

***Board of Trustees
Meeting***

October 6, 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 4:30 p.m., Monday, October 6, 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

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. Chancellor Evaluation

2. Succession Planning

3. Review Applicants for Vacant Board of Trustees Position 5

IV. Reconvene in Open Meeting

V. Board Appointment Process

VI. Enrollment - Fall 2025

VII. Senate Bill 37 Update Regarding Faculty Senate Standard Operating Procedures

VIII. Overview of Title IX and Reporting Requirement Under Texas Education Code 51.252

IX. Legislative Updates

X. Strategies and Support of Artificial Intelligence

XI. General Discussion of Meeting Items

A. Additional Purchasing Support Documents

B. Delegation of Authority

XII. Calendar

A. Review of ACCT Leadership Congress Activities (select voting delegate)

XIII. Adjournment

Additional Closed Session Authority

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

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

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

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

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

Section 551.076 – To consider the deployment, or specific occasions for implementation, of security personnel or devices; 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, September 30, 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.

Brenda Hellyer, Ed.D.

September 30, 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 regularly scheduled Board meeting at 7:00 p.m. on Monday, October 6, 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

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

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

A link to a public comments form is available at: www.sanjac.edu/request-speak-to-board
The form must be completed prior to 11:00 a.m. on October 6, 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.

**BOARD MEETING
AGENDA**

I. Call the Meeting to Order

II. Roll Call of Board Members

III. Invocation and Pledge to the Flags

Presenter: San Jacinto College Police Department Honor Guard

IV. Special Announcements, Recognitions, Introductions, and Presentations

A. Proclamation from the City of Houston

B. Update from Board Members on the Community College Association of Texas Trustees Annual Conference

V. Student Success Presentations

A. Financial Aid Overview

Presenter: JoEllen Price

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**
 - 2. San Jacinto College Monthly Investment Reports**
 - 3. San Jacinto College Quarterly Investment Report**
- B. San Jacinto College Foundation Financial Statements**
- C. Capital Improvement Program**
- D. San Jacinto College Board Building Committee Minutes**
- E. San Jacinto College Board Finance Committee Minutes**

ACTION ITEMS

IX. Consideration of Approval of Amendment to the 2025-2026 Budget for Restricted Revenue and Expenses Relating to Federal, State and Local Grants/Contracts

X. Consideration of Approval of Allocation of Capital Project Funds

XI. Consideration of Adoption of Ad Valorem Property Tax Rate

XII. Consideration of Approval of Chancellor's Employment Contract with San Jacinto College District

XIII. Consideration of Approval of Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements - Second Reading

XIV. Consideration of Approval of Policy III.3006.H, Campus Programs with Minors - First Reading (Informational Item)

XV. Consideration of Approval of Policy VII.7003.A, Expressive Activities - First Reading (Informational Item)

PURCHASING REQUESTS

XVI. Consideration of Purchasing Requests

CONSENT AGENDA

XVII. Consent Agenda

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

- A. Approval of the Minutes for the September 8, 2025, Workshop and Regular Board Meeting**
- B. Approval of the Budget Transfers**
- C. Approval of Personnel Recommendations and Extra Service Agreements**
- D. Approval of the Next Regularly Scheduled Meeting**

XVIII. Items for Discussion/Possible Action

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

XIX. Adjournment

Closed Session Authority

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Brenda Hellyer, Ed.D.

San Jacinto College Monthly Financial Statements
August 2025

San Jacinto Community College District
Preliminary Statement of Net Position
August 31,

<u>Assets</u>	<u>2025</u>	<u>2024</u>
Current assets:		
Cash and cash equivalents	\$ 73,447,871	\$ 75,353,230
Restricted cash and cash equivalents	3,411,710	60,573,045
Investments	10,005,750	9,947,350
Restricted investments	46,152,560	-
Accounts receivable - taxes	5,490,875	5,256,975
Accounts receivable	32,619,912	31,206,197
Deferred charges	3,695,672	3,893,789
Inventories	444,074	434,916
Total current assets	175,268,424	186,665,502
Noncurrent assets:		
Other long term investments	20,123,600	20,025,800
Capital assets, net	715,202,511	714,940,418
Total noncurrent assets	735,326,111	734,966,218
Total assets	910,594,534	921,631,720
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	3,031,582	3,704,256
Total deferred outflows of resources	35,906,418	41,558,355
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	17,648,183	17,898,999
Accrued liabilities	1,068,910	2,241,667
Accrued compensable absences and deferred compensation	2,853,852	2,417,317
Deferred revenues	29,377,037	26,428,772
Total current liabilities	50,947,983	48,986,755
Noncurrent liabilities:		
Net pension liability	58,696,523	49,944,685
Net OPEB liability	88,758,738	96,184,800
Bonds and notes payable	631,308,545	643,258,116
Total noncurrent liabilities	778,763,806	789,387,601
Total liabilities	829,711,788	838,374,356
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	37,452,444	41,769,451
<u>Net assets</u>		
Beginning of year - audited	79,811,001	83,260,534
Current year addition (reduction)	(474,280)	(214,265)
Total net position	\$ 79,336,720	\$ 83,046,268

