup>1, 2</sup>	708,386	29,800	0	114,970	703,587	0	1,556,743
<b>VCIP - Deputy Chancellor</b>	4,986,761	89,700	684,900	809,350	2,268,137	376,517	9,215,365
<b>SDES - Assoc. VC, Student Services</b>	16,886,746	180,605	456,473	2,740,713	2,274,975	334,001	22,873,513
<b>VCSI - Vice Chancellor Strategic Initiatives</b>	751,548	16,200	25,000	121,976	163,034	376	1,078,134
<b>MARK - Vice Chancellor External Relations</b>	2,357,266	67,800	47,250	382,584	3,321,113	99,364	6,275,377
<b>VCHR - Vice Chancellor Human Resources</b>	3,104,588	61,200	54,000	503,874	765,641	34,800	4,524,103
<b>ITS - Information Technology Services</b>	9,058,210	179,402	203,501	1,470,145	9,143,016	3,642,190	23,696,464
<b>VCFA - Vice Chancellor Fiscal Affairs</b>	10,751,124	156,301	459,502	1,744,904	16,645,120	80,514	29,837,465
<b>AVCF - Assoc. VC, Facilities Services</b>	4,551,121	19,501	212,500	738,645	9,015,438	53,213	14,590,418
<b>AVCI - Assoc. VC, Fiscal Initiatives &amp; Cap Proj</b>	693,122	12,900	27,132	112,494	4,995,148	0	5,840,796
<b>Total</b>	<b>116,833,262</b>	<b>3,181,865</b>	<b>22,075,299</b>	<b>18,962,000</b>	<b>58,475,793</b>	<b>4,996,120</b>	<b>224,524,338</b>

<sup>1</sup> HB 1495 Disclosure - Portion of TACC membership fee of \$103,100 for FY 2025 dedicated to advocacy is estimated to be \$29,837.

<sup>2</sup> HB 1495 Disclosure - Portion of TASB membership fee of \$6,400 for FY 2025 dedicated to advocacy is estimated to be \$1,408.

**San Jacinto Community College District  
Budget Manager Summary  
Fiscal Year 2024-2025**

**RESTRICTED**

<b>Budget Manager</b>	<b>Financial Aid</b>	<b>Grants</b>	<b>State Benefits</b>	<b>Debt Service</b>	<b>Total</b>
CCP - Central Campus Provost	0	1,836,732	3,115,317	0	4,952,049
NCP - North Campus Provost	0	953,402	1,808,454	0	2,761,856
SCP - South Campus Provost	0	461,085	2,066,989	0	2,528,074
GPC - Generation Park Provost	0	0	22,328	0	22,328
MARI - Maritime Campus	0	0	147,357	0	147,357
CPD - Continuing Professional Development	0	2,820,531	452,914	0	3,273,445
CHOF - Chancellor's Office	0	0	47,953	0	47,953
VCIP - Deputy Chancellor	0	0	535,228	0	535,228
SDES - Assoc. VC, Student Services	62,009,856	0	1,144,592	0	63,154,448
VCSI - Vice Chancellor Strategic Initiatives	0	0	38,947	0	38,947
MARK - Vice Chancellor External Relations	0	0	204,255	0	204,255
VCHR - Vice Chancellor Human Resources	0	0	237,581	0	237,581
ITS - Information Technology Services	0	0	713,640	0	713,640
VCFA - Vice Chancellor Fiscal Affairs	0	4,638,879	2,165,897	40,105,400	46,910,176
AVCF - Assoc. VC, Facilities Services	0	0	483,280	0	483,280
AVCI - Assoc. VC, Fiscal Initiatives & Cap Proj	0	0	15,268	0	15,268
<b>Total</b>	62,009,856	10,710,628	13,200,000	40,105,400	126,025,884

**San Jacinto Community College District  
Budget Manager Summary  
Fiscal Year 2024-2025**

**Auxiliary**

<b>Budget Manager</b>	<b>Labor</b>	<b>Stipends</b>	<b>Part-Time</b>	<b>Benefits</b>	<b>Operating</b>	<b>Computer</b>	<b>Total</b>
<b>CCP - Central Campus Provost</b>	0	0	0	0	115,000	0	115,000
<b>NCP - North Campus Provost</b>	87,876	0	5,399	14,236	621,524	0	729,035
<b>SCP - South Campus Provost</b>	85,478	0	12,390	13,847	598,013	0	709,728
<b>SDES - Assoc. VC, Student Services</b>	0	0	0	0	114,000	0	114,000
<b>VCFA - Vice Chancellor Fiscal Affairs</b>	265,571	0	258,472	174,697	633,147	350	1,332,236
<b>Total</b>	438,925	0	276,261	202,780	2,081,684	350	3,000,000

**Action Item “XIV”  
Regular Board Meeting August 11, 2025  
Consideration of Approval to Adopt Prevailing Wage Rates**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees adopt the prevailing wage rates – school construction trades for the Texas Gulf Coast Area as the official prevailing wage rates of San Jacinto College.

**BACKGROUND**

Texas Government Code 2258 requires that all contracts for public works awarded by the College stipulate the general prevailing wage rates for each craft or type of worker required to execute the contract. The College is further tasked with ensuring that all contractors and sub-contractors pay their employees in accordance with this schedule or impose a penalty of \$60 per worker per day for any infractions. Enforcement of the prevailing wage rate rules is not discretionary.

The College last adopted prevailing wage rates at the Board's regularly scheduled meeting on August 8, 2022. These rates have been updated by PBK Architects for current market conditions and in compliance with statutory requirements.

**IMPACT OF THIS ACTION**

This action ensures the College is compliant with state and federal law.

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

The prevailing wage rates will be incorporated in construction contract pricing proposals as the work is bid out.

**MONITORING AND REPORTING TIMELINE**

Each project will be awarded at a contract price to be approved by the Board.

**ATTACHMENTS**

Attachment 1 – Board Resolution  
Attachment 2 - Prevailing Wage Rates

**RESOURCE PERSONNEL**

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Angela Russell	281-998-6327	angela.russell@sjcd.edu

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
SAN JACINTO COMMUNITY COLLEGE DISTRICT**

The Board of Trustees of the San Jacinto Community College District (“College”) hereby makes the following findings in connection with the College’s public works projects:

1. Texas Government Code Chapter 2258 requires governmental entities to adopt Prevailing Wage Rates setting the minimum hourly wages to be paid to construction workers engaged in public works projects for the College;
2. PBK Architects, Inc., on behalf of school districts and junior college districts in the Houston area, conducted a survey of Prevailing Wage Rates for construction trades in accordance with the requirements of Texas Government Code Chapter 2258;
3. The results of such survey are attached as Exhibit “A.”

BE IT, THEREFORE, RESOLVED that San Jacinto Community College District hereby adopts the Prevailing Wages reflected in Exhibit A for use on all College public works projects advertised on or after August 12, 2025.

Passed the 11<sup>th</sup> day of August 2025.

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Chair, Board of Trustees  
San Jacinto Community College District

Attest: \_\_\_\_\_

Secretary, Board of Trustees  
San Jacinto Community College District

## Prevailing Wage Rate Determination Information

*The following information is from Chapter 2258 Texas Government Code:*

### **Sec. 2258.021. Right to be Paid Prevailing Wage Rates.**

- (a) A worker employed on a public work by or on behalf of the state or a political subdivision of the state shall be paid:
  - (1) not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the work is performed; and
  - (2) not less than the general prevailing rate of per diem wages for legal holiday and overtime work.
- (b) Subsection (a) does not apply to maintenance work.
- (c) A worker is employed on a public work for the purposes of this section if the worker is employed by a contractor or subcontractor in the execution of a contract for the public work with the state, a political subdivision of the state, or any officer or public body of the state or a political subdivision of the state.

### **Sec. 2258.023. Prevailing Wage Rates to be paid by Contractor and Subcontractor; Penalty.**

- (a) The contractor who is awarded a contract by a public body or a subcontractor of the contractor shall pay not less than the rates determined under Section [2258.022](#) to a worker employed by it in the execution of the contract.
- (b) A contractor or subcontractor who violates this section shall pay to the state or a political subdivision of the state on whose behalf the contract is made, \$60 for each worker employed for each calendar day or part of the day that the worker is paid less than the wage rates stipulated in the contract. A public body awarding a contract shall specify this penalty in the contract.
- (c) A contractor or subcontractor does not violate this section if a public body awarding a contract does not determine the prevailing wage rates and specify the rates in the contract as provided by Section [2258.022](#).
- (d) The public body shall use any money collected under this section to offset the costs incurred in the administration of this chapter.
- (e) A municipality is entitled to collect a penalty under this section only if the municipality has a population of more than 10,000.

### **Sec. 2258.051. Duty of Public Body to Hear Complaints and Withhold Payment.**

A public body awarding a contract, and an agent or officer of the public body, shall:

- (1) take cognizance of complaints of all violations of this chapter committed in the execution of the contract; and
- (2) withhold money forfeited or required to be withheld under this chapter from the payments to the contractor under the contract, except that the public body may not withhold money from other than the final payment without a determination by the public body that there is good cause to believe that the contractor has violated this chapter.

## Prevailing Wage Rates – School Construction Trades

June 2, 2025

Texas Gulf Coast Area

CLASSIFICATION	2025 HOURLY RATE
ASBESTOS WORKER	\$27.20
BRICKLAYER; MASON	\$24.90
CARPENTER; CASEWORKER	\$23.13
CARPET LAYER; FLOOR INSTALLER	\$26.20
CONCRETE FINISHER	\$23.83
DATA COMM/TELE COMM	\$24.33
DRYWALL INSTALLER; CEILING INSTALLER	\$24.33
ELECTRICIAN	\$29.86
ELEVATOR MECHANIC	\$39.78
FIREPROOFING INSTALLER	\$22.99
GLAZIER	\$23.25
HEAVY EQUIPMENT OPERATOR	\$22.17
INSULATOR	\$21.95
IRONWORKER	\$26.50
LABORER, HELPER	\$19.81
LATHERER; PLASTERER	\$22.75
LIGHT EQUIPMENT OPERATOR	\$28.75
METAL BUILDING ASSEMBLER	\$24.00
PAINTER; WALL COVERING INSTALLER	\$20.17
PIPEFITTER	\$29.82
PLUMBER	\$27.98
ROOFER	\$22.50
SHEET METAL WORKER	\$29.96
SPRINKLER FITTER	\$23.00
STEEL ERECTOR	\$26.00
TERRAZZO WORKER	\$22.75
TILE SETTER	\$22.00
WATERPROOFER; CAULKER	\$24.00

This document was developed by PBK Architects, Inc., in strict accordance with Chapter 2258 of the Texas Government Code.

# Prevailing Wage Rates

## Worker Classification Definition Sheet

CLASSIFICATION	DEFINITION
ASBESTOS WORKER	Worker who removes and disposes of asbestos materials.
BRICKLAYER; MASON	Craftsman who works with masonry products, stone, brick, block, or any material substituting those materials and accessories.
CARPENTER; CASEWORKER	Worker who build wood structures or structures of any material which has replaces wood. Includes rough and finish carpentry, hardware and trim.
CARPET LAYER; FLOOR INSTALLER	Worker who installs carpets and /or floor coverings, vinyl tile.
CONCRETE FINISHER	Worker who floats, trowels, and finishes concrete.
DATA COMM/TELE COMM	Worker who installs data/telephone and television cable and associate equipment and accessories.
DRYWALL; CEILING INSTALLER	Worker who installs metal framed walls and ceiling, drywall coverings, ceiling grids, and ceilings.
ELECTRICIAN	Skilled craftsman who installs or repairs electrical wiring and devices. Includes fire alarm systems and HVAC electrical controls.
ELEVATOR MECHANIC	Craftsman skilled in the installation and maintenance of elevators.
FIREPROOFING INSTALLER	Worker who sprays or applies fire proofing materials.
GLAZIER	Worker who installs glass, glazing, and glass framing.
HEAVY EQUIPMENT OPERATOR	Includes but not limited to: all CAT tractors, all derrick-powered, all power operated cranes, back-hoes, back-fillers, power operated shovels, winch trucks, and all trenching machines.
INSULATOR	Worker who applies, sprays, or installs insulation.
IRONWORKER	Skilled craftsman who erects structural steel framing, and installs structural concrete Rebar.
LABORER, HELPER	Worker qualified for only unskilled or semi-skilled work. Lifting, carrying materials or tools, hauling, digging, clean up.
LATHERER; PLASTERER	Worker who installs metal framing and lath. Worker who applies plaster to lathing and installs associated accessories.
LIGHT EQUIPMENT OPERATOR	Includes but not limited to , air compressors, truck crane drivers, flex planes, building elevators, form graders, concrete mixers less than 14cf), conveyers.
METAL BUILDING ASSEMBLER	Worker who assembles pre-made metal buildings.
PAINTER; WALL COVERING INSTALLER	Worker who prepares wall surfaces and applies paint and/or wall coverings, tape, and bedding.
PIPEFITTER	Trained worker who installs piping systems, chilled water piping and hot water (boiler) piping, pneumatic tubing controls, chillers, boilers, and associated mechanical equipment.
PLUMBER	Skilled craftsman who installs domestic hot and cold water piping, waste piping, storm system piping, water closets, sinks, urinals, and related work.
ROOFER	Worker who installs roofing materials, Bitumen (asphalt and coal tar) felts, flashings, all types of roofing membranes, and associated products.
SHEET METAL WORKER	Worker who installs sheet metal products, Roof metal, flashings and curbs, ductwork, mechanical equipment, and associated metals.
SPRINKLER FITTER	Worker who installs fire sprinklers systems and fire protectant equipment.
STEEL ERECTOR	Worker who erects and dismantles structural steel frames of buildings and other structures.
TERRAZZO WORKER	Craftsman who places and finishes Terrazzo
TILE SETTER	Worker who prepares wall and/or floor surfaces and applies ceramic tiles to these surfaces.
WATERPROOFER; CAULKER	Worker who applies water proofing material to buildings. Products include sealant, caulk, sheet membranes, and liquid membranes, sprayed, rolled or brushed.

**Action Item “XV”**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval of Allocation of Capital Project Funds**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve an allocation from the 2015 Bond Contingency account to fund capital projects.

**BACKGROUND**

In December 2020, the Board approved the initial allocation of 2015 Bond Contingency funds toward a package of Deferred Maintenance projects. Through June 30, 2025, \$37.9 million of bond contingency has been allocated in multiple tranches toward specific deferred maintenance projects. Such projects typically extend the life of the College’s physical assets and/or improve the quality of those assets.

The current request is for three projects: 1) The repair and replacement of deteriorated sanitary sewers under the North Campus Student Center (N12), 2) The repair and replacement of deteriorated storm sewers under the Central Campus Student Center (C14), and engineering services in support of rainwater reclamation at the North and South campuses.

**IMPACT OF THIS ACTION**

Approval of this budget allocation will allow College staff to execute the required repairs to N12 placing restrooms back in service, repair daylighted roof drains at C14, and plan for revisions to campus drainage at the North and South campuses.

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

These projects are not expected to exceed \$411,000.

**MONITORING AND REPORTING TIMELINE**

Capital projects staff provide on-going management and monitoring of construction activities, which are included in monthly financial reports to the Board of Trustees and periodic reports to the Board of Trustees.

**ATTACHMENTS**

Attachment 1 – Budget Allocation

**RESOURCE PERSONNEL**

Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Chuck Smith	281-998-6341	charles.smith@sjcd.edu

**Action Item “XV”**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval of Allocation of Capital Project Funds**

Attachment 1 – Budget Allocation

<u><b>Item</b></u>	<u><b>2015 Bond Contingency</b></u>
Beginning Balance	\$12,109,820
N12 Sanitary Sewer Repairs	(179,000)
C14 Storm Sewer Repairs	(105,000)
Utility Engineering Design	(127,000)
Ending Balance	<u>\$11,698,820</u>

**Action Item “XVI”**  
**Regular Board Meeting August 11, 2025**

**Consideration of Approval of Allocation of Aspen Institute Award to the San Jacinto College  
Foundation in Support of the Promise @ San Jac Scholarship Program**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the allocation of the remaining balance (\$47,974) of the College’s 2017 Aspen Institute Rising Star Award to the San Jacinto College Foundation (Foundation) in support of the Promise @ San Jac Scholarship Program.

**BACKGROUND**

In 2017 San Jacinto College was recognized by the Aspen Institute College Excellence Program as a Rising Star and received a \$100,000 award. Over half of this award was used in fiscal years 2018 and 2019 for salaries of employees supporting the College’s Education, Equity and Excellence program, leaving an unspent balance of \$47,974.

Similar to the recommendation made at the June 2, 2025 Board of Trustees meeting for the College’s 2025 award of \$100,000 as a Finalist with Distinction, the administration proposes the remaining balance of the 2017 Rising Star Award (\$47,974) be allocated to the Foundation to support the Endowment Fund for the Promise @ San Jac Scholarship Program, a strategic initiative that provides eligible high school graduates within the College’s taxing district the opportunity to attend San Jacinto College with no out-of-pocket costs for tuition and fees. This allocation also initiates a \$47,974 match from an anonymous donor.

The College received one other financial award (\$100,000) from the Aspen Institute in 2021 for being recognized as a Finalist with Distinction. These funds were used to provide the Association of College and University Educators (ACUE) Effective Online Teaching Practices training and certification to faculty.

**IMPACT OF THIS ACTION**

Allocating the Aspen Award funds to the Foundation will strengthen the College’s efforts to eliminate financial barriers for students and reinforce its commitment to increasing college access, persistence, and completion rates. The contribution will directly support student scholarships and the long-term sustainability of the Promise program.

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

This action allocates \$47,974 in external award funds to the Foundation for the Promise Endowment. There are no staffing implications.

**MONITORING AND REPORTING TIMELINE**

The Foundation provides regular reporting on the Promise program and related funding in alignment with its standard donor reporting practices.

**Action Item "XVI"**  
**Regular Board Meeting August 11, 2025**

**Consideration of Approval of Allocation of Aspen Institute Award to the San Jacinto College  
Foundation in Support of the Promise @ San Jac Scholarship Program**

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Christian Bionat	281-998-6152	christian.bionat@sjcd.edu
Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu

**Action Item “XVII”  
Regular Board Meeting August 11, 2025  
Consideration of Recommendation to Adopt a Tax Rate that is not in  
Excess of the Voter-Approval Tax Rate**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees adopt a tax rate for Tax Year 2025 (Based upon valuations as of January 2025) that is not in excess of the voter-approval rate.

**BACKGROUND**

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

The College does not plan to exceed the voter-approval tax rate when the new tax rate for Tax Year 2025 is recommended and adopted, after receipt of the Certified Taxable Values. Preliminary Certified Taxable Values were received on July 25, 2025, while the final Certified Taxable Values are expected to be received in late August.

**IMPACT OF THIS ACTION**

This action will allow the College time to wait for the final Certified Taxable Values, as necessary, publish the required postings, and hold the required meetings/hearings before voting on the actual tax rate for Tax Year 2025. Failure to take this action will require the College to adopt its tax rate by August 25, 2025, leaving insufficient time for the required tax adoption process steps.

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

Adoption of the recommendation has no specific budget implications. It is an indication that the College has no plan to raise taxes above the amount that is required to support the fiscal year 2026 budget.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6100	<a href="mailto:brenda.hellyer@sjcd.edu">brenda.hellyer@sjcd.edu</a>
Carin Hutchins	281-998-6306	<a href="mailto:carin.hutchins@sjcd.edu">carin.hutchins@sjcd.edu</a>

**Action Item “XVIII”**  
**Regular Board Meeting August 11, 2025**

**Consideration of Approval of Continuing Education Course Enrollment Charges**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the schedule of charges for existing continuing education courses and delegate authority to the Chancellor to establish new continuing education courses and corresponding course enrollment charges offered during Fiscal Year 2026. In alignment with the Governor’s letter dated January 29, 2025, no changes to the existing fee structure are being proposed at this time.

**BACKGROUND**

To meet evolving demand for workforce courses and to meet employer needs, new continuing education (sometimes referred to as non-credit) courses are under development throughout the fiscal year. Course development meets the Guidelines for Instructional Programs in Workforce Education issued by the Texas Higher Education Coordinating Board (THECB). Tuition and fees for continuing education courses are set by reviewing operating costs related to specific course offerings as well as reviewing competitor pricing.

While the normal College practices are to revise the charges for continuing education courses at least annually, changes will not be made for Fiscal Year 2026 due to the Governor’s letter. In our competitive market, this is a concern in maintaining the College’s reputation and pricing position. New courses and contract specific employer courses will continue to be developed with competitive pricing.

**IMPACT OF THIS ACTION**

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

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

This approval allows the development and implementation of continuing education courses to move forward in a timely manner to support the annual budgeted revenues.

**MONITORING AND REPORTING TIMELINE**

Budget reports are presented monthly. In addition, the requirements of the Governor’s letter will continue to be monitored for additional guidance.

**ATTACHMENTS**

Attachment 1 – Schedule of Continuing Education Courses and Charges

**RESOURCE PERSONNEL**

**Action Item “XVIII”**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval of Continuing Education Course Enrollment Charges**

James Griffin	281-524-2089	<a href="mailto:James.griffin@sjcd.edu">James.griffin@sjcd.edu</a>
Sarah Janes	281-478-3605	<a href="mailto:sarah.janes@sjcd.edu">sarah.janes@sjcd.edu</a>
John Stauffer	281-998-6392	<a href="mailto:john.stauffer@sjcd.edu">john.stauffer@sjcd.edu</a>
Christopher Wild	281-922-3466	<a href="mailto:christopher.wild@sjcd.edu">christopher.wild@sjcd.edu</a>
Allatia Harris	281-459-7140	<a href="mailto:allatia.harris@sjcd.edu">allatia.harris@sjcd.edu</a>
Aaron Knight	281-998-6150 (ext. 3204)	<a href="mailto:aaron.knight@sjcd.edu">aaron.knight@sjcd.edu</a>
Van Wigginton	281-542-2082	<a href="mailto:van.wigginton@sjcd.edu">van.wigginton@sjcd.edu</a>
Carin Hutchins	281-998-6306	<a href="mailto:carin.hutchins@sjcd.edu">carin.hutchins@sjcd.edu</a>

Attachment 1 - Schedule of Continuing Education Courses and Charges

Subject	Area	ED2GO Course			Course No.	Title	Contact Hrs
		FY25 Charge*	FY26 Charge	25-26 Delta			
ACNT	Accounting	755	755	0	55030	CPP Mastery Exam Prep	32
ACNT	Accounting	710	710	0	55035	Acct Specialist Fast Track	56
ACNT	Accounting	975	975	0	55036	Payroll Specialist Fast Track (FPE)	32
ACNT	Accounting	940	940	0	55038	QuickBooks Complete w/Excel	80
AERM	Composites Technician	1,945	1,945	0	55000	Composites Technician Track	102
AIRP	FAA 107 (Drone Test Prep)	250	250	0	59365	FAA 107 (Drone Test Prep)	16
BITC	Biotechnology	750	750	0	TBD	Intro to Biomanufacturing (theory only; up to 30 trainees)	8
BITC	Biotechnology	750	750	0	TBD	Intro to Cleanrooms and Contamination Control (theory only; cost for up to 30 trainees)	8
BITC	Biotechnology	3,000	3,000	0	TBD	Comprehensive Biomanufacturing Basic Skills (theory and hands-on; cost for up to 5 trainees)	24
BITC	Biotechnology	5,000	5,000	0	TBD	Comprehensive Rapid Biomanufacturing Onboarding (theory and hands-on; cost for up to 5 trainees)	40
BITC	Biotechnology	4,000	4,000	0	TBD	Comprehensive Cell Culture (theory and hands-on; cost for up to 5 trainees)	32
BMGT	Project Management	755	755	0	55102	PM-Cert Program Fast Track (CAPM)	56
BUSG	Business	100	100	0	55021	Small Business Academy	48
BUSG	Business	475	475	0	55036	Financial Fundamentals	32
CBFM	Industrial Mechanic/Maintenance	1,295	1,295	0	55002	NCCER Scaffolding	120
CETT	Aerospace	685	685	0	55014	Aerospace Basic Electrical - Analog Principles	63
CETT	Aerospace	825	825	0	TBD	Aerospace DC & AC Electrical Principles	98
CETT	Electrical/Electronics	1,295	1,295	0	55011	NCCER Electrical Level 1	120
CMPT	Computers/IT	1,615	1,615	0	55012	CompTIA A+ Cert	80
CNSE	Construction Equip Operator	200	200	0	55004	Equipment Operator: Forklift	9
COMG	Languages	175	175	0	55072	ESL-Advanced A	32
COMG	Languages	175	175	0	55073	ESL-Advanced B	32
COMG	Languages	175	175	0	55074	ESL-Beginning A	32
COMG	Languages	175	175	0	55075	ESL-Beginning B	32
COMG	Languages	175	175	0	55076	ESL-High Intermediate A	32
COMG	Languages	175	175	0	55077	ESL-High Intermediate B	32
COMG	Languages	175	175	0	55078	ESL-Intermediate A	32
COMG	Languages	175	175	0	55079	ESL-Intermediate B	32
COMG	Business	460	460	0	59692	Credible Customer Service	48
CPMT	Computers/IT	1,445	1,445	0	55015	Google IT Certification	120
CSIR	Telecommunications	2,000	2,000	0	55012	Fiber Network Technician	32
CSME	Cosmetology	790	790	0	55040	App of Eyelash Extensions I	96
CSME	Cosmetology	1,135	1,135	0	55041	Orientation Eyelash Extensions	144
CSME	Cosmetology	675	675	0	55042	Principle of Eyelash Extensions	80
CVOP	Commercial Driving	2,280	2,280	0	53000	Professional Truck Driver One	126
CVOP	Commercial Driving	2,050	2,050	0	53001	Professional Truck Driver Two	120
CVOP	Transportation	215	215	0	TBD	Hazmat Endorsement CDL	8

Attachment 1 - Schedule of Continuing Education Courses and Charges

Subject	Area	FY25 Charge*	FY26 Charge	25-26 Delta	Course No.	Title	Contact Hrs
CVOP	Transportation	530	530	0	TBD	SJC Pro-Driver (CDL) Course	80
CVOP	Transportation	1,870	1,870	0	TBD	School Bus Driver Training	80
DFTG	Industrial Mechanic/Maintenance	345	345	0	55032	Blueprint Reading for Machining	24
DFTG	Industrial Mechanic/Maintenance	180	180	0	55037	Blueprint Reading for CNC	12
DFTG	Industrial Mechanic/Maintenance	240	240	0	55038	GDT for CNC	16
ECRD	Health Occupations	695	695	0	55000	EKG Technician	60
EECT	Electrical/Electronics	730	730	0	TBD	Arc Flash Safety Training	18
ELPT	Electrical	600	600	0	55043	Introduction to PLCs-Siemens	40
ELPT	Electrical	790	790	0	TBD	Master Electrician License Prep	48
ELPT	Electrical	675	675	0	TBD	Journeyman Electrician Exam Review I	32
ELPT	Electrical	1,295	1,295	0	55033	NCCER Electrical Level 2	120
ELPT	Electrical	1,295	1,295	0	55039	NCCER Electrical Level 4	120
ELPT	Electrical	1,295	1,295	0	55038	NCCER Electrical Level 3	120
EMSP	Health Occupations	145	145	0	55008	CPR for Healthcare Providers	8
EMSP	Health/Maritime	850	850	0	55019	Medical Care Provider	24
EMSP	Health/Maritime	150	150	0	55052	First Aid & CPR (BST Pt 2)	8
ENTC	Aerospace	166	166	0	50512	Intro to Aerospace Eng Technology	26
FIRS	Maritime	600	600	0	55001	Basic Fire Fighting (BST Pt 1)	16
HITT	Health Occupations	450	450	0	55027	Healthcare Bridge Course	36
HPRS	Health Occupations	120	120	0	55010	TEAS Test Prep	8
HPRS	Health Professions	125	125	0	55007	CPD HESI A2 Test Prep	8
HRPO	Human Resources	675	675	0	55022	HR Fast Track Cert Program	80
INTW	Computers	3,850	3,850	0	55027	CompTIA Technician Suite 1	80
INTW	Computers	3,850	3,850	0	55027	CompTIA Technician Suite 2	80
ITCC	Telecommunications	1,715	1,715	0	55008	CompTIA Security +	80
ITNW	Computers	1,615	1,615	0	55034	CompTIA Network+ Boot Camp	80
ITNW	Computers	1,615	1,615	0	55033	CompTIA Cloud+ Cert	80
ITSC	Computer Concepts	290	290	0	55018	Computer Concepts	16
ITSC	Computer Concepts	1,365	1,365	0	55062	CompTIA IT Fundamentals+ Cert	80
ITSW	Computer/IT	180	180	0	55002	Excel-One Day	7
ITSW	Computer/IT	180	180	0	55003	PowerPoint-One Day	7
ITSW	Computer/IT	180	180	0	55026	Excel-One Day-Intermediate	7
ITSW	Computer/IT	180	180	0	55065	Excel-One Day-Advanced	7
LMGT	Maritime	1,000	1,000	0	55010	Cargo Handling (Op Level)	40
LMGT	Logistics	410	410	0	55019	Certified Logistics Associate	35
LMGT	Logistics	410	410	0	55020	Certified Logistics Technician	35
LMGT	Logistics	105	105	0	55021	Intro to Business Logistics	7
MARI	Maritime	1,100	1,100	0	55000	Management of Electrical & Electronic Control Equipment (MEECE)	40
MARI	Maritime	900	900	0	55002	Rating Forming Part of Engineering Watch (RFPEW)	8
MARI	Maritime	300	300	0	55003	Rose Point ECS Training	8
MARI	Maritime	550	550	0	55004	Basic Training Revalidation	8
MARI	Maritime	4,000	4,000	0	55005	OICEW Instrumentation	160
MARI	Maritime	4,000	4,000	0	55006	Elect Machine & Basic Elect	160
MARI	Maritime	4,000	4,000	0	55007	OICEW-Diesel Engine	160

Attachment 1 - Schedule of Continuing Education Courses and Charges

Subject	Area	FY25 Charge*	FY26 Charge	25-26 Delta	Course No.	Title	Contact Hrs
MARI	Maritime	3,500	3,500	0	55013	OICEW-Auxiliary Machinery	40
MARI	Maritime	2,000	2,000	0	55015	Tank Ship Liquefied Gases	60
MARS	Maritime	500	500	0	55003	App Mate Western Routes	16
MARS	Maritime	2,800	2,800	0	55005	Terrestrial/Coastal Navigation	120
MARS	Maritime	1,100	1,100	0	55006	Advanced Stability	40
MARS	Maritime	4,000	4,000	0	55010	DDE 1000/4000 HP	160
MARS	Maritime	550	550	0	55014	Rating Forming Part of Navigational Watch (RFPNW) (Lookout only)	8
MARS	Maritime	3,500	3,500	0	55017	QMED-Oiler	120
MARS	Maritime	2,300	2,300	0	55018	Basic Ship & Steer Control Sys	40
MARS	Maritime	3,900	3,900	0	55019	Advanced Ship handling	80
MARS	Maritime	1,100	1,100	0	55020	Engine Room Resource Mgmt.	40
MARS	Maritime	600	600	0	55022	Search & Rescue (Mgmt. Level)	16
MARS	Maritime	600	600	0	55023	Search & Rescue (Op Level)	16
MARS	Maritime	1,100	1,100	0	55024	Ship Const & Basic Stab (Op Level)	40
MARS	Maritime	1,100	1,100	0	55026	Towing Officer Assessment Record (TOAR)	8
MARS	Maritime	600	600	0	55029	Profic In Surv Craft Refresher	16
MARS	Maritime	1,600	1,600	0	55036	Able Seafarer Engine (ASE)	36
MART	Maritime	600	600	0	55000	Vessel & Company Security Officer	16
MART	Maritime	1,600	1,600	0	55001	Master 100 Tons/Mate 200 Tons	80
MART	Maritime	1,000	1,000	0	55004	Able Bodied Seaman	40
MART	Maritime	800	800	0	55006	Bridge Resource Management	24
MART	Maritime	900	900	0	55008	Radar Observer-Unlimited	40
MART	Maritime	950	950	0	55009	Proficiency in Survival Craft	32
MART	Maritime	300	300	0	55010	Radar Observer Recertification	8
MART	Maritime	1,100	1,100	0	55011	Tank Barge Dangerous Liquids	40
MART	Maritime	350	350	0	55014	Personal Survival Techniques (BST Pt 3)	12
MART	Maritime	150	150	0	55016	Personal Safety & Social Responsibilities (BST Pt 4)	4
MART	Maritime	300	300	0	55018	Vessel Personnel with Designated Security Duties (VPDSD)	8
MART	Maritime	2,000	2,000	0	55019	Apprentice Mate	120
MART	Maritime	800	800	0	55020	Basic Safety Refresher	24
MART	Maritime	1,000	1,000	0	55021	Leadership & Managerial Skills	36
MART	Maritime	350	350	0	55022	Leadership & Teamwork	8
MART	Maritime	1,100	1,100	0	55023	Tankerman PIC-Tankship	40
MCHN	Industrial Mechanic/Maintenance	940	940	0	55008	Manual Machining	64
MCHN	Industrial Mechanic/Maintenance	1,200	1,200	0	55013	CNC Mill Complete	96
MCHN	Industrial Mechanic/Maintenance	1,200	1,200	0	55013	CNC Lathe Complete	96
MCHN	Industrial Mechanic/Maintenance	240	240	0	55042	Basic Math for Machining	16
MCHN	Industrial Mechanic/Maintenance	240	240	0	55043	Geometry for Machining	16
MCHN	Industrial Mechanic/Maintenance	1,295	1,295	0	55024	NCCER Millwright Level 1	120
MCHN	Industrial Mechanic/Maintenance	1,295	1,295	0	55025	NCCER Millwright Level 2	120
MCHN	Industrial Mechanic/Maintenance	1,295	1,295	0	55026	NCCER Millwright Level 3	120
MCHN	Industrial Mechanic/Maintenance	1,295	1,295	0	55027	NCCER Millwright Level 4	120
MDCA	Health Occupations	1,185	1,185	0	55001	Medical Office Professional	90
MFGT	Industrial Mechanic/Maintenance	315	315	0	55001	Hand & Power Tools for Machining	21