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

11 Unrestricted Funds

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
State Appropriations	\$ 56,774,338	\$ 55,507,831	97.77%	\$ 54,995,750	100.00%
State Appropriations - FAST	2,550,000	2,634,830	103.33%	2,137,636	100.09%
Local Taxes - Maintenance & Operations	89,600,000	90,275,017	100.75%	82,530,967	99.77%
Credit Tuition	68,445,000	69,847,176	102.05%	67,025,973	100.00%
Credit Exemptions & Waivers	(9,500,000)	(10,226,153)	107.64%	(9,985,733)	100.00%
Continuing Education					
CPET	540,000	397,378	73.59%	360,716	100.00%
Biotechnology	600,000	57,751	9.63%	7,000	100.00%
Maritime Transportation	2,100,000	2,379,792	113.32%	1,893,572	100.00%
Continuing Professional Development (CPD)	6,360,000	6,010,603	94.51%	4,556,426	100.00%
Continuing Education Exemptions & Waivers	(45,000)	(48,717)	108.26%	(25,671)	100.00%
Bad Debt	(1,100,000)	(1,100,001)	100.00%	(1,000,031)	88.19%
Sales & Services	2,200,000	2,508,169	114.01%	3,289,470	85.80%
Investment Income	6,000,000	4,788,000	79.80%	6,159,932	101.03%
Total Revenues	224,524,338	223,031,677	99.34%	211,946,006	99.75%
Expenditures					
Instruction	89,100,670	91,459,757	102.65%	86,239,058	97.49%
Public Service	11,900	4,505	37.85%	17,895	73.63%
Academic Support	21,585,391	19,869,032	92.05%	18,275,593	102.51%
Student Services	23,176,593	22,933,158	98.95%	20,319,035	99.61%
Institutional Support	58,825,798	58,904,731	100.13%	54,871,488	96.90%
Physical Plant	26,104,044	23,878,282	91.47%	24,871,740	98.16%
Total Expenditures	218,804,396	217,049,464	99.20%	204,594,810	98.05%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	5,719,942	5,578,831	97.53%	9,906,581	91.46%
Net Increase (Decrease) in Net Position	\$ -	\$ 403,382		\$ (2,555,385)	

The year-end financial statements for August 31, 2025 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2025-2026.

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

Federal Restricted Funds

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Grants	\$ 64,600,666	\$ 78,181,389	121.02%	\$ 63,263,628	100.06%
Total Revenues	64,600,666	78,181,389	121.02%	63,263,628	100.06%
Expenditures					
Instruction	1,821,596	1,015,703	55.76%	1,439,465	101.72%
Public Service	330,631	206,627	62.49%	167,055	99.95%
Academic Support	10,014,062	4,803,359	47.97%	4,837,150	99.91%
Student Services	548,101	569,988	103.99%	382,876	112.67%
Institutional Support	948,240.43	611,312	64.47%	618,254	100.76%
Physical Plant	741,776	267,620	36.08%	287,651	83.73%
Scholarships and Fellowships	50,196,261	70,706,779	140.86%	55,531,177	100.05%
Total Expenditures	64,600,666	78,181,389	121.02%	63,263,628	100.06%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -		\$ -	

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

State Restricted Funds

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
State Paid Benefits	\$ 13,200,000	\$ 13,671,090	103.57%	\$ 13,251,306	73.34%
Grants	9,947,392	7,554,329	75.94%	6,118,717	99.97%
Total Revenues	23,147,392	21,225,419	91.70%	19,370,022	80.07%
Expenditures					
Instruction	7,555,758	7,188,863	95.14%	6,965,576	75.18%
Public Service	16,309	18,645	114.32%	17,714	62.70%
Academic Support	2,555,897	2,034,506	79.60%	1,854,970	77.65%
Student Services	1,641,570	2,340,044	142.55%	2,153,394	78.70%
Institutional Support	3,941,089	2,864,397	72.68%	2,742,251	66.36%
Physical Plant	15,427	-	-	-	-
Scholarships and Fellowships	7,421,342	6,781,851	91.38%	5,636,118	99.95%
Total Expenditures	23,147,392	21,228,305	91.71%	19,370,022	80.07%
Transfers Among Funds					
Transfers In	-	(2,886)	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -		\$ -	

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

Local Restricted Funds

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Grants	\$ 5,185,833	\$ 5,448,577	105.07%	\$ 4,069,524	99.51%
Total Revenues	5,185,833	5,448,577	105.07%	4,069,524	99.51%
Expenditures					
Instruction	-	-	-	-	-
Public Service	233,350	172,166	73.78%	217,587	99.27%
Academic Support	1,599,702	814,351	50.91%	508,851	98.76%
Student Services	6,300	4,608	73.14%	2,000	100.00%
Institutional Support	7,209	7,768	107.75%	32,153	100.00%
Physical Plant	250,000	63,798	-	-	-
Scholarships and Fellowships	3,658,850	4,723,015	129.08%	3,566,449	100.00%
Total Expenditures	5,755,411	5,785,706	100.53%	4,327,039	99.82%
Transfers Among Funds					
Transfers In	(569,579)	(326,365)	-	(242,609)	97.04%
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (10,763)		\$ (14,906)	

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

27 FAST & TPEG

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
State Appropriations - FAST	\$ 2,350,000	\$ 2,197,194	93.50%	\$ 2,206,539	100.00%
Tuition - Credit & Non Credit - TPEG	3,100,000	3,394,657	109.51%	3,266,662	100.00%
Total Revenues	5,450,000	5,591,851	102.60%	5,473,201	98.86%
Expenditures					
Scholarships and Fellowships - FAST	2,350,000	2,197,194	93.50%	2,206,539	100.00%
Scholarships and Fellowships - TPEG	3,100,000	3,071,072	99.07%	3,537,327	99.97%
Total Expenditures	5,450,000	5,268,266	96.67%	5,743,866	99.98%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	2,886	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 320,699		\$ (270,665)	

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

28 Private Gifts and Donations

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Sales & Services	\$ -	\$ 33,710	-	\$ 75,914	100.00%
Grants	60,000	140,000	233.33%	10,000	-
Total Revenues	60,000	173,710	289.52%	85,914	113.17%
Expenditures					
Instruction	-	44,004	-	34,875	85.38%
Institutional Support	60,000	36,229	60.38%	-	-
Scholarships and Fellowships	-	147,974	-	-	-
Total Expenditures	60,000	228,207	380.34%	34,875	85.38%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (54,497)		\$ 51,040	

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

Auxiliary Enterprises

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Auxiliary Services	\$ 3,000,000	\$ 2,750,296	91.68%	\$ 3,107,862	102.93%
Total Revenues	3,000,000	2,750,296	91.68%	3,107,862	102.93%
Expenditures					
Labor	737,787	1,209,826	163.98%	804,337	100.08%
Benefits	199,780	226,303	113.28%	132,687	98.34%
Supplies	593,449	583,880	98.39%	619,346	99.52%
Travel	222,120	264,321	119.00%	307,703	99.03%
Contracted Services	116,107	116,431	100.28%	135,403	99.62%
Utilities	200	-	-	-	-
Scholarships and Fellowships	1,130,557	1,081,528	95.66%	1,208,431	99.73%
Total Expenditures	3,000,000	3,482,288	116.08%	3,207,906	99.65%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (731,992)		\$ (100,044)	

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

Fund 95 Retirement of Indebtedness

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Local Taxes - Debt Service	\$ 40,105,400	\$ 40,230,234	100.31%	\$ 39,140,369	99.79%
Investment Income	-	320,612	-	375,353	100.00%
Total Revenues	40,105,400	40,550,846	101.11%	39,515,722	99.79%
Expenditures					
Institutional Support - Principal	17,644,305	17,644,305	100.00%	18,754,029	100.00%
Institutional Support - Interest	26,511,458	21,042,712	79.37%	22,742,365	100.72%
Total Expenditures	44,155,763	38,687,017	87.61%	41,496,394	100.40%
Transfers Among Funds					
Transfers In	(4,050,363)	(4,050,363)	100.00%	(3,563,972)	100.00%
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment ¹	(17,644,305)	(17,644,305)	100.00%	(18,754,029)	100.00%
Net Increase (Decrease) in Net Position	\$ 17,644,305	\$ 23,558,497		\$ 20,337,329	

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

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

Fund 97 Investment in Plant

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Expenditures					
Depreciation	\$ 30,225,000	\$ 25,725,002	85.11%	\$ 29,504,556	100.23%
Total Expenditures	30,225,000	25,725,002	85.11%	29,504,556	100.23%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases ¹	(2,017,260)	(1,471,327)	72.94%	(1,748,621)	87.34%
Net Increase (Decrease) in Net Position	\$ (28,207,740)	\$ (24,253,675)		\$ (27,755,935)	

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

The year-end financial statements for August 31, 2025 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2025-2026.

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

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
State Appropriations	\$ 69,974,338	\$ 69,178,921	98.86%	\$ 68,247,056	93.40%
State Appropriations - FAST	4,900,000	4,832,024	98.61%	4,344,175	100.04%
Local Taxes - Maintenance & Operations	89,600,000	90,275,017	100.75%	82,530,967	99.77%
Local Taxes - Debt Service	40,105,400	40,230,234	100.31%	39,140,369	99.79%
Credit Tuition	71,545,000	73,241,833	102.37%	70,292,634	100.00%
Credit Exemptions & Waivers	(9,500,000)	(10,226,153)	107.64%	(9,985,733)	100.00%
Continuing Education					
CPET	540,000	397,378	73.59%	360,716	100.00%
Biotechnology	600,000	57,751	9.63%	7,000	100.00%
Maritime Transportation	2,100,000	2,379,792	113.32%	1,893,572	100.00%
Continuing Professional Development	6,360,000	6,010,603	94.51%	4,556,426	100.00%
Continuing Education Exemptions & Waivers	(45,000)	(48,717)	108.26%	(25,671)	100.00%
Bad Debt	(1,100,000)	(1,100,001)	100.00%	(1,000,031)	88.19%
Sales & Services	2,200,000	2,541,879	115.54%	3,365,384	86.08%
Investment Income	6,000,000	5,108,612	85.14%	6,535,285	100.00%
Investment Income - Restricted Funds	-	3,048,468	-	3,994,300	100.00%
Auxiliary Services	3,000,000	2,750,296	91.68%	3,107,862	102.93%
Grants	74,590,614	85,685,869	114.87%	68,756,142	98.99%
Local Grants	5,203,277	5,638,427	108.36%	4,705,727	118.26%
Total Revenues	366,073,629	380,002,233	103.80%	350,826,180	98.49%
Expenditures					
Instruction	98,478,024	99,708,328	101.25%	94,678,973	95.46%
Public Service	592,189	401,943	67.87%	420,251	95.76%
Academic Support	35,755,052	27,521,248	76.97%	25,476,564	99.62%
Student Services	25,372,564	25,847,798	101.87%	22,857,305	97.36%
Institutional Support	107,938,099	105,067,955	97.34%	99,760,539	97.10%
Physical Plant	27,111,247	24,209,699	89.30%	25,159,392	97.97%
Scholarships and Fellowships	66,726,454	87,627,885	131.32%	70,477,609	100.03%
Auxiliary Enterprises	3,000,000	3,482,288	116.08%	3,207,906	99.65%
Depreciation	30,225,000	25,725,002	85.11%	29,504,556	100.23%
Total Expenditures	395,198,629	399,592,146	101.11%	371,543,095	97.72%
Transfers Among Funds					
Transfers In	(5,719,942)	(5,581,717)	97.58%	(9,906,581)	91.46%
Transfers Out	5,719,942	5,581,717	97.58%	9,906,581	91.46%
Adjustment for Debt Principal Payment ¹	(17,644,305)	(17,644,305)	100.00%	(18,754,029)	100.00%
Adjustment for Capital Purchases ¹	(2,017,260)	(1,471,327)	72.94%	(1,748,621)	87.34%
Net Increase (Decrease) in Net Position	\$ (9,463,434)	\$ (474,280)		\$ (214,265)	

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

The year-end financial statements for August 31, 2025 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2025-2026.