Attachment 1 - Schedule of Continuing Education Courses and Charges

Subject	Area	FY25 Charge*	FY26 Charge	25-26 Delta	Course No.	Title	Contact Hrs
MFGT	Industrial Mechanic/Maintenance	90	90	0	55002	Metals & Materials for CNC	6
MFGT	Industrial Mechanic/Maintenance	315	315	0	55003	PMI for CNC	21
NAUT	Maritime	1,200	1,200	0	55001	Fast Rescue Boat	24
NFND	Education	130	130	0	59000	Conversation Spanish: Beginners	8
NFND	Education	455	455	0	59002	GED Preparation Tutorial	96
NFND	Education	200	200	0	59003	GED Preparation: Math	36
NFND	Education	150	150	0	59004	GED Preparation: Soc Stud/Sci	24
NFND	Education	200	200	0	59005	GED Preparation: Language Arts	36
NFND	Lifelong Learning	80	80	0	59058	Retirement Planning Today	9
NFND	Lifelong Learning	45	45	0	59076	Tai Chi	4
NFND	Lifelong Learning	85	85	0	59242	Cake Deco 1: Build Buttercream	8
NFND	Lifelong Learning	90	90	0	59246	First Time Homebuyers	8
NFND	Lifelong Learning	85	85	0	59298	Cake Deco 2: Flowers & Cake Des	8
NFND	Lifelong Learning	85	85	0	59299	Cake Deco 3: Gum Paste & Fond	8
NFND	Lifelong Learning	45	45	0	59344	Latin Dancing	6
NFND	Lifelong Learning	85	85	0	59361	Wedding Cake Workshop	8
NFND	Lifelong Learning	110	110	0	59437	Bridal and Floral Seminar	8
NFND	Computer/IT	Varies with voucher title	Varies with voucher title	Varies with voucher title	59553	Pearson Vue Test Voucher	4
NFND	Lifelong Learning	45	45	0	59591	Reiki 1-Intro to Reiki	4
NFND	Lifelong Learning	45	45	0	59609	Pilates	4
NFND	Lifelong Learning	45	45	0	59612	Gentle Yoga	4
NFND	Maritime	250	250	0	59623	Management of Medical Care	4
NFND	Aerospace	250	250	0	59645	Edge Center Core (Pre-Track)	44
NFND	Aerospace	345	345	0	59651	Aerospace Quality Introduction	61
NFND	Aerospace	150	150	0	59694	Aerospace Career Building	20
NFND	Aerospace	245	245	0	59695	Aerospace Engineering Drawings	41
NFND	Aerospace	245	245	0	59696	Aerospace Fasteners	13
NFND	Aerospace	125	125	0	59697	Aerospace Precision Measure	31
NFND	Aerospace	220	220	0	59698	Aerospace Safety	34
NFND	Aerospace	175	175	0	59701	Power Tools in Aerospace	15
NFND	Aerospace	270	270	0	59718	sUAS/Drone Flight Operations	16
NFND	Aerospace	620	620	0	59723	AERO NDT Insp Crse Tech Track	87
NFND	Lifelong Learning	45	45	0	59724	Chi Kung/Qi Kong	4
NFND	Aerospace	350	350	0	59747	Advanced Drone Topics	16
NFND	Aerospace	320	320	0	59748	Advanced Drone Flight Ops	16
NFND	Lifelong Learning	140	140	0	59753	Event Planning 101	12
NFND	Lifelong Learning	65	65	0	59754	Ukulele for Beginners	4
NFND	Aerospace	1,085	1,085	0	59762	Comprehensive Drone Course	64
NFND	Aerospace	2,010	2,010	0	59767	Aerospace Structures	111
NFND	Aerospace	635	635	0	59759	Aerospace Basic Electrical-Direct Current Principles	46
NFND	Aerospace	660	660	0	59760	Aerospace Basic Electrical-Alternating Current Principles	52
NFND	Aerospace	600	600	0	59761	Aerospace Basic Electrical-Digital Principles	27
NFND	Aerospace	350	350	0	TBD	Intro to Model Based System Eng (201)	8
NFND	Aerospace	1,500	1,500	0	TBD	Basic Model Based System Eng Modeling	40

Attachment 1 - Schedule of Continuing Education Courses and Charges

Subject	Area	FY25 Charge*	FY26 Charge	25-26 Delta	Course No.	Title	Contact Hrs
NFND	Aerospace	405	405	0	59735	Aerospace Electrical (BBI)	59
NFND	Aerospace	110	110	0	TBD	Electrostatic Discharge Control for Electronics Mfg.	1
NFND	Maritime	150	150	0	59631	Assistance Towing	8
NFON	Accounting	109	109	0	57000	Accounting Fundamentals-ONLINE	24
NFON	Business	109	109	0	57004	Admin Assistant Apps-ONLINE	24
NFON	Business	115	115	0	57005	Admin Assistant Fund-ONLINE	24
NFON	Human Resources	115	115	0	57009	Diff People, Success wi-ONLINE	24
NFON	Education	129	129	0	57025	GED Preparation-ONLINE	24
NFON	Health Occupations	109	109	0	57058	Medical Terminology-ONLINE	24
NFON	Computer IT	185	185	0	57071	Comp Skills Workplace-ONLINE	24
NFON	Accounting	115	115	0	57094	Accounting Fund II-ONLINE	24
NFON	Life Long Learning	180	180	0	57107	A to Z Grant Writing-ONLINE	24
NFON	Business	109	109	0	57117	Effective Bus Writing-ONLINE	24
NFON	Health Occupations	109	109	0	57123	Vet Assistant, Become-ONLINE	24
NFON	Health Occupations	109	109	0	57125	Vet Asst II: Canine-ONLINE	24
NFON	Health Occupations	190	190	0	57143	Human Anat/Physiology-ONLINE	24
NFON	Health Occupations	109	109	0	57184	Vet Asst III: Skills-ONLINE	24
NFON	Computer IT	185	185	0	57222	C# Prog, Inter-ONLINE	24
NFON	Computer/IT	185	185	0	57292	Inter PHP & MySQL-ONLINE	24
NFON	Health Occupations	115	115	0	57295	Explore Medical Coding-ONLINE	24
NFON	Lifelong Learning	180	180	0	57308	Writing Essentials-ONLINE	24
NFON	Health Occupations	109	109	0	57315	Explore Pharmacy Tech-ONLINE	24
NFON	Computer/IT	185	185	0	57332	SQL, Intermediate-ONLINE	24
NFON	Computer IT	185	185	0	57365	Create WordPress Web-ONLINE	24
NFON	Computer/IT	185	185	0	57366	Mobile Apps w/ HTML5-ONLINE	24
NFON	Computer/IT	185	185	0	57393	Photoshop CC, Intro-ONLINE	24
NFON	Computer/IT	205	205	0	57396	Excel 2016, Intro-ONLINE	24
NFON	Computer/IT	170	170	0	57397	Intro to Lightroom CC-ONLINE	24
NFON	Computer/IT	205	205	0	57398	Excel 2016, Intermediate-ONLINE	24
NFON	Computer/IT	390	390	0	57403	MS Office 2016 Suite-ONLINE	72
NFON	Accounting	199	199	0	57407	Accounting Fund Series-ONLINE	48
NFON	Computer/IT	205	205	0	57411	Excel 2016, Advanced-ONLINE	24
NFON	Health Occupations	220	220	0	57422	Medical Term Series-ONLINE	48
NFON	Computer/IT	390	390	0	57423	Excel 2016 Series-ONLINE	72
NFON	Computer/IT	139	139	0	57424	Intro to QuickBooks-ONLINE	24
NFON	Education	199	199	0	57428	GRE Preparation Series-ONLINE	48
NFON	Health Occupations	299	299	0	57437	Vet Assistant Series-ONLINE	72
NFON	Computer/IT	230	230	0	57441	SQL Series-ONLINE	48
NFON	Computer/IT	230	230	0	57445	Java Programming Series-ONLINE	48
NFON	Lifelong Learning	109	109	0	57446	Romance Writing-ONLINE	24
NFON	Business	199	199	0	57447	Stock Trading Suite-ONLINE	72
NFON	Education	340	340	0	57454	Speed Spanish Series-ONLINE	72
NFON	Business	299	299	0	57458	Admin Assistant Suite-ONLINE	72
NFON	Business	299	299	0	57463	Entrepreneurship Suite-ONLINE	72
NFON	Health Occupations	60	60	0	57466	Cert Energy Medicine-ONLINE	10

Attachment 1 - Schedule of Continuing Education Courses and Charges

Subject	Area	FY25 Charge*	FY26 Charge	25-26 Delta	Course No.	Title	Contact Hrs
NFON	Lifelong Learning	299	299	0	57467	Healthy Living Suite-ONLINE	72
NFON	Computer/IT	199	199	0	57468	WordPress Web Series-ONLINE	5
NFON	Logistics/Supply Chain	299	299	0	57470	Supply Chain Suite-ONLINE	72
NFON	Health Occupations	115	115	0	57471	Become Phys Therapy Aide-ONLINE	24
NFON	Human Resources	299	299	0	57472	HR Mgmt. Suite-ONLINE	72
NFON	Computer/IT	299	299	0	57473	Front End Develop Suite-ONLINE	72
NFON	Computer/IT	109	109	0	57474	Introduction to XML-ONLINE	24
NFON	Computer/IT	299	299	0	57475	Java Developer Suite-ONLINE	72
NFON	Computer/IT	199	199	0	57476	PHP and MySQL Series-ONLINE	48
NFON	Computer/IT	199	199	0	57477	Visual Basic Series-ONLINE	48
NFON	Health Occupations	68	68	0	57478	Cert in Meditation-ONLINE	8
NFON	Computer IT	395	395	0	57479	Acct with Excel Suite-ONLINE	96
NUPC	Patient Care Technician	725	725	0	55000	Patient Care Technician	60
NURA	Health Occupations	745	745	0	55006	Certified Nurse Aide Training	68
NURA	Health Occupations	720	720	0	55010	Certified Nurse Aide Clinical	60
OSHT	NCCER	825	825	0	55010	NCCER Core Curric: Intro Craft Skills	64
OSHT	Safety	2,105	2,105	0	55016	Cert Occ Safety-COSS	40
OSHT	Safety	360	360	0	55024	Safe Supervisor (SAF) Frontline Safe Training	25
OSHT	Safety	250	250	0	55026	OSHA 10-Construction	10
OSHT	Safety	2,255	2,255	0	55027	Cert Occup Safety Manager	40
OSHT	Safety	555	555	0	55025	OSHA 30	40
OSHT	CPET	1,200	1,200	0	55110	Introduction to Process Safety	24
OSHT	CPET	1,200	1,200	0	55118	Process Safety Management - Risk	24
PFFB	Plumbing	295	295	0	TBD	Master Plumber License Prep	16
PFFB	Plumbing	1,295	1,295	0	55000	NCCER Pipefitting Level 1	120
PFFB	Plumbing	1,295	1,295	0	55007	NCCER Pipefitting Level 2	120
PFFB	Plumbing	1,295	1,295	0	55002	NCCER Pipefitting Level 3	120
PFFB	Plumbing	1,295	1,295	0	55009	NCCER Pipefitting Level 4	120
PLAB	Phlebotomy	640	640	0	55000	Phlebotomy Technician Basic	48
PLAB	Phlebotomy	1,045	1,045	0	55001	Phlebotomy Tech Practicum	112
POFI	Computer/IT	180	180	0	55002	Word-One Day	7
POFI	Computer/IT	180	180	0	55009	Word-One Day-Intermediate	7
POFI	Computer/IT	1,280	1,280	0	55021	Digital Literacy-IC3	96
POFT	Computer/IT	230	230	0	55004	Keyboarding on the PC	16
POFI	Computer/IT	N/A	1,325	N/A	55035	MOS Applications	80
POFT	Maritime	1,100	1,100	0	55058	Train the Trainer	40
PTAC	CPET	750	750	0	55053	New Engineer Bootcamp	24
SCIT	Maritime	1,100	1,100	0	55000	Advanced Meteorology	40
SCIT	Maritime	1,000	1,000	0	55001	Meteorology (Operational)	40
VFFT	Firefighting	925	925	0	55000	Advanced Fire Fighting	32
VFFT	Firefighting	600	600	0	55001	Adv Fire Fighting Refresher	16
VFFT	Maritime	400	400	0	55003	Advanced Fire Fighting Revalidation	8
WLDG	Welding	332	332	0	Various	Intro Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	332	332	0	Various	Adv Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	332	332	0	Various	Intermediate Pipe Welding	128

Attachment 1 - Schedule of Continuing Education Courses and Charges

Subject	Area	FY25 Charge*	FY26 Charge	25-26 Delta	Course No.	Title	Contact Hrs
WLDG	Welding	332	332	0	Various	Intro Gas Tungs Arc Weld (GTAW)	128
WLDG	Welding	332	332	0	Various	Adv Gas Tungs Arc Weld (GTAW)	128
WLDG	Welding	332	332	0	Various	Advanced Pipe Welding	128
WLDG	Welding	332	332	0	Various	Gas Metal Arc Welding (GMAW)	128
<b>*Increases in charges for Maritime courses, which were approved by the Board of Trustees in May 2024, were effective the first of the calendar year versus fiscal year.</b>							
		ED2GO Course					
		Represents a New Course Offering					

**Consideration of Approval of Part-Time Rate Changes and Full-time Salary Schedule Changes,  
and Reauthorization of the Stipend and Market Premium Schedule for 2025-2026**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the changes to the part-time hourly pay rates and the full-time salary schedules and reauthorize the stipends and market premiums salary schedule for 2025-2026.

**BACKGROUND**

This action establishes the salary schedules, pay rates, stipends, and market premiums for fiscal year 2025-2026. Salary schedules are reviewed periodically to provide for market competitiveness.

**IMPACT OF THIS ACTION**

The current part-time hourly rates schedule has been revised with changes indicated in yellow. The revisions to the part-time rates are effective September 1, 2025. The revisions are necessary to attract and retain qualified employees in an increasingly competitive labor market for part-time workers. The part-time faculty instructional revised rates will be effective August 18, 2025. The 2025-2026 salary schedule for part-time hourly rates, including the above revisions, is attached to this recommendation for affirmation.

The current stipends and market premiums schedule remains unchanged. The 2025-2026 salary schedule for stipends and market premiums is attached in this recommendation for reaffirmation.

The current salary schedules for full-time administration and staff, full-time administrators, and full-time faculty have been increased by 2.00% to maintain external market equity. The full-time salary schedules for administration and staff, administrators, and faculty are attached to this recommendation for affirmation.

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

The fiscal impacts of this recommendation have been included in the 2025-2026 budget.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

- Attachment 1 - Part-time Hourly Rates Salary Schedule Changes
- Attachment 2 - Stipends and Market Premiums Salary Schedule
- Attachment 3 - Administration and Staff Salary Schedule
- Attachment 4 - Administrators Salary Schedule
- Attachment 5 - Faculty Salary Schedule

**Consideration of Approval of Part-Time Rate Changes and Full-time Salary Schedule Changes,  
and Reauthorization of the Stipend and Market Premium Schedule for 2025-2026**

**RESOURCE PERSONNEL**

Sandra Ramirez

281-991-2648

Sandra.Ramirez@sjcd.edu

San Jacinto College District 2025-2026 Salary Rate Table PART-TIME HOURLY RATES			
Position Classification	Position Description	2025 Hourly Rate	2026 Proposed Hourly Rate
Administrative/ Clerical Accounting	Administrative Assistant I	\$ 12.50	\$ 13.00
	Administrative Assistant II (with one year experience)	\$ 14.50	\$ 15.00
	Accounting Assistant	\$ 14.50	\$ 15.00
	Student Account Specialist	\$ 14.50	\$ 15.00
	Mail Courier	\$ 18.00	\$ 18.00
	Payroll Specialist w/Payroll and Banner experience	\$ 18.50	\$ 19.00
	Accounting Specialist (with 3 years experience)	\$ 18.50	\$ 19.00
	Senior Accounting Specialist (AA/AS degree + 3 years experience)	\$ 21.00	\$ 22.00
	Accountant (Bachelor's degree)	\$ 26.00	\$ 27.00
	Senior Accountant (Master's degree in Accounting or CPA license)	\$ 31.50	\$ 33.00
Athletics	Athletics Facilities Coordinator	\$ 15.50	\$ 16.00
	Athletics Assistant Coach	\$ 21.00	\$ 21.50
	Athletic Trainer w/ TX license (daily service, practice, and games)	\$ 30.00	\$ 31.00
Center for Petrochemical, Energy, & Technology	Petrochemical Client Preceptors <i>(effective 8/18/2025)</i>	\$ 59.00	\$ 61.00
	API NDT Training Instructor (with level 3 certification)	\$ 75.00	\$ 75.00
	API NDT Test Proctor (with level 3 certification)	\$ 75.00	\$ 75.00
	Process Safety Certificate Program Subject Matter Expert	\$ 75.00	\$ 75.00
Children's Center	Teacher's Aide	\$ 13.50	\$ 14.50
	Assistant Teacher (CDA or 12 hours in early childhood)	\$ 14.50	\$ 15.50
	Cook	\$ 13.00	\$ 13.00
	Children's Center Teacher (with appropriate credentials)	\$ 17.00	\$ 17.50
College Police	Telecommunicator	\$ 18.50	\$ 18.50
Continuing & Professional Development	<i>Development Dimensions International (DDI) Leadership Program</i> DDI Certified Instructor / Facilitator	\$ 70.00	\$ 70.00
	Motorcycle Maintenance/Repair Technician	\$ 16.00	\$ 16.00
	Emergency Medical Services / Continuing Education Coordinator	\$ 30.00	\$ 30.00
	Variable part-time Instructor rate for classes approved with less than minimum number of students. Reduction of \$4.00 per contact hour for first student below minimum. Reduction of \$3.00 per contact hour for each subsequent student below minimum. All reductions must be approved by CPD Dean or Associate Vice Chancellor.	\$ 52.00	\$ 54.00
	Variable part-time Lab Assistant Instructor rate for classes approved with less than minimum number of students. Reduction of \$2.00 per contact hour for each student below minimum. All reductions must be approved by CPD Dean or Associate Vice Chancellor.	\$ 34.00	\$ 35.00
Departmental Labs	Specialty Lab Assistant I	\$ 13.50	\$ 14.00
	Specialty Lab Assistant II	\$ 16.00	\$ 16.50
Facilities	Groundskeeper	\$ 15.50	\$ 16.00
Fine Arts	Student Accompanist	\$ 15.50	\$ 16.00
	Assistant Manager, Theater	\$ 15.50	\$ 16.00
	Theatre Scene Shop Specialist	\$ 16.50	\$ 17.00
	Gallery Specialist	\$ 17.50	\$ 18.00
	Manager, Theater	\$ 17.50	\$ 18.00
	Life-Drawing Model	\$ 18.50	\$ 18.50
	Faculty Accompanist (Faculty with credentials)	\$ 52.00	\$ 54.00
Food Service	Cashier I	\$ 12.50	\$ 13.00
	Cashier II	\$ 13.00	\$ 13.50
	Grill Cook I	\$ 14.00	\$ 14.50
	Grill Cook II	\$ 15.00	\$ 15.50
	Team Leader	\$ 16.00	\$ 16.50

Position Classification	Position Description	2025 Hourly Rate	2026 Proposed Hourly Rate	
<b>Grant Funded</b>	Grant-Funded Basic Tutor (tutor for students not maintaining minimum stated requirements)	\$ 13.00	\$ 13.50	
	Grant-Funded Tutor / Mentor (tutor for students not maintaining minimum stated requirements; Mentor for achieving goals and supporting grant program activities)	\$ 14.00	\$ 14.50	
	Grant-Funded Project Assistant	\$ 16.50	\$ 17.00	
	Grant-Funded Peer Support Advisor	\$ 19.00	\$ 19.00	
	Grant-Funded Retention Specialist	\$ 20.00	\$ 20.00	
	Grant-Funded Training Coordinator	\$ 21.00	\$ 21.00	
	Grant-Funded Project Coordinator	\$ 25.00	\$ 25.00	
	Grant-Funded Project Manager	\$ 27.00	\$ 27.00	
	Grant-Funded Project Director	\$ 30.00	\$ 30.00	
	Grant-Funded Senior Project Director (with SLT approval)	\$ 40.00	\$ 40.00	
	<b>Information Technology / Interactive Learning Centers</b>	Information Technology Intern	\$ 15.50	\$ 16.00
Computer Lab Assistant I		\$ 13.50	\$ 14.00	
Contact Center Assistant I		\$ 13.50	\$ 14.00	
Help Desk Assistant I		\$ 14.00	\$ 14.50	
Tech Support I		\$ 17.50	\$ 18.00	
Computer Lab Assistant II		\$ 16.00	\$ 16.50	
Contact Center Assistant II		\$ 16.00	\$ 16.50	
Help Desk Assistant II		\$ 17.50	\$ 18.00	
Tech Support II		\$ 23.00	\$ 23.50	
Telecom Specialist - IT		\$ 30.00	\$ 30.00	
Database Administrator		\$ 35.00	\$ 36.00	
System Administrator		\$ 35.00	\$ 36.00	
Network Administrator		\$ 38.00	\$ 38.00	
<b>Instructional</b>	Part-time Faculty Instructors - Lecture (effective 8/18/2025)	\$ 52.00	\$ 54.00	
	Part-time Faculty Instructors - Lab (effective 8/18/2025)	\$ 52.00	\$ 54.00	
	Part-time Faculty Instructors - Private Lessons (effective 8/18/2025)	\$ 52.00	\$ 54.00	
	Part-time Faculty CPET Lab Commissioning (effective 8/18/2025)	\$ 52.00	\$ 54.00	
	Moved to Non-Instructional section	<del>Part-time Faculty Non-instructional</del>	<del>\$ 36.00</del>	<del>\$ 37.00</del>
		Part-time Faculty Program Coordinator	\$ 36.00	\$ 36.00
	Moved to Non-Instructional section	<del>Part-time Faculty Professional Development (ad hoc training, non-curriculum)</del>	<del>\$ 26.00</del>	<del>\$ 27.00</del>
	Moved to Non-Instructional section	<del>Full-time Faculty Non-instructional</del>	<del>\$ 36.00</del>	<del>\$ 37.00</del>
		Full-time Faculty Externship (effective 8/18/2025)	\$ 52.00	\$ 54.00
		Full-time Faculty CPET Lab Commissioning (effective 8/18/2025)	\$ 52.00	\$ 54.00
		Full-time Faculty Formula Pay - Lecture	\$ 62.70	\$ 62.70
		Full-time Faculty Formula Pay - Lab	\$ 62.70	\$ 62.70
		Independent Study Pay - per student to a maximum of 5	\$ 200.00	\$ 200.00
		Full-load Adjunct, with approval by appropriate Dean and Provost		
		+ \$2,500 per semester		\$ 2,500.00
		<i>Faculty Advising:</i>		
		Faculty Advisor - Student Success course (GUST 0305, EDUC 1100, PSYC 1100)	\$350 per course/semester	\$ 350.00
	Faculty Advisor - EPCC and all other courses	\$ 36.00	\$ 37.00	
<b>Non-Instructional</b>	<i>External Corporate Training (not eligible for hourly market premiums)</i> Develop appropriate curricula for external corporate clients. Instruction of corporate client personnel. (Higher rate reflects a market premium for specialized training in high-demand fields). (effective 8/18/2025)	\$ 59.00	\$ 61.00	
	<i>Course Development (not eligible for hourly market premiums)</i> Development of a new ready-to-teach/QCC course that goes into the repository to be used and taught by any SJC faculty. Must meet external standards or guidelines or must work with Instructional Design to develop course content when appropriate. Maritime course curriculum to be developed according to USCG standards and courses approved by USCG. Course curriculum developed to meet credentialing agency standards and any courses approved by that credentialing agency. General curriculum development for external corporate clients. (effective 8/18/2025)	\$ 52.00	\$ 54.00	
	<i>Non-Instructional</i> Non-teaching activities or duties assigned by the leader (effective 8/18/2025)	\$ 36.00	\$ 37.00	
	<i>Professional Development</i> Required training or leader-assigned professional development activities for adjuncts or off-contract full-time faculty (other than standard compliance training). (effective 8/18/2025)	\$ 26.00	\$ 27.00	

Position Classification	Position Description	2025 Hourly Rate	2026 Proposed Hourly Rate
<b>Professional</b>	Administrative Intern	\$ 15.50	\$ 16.00
	Emergency Management Specialist	\$ 15.50	\$ 16.00
	Grant Writer	\$ 16.50	\$ 17.00
	Program Assistant	\$ 16.50	\$ 17.00
	Certification Course Coordinator	\$ 16.50	\$ 17.00
	Research Data Scientist Intern	\$ 17.50	\$ 18.00
	Librarian w/Bachelor of Library Science	\$ 20.00	\$ 21.00
	Coordinator (w/appropriate credentials)	\$ 21.00	\$ 22.00
	Grant Developer (Bachelor's degree)	\$ 26.00	\$ 27.00
	Procurement Specifications Technical Writer	\$ 26.00	\$ 27.00
	Project Manager	\$ 27.00	\$ 28.00
	Business Advisor, SBDC	\$ 28.00	\$ 29.00
	Fire and Life-Safety Inspector	\$ 30.00	\$ 31.00
	Librarian w/MLS, MLIS or equivalent w/experience	\$ 30.00	\$ 32.00
	Business Development	\$ 52.00	\$ 54.00
	Winter Mini Coordinator (Librarian/Faculty with credentials)	\$ 52.00	\$ 54.00
Professional Translator (Faculty with credentials in language used) <i>(effective 8/18/2025)</i>	\$ 52.00	\$ 54.00	
<b>Student Services</b>	Orientation Leader	\$ 13.00	\$ 13.50
	Student Ambassador	\$ 13.00	\$ 13.50
	Enrollment Specialist	\$ 14.50	\$ 15.00
	Marketplace Assistant	\$ 14.50	\$ 15.00
	Testing Specialist (certified)	\$ 14.50	\$ 15.00
	College Mascot / Handler	\$ 15.50	\$ 16.00
	Financial Aid Specialist	\$ 15.50	\$ 16.00
	Records Specialist	\$ 15.50	\$ 16.00
	Admissions Advisor	\$ 18.50	\$ 19.00
	Office of Student Rights & Responsibilities (OSSR) Advocate	\$ 20.00	\$ 20.50
	Educational Planner	\$ 26.00	\$ 27.00
	Financial Aid Advisor	\$ 26.00	\$ 27.00
	Outreach Advisor	\$ 26.00	\$ 27.00
	Program Advisor	\$ 26.00	\$ 27.00
	Banner Student System Services Specialist	\$ 26.00	\$ 27.00
	Mental Health Counseling Intern (enrolled in accredited MSW program)	\$ 22.00	\$ 23.00
	Mediation Specialist	\$ 25.00	\$ 26.00
	Counselor (w/appropriate credentials)	\$ 30.00	\$ 32.00
	Dual Credit Registration	\$ 40.00	\$ 40.00
	(Accessibility Services) Hearing Impaired Students Transcribers / Note Takers	\$ 12.50	\$ 13.00
<b>Student Success Centers / Supplemental Instruction</b>	<i>Peer Tutors:</i>		
	Non-Certified Tutors (basic training completed, working towards Level I Certification)	\$ 13.00	\$ 13.50
	Certified Level I - After one long semester with 10 hours training & 25 hours tutoring completed	\$ 14.00	\$ 14.50
	Certified Level II - After two long semesters with 20 hours training & 50 hours tutoring completed	\$ 15.00	\$ 15.50
	Certified Level III - After three long semesters with 30 hours training & 75 hours tutoring completed (must also complete	\$ 15.50	\$ 16.00
	Certified Tutor, Level III with degree	\$ 16.50	\$ 17.00
	Part-time Faculty Tutor w/credentials	\$ 23.00	\$ 24.00
<b>Summer Camps</b>	Camp Director	\$ 52.00	\$ 54.00
	Camp Lead Instructor	\$ 38.00	\$ 39.50
	Camp Assistant Instructor	\$ 26.00	\$ 27.00
	Camp Helper/Monitor	\$ 13.00	\$ 13.50
<b>Technical</b>	Toolroom Attendant	\$ 12.50	\$ 13.00
	Tool / Equipment Specialist	\$ 15.00	\$ 15.50
	HVAC Intern	\$ 16.50	\$ 16.50
	Maritime Equipment Technician	\$ 25.00	\$ 25.00

**San Jacinto College District  
2025-2026 Salary Schedule  
Stipends and Market Premiums**

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

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

Stipends	Amount
Bilingual Proficiency	\$50 monthly
Campus Teller	\$100 monthly
Certified Nurse Educator (CNE)	\$1,000 one time payment
Clinical Coordinator	\$1,000 annually
College-Wide Program Director	\$350 monthly
Commercial Driver License (CDL) Test Examiner	\$150 per test
Program Director	\$350 monthly
Department Chairs	\$912 monthly

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

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

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

Desktop Support	\$100 monthly
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Offsite Instruction for CPD training	\$30.00 per class session
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Completion of required Annual Compliance Training (ACT) for Part-time Faculty	\$200 annually
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<b>Instructional Market Premiums by Contract Month (subject to availability of funding)</b>
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Air Conditioning	\$556 monthly
Automotive Technology	\$1,100 monthly
BioTechnology	\$750 monthly
Computer Information Technology	\$556 monthly
Cybersecurity and Cloud Computing	\$1250 monthly
Diesel Technology	\$556 monthly
Emergency Medical Technology	\$350 monthly
Engineering - <i>must have Master's degree in Engineering</i>	\$556 monthly
Engineering/Drafting	\$556 monthly
Environmental Health & Safety	\$278 monthly
Fire Protection	\$278 monthly
Health Information Management	\$334 monthly
Instrumentation	\$556 monthly
Instrumentation & Electrical	\$556 monthly
Magnetic Resonance Imaging	\$600 monthly
Maritime - <i>must have Coast Guard certifications</i>	\$667 monthly
Medical Laboratory Technology	\$500 monthly
Medical Radiography	\$600 monthly
Medical Sonography	\$900 monthly
Non-Destructive Testing	\$556 monthly
Nursing - ADN, BSN and Vocational	\$1500 monthly
Occupational Therapy - <i>must have Occupational Therapy license</i>	\$667 monthly
Pharmacy Technology - <i>must have Pharmaceutical license</i>	\$667 monthly
Physical Therapy - <i>must have Physical Therapy license</i>	\$667 monthly
Pipefitting	\$556 monthly
Plumbing	\$556 monthly
Process Technology	\$750 monthly
Respiratory Therapy	\$800 monthly
Surgical Technology	\$500 monthly
Welding	\$556 monthly

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

Air Conditioning	\$5.00 per contact hour
Automotive Technology	\$5.00 per contact hour
BioTechnology	\$5.00 per contact hour
Certified Nurse Aide	\$5.00 per contact hour

Computer Information Technology	\$5.00 per contact hour
Cybersecurity and Cloud Computing	\$5.00 per contact hour
Diesel Technology	\$5.00 per contact hour
Instrumentation	\$5.00 per contact hour
Instrumentation & Electrical	\$5.00 per contact hour
Maritime - <i>must have Coast Guard certifications</i>	\$5.00 per contact hour
Medical Lab Technology	\$5.00 per contact hour
Medical Radiography	\$5.00 per contact hour
Medical Sonography	\$8.00 per contact hour
Non-Destructive Testing	\$5.00 per contact hour
Nursing - ADN, BSN and Vocational	\$8.00 per contact hour
Occupational Therapy - <i>must have Occupational Therapy license</i>	\$5.00 per contact hour
Pharmacy Technology - <i>must have Pharmaceutical license</i>	\$5.00 per contact hour
Physical Therapy - <i>must have Physical Therapy license</i>	\$5.00 per contact hour
Pipefitting	\$5.00 per contact hour
Plumbing	\$5.00 per contact hour
Process Technology	\$5.00 per contact hour
Respiratory Therapy	\$8.00 per contact hour
Surgical Technology	\$5.00 per contact hour
Welding	\$5.00 per contact hour

<b>San Jacinto College District 2025 - 2026 Salary Range Table Administration &amp; Staff</b>			
<b>Salary Range</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
101	\$ 29,702.40	\$ 37,870.56	\$ 46,038.72
102	\$ 31,187.52	\$ 39,764.09	\$ 48,340.66
103	\$ 32,746.90	\$ 41,752.29	\$ 50,757.69
104	\$ 34,384.24	\$ 43,839.91	\$ 53,295.57
105	\$ 36,103.45	\$ 46,031.90	\$ 55,960.35
106	\$ 37,908.63	\$ 48,333.50	\$ 58,758.37
107	\$ 39,804.06	\$ 50,750.17	\$ 61,696.29
108	\$ 41,794.26	\$ 53,287.68	\$ 64,781.10
109	\$ 43,883.97	\$ 55,952.07	\$ 68,020.16
110	\$ 46,078.17	\$ 58,749.67	\$ 71,421.17
111	\$ 48,382.08	\$ 61,687.15	\$ 74,992.22
112	\$ 50,801.18	\$ 64,771.51	\$ 78,741.83
113	\$ 53,341.24	\$ 68,010.08	\$ 82,678.93
114	\$ 56,008.31	\$ 71,410.59	\$ 86,812.87
115	\$ 58,808.72	\$ 74,981.12	\$ 91,153.52
116	\$ 61,749.16	\$ 78,730.17	\$ 95,711.19
117	\$ 64,836.61	\$ 82,666.68	\$ 100,496.75
118	\$ 68,078.44	\$ 86,800.02	\$ 105,521.59
119	\$ 71,482.37	\$ 91,140.02	\$ 110,797.67
120	\$ 75,056.49	\$ 95,697.02	\$ 116,337.55
121	\$ 78,809.31	\$ 100,481.87	\$ 122,154.43
122	\$ 82,749.78	\$ 105,505.96	\$ 128,262.15
123	\$ 86,887.26	\$ 110,781.26	\$ 134,675.26
124	\$ 91,231.63	\$ 116,320.32	\$ 141,409.02
125	\$ 95,793.21	\$ 122,136.34	\$ 148,479.47

<b>Midpoint %</b>	<b>Range Spread</b>
5.00%	55.00%

Effective 09/01/2025

<b>San Jacinto College District 2025-2026 Salary Range Table Administrators</b>			
<b>Salary Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
201	\$ 103,346.13	\$ 134,349.97	\$ 165,353.81
202	\$ 108,513.44	\$ 141,067.47	\$ 173,621.50
203	\$ 113,939.11	\$ 148,120.84	\$ 182,302.57
204	\$ 119,636.06	\$ 155,526.88	\$ 191,417.70
205	\$ 128,010.59	\$ 166,413.76	\$ 204,816.94
206	\$ 136,971.33	\$ 178,062.73	\$ 219,154.13
207	\$ 146,559.32	\$ 190,527.12	\$ 234,494.92
208	\$ 156,818.48	\$ 203,864.02	\$ 250,909.56
209	\$ 167,795.77	\$ 218,134.50	\$ 268,473.23
210	\$ 179,541.47	\$ 233,403.91	\$ 287,266.36
211	\$ 188,484.67	\$ 249,742.19	\$ 310,999.71
212	\$ 203,563.44	\$ 269,721.56	\$ 335,879.68
213	\$ 219,848.52	\$ 291,299.29	\$ 362,750.06
214	\$ 237,436.40	\$ 314,603.23	\$ 391,770.06
215	\$ 251,682.58	\$ 339,771.49	\$ 427,860.39
216	\$ 271,817.19	\$ 366,953.21	\$ 462,089.23
217	\$ 293,562.57	\$ 396,309.46	\$ 499,056.36
218	\$ 317,047.57	\$ 428,014.22	\$ 538,980.87
219	\$ 342,411.38	\$ 462,255.36	\$ 582,099.34
220	\$ 369,804.29	\$ 499,235.79	\$ 628,667.29

**San Jacinto College District  
2025-2026 Salary Range Table  
Faculty**

<b>9 Month</b>			
<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
BACH	\$ 49,268.00	\$ 66,511.80	\$ 83,755.60
MAST	\$ 51,238.72	\$ 69,172.27	\$ 87,105.82
MA18	\$ 53,800.66	\$ 72,630.89	\$ 91,461.12
MA36	\$ 56,490.69	\$ 76,262.43	\$ 96,034.17
MA48	\$ 59,315.22	\$ 80,075.55	\$ 100,835.88
DOCT	\$ 62,280.98	\$ 84,079.33	\$ 105,877.67

<b>10.5 Month</b>			
<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
BACH	\$ 57,479.33	\$ 77,597.10	\$ 97,714.87
MAST	\$ 59,778.51	\$ 80,700.98	\$ 101,623.46
MA18	\$ 62,767.43	\$ 84,736.03	\$ 106,704.63
MA36	\$ 65,905.80	\$ 88,972.83	\$ 112,039.87
MA48	\$ 69,201.09	\$ 93,421.48	\$ 117,641.86
DOCT	\$ 72,661.15	\$ 98,092.55	\$ 123,523.95

<b>12 Month</b>			
<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
BACH	\$ 65,690.67	\$ 88,682.40	\$ 111,674.13
MAST	\$ 68,318.29	\$ 92,229.70	\$ 116,141.10
MA18	\$ 71,734.21	\$ 96,841.18	\$ 121,948.15
MA36	\$ 75,320.92	\$ 101,683.24	\$ 128,045.56
MA48	\$ 79,086.96	\$ 106,767.40	\$ 134,447.84
DOCT	\$ 83,041.31	\$ 112,105.77	\$ 141,170.23

<b>Department Chairs</b>			
<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Chair	\$ 87,193.38	\$ 117,711.06	\$ 148,228.74

<b>Midpoint %</b>	<b>Range Spread</b>
4%-5%	70%

**Action Item “XX”**  
**Regular Board Meeting August 11, 2025**

**Consideration for Mandatory Certification to be Submitted to the Texas Higher Education  
Coordinating Board Certifying Compliance with Texas Education Code 51.3525 (SB17)**

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board Chair and the Chancellor submit the mandatory certification to the Texas Higher Education Coordinating Board (THECB) certifying compliance with Texas Education Code 51.3525 (SB17) for fiscal year 2025. By submitting the mandatory certification to the THECB, this also satisfies the requirement to submit the certification to the State Legislature.