Capital Improvement Program

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

Fund 91 Capital Projects

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Investment Income	\$ -	\$ 2,471,043	-	\$ 3,493,816	100.00%
Total Revenues	-	2,471,043	-	3,493,816	100.00%
Expenditures					
SECO-Energy Conservation Projects	2,595,063	1,878,950	72.40%	306,088	-
Bond Program	57,064,184	16,608,679	29.11%	10,377,150	94.77%
Arbitrage Rebate	-	3,956,502	-	-	-
Total Expenditures	59,659,247	22,444,131	-	10,683,238	94.91%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (59,659,247)	\$ (19,973,087)		\$ (7,189,422)	

The year-end financial statements for August 31, 2025 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2025-2026.

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

Fund 93 Renewal and Replacement

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Interest Earnings	\$ -	\$ 577,424	-	\$ 500,484	100.00%
Total Revenues	-	577,424	-	500,484	100.00%
Expenditures					
District Energy Savings Projects	963,806	371,378	38.53%	55,954	100.00%
Capital Reserve Fund	13,171,086	663,649	5.04%	-	-
Instructional Equipment Fund	200,000	191,776	95.89%	-	-
Total Expenditures	14,334,891	1,226,803	-	55,954	1.00
Transfers Among Funds					
Transfers In	(1,100,000)	(1,202,104)	-	(6,100,000)	88.18%
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (13,234,891)	\$ 552,725		\$ 6,544,530	

The year-end financial statements for August 31, 2025 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2025-2026.

San Jacinto College Financial Statements
Monthly Investment Report
August 2025

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

		<u>Fair Market Value</u>	<u>Book Value</u>
Beginning Value	August 1, 2025	\$ 177,290,873	\$ 177,302,146
Additions/Subtractions (Net)		(24,232,709)	(24,232,709)
Change in Fair Market Value*		99,850	-
Ending Value	August 31, 2025	<u>\$ 153,158,014</u>	<u>\$ 153,069,436</u>

Earnings for the Month of August	\$ 587,775
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate	4.2689%
Benchmark - One Year Treasury Yield	3.8300%

*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:



Demetris Kelly
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Reviewed by:



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Assistant Comptroller



Andrea DuBois
Comptroller



Dianne Duron
Associate Vice Chancellor of Finance

Approved by:



Carin Hutchins
Vice Chancellor of Fiscal Affairs

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

Description	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Operating and Capital Projects Reserve Funds									
Demand Deposits									
Credit Cards in Transit	N/A	N/A	N/A	\$ N/A	\$ 34,712	\$ 34,712	0.02%	1	0.00
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	N/A	(423,682)	(423,682)	-0.28%	1	0.00
JPMorgan Operating (Hybrid Earnings)	2.950%	N/A	N/A	N/A	5,862,247	5,862,247	3.83%	1	0.04
JPMorgan Payroll	N/A	N/A	N/A	N/A	(9,796)	(9,796)	-0.01%	1	0.00
JPMorgan Worker's Comp	N/A	N/A	N/A	N/A	(2,302)	(2,302)	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	4.4340%	N/A	N/A	N/A	32,177,021	32,177,021	21.02%	1	0.21
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	4.4340%	N/A	N/A	N/A	12,510,481	12,510,481	8.17%	1	0.08
TexPool - Operating	4.3052%	N/A	N/A	N/A	4,622,221	4,622,221	3.02%	1	0.03
TexPool - PRIME - Operating	4.4177%	N/A	N/A	N/A	20,950,050	20,950,050	13.69%	1	0.14
Investments - Held at BNY Mellon									
US Agency Note, CUSIP 3133ERTZ4	4.034%	09/19/24	09/19/25	5,000,000	4,999,100	4,998,340	3.27%	19	0.03
US Treasury Note, CUSIP 91282CJK8	4.625%	11/21/24	11/15/26	5,000,000	5,046,900	5,031,450	3.29%	441	0.03
US Treasury Note, CUSIP 91282CKH3	4.249%	01/24/25	03/31/26	5,000,000	5,013,600	5,014,035	3.28%	212	0.03
US Treasury Note, CUSIP 9128CHH7	4.148%	06/11/25	06/15/26	5,000,000	5,006,650	4,998,828	3.27%	288	0.03
US Agency Note, CUSIP 3130AWBZ2	4.010%	06/11/25	06/11/27	5,000,000	5,038,150	5,010,945	3.27%	649	0.03
US Agency Note, CUSIP 3133ETJZ1	3.990%	06/11/25	06/05/28	5,000,000	5,024,950	4,987,174	3.26%	1,009	0.03
Bond and Debt Service Funds									
Pool Accounts									
LSIP Corporate Overnight Plus Fund - GOB Debt Service	4.4340%	N/A	N/A	N/A	945,875	945,875	0.62%	1	0.01
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	4.4340%	N/A	N/A	N/A	132,503	132,503	0.09%	1	0.00
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	4.4340%	N/A	N/A	N/A	41,184	41,184	0.03%	1	0.00
U.S. Treasury Securities SLGS Demand Deposit - 2021 Bond Proceeds	3.2300%	N/A	N/A	N/A	1,153,368	1,153,368	0.75%	1	0.01
U.S. Treasury Securities SLGS Demand Deposit - 2022 Bond Proceeds	3.2300%	N/A	N/A	N/A	45,015,716	45,015,716	29.41%	1	0.29
Grand Total - Cash, Cash Equivalents, and Investments				\$ 30,000,000	\$ 153,158,014	\$ 153,069,436	100.00%		1.00

Weighted Average to Maturity at Ending Period Date (Days)

The year-end balances for August 31, 2025 are not final. They are pending year end closing adjustments and should be complete by mid-December.

ACFR, Note 4				
0.01%	\$ 19,067	Petty cash on hand		0.00
46.61%	71,379,334	Investment pools		0.47
3.58%	5,461,179	Bank deposits - demand deposits		0.04
49.82%	76,298,433	U. S. government securities		0.50
<u>100.00%</u>	<u>\$ 153,158,014</u>	Total cash, cash equivalents, and investments		<u>1.00</u>

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Preliminary Inventory Holdings Report
August 31, 2025

Description	Annualized Interest Rate	Maturity	Par	7/31/2025 Ending FMV	7/31/2025 Ending Book Value	8/31/2025 Ending FMV	8/31/2025 Ending Book Value	Additions/Subtractions and Change in FMV For the Month	LTD Unrealized Gain/Loss	August Earnings	September through August Earnings
Operating and Capital Projects Reserve Funds											
Demand Deposits											
Credit Cards in Transit	N/A	N/A	\$ N/A	\$ 71,354	\$ 71,354	\$ 34,712	\$ 34,712	\$ (36,642)	N/A	\$ N/A	\$ N/A
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	(1,539,877)	(1,539,877)	(423,682)	(423,682)	1,116,196	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	2.950%	N/A	N/A	6,563,563	6,563,563	5,862,247	5,862,247	(701,316)	N/A	11,161	153,432
JPMorgan Payroll	N/A	N/A	N/A	(11,498)	(11,498)	(9,796)	(9,796)	1,703	N/A	N/A	N/A
JPMorgan Worker's Comp	N/A	N/A	N/A	(2,788)	(2,788)	(2,302)	(2,302)	486	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	\$ 5,099,819	\$ 5,099,819	\$ 5,480,246	\$ 5,480,246	\$ 380,427	\$ N/A	\$ 11,161	\$ 153,432
Pool Accounts											
TexPool - Operating	4.3052%	N/A	\$ N/A	\$ 6,986,262	\$ 6,986,262	\$ 4,622,221	\$ 4,622,221	\$ (2,364,041)	N/A	\$ 18,158	\$ 136,681
TexPool PRIME - Operating	4.4177%	N/A	N/A	20,871,739	20,871,739	20,950,050	20,950,050	78,311	N/A	78,311	997,112
LSIP Corporate Overnight Plus Fund - Operating Funds	4.4340%	N/A	N/A	43,565,585	43,565,585	32,177,021	32,177,021	(11,388,564)	N/A	157,686	2,185,560
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	4.4340%	N/A	N/A	12,473,186	12,473,186	12,510,481	12,510,481	37,294	N/A	46,968	577,424
Sub Total Pool Accounts			\$ N/A	\$ 83,896,773	\$ 83,896,773	\$ 70,259,772	\$ 70,259,772	\$ (13,637,000)	\$ N/A	\$ 301,123	\$ 3,896,776
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	-	-	-	-	-	-	-	-	387,033
US Agency Note, CUSIP 3130AWLY4	5.125%	06/13/25	-	-	-	-	-	-	-	-	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	4,996,450	4,998,340	4,999,100	4,998,340	2,650	760	16,805	184,717
US Treasury Note, CUSIP 91282CJK8	4.625%	11/15/26	5,000,000	5,031,250	5,031,450	5,046,900	5,031,450	15,650	15,450	19,271	169,605
US Treasury Note, CUSIP 91282CKH3	4.249%	03/31/26	5,000,000	5,006,650	5,014,035	5,013,600	5,014,035	6,950	(435)	18,750	134,547
US Treasury Note, CUSIP 9128CHH7	4.148%	06/15/26	5,000,000	4,996,300	4,998,828	5,006,650	4,998,828	10,350	7,822	17,285	45,528
US Agency Note, CUSIP 3130AWBZ2	4.010%	06/11/27	5,000,000	5,012,200	5,010,945	5,038,150	5,010,945	25,950	27,205	17,188	45,260
US Agency Note, CUSIP 3133ETJZ1	3.990%	06/05/28	5,000,000	4,986,650	4,987,174	5,024,950	4,987,174	38,300	37,776	16,592	43,855
Sub Total Investments			\$ 30,000,000	\$ 30,029,500	\$ 30,040,772	\$ 30,129,350	\$ 30,040,772	\$ 99,850	\$ 88,578	\$ 105,890	\$ 1,389,771
Sub Total - Operating and Capital Projects Reserve Funds				\$ 119,026,092	\$ 119,037,364	\$ 105,869,369	\$ 105,780,791	\$ (13,156,723)	\$ 88,578	\$ 418,175	\$ 5,439,978
Bond and Debt Service Funds											
Pool Accounts											
LSIP Corporate Overnight Plus Fund - GOB Debt Service	4.4340%	N/A	N/A	11,684,360	11,684,360	945,875	945,875	(10,738,484)	N/A	20,420	320,612
LSIP Corporate Overnight Plus Fund - 2004 - 2011 Bond Earnings	4.4340%	N/A	N/A	-	-	-	-	-	N/A	-	10
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	4.4340%	N/A	N/A	45,386,833	45,386,833	132,503	132,503	(45,254,330)	N/A	132,503	2,073,429
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	4.4340%	N/A	N/A	41,029	41,029	41,184	41,184	155	N/A	155	23,320
TexPool PRIME - 2021 Bond Proceeds	4.4177%	N/A	N/A	1,152,560	1,152,560	-	-	(1,152,560)	N/A	-	357,762
U.S. Treasury Securities SLGS Demand Deposit - 2021 Bond Proceeds	3.2300%	N/A	N/A	-	-	1,153,368	1,153,368	1,153,368	N/A	808	808
U.S. Treasury Securities SLGS Demand Deposit - 2022 Bond Proceeds	3.2300%	N/A	N/A	-	-	45,015,716	45,015,716	45,015,716	N/A	15,716	15,716
Sub Total Pool Accounts			\$ N/A	\$ 58,264,781	\$ 58,264,781	\$ 47,288,645	\$ 47,288,645	\$ (10,976,136)	\$ N/A	\$ 169,600	\$ 2,791,667
Sub Total - Bond and Debt Service Funds				\$ 58,264,781	\$ 58,264,781	\$ 47,288,645	\$ 47,288,645	\$ (10,976,136)	\$ N/A	\$ 169,600	\$ 2,791,667
Grand Total - Cash, Cash Equivalents, and Investments				\$ 177,290,873	\$ 177,302,146	\$ 153,158,014	\$ 153,069,436	\$ (24,132,859)	\$ 88,578	\$ 587,775	\$ 8,231,645

The year-end balances for August 31, 2025 are not final. They are pending year end closing adjustments and should be complete by mid-December.