## **BACKGROUND**

The State Legislature is requiring the governing board of each Texas public institution of higher education to submit the mandatory certification in compliance with Texas Education Code 51.3525 (SB17) to the THECB by August 31 each year.

Tex. Educ. Code 51.3525(b)(1) establishes that the College’s governing board must “ensure” that the institution does not do any of the following unless required by federal law:

- Establish or maintain a DEI office or hire an employee or contractor to perform such duties.
- Compel or solicit a DEI “statement” from any person or give preferential treatment based on a DEI statement.
- Give preference on the basis of race, sex, color, ethnicity, or national origin to any employee, applicant, or “participant” in any college “function.”
- Mandate DEI training as a condition of “enrolling” or “performing any institution function.” However, the law permits trainings and programs “developed by an attorney” and approved by the college’s lawyer and Coordinating Board “for the sole purpose” of complying with a court order or state or federal law.

Section 51.3525(b)(2) establishes that a college’s governing board shall “ensure” that the institution adopts policies and procedures for disciplining and terminating an employee or contractor who violates the prohibitions in Section 51.3525(b)(1).

In 2023-2024, the College established a process for each member of the Strategic Leadership Team to evaluate all areas of compliance, address matters of concern, and certify the compliance of each division and department. The College worked closely with legal counsel during this process as they provided guidance on the compliance review. A thorough review was conducted, and a comprehensive report was prepared demonstrating the steps the institution has taken to comply with Tex. Educ. Code 51.3525 (SB17).

For fiscal year 2025 recertification, the Strategic Leadership Team has reviewed the various areas at the College for compliance. Additionally, the College’s Internal Audit department completed TEC 51.3525 (SB17) compliance auditing on November 20, 2024. An audit report was generated in December 2024 that stated the College is in compliance with SB17.

**Action Item “XX”**  
**Regular Board Meeting August 11, 2025**

**Consideration for Mandatory Certification to be Submitted to the Texas Higher Education  
Coordinating Board Certifying Compliance with Texas Education Code 51.3525 (SB17)**

**IMPACT OF THIS ACTION**

Under Section 51.3525(e), the institution’s Board may not spend state money until it certifies to the state that it complied with the law during the preceding state fiscal year. This provision was effective beginning September 1, 2024, with money appropriated for the state fiscal year.

Submittal of the mandatory certification by August 31, 2025, will confirm San Jacinto College’s commitment to compliance with TEC 51.3525 (SB17) maintaining its eligibility for state funding.

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

No budget-related implications expected with submittal of the mandatory certification by August 31, 2025.

**MONITORING AND REPORTING TIMELINE**

It is recommended to submit the mandatory certification to the THECB before August 31, 2025, to ensure timely receipt.

**ATTACHMENTS**

- Attachment 1 – San Jacinto College - Senate Bill 17 - Administration’s Summary of the FY25 Mandatory Certification
- Attachment 2 – San Jacinto College - List of Policies Updated in FY24
- Attachment 3 – Termination or Demotion of Contractual Employees, [Policy IV.4002.B](#)
- Attachment 4 – Termination or Demotion of Contractual Employees, [Procedure IV.4002.B.a](#)
- Attachment 5 – Termination or Demotion of Non-Contractual Employees, [Policy IV.4002.C](#)
- Attachment 6 – Termination or Demotion of Non-Contractual Employees, [Procedure IV.4002.C.a](#)
- Attachment 7 – Employee Performance Counseling and Corrective Action, [Policy IV.4002.E](#)
- Attachment 8 – Employee Performance Counseling and Corrective Action, [Procedure IV.4002.E.a](#)
- Attachment 9 – Purchasing, [Policy III.3007.A](#)
- Attachment 10 – Equal Employment Opportunity, [Procedure 1](#)
- Attachment 11 – Frequently Asked Questions - Diversity Equity and Inclusion Programs
- Attachment 12 – Internal Audit Report - November 20, 2024

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6100	<a href="mailto:brenda.hellyer@sjcd.edu">brenda.hellyer@sjcd.edu</a>
Sandra Ramirez	281-991-2648	<a href="mailto:sandra.ramirez@sjcd.edu">sandra.ramirez@sjcd.edu</a>

Administration's Summary of the Mandatory Certification

[Chancellor's Office letterhead]

I certify, under penalty of perjury and the loss of funding to San Jacinto College, that San Jacinto College has complied with the requirements in Tex. Educ. Code § 51.3525:

[X] I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(A), this institution does not, except as required by federal law, have any office, division or unit with the established purpose of influencing hiring or employment practices at the institution with respect to race, sex, color, or ethnicity, other than through the use of color-blind and sex-neutral hiring processes in accordance with any applicable state and federal antidiscrimination laws.

[X] I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(A), this institution does not, except as required by federal law, have any office, division or unit with the established purpose of promoting differential treatment of or providing special benefits to individuals on the basis of race, color, or ethnicity.

[X] I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(A), this institution does not, except as required by federal law, have any office, division or unit with the established purpose of promoting policies or procedures designed or implemented in reference to race, color, or ethnicity, other than policies or procedures approved in writing by this institution's general counsel and the Texas Higher Education Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law; or

[X] I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(A), this institution does not, except as required by federal law, have any office, division or unit with the established purpose of conducting trainings, programs, or activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, other than trainings, programs, or activities developed by an attorney and approved in writing by this institution's general counsel and the Texas Higher Education Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

[X] I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(B), this institution has not, except as required by federal law, hired or assigned an employee of the institution, or contracted with a third party to perform the duties of a diversity, equity, and inclusion office as defined in Tex. Educ. Code § 51.3525(a).

[X] I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(C), this institution does not, except as required by federal law, compel, require, induce, or solicit any person to provide a diversity, equity, and inclusion statement or give preferential consideration to any person based on the provision of a diversity, equity, and inclusion statement.

[X] I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(D), this institution does not, except as required by federal law, give preference on the basis of race, sex, color, ethnicity, or national origin to an applicant for employment, an employee, or a participant in any function of the institution.

[X] I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(E), this institution does not, except as required by federal law, require any person, as a condition of enrolling at the institution or performing any institution function, to participate in diversity, equity, and inclusion training, which includes a training, program, or activity designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, unless the training meets the exception in Tex. Educ. Code § 51.3525(b)(1)(E)(ii).

[X] I certify, in accordance with Tex. Educ. Code § 51.3525(b)(2), that this institution has adopted policies and procedures for appropriately disciplining, including by termination, an employee or contractor of the institution who engages in conduct in violation of Tex. Educ. Code § 51.3525(b)(1)(A)-(E).

[X] I certify, in accordance with Tex. Educ. Code § 51.3525(e), that no state appropriations to this institution for FY26 have been spent prior to submission of this certification report for FY25 to the Legislature and the Texas Higher Education Coordinating Board.

[X] I understand the State Auditor's Office will conduct a compliance audit for this institution and if violations of Tex. Educ. Code § 51.3525 are found, this institution must cure the violation within 180 days or become ineligible to receive formula funding increases, institutional

enhancements, or exceptional items during the state fiscal biennium immediately following the state fiscal biennium in which the determination is made.

[X] I understand the Coordinating Board will forward all complaints regarding an institution's violation of Tex. Educ. Code § 51.3525 to the State Auditor's Office for review.

To ensure full, continued compliance with Tex. Educ. Code § 51.3525, in the past fiscal year San Jacinto College has conducted the following actions to comply with the statute:

- An internal audit was performed by the College's Internal Audit department, completed on November 20, 2024. A report was generated on December 19, 2024. The results found that the College is in compliance with SB17 as related to the scope of the review. No issues or reportable observations were noted surrounding the scope of the review.
- The College continues to require training for compliance with Tex. Educ. Code 51.3525, deployed to all new employees.
- Subsequent to the College's Internal Audit, the College's administration addresses ongoing employee inquiries and takes action as may be needed to ensure compliance with Tex. Educ. Code 51.3525.

Previously in 2023, San Jacinto College completed the following:

- Reviewed all programs and activities, offices, personnel, and training for potential non-compliance with the legislation and discontinued those found to be not in compliance.
- The College updated relevant policies and procedures. Please see active links below to these:
  - Termination or Demotion of Contractual Employees
    - [Policy IV.4002.B](#)
    - [Procedure IV.4002.B.a](#)
  - Termination or Demotion of Non-Contractual Employees
    - [Policy IV.4002.C](#)
    - [Procedure IV.4002.C.a](#)
  - Employee Performance Counseling and Corrective Action
    - [Policy IV.4002.E](#)
    - [Procedure IV.4002.E.a](#)
  - Purchasing
    - [Policy III.3007.A](#)
  - Equal Employment Opportunity
    - [Procedure 1](#)

- Provided information to San Jacinto College employees regarding the requirements of the legislation, including developing an online training for all employees and creating a frequently asked questions (FAQ) document in collaboration with legal counsel.
- Internal procedures and practices surrounding the hiring process were reviewed and updated as needed to comply with legislation.

We certify that all information in this submission is true, accurate, and complete.

Signature of College Chancellor:

\_\_\_\_\_  
Brenda Hellyer, Ed.D.

\_\_\_\_\_  
Date

Signature of Board Chair:

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date submitted to THECB

**San Jacinto College**  
**List of Policies Updated to Comply with Texas Education Code § 51.3525**

Please see list and active hyperlinks below for the relevant policies and procedures that were updated in 2023 to comply with Texas Education Code § 51.3525:

- Termination or Demotion of Contractual Employees
  - [Policy IV.4002.B](#)
  - [Procedure IV.4002.B.a](#)
- Termination or Demotion of Non-Contractual Employees
  - [Policy IV.4002.C](#)
  - [Procedure IV.4002.C.a](#)
- Employee Performance Counseling and Corrective Action
  - [Policy IV.4002.E](#)
  - [Procedure IV.4002.E.a](#)
- Purchasing
  - [Policy III.3007.A](#)
- Equal Employment Opportunity
  - [Procedure 1](#)

## **Policy IV.4002.B, Termination or Demotion of Contractual Employees**

### **Purpose**

This policy establishes uniform standards for termination or demotion of an employee during the term of the employee's contract. This policy does not apply to the non-renewal of Faculty, Staff or Administrator contracts at the end of the contract term. Non-renewal is addressed in [Policy IV.4002.D, Renewal and Non-Renewal of Contractual Employees](#).

This policy does not apply to the appeal of a termination or demotion due to a Reduction in Force (RIF). Terminations and demotions occurring in conjunction with a RIF are subject to [Policy IV-G-5: Policy on Reduction in Force](#).

### **Policy**

Termination or demotion decisions will be made without regard to the employee's race, creed, color, national origin, citizenship status, age, disability, pregnancy and pregnancy-related conditions, religion, gender/sex, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status.

Additionally, the College will not discriminate or retaliate against employees who exercise rights guaranteed by the Constitution or rights conferred by statute, including, but not limited to, the Family Medical Leave Act, Uniformed Services Employment and Reemployment Rights Act, and the Texas Whistleblower Act.

A decision to terminate employment or demote an employee will not be based on an employee's exercise of rights guaranteed by the Constitution or based upon an employee's exercise of rights conferred by statute, including, but not limited to, federal or state statutes pertaining to medical leave, military leave, and protection of whistleblowers.

Only the Chancellor, or designee, is authorized to approve a termination or demotion.

#### **1. Administrative Leave**

While a termination or demotion proposal is pending, or during the course of an on-going investigation, the Chancellor, or designee, may suspend or reassign the affected employee with pay if it is determined that suspension or reassignment is in the best interest of the College.

#### **2. Appeal of Termination or Demotion**

An employee whose employment contract is recommended for termination during the term of the contract, or who is recommended for demotion during the term of the

contract, will be afforded constitutional due process in accordance with published guidelines approved by the Chancellor.

### Definitions

**Employment contract:** A formal, signed agreement between the employee and the employer. It explains the rights, responsibilities, and obligations of both the employee and the employer.

**Contractual employee:** An employee that enters into an agreement with the College through an employment contract to complete a specific job for a period of up to twelve months for a predetermined salary.

**Termination:** A decision by the College to cease employing an individual before the expiration date in the individual's contract. Non-renewal of a contract is not a termination.

**Demotion:** A reduction in position, responsibilities, and pay.

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

### Associated Procedure

Procedure IV.4002.B.a, Termination or Demotion of Contractual Employees

Date of Board Approval	November 6, 2023
Effective Date	November 7, 2023
Primary Owner of Policy Associated the with Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

## **Procedure IV.4002.B.a, Termination or Demotion of Contractual Employees**

### **Associated Policy**

Policy IV.4002.B, Termination or Demotion of Contractual Employees

### **Introduction**

This procedure specifies the procedures for termination or demotion of a contractual employee during the term of an existing contract.

This procedure does not apply to non-renewal of contractual employees. Non-renewal is subject to [Policy IV.4002.D, Renewal and Non-Renewal of Contractual Employees](#).

This procedure does not apply to Reduction in Force (RIF) decisions. RIF decisions are subject to [Policy IV-G-5: Policy on Reduction in Force](#).

### **Procedure**

Terminations and demotions will be based on evidence demonstrating the existence of just cause and/or good cause. Just cause and/or good cause include, but are not limited to:

1. Physical or mental incapacity that prohibits the employee from performing their contracted job function.
2. Conviction or commission of a felony, a crime involving moral turpitude, a misdemeanor that is related to the employee's job or that adversely impacts the interests of the College. Moral turpitude offenses include both felony and misdemeanor crimes, including, but not limited to:
  - a) Crimes related to fraud, theft, and burglary.
  - b) Homicide.
  - c) Kidnapping.
  - d) Aggravated assault.
  - e) Robbery.
  - f) Violation of Title IX regulations (sexual harassment, sexual assault, dating violence, domestic violence, and stalking).
  - g) Prostitution.
  - h) Indecency with a minor.
  - i) Public lewdness.
  - j) Possession of obscenity or child pornography.
3. Unlawful use, possession, or distribution of controlled substances or dangerous drugs.

4. Being under the influence of alcohol, controlled substances, or dangerous drugs during work hours or while engaged in business on behalf of the College.
5. Assault on an employee, officer, or student as described in the Texas Penal Code.
6. Unsatisfactory job performance or the repeated failure to support or demonstrate College values. Unsatisfactory performance or behaviors may be communicated through a written evaluation or a written notice.
7. Falsification of pertinent information regarding the employee's credentials, transcript, or application for employment, regardless of when the falsification is discovered.
8. Falsification and/or unauthorized alteration or destruction of government records.
9. Breach of trust, including, but not limited to:
  - a) Making false statements or failing to disclose information to a leader that a reasonable employee would have disclosed under similar circumstances.
  - b) Failure to participate in good faith regarding an on-going investigation.
  - c) Fraud, theft, embezzlement.
  - d) Falsification of state or federal documents.
10. Failure to comply with directives and requirements of the employee's leader, failure to follow established policies and procedures of the College district, repeated and continued neglect of duties and responsibilities, or insubordination.
11. Violating the policies and procedures defining acceptable use of College email, telephones, cell phones, smart phones, computer tablets, fax machines, laptops, computers, internet, social media, or any other online or electronic technology.
12. Failure to maintain any license, registry, or certificate required by the employee's position.
13. Excessive absences (excluding absences protected by law), failure to follow any procedures pertaining to absences, unacceptable patterns of repeated absences, or failure to provide required documentation to substantiate an absence(s).
14. Cumulative events where numerous instances of misconduct or violations have occurred that indicate an unacceptable pattern of ongoing behaviors.
15. Failing to perform duties or to take action that another College employee reasonably would have done under the same or similar circumstances.
16. Engaging in conduct that would tend to injure or impair the College's interests, reputation, or operations.

17. Engaging in conduct that is contrary to the mission and values of the College, or that is inconsistent with the employer/employee relationship.
18. Violating College policy.
19. Violating state or federal law, including:
  - a) [Section 51.252 of the Texas Education Code](#) (relating to the failure to make a mandatory report of sexual harassment, sexual assault, dating violence, and stalking).
  - b) [Section 51.3525 of the Texas Education Code](#) (relating to prohibited diversity, equity, and inclusion programs and activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation). When evaluating an alleged violation of Section 51.3525, the College administration will consider whether the employee's conduct constitutes academic course instruction or falls within another exception established in Section 51.3525 of the Texas Education Code.
20. For other good cause.

#### Evaluation of Termination Proposal:

1. The relevant leaders, in conjunction with Human Resources, Employee Relations, will review the evidence and documentation pertaining to the employee's work history and any allegations of misconduct and evaluate whether good cause exists to terminate the contract. If the proposal is based on an allegation of wrongdoing, the relevant leaders will also consider the nature and severity of the misconduct and the outcome of any investigation pertaining to the allegation. Employee Relations will review the proposed recommendation and documentation to ensure compliance with College's policies and procedures.
2. Written notice of intent to terminate will be provided to the employee.
3. When it is in the College's best interest, the Chancellor, or designee, may place contractual employees on paid administrative leave or reassign the employee during an investigation due to allegations of wrongdoing, or when a proposal to terminate or demote is pending before the Board of Trustees.

#### Hearing Procedure

If termination or demotion is proposed for a contractual employee during the term of a contract, certain procedural steps will be followed. These procedural steps are not applicable to the non-renewal of a term contract or the decision of the administration or Board not to offer the professional employee further employment with the College.

1. Discussions with the Employee

The respective Strategic Leadership Team (SLT) member, or designee, will discuss any possible termination or demotion with the employee prior to the Chancellor giving the contractual employee formal written notice of any proposed action to terminate or demote. If the employee is unavailable to meet or refuses to participate, the administration may proceed with the preparation of the formal written notice.

## 2. Approval by the Chancellor

- a) Any proposed termination or demotion must be approved by the Chancellor, or designee. If the Chancellor, or designee, approves the proposed action, the Chancellor, or designee, will notify the contractual employee of the proposed action, the grounds for the action, and of the right to a hearing before the Hearing Committee.
- b) The notice of a proposed termination or demotion may be hand delivered, sent via email, or delivered by other postal service provider.

## 3. Employee's Response

An employee's failure to update their postal address, refusal to accept delivery of a letter, or refusal or failure to open email will not constitute good cause for failure to comply with the deadlines stated in the notice of the proposed termination or demotion.

## 4. Appeal Rights

An employee whose employment contract is proposed for termination or demotion during the term of the contract will be afforded due process. However, if the termination recommendation is a result of a Title IX violation, and the full-time contractual employee was provided a hearing under [Procedure III.3006.D.a](#), the employee will not be afforded an additional hearing. The employee may request a review by the Chancellor and will proceed to section 10 of this procedure, Action of the Chancellor.

## 5. Request for a Hearing

If the contractual employee wishes to contest the proposed action, they may request a hearing before the Hearing Committee. Requests for a hearing must be made in writing to the Chancellor, or designee, within five (5) working days of receipt of the notice of proposed termination or demotion. If no request for a hearing is made within five (5) working days of receipt of the notice, the Chancellor, or designee, may recommend to the Board of Trustees that the contractual employee be terminated or demoted, and the Board of Trustees will take the action it deems proper.

## 6. Appointment of the Hearing Committee

- a) The purpose of the Hearing Committee is to afford a fair hearing on the merits of each proposal for termination or demotion and to make a recommendation for disposition to the Chancellor.

- b) The Hearing Committee will be comprised of three (3) impartial contractual employees. One member is to be designated by the respective SLT member, one member by the contractual employee, and one member by the Chancellor.
- c) The Chancellor, in consultation with the SLT, will designate one of the contractual employees of the Hearing Committee members (one faculty member, one administrator, or one contractual professional employee) to serve as the chairperson of the Hearing Committee.

#### 7. Impartiality of Hearing Committee Members

- a) If any contractual employee appointed to serve on the Hearing Committee believes that they cannot hear the evidence and make a fair and impartial recommendation, the member will notify the committee immediately.
- b) If the committee member or the remaining members of the committee determine that any prior contact with the employee would prevent the member from impartially considering the evidence and making a recommendation, the member will be disqualified from serving on the committee.
- c) Upon such disqualifications, the Chancellor will appoint a member of the same classification to serve.

#### 8. Conduct of Hearing

The Hearing Committee will conduct a hearing to afford a fair and impartial hearing on the merits of the administrative recommendation and make a written recommendation to the Chancellor. The burden of proof is on the administration to establish that good cause is the basis of the proposed termination or demotion.

##### a) Rights of Parties

- i. All parties, at any level of the hearing procedure, may be represented or accompanied by a representative including legal counsel. If either party is to be represented by legal counsel at the hearing, that party will notify the other party at least seven (7) working days prior to the hearing so that the other party may arrange to be represented by counsel at the hearing if desired.
  - ii. The administration, having the burden of proof, will have the opportunity and duty to open and close the presentation, argument, or discussion, if any, to be made to the Hearing Committee.
  - iii. Each party will have the right to testify.
  - iv. The hearing will be closed to the public.
- b) Expenses of the hearing will be borne by the College; however, the employee is responsible for their own attorneys' fees and for incidental costs, such as photocopy costs.

- c) The hearing will be held at a place and time named by the Chairperson of the Committee, in consultation with the Provost / Vice Chancellor and Human Resources.
- d) Documents submitted as evidence will be noted and identified by the chairperson of the Hearing Committee and included in the final report to the Chancellor.
- e) The strict rules of evidence are not in force at the hearing; however, general concepts of relevancy and materiality will prevail at the hearing. The chairperson may limit cumulative or repetitious testimony or evidence.
- f) At least three (3) working days before the hearing, each party will notify the other, and the panel, of the identity of witnesses, other than impeaching or rebuttal witnesses whose identity cannot reasonably be determined beforehand, to be called and of documents to be submitted in evidence. The parties will have the right to cross-examine all witnesses who testify at the hearing. The Hearing Committee reserves the right to call other witnesses if the committee, in its discretion, deems such action to be advisable.
- g) The chairperson of the Hearing Committee will rule on any objections made during the hearing. The chairperson is free to consult with other committee members as needed.
- h) The Hearing Committee will ensure that all parties are afforded a fair procedure and substantial justice.
- i) The Hearing Committee may allow breaks or recesses at its discretion.
- j) Hearing Committee members may question the witnesses or counsel; however, witnesses and counsel may not question committee members.
- k) The Hearing Committee may place a reasonable time limit on opening and closing arguments, taking into consideration the complexity of the case. The committee may, in its sole discretion, direct the parties to provide their closing argument in a written format.
- l) The Hearing Committee may impose other reasonable rules or restrictions on the presentation of evidence or witnesses to facilitate the hearing process. For example, the committee in its discretion may allow a witness to appear out of turn if that witness will be unavailable at a future time.
- m) Except for routine announcements, such as those relating to the time of the hearing and similar matters, public statements about the case by the parties or committee members will be avoided as much as possible. Public statements, if any, concerning the decision or recommendation of the Hearing Committee will be withheld until final disposition.
- n) In cases pertaining to a recommendation for termination or demotion, the proceedings will be recorded and transcribed by a court reporter, and a copy of the verbatim transcript will be supplied to the employee who is the subject of the hearing.

## 9. Recommendation of the Hearing Committee

- a) The panel by a majority of its total membership will:
  - i. Make findings of fact.

- ii. Determine whether the facts constitute good cause for demotion or termination.
  - iii. Such findings and conclusions will be based solely on the evidence presented at the hearing.
- b) Transcripts of the proceeding will be sent to the committee within fifteen (15) working days.
  - c) Within ten (10) working days after receipt of the written transcript of the proceedings, the committee will submit a written recommendation for disposition to the Chancellor. The recommendation will be based on the policies and applicable rules, regulations, and administrative directives of the College. The transcript of the hearing together with all documents received into evidence will be transmitted to the Chancellor.

#### 10. Action of the Chancellor

The Chancellor will review the committee's recommendation. Within fifteen (15) working days of the receipt of the recommendation, the Chancellor will accept, reject, or modify the committee's recommendation and advise the parties in writing of the decision. The decision of the Chancellor is final; however, nothing in this procedure precludes the employee from appearing before the Board of Trustees during the public comment portion of a scheduled Board meeting.

#### Definitions

**Employment contract:** A formal, signed agreement between the employee and the employer. It explains the rights, responsibilities, and obligations of both the employee and the employer.

**Contractual employee:** An employee that enters into an agreement with the College through an employment contract to complete a specific job for a period of up to 12 months for a predetermined salary.

Date of SLT Approval	September 25, 2023
Effective Date	November 7, 2023
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

## **Policy IV.4002.C, Termination or Demotion of Non-Contractual Employees**

### **Purpose**

This Policy establishes a uniform practice for termination or demotion of non-contractual employees. Non-contractual employees are employed at will. This means that either party can end the employment relationship at any time, for any reason, with or without cause.

This policy does not apply to Reduction in Force (RIF) decisions. RIF decisions are subject to [Policy IV-G-5: Policy on Reduction in Force](#). A Reduction in Force is a reduction in position, responsibilities and pay.

### **Policy**

Termination or demotion decisions will be made without regard to the employee's race, creed, color, national origin, citizenship status, age, disability, pregnancy and pregnancy-related conditions, religion, gender/sex, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status.

Additionally, the College will not discriminate or retaliate against employees who exercise rights guaranteed by the Constitution or rights conferred by statute, including, but not limited to, the Family Medical Leave Act, Uniformed Services Employment and Reemployment Rights Act, and the Texas Whistleblower Act.

A non-contractual employee may be terminated for violating state or federal law, including [Section 51.252 of the Texas Education Code](#) (relating to the failure to make a mandatory report of sexual harassment, sexual assault, dating violence, and stalking) and [Section 51.3525 of the Texas Education Code](#) (relating to prohibited diversity, equity, and inclusion programs and activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation).

A non-contractual employee does not have a property right to their job.

A non-contractual employee may be terminated or demoted with or without cause, except that if a reason exists, it is not an unlawful reason.

A non-contractual employee is not granted the opportunity for an appeal of a termination or demotion; however, the employee is able to request a secondary review of their job termination or demotion.

Only the Chancellor or, designee, is authorized to approve a termination or demotion.

### **Administrative Leave**

While a termination or demotion recommendation is pending, or during the course of an ongoing internal/external investigation, the Chancellor, or designee, may suspend or reassign the affected employee with pay if it is determined that suspension or reassignment is in the best interest of the College.

### Definitions

**Non-contractual employees:** Are employed at will, an employment relationship in which either party can end the employment relationship at any time, for any reason, with or without cause. Part-time staff, part-time faculty, full-time staff, and some administrators are designated as non-contractual employees.

**Demotion:** A reduction in position, responsibilities, and pay.

**Reduction in Force:** A reduction in position, responsibilities and pay.

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

### Associated Procedure

Procedure IV.4002.C.a, Termination or Demotion of Non-Contractual Employee

Date of Board Approval	November 6, 2023
Effective Date	November 7, 2023
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of the Policy Associated with the Procedure	Vice President, Human Resources

## Procedure IV.4002.C.a, Termination or Demotion of Non-Contractual Employees

### Associated Policy

Policy IV.4002.C, Termination or Demotion of Non-Contractual Employees

### Introduction

The purpose of this procedure is to outline the process for termination or demotion of a non-contractual employee. This procedure applies to all non-contractual employees regardless of whether the employee is employed on a full-time or part-time basis.

### Procedure

- A. When an employee engages in misconduct, demonstrates performance deficiencies, or otherwise fails to meet the leader's expectations, the leader may recommend termination or demotion. A non-contractual employee may be terminated or demoted for no reason or any reason, except that if a reason exists, it is not an unlawful reason. Factors to evaluate may include but are not limited to:
  1. Whether or not the employee's conduct is part of a pattern;
  2. Whether or not the employee has received prior notice of the leader's concern;
  3. Whether or not the employee has been given an opportunity to address the area of concern;
  4. Whether or not the conduct is of such a nature that remediation is not reasonable or appropriate;
  5. Whether or not the College's interests would best be served by immediate termination; and
  6. The nature and severity of the employee's conduct.
  
- B. A non-contractual employee may be terminated for violating state or federal law, including:
  1. [Section 51.252 of the Texas Education Code](#) (relating to the failure to make a mandatory report of sexual harassment, sexual assault, dating violence, and stalking).
  2. [Section 51.3525 of the Texas Education Code](#) (relating to prohibited diversity, equity, and inclusion programs and activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation). When evaluating an alleged violation of Section 51.3525, the College administration will consider whether the employee's conduct constitutes academic course instruction or falls within another exception established in Section 51.3525 of the Texas Education Code.
  
- C. A non-contractual employee may be discharged for violating [Section 51.3525 of the Texas Education Code](#), which prohibits certain policies, employment practices, training programs, and other college activities that (i) provide or promote differential treatment,

preferences, or special benefits based on race, color, ethnicity, gender identity, or sexual orientation, unless required by law and approved in accordance with Section 51.3525 or (ii) mandate training programs designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, unless required by law and approved in accordance with Section 51.3525.

- D. If the Chancellor, or designee, determines that administrative leave is in the best interest of the College, an employee may be placed on paid administrative leave or reassigned during the course of an investigation or when a recommendation to terminate or demote is pending before the Chancellor. If the College reassigns the employee, the employee's pay may be adjusted accordingly.
- E. The decision to terminate or demote a non-contractual employee will be given thorough consideration prior to taking any action. The following process generally will apply to the proposed termination or demotion of an at-will employee.
1. The immediate leader will notify Human Resources, Employee Relations of the potential termination or demotion and seek guidance. The immediate leader will also inform leadership, including the respective Provost or Vice Chancellor of the reasons for the recommended termination or demotion.
  2. All documentation will be reviewed by leadership including the respective Provost or Vice Chancellor and Employee Relations prior to making a decision.
  3. The immediate leader and/or Employee Relations will determine if additional information or investigation is required.
  4. The Provost, Vice-Chancellor, or designee will notify Employee Relations regarding their support or rejection of the termination or demotion along with supporting reasons and documentation.
  5. Only the Chancellor, or designee, is authorized to approve a termination or demotion for any full-time or part-time employee.
  6. The employee may ask for a review of the decision by following the process in section F.
- F. Review Process: A non-contractual employee is not granted the opportunity for an appeal of a termination or demotion; however, non-contractual employees are able to request a secondary review of their job termination or demotion. The request must be made in writing to the Vice President of Human Resources, or designee, within five (5) working days of the termination.
1. The termination or demotion process will continue even while the review is under consideration.

2. The review will be conducted within ten (10) working days of the request. The review will be conducted by the Vice President of Human Resources, or designee. The employee is able to present information in writing that may not have been considered in the decision to terminate or demote. The recommendation from the Vice President of Human Resources, or designee, will be in writing and sent to the Chancellor, or designee, within ten (10) working days of the review. The Chancellor, or designee, will review the recommendation and make the final decision to uphold or overturn the decision to terminate employment or demote the employee. The final decision will be in writing and sent to the employee within ten (10) working days of the Chancellor's, or designee's, review.
3. If reinstated, the employee will receive back pay for the days they were off the payroll.

### Definitions

**Non-contractual employees:** Are employed at will, an employment relationship in which either party can end the employment relationship at any time, for any reason, with or without cause. Part-time staff, part-time faculty, full-time staff, and some administrators are designated as non-contractual employees.

**Demotion:** A reduction in position, responsibilities, and pay.

Date of SLT Approval	September 25, 2023
Effective Date	November 7, 2023
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Development
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

## **Policy IV.4002.E, Employee Performance Counseling and Corrective Action**

### **Purpose**

Each employee of San Jacinto College is expected to perform their job responsibilities in a positive and professional manner and to contribute to the College's achievement of its educational mission.

When an employee engages in misconduct, violates policy, demonstrates performance deficiencies, or otherwise fails to meet the leader's expectations, the leader will evaluate an appropriate course of action to address the area of concern.

### **Policy**

Depending on the area of concern, the College administration ordinarily will employ progressive discipline. The College administration's objective is to identify the area of concern; to provide the employee with information, directives, or guidance regarding the leader's expectations; and to engage in appropriate follow-up to determine whether the employee is meeting expectations.

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

### **Associated Procedure**

Procedure IV.4002.E.a, Employee Performance Counseling and Corrective Action

Date of Board Approval	November 6, 2023
Effective Date	November 7, 2023
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

## **Procedure IV.4002.E.a, Employee Performance Counseling and Corrective Action**

### **Associated Policy**

Policy IV.4002.E, Employee Performance Counseling and Corrective Action

### **Purpose**

The purpose of this procedure is to provide an overview of standards and methods that leaders should use when working with employees to improve employee performance or behavior. Human Resources, Employee Relations, will partner with the leader to assist with the appropriate method to be utilized in addressing performance or behavioral concerns.

### **Procedure**

The need for employee counseling may arise for a number of reasons:

- A. To address performance deficiencies, such as the failure to generate a quality work product, or the failure to discharge work in a timely or efficient manner;
- B. To address minor violations of policy or workplace rules that may not have an immediate impact on productivity, efficiency, or safety but that cannot be tolerated if repeated, such as the failure to report to duty on time; and,
- C. To address acts of misconduct and/or major policy or rules violations.

Depending on the area of concern, the College administration ordinarily will employ progressive discipline. Progressive discipline is a series of supervisory actions, corrective in nature, designed to improve job performance or behavior and to assist employees with complying with departmental processes, College policies and procedures, and supervisory directives. The College administration's objective is to identify the area of concern; to provide the employee with information, directives, or guidance regarding the leader's expectations; and to engage in appropriate follow-up to determine whether the employee is meeting expectations.

Appropriate action will be determined based on the nature of the conduct; the severity, frequency, and degree of deviation from expectations; whether the employee's conduct is part of a pattern; whether the conduct is of such a nature that an opportunity for remediation would be reasonable; and whether the employee previously was given an opportunity to address the area of concern. The leader also must consider whether a particular course of action is in the best interest of the College and its students.

Examples of developmental actions may include, but are not limited to, the following:

- A. Counseling and coaching.

- B. Written reminders regarding expectations, rules, procedures and/or deadlines (letter of expectations).

Examples of disciplinary actions may include, but are not limited to, the following:

- A. Corrective Action Notice identifying areas of improvement and a statement of consequences;
- B. Final Corrective Action Notice with a statement of consequences and that the employee may not apply for other positions within the College if expectations are not met;
- C. Disciplinary suspension;
- D. Demotion; and,
- D. Termination.

NOTE: All terminations and suspensions must be approved by the Chancellor after approval from the leadership team and communications with Human Resources, Employee Relations.

### **Job Abandonment / Voluntary Resignation**

An employee who is absent for three (3) consecutive scheduled workdays without approval and without notifying their leader (No Call/No Show), is considered to have abandoned their job. This applies to an employee during the normal course of employment, as well as the scheduled return from vacation or leave of absence.

The College may consider extenuating circumstances when evaluating a No Call/No Show. For instance, if the employee is in a serious accident and not able to notify leadership, the College has the right to exercise discretion.

NOTE: Under Policy IV.4003.D, resignations must be accepted in writing by the Chancellor, Strategic Leadership Team (SLT) member, or a designated senior administrator who is a direct report to the Chancellor or SLT member.

### **Violations of Sections 51.3525(b) of the Texas Education Code**

An employee may be disciplined for violating [Section 51.3525 of the Texas Education Code](#), which prohibits certain policies, employment practices, training programs, and other College activities that (i) provide or promote differential treatment, preferences, or special benefits based on race, color, ethnicity, gender identity, or sexual orientation, unless required by law and approved in accordance with Section 51.3525 or (ii) mandate training programs designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, unless required by law and approved in accordance with Section 51.3525. As stated above, depending on the circumstances, the leader may utilize progressive discipline. As may be appropriate to the circumstances, the leader may consider whether the violation is isolated and inadvertent, whether

the violation can be remedied through counseling or training, whether the violation is intentional or willful, whether the employee previously was warned not to engage in the conduct, and/or whether the violation is part of a pattern of conduct.

### Summary

Although progressive corrective action will be employed in most instances, nothing in this procedure precludes the College from implementing an immediate termination or other discipline without first pursuing progressive measures.

The responsible leader or administrator, in conjunction with Human Resources, Employee Relations, will determine whether certain performance deficiencies or acts of misconduct warrant measures outside of progressive discipline.

Date of SLT Approval	September 25, 2023
Effective Date	November 7, 2023
Associated Policy	Policy IV.4002.E, Employee Performance Counseling and Corrective Action
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

## **Policy III.3007.A, Purchasing**

### **Purpose**

This policy will address the authority and requirements related to purchasing goods or services on behalf of San Jacinto College (College).

### **Policy**

Requirements for purchasing practices are governed by the laws of the State of Texas. All College purchases will comply with state statutes, College policies and procedures, as well as the requirements of the San Jacinto College Purchasing Handbook.

All purchases must be made in the name of the College. The College shall assume responsibility for debts incurred in the name of the College so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures regarding contracting and purchasing. The College shall not be responsible for debts incurred by persons or organizations not directly under College control. The College shall not be responsible for any other unauthorized purchase or debt. All vendors are charged with the responsibility to discover an individual or an organization's authority before any purchase, contract or debt is incurred. Persons making unauthorized purchases shall assume full responsibility for all such debts.

Pursuant to Section 51.3525(b)(1)(D) of the Texas Education Code, the College shall not “give preference on the basis of race, sex, color, ethnicity, or national origin to an applicant for employment, an employee, or a participant in any function of the institution,” including, without limitation, a participant in any purchasing/contracting function of the College.

All purchasing/contracting functions shall be conducted in a manner providing for full and open competition consistent with applicable laws, policies, and procedures. Contractors are subject to discipline, up to and including termination, for violating any provision of Texas Education Code Section 51.3525(b)(1) (relating to prohibited diversity, equity, and inclusion programs and activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation). When evaluating an alleged violation of Section 51.3525, the College Administration will consider whether the contractor’s conduct constitutes a violation or falls within an exception established in Section 51.3525 of the Texas Education Code.

### **Definitions**

**College:** The San Jacinto Community College District and also referenced as San Jacinto College.

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

**Employee:** A full-time or part-time employee of the College as defined by Human Resources policy and procedure.

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

**Associated Procedures**

Procedure III.3007.A.a, Purchasing

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Date of Board Approval	April 1, 2024
Effective Date	April 2, 2024
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Chief Procurement Officer, Contracts & Purchasing Services

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# Procedure 1: Equal Employment Opportunity

The San Jacinto College District is committed to equal employment opportunity and shall provide training to all newly hired employees on college policies and state and federal laws that prohibit discrimination, including sexual harassment, no later than thirty days after the date of hire. Program completion by all newly hired employees is mandatory. Supplemental training for all employees on college policies and procedures that prohibit discrimination, including sexual harassment will be conducted every two years. Program completion by all employees is mandatory. The training required in this section will be provided in a manner that complies with state and federal law, including, but not limited to, Section 51.3525 of the Texas Education Code, Section 21.010 of the Texas Labor Code, and the Texas Administrative Code, chapter 40, section 819.24.

The Chancellor has delegated to the Vice Chancellor of Human Resources the responsibility to coordinate implementation of the Equal Opportunity program within the San Jacinto College District and to coordinate efforts to comply with Section 504 of the Vocational Rehabilitation Act of 1973, Title IX of the Education amendments of 1972, American's with Disabilities Act, Title VI program (49 C.F.R. part 21 and 49 C.F.R. part 303), and other state or federal laws and regulations in these areas.

Further, the Chancellor has designated the Vice Chancellor of Human Resources the responsibility for monitoring compliance with and investigating complaints alleging violation of this policy.

<b>Procedure #:</b>	<b>1</b>
<b>Procedure Name:</b>	<b>Equal Employment Opportunity</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	<b>February 5, 2008, August 28, 2019, December 8, 2023</b>
<b>Effective Date:</b>	<b>February 5, 2008, August 28, 2019, December 8, 2023</b>
<b>Associated Policy:</b>	<b>IV-B-1-a</b>



## Guidance on Legal Restrictions Affecting Diversity, Equity, and Inclusion Activities

### INTRODUCTION

In May 2023, the Texas Legislature passed Senate Bill 17 which restricts diversity, equity, and inclusion activities in higher education. The effective date of Senate Bill 17 is January 1, 2024. The new law is codified at Section 51.3525 of the Texas Education Code.

Broadly speaking, the law prohibits certain diversity, equity, and inclusion (DEI) activities relating to race, sex, color, ethnicity, sexual orientation, and gender identity. Although many of the law's restrictions pertain to employment, the law also affects students, contractors, and others who participate in college activities and programs.

Employees who engage in prohibited activities are subject to discipline or termination, and institutions risk the loss of state funding if they fail to comply with the prohibitions.

The law contains several important exceptions, including exceptions for academic course instruction and student organizations. In addition, the law does not affect college obligations under federal law. Further, San Jacinto College remains firmly committed to principles of equal opportunity for all employees and students. *See SJC Policy IV-B-1-a, Equal Opportunity Institution.*

Because Section 51.3525 is a new law, institutions are continuing to study its potential impact on programs and activities. This document provides general guidance regarding implementation of the law. It is not possible to cover all potential questions in this document. For questions not addressed in this guidance, please contact the administrators listed in Section 7 of this document.

## 1

## SENATE BILL 17 IN A NUTSHELL

## 1.1 What are the main prohibitions of Senate Bill 17?

The governing board of an institution of higher education must ensure that the institution does not do any of the following except as required by federal law:

- **The College may not establish or maintain a DEI office or hire an employee or contractor to perform DEI duties.** A DEI “office” includes any office, department, task force, or unit.
- **The College may not compel, require, induce, or solicit a DEI statement from any person or give preferential treatment to a person that provides a DEI statement.** The statute does not define the phrase “DEI statement,” but common dictionary definitions of “statement” include both oral and written expressions or declarations. A DEI statement is essentially a pledge or commitment to support DEI initiatives based on race, color, ethnicity, gender identity, or sexual orientation. If the institution does not require or solicit a DEI statement but an individual voluntarily provides one, the institution cannot treat that individual more favorably than an individual who did not provide a similar statement. A “DEI statement” is different from a non-discrimination statement, which is a statement of the College’s federal and state law obligations.
- **The College may not give preference on the basis of race, sex, color, ethnicity, or national origin to any employee, applicant, or any person participating in a college “function.”** The law does not define college “function,” but the ordinary and common meaning of the term “function” suggests that it applies to all facets of college operations.
- **The College cannot make DEI training a condition of enrollment or a condition of participating in a college function unless required by federal law or approved in accordance with the process outlined in Senate Bill 17.** A DEI training encompasses a training, program, or activity “designed or implemented” in reference to race, color, ethnicity, gender identity, or sexual orientation. The prohibition applies even if the activity is not labeled a training program, such as a mandatory staff meeting where DEI instruction is provided. The law permits trainings that are (i) developed by an attorney and (ii) approved in writing by the college’s legal counsel and the Texas Higher Education Coordinating Board solely to ensure compliance with a court order or state or federal law.

## 1.2 What is “DEI”?

“DEI” is an abbreviation for *diversity, equity, and inclusion*. “DEI” is an umbrella term that generally refers to college activities that promote diversity, equity, and inclusion with respect to certain demographic identities.

Nothing in the statute diminishes an institution's obligations to comply with federal anti-discrimination laws or federal affirmative action obligations. In addition, nothing in the statute precludes an institution from engaging in activities that promote a campus climate that is welcoming and fosters a feeling of belonging.

Section 51.3525 defines "DEI office" as an office, division, or unit established for the purpose of:

- Influencing hiring or employment practices with respect to race, sex, color, or ethnicity. Hiring processes must be "color-blind and sex-neutral" and comply with state and federal anti-discrimination laws.
- Promoting or providing "differential treatment" or "special benefits" to people on the basis of their race, color, or ethnicity.
- Promoting policies or procedures designed or implemented in reference to race, color, or ethnicity other than those approved by the college's legal counsel and the Coordinating Board to comply with a court order or state or federal law.
- Conducting trainings, programs, or activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation unless the training was developed by an attorney and approved by the college's legal counsel and Coordinating Board to comply with a court order or state or federal law.

### 1.3 What are "differential treatment" and "special benefits" under the law?

Section 51.3525 does not define these terms. Under long-standing principles developed under discrimination law, differential treatment occurs when *similarly situated persons* are treated differently – more favorably or less favorably – because of their identification with a particular classification, such as their race. A "special benefit" is a privilege, opportunity, or term of employment that is granted to a particular person or group because of their identification with a particular classification.

Section 51.3525 is not implicated when a person receives a benefit that is generally available to others on an equal basis. For example, if a college allows employees to reserve a conference room for an after-work gathering, employees may continue to receive this benefit. Denying this benefit to some employees based on their race, ethnicity, or other protected classification could constitute unlawful discrimination.

### 1.4 Section 51.3525 prohibits DEI activities "except as required by federal law." What federal laws apply?

Numerous federal laws govern the operation of the College, including the United States Constitution, federal statutes, federal regulations, and rulings from federal courts. When a state law conflicts with a federal law, federal law will take precedence over the conflicting state law. A complete list of relevant federal laws is beyond the scope of this guidance. A partial list includes the following:

- *First Amendment to the U.S. Constitution* – Provides for freedom of speech in most contexts. Prohibits discrimination against employees, students, and others based on their viewpoint or their association with other individuals.
- *Fourteenth Amendment to the U.S. Constitution* – Requires equal protection of the law by governmental entities, including public colleges. Individuals must be treated equally under the law. Decisions based on race are subject to strict scrutiny.
- *Title VII of the Civil Rights Act* – Prohibits employment discrimination and harassment on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, and pregnancy.
- *Title VI of the Civil Rights Act* – Prohibits discrimination and harassment against students and others on the basis of their race, color, or national origin.
- *Title IX of the Education Amendments of 1972* – Prohibits discrimination and harassment against students and others on the basis of sex, pregnancy, childbirth, and related conditions. Regulations from the U.S. Department of Education further state that Title IX prohibits discrimination on the basis of sexual orientation and gender identity; however, as of August 1, 2024, these regulations have been challenged in court.

### **1.5 Does Section 51.3525 prohibit an employee from engaging in DEI activities on their own time?**

No. Section 51.3525 is concerned with work-related activities and use of work-related resources. The law does not restrict faculty members and other employees who choose to participate in DEI activities on their own time, such as attending an advocacy event or publishing an article.

Public employees have a First Amendment right to freedom of expression that protects an individual's speech as a private citizen on matters of public concern. As a general matter, an institution may not discipline employees for their private off-duty speech unless the speech substantially disrupts college operations or impairs the efficiency of college operations.

### **1.6 Does Section 51.3525 prohibit an employee from accessing and utilizing professional development materials, including DEI-related materials, from the College's on-line learning management system?**

Generally, no. As discussed below (Section 6.2), the College acquires library and professional development resources (or makes them available on-line) to serve each discipline taught on campus and to meet the professional development needs of faculty in discharging their teaching responsibilities. The library of professional developmental materials covers a multitude of topics. In light of their academic responsibilities, faculty may continue to access all resources available in the on-line professional development library.

## 2

**THE LAW IDENTIFIES SEVERAL EXCEPTIONS. WHAT ARE THEY?**

The law contains several exceptions. When an exception applies, employees may engage in DEI activities without violating Section 51.3525.

**2.1 Academic Course Instruction**

The law does not restrict “academic course instruction.” Institutions and faculty retain the freedom to decide how to teach the required curriculum in the classroom, clinical programs, seminars, and other instructional settings. Classroom discussions, assignments, and readings may address race, sex, national origin, gender identity, and sexual orientation without violating Section 51.3525. Although Section 51.3525 does not apply, under College policy, information presented during academic course instruction must relate to the subject being taught, and faculty must maintain respect for students and for students as learners.<sup>1</sup> Faculty must strive to be accurate, exercise appropriate restraint, and show respect for others expressing different opinions.

**2.1.1 May faculty invite a guest speaker to a class to discuss a DEI-related topic?**

Yes, when related to the subject matter of the course.

**2.1.2 May a faculty member award extra credit points to students if they attend a DEI-related activity?**

Yes, if related to the subject matter of the course and if the activity is the type for which extra credit typically is available.

**2.1.3 May students challenge material assigned by faculty in a course?**

Because Section 51.3525 exempts academic course instruction, this particular law provides no basis for students to challenge a faculty member’s academic decisions, including the assignment of reading materials. Generally speaking, the College’s academic freedom policy recognizes the right of faculty to select reading material germane to the course being taught. The College, however, does maintain complaint procedures that permit students to file a complaint alleging discrimination or harassment on the basis of race, color, national origin, sex, sexual orientation, gender identity, pregnancy, disability, religion, and veteran’s status. If a faculty member subjects students to discrimination or harassment because of their race, sexual orientation, or other protected status, a student may file a complaint which will be reviewed to ensure compliance with federal law.<sup>2</sup>

**2.2 Scholarly Research and Creative Works**

<sup>1</sup> SJC Procedure V-5003.A.a, *Academic Freedom*.

<sup>2</sup> See generally U.S. Dep’t of Education, Office for Civil Rights, RACE AND SCHOOL PROGRAMMING (August 2023), available at <https://www2.ed.gov/about/offices/list/ocr/letters/colleague-20230824.pdf>.

Section 51.3525 does not restrict scholarly research or creative works. The law does not define these terms. However, consistent with the common usage of these terms, the exception for scholarly research reasonably encompasses the following:

- Research conducted by faculty and by students assisting faculty within the faculty's field/discipline.
- Grant applications to support scholarly research.
- Faculty publications summarizing the faculty member's research.
- Public presentation of scholarly research.

The exception for creative works includes academic work product (such as a book), a musical composition or theater production, a painting, and publications or proposals reflecting ideas, analysis, or interpretation.

## 2.3 Student Organizations

The law excludes activities of registered or recognized student organizations. The law does not define "activity," but the ordinary and common meaning of the term "activity" indicates all activities and functions organized by a student group, such as meetings, fundraising, and special programs.

Section 51.3525 does not prohibit identity-based affinity organizations for students, such as a group focused on Hispanic students or LGBTQ issues. Student organizations may sponsor programs with DEI content.

Under College policy, the membership of all registered student organizations must be open to all students.

### 2.3.1 May the College provide funding to an identity-based student organization?

Yes, so long as the student organization is being treated as any other registered student organization. The College must provide resources, benefits, and support to registered student organizations in a non-discriminatory manner. An identity-based affinity group is entitled to the same benefits as groups that are not based on identity. Providing support on a neutral basis does not constitute a special benefit.

Failing to provide benefits and support to similarly situated organizations could constitute unlawful discrimination in violation of federal law. It also may violate Section 51.9315 of the Texas Education Code, which prohibits an institution from taking action against, or denying a generally available benefit to, a student organization based on the organization's academic, political, religious, ideological, or philosophical views or the group's expressive activities.

Section 51.9315(a) defines a "benefit" to a student organization to include (i) use of college facilities, (ii) use of channels of communications controlled by the college (*e.g.*, a

bulletin board), and (iii) access to funding sources made generally available to student organizations.

Academic departments may not co-sponsor identity-based programs with student organizations when the program promotes or provides differential treatment or special benefits based on race, color, or ethnicity. Departments also may not sponsor a program or activity “designed or implemented” in reference to race, color, ethnicity, gender identity, or sexual orientation. Individual employees on their own time in their personal capacity may speak at an event sponsored by a student organization.

### **2.3.2 May a College employee serve as an advisor to a registered student organization?**

Yes, so long as the student organization is treated as any other student organization. When an institution’s policies require that all registered student organizations have an advisor, then the institution must apply its policies consistently to all registered student organizations. As stated above (Section 2.3.1), providing support on a neutral basis does not constitute a special benefit.

### **2.3.3 May an academic department such as the history department co-sponsor a women’s history speaker during Women’s History Month?**

Yes. Section 51.3525 does not prohibit educational programs that focus on sex. In addition, the guest speaker exception would permit the history department to invite a guest speaker to give a presentation during Women’s History Month. The guest speaker exception is discussed in Section 2.4 below. The program must be open to all persons regardless of gender.

## **2.4 Guest Speakers and Performers on a Short-Term Engagement**

The DEI restrictions in Section 51.3525 do not apply to guest speakers or performers on a short-term engagement. Guest speakers and performers on short-term engagement may speak on campus subject to the College’s regular policies and procedures. For example, the law is not violated if a guest commencement speaker discusses a DEI-related topic or if a guest speaker speaks to a class at the invitation of a faculty member. A guest speaker in a class also would be covered by the academic instruction exception. Employees of the College are not “guest speakers” under the law.

## **2.5 Data Collection**

Section 51.3525 does not apply to data collection, such as collecting demographic data showing retention and drop-out rates among certain populations. Data collection also may be covered by other exceptions, including exceptions for scholarly research and student recruitment. In addition, Section 51.3525(j) specifically requires institutions and the Texas Higher Education Coordinating Board to conduct a study of the impact of the new law. The study must examine data showing rates of student applications, acceptance, matriculation, retention, graduation, and grade point average, disaggregated by race, sex, and ethnicity. Institutions must collect this data and transmit to the Coordinating Board.

## 2.6 Student Recruitment and Admissions

Section 51.3525 does not apply to student recruitment and admissions such as outreach activities. This exception also reasonably encompasses training of employees who are involved in recruiting and admissions, such as training recruiters on cultural competencies that will assist them in performing their duties. The content of such training programs must be reviewed by the relevant College leaders to ensure compliance with Section 51.3525 and avoid inadvertently violating the prohibition on mandatory DEI training.

In addition, although Section 51.3525 does not restrict student recruitment and admissions, certain federal laws do affect these activities and may restrict recruiting activities that are open only to students of a particular race, national origin, or other protected class. Therefore, it remains essential to seek guidance from College leaders when designing, implementing, or funding recruiting activities that are aimed at a population based on race, national origin, sex, or other protected class.

## 2.7 Policies and Programs to Enhance Student Achievement

Section 51.3525 does not prohibit policies and programs to enhance student achievement and post-graduate outcomes that are designed and implemented without regard to race, sex, color, or ethnicity. Nothing in the statute prohibits a retention program aimed at low-income students who are the first in their family to attend college. Nor does it prohibit training employees on how to recognize or assist students who are low-income or are at risk of dropping out. Programs and activities that assist students in securing internships and career opportunities are permissible. Programs and activities must be implemented on a non-discriminatory basis.

### 3

## GRANTS AND ACCREDITATION

Section 51.3525 states that it does not limit or prohibit institutions or their employees, in the context of applying for grants or responding to accreditation organizations, from making statements that highlight the institution's work in supporting first-generation students, low-income students, or underserved student populations. Section 51.3525 also does not prohibit an institution from certifying compliance with state and federal anti-discrimination laws.

Under the language described above, Section 51.3525 would not prohibit the College from responding to a grant application by providing factual information such as statistical demographic data describing underserved student populations. Nor does this provision apply to grant proposals directly related to scholarly research, which is a separate exception under the law (see Section 2.2 above).

### 3.1 May the College apply for a grant that requires performance of DEI-related work?

When preparing an application for a grant, personnel must evaluate the purpose and requirements of each grant and determine whether the College is able to fulfill the requirements of the grant consistent with the College's obligations under Section 51.3525. For example, if a grant proposal directly relates to an exception, such as student recruitment, then the DEI restrictions would not apply.

The College may continue to apply for a variety of grants. However, College leaders must evaluate the purpose and requirements of each grant. The content of a grant application could be affected Section 51.3525. Grant applications should focus on how the College is able to fulfill the requirements of the grant, consistent with its obligations under Section 51.3525.

### 3.2 May the College continue to participate in a grant – awarded prior to the effective date of Senate Bill 17 – that requires the performance of DEI-related work?

Section 51.3525 generally does not impair or change pre-existing grants and contracts; however, all existing grants should be reviewed by the relevant College leaders to ensure compliance with the law. Under Texas law, a statute is presumed to be prospective unless expressly made retroactive.<sup>3</sup> Because the effective date of Senate Bill 17 is January 1, 2024, and because the bill contains no retroactivity language, it presumptively does not impair or affect pre-existing contracts, including grants in progress. TEXAS CONST., § 16, Art. III.

At this time, no court has ruled one way or the other whether an institution may continue to participate in a pre-existing, DEI-related grant after January 1, 2024. For this reason, institutions must proceed cautiously. College leaders should carefully evaluate the facts and circumstances surrounding each specific grant, including (i) whether the terms of the grant require activities that would violate Section 51.3525 and (ii) whether the grant activities fall under an exception, such as the exception for student recruitment.

If the grant is a federal grant, then the Education Department General Administrative Regulations (EDGAR) also must be considered.<sup>4</sup> Federal regulations state that grants must be administered “in full accordance with the U.S. Constitution, Federal Law, and public policy requirements: Including, but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination.”<sup>5</sup> As discussed above (Section 1.4), Senate Bill 17 prohibits DEI activities “*except as required by federal law.*” Based on the federal law exception, complying with an on-going federal grant presumptively does not violate Senate Bill 17.

Due to the unavailability of court guidance on this question, grant administrators should consult with College leaders and legal counsel on whether continued participation in

<sup>3</sup> TEXAS GOV'T CODE, § 311.022.

<sup>4</sup> The EDGAR regulations are available at <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

<sup>5</sup> 2 C.F.R. § 200.300, Appendix II; 34 C.F.R. § 75.500(a) & (b).

a grant is permissible and whether other alternatives would be possible, such as asking the grantor about modification of the grant terms or phasing out the grant.

### 3.3 What does “underserved” population mean in Senate Bill 17?

The statute does not define “underserved” or associated terms such as “low income” or “first generation.” In related contexts, the term “underserved” has been used to describe historical data and trends across communities and populations and how these populations access resources. “Underserved” generally refers to challenges and barriers that impact access to resources, college readiness, and retention. Barriers can be financial, educational, geographic, or related to inadequate housing, transportation, or lack of language proficiency.

### 3.4 Because the College’s student population is 65% Hispanic, may Hispanic students be considered an underserved student population?

As discussed above (Section 3.3), the statute does not define “underserved.” Although Hispanic students are not underrepresented at SJC, current enrollment figures and whether a population is underserved are different concepts. To evaluate whether Hispanics are underserved as a population in the community, the College must consider different data points, including current and past rates of enrollment, retention, credentials awarded, and community demographics.

## 4

## EMPLOYMENT PRACTICES

### 4.1 May the College engage in activities to seek a diverse pool of candidates for a job opening?

Under federal law, the College must make employment decisions without regard to race, sex, color, national origin, sexual orientation, gender identity, disability, religion, or other protected classifications. Senate Bill 17 states that hiring processes must be “color-blind and sex-neutral” and must comply with state and federal anti-discrimination laws. However, neither federal law nor Section 51.3525 prohibits a college from seeking to recruit a diverse pool of candidates by widely disseminating job vacancy notices and engaging in outreach efforts. The College may send notices to a wide variety of publications, Internet job sites, job fairs, and other institutions.

### 4.2 Does the law prohibit a job posting that requires foreign language proficiency or that requires experience working with low-income students and underserved student populations?

A job posting may reference language ability or experience working with certain populations if the experience is job-related.

#### **4.3 May interview committees ask candidates about their experience working with low-income students, first-generation students, and students from underserved populations?**

An interview committee may ask job-related questions, including questions about the candidate's experience working with low-income students, first-generation students, and students from underserved populations. Questions should be phrased broadly, such as asking about the candidate's experience working with students from different backgrounds. However, if the questions are not related to the position for which the candidate is applying, these types of questions should not be asked.

#### **4.4 May the College provide training to interview committees and other decision-makers?**

Section 51.3525 requires that hiring processes and employment practices be "color-blind and sex-neutral" and comply with state and federal anti-discrimination laws. Numerous state and federal law address discrimination, including Title VII (see Section 1.4), the Americans with Disabilities Act, the Age Discrimination in Employment Act, and the Texas Labor Code. To ensure that interview committees and other decision-makers comply with these laws, it is necessary to provide training consistent with Section 51.3525. See also Section 5.5 below.

#### **4.5 Under what circumstances may our department consider race, sex, or national origin as a "plus factor" in the hiring process?**

Section 51.3525 specifically prohibits giving preference to any applicant based on race, sex, color, or national origin.

#### **4.6 What happens if an employment candidate voluntarily submits a written DEI statement or conveys support for DEI during a job interview?**

If a candidate provides an unsolicited DEI statement, the committee or decision-maker may not give preferential treatment to the candidate because of the candidate's support of DEI. Nor may the committee or decision-maker treat the DEI statement as a negative factor.

#### **4.7 Does Section 51.3525 require the College to terminate an employee who inadvertently violates the law?**

Section 51.3525 requires that the college adopt policies and procedures that provide for discipline and termination of employees and contractors who violate the law. In the event of a suspected violation, the College will consider the facts and circumstances in deciding whether discipline or dismissal are appropriate. Facts and circumstances would include whether the violation was inadvertent or intentional and whether there were repeated violations.

#### 4.8 How will the College handle complaints about harassment and discrimination that are based on race, color, ethnicity, and sex?

The College will continue to handle employee complaints in accordance with College policies and procedures. These policies and procedures implement federal law, including Title VII, Title IX, and Title VI. The College is obligated to evaluate reported violations and to take reasonable corrective action if a violation is found. Complying with federal law is an exception to Section 51.3525. The statute does not prohibit investigations undertaken to comply with federal law.

#### 4.9 Can the College require an employee to perform tasks related to a DEI-related activity, such as requiring a staff member to help coordinate the visit of a guest speaker who will speak on a DEI-related topic?

Yes. The law states that the College may not hire someone for the *purpose* of performing DEI activities (e.g., promoting or providing differential treatment or special benefits to people on the basis of their race, color, or ethnicity). This prohibition is not violated by assigning an employee a task within the scope of their regular duties. If an employee is responsible for managing audio-visual equipment, the employee can perform this task for any activity at the College, including one with permissible DEI content, such as a presentation by a guest speaker.

## 5

### TRAININGS, CONFERENCES, AND HERITAGE ACTIVITIES

#### 5.1 Does Section 51.3525 prohibit cultural awareness and historical programs such as Black History Month or Hispanic Heritage Month?

The U.S. Congress and Texas Legislature have a long history of recognizing, commemorating, and celebrating American history. A consensus of institutions has concluded that the law does not prohibit an institution of higher education from participating in official state and federal holidays or recognizing historical events that are culturally significant to the community. And since the effective date of Senate Bill 17, no court or the Texas Attorney General has opined that such activities are prohibited. Such activities, including those sponsored by an academic department, should be designed and implemented with this historical and educational purpose in mind. For example, a panel of faculty presenting historical information would be permissible. No program or activity may promote or provide differential treatment or special benefits based on race, color, or ethnicity. No program may exclude persons based on race, color, ethnicity, or any other covered identity. Activities must be open to all individuals who wish to attend, and attendance may not be compelled.

Student organizations also may sponsor events relating to Black History Month and similar holidays or celebrations, including events that promote DEI. Student organizations are exempt from the DEI restrictions in Section 51.3525.

An academic department may co-sponsor a Black History Month activity with a student organization if the activity is designed and implemented as an educational and

historical activity. If the activity promotes or provides differential treatment or special benefits based on race, color, or ethnicity, then an academic department may not co-sponsor the activity with the student organization.

Finally, educational events may feature a guest speaker. Guest speakers are exempt from the DEI-prohibition in Section 51.3525.

## **5.2 If an employee is found responsible for engaging in racial discrimination or harassment, may the College require that the employee attend training on these subjects?**

Yes. If the College determines that an employee's conduct has violated a federal law such as Title VII or Title VI, the College must take reasonable corrective action, which in many instances will include completion of a training program to assist the individual in understanding and complying with the College's policies and complying with these legal requirements.

## **5.3 If an employee is found responsible for engaging in discrimination or harassment on the basis of a person's sexual orientation, may the College require the employee or student to attend training?**

Yes. The College must comply with federal law, which is an exception to the restrictions in Section 51.3525. Title VII prohibits discrimination on the basis of sex, which encompasses sexual orientation and gender identity.<sup>6</sup> Similarly, regulations from the U.S. Department of Education state that the prohibition on sex discrimination in Title IX includes sexual orientation and gender identity. Under Title IX, institutions must apply harassment grievance procedures without regard to a person's sex, sexual orientation, or gender identity.<sup>7</sup> If the College determines that an employee's conduct has violated applicable law, the College must take reasonable corrective action, which could include assignment of training to assist the individual in understanding and complying with the College's policies.