San Jacinto College Financial Statements
Quarterly Investment Report
June-August 2025

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Preliminary Portfolio Summary Report
Quarterly Investment Report - June 1, 2025 to August 31, 2025

		<u>Fair Market Value</u>	<u>Book Value</u>
Beginning Value	June 1, 2025	\$ 185,605,461	\$ 185,630,086
Additions/Subtractions (Net)		(32,560,650)	(32,560,650)
Change in Fair Market Value*		113,203	-
Ending Value	August 31, 2025	<u>\$ 153,158,014</u>	<u>\$ 153,069,436</u>

Earnings for the 4th Quarter	\$	1,905,546
Weighted Average Maturity at Ending Period Date (Days)		1.00
Weighted Average Earnings Rate for the 4th Quarter		4.3520%
Benchmark - One Year Treasury Yield - Average		3.8300%

*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.

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Dianne Duron
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Approved by:



Carin Hutchins
Vice Chancellor of Fiscal Affairs

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

Description	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Operating and Capital Projects Reserve Funds									
Demand Deposits									
Credit Cards in Transit	N/A	N/A	N/A	\$ N/A	\$ 34,712	\$ 34,712	0.02%	1	0.00
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	N/A	(423,682)	(423,682)	-0.28%	1	0.00
JPMorgan Operating (Hybrid Earnings)	2.950%	N/A	N/A	N/A	5,862,247	5,862,247	3.83%	1	0.04
JPMorgan Payroll	N/A	N/A	N/A	N/A	(9,796)	(9,796)	-0.01%	1	0.00
JPMorgan Workmen's Comp	N/A	N/A	N/A	N/A	(2,302)	(2,302)	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	4.4340%	N/A	N/A	N/A	32,177,021	32,177,021	21.02%	1	0.21
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	4.4340%	N/A	N/A	N/A	12,510,481	12,510,481	8.17%	1	0.08
TexPool - Operating	4.3052%	N/A	N/A	N/A	4,622,221	4,622,221	3.02%	1	0.03
TexPool - PRIME - Operating	4.4177%	N/A	N/A	N/A	20,950,050	20,950,050	13.69%	1	0.14
Investments									
US Agency Note, CUSIP 3133ERTZ4	4.034%	09/19/24	09/19/25	5,000,000	4,999,100	4,998,340	3.27%	19	0.03
US Treasury Note, CUSIP 91282CJK8	4.625%	11/21/24	11/15/26	5,000,000	5,046,900	5,031,450	3.29%	441	0.03
US Treasury Note, CUSIP 91282CKH3	4.249%	01/24/25	03/31/26	5,000,000	5,013,600	5,014,035	3.28%	212	0.03
US Treasury Note, CUSIP 9128CHH7	4.148%	06/11/25	06/15/26	5,000,000	5,006,650	4,998,828	3.27%	288	0.03
US Agency Note, CUSIP 3130AWBZ2	4.010%	06/11/25	06/11/27	5,000,000	5,038,150	5,010,945	3.27%	649	0.03
US Agency Note, CUSIP 3133ETJZ1	3.990%	06/11/25	06/05/28	5,000,000	5,024,950	4,987,174	3.26%	1,009	0.03
Bond and Debt Service Funds									
Pool Accounts									
LSIP Corporate Overnight Plus Fund - GOB Debt Service	4.4340%	N/A	N/A	N/A	945,875	945,875	0.62%	1	0.01
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	4.4340%	N/A	N/A	N/A	132,503	132,503	0.09%	1	0.00
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	4.4340%	N/A	N/A	N/A	41,184	41,184	0.03%	1	0.00
U.S. Treasury Securities SLGS Demand Deposit - 2021 Bond Procee	3.2300%	N/A	N/A	N/A	1,153,368	1,153,368	0.75%	1	0.01
U.S. Treasury Securities SLGS Demand Deposit - 2022 Bond Procee	3.2300%	N/A	N/A	N/A	45,015,716	45,015,716	29.41%	1	0.29
Grand Total - Cash, Cash Equivalents, and Investments				\$ 30,000,000	\$ 153,158,014	\$ 153,069,436	100.00%		1.00

Weighted Average to Maturity at Ending Period Date (Days)

The year-end balances for August 31, 2025 are not final. They are pending year end closing adjustments and should be complete by mid-December.

ACFR, Note 4			
0.01%	\$ 19,067	Petty cash on hand	0.00
46.61%	71,379,334	Investment pools	0.47
3.57%	5,461,179	Bank deposits - demand deposits	0.04
49.82%	76,298,433	U. S. government securities	0.50
<u>100.00%</u>	<u>\$ 153,158,014</u>	Total cash, cash equivalents, and investments	<u>1.00</u>

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Preliminary Inventory Holdings Report
4th Quarter Fiscal Year 2024-2025 Activity

Description	Annualized August Interest Rate	Maturity	8/31/2025	5/31/2025	5/31/2025	8/31/2025	8/31/2025	Additions/Subtractions and Change in FMV For the Quarter	LTD Unrealized Gain/Loss	August Earnings	June Through August Earnings
			Par	Ending FMV	Ending Book Value	Ending FMV	Ending Book Value				
Operating and Capital Projects Reserve Funds											
Demand Deposits											
Credit Cards in Transit	N/A	N/A	\$ N/A	\$ 51,677	\$ 51,677	\$ 34,712	\$ 34,712	\$ (16,965)	N/A	N/A	N/A
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	(145,072)	(145,072)	(423,682)	(423,682)	(278,610)	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	2.950%	N/A	N/A	4,910,025	4,910,025	5,862,247	5,862,247	952,222	N/A	11,161	34,329
JPMorgan Payroll	N/A	N/A	N/A	(8,296)	(8,296)	(9,796)	(9,796)	(1,499)	N/A	N/A	N/A
JPMorgan Workmen's Comp	N/A	N/A	N/A	(2,315)	(2,315)	(2,302)	(2,302)	12	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	\$ 5,480,246	\$ 5,480,246	\$ 655,160	N/A	11,161	34,329
Pool Accounts											
TexPool - Operating	4.3052%	N/A	\$ N/A	\$ 109,845	\$ 109,845	\$ 4,622,221	\$ 4,622,221	\$ 4,512,376	N/A	\$ 18,158	\$ 62,555
TexPool PRIME - Operating	4.4177%	N/A	N/A	19,230,316	19,230,316	20,950,050	20,950,050	1,719,734	N/A	78,311	227,681
LSIP Corporate Overnight Plus Fund- Operating Funds	4.4340%	N/A	N/A	56,623,615	56,623,615	32,177,021	32,177,021	(24,446,593)	N/A	157,686	494,753
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	4.4340%	N/A	N/A	12,484,138	12,484,138	12,510,481	12,510,481	26,343	N/A	46,968	139,586
Sub Total Pool Accounts			\$ N/A	\$ 88,447,913	\$ 88,447,913	\$ 70,259,772	\$ 70,259,772	\$ (18,188,141)	N/A	\$ 301,123	\$ 924,575
Investments - Held at BNY Mellon											
US Agency Note, CUSIP 3130AWGD6	4.690%	06/13/25	10,000,000	10,000,800	10,000,000	-	-	(10,000,800)	-	-	35,283
US Agency Note, CUSIP 3130AWLY4	5.125%	06/13/25	5,000,000	5,001,050	5,027,750	-	-	(5,001,050)	-	-	(1,646)
US Agency Note, CUSIP 3133ERTZ4	4.034%	09/19/25	5,000,000	4,992,850	4,998,340	4,999,100	4,998,340	6,250	760	16,805	50,415
US Treasury Note, CUSIP 91282CJK8	4.625%	11/15/26	5,000,000	5,040,650	5,031,450	5,046,900	5,031,450	6,250	15,450	15,438	53,980
US Treasury Note, CUSIP 91282CKH3	4.249%	03/31/26	5,000,000	5,011,600	5,014,035	5,013,600	5,014,035	2,000	(435)	18,750	56,250
US Treasury Note, CUSIP 9128CHH7	4.148%	06/15/26	5,000,000	-	-	5,006,650	4,998,828	5,006,650	7,822	10,958	45,528
US Agency Note, CUSIP 3130AWBZ2	4.010%	06/11/27	5,000,000	-	-	5,038,150	5,010,945	5,038,150	27,205	10,885	45,260
US Agency Note, CUSIP 3133ETJZ1	3.990%	06/05/28	5,000,000	-	-	5,024,950	4,987,174	5,024,950	37,776	10,672	43,855
Sub Total Investments			45,000,000	30,046,950	30,071,575	30,129,350	30,040,772	82,400	88,578	83,508	328,926
Sub Total - Operating and Capital Projects Reserve Funds			\$ 45,000,000	\$ 123,319,949	\$ 123,344,574	\$ 105,869,369	\$ 105,780,791	\$ (17,450,580)	88,578	\$ 395,792	\$ 1,287,829
Bond and Debt Service Funds											
Pool Accounts											
LSIP Corporate Overnight Plus Fund - GOB Debt Service	4.4340%	N/A	N/A	11,297,382	11,297,382	945,875	945,875	(10,351,507)	N/A	20,420	105,336
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	4.4340%	N/A	N/A	46,108,810	46,108,810	132,503	132,503	(45,976,307)	N/A	132,503	474,889
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	4.4340%	N/A	N/A	40,727	40,727	41,184	41,184	457	N/A	155	457
TexPool PRIME - 2021 Bond Proceeds	4.4177%	N/A	N/A	4,838,593	4,838,593	-	-	(4,838,593)	N/A	-	20,511
U.S. Treasury Securities SLGS Demand Deposit - 2021 Bond Proceeds	3.2300%	N/A	N/A	-	-	1,153,368	1,153,368	1,153,368	N/A	808	808
U.S. Treasury Securities SLGS Demand Deposit - 2022 Bond Proceeds	3.2300%	N/A	N/A	-	-	45,015,716	45,015,716	45,015,716	N/A	15,716	15,716
Sub Total Pool Accounts			\$ N/A	\$ 62,285,512	\$ 62,285,512	\$ 47,288,645	\$ 47,288,645	\$ (14,996,867)	N/A	\$ 169,600	\$ 617,716
Sub Total - Bond and Debt Service Funds			\$ N/A	\$ 62,285,512	\$ 62,285,512	\$ 47,288,645	\$ 47,288,645	\$ (14,996,867)	N/A	\$ 169,600	\$ 617,716
Grand Total - Cash, Cash Equivalents, and Investments			\$ 45,000,000	\$ 185,605,461	\$ 185,630,086	\$ 153,158,014	\$ 153,069,436	\$ (32,447,447)	88,578	\$ 565,392	\$ 1,905,546

The year-end balances for August 31, 2025 are not final. They are pending year end closing adjustments and should be complete by mid-December.