As of August 2024, there is litigation regarding new Title IX regulations relating to sexual orientation and gender identity. Employees with questions about the status or impact of this litigation should reach out to the administrators identified in Section 7.0 below.

## **5.4 Section 51.3525 states that an institution cannot require DEI training in reference to race, color, ethnicity, gender identity, or sexual orientation except under certain circumstances. Under what circumstances can mandatory training address these subjects?**

Section 51.3525 states that training may be required when the program is developed by an attorney and approved by the institution's legal counsel and the Texas Higher

<sup>6</sup> *Bostock v. Clayton County, Ga.*, 590 U.S. 644 (2020); *Tarrant County College District v. Sims*, 621 S.W.3d 323, 328-329 (Tex. App. – Fort Worth 2021, no pet.).

<sup>7</sup> See 85 Fed. Reg. 30026, 30064, 30177-78 (May 20, 2020).

Education Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

### **5.5 Does the prohibition on DEI trainings apply to training programs on Title IX or annual equal employment opportunity trainings?**

The prohibition on DEI trainings in Section 51.3525 does not restrict basic equal employment opportunity training and Title VII and Title IX compliance training that is designed and implemented to educate employees on prohibited acts and reporting procedures relating to discrimination.<sup>8</sup>

### **5.6 May the College pay the expenses for an employee to attend a conference or scholarship luncheon sponsored by an identity-based organization such as an association of Hispanic educators?**

Generally, yes. The prohibitions in Section 51.3525 are not violated by a policy or procedure that allows employees to participate in off-campus conferences, such as a professional development conference, and to receive reimbursement in accordance with a neutral and non-discriminatory policy regarding professional development and academic conferences. Approval should be based on neutral criteria that do not consider DEI as a factor, and the evaluation should consider the primary purpose of the activity. Attendance at such conferences must be voluntary, and employees who elect to attend such conferences may not be treated more favorably or less favorably than faculty who do not elect to attend such conferences.

### **5.7 May the College have sports teams separated by sex or host a program that is focused on women, such as a program on women in science?**

Programs and activities designed for women or men that are otherwise lawfully implemented remain permissible. Such programs must comply with existing state and federal discrimination laws. An example of a permissible program is men's and women's athletics. Other types of activities, such as a program discussing women in STEM, must allow participation by both men and women as attendees and speakers.

### **5.8 May the College sponsor or host an activity that is focused on race or ethnicity, such as an activity focused on Black engineers?**

Activities and programs specifically designed or implemented in reference to race, color, ethnicity, sexual orientation, or gender identity generally are not allowed unless they

<sup>8</sup> See generally TEXAS LABOR CODE § 21.010 (mandatory training on employment discrimination policies); 40 TEXAS ADMIN. CODE § 819.24 (subjects of mandatory training, including identification of protected classes under federal law); TEXAS EDUC. CODE § 51.282 (requiring a comprehensive prevention and outreach program on sexual harassment, sexual assault, dating violence, and stalking); 34 C.F.R. § 106.45 (2020) (describing Title IX grievance process); EEOC, "Enforcement Guidance on Harassment in the Workplace" (April 29, 2024), [www.eeoc.gov/laws/guidance/enforcement-guidance-harassment-workplace](https://www.eeoc.gov/laws/guidance/enforcement-guidance-harassment-workplace) (describing effective training under Title VII).

fit within an exception in the law. The substance of the program – and not the title of the program – is paramount. Whether a program violates Section 51.3525 will depend on the facts and circumstances relating to the program. The College will need to evaluate whether the proposed program provides preferential treatment or a special benefit or detriment based on race, color, ethnicity, sexual orientation, or gender identity, including whether the program excludes individuals based on a protected classification.

### **5.9 May the College allow an external organization to rent a campus auditorium to hold a DEI-related conference?**

When an institution has policies and procedures that permit rental of college facilities by community or external organizations, the institution does not violate Section 51.3525 by renting a facility in accordance with those policies and procedures. If the institution denies a rental application based on the organization's DEI viewpoint or the identity of its members, such exclusion could violate the First Amendment. However, if such an event is held, the institution should exercise caution and avoid action that could give the appearance of college sponsorship. In addition, employees may choose to attend the activity but must do so on their own time.

### **5.10 May a supervisor or leader use the “guest speaker” exception to provide a mandatory DEI training?**

No. The College may not engage or invite a contractor for the purpose of providing mandatory DEI training.

### **5.11 May the College pay dues to various chambers of commerce and community organizations tied to a specific demographic group? May employees serve on the boards of these organizations?**

Participation may be allowed provided the College is allowed to select its own participants (using neutral criteria) and provided there is no requirement for the College or its participants to submit a DEI statement. Additional factors to consider are (i) the nature/mission of the organization, (ii) whether the organization excludes individuals or members based on race, color, or ethnicity, (iii) the reasons for the College's participation, (iv) the role of the College if it becomes a member and the public purpose to be served, and (v) whether all College employees are eligible to participate or attend regardless of their race, color, or ethnicity. In addition to complying with Senate Bill 17, the College must ensure that the expenditure of public funds serves a public purpose and that the College will receive a return benefit for its expenditure as required by other Texas law.

Employees may continue to serve as board members of external organizations on their own time. Whether the employee may participate on College time and whether the College may pay the employee's expenses will depend on the facts and circumstances. College leaders must evaluate whether the employee's participation constitutes an impermissible special benefit or preferential treatment under Section 51.3525. See also Section 5.6 above.

## 6 MISCELLANEOUS

### 6.1 May a faculty member write a letter of recommendation for a student who is applying for a scholarship, internship, or job with a DEI-related organization?

Yes, so long as the faculty member does not deny requests from students who are applying to non-DEI-related organizations.

### 6.2 May the College purchase textbooks, literature, and/or professional development materials for check-out at the library even if they contain DEI content?

San Jacinto College is committed to maintaining an educational community founded on the free and open exchange of ideas. *See* SJC Policy V.5003.A, *Academic Freedom*. Faculty and students may pursue scholarly inquiry without undue restriction and explore the marketplace of ideas. This includes library acquisitions that address different perspectives on an issue. The College's library collection policy governs the procedures to develop, with faculty assistance, a collection that serves each discipline taught on the campuses and meets the need of students in their academic studies. *See* SJC Policy III.3002.A and Procedure III.3002.A.a, *Library Collection Development*.

So long as the College does not prefer collections based on race, sex, color, ethnicity, and national origin or acquire materials for the purpose of providing prohibited DEI training, the College may continue to acquire a wide variety of materials in service of its educational mission. Some materials also may fall within exceptions to Section 51.3525, including the academic course instruction exception (*e.g.*, library materials to be used by students for class assignments). In addition, in light of their academic responsibilities, faculty may continue to access all resources available in the on-line professional development library to develop their knowledge and skills. The library of professional development materials necessarily covers multiple topics, including modules with DEI content.

### 6.3 May the College post DEI activities on the College website, social media sites, bulletin boards, and calendars?

Yes, in most circumstances. For example, if an activity falls within a Senate Bill 17 exception, such as a guest lecture or student recruitment activity, then the College may reference the activity on its calendar. If the College allows employees and students to have access to college communication sites to promote organizational activities, access must be provided in a neutral and non-discriminatory basis. For example, if the College regularly features links to student organizations or maintains a calendar of student organization activities, it may post a student organization's DEI activities in addition to non-DEI activities. Denying student access based on viewpoint, race, or other protected class could

violate federal law and Section 51.9315(a) of the Texas Education Code. As discussed above (Section 2.3.1), all registered student organizations are entitled to equal benefits.

#### **6.4 Does Section 51.3525 prohibit an employee or student from specifying their preferred pronouns or preferred name on a name tag or email address?**

Section 51.3525 neither prohibits nor requires an employee or student to specify their preferred pronouns or preferred name.

#### **6.5 May the College administer scholarships that are restricted to individuals of a particular race, ethnicity, national origin, or other protected class?**

Administering a scholarship that excludes applicants or recipients based on their race, color, ethnicity, or national origin likely will violate Section 51.3525 and also federal law. *See generally* 34 C.F.R. § 100.3(b)(1) and 100.3(b)(2). Scholarships with these types of restrictions should be reviewed by legal counsel to ensure compliance with all applicable laws.

## 7

### Campus Resources for Further Information

Employees and students with questions about this guidance or Section 51.3525 of the Texas Education Code may contact the following individuals:

Allatia Harris  
 VICE CHANCELLOR, STRATEGIC INITIATIVES  
 Email: [Allatia.Harris@sjcd.edu](mailto:Allatia.Harris@sjcd.edu)  
 Phone: 281-459-7140

Sandra Ramirez  
 VICE CHANCELLOR, HUMAN RESOURCES  
 Address: 4624 Fairmont Parkway Pasadena, Texas 77504  
 Email: [Sandra.Ramirez@sjcd.edu](mailto:Sandra.Ramirez@sjcd.edu)  
 Phone: 281-991-2648

Published January 2024  
 Updated August 2, 2024

# Senate Bill 17 Compliance

(Policies, Procedures, & Hiring Practices)

## Internal Audit Report

Audit Report #25-102

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**Audit End Date: November 20, 2024**  
**Audit Report Date: December 19, 2024**

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**San Jacinto Community College District**  
**Prepared by: Linda Torres, Executive Director,**  
**Internal Audit**

INTERNAL AUDIT DEPARTMENT

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**EXECUTIVE SUMMARY**

In accordance with the regular process of reviewing the activities of the San Jacinto Community College District, the Internal Audit Department has completed an audit of the college's compliance with Texas Senate Bill 17 (SB17) (*“Responsibility of Governing Boards Regarding Diversity, Equity, and Inclusion Initiatives”*). The scope of this audit was limited to a detailed evaluation of the college policies, procedures, and hiring practices to ensure compliance with legislative requirements. In general, we found the college is in compliance with SB17 as related to the scope of this review (i.e., policies, procedures and hiring practices).

**Observations and Corrective Action Plans Summary**

**No Reportable Observations Noted.**

INTERNAL AUDIT DEPARTMENT

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To: Dr. Brenda Hellyer, Chancellor

From: Linda Torres, Executive Director, Internal Audit

Date: December 19, 2024

Subject: Senate Bill 17 Compliance (Policies, Procedures & Hiring Practices) Audit Report

In accordance with the regular process of reviewing the activities of the San Jacinto Community College District, the Internal Audit Department has completed an audit of the college's compliance with Texas Senate Bill 17 (SB17) ("*Responsibility of Governing Boards Regarding Diversity, Equity, and Inclusion Initiatives*"). The scope of this audit was limited to a detailed evaluation of college policies, procedures, and hiring practices to ensure compliance with legislative requirements. The examination included observations and discussions with responsible personnel, as well as substantive testing of documentation to the extent considered necessary.

In general, we found the college is in compliance with SB17 as related to the scope of this review (i.e., policies, procedures and hiring practices).

The audit was performed by Bret Boudreaux, Internal Audit Director, and his work was reviewed by Internal Audit management. We sincerely appreciate the courtesies and assistance received from all personnel who participated in this audit.

A handwritten signature in black ink, appearing to read 'Linda Torres', with a long horizontal flourish extending to the right.

Linda Torres, CPA, CIA, CFE  
Executive Director, Internal Audit

Senate Bill 17 (Policies, Procedures & Hiring Practices) Audit

Internal Audit Department

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## Senate Bill 17 (Policies, Procedures &amp; Hiring Practices) Audit

Internal Audit Department

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**BACKGROUND**

In 2023, Governor Abbott signed Senate Bill 17 (SB17) into law, “Responsibility of Governing Boards Regarding Diversity, Equity, and Inclusion Initiatives,” which amends Texas Education Code §51.3525 effective January 1, 2024. Under this law, public institutions of higher education cannot engage in certain specified diversity, equity, and inclusion activities as defined in the statute. Any institution that is not compliant with SB17 risks loss of state funding. Under this new legislation, the following activities are now specifically prohibited within higher education institutions:

- Establishing or maintaining a DEI office or similar entities.
- Hiring or contracting third parties to perform duties of a DEI office.
- Giving preference based on race, sex, color, ethnicity, or national origin in employment or any function of the institution.
- Conducting DEI training or activities unless necessary for compliance with federal or state law.

According to the annual certification submitted by San Jacinto College to the Texas Higher Education Coordinating Board in August 2024, to ensure full compliance with SB17 (Tex. Educ. Code § 51.3525) the college conducted the following:

- Reviewed all programs and activities, offices, personnel, and training for potential non-compliance with the legislation and discontinued those found to be not in compliance.
- Updated relevant policies and procedures.
- Updated the Board's Strategic Plan, which was approved by the Board on December 4, 2023, to ensure compliance with the legislation.
- Provided information to San Jacinto College employees regarding the requirements of the legislation, including developing an online training for all employees and creating a frequently asked questions (FAQ) document in collaboration with legal counsel.
- Established internal processes and controls to monitor ongoing compliance in all areas of operation.

In addition to reviewing and updating all relevant college-wide policies and procedures, internal procedures and practices surrounding the hiring process were reviewed and updated as needed to comply with the legislation.

## Senate Bill 17 (Policies, Procedures &amp; Hiring Practices) Audit

Internal Audit Department

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**SCOPE AND OBJECTIVES OF THE AUDIT**

The scope of this audit was limited to a detailed evaluation of college policies, procedures, and hiring practices to ensure compliance with SB17 legislative requirements. The scope was expanded beyond this range when deemed necessary.

The audit of Senate Bill 17 (Policies, Procedures & Hiring Practices) consisted of the following components:

- Review of Formal College Policies and Related Procedures  
A review of all formal college policies and related procedures were reviewed for language that could present potential challenges to SB17 compliance.
- Review of Recent Changes to College Policies and Related Procedures  
Changes to formal college policies and related procedures were evaluated to ensure sufficiency for the college to maintain SB17 compliance.
- Review of Internal Human Resources Procedures and Related Practices on Hiring  
Internal procedures, literature provided to hiring leaders, the college's online job application, and the content of required hiring leader training was reviewed for compliance with SB17 regulations.
- Substantive Testing of Training, Interview and Hiring Documentation  
Testing of current job postings, interview documentation provided by hiring leaders, and completion of training required by hiring leaders was performed to ensure compliance with both SB17 and internal requirements.

The overall objectives of the audit were to:

- Ensure that the college's formal policies and related procedures are fully compliant with all SB17 requirements.
- Ensure that any changes to policies and related procedures were performed in accordance with SB17 requirements.
- Ensure that HR department procedures and practices related to hiring conform with all applicable tenets of SB17.
- Ensure that documented guidance provided to hiring leaders throughout the college fully conforms to SB17.

Senate Bill 17 (Policies, Procedures & Hiring Practices) Audit

Internal Audit Department

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**OBSERVATIONS & RECOMMENDATIONS**

In general, we found the college is in compliance with SB17 as related to the scope of this review (i.e., policies, procedures and hiring practices). No issues were noted surrounding the scope of this review.

*Based on the scope of this audit, there were no other matters that warrant attention at this time.*

Senate Bill 17 (Policies, Procedures & Hiring Practices) Audit

Internal Audit Department

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**Report Distribution**

Board Finance Committee

Dr. Brenda Hellyer, Chancellor

Dr. Laurel Williamson, Deputy Chancellor and President

Teri Zamora, Vice Chancellor of Fiscal Affairs

Sandra Ramirez, Vice Chancellor of Human Resources and Org./Talent Effectiveness

Mandi Reiland, Manager, Executive Operations

Shawna Pina, Coordinator, Executive Operations

Bret Boudreaux, Director, Internal Audit

**Consideration of Approval of the 2026 Board of Trustees Regularly Scheduled Meeting Dates**

**ADMINISTRATION RECOMMENDATION/REPORT**

The Chancellor recommends the Board of Trustees approve the 2026 Board of Trustees regularly scheduled meeting dates.

**BACKGROUND**

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

**IMPACT OF THIS ACTION**

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

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

None

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1 - 2026 Board Meeting Dates

**RESOURCE PERSONNEL**

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

Attachment 1

**San Jacinto College District  
Board of Trustees**

**2026 Board Meeting Dates**

No January Meeting

February 2, 2026

March 2, 2026

April 6, 2026

May 4, 2026

June 1, 2026

No July Meeting

August 10, 2026

September 14, 2026  
(September Meeting - Due to Labor Day Holiday)

October 5, 2026

November 2, 2026

December 7, 2026

**Action Item “XXII”**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval of Extension of Memorandum of Understanding with**  
**Humble ISD for Dual Credit**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve an extension of the current Memorandum of Understanding (MOU) between San Jacinto Community College District (SJCCD) and Humble ISD for dual credit.

**BACKGROUND**

Humble ISD, located at 10203 Birchridge Drive, Humble TX 77338, and San Jacinto College have established a dual credit program for students from their local high schools. The dual credit program offers an opportunity for students to earn college credit by taking academic courses. The current MOU ends August 1, 2025.

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

**IMPACT OF THIS ACTION**

Approval of this MOU will allow the College and Humble ISD to continue their dual credit partnership.

**BUDGET INFORMATION**

All elements related to the operation of the Dual Credit programs are contained within the 2025-2026 budget.

**MONITORING AND REPORTING TIMELINE**

The agreement shall become effective upon the date of execution and will continue through August 1, 2026.

**ATTACHMENTS**

Attachment 1 – MOU extension document

**RESOURCE PERSONNEL**

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu
Sonia Townsend	281-459-7653	sonia.townsend@sjcd.edu

**First Amendment to Memorandum of Understanding Between  
San Jacinto Community College District and Humble Independent School District  
for a Dual Credit Provider Relationship**

This First Amendment to Memorandum of Understanding (“Amendment”) between San Jacinto Community College District (“SJCCD”) and Humble Independent School District (“HISD”) is effective as of the date fully executed by both Parties (“Effective Date”). HISD and SJCCD are sometimes each referred to herein as a “Party” and collectively as, the Parties.

WHEREAS HISD and SJCCD entered into a Memorandum of Understanding (“MOU”) effective August 1, 2025 (see Exhibit 1, attached hereto).

SJCCD and HISD now desire to amend the terms of the Agreement as set forth below:

NOW, THEREFORE, in consideration of good and valuable consideration, the mutual receipt and legal sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. The Section entitled “TERM OF AGREEMENT,” found on page 1 of the 2022 MOU, is hereby deleted and replaced in its entirety with the following:

TERM OF AGREEMENT

a. Term

The term of this MOU shall be from the Effective Date through August 1, 2026, unless renewed or earlier terminated as set forth herein.

b. Termination

This MOU may be terminated by either Party, with or without cause, upon one hundred and eighty (180) days’ prior written notice to the other Party. However, in the event of such termination, any HISD students taking SJCCD college courses for dual credit at the time this MOU is effectively terminated will be allowed to complete those courses notwithstanding the termination of this MOU.

2. The Amendment embodies the entire agreement between SJCCD and HISD with respect to the amendment of the MOU. In the event of any conflict or inconsistency between the provisions of the MOU and this Amendment, the provisions of this amendment shall control and govern.
3. Except as specifically modified and amended herein, all other terms, provisions, requirements, and specifications contained in the MOU remain in full force and effect. Except as otherwise expressly provided herein, the Parties do not intend to, and the execution of this Amendment shall not, in any manner impair the MOU, the purpose of this Amendment being simply to amend and ratify the MOU, as hereby amended and ratified, and to confirm and carry forward the MOU, as hereby amended, in full force and effect.

Attachment 1

4. This Amendment shall be construed and enforced in accordance with the laws of the State of Texas.

EXECUTED IN MULTIPLE ORIGINAL COUNTERPARTS, each of which shall be an original, which together shall constitute one and the same instrument:

**SAN JACINTO COMMUNITY COLLEGE DISTRICT:**

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

Dr. Brenda Hellyer, **Chancellor**

**HUMBLE INDEPENDENT SCHOOL DISTRICT:**

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

**Superintendent**

**Action Item “XXIII”**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval of Extension of Memorandum of Understanding with**  
**Goose Creek ISD for Dual Credit**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve an extension of the current Memorandum of Understanding (MOU) between San Jacinto Community College District (SJCCD) and Goose Creek ISD for dual credit.

**BACKGROUND**

Goose Creek ISD, located at 4544 Interstate 10 East, Baytown TX 77521, and San Jacinto College have established a dual credit program for students from their local high schools. The dual credit program offers an opportunity for students to earn college credit by taking academic courses. The current MOU ends August 1, 2025.

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

**IMPACT OF THIS ACTION**

Approval of this MOU will allow the College and Goose Creek ISD to continue their dual credit partnership.

**BUDGET INFORMATION**

All elements related to the operation of the Dual Credit programs are contained within the 2025-2026 budget.

**MONITORING AND REPORTING TIMELINE**

The agreement shall become effective upon the date of execution and will continue through August 1, 2026.

**ATTACHMENTS**

Attachment 1 – MOU extension document

**RESOURCE PERSONNEL**

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu
Sonia Townsend	281-459-7653	sonia.townsend@sjcd.edu

**First Amendment to Memorandum of Understanding Between  
San Jacinto Community College District and Goose Creek Independent School District  
for a Dual Credit Provider Relationship**

This First Amendment to Memorandum of Understanding (“Amendment”) between San Jacinto Community College District (“SJCCD”) and Goose Creek Independent School District (“GCCISD”) is effective as of the date fully executed by both Parties (“Effective Date”). GCCISD and SJCCD are sometimes each referred to herein as a “Party” and collectively as, the Parties.

WHEREAS GCCISD and SJCCD entered into a Memorandum of Understanding (“MOU”) effective August 1, 2025 (see Exhibit 1, attached hereto).

SJCCD and GCCISD now desire to amend the terms of the Agreement as set forth below:

NOW, THEREFORE, in consideration of good and valuable consideration, the mutual receipt and legal sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. The Section entitled “TERM OF AGREEMENT,” found on page 1 of the 2024 MOU, is hereby deleted and replaced in its entirety with the following:

TERM OF AGREEMENT

a. Term

The term of this MOU shall be from the Effective Date through August 1, 2026, unless renewed or earlier terminated as set forth herein.

b. Termination

This MOU may be terminated by either Party, with or without cause, upon one hundred and eighty (180) days’ prior written notice to the other Party. However, in the event of such termination, any GCCISD students taking SJCCD college courses for dual credit at the time this MOU is effectively terminated will be allowed to complete those courses notwithstanding the termination of this MOU.

2. The Amendment embodies the entire agreement between SJCCD and GCCISD with respect to the amendment of the MOU. In the event of any conflict or inconsistency between the provisions of the MOU and this Amendment, the provisions of this amendment shall control and govern.
3. Except as specifically modified and amended herein, all other terms, provisions, requirements, and specifications contained in the MOU remain in full force and effect. Except as otherwise expressly provided herein, the Parties do not intend to, and the execution of this Amendment shall not, in any manner impair the MOU, the purpose of this Amendment being simply to amend and ratify the MOU, as hereby amended and ratified, and to confirm and carry forward the MOU, as hereby amended, in full force and effect.

Attachment 1

- 4. This Amendment shall be construed and enforced in accordance with the laws of the State of Texas.

EXECUTED IN MULTIPLE ORIGINAL COUNTERPARTS, each of which shall be an original, which together shall constitute one and the same instrument:

**SAN JACINTO COMMUNITY COLLEGE DISTRICT:**

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

Dr. Brenda Hellyer, **Chancellor**

**GOOSE CREEK INDEPENDENT SCHOOL DISTRICT:**

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

**Superintendent**

**Action Item “XXIV”**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval of an extension of Memorandum of Understanding with**  
**Friendswood ISD for Dual Credit**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve an extension of the current Memorandum of Understanding (MOU) between San Jacinto Community College District (SJCCD) and Friendswood ISD for dual credit.

**BACKGROUND**

Friendswood ISD, located at 302 Laurel Drive, Friendswood TX 77546, and San Jacinto College established a dual credit program for students from their local high schools. The dual credit program offers an opportunity for students to earn college credit by taking academic courses. The current MOU ends August 1, 2025.

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

**IMPACT OF THIS ACTION**

Approval of this MOU will allow the College and Friendswood ISD to continue their dual credit partnership.

**BUDGET INFORMATION**

All elements related to the operation of the Dual Credit programs are contained within the 2025-2026 budget.

**MONITORING AND REPORTING TIMELINE**

The agreement shall become effective upon the date of execution and will continue through August 1, 2026.

**ATTACHMENTS**

Attachment 1 – MOU extension document

**RESOURCE PERSONNEL**

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu
Sonia Townsend	281-459-7653	sonia.townsend@sjcd.edu

**First Amendment to Memorandum of Understanding Between  
San Jacinto Community College District and Friendswood Independent School District  
for a Dual Credit Provider Relationship**

This First Amendment to Memorandum of Understanding (“Amendment”) between San Jacinto Community College District (“SJCCD”) and Friendswood Independent School District (“FISD”) is effective as of the date fully executed by both Parties (“Effective Date”). FISD and SJCCD are sometimes each referred to herein as a “Party” and collectively as, the Parties.

WHEREAS FISD and SJCCD entered into a Memorandum of Understanding (“MOU”) effective August 1, 2025 (see Exhibit 1, attached hereto).

SJCCD and FISD now desire to amend the terms of the Agreement as set forth below:

NOW, THEREFORE, in consideration of good and valuable consideration, the mutual receipt and legal sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. The Section entitled “TERM OF AGREEMENT,” found on page 1 of the 2023 MOU, is hereby deleted and replaced in its entirety with the following:

TERM OF AGREEMENT

a. Term

The term of this MOU shall be from the Effective Date through August 1, 2026, unless renewed or earlier terminated as set forth herein.

b. Termination

This MOU may be terminated by either Party, with or without cause, upon one hundred and eighty (180) days’ prior written notice to the other Party. However, in the event of such termination, any FISD students taking SJCCD college courses for dual credit at the time this MOU is effectively terminated will be allowed to complete those courses notwithstanding the termination of this MOU.

2. The Amendment embodies the entire agreement between SJCCD and FISD with respect to the amendment of the MOU. In the event of any conflict or inconsistency between the provisions of the MOU and this Amendment, the provisions of this amendment shall control and govern.
3. Except as specifically modified and amended herein, all other terms, provisions, requirements, and specifications contained in the MOU remain in full force and effect. Except as otherwise expressly provided herein, the Parties do not intend to, and the execution of this Amendment shall not, in any manner impair the MOU, the purpose of this Amendment being simply to amend and ratify the MOU, as hereby amended and ratified, and to confirm and carry forward the MOU, as hereby amended, in full force and effect.

Attachment 1

4. This Amendment shall be construed and enforced in accordance with the laws of the State of Texas.

EXECUTED IN MULTIPLE ORIGINAL COUNTERPARTS, each of which shall be an original, which together shall constitute one and the same instrument:

**SAN JACINTO COMMUNITY COLLEGE DISTRICT:**

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

Dr. Brenda Hellyer, **Chancellor**

**FRIENDSWOOD INDEPENDENT SCHOOL DISTRICT:**

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

**Superintendent**

**Action Item “XXV”**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval of Policy II.2002.B, Faculty Senate Governance - First Reading**  
**(Informational Item)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a new policy on Faculty Senate Governance. The Board of Trustees will not vote on this item on August 11 but is creating awareness that the policy is temporarily effective under the authority granted to the Chancellor by the Board under Policy II.2000.A, and input is in the process of being gathered from the College community prior to the Board’s final action at its next regularly scheduled meeting.

**BACKGROUND**

During the 89th Texas Legislative Session in 2025, the Texas Legislature passed Senate Bill (SB) 37, which was subsequently signed into law by Governor Greg Abbott on June 20, 2025. SB 37 makes changes to the governance of public higher education institutions, including clarification of system oversight roles and limitations on faculty senates and their involvement in institutional policymaking effective September 1. The administration has been working closely with the Faculty Senate officers and reviewing the changes to the group’s structure, roles, and responsibilities, including the authority that is now delegated to the Chancellor based on authorization by the Board of Trustees.

This policy is recommended for adoption by the San Jacinto Community College District Board of Trustees pursuant to Texas Education Code § 51.3523(b) regarding the establishment and function of faculty senates. The Board of Trustees will retain ultimate authority and will consult appropriately with faculty, staff, administrators, and other stakeholders on academic and operational matters in accordance with Texas Education Code § 51.3523(b) and the College’s policy and procedure on shared governance.

A new Faculty Senate Governance Policy is recommended to the Board to comply with SB 37. An advisory committee, which will include faculty, will be formed to develop and recommend new standard operating procedures for the newly structured Faculty Senate. The goal is to have the new procedures in place no later than November 1, which will provide for the establishment of a new Faculty Senate which complies with the requirements of SB37.

**IMPACT OF THIS ACTION**

This policy will be sent to the College community on August 11, 2025, and any comments will be reviewed and addressed prior to the second reading of the policy by the Board which is anticipated on September 8, 2025. At this time, there are no associated procedures for this policy.

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

No budgetary impact.

**Action Item “XXV”**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval of Policy II.2002.B, Faculty Senate Governance - First Reading**  
**(Informational Item)**

**MONITORING AND REPORTING TIMELINE**

This policy is effective as of September 1, 2025, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. The Board will be notified of any changes that require its consideration and action.

**ATTACHMENTS**

Attachment 1 – Summary of Changes

Attachment 2 – Policy II.2002.B, Faculty Senate Governance and Shared Governance

**RESOURCE PERSONNEL**

Brenda Hellyer

281-998-6100

brenda.hellyer@sjcd.edu

Laurel Williamson

281-998-6182

laurel.williamson@sjcd.edu

## Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Faculty Senate Governance**

Current Policy Number/Name: N/A

New Procedure Number: *To be determined by the Chancellor's Office (if applicable)*

Proposed Procedure Name(s): To be determined if applicable

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

Action Recommended for Policy: New

Action Recommended for Procedures: New

Web Links: N/A

Primary Owner: Chancellor

Secondary Owner: Deputy Chancellor & President

### Summary of Changes:

- A new Faculty Senate Governance Policy is recommended to the Board to adhere to compliance with SB 37.
- An advisory committee, which will include faculty, will be formed to develop and recommend new standard operating procedures for the newly structured Faculty Senate. The goal is to have the new procedures in place no later than November 1, which will provide for the establishment of a new Faculty Senate which complies with the requirements of SB37.
- This policy was reviewed with legal counsel.

## **Policy II.2002.B, Faculty Senate Governance**

### **Purpose**

In order to promote the most effective operation of the College District, the Board of Trustees encourages input from employee organizations, including a Faculty Senate organized in accordance with this policy. This policy governs creation, membership selection, and operational standards of San Jacinto Community College District's Faculty Senate. It further supersedes and replaces any conflicting policies or procedures recognizing the creation and authority of the existing Faculty Senate, which is hereby abolished and replaced effective September 1, 2025.

### **Policy**

#### **I. AUTHORITY**

This policy is adopted by the San Jacinto Community College District Board of Trustees pursuant to Texas Education Code § 51.3523(b) regarding the establishment and function of faculty senates.

The Board of Trustees retains ultimate authority but consults appropriately with faculty, staff, administrators, and other stakeholders on academic and operational matters in accordance with Texas Education Code § 51.3523(b) and the College's policy and procedure on shared governance.

#### **II. DEFINITIONS**

- A. "Faculty Senate"** means a representative Faculty organization established by the Board of Trustees.
- B. "Faculty member"** as used in this policy means a person who is employed by the College on a full-time basis as a member of the faculty whose duties include teaching credit or non-credit courses, college service, and professional development. The term includes those with administrative assignments which directly supplement the College's teaching functions such as department chairs and program directors. The term does not include a person who holds faculty rank but who spends the majority of the person's time for the College engaged in administrative activities, such as a provost or dean.

#### **III. ESTABLISHMENT OF FACULTY SENATE**

- A.** The Board of Trustees establishes a Faculty Senate to advise the College administration regarding matters related to the general welfare of the College.
- B.** Nothing in this Policy may be construed to limit a faculty member from exercising the faculty member's right to freedom of association protected by the United States Constitution or the Texas Constitution.

#### **IV. ROLE OF THE SAN JACINTO COMMUNITY COLLEGE FACULTY SENATE AND LIMITATIONS ON AUTHORITY**

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- A. The Faculty Senate shall represent the entire faculty of the College and shall serve in an advisory capacity to the College administration on matters related to the general welfare of the College.
- B. As required by law, the Faculty Senate shall not have final decision-making authority on any matter. The Board and College administration retain clear and ultimate decision-making authority over operations of the College, including over degree programs and curriculum development. The Faculty Senate may formulate and provide recommendations to the College administration on academic matters, but any recommendations and input will be advisory.
  - 1. The College's curriculum process involves a Curriculum Committee composed of members of the faculty and administration. The Faculty Senate may present curriculum recommendations to the Curriculum Committee.
- C. The Faculty Senate shall, as appropriate, prepare standard operating procedures consistent with this policy and Texas law.
- D. The Faculty Senate shall adopt rules for establishing a quorum. The Faculty Senate shall conduct meetings at which a quorum is present in a manner that is open to the public and in accordance with procedures established by the Chancellor.
- E. The Faculty Senate may not issue any statement or publish a report using the College's official seal, trademark, or resources funded by the College on any matters not directly related the Faculty Senate's duties to advise the College administration.
- F. Service on the Faculty Senate is a non-compensable additional employment duty. A faculty member's expenses incurred on behalf of the College may be reimbursed as approved by the College administration in accordance with procedures and standards established by the Chancellor or designee. Expenses incurred on behalf of the Faculty Senate are not reimbursable.

### **V. FACULTY SENATE MEMBERSHIP COMPOSITION**

- A. The Faculty Senate shall consist of a maximum of 60 members who will be elected or appointed to represent their respective campus, division, or unit.
- B. The Board delegates to the Chancellor the duty to designate a reasonable number of campuses, divisions, or units to ensure adequate representation of faculty across the College. Each designated campus, division, or unit shall be represented in the Faculty Senate by at least two representatives. In the event of institutional changes that result in the creation or dissolution of a campus, division, or unit, the Chancellor will adjust the designation of campuses, divisions, or units as appropriate to ensure continuing adequate representation.

- C. Representation of each campus, division, or unit identified above shall be proportional to the number of faculty members being represented. In some instances, a particular campus, division, or unit may have greater than two representatives. The number of representatives per campus, division, or unit will be evaluated every two years to ensure fair representation.
  - 1. For each campus, division, or unit identified in Section V(B), the Chancellor will appoint one member and the remaining members will be elected by a vote of the faculty in their respective campus, division, or unit.
  - 2. If, following an election, a campus, division, or unit lacks adequate representation, the Chancellor will appoint members in a manner that ensures adequate representation.
- D. All Faculty Senate Members must be full-time Faculty, which includes a Faculty member in a full-time, institutionally funded or grant funded position.
- E. All members of the Faculty Senate must comply with this policy, College administrative procedures, and applicable law.
- F. In the event of a vacancy in an appointed seat, the Chancellor will appoint a member to serve out the unexpired term. In the event of a vacancy in an elected seat, the Faculty Senate will fill the unexpired term according to the terms of the Faculty Senate standard operating procedures.

## **VI. MEETINGS OF THE FACULTY SENATE**

- A. The Chancellor shall establish procedures for making the meetings of the Faculty Senate accessible to the public. Faculty Senate meetings may take place in person or remotely over Zoom or other video conferencing platform. If the meeting is held over Zoom or similar platform, the link for the public to view the meeting will be posted on the agenda for the meeting. Meetings will be broadcast live over the Internet when more than 50 percent of the members of the Faculty Senate are in attendance.
- B. The Faculty Senate will post an agenda for each meeting on the College website at least seven calendar days before the meeting takes place. The agenda must contain sufficient detail to indicate the items that are to be discussed or that will be subject to a vote at the meeting. In addition, if the Faculty Senate intends to discuss or vote upon curriculum proposals for submission to the College's Curriculum Committee, copies of the proposal must be attached to the posted meeting agenda.
- C. The Faculty Senate must prepare a record containing the names of the members in attendance at a meeting of the Faculty Senate in which it conducts business related to (1) a vote of no confidence regarding a College administrator; or (2) policies related to curriculum and academic standards.

**VII. FACULTY SENATE LEADERSHIP**

- A. The Chancellor shall appoint from among the Faculty Senate’s 60 members the following three officer positions:
  - 1. Presiding Officer;
  - 2. Associate Presiding Officer; and
  - 3. Secretary.
- B. Officers of the Faculty Senate shall be Full-Time Faculty members with performance ratings at valuable or above with no disciplinary action within the previous two years.
- C. The officers appointed by the Chancellor shall remain in office until the sooner of the following: (i) their voluntary resignation; (ii) their ineligibility to serve on the Faculty Senate; or (iii) the appointment of a successor by the Chancellor.
- D. The Officers are specifically responsible for ensuring these requirements are observed among the Faculty Senate membership, and in addition have the following responsibilities associated with their offices.
  - 1. The Presiding Officer shall chair all meetings and serve as the Faculty liaison and represent the Faculty Senate in official communications with the College administration.
  - 2. In the absence of the Presiding Officer, the Associate Presiding Officer shall perform the duties of Presiding Officer.
  - 3. The Secretary shall: (i) Keep accurate and complete minutes of all meetings; (ii) Maintain all official records and documents; (iii) Provide timely public notice of meetings and distribute agendas; (iv) Certify actions of the Senate when required; (v) Ensure proper maintenance, archival, and accessibility of Faculty Senate records, governance materials, and meetings consistent with College policy and Texas records laws; and (vi) Perform other related duties as may be assigned by the Presiding Officer or as stated in the Faculty Senate standard operating procedures.

**VIII. TERM LIMITS FOR FACULTY SENATE MEMBERS**

**A. Term Limits for Appointed Faculty Senate Members**

Members of the Faculty Senate appointed by the Chancellor may serve up to a maximum of six consecutive one-year terms. After serving six consecutive one-year terms, an appointed member may not be reappointed for two full calendar years.

**B. Term Limits for Elected Faculty Senate Members**

Elected members of the Faculty Senate serve two-year terms, except as may be necessary by resolution of the Faculty Senate or Board of Trustees to hold elections for one-year terms to stagger terms in a manner that allows approximately one-half of the elected members to be elected each year. After serving two terms, an elected member may not be reelected for two full calendar years.

**IX. REMOVAL AND RESIGNATION OF FACULTY SENATE MEMBERS**

- A. A member of the Faculty Senate may be removed on recommendation of the provost and approval by the Chancellor on the following grounds: failing to conduct the member’s responsibilities in accordance with defined policy and legal parameters, failing to attend Faculty Senate meetings in accordance with attendance requirements established by the Faculty Senate or Board of Trustees, or engaging in other similar misconduct or dereliction of duty.
- B. Faculty Senate members who have voluntarily tendered their resignation or who have otherwise become ineligible to serve on the Faculty Senate based on eligibility requirements or term limits shall be deemed to have been removed from office effective on the date of their voluntary resignation or ineligibility.

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

**Associated Procedures**

To be determined.

Date of Board Approval	This policy is effective as of September 1, 2025, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process at the next regularly scheduled meetings of the Board. (First reading on August 11, 2025, second reading anticipated September 8, 2025)
Effective Date	This policy is effective as of September 1, 2025, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process at the next regularly scheduled meetings of the Board. (First reading on August 11, 2025, second reading anticipated September 8, 2025)
Primary Owner	Chancellor
Secondary Owner	Deputy Chancellor & President

**Action Item “XXVI”**  
**Regular Board Meeting August 11, 2025**

**Consideration of Approval of Policy VI.6004.E, Campus Hazing Prevention - First Reading**  
**(Informational Item)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a policy on campus hazing. The Board of Trustees will not vote on this item but is creating awareness that changes a new policy and procedure are being considered and input is being gathered.

**BACKGROUND**

The Stop Campus Hazing Act (SCHA) was signed into law by President Biden on December 23, 2024. SCHA amends section 485(f) of the Higher Education Act, otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Stop Campus Hazing Act has three primary components including inclusion of hazing statistics in annual security reports, implementation of hazing practices and policies including those specific to hazing prevention, and the compilation of a Campus Hazing Transparency Report.

San Jacinto College is committed to providing a safe educational environment for all persons and does not tolerate hazing by any group or individual affiliated with the College. San Jacinto College students should expect to be treated with respect and dignity. Hazing violates this policy and Texas law (Texas Education Code § 37.151 and 51.936).

**IMPACT OF THIS ACTION**

Legal counsel has been involved with developing the policy and associated procedures. Approval of this policy and related procedures brings the College into compliance with the requirements of 485(f) of the Higher Education Act and confirms the College’s commitment to prioritize the prevention of and transparency about hazing incidents.

This policy and associated procedure will be sent to the College community on August 11, 2025, allowing for feedback and comments. Procedures are provided to the Board as an informational item.

**BUDGET INFORMATION**

All elements related to implementing the policy are contained within the fiscal year 2025-2026 budget. The majority of costs will be personnel related to training, supporting, investigating, and reporting.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

**Action Item “XXVI”**  
**Regular Board Meeting August 11, 2025**

**Consideration of Approval of Policy VI.6004.E, Campus Hazing Prevention - First Reading**  
**(Informational Item)**

Attachment 1 – Summary of Changes

Attachment 2 – Policy VI.6004.E, Campus Hazing Prevention

Informational Item:

Attachment 3 – Procedure VI.6004.E.a, Campus Hazing Prevention

**RESOURCE PERSONNEL**

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu
Kara Kennebrew	281-478-2756	kara.kennebrew@sjcd.edu

## Policies and Procedures Summary of Changes

New Policy Number: **VI.6004.E**

Proposed Policy Name: **Campus Hazing Prevention**

Current Policy Number/Name: N/A

New Procedure Number: **VI.6004.E.a**

Proposed Procedure Name(s): **Campus Hazing Prevention**

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

Action Recommended for Policy: New

Action Recommended for Procedures: New

Web Links: N/A

Primary Owner: Deputy Chancellor & President

Secondary Owner: Associate Vice Chancellor, Student Services

### Summary of Changes:

- Legal counsel has been involved with developing the policy and associated procedures.
- The Stop Campus Hazing Act (SCHA) was signed into law by President Biden on December 23, 2024. SCHA amends section 485(f) of the Higher Education Act, otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).
- The Stop Campus Hazing Act has three primary components including inclusion of hazing statistics in annual security reports, implementation of hazing practices and policies including those specific to hazing prevention, and the compilation of a Campus Hazing Transparency Report.
- This policy and related procedures brings the college into compliance with the requirements of 485(f) of the Higher Education Act and confirms the College's commitment to prioritize the prevention of and transparency about hazing incidents.

## **Policy VI.6004.E, Campus Hazing Prevention**

### **Purpose**

This policy ensures institutional compliance with the Stop Campus Hazing Act by outlining the standards, procedures, and responsibilities related to the College's prevention and awareness strategies, reporting, and response to hazing. This policy is intended to promote a safe and respectful educational environment by prohibiting hazing in all forms, providing clear guidelines for addressing incidents, and establishing education and training requirements for students and employees.

### **Policy**

San Jacinto College is committed to providing a safe educational environment for all persons and does not tolerate hazing by any group or individual affiliated with the College. San Jacinto College students should expect all student organizations to treat them with respect and dignity. Hazing violates this policy, the federal Stop Campus Hazing Act, and Texas law (Texas Education Code § 37.151 and 51.936).

The Policy's associated procedure describes (1) how San Jacinto College students, faculty, administrators, or other employees can report incidents of hazing; and (2) how San Jacinto College administrators investigate and adjudicate reports of hazing.

### **Definitions**

Hazing and Hazing Activity - Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons, regardless of the willingness of such other person or persons to participate, that:

- 1) is committed in the course of an initiation into, an affiliation with, holding office in, or the maintenance of membership in, a student organization; and
- 2) causes or creates a risk of physical or psychological injury (above the reasonable risk encountered in the course of participation in activities or programs at San Jacinto College or in activities or programs of the organization, such as the physical preparation necessary for participation in an athletic team). The term encompasses, for example—
  - any type of physical brutality, including whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
  - any type of physical activity that causes, coerces, or otherwise induces sleep deprivation, exposure to the elements, confinement in a small space, abandonment, blindfolding, tying a person's hands or feet, extreme calisthenics, or other similar activity;
  - any activity causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances that subjects the person to a risk of harm or that adversely affects the mental or physical health or safety of the person;
  - any activity that involves coercing, as defined by Section 1.07 Penal Code, a student to consume a drug or an alcoholic beverage or liquor in any amount.;

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- any activity that induces, causes, or requires the person to perform a duty or task that involves or requires a violation of the Texas Penal Code. (See Texas Education Code, Section 37.151(6))
- any activity that causes, coerces, or otherwise induces another person to perform or receive sexual acts;
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct toward another person;
- any activity that is intended to subject a person to embarrassment or humiliation;
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Student Organization - An organization affiliated with the College (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band or musical group, order, corps, academic team, dance team, any group that participates in intercollegiate competitions, service groups, or student government,) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is formally established or recognized by the College.

Student - For purposes of this policy, “student” means a person who is currently enrolled at the College, is accepted for admission or readmission, has been enrolled in a prior term and is eligible to continue enrollment in the term that immediately follows, or is attending an educational program sponsored by the College while that person is on campus. Individuals who are not currently enrolled at the College remain subject to the disciplinary process for conduct that occurred while they were enrolled.

### **Prohibitions**

A student is subject to discipline, including expulsion, for engaging in hazing against a San Jacinto College student, applicant for admission, or recruit, including an athletic recruit. Substantiated violations will result in discipline in accordance with the College’s Code of Student Conduct. The Office of Student Rights and Responsibilities has the primary responsibility for investigating violations and imposing discipline on individual students.

A student organization is subject to discipline, include loss of privileges and loss of official recognition or funding, for engaging in hazing against a San Jacinto College student, applicant for admission, or recruit, including an athletic recruit.

The Office of Student Rights & Responsibilities has the primary responsibility for investigating alleged violations and preparing reports to comply with reporting requirements under the Stop Campus Hazing Act. The Office of Student Engagement & Support has the primary responsibility for imposing discipline on student organizations.

### **Reporting Violations**

Any person may report Hazing to the Office of Student Rights and Responsibilities. A College employee who is an advisor to a student organization or has responsibility for a student

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organization has a duty to report suspected violations to the Office of Student Rights & Responsibilities. An employee who is an advisor to a student organization or has responsibility for a student organization is subject to discipline, including termination, if the employee observes or learns of an alleged hazing violation and fails to report the allegation and/or fails to take action that a reasonable employee would have taken under the same or similar circumstances, including, for example, obtaining first aid for an injured person.

The College Administration has developed procedures for the timely reporting of suspected hazing incidents.

### **Location**

This policy applies to behaviors that take place on campus or at College-sponsored or organization-sponsored events whether on or off-campus, including, for example, behaviors that occur at conferences and competitions or during travel to such events. This policy also may apply to other off-campus behaviors when the designated administrator for discipline determines that the off-campus conduct adversely affects a College interest, including: (1) any situation where it appears that the student organization's conduct may present a danger or threat to the health or safety of one or more persons; (2) any situation that significantly impinges upon the rights, property or achievements of others or significantly breaches the peace and/or causes public disorder; or (3) any situation that is detrimental to the educational mission of the College.

### **Prevention**

San Jacinto College is committed to fostering a hazing-free environment. Active engagement in anti-hazing programs can help prevent hazing. The College Administration will provide training to organizations, students, and employees to promote bystander intervention skills, ethical leadership, and group cohesion.

### **Documentation and Annual Reports**

#### Annual Security Report

The federal Stop Campus Hazing Act requires San Jacinto College to include reports of hazing incidents in its Annual Security Report (Clery Act Report). Reports of hazing incidents will be included in the Annual Security Report when (1) the incident is reported by a Campus Security Authority or local police agency; (2) the incident occurred within Clery Act geography; and (3) the incident meets the Clery Act definition of hazing, which significantly mirrors the definition in this Policy. The Annual Security Report shall include a copy of this policy.

#### Campus Hazing Transparency Report

The Stop Campus Hazing Act requires San Jacinto College to develop a Campus Hazing Transparency Report (CHTR).

The CHTR will document each incident of hazing for which a finding of responsibility is issued. For each such incident, the College will include the following information:

- The name of the student organization;

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- A general description of the violation that resulted in a finding of responsibility, including:
  - Whether the violation involved the abuse or illegal use of alcohol or drugs;
  - The finding of the institution; and
  - Any sanctions placed on the student organization by the institution, as applicable
- The dates on which:
  - The incident was alleged to have occurred;
  - The investigation into the incident was initiated;
  - The investigation ended with a finding that a hazing violation occurred; and
  - The institution provided notice to the student organization that the incident resulted in a hazing violation.

The CHTR will be updated two times per year. If there are no findings of a hazing violation for any six-month period, the College will note that fact in its CHTR. The CHTR must not contain student information protected by the Federal Educational Rights and Privacy Act (FERPA). Each CHTR will be maintained for at least five years from date of publication of the most recent update.

San Jacinto College will publish the CHTR on its website in a prominent location. The College will also publish this Policy alongside the CHTR to inform the community of the differences between the Annual Security Report and the CHTR.

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 VI.6004.E.a, Hazing Incident Reporting  
Procedure VI.6004.B.a, Student Conduct and Discipline  
Procedure VI.6004.C.a, Student Complaints

### **Associated Policies for Reference**

Policy VI.6004.B, Student Conduct and Discipline  
Policy VI.6004.C, Student Complaints

Date of Board Approval	Anticipated September 8, 2025
Effective Date	Anticipated September 9, 2025
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

## **Procedure VI.6004.E.a, Campus Hazing Prevention**

### **Associated Policy**

Policy VI.6004.E, Campus Hazing Prevention  
Policy VI.6004.B, Student Conduct and Discipline  
Policy VI.6004.C, Student Complaints

### **Purpose**

The purpose of this procedure is to implement the Board’s policy against hazing and to describe the process for reporting allegations, conducting investigations, and imposing discipline.

### **Reporting**

Any member of the San Jacinto College community may submit a report regarding an alleged violation of the College Hazing Policy. Complaints related to violations of the Hazing Policy should be reported to the Office of Student Rights and Responsibilities (OSRR) by submitting an online incident report available at: [Hazing Incident Reporting Form](#)

A College employee who is an advisor to a student organization or has responsibility for a student organization must promptly report suspected violations to the Office of Student Rights & Responsibilities.

Officers of a student organization must promptly report suspected violations to the Office of Student Rights & Responsibilities.

OSRR will promptly notify the Office of Student Engagement & Support when OSRR receives a complaint or report alleging a violation of the hazing policy.

Specific processes and definitions related to the College’s response to hazing reports can be found on the College website at: <https://publications.sanjac.edu/student-handbook/code-student-conduct/disciplinary-procedures/>. The processes are summarized below.

### **Complaints and Alleged Violations Against Individual Students**

When the Office of Student Rights & Responsibilities receives a complaint regarding a hazing allegation against an individual student, OSRR will handle the complaint in accordance with the appropriate Student Conduct Process in the Code of Student Conduct contained in the Student Handbook. OSRR will determine whether the alleged conduct, if proven to be true, describes a violation of the Hazing Policy; conduct any investigation; and facilitate the disciplinary process as stated in the Student Conduct Process.

When hazing involves allegations of sexual harassment or other violations of the College’s Sexual Misconduct Policy, then the allegations against the student will be investigated in accordance with [Complaint Procedure 400](#) in the Student Handbook, which reflects [Board Policy III.3006.D](#) and [Board Procedure III.3006.D.a](#).

In cases of discriminatory harassment (other than sexual harassment), the investigation procedures in [Complaint Procedure 300](#) will apply.

When a student is found to have violated the hazing policy, disciplinary sanctions and remedies will be based upon the seriousness of the offense, the student's demeanor, cooperation, and attitude, the impact of the misconduct on the College environment, the student's overall record at the College (including prior discipline, if any) and statutory or other legal requirements, if any.

### **Complaints and Charges Against Student Organizations**

When the Office of Student Rights & Responsibilities receives a complaint regarding a hazing allegation against a student organization, the investigation and disciplinary procedures in the **Student Organization Handbook** will apply. OSRR will investigate the allegations. The investigation may occur concurrently with the investigation of an individual student or after the adjudication of an individual student. OSRR will prepare a written summary investigation report with findings of fact regarding the allegations against the student organization. OSRR may dismiss the allegation due to lack of sufficient or reliable evidence, determine that the organization is not responsible, or determine that violations occurred based on a preponderance of evidence. OSRR will provide the report to the Director of Student Engagement and Support and Dean of Student Engagement and Support. The Director of Student Engagement and Support and Dean of Student Engagement and Support (or their designees) will determine consequences for the organization which could include but is not limited to temporary loss of privileges, probation, training, or cancellation of a campus event. The decision will be communicated in writing to the student leaders of the organization. The decision is final unless the proposed consequence is suspension of the organization's charter, suspension of funding, or removal of an advisor.

If the decision imposes suspension of the organization's charter or funding, or removal of an advisor, the student leaders of the organization may file an appeal with the Associate Vice Chancellor of Student Services within 12 working days of receipt of the decision. The Associate Vice Chancellor or their designee will review the appeal and the evidence, documents, and information gained through the investigation and will issue a written decision within 30 days. No new evidence shall be considered unless the basis of the appeal is that new, material evidence has been located and was not reasonably available at the time of the initial determination regarding responsibility. The Associate Vice Chancellor or designee may request clarification from the leaders of the student organization, the Office of Student Rights and Responsibilities, or the Office of Student Engagement and Support. The decision of the Associate Vice Chancellor of Student Services is final and non-appealable.

### **Interim Action**

Pending an investigation, hearing, or outcome of the allegations against a student organization, the Dean of Student Engagement & Support or their designee may take interim action, as is appropriate to the circumstances, against a student organization that is alleged to have engaged in conduct prohibited by the hazing policy when the action is needed to preserve evidence or to protect the health or safety of persons within the organization or to protect third parties. The Office of Student Engagement and Support will consider the available evidence, including the weight and reliability of the evidence

## Attachment 3 – Informational Item

Interim actions include but are not limited to suspension, suspension of rights or privileges, or a prohibition from certain activities or operations.

### Anti-Hazing Resources and Training

San Jacinto College offers the Student Leadership Program, known as LeadSJC. This is a comprehensive leadership program designed to help hone leadership skills and help students succeed in the classroom and in their careers. Information on LeadSJC is available on the College website at: <https://sanjac.edu/student-life/clubs-organizations/student-leadership>.

San Jacinto College offers bystander intervention training. This program gives students, faculty, and staff the opportunity to learn about patterns of violence, educate themselves on methods of preventing violence, and discover ways to stop violence as a bystander. Information on bystander intervention training is available at <https://sanjac.edu/student-life/clubs-organizations/trainings>.

San Jacinto College offers three training sessions for student organizations: (1) Officer training is required on an annual basis for leaders of student organizations. This training provides club leaders with information and guidelines to be successful in their roles. (2) Advisor training is also required on an annual basis for student club advisors. This training provides advisors with information on how to be effective guides, allies, and mentors. (3) Risk management training is a state-mandated annual training that 80 percent of each student organization must complete. To embark on a club-related trip, all organization members must take this training. These trainings are available for students at <https://sanjac.edu/student-life/clubs-organizations/trainings>.

Additional information is available at <https://hazingpreventionnetwork.org/> and <https://stophazing.org/>.

Date of SLT Approval	July 21, 2025
Effective Date	Anticipated September 9, 2025
Associated Policies	Policy VI.6004.E, Campus Hazing Prevention Policy VI.6004.B, Student Conduct and Discipline Policy VI.6004.C, Student Complaints
Associated Procedures	Procedure VI.6004.B.a, Student Conduct and Discipline Procedure VI.6004.C.a, Student Complaints
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

**Action Item “XXVII”**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval of Possible Action to Fill Trustee Position 5 Vacancy**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees consider possible action to fill the Trustee Position 5 vacancy.

**BACKGROUND**

With the passing of Trustee John Moon, Jr., Trustee Position 5 is vacant. The Board of Trustees Bylaws state that any vacancy occurring on the Board shall be filled either by a special election or by appointment through a resolution of the Board, with the appointed trustee serving until the next regular election.

**IMPACT OF THIS ACTION**

Depending on the action, if any, taken by the Board of Trustees, additional steps will be required to formalize the action as outlined below.

Special Election – The Board of Trustees will need to order the special election on or before the 70<sup>th</sup> day before election day and meet all the election calendar deadlines.

Appointment – There will need to be a public posting of the open position and process, a period of time for interested parties to file the requested paperwork, a review by Board members of all applicant documents, interview of chosen applicants, and selection of the new trustee.

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

Based on recent Board of Trustee Elections, a Special Election is expected to cost in the range of \$600,000 to \$700,000 depending on the number of entities participating in the Special Election. An appointment process will require staff and Board of Trustees time but limited additional costs.

**MONITORING AND REPORTING TIMELINE**

Regular updates will be provided to the Board of Trustees no matter which method is selected.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Brenda Hellyer

281-998-6100

[Brenda.Hellyer@sjcd.edu](mailto:Brenda.Hellyer@sjcd.edu)

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
PURCHASE RECAP  
August 11, 2025**

<b>PURCHASE REQUESTS AND CONTRACT RENEWALS</b>		
<i>No.</i>	<i>Purchase Requests</i>	<i>Amounts</i>
#1	Consideration of Approval of Annual Contract Renewals and Expenditures	\$ 45,216,500
#2	Consideration of Approval of Purchasing Cooperatives and Interlocal Agreements	-
#3	Consideration of Approval of the Renewal of the Interlocal Agreement with Lamar Institute of Technology	999,360
#4	Consideration of Delegation of Authority to Contract for Roof Refurbishment, C10 & C4	500,000
#5	Consideration of Approval to Contract for Plumbing Services	500,000
#6	Consideration of Approval to Contract for Electrical Maintenance	200,000
#7	Consideration of Approval of Additional Funds for Casualty Insurance Brokerage and Risk Management Services	100,000
#8	Consideration of Approval of Expenditure for Wayfinding Signage Services	120,000
#9	Consideration of Approval of Additional Funds for Food Distribution Services	50,000
#10	Consideration of Approval of Additional Funds for Charter Bus Services	20,000
<b>TOTAL OF PURCHASE REQUESTS</b>		<b><u>\$ 47,705,860</u></b>

**Purchase Request #1**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval of Annual Contract Renewals and Expenditures**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve annual contract renewals and expenditures for the 2025-2026 fiscal year.

**BACKGROUND**

At each August board meeting, annual contract renewals (highlighted in grey on the attachment) and expenditures anticipated to exceed \$100,000 from existing suppliers are approved for the subsequent fiscal year. All annual contracts and expenditures are procured in accordance with the applicable legal statutes: Texas Education Code §44.031, and Texas Government Codes §791, §2254, and §2269.

**IMPACT OF THIS ACTION**

Approval of this request will allow the College to continue with annual operations for the upcoming fiscal year. All contract renewals have been reviewed, and the intent to renew has been confirmed. Contract renewals shall exercise available renewal options, meeting public procurement bidding requirements.

Cooperative contracts (Co-ops) are provided for informational purposes. Co-ops with expiration dates during the 2025-2026 fiscal year are expected to be replaced with new Co-ops upon the expiration date. If a new Co-op is unavailable, further use of the specified vendor shall be discontinued. It is anticipated that Co-op renewal periods will be exercised; however, if they are not, the College will find an alternative vendor for the services.

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

The total anticipated annual expenditure is \$45,216,500 and will be funded from the various operational, grant, auxiliary, and bond program budgets during the 2025-2026 fiscal year.

**MONITORING AND REPORTING TIMELINE**

Approved funds will only be expended during the 2025-2026 fiscal year.

**ATTACHMENTS**

Attachment 1 – FY26 Annual Contract Renewals and Expenditures

**RESOURCE PERSONNEL**

Damon Harris	281-998-6103	damon.harris@sjcd.edu
Angela Russell	281-998-6327	angela.russell@sjcd.edu

Attachment 1 – FY26 Annual Contract Renewals and Expenditures

Vendor & Services	Method & Contract	Buyer	Amount
<b>Continuing and Professional Development (CPD)</b>			
Central South Carpenters and Millwrights Training Trust Fund to provide pre-apprenticeship training services funded from the U.S. Department of Labor and Texas Workforce Commission.	Exempt from competitive bidding per Chapter 133 of the Texas Education Code.	Patsy Laredo	\$150,000
New Horizons Learning LLC (previously United Training Commercial LLC) to provide Online IT Training Services for CPD.	TIPS contract 220802 that expires on October 31, 2027, and DIR contract DIR-CPO-5047 that expires June 14, 2027.	Patsy Laredo	\$170,000
<b>External Relations</b>			
Greater Houston Partnership to provide advertising services and community partnership opportunities.	Sole Source #1404 (Annual Membership - \$31,500) and Sole Source #1572 (Advertising, Community Partnerships - \$118,500)	Melissa Fuqua	\$150,000
Houston Chronicle to provide advertising services for marketing and legal notices posted by the College.	Sole Source #1194	Melissa Fuqua	\$460,000
Steel Advertising to provide all buying and placing media in the Houston designated marketing area, including placement in English and Spanish across radio, television, and digital platforms.	RFP 23-20 and recommending contract renewal effective September 1, 2025 for the third year of a possible five-year contract.	Melissa Fuqua	\$2,250,000
<b>Facilities Services and Construction</b>			
ACR Engineering, Inc. to provide professional engineering services, including building commissioning and mechanical, electrical, and plumbing (MEP) engineering.	RFQ 23-27 expires June 5, 2028.	Genie Scholes	\$200,000
CenterPoint Energy Resources to provide natural gas in the regulated portion of the market as a sole source provider.	Sole Source #1308	Genie Scholes	\$100,000
City of Houston to provide water and sewer services, impact fees, boiler renewals, permits, and inspection fees.	Sole Source #1633	Genie Scholes	\$450,000
City of Pasadena to provide trash removal, water and sewer services.	Sole Source #1634	Genie Scholes	\$450,000
Constellation NewEnergy, Inc., brokered by Tradition Energy, to provide electricity services.	OMNIA Partners Region 14 ESC-TX contract #158961 that expires November 30, 2031.	Genie Scholes	\$3,500,000
Construction Masters of Houston to provide job order contracting (JOC) services.	Choice Partners contract 24/018MR-03 that expires January 16, 2026, with two one-year renewal options remaining.	Genie Scholes	\$900,000
Dealers Electrical Supply Company to provide electrical supplies.	BuyBoard contracts: 690-23 Energy Saving Lighting Products that expires March 31, 2026; 711-23 Outdoor Street Lighting that expires August 31, 2026, and 756-24 MRO that expires November 30, 2027.	Genie Scholes	\$150,000
Enterprise Fleet Management (FM) Trust to provide leased fleet vehicles.	E&I contract CNR-01399 that expires December 31, 2026.	Melissa Fuqua	\$250,000
ESA Energy Systems Association, Inc. to provide strategic energy management consultant services.	RFP 24-30 and recommending contract renewal effective September 1, 2025 for the second year of a possible five-year contract.	Genie Scholes	\$150,000
Exelon Corporation (dba, Constellation NewEnergy, Inc. – Gas Division, LLC), brokered by Tradition Energy, to provide natural gas in the non-regulated portion of the market.	OMNIA Partners contract 2018-017 utilizing a College managed agreement that expires April 30, 2026.	Genie Scholes	\$500,000
Gowan-Garret Inc. to provide maintenance, repair, HVAC equipment, and services.	Choice Partners contract 22/049MF-10 that expires September 20, 2025, with one one-year renewal option remaining.	Genie Scholes	\$350,000
Grainger to provide maintenance, repair and operational equipment and supplies for the facilities services department's inventory control program and special projects.	OMNIA Partners contract 240078-01 that expires December 31, 2027 and E&I contract CNR01496 that expires December 31, 2029.	Genie Scholes	\$900,000

Attachment 1 – FY26 Annual Contract Renewals and Expenditures

Vendor & Services	Method & Contract	Buyer	Amount
Huitt-Zollars, Inc. to provide architectural services.	RFQ 23-26 that expires August 7, 2028.	Genie Scholes	\$500,000
HVAC Mechanical Services of Texas Ltd, dba Hunton Services, to provide heating, ventilation, and air conditioning maintenance services.	Choice Partners contract 22/049MF-11 that expires September 20, 2025, with one one-year renewal option remaining.	Genie Scholes	\$250,000
JAK Environmental LLC to provide exterior building and parking lot pressure washing services.	BuyBoard contract #757-24 that expires November 30, 2027.	Genie Scholes	\$100,000
Johnson Controls, Inc. to provide maintenance and energy management systems, products, and services.	GSA contract GS 07F 190CA that expires August 31, 2035, Sourcewell contracts 070121-JHN and 030421-JHN that expire August 12, 2026 and April 22, 2026, respectively, and TIPS contracts 24020101 and 24020301 that expire April 30, 2029 and April 30, 2027, respectively.	Genie Scholes	\$200,000
Lone Star Boilers, LLC to provide repairs and maintenance services for HVAC boilers.	BuyBoard contract 733-24 that expires March 31, 2027.	Genie Scholes	\$150,000
Millennium Project Solutions to provide job order contracting (JOC) services.	Choice Partners contract 24/018MR-12 that expires January 16, 2026, with two one-year renewal options remaining.	Genie Scholes	\$1,150,000
Nalco Services, Inc. to provide carpet and flooring services.	RFP 24-01 and recommending renewal of contract effective November 7, 2025 for the third year of a possible five-year contract.	Genie Scholes	\$100,000
Pfeiffer & Son to provide job order contracting (JOC) on mechanical, electrical, and plumbing services.	Choice Partners contract 23/039MR-07 that expires July 11, 2026, with one one-year renewal option remaining.	Genie Scholes	\$200,000
Siemens Industry, Inc. to provide maintenance and energy management systems, products and services; to provide fully-integrated building automation to connect HVAC, IAQ, lighting, security, fire and intrusion alarm monitoring services and life safety systems; and to provide fire protection system inspections and HVAC systems and HVAC systems.	GSA contract GS-07F-217CA that expires August 31, 2035; TIPS contracts 220104, 230701, and 250106 that expire March 31, 2027, September 30, 2026, and May 31, 2030, respectively; Sourcewell contracts 030421-SIE and 080824-SIE that expire April 22, 2026 and November 1, 2028, respectively.	Genie Scholes, Melissa Fuqua	\$1,500,000
Suncoast Resources Inc. to provide gasoline and diesel fuel.	Fuel purchases are exempt from competitive sourcing per Texas Education Code §44.031(a).	Genie Scholes	\$200,000
Texan Floor Services, Inc. to provide carpet and flooring services.	RFP 25-02 and recommending renewal of contract effective November 4, 2025 for the second year of a possible five-year contract.	Genie Scholes	\$150,000
Texas Liqua Tech Services, Inc. to provide roof repair services.	RFP 22-08 and recommending renewal of contract effective November 2, 2025 for the fourth year of a possible five-year contract.	Genie Scholes	\$150,000
Walter P. Moore to provide professional engineering services, including civil and structural engineering, envelope consulting, and testing services.	RFQ 23-27 that expires June 5, 2028.	Genie Scholes	\$200,000
Waste Management of Texas Inc. to provide waste disposal services.	RFP 23-02 and recommending renewal of contract effective September 11, 2025 for the third year of a possible five-year contract.	Genie Scholes	\$150,000
Wylie Consulting Engineers to provide professional services, including building commissioning and MEP engineering.	RFQ 23-27 that expires June 5, 2028.	Genie Scholes	\$300,000
Yellowstone Landscape, to provide additional landscape and unscheduled maintenance services not covered under RFP 23-23.	Choice Partners contract 24/048MR-09 that expires July 28, 2026, with three one-year renewal options remaining.	Genie Scholes	\$200,000
<b>Fiscal Affairs</b>			
Anaplan Inc to provide budget software services.	Sole Source #1625	Farrah Khalil	\$170,000
Claims Administrative Services, Inc. (CAS) to provide workers' compensation insurance.	CAS Interlocal Agreement	Farrah Khalil	\$566,000

Attachment 1 – FY26 Annual Contract Renewals and Expenditures

Vendor & Services	Method & Contract	Buyer	Amount
Harris Central Appraisal District (HCAD) to provide property appraisal services.	Sole Source #115	Farrah Khalil	\$1,055,000
Spalding, Nichols, Lamp, Langlois LLC to provide legal services.	Legal services are exempt from competitive bidding pursuant to Texas Education Code §44.031(f).	Farrah Khalil	\$145,000
Texas Association of School Boards (TASB) Risk Management Fund for unemployment compensation insurance.	TASB Interlocal Agreement	Farrah Khalil	\$225,000
Thompson & Horton LLP to provide legal services.	Legal services are exempt from competitive bidding pursuant to Texas Education Code §44.031(f).	Farrah Khalil	\$350,000
TouchNet Information Systems Inc. (including Heartland Payment Systems Inc.) to provide merchant card services.	Sole Source #1624	Farrah Khalil	\$450,000
TouchNet Information Systems Inc. to provide student payment center software.	Sole Source #1614	Farrah Khalil	\$300,000
United States Department of Veteran Affairs (Veteran Affairs DMC) for veteran student tuition refunds.	Sole source #1524	Patsy Laredo	\$150,000
<b>General Operations</b>			
Airgas LLC to provide welding and medical gases.	E&I CR001268 that expires September 30, 2029.	Melissa Fuqua	\$185,000
Amazon Capital Services (Amazon Business) to provide a wide array of supplies and books.	Choice Partners contract 22/045KN-01 that expires August 16, 2025, with two one-year renewal options remaining.	Kimberly Adams	\$500,000
Ben E. Keith Foods to provide food distribution services. (PR#10 covers additional expenditure for 2024-2025 fiscal year).	RFP 24-20 and recommending renewal of contract effective September 1, 2025 for the second year of a possible five-year contract.	Patsy Laredo	\$500,000
College Board to provide Texas Success Initiative (TSI) Assessment tests.	Sole source #1384	Patsy Laredo	\$100,000
Crabtree GLOBO LLC dba GLOBO Language Solutions LLC to provide sign language and video remote interpreting services.	RFP 22-39 and recommending renewal of contract through August 8, 2026 for the fourth year of a possible five-year contract.	Patsy Laredo	\$350,000
Furniture Marketing Group, Inc. (FMG) and Facility Interiors (FI) to provide furniture and installation services.	Multiple cooperative contracts, of which the primary contract is OMNIA Partners contract 2020000606 that expires December 31, 2025, with one one-year renewal option remaining.	Kimberly Adams	\$500,000
Gaumard Scientific Co. to provide science and lab supplies and equipment.	BuyBoard contract 704-23 that expires May 31, 2026 and is expected to be replaced with a new contract, and Choice Partners contract 24/052SG-01 that expires October 15, 2025, with four one-year renewal options remaining.	Patsy Laredo	\$300,000
Kaplan Early Learning Co. for purchases for the child development education program and campus day care needs.	Region 5 contract 20241002 that expires November 30, 2025 and is expected to be replaced with a new contract.	Melissa Fuqua	\$120,000
Konica Minolta Premier Finance and Konica Minolta Business Solutions USA Inc to provide leased copiers.	DIR contract DIR-CPO-4439 that expires January 2, 2026 and is expected to be replaced with a new contract.	Kimberly Adams	\$300,000
Laerdal Medical Corporation to provide science and lab supplies and equipment.	BuyBoard contract 704-23 that expires May 31, 2026 and is expected to be replaced with a new contract.	Patsy Laredo	\$100,000
Luby's Restaurant Corporation to provide childcare center catering services.	RFP 23-31 and recommending renewal through August 1, 2026 for the third year of a possible five-year contract.	Patsy Laredo	\$110,000
ODP Business Solutions to provide general office supplies.	Purchasing Solutions Alliance contract 21-202-OD that expires October 31, 2026.	Kimberly Adams	\$400,000
Pocket Nurse to provide science and lab supplies and equipment.	BuyBoard contract 704-23 that expires May 31, 2026 and is expected to be replaced with a new contract, and Omnia Partners Contract #R230701 that expires June 30, 2027.	Patsy Laredo	\$110,000

Attachment 1 – FY26 Annual Contract Renewals and Expenditures

Vendor & Services	Method & Contract	Buyer	Amount
Sheldon ISD (SISD) to provide dual credit and early college high school (ECHS) instructors.	SISD Interlocal agreement	Patsy Laredo	\$200,000
Verizon Wireless to provide wireless service for phones, wi-fi devices, and tablets.	DIR-TELE-CTSA-003 that expires November 11, 2029, and GSA contract GS-35F-0382T that expires April 12, 2027.	Farrah Khalil	\$140,000
VWR International (including Ward’s Natural Science and Sargent Welch) to provide science and lab supplies and equipment.	E&I contract CNR01459 that expires on June 30, 2028, and BuyBoard contract 748-24 that expires October 31, 2027.	Patsy Laredo	\$150,000
Walmart Business to provide a variety of foods and supplies.	Omnia Partners Contract 15-02 that expires August 31, 2026, with two one-year renewal options.	Kimberly Adams	\$100,000
<b>Information Technology Services (ITS)</b>			
Amazon Web Services Inc (AWS) to provide cloud server operations and EC2 servers.	DIR-TELE-CTSA-003 that expires November 11, 2029, and GSA contract GS-35F-0382T that expires April 12, 2027.	Farrah Khalil	\$130,000
AT&T to provide campus interconnect and telephone services.	DIR-TELE-CTSA-002 that expires November 5, 2029.	Farrah Khalil	\$370,000
Avaya Inc. to provide phone system maintenance and support.	DIR-CPO-4644 that expires August 19, 2026 and is expected to be replaced with a new contract.	Farrah Khalil	\$350,000
B&H Foto and Electronics to provide photo supplies and equipment.	E&I contract E&I00221 that expires September 30, 2027.	Farrah Khalil	\$150,000
Carahsoft Technology Corporation to provide professional services, IT software, and Salesforce licenses for Customer Relationship Management (CRM).	DIR contract DIR-CPO-5437 that expires July 29, 2029.	Farrah Khalil	\$760,000
CDW Government Inc. to provide annual software maintenance licenses, computer supplies, and equipment.	E&I CNR0439 contract that expires July 31, 2027, DIR-CPO-5093 that expires November 11, 2026, and Omnia contract R210401 that expires May 31, 2026 and is expected to be replaced with a new contract.	Farrah Khalil	\$125,000
Comcast to provide internet connectivity.	OMNIA Partners contract #157549 that expires June 30, 2027.	Farrah Khalil	\$160,000
Dell Financial Services, LLC to provide computer leasing and equipment.	DIR-CPO-5792 that expires on April 4, 2027.	Farrah Khalil	\$1,500,000
Dell Marketing, LP to provide computer supplies and Microsoft license agreements.	DIR-CPO-5792 that expires on April 4, 2027.	Farrah Khalil	\$992,000
Ellucian to provide professional services, Banner Managed Services Hosting, and Banner Managed Hosting Oracle HOSAL licensing.	Lamar Institute of Technology Texas Connection Consortium interlocal agreement which is recommended for renewal through August 31, 2027 in PR#3.	Farrah Khalil	\$1,400,000
Fibertown Houston, LLC to provide cloud interconnect services.	RFP 22-42A and recommending renewal of contract effective October 1, 2025 for the fourth year of a possible five-year contract.	Farrah Khalil	\$171,000
First American Education Finance (First American Commercial Bancorp Inc) to provide computer equipment leasing.	RFP 19-21 will continue in the current two-year term through August 31, 2026, with a final contract extension through August 31, 2028.	Farrah Khalil	\$6,025,000
Gartner, Inc to provide subscription IT support services.	DIR-CPO-5253 with a final contract expiration of July 8, 2029.	Farrah Khalil	\$620,000
Howard Technology Solutions to provide Malwarebytes Software Licensing.	TIPS Cooperative Contract #230105 that expires on May 31, 2028.	Farrah Khalil	\$325,000
Hyland Software Inc. to provide ImageNow software and Intelligent Capture for Transcripts software maintenance and support.	Sole Source #1468, and Sourcewell #090320-HYL that expires on November 2, 2025 and is expected to be replaced with a new contract.	Farrah Khalil	\$150,000
JourneyEd.com to provide Adobe creative cloud licenses.	El Paso College Interlocal Agreement	Farrah Khalil	\$155,000

Attachment 1 – FY26 Annual Contract Renewals and Expenditures

Vendor & Services	Method & Contract	Buyer	Amount
Lamar Institute of Technology performs services as Contract Administrator between the State of Texas and on behalf of the Texas Connection Consortium (TCC) and Ellucian L.P. The College may receive products, maintenance and professional support services through this interagency agreement.	Interagency Agreement that expires on August 31, 2025 and recommending renewal for a two-year term through August 31, 2027. Action item and renewal details included in PR#3.	Farrah Khalil	\$1,200,000
MGT Impact Solutions, LLC (Layer 3 Communications) to provide software, hardware, products, and services for telephone, servers, network, and wireless equipment.	DIR contract DIR-CPO-5389 that expires December 16, 2026, TIPS contract 230105 that expires May 31, 2028, and Omnia contract LS4612 that expires July 1, 2029.	Farrah Khalil	\$450,000
Network Cabling Services (NCS) to provide audio video equipment, cabling and installation services for district-wide projects.	BuyBoard contract 739-24 that expires May 31, 2027, and DIR contract DIR-CPO-4782 that expires June 7, 2026 and is expected to be replaced with a new contract.	Farrah Khalil	\$1,025,000
SHI Government Solutions Inc. to provide maintenance, peripherals, supplies, and software/SAAS.	Sourcewell contract 121923 that expires on February 27, 2028, TIPS contract 230105 that expires on May 31, 2028, OMNIA contract that expires on July 1, 2028, and DIR contract DIR TSO-4317 that expires on April 27, 2026 and is expected to be replaced with a new contract.	Farrah Khalil	\$1,000,000
SolidIT Works to provide uninterruptable power supply (UPS) maintenance and monitoring services for the College's Information Technology Services (ITS) department.	DIR-CPO-5404 that expires on December 5, 2029.	Farrah Khalil	\$225,000
Southern Computer Warehouse (SCW) to provide computer supplies and equipment.	BuyBoard contract 706-25 that expires January 31, 2028, TIPS contract 230105 that expires May 31, 2028, and TIPS contract 230901 with a final contract extension through November 30, 2026.	Farrah Khalil	\$150,000
Tevora Business Solutions Inc. to provide implementation of a third-party risk management platform and data security platform to support the College data governance initiative.	These services are procured through GSA contract #47QTCA22D008K that expires on May 15, 2027.	Farrah Khalil	\$240,000
<b>Instructional Innovation &amp; Support</b>			
iBridge Group, Inc. to provide the annual software license and maintenance for the Blackboard online class delivery and web support services.	DIR-TSO-4362 that expires October 15, 2025 and is expected to be replaced with a new contract.	Farrah Khalil	\$1,200,000
Leapfrog Technologies, Inc. to provide the CourseLeaf catalog tool (CAT), Curriculum Information Management (CIM) system software programs, and curriculum processes support services.	Sole Source #1501	Farrah Khalil	\$300,000
National Institute for Bioprocessing Research and Training (NIBRT) to provide training license for the biotechnology department.	Sole source #1586	Farrah Khalil	\$1,000,000
Turnitin Holdings LLC to provide a plagiarism detection and student feedback tool for faculty and students as a building block in Blackboard.	Sole Source #1575	Farrah Khalil	\$115,000
<b>Lease Agreements</b>			
Greystar Domain Town Center - Baseball team housing. Apartments are leased to provide housing for student athletes on scholarship. Lease agreements are twelve-month terms due to availability and requirements specific to each complex.	Leasing of real property is exempt from competitive bidding requirements per the Texas Education Code Chapter 44.	Melissa Fuqua	\$210,000

Attachment 1 – FY26 Annual Contract Renewals and Expenditures

Vendor & Services	Method & Contract	Buyer	Amount
Hawthorne at Preston LLC - Softball team housing. Apartments are leased to provide housing for student athletes on scholarship. Lease agreements are twelve-month terms due to availability and requirements specific to each complex.	Leasing of real property is exempt from competitive bidding requirements per the Texas Education Code Chapter 44.	Melissa Fuqua	\$187,500
<b>Library Services</b>			
EBSCO Subscription Services to provide access to digital library databases.	Library purchases are exempt from competitive bidding per Texas Education Code §44.0311(c) and §130.0101.	Kimberly Adams	\$225,000
Yankee Book Peddler Inc. to provide library books and supplies.	Library purchases are exempt from competitive bidding per Texas Education Code §44.0311(c) and §130.0101.	Kimberly Adams	\$150,000

**FY26 Annual Contract Renewals and Expenditures Total \$45,216,500**

Indicates Contract Renewals

**Purchase Request #2**  
**Regular Board Meeting August 11, 2025**

**Consideration of Approval of Purchasing Cooperatives and Interlocal Agreements**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve utilization of purchasing cooperative contracts and interlocal agreements on an as-needed basis for authorized expenditures for the fiscal year 2025-2026.

**BACKGROUND**

The College participates in various purchasing cooperative programs, group purchasing organizations, government purchasing alliances, interlocal agreements both in and out of the State of Texas. The purpose of the cooperatives is to provide competitive pricing for quality products and services for public institutions belonging to the cooperatives. This allows the College to take advantage of leveraged buying by pooling the purchasing volume of multiple governmental and educational institutions with the aim to obtain the best value. Contracts awarded through these cooperatives are competitively procured in compliance with Texas Education Code §44.031 and are permitted through Texas Government Code §791.011. Most of these agreements also comply with the Code of Federal Regulations (CFR) §2 CFR 200 which is required when spending federal funds.

**IMPACT OF THIS ACTION**

Use of a cooperative to source a purchase is strictly optional. Utilizing these competitively bid contracts saves time and money as these contracts are readily available for use when a need arises and precludes the requirement to initiate a formal solicitation process. Purchases through the cooperatives comply with State bidding laws and College purchasing policies.

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

Goods and services purchased through the cooperatives will be procured utilizing various unrestricted, grant, auxiliary, and bond program funds. Several of the cooperative agencies and respective contracts offer a patronage rebate back to the College based on the cooperative's net income or for qualifying purchases. The cumulative earned rebate in fiscal year 2023-2024 from use of these cooperative contracts was \$101,191.

Texas Education Code §44.0331 requires any contract-related fees, including management fees, to be documented and reported annually to the Board of Trustees. The following annual fees will be funded from the contracts and purchasing services department's 2025-2026 operating budget.

Region 5 Education Service Center	\$600
Texas Comptroller of Public Accounts	\$100

The other cooperatives listed in Attachment 1 do not require a fee to use their services and contracts.

**MONITORING AND REPORTING TIMELINE**

None

**Purchase Request #2**  
**Regular Board Meeting August 11, 2025**

**Consideration of Approval of Purchasing Cooperatives and Interlocal Agreements**

**ATTACHMENTS**

Attachment 1 - Purchasing Cooperative Contract Programs and Interlocal Agreements

**RESOURCE PERSONNEL**

Damon Harris	281-998-6103	damon.harris@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

**Purchase Request #2**  
**Regular Board Meeting August 11, 2025**

**Consideration of Approval of Purchasing Cooperatives and Interlocal Agreements**

**Attachment 1**

**Purchasing Cooperative Contract Programs and Interlocal Agreements**

- City of Houston and Metropolitan Transit Authority (Interlocal Agreement)
- Claims Administrative Services (CAS), (Interlocal Agreement)
- Educational & Institutional (E&I) Cooperative Purchasing
- El Paso County Community College District (Interlocal Agreement)
- Equalis Group Purchasing Program
- First Choice Cooperative (FCC)
- Harris County Department Education (HCDE) – Choice Partners
- Houston-Galveston Area Council (H-GAC)
- Lamar Institute of Technology (LIT) (Interlocal Agreement)
- National Cooperative Purchasing Alliance (NCPA), obtained by Omnia
- OMNIA Partners
- Provista
- Purchasing Solutions Alliance (PSA)
- Region 2 Education Service Center (ESC) – GoodBuy
- Region 4 ESC – OMNIA Partners, Public Sector
- Region 5 ESC – Southeast Texas Purchasing
- Region 8 ESC – Texas Interlocal Purchasing System (TIPS)
- Region 19 ESC – Allied States Cooperative
- Savvik Buying Group
- Sourcewell
- State of Texas Cooperative Purchasing – Texas SmartBuy
  - (Including Texas Industries for the Blind and Handicapped (TIBH), Texas Correctional Industries (TCI), term contracts, State Travel Management Program (STMP), Texas Multiple Award Schedules (TXMAS))
- Tarrant County Cooperative Purchasing Program
- Texas Association of Community College Business Officers Member Institutions (Interlocal Agreement)
- Texas Association of School Boards (TASB) – BuyBoard
- Texas Comptroller of Public Accounts (ESBD Reporting)
- Texas Department of Information Resources (DIR)
- Texas Investment Provider Selection Committee (TIPSC)
- U.S. General Services Administration (GSA)
  - (Limited to the Cooperative Purchasing Program for purchases of IT, security, and law enforcement products/services; or the Disaster Purchasing Program)
- UT System Supply Chain Alliance

**Purchase Request #3**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval of the Renewal of the Interlocal Agreement with**  
**Lamar Institute of Technology**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the renewal of the interlocal agreement with Lamar Institute of Technology (LIT) for the procurement of Ellucian’s software and services.

**BACKGROUND**

The College’s method of procurement for Ellucian’s software and services, including the Banner Enterprise Resource Planning (ERP) system, is an interlocal agreement with LIT. On May 6, 2024, the Board approved an interlocal agreement with LIT, the fiscal agent and contract administrator over the Texas Connection Consortium (TCC) Master Agreement. To continue procuring Ellucian services, the College needs to renew this interlocal agreement.

In accordance with the Texas Government Code §791.011 and Texas Local Government Code, Chapter 271, the College may enter into an interlocal agreement with another local governmental entity to perform governmental functions and services, and use of an interlocal agreement 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).

**IMPACT OF THIS ACTION**

Renewal of this interlocal agreement will allow the College to continue procuring Ellucian software and services, including annual software licenses and maintenance for the Banner software system, Banner functional and technical consultation, and Banner data implementation services. Services also include the maintenance of DegreeWorks, E-Learning, Recruiter software modules, and consulting services to support Banner XE and Pathways. Banner XE, defined as “extensible ecosystem”, is a future-ready technology approach that allows the College to extend, configure and add functionality within Banner as the College’s needs evolve.

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

The total two-year expenditure for this request is \$999,360 and will be funded from the information technology services department’s 2025-2026 operating budget and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

The new contract term will be September 1, 2025, through August 31, 2027.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Carin Hutchins	281-998-6326	carin.hutchins@sjcd.edu
Rob Stanicic	281-929-4673	Rob.Stanicic@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to negotiate and approve a contract with the firm that provides the best value for roof refurbishment at the Central Campus East Classroom Building (C4) and Central Plant (C10).

**BACKGROUND**

In February 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or renovation project. On June 26, 2025, the Chancellor’s designee approved the competitive sealed proposals (CSP) methodology for roof refurbishment of buildings C4 and C10. 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.

CSP 25-36 was issued on July 14, 2025, to solicit construction services for this project in accordance with the Texas Government Code §2269.151. Each response received will be evaluated by a team comprised of representatives from capital projects and Huitt-Zollars, Inc. The evaluation and ranking of the submittals will be based on criteria published in the solicitation.

**IMPACT OF THIS ACTION**

Approval of this request will authorize a contract to make minor repairs to the end-of-life modified bitumen roofs of buildings C4 and C10, and then to prime and coat these roofs with a material that will extend their lives for an additional twenty years.

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

Pending successful contract negotiations, the estimated expenditure for this project is \$500,000 (including contingency funds) and will be funded from the deferred maintenance line of the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Construction activities will begin upon the execution of a contract and services are expected to be completed by November 30, 2025. This project will be managed by capital projects staff.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Purchase Request #5**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval to Contract for Plumbing Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with American Mechanical Services and Flow Tech Plumbing LLC for plumbing services for the facilities services department.

**BACKGROUND**

The facilities services department is responsible for the operation, maintenance, and repair of the College's plumbing systems across all campuses and facilities. This includes a wide range of plumbing infrastructures such as water distribution systems, sanitary and storm sewer lines, backflow prevention systems, water heaters, pumps, and associated fixtures and equipment.

While routine maintenance and minor repairs are performed by in-house staff, there is an ongoing need for qualified plumbing contractors to supplement internal capabilities. These services are particularly critical for larger-scale projects that exceed the scope of daily operations, complex repairs requiring specialized equipment or expertise, and emergency situations that may arise throughout the year and demand immediate response.

Request for proposals (RFP) 25-28 was issued on May 29, 2025, to procure plumbing services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Five responses were received and evaluated by a team comprised of representatives from the facilities services department who determined the proposals submitted by American Mechanical Services and Flow Tech Plumbing LLC will provide the best value to the College.

**IMPACT OF THIS ACTION**

Engaging a licensed and experienced plumbing service provider through this RFP will ensure the College maintains safe, efficient, and code-compliant plumbing systems, while also enabling timely execution of planned projects and unplanned repairs with minimal disruption to campus operations.

Award of this contract will provide comprehensive plumbing services to support the College's facilities services department when in-house resources are unavailable, insufficient, or when the scope of work exceeds the College's capacity to self-perform.

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

The estimated annual expenditure is \$500,000 and will be funded from the facilities services department's 2025-2026 operating budget and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

The initial one-year award term will commence on September 1, 2025, through August 31, 2026, with four one-year renewal options.

**Purchase Request #5**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval to Contract for Plumbing Services**

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ron Andell	281-929-4659	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**RFP 25-28**  
**Plumbing Services**  
**Attachment 1 – Tabulation**

**QUALIFICATIONS**

#	Vendors	Section 1: Firm Experience	Section 2: Personnel Experience	Section 3: Project Understanding	Section 4: List of Equipment	Section 5: References	Section 6: Exceptions to T&C	<b>Total Points</b>
	<i>Total Points</i>	<i>10</i>	<i>15</i>	<i>20</i>	<i>10</i>	<i>10</i>	<i>5</i>	<i>70</i>
1	TDIndustries, Inc.	7.20	10.80	14.40	3.40	5.60	1.60	<b>43.00</b>
2	Flow Tech Plumbing LLC	6.20	8.40	12.40	4.60	5.80	4.00	<b>41.40</b>
3	American Mechanical Services	5.00	7.80	8.80	4.40	5.20	4.00	<b>35.20</b>
4	Way Engineering LTD	6.60	9.30	12.00	6.00	4.40	4.20	<b>42.50</b>
5	Modern Plumbing Company Inc.	0.80	1.20	0.80	8.60	8.60	3.80	<b>23.80</b>

**FINAL SCORES**

#	Vendors	Qualification Score	Price Score	<b>Final Score</b>
	<i>Total Points</i>	<i>70</i>	<i>30</i>	<i>100</i>
1	American Mechanical Services	35.20	28.16	<b>63.36</b>
2	Flow Tech Plumbing LLC	41.40	21.96	<b>63.36</b>
3	TDIndustries, Inc.	43.00	20.14	<b>63.14</b>
4	Way Engineering LTD	42.50	19.84	<b>62.34</b>
5	Modern Plumbing Company Inc.	23.80	24.80	<b>48.60</b>

**Purchase Request #6**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval to Contract for Electrical Maintenance**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Prism Electric, Inc. for electrical services for the facilities services department.

**BACKGROUND**

The facilities services department is responsible for the operation, maintenance, and repair of the College's electrical systems, including interior and exterior lighting, distribution panels, switchgear, conduit systems, outlets, controls, and related infrastructure across all campuses and facilities.

Request for proposals (RFP) 25-34 was issued on June 17, 2025, to procure electrical maintenance services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Four responses were received and evaluated by a team comprised of representatives from the facilities services department who determined the proposal submitted by Prism Electric, Inc. will provide the best value to the College.

**IMPACT OF THIS ACTION**

While many routine electrical maintenance tasks are handled in-house, there is an ongoing need for the support of a qualified and licensed electrical services contractor to supplement internal resources. External services are critical for larger capital improvement projects, system upgrades, infrastructure renovations, and other work that exceeds the capacity, scheduling availability, or scope of the College's internal team. Additionally, emergency electrical repairs may arise throughout the year due to unexpected equipment failures, utility disruptions, weather-related damage, or code compliance issues. In these instances, a timely response by a licensed electrical firm is essential to ensure the safety of students, staff, and visitors, and to minimize disruption to the College's operations.

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

The estimated annual expenditure is \$200,000 and will be funded from the facilities services department's 2025-2026 operating budget.

**MONITORING AND REPORTING TIMELINE**

The initial one-year award term will commence on September 1, 2025, through August 31, 2026, with four one-year renewal options.

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ron Andell	281-929-4659	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**RFP 25-34**  
**Electrical Maintenance Service**  
**Attachment 1 – Tabulation**

**QUALIFICATIONS**

#	Vendors	Section 1: Firm Experience	Section 2: Scope Understanding	Section 3: Safety Ratings	Section 4: Equip. & Supplies	Section 5: References	Section 6: Exceptions to T&C's	Total Points
	<i>Total Points</i>	<i>20</i>	<i>20</i>	<i>5</i>	<i>10</i>	<i>10</i>	<i>5</i>	<i>70</i>
1	<b>Prism Electric, Inc.</b>	17.60	17.44	4.36	8.20	4.00	3.10	<b>54.70</b>
2	<b>Boyer, Inc.</b>	17.40	17.16	3.70	8.40	3.40	4.50	<b>54.56</b>
3	<b>Wingo Service Company</b>	14.20	16.20	3.90	6.60	3.40	4.20	<b>48.50</b>
4	<b>TDIndustries, Inc.</b>	17.20	17.00	3.84	4.60	0.00	2.50	<b>45.14</b>

**FINAL SCORES**

#	Vendors	Qualification Score	Price Score	Final Score
	<i>Total Points</i>	<i>70</i>	<i>30</i>	<i>100</i>
1	<b>Prism Electric, Inc.</b>	54.70	26.36	<b>81.06</b>
2	<b>Boyer, Inc.</b>	54.56	22.92	<b>77.48</b>
3	<b>Wingo Service Company</b>	48.50	26.21	<b>74.71</b>
4	<b>TDIndustries, Inc.</b>	45.14	14.04	<b>59.18</b>

**Purchase Request #7**  
**Regular Board Meeting August 11, 2025**

**Consideration of Approval of Additional Funds for Casualty Insurance Brokerage and Risk Management Services**

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of casualty insurance brokerage and risk management services with USI Southwest, Inc. (USI) for all the College's campuses, district offices, and extension centers.

## **BACKGROUND**

Request for proposals (RFP) 25-26 was issued on March 31, 2025, to procure casualty insurance brokerage and risk management services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The Board approved a contract with USI in June 2025 for an estimated annual expenditure of \$360,000, which included both the estimated premiums and services charges.

Casualty insurance coverage includes automobile liability, general liability, umbrella liability, law enforcement liability, educators' legal liability, crime, cyber liability, international travel coverage, environmental pollution policy, student professional liability, and an active shooter/malicious attack liability policy. The renewal process for the casualty liability insurance is nearing completion and the new premiums will be effective beginning September 1, 2025.

Additional funds are being requested because the estimate in June of \$360,000 for the annual expenditure was low. This became clear when the premium quotes for fiscal year 2026, which is the first full year where all the policy periods coincide with the fiscal year, were received. The estimated premiums and broker fee will be approximately \$455,300 in fiscal year 2026 compared to the expiring annualized term premiums of \$456,400 for fiscal year 2025.

This insurance coverage is similar to last year with two exceptions:

1. The College's Office of Cybersecurity has recommended that our coverage limits for Cyber Liability insurance increase from \$3,000,000 to \$5,000,000, which increased the estimated premium by about \$12,000. This increase in coverage limits aligns San Jacinto College with other higher education institutions in Texas and reflects the growing number of cyber threats experienced globally.
2. The College's broker is recommending raising the self-insured retentions associated with the Educator's Legal Liability coverage which will save the College approximately \$40,000 in annual premiums. The broker provided the five-year loss history which supports this change. Over the past five years, the amounts paid out would not have added additional deductible risk to the College by taking the higher self-insured retention. This savings is in addition to the 6% or \$12,400 credit the College received for completing the Risk Management Premium Credit program.

Premiums for the other coverages have increased/decreased as shown in the attached premium summary.

**Purchase Request #7**  
**Regular Board Meeting August 11, 2025**

**Consideration of Approval of Additional Funds for Casualty Insurance Brokerage and Risk Management Services**

**IMPACT OF THIS ACTION**

Approval of this request will allow USI to continue providing casualty insurance coverage and safeguard the College from any legal and financial liabilities. While the premiums are higher than what was estimated in June 2025, there are sufficient funds to cover the premiums for fiscal year 2026.

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

In June 2025, the Board approved an expenditure of \$360,000 for casualty insurance brokerage and risk management services. This request will increase the approved amount by \$95,300 to a total estimated expenditure of \$455,300. This expenditure will be funded from the safety, health, environment and risk management services (SHERM) department's 2025-2026 operating budget and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

The initial term will commence on September 1, 2025, through August 31, 2026, with four one-year renewal options. Premium quotes will be received annually and reviewed for adequacy and appropriateness as part of the annual renewal process.

**ATTACHMENTS**

Attachment 1 – Premium Summary

**RESOURCE PERSONNEL**

Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

# Attachment 1 - Premium Summary

## Premium Summary – San Jacinto Community College District

Coverage	2023 Expiring Annualized Term Premium	2024 Renewal Annual Term Premium	2025 Renewal Annual Term Premium	Difference between 2024 and 2025
	Trident United Educators Chubb U.S. Risk/Admiral Travelers Markel AON/CAN Cowbell - \$3M/\$50k Chubb	Trident United Educators Chubb U.S. Risk/Admiral Travelers Markel AON/CAN Cowbell - \$3M/\$50k Chubb	Trident United Educators - \$250KSIR Chubb U.S. Risk/Admiral Travelers Markel AON/CAN Cowbell - \$5M/\$75k Chubb	
General Liability	\$17,326.00	\$44,111.00	\$41,545.00	-0.6%
Automobile Liability (Incl MVA Fee)	\$59,317.00	\$54,168.00	\$47,627.00	-12.1%
Auto Physical Damage	\$34,443.00	\$32,206.00	\$35,409.00	9.9%
Law Enforcement Liability	\$25,610.00	\$23,827.00	\$17,748.00	-25.5%
Excess Liability	\$7,750.00	\$10,065.00	\$8,591.00	-14.6%
Educator's Legal	\$158,764.00	\$188,112.00	\$154,036.00	-18.1%
Foreign Package	\$2,500.00	\$2,500.00	\$2,500.00	0.0%
Environmental	\$4,073.19	\$4,108.54	\$4,093.86	-0.4%
Allied Health	\$16,603.00	\$17,131.00	\$15,736.00	-8.1%
Active Assailant	\$25,811.55	\$30,942.55	\$32,096.34	3.7%
Crime	\$9,729.00	\$9,729.00	\$9,713.00	-0.2%
Cyber Liability	\$38,682.70	\$38,669.80	\$65,289.83	68.8%
Blanket Accident	\$867.00	\$867.00	\$867.00	0%
<b>TOTAL ESTIMATED PREMIUMS</b>	<b>\$401,476.44</b>	<b>\$456,436.89</b>	<b>\$435,252.03</b>	<b>-4.6%</b>

<b>USI Broker 2025 Fee</b>	\$0	\$0	\$20,000.00	-
<b>TOTAL ESTIMATED PREMIUMS</b>	<b>\$401,476.44</b>	<b>\$456,436.89</b>	<b>\$455,252.03</b>	<b>-0.30%</b>

**Notes:** Per BOR agreement, USI is now on a fee basis with the college

### Payment Terms:

- Premium due (in full) for all lines 15 days after the Effective Date

### Note:

In evaluating your exposure to loss, we have been dependent upon information provided by you. If there are other areas that need to be evaluated prior to binding of coverage, please bring these areas to our attention. Should any of your exposures change after coverage is bound, such as your beginning new operation, hiring employees in new states, buying additional property, etc., please let us know so proper coverage(s) can be discussed. Higher limits may be available. Please contact us if you would like a quote for higher limits

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

Proposal date: 08/06/2025 Prepared for San Jacinto Community College District  
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**Purchase Request #8**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval of Expenditure for Wayfinding Signage Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure for internal and exterior wayfinding signage for the facilities services department.

**BACKGROUND**

With the completion of various construction and renovation projects across the College, the facilities services department initiated a campus-wide effort to update both interior and exterior wayfinding signage, including campus maps and fire extinguisher location signs. This initiative began in the early part of the calendar year 2025 and has been implemented at both the North and South Campuses.

Request for proposals (RFP) 23-19 was issued on February 14, 2023, to procure wayfinding signage, interior and exterior, services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Two responses were received and evaluated by a team comprised of representatives from the facilities services department who determined both proposals, submitted by TrueColor Graphics/Fastsigns and The Artwin Group (Wilkins & Associates, Inc.), would provide the best value to the College.

**IMPACT OF THIS ACTION**

To date, the expenditure for this project has remained below the \$100,000 threshold and has not required Board approval. However, to complete the final phase of the project by the end of the fiscal year, the costs are expected to exceed \$100,000 which does require Board approval.

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

The estimated annual expenditure is \$120,000 and will be funded from the facilities services department's 2024-2025 repair and renovation budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ron Andell	281-929-4659	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Purchase Request #9**  
**Regular Board Meeting August 11, 2025**

**Consideration of Approval of Additional Funds for Food Distribution Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for food distribution services from Ben E. Keith Foods for the culinary and auxiliary services departments.

**BACKGROUND**

Food products and supplies are required to prepare meals for the culinary department course work and food preparation training, as well as for the four campus cafes. Request for proposals (RFP) 24-20 was issued in March 2024, to procure food distribution services. The Board approved a contract with Ben E. Keith Foods in June 2024.

**IMPACT OF THIS ACTION**

Approval of this request will allow Ben E. Keith Foods to continue to provide food products and supplies to the College's culinary department and the four campus cafes for the 2024-2025 fiscal year.

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

In June 2024, the Board approved an annual expenditure of \$450,000 for food distribution services. This request will increase the approved amount by \$50,000 to a total expenditure of \$500,000. This expenditure will be funded from the culinary and auxiliary services departments' 2024-2025 operating budgets.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Matt Prasifka	281-991-2627	matt.prasifka@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

**Purchase Request #10**  
**Regular Board Meeting August 11, 2025**  
**Consideration of Approval of Additional Funds for Charter Bus Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of charter bus services from AAAHI Regional Acquisition LLC dba First Class Transportation for various College departments.

**BACKGROUND**

In August 2024, the Board of Trustees approved charter bus services. The College's athletic teams and other campus groups routinely use charter transportation for college events. Additional funds are needed to cover services for end-of-the-year sporting events and summer field trips.

Request for proposals (RFP) 20-30 was issued in July 2020, to procure charter bus services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The Board approved a contract with First Class Transportation in August 2020.

**IMPACT OF THIS ACTION**

Approval of this request will allow the College to continue using charter bus services on an as-needed basis for the athletic teams and other college-related groups.

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

In August 2024, the Board approved an expenditure of \$150,000 for charter bus services. This request will increase the approved amount by \$20,000 to a total expenditure of \$170,000. This expenditure will be funded from various department's 2024-2025 operating budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Angela Russell	281-998-6327	angela.russell@sjcd.edu
Melissa Fuqua	281-998-6378	melissa.fuqua@sjcd.edu

**Item "A"**  
**Regular Board Meeting August 11, 2025**

**Approval of the Minutes for the June 2, 2025, Workshop and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the June 2, 2025, Workshop and Regular Board Meeting.

# San Jacinto College District Board Workshop

## June 2, 2025

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 4:45 p.m., Monday, June 2, 2025, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

### MINUTES

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Dr. Michelle Cantú-Wilson, Erica Davis Rouse, Dan Mims, John Moon, Jr., Salvador Serrano Jr., Keith Sinor (absent), Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Christian Bionat, Amanda Fenwick, Carin Hutchins, Sandra Ramirez, Mandi Reiland
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Chair Mims called the workshop to order at 4:48 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Chair Mims conducted a roll call of the Board members:  Dr. Michelle Cantú-Wilson Erica Davis Rouse, Assistant Secretary Dan Mims, Chair John Moon, Jr., Vice Chair Salvado Serrano Jr. Keith Sinor, Secretary (absent) Larry Wilson
<b>III.</b>	<b>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act</b>	It was determined after the time of posting that a closed session was not needed.  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. It was determined after the time of posting that a consultation with an attorney was not needed.  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.
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	A closed session was posted on the agenda, but it was determined after the time of posting that a closed session

		is not needed so reconvening to open meeting was not needed.
<b>V.</b>	<b>Review Strategic Plan for 2025-2030</b>	<p>Brenda Hellyer reviewed the proposed strategic plan for 2025-2030, entitled BOLD 2030, and an action item requesting approval was included in the Board book.</p> <p>Brenda explained that this was reviewed multiple times with the Board as the plan was developed. The Senior Leadership Team (SLT) has been working to incorporate feedback from the Board and the College community.</p> <p>Attachments were provided, including the values which remain unchanged. The vision statement was revised based on feedback from community members and business partners. The new vision statement emphasizes educational excellence, economic growth, and social mobility through innovation and responsiveness.</p> <p>Brenda said that the various versions of the mission statement were longer and broader and after a lot of discussion the final recommended mission statement is, "We change lives through education, community engagement, and partnerships."</p> <p>The strategic goals were reviewed and aligned with feedback received. The four strategic goals are:</p> <ul style="list-style-type: none"> <li>• Break barriers to life-changing opportunities</li> <li>• Optimize services, systems, and instructional programs</li> <li>• Leverage partnerships to create innovative programs and promote success</li> <li>• Demonstrate a culture of belonging and excellence</li> </ul> <p>Three strategies were developed to support each of these goals. Specific actions are being developed by the SLT and their teams to address these goals.</p> <p>The Board members were supportive of the information as presented.</p>
<b>VI.</b>	<b>Update on Enrollment - Summer and Fall 2025</b>	<p>Carin provided an update on summer enrollment which showed a 6.5 percent increase in headcount and an 8.3 percent increase in contact hours compared to the previous year.</p> <p>Brenda added that the largest increase is attributable at this point to continuing students.</p>

		<p>Carin explained that Fall enrollment numbers are promising but will likely change as the semester approaches.</p> <p>The group discussed dual credit enrollment and transfer student numbers, with an emphasis on continuing student retention.</p>
<b>VII.</b>	<b>Update on Board Election</b>	<p>Carin provided an update on the Board election and upcoming runoff election. The cost estimate for the runoff election was discussed, with an initial estimate of \$700,000. The final cost will depend on the number of voting sites and entities participating with Harris County.</p> <p>Details about the runoff election process, timeline, and associated costs were provided and reviewed.</p> <p>Carin reviewed early voting and election day logistics, including the number of voting sites.</p> <p>Brenda added that the Board will need to canvass the results of the runoff election on June 17, 2025, and a quorum of the Board present onsite is needed.</p>
<b>VIII.</b>	<b>Review Arbitrage Rebate Liability and Investment Policy Change</b>	<p>Brenda explained that the Finance Committee reviewed the arbitrage rebate liability and investment policy a few weeks ago. Carin has been working on the investment policy, adding a section to address one of the referenced items recommended by the College’s investment advisor.</p> <p>Carin reviewed the arbitrage component and investment recommendations. She explained that arbitrage in the context of tax-exempt bonds refers to the practice of borrowing at tax-exempt lower interest rates and investing the proceeds in higher-yielding investments.</p> <p>She explained that positive arbitrage occurs when investment yields are higher than bond yields. The College has not previously experienced this as far as she is aware. The average bond yield is 2.21 percent, while the investment pool corporate overnight plus fund is earning 4.47 percent. The College is required to prepare an arbitrage rebate report every five years as long as any of the bond proceeds are still outstanding.</p> <p>The liabilities associated with the 2021 issue are \$563,000, and the 2022 series are \$2.6 million. PFM Asset Management recommended investing in State and Local Government Series (SLGS) to minimize the liability. Carin agrees with this recommendation and SLGS are earning approximately 3.31 percent interest.</p> <p>No Board action is required to invest in SLGS, as they are allowable under the Public Funds Investment Act.</p>

		<p>The plan is for agreements with PFM Asset Management and the safekeeping bank, US Bank, to be signed by the Chancellor.</p> <p>Brenda explained the proposed change to the investment policy was added on page five under the obligations of U.S. governments.</p> <p>Carin and her team will continue to review and sign agreements to move forward with this investment option.</p> <p>The Board members present were comfortable as presented.</p>
<p><b>IX.</b></p>	<p><b>Review Legislative Update and Advocacy Efforts</b></p> <p><b>A. Executive Order GA 48</b></p> <p><b>B. Governor's Letter on Tuition Freeze</b></p>	<p>Brenda explained that Christian, Sandra, and Carin will be providing updates on legislation and advocacy efforts.</p> <p>Christian explained that the session was marked by political complexity, compressed timelines, and significant shifts in education policy. Despite challenges, progress was made in securing new investments, passing cleanup bills, and securing direct appropriations.</p> <p>He provided federal updates on the White House, the Department of Education, Congress, and San Jacinto College engagement. The House reconciliation bill rewrites student aid rules, limiting Pell grants to students taking 15 hours or more. The Promise program requires students to take 12 hours a semester, and adjustments may be needed if the bill passes. The expansion of Pell to short-term credentials is supported, but the bundle of restrictions could hurt the base funding. Risk sharing would penalize colleges for student loan non-repayment. Christian said that conversations with senators are ongoing to address these changes.</p> <p>He added that a \$12 million community-funded project request was submitted to support the College's biomanufacturing workforce. We are working with our delegation to keep this moving.</p> <p>The Department of Education closure is in the president's budget but requires congressional action. We are not sure of the impact if this moves forward.</p> <p>Brenda added that the College's National Science Foundation Louis Stokes grant was terminated, impacting minority recruitment into STEM programs. This was an important program for the College for recruitment.</p>

		<p>Christian reviewed information on the State legislative session which saw more than 9000 bills filed, with 1200 passing. Christian said that key legislative priorities included securing \$90 million in community state supplemental funds, transfer flexibility, and \$10 million for the College’s Center for Biotechnology. The Cybersecurity funding request did not get approved.</p> <p>The following bills were reviewed:</p> <ul style="list-style-type: none"><li>• SB 37 impacts higher education governance, requiring boards to review general education curriculum every five years and approve key hires; It also requires restructuring Faculty Senates.</li><li>• SB 530 provides accreditation flexibility, allowing institutions to choose regional accrediting agencies.</li><li>• SB 1786 redefines the formula and modernizes transfer measurement.</li><li>• SB 1191 addresses GPA parity between dual credit and advanced placement.</li><li>• HB 121 adds a community college representative to the Texas School Safety Center board.</li><li>• SB 2615 limits remote work for higher education employees with specific exemptions.</li><li>• SB 1173 raises the procurement threshold to \$100,000.</li></ul> <p>We are waiting for final Governor vetoes as well as guidance on these bills.</p> <p>Sandra reviewed Executive Order GA 48, which mandates restrictions on institutional and employee activities involving foreign adversaries. The current list of foreign adversaries includes six countries. Contractors and suppliers must certify compliance with the Executive Order. Employees must disclose gifts from foreign adversaries and business travel to these countries is prohibited. Personal travel to foreign adversaries must be disclosed and debriefed upon return. Employees with access to critical infrastructure must have specific job descriptions and undergo background checks. Reports on foreign gifts and contract disclosures must be submitted to the U.S. Department of Education and the Texas Higher Education Coordinating Board. Participation in foreign recruitment programs by foreign adversary nations is prohibited. Next steps include testing the system for the travel disclosure form, updating job descriptions, consulting with outside legal counsel, assigning training, and certifying compliance by August 1st.</p>
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		Brenda provided an overview of Governor Abbott's letter which requested tuition freezes for 2025-2026 and 2026-2027. The College is not looking at an increase for credit students but is unsure if this applies to continuing education fees. Brenda said that usually in June, we bring a recommendation regarding noncredit fees is brought to the Board for approval. That was not brought forward until legal clarification was received. The College will work to get clarification by the August Board meeting.
<b>X.</b>	<b>General Discussion of Meeting Items</b>  <b>a. Additional Purchasing Support Documents</b>	<p>Brenda reviewed the pending delegation of authority summary provided on the additional purchasing support document. The delinquent tax attorney contract was discussed, with a recommendation to finalize the contract by June 30th. The group discussed the evaluation process. The Board will vote on the contract at the special board meeting on June 17th.</p> <p>The Board discussed the process for dual credit enrollment for homeschool students. Also, the promise program action item was reviewed, with a recommendation to move \$100,000 from the Aspen Prize finalist funds to the Promise Program.</p>
<b>XI.</b>	<b>Update on May Commencement Concerns with NRG</b>	Brenda reviewed issues with commencement, including changes made by NRG and the impact on students and families. A letter from the College's purchasing department to NRG was provided to the Board for review. The group discussed their concerns with this recent commencement ceremony. Brenda explained that the leadership will meet to address communications and process improvements for future commencements.
<b>XII.</b>	<b>Review of Calendar</b>	<p>Brenda reviewed the calendar and asked the Board members to let Mandi Reiland know if they would like to attend any events.</p> <p>Upcoming events and meetings were reviewed, including the Bachelor of Applied Science in Education celebration, State of the Precinct luncheon, strategic budget retreat, and Biotechnology Center grand opening. The State of the College event will be held on October 16th, and Winter Commencement will be on December 12th at Grace Church.</p>
<b>XIII.</b>	<b>Overview of Marketing and Advertising Efforts</b>	Amanda provided an update on marketing and advertising efforts, including digital advertising, direct mail, earned media, email, print advertising, social media, television, and the website. The top-performing platforms were Meta

		and Google, with high-performing campaigns for veterans, general branding, and careers that pay. The next steps include evaluating tactics, expanding adult marketing, and developing a new ad campaign.
<b>XIV.</b>	<b>Adjournment</b>	Chair Mims adjourned the meeting at 6:55 p.m.

**San Jacinto Community College District**  
**Regular Board Meeting Minutes**  
**June 2, 2025**

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m. for a regularly scheduled Board meeting on Monday, June 2, 2025, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**Attendance**

**Present:**

**Members:** Dr. Michelle Cantú-Wilson, Erica Davis Rouse, Dan Mims, John Moon, Jr., Salvador Serrano Jr., Larry Wilson

**Chancellor:** Brenda Hellyer

**Absent:**

**Members:** Keith Sinor

**Others Present:** Rhonda Bell, Grecia Benitez, Jesse Bernal, Avril Bivens, Emma Briggs, Carey Burling, Tiffany Burton, Robert Cage, Michelle Callaway, Matt Crow, Sven Cruz, McKenna Culp, Maria Dabrowski, Kim DeLauro, Erin Dunham, Dianne Duron, Maria Fargo, Teddy Farias, Hannah Figueroa, Clara Galicia, Isaac Gamez, SanJuanita González, George González, Abbie Grubb, Maria Gutierrez, Gabriel Gutierrez Jr, Judy Harrison, Lawana Haynes, Carin Hutchins, Sallie Kay Janes, Bryan Jones, April Kearns, Matt Keim, Kara Kennebrew, Aaron Knight, Jennifer Ledwith, Margarita Lema, Paola Martinez, Sophia McGee, Kevin McKisson, DeRhonda McWaine, Lamar McWaine, Natalia Mendez, Roberto Mendez, Mary Mims, Lucreasha Mixon, Kevin Morris, Alexander Okwonna, Joe Pena, JoEllen Price, JR Ragaisis, Mandi Reiland, Kelly Saenz, Sonia Salazar, Laela Salazar, Chuck Smith, Kiara Soliz, Janice Sullivan, Michele Thomas, Francis Torres, Briana Trahan, Jose Valentine, Yvonne Vera, Daniel Warner, Eddie Weller, Niki Whiteside, Van Wigginton, Vershonda Williams

I. Call the Meeting to Order

Chair Dan Mims called the regular meeting of the Board of Trustees to order at 7:06 p.m.

II. Roll Call of Board Members

Chair Mims conducted a roll call of the Board members.

Dr. Michelle Cantú-Wilson  
Erica Davis Rouse, Assistant Secretary  
Dan Mims, Chair  
John Moon, Jr., Vice Chair  
Salvador Serrano Jr.  
Keith Sinor, Secretary (absent)  
Larry Wilson

III. Invocation and Pledge to the Flags

The invocation was given by Laurel Williamson. The pledges to the American and Texas flags were led by Salvador Serrano Jr.

IV. Special Announcements, Recognitions, Introductions, and Presentations

1. Sandra Ramirez recognized the Monument Awards. Joanna Zimmermann recognized the 2024 FAFSA Response & New SAP Processes. Carin Hutchins recognized the FAST Implementation Team. Kevin McKisson recognized the Future Value Transparency & Gainful Employment Team.
2. Laurel Williamson and Eddie Weller presented the Honors Program recognitions.
3. Allatia Harris recognized Kelly Saenz.
4. Chuck Smith presented the recognition for Engineering and Excellence for Anderson-Ball Classroom Building.

V. Student Success Presentations

George González provided an update on the Texas Higher Education Coordinating Board (THECB) Accountability System 2024.

VI. Communications to the Board of Trustees

1. June Opportunity News

VII. Public Comment

There was one citizen desiring to speak to the Board.

1. Jennifer Ledwith

VIII. Informative Reports to the Board

Chair Mims indicated such reports were available in the Board documents and online.

- A. San Jacinto College Financial Statements
  1. San Jacinto College Monthly Financial Statements April 2025
  2. San Jacinto College Monthly Investment Reports April 2025
- B. San Jacinto College Foundation Financial Statements April 2025
- C. Capital Improvement Program
- D. San Jacinto College Board Building Committee Minutes
- E. San Jacinto College Board Finance Committee Minutes

IX. Statement of Officer and Oath of Office Administered to Recently Elected Trustee

Associate Municipal Judge, Cari Brownlee, swore in re-elected Trustee, Larry Wilson, for Position 4.

X. Consideration of Approval of the Vision Statement, Mission Statement, and 2025-2030 Strategic Plan and Reaffirmation of the Values

**Motion 10448:**

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by Salvador Serrano Jr. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Wilson  
Nays: None

- XI. Consideration of Approval of Amendment to the 2024-2025 Budget for Restricted Revenue and Expenses Relating to Federal, State and Local Grants/Contracts

**Motion 10449:**

Motion moved by Larry Wilson and motion seconded by Erica Davis Rouse. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Wilson  
Nays: None

- XII. Consideration of Approval of Allocation of Capital Project Funds

**Motion 10450:**

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by John Moon, Jr. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Wilson  
Nays: None

- XIII. Consideration of Approval of Allocation of Aspen Institute Award to San Jacinto College Foundation in Support of the Promise @ San Jac Scholarship Program

**Motion 10451:**

Motion moved by Salvador Serrano Jr. and motion seconded by Dr. Michelle Cantú-Wilson. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Wilson  
Nays: None

- XIV. Consideration of Approval Memorandum of Understanding for Dual Credit Home School Students

**Motion 10452:**

Motion moved by Larry Wilson and motion seconded by John Moon, Jr. . Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Wilson  
Nays: None

XV. Consideration of Approval of Investment Strategy and Annual Review and Approval of the College's Investment Policy - First Reading (Informational Item)

No vote required - first reading of policy.

XVI. Consideration of Purchasing Requests

#1	Consideration of Delegation of Authority to Contract for Softball Outbuilding and Dugouts at South Campus	\$ 1,672,000
#2	Consideration of Delegation of Authority to Contract for Pavement Repair at South Campus	1,600,000
#3	Consideration of Approval to Renew the Contract for Landscaping Services	900,000
#4	Consideration of Approval to Renew the Contract for Customer Relationship Management Solution	675,000
#5	Consideration of Approval to Contract for Casualty Insurance Brokerage and Risk Management Services	360,000
#6	Consideration of Approval to Contract for Flood Insurance Brokerage and Risk Management Services	250,000
#7	Consideration of Approval to Contract for Federal and State Government Relations and Consulting Services	210,000
#8	Consideration of Approval to Purchase Uninterruptable Power Supply Maintenance and Monitoring	165,000
#9	Consideration of Approval to Contract for Charter Bus Service	150,000
#10	Consideration of Approval to Purchase Nursing Supplies and Equipment	120,000
#11	Consideration of Delegation of Authority to Contract for Delinquent Tax Services	-
#12	Consideration of Approval of Additional Funds for Architectural Services	200,000
	<b>TOTAL OF PURCHASE REQUESTS</b>	<b><u>\$ 6,302,000</u></b>

**Motion 10453:**

A motion was made by Trustee Erica Davis Rouse to remove Purchase Request #11, Consideration of Delegation of Authority to Contract for Delinquent Tax Services, to be tabled and voted on at the June 17, 2025 Special Board Meeting.

Motion moved by Erica Davis Rouse and motion seconded by Dr. Michelle Cantú-Wilson. Motion carried to table this item.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Wilson  
Nays: None

**Motion 10454:**

Trustee John Moon, Jr. made a motion to consider the remaining purchasing requests totaling \$6,302,000.

Motion moved by John Moon, Jr. and motion seconded by Dr. Michelle Cantú-Wilson.  
Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Wilson  
Nays: None

XVII. Consent Agenda

- A. Approval of the Minutes for the May 5, 2025, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting on August 11, 2025
- F. Approval of the Minutes for the May 13, 2025 Special Board Meeting

**Motion 10455:**

Motion moved by Larry Wilson and motion seconded by Salvador Serrano Jr. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Wilson  
Nays: None

XVIII. Items for Discussion/Possible Action

There were no additional items discussed.

XIX. Adjournment

Chair Mims stated that a Special Board Meeting will be held on June 17, 2025, at 5:00 pm to canvass the results of the June 7, 2025, trustee runoff election for Position 3 between candidates Salvador Serrano Jr. and Judy Harrison. The winner of the runoff election will be sworn in at this Special Board meeting.

Chair Mims adjourned the meeting at 8:10 p.m.

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve budget transfers for May and June 2025 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 – June 2025 Budget Transfers  
Attachment 2 – May 2025 Budget Transfers

### **RESOURCE PERSONNEL**

Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Dianne Duron	281-998-6109	dianne.duron@sjcd.edu

SAN JACINTO COLLEGE DISTRICT  
 Budget Transfers Related to Fiscal Year 2024-25  
 for June 2025

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 154,500	\$ 530,673
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	569,646	200,324
STUDENT SERVICES	2,050	-
INSTITUTIONAL SUPPORT	20,815	45,788
PHYSICAL PLANT	29,774	-
AUXILIARY ENTERPRISES	-	-
	<b>\$ 776,785</b>	<b>\$ 776,785</b>

SAN JACINTO COLLEGE DISTRICT  
 Budget Transfers Related to Fiscal Year 2024-25  
 for May 2025

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 373,371	\$ 19,546
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	14,656	435,701
STUDENT SERVICES	3,080	70,656
INSTITUTIONAL SUPPORT	139,079	47,118
PHYSICAL PLANT	42,834	-
AUXILIARY ENTERPRISES	-	-
	<b>\$ 573,021</b>	<b>\$ 573,021</b>

**RECOMMENDATION**

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

**North Campus**

Department

Cancer Data Management

Affiliation Entity

Methodist Health Centers dba Houston Methodist Sugar Land Hospital

Nursing

Harris County Department of Education

Medical Assisting

Medical Alliance Group

**South Campus**

Department

Physical Therapy Assistant

Affiliation Entity

Harris County Hospital District dba Harris Health System

Physical Therapy Assistant

212 Therapy, LLC

Physical Therapy Assistant

HSA Port Arthur, LLC dba Medical Center of Southeast Texas

**Central Campus**

Department

Nursing

Affiliation Entity

Nora’s Gift Foundation, Inc.

Respiratory Care

Methodist Hospital

Diagnostic Medical Sonography

Pregnancy Specialty Center of Texas

**RATIONALE**

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

**FISCAL IMPLICATIONS TO THE COLLEGE**

N/A

**CONTACT PERSONNEL**

Daniel J. Snooks, Attorney  
Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

**Item “E”**  
**Regular Board Meeting August 11, 2025**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, September 8, 2025.

**Item "F"**  
**Regular Board Meeting August 11, 2025**  
**Approval of the Minutes for the June 17, 2025, Special Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the June 17, 2025, Special Board Meeting.

**San Jacinto Community College District**  
**Special Board Meeting Minutes**  
**June 17, 2025**

The Board of Trustees of the San Jacinto Community College District met at 5:00 p.m. for a Special Board Meeting on Tuesday, June 17, 2025, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**Attendance**

**Present:**

**Members:** Dr. Michelle Cantú-Wilson, Erica Davis Rouse (via video conference), Judy Harrison, Dan Mims, John Moon, Jr., Keith Sinor (via video conference), Larry Wilson

**Chancellor:** Brenda Hellyer

**Absent:**

**Members:** Salvador Serrano Jr.

**Others Present:** Art Del Barrio, Mary Davis, Gaylyn Dwine, Kathy Freeborn, Janie Freeborn, Thersa Fusilier, Johnny Fusilier Jr, Cecilia Ganje, Jerry Garcia, Otilia Gonzalez, Fina Govea, Emmanuel Guerrero, Judy Harrison, Charlotte Jackson, Angela Jennings, Dena McGill, Claudia Melendez, Sally Mitchell, Cynthia Montemayor, Rachel Montemayor, Catherine O'Brien, Jeff O'Brien, Shawna Pina, Angela Randermann, Mandi Reiland, Patrick Restivo, Oscar Salazar, Dawn Salazar, Fawn Sandwick, Melissa Sesseen, Bela Toth, Mildred Toth, Linda Webster, Carol Winning, Melissa Yaldez

I. Call the Meeting to Order

Chair Dan Mims called the special meeting of the Board of Trustees to order at 5:06 p.m.

II. Roll Call of Board Members

Chair Mims conducted a roll call of the Board members.

Dr. Michelle Cantú-Wilson  
Erica Davis Rouse, Assistant Secretary (via video conference)  
Dan Mims, Chair  
John Moon, Jr., Vice Chair  
Salvador Serrano Jr. (absent)  
Keith Sinor, Secretary (via video conference)  
Larry Wilson

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:

It was determined after the time of posting that a closed session was not needed.

- 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

A closed session was posted on the agenda, but it was determined after the time of posting that a closed session is not needed so reconvening to open meeting was not needed.

V. Public Comment

There were no citizens desiring to speak to the Board.

VI. Consideration of Approval of Order Canvassing Returns and Declaring Results of June 7, 2025 Runoff Election

Carin Hutchins presented the runoff election results to the Board.

**Motion 10456:**

Motion moved by John Moon, Jr. and motion seconded by Larry Wilson. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse (via zoom), Mims, Moon, Jr., Sinor (via zoom), Wilson  
Nays: None

VII. Statement of Officer and Oath of Office Administered to Recently Elected Trustee

Judge JoAnn Delgado swore in newly elected Trustee Judy Harrison, for Position 3.

VIII. Consideration of Contingent Fee Legal Services Contract with Perdue, Brandon, Fielder, Collins & Mott, LLP for Delinquent Tax Collection Services Pursuant to the Notice Posted with Agenda

**Motion 10457:**

Carin Hutchins presented this item to the Board.

Motion moved by Larry Wilson and motion seconded by John Moon, Jr. Motion carried.

Yeas: Cantú-Wilson, Mims, Moon, Jr., Sinor (via zoom), Wilson

Nays: Davis Rouse (via zoom)

Abstain: Harrison

IX. Consideration of Approval of Additional Funds for Flooring Services

**Motion 10458:**

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by John Moon, Jr.  
Motion carried.

Yeas: Cantú-Wilson, Davis Rouse (via zoom), Harrison, Moon, Jr., Sinor (via zoom),  
Wilson  
Nays: None

X. Adjournment

Chair Mims adjourned the meeting at 5:32 p.m.

**Item "G"**  
**Regular Board Meeting August 11, 2025**  
**Approval of the Minutes for the July 29, 2025, Board Strategic Planning Retreat**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the July 29, 2025, Board Strategic Planning Retreat.

**SAN JACINTO COLLEGE DISTRICT**  
**Board of Trustees Strategic Planning Retreat Minutes**  
**July 29, 2025**

The Board of Trustees of the San Jacinto Community College District met for a Strategic Planning Retreat at 3:00 p.m., Tuesday, July 29, 2025, in Room 203 of the Administration Building located at 4620 Fairmont Parkway, Pasadena, Texas.

**Attendance**

**Members:** Michelle Cantú-Wilson, Erica Davis Rouse (absent), Judy Harrison, Dan Mims (absent), Keith Sinor, Larry Wilson

**Chancellor:** Brenda Hellyer

**Others Present:** Carin Hutchins, Mandi Reiland

- I. Call the Meeting to Order  
Secretary Keith Sinor called the Board strategic planning retreat to order at 3:02 pm.
  
- II. Roll Call of Board Members  
Secretary Keith Sinor conducted a roll call of the Board members.  
  
Dr. Michelle Cantú-Wilson  
Erica Davis Rouse, Assistant Secretary (absent)  
Judy Harrison  
Dan Mims, Chair (absent)  
Keith Sinor, Secretary  
Larry Wilson
  
- 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:  
  
It was determined after the time of posting that a closed session was not needed.
  - 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  
It was determined after the time of posting that a closed session was not needed so the meeting did not need to be reconvened.
  
- V. Review Fiscal Year 2026 Proposed Budget  
Brenda Hellyer introduced the item and reviewed the financial goals and strategies. Carin Hutchins provided background on the challenges and opportunities of the budget development process. She reviewed the unrestricted funds which included a multi-year comparison of the unrestricted budget.

Carin reviewed State allocations which included data on the performance tier funding model. She noted that while reviewing these calculations, it was immediately observed that there were summation errors for the credentials of values premiums, which had the impact of lowering the amount of the Fiscal Year 2025 (FY25) dynamic adjustment to approximately \$2.7 million.

Brenda and Carin reviewed the FY25 State funding analysis and the reasons for the negative FY25 projected settle-up adjustment.

Carin provided an overview of the performance funding model for Fiscal Year 2026 (FY26). She noted that the College is working to reconstruct the model and verify the funding amounts. She reviewed the funding model rule changes. Supplemental data was provided on community college formula funding FY2026 near final runs.

Brenda reviewed the credentials of value supplemental handouts which provide information on when a program qualifies as a credential of value and the broad program areas by degree level. Carin provided context to the FY26 funding model rule changes and the credentials of values as it pertains to San Jacinto College.

Carin provided an update on Financial Aid for Swift Transfer (FAST) which included data on dual credit enrollment and FAST eligible students.

Brenda and Carin presented tax information which included property tax revenue, decrease in values due to refunds, and the historical property tax rates.

Carin reviewed multi-year data on net tuition revenue and Fall 2025 enrollment. She provided an update on exemptions and waivers and non-credit tuition revenue.

The trustees present asked various clarifying questions and discussed the topics presented throughout this section.

Brenda reviewed personnel and operational costs priority initiatives in the FY26 budget. She reviewed the performance-based salary increase, minimum hourly rate increase, new positions, positions funding previously with grants, and other personnel related priority initiatives. She reviewed the property insurance premium savings, utilities cost savings, new funding requests, and other operating expense items and reductions. Brenda also reviewed preliminary recommendations for performance-based pay increases with the Board of Trustees.

Carin provided an overview of the restricted and auxiliary funds budgets. She reviewed the next steps in the budget process and explained that the final recommendation will be reviewed with the Board at the workshop on August 11. After Board approval, the budget will become effective on September 1. She explained that they will continue with the property tax adoption process. Estimated certified values were received on July 25th and final certified values will be received in late August. At the Board meeting on September 8, the Board will consider approval of the FY26 proposed tax rate, review the no-new-revenue and voter-approval tax rate calculations, and approve the date to adopt the tax rate.

It is anticipated that the tax rate hearing and approval will be at the October 6 Board meeting.

The Board members present were comfortable with the plan and timeline.

VI. Review Property Tax Rate Adoption Process

Carin reviewed the property tax rate adoption process. She explained that an action item will be included in the August 11, 2025 Board book to adopt a tax rate that is not in excess of the voter-approval tax rate. She said that action is needed to satisfy the timeline surrounding elections related to taxing entities exceeding the voter-approval tax rate and approval is required prior to August 25.

She explained that this action will allow the College time to wait for the final certified taxable values, publish the required postings, and hold the required meetings/hearings before voting on the actual tax rate for Tax Year 2025 (FY26). It is anticipated adoption of the College's official tax rate will occur at the regularly scheduled Board meeting on October 6, 2025.

Carin stated that the Truth in Taxation calculation is provided by the Harris County Tax Assessor Collector, and we anticipate receiving the calculation by August 1st. Truth in taxation annually is designed to produce the no new revenue tax rate and voter approval tax rate. The Board will approve the 2025-2026 budget on August 11, a significant portion of which is supported by tax revenues. The tax revenues were estimated based on the preliminary values provided by Harris Central Appraisal District (HCAD) in late April 2025 and supported by the most recent certified estimates received from HCAD July 25. The College is considered a Special Taxing District under the property tax code.

Carin reviewed the tax adoption process and timeline.

All were comfortable as presented.

VII. Review Continuing and Professional Development (CPD) Redesign Plan

Brenda reviewed the Continuing and Professional Development redesign plan. She mentioned that she is not going to review the presentation in detail but asked the Board to review it and let her know if there are questions. After they have an opportunity to review, she can present the plan in further detail.

She reviewed the portion of the presentation that provided definitions and descriptions pertaining to CPD that would be helpful to the Board. She explained that the goals of the redesign are to increase revenue, restructure and reduce costs, encourage innovation, improve the student experience, improve employer experience, and to advance the credit/continuing education alignment.

Brenda clarified that CPD is still in a different enrollment system, which the Board members have previously asked about. She said that this is being reviewed, and a plan is being developed to address potential issues caused by a separate system.

Brenda provided an update on the EDGE Center which included areas of study, enrollment, how classes are offered, challenges, and opportunities.

Carin reviewed the lease information on the EDGE Center.

The group discussed this item.

VIII. Discuss Change in Affiliation Agreement Approval Process

Brenda explained that the College began engaging Lisa Patterson (Patterson) directly, effective July 1, to review and process affiliation agreements. These affiliation agreements are largely in the health sciences area. Patterson has performed these services for many years under a business arrangement with Daniel J. Snooks, one of the College's attorneys who retired June 30, 2025. There are between 100 and 150 of these agreements processed annually. Historically these agreements have been approved by the Board of Trustees (included in the monthly consent agenda) and the Board Chair and Secretary sign a resolution authorizing execution of the individual agreements.

Carin explained that per review of Policy III.3007.B, Contract Authority, these agreements do not require Board approval. This has been confirmed with external legal counsel that there is no statutory requirement to send these agreements to the Board for review and approval or have the Board Chair and Secretary sign a resolution.

Brenda added that there is an extensive review process in place for these agreements in the academic divisions. These agreements are currently signed by the vendor, appropriate campus provost, and Chancellor upon Board approval. In many cases these agreements are time sensitive due to the need to place students in clinical rotations to complete their education and the limited availability of rotation slots at the health science facilities.

The plan is to stop including these agreements in the Board book consent agenda for approval as well as discontinue preparing and having the Board of Trustees sign a resolution for each agreement. Patterson will route the agreements through Purchasing and Contracts as the academic division and legal reviews are complete to obtain the Chancellor's signature. Once the agreement is executed, Purchasing and Contracts will return the agreement to the academic division and house a copy of the agreement in the contract central repository.

The Board members present were comfortable with this plan.

IX. CPD Redesign

This item was listed on the agenda twice unintentionally.

X. Wrap-up with Summary and Follow-up

Nothing additional was discussed.

XI. Adjournment

Secretary Keith Sinor adjourned the Board strategic planning retreat at 6:13 pm.