San Jacinto College Foundation
Financial Statements
August 2025

San Jacinto College Foundation

Statement of Financial Position

As of August 31, 2025

ASSETS	Current Year	Last Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$2,569,377	\$4,059,983	(\$1,490,606)
Promise (Endowed)	184,706	-	184,706
Total Checking/Savings	2,754,084	4,059,983	(1,305,900)
Accounts Receivables	1,916,063	2,691,839	(775,776)
Other Current Assets			
Short Term Investments			
Goldman Sachs - Promise (Non-Endowed)	880,002	3,635,189	(2,755,187)
Goldman Sachs - Promise (Endowed)	29,442,289	22,248,362	7,193,927
Goldman Sachs - FDN - HOE	720,341	737,316	(16,974)
Goldman Sachs - FDN	16,935,938	18,127,449	(1,191,510)
Total SJC Short Term Investments	47,978,571	44,748,315	3,230,256
Total Current Assets	52,648,717	51,500,137	1,148,580
TOTAL ASSETS	52,648,717	51,500,137	1,148,580
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	178,583	130,613	47,969
Programs Payable	4,123	2,030	2,093
Endowments Payable	291,589	342,246	(50,657)
Scholarship Payables	1,055,673	891,312	164,360
Promise Payables	-	486,676	(486,676)
Student Success Payables	102,962	65,915	37,046
Total Accounts Payable	1,632,928	1,918,793	(285,865)
Total Current Liabilities	1,632,928	1,918,793	(285,865)
Total Liabilities	1,632,928	1,918,793	(285,865)
NET ASSETS			
Net Assets Without Donor Restrictions	28,358,466	28,152,697	205,769
Net Assets With Donor Restrictions	21,273,115	15,805,921	5,467,194
Net Assets	49,631,581	47,768,042	5,672,963
Net Income	1,384,208	1,813,303	(429,095)
Total Net Assets	51,015,789	49,581,344	1,434,445
TOTAL LIABILITIES & NET ASSETS	\$52,648,717	\$51,500,137	\$1,148,580

San Jacinto College Foundation

Statement of Activities

For the Period Ending August 31, 2025

	Current Year	Last Year	Difference	Foundation Annual Budget	Actual % of Annual Budget
Ordinary Income/Expense					
Income					
Contributions					
Grant Contributions	625,000	500,000	125,000	1,900,000	32.9%
Endowments	64,410	14,439	49,971	2,800,000	2.3%
Program Sponsorship	3,941	13,460	(9,520)	1,400,000	0.3%
Unrestricted Foundation	7,471	2,784	4,687	100,000	7.5%
Scholarships	50,077	132,612	(82,535)	400,000	12.5%
Total Contributions	750,898	663,295	87,603	6,600,000	11.4%
Other Income					
Special Events				765,000	-
Investment Income	155,462	168,569	(13,107)	3,000,000	
Realized Gain / (Loss)	(17,332)	(32,588)	15,256	-	
Unrealized Gain / (Loss)	1,059,953	1,392,152	(332,199)	-	
Total Other Income	1,198,082	1,528,132	(330,050)	3,765,000	31.8%
Total Income	1,948,980	2,191,428	(242,447)	10,365,000	18.8%
Expense					
Programs					
Scholarships Awarded - Promise				2,500,000	-
Scholarships Awarded - FND	401,437	240,506	160,931	1,000,000	40.1%
Programs Sponsored	57,701	56,842	859	550,000	10.5%
Student Success Initiatives	81,600	54,461	27,139	150,000	54.4%
Total Programs	540,738	351,809	188,929	4,200,000	12.9%
Supporting Services					
Bad Debt Expense	-	-	-	3,500	-
Supporting Services					
Foundation Expenses	16,285	25,616	(9,331)	189,500	8.6%
Fundraising Expenses	4,200	-	4,200	165,000	-
Sponsorship Expenses	3,550	700	2,850	15,000	23.7%
Total Supporting Services	24,035	26,316	(2,281)	369,500	6.5%
Total Expense	564,772	378,125	186,647	4,573,000	12.4%
Net Ordinary Income	1,384,208	1,813,303	(429,095)	5,792,000	
Other Income / Expenses					
Increase/Decrease in Net Position	\$1,384,208	\$1,813,303	(\$429,095)	\$5,792,000	

Capital Improvement Program
August 2025

2015 Bond Program

Preliminary Report as of August 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
Central									
731603 - CC Classroom Building	47,155,000	(1,304,781)	45,850,219	1,788,440	47,638,659	112,197	47,320,248	206,214	99.57%
Sub-total	47,155,000	(1,304,781)	45,850,219	1,788,440	47,638,659	112,197	47,320,248	206,214	99.57%
North									
Sub-total	-	-	-	-	-	-	-	-	-
South									
733615 - SC S7- S8 Roof Replacement	-	200,000	200,000	-	200,000	-	3,520	196,480	1.76%
Sub-total	-	200,000	200,000	-	200,000	-	3,520	196,480	1.76%
Maritime									
736603 - MC Expansion	28,000,000	(26,420,300)	1,579,700	31,300	1,611,000	84,358	1,414,503	112,139	93.04%
Sub-total	28,000,000	(26,420,300)	1,579,700	31,300	1,611,000	84,358	1,414,503	112,139	93.04%
Generation Park									
736606 - GP Opportunities	-	14,700,000	14,700,000	-	14,700,000	85,902	846,129	13,767,969	6.34%
736616 - GP BioManufacturing Program	-	2,300,000	2,300,000	-	2,300,000	225,787	2,047,973	26,240	98.86%
736617 - GP BioManufacturing Equipment	-	3,000,000	3,000,000	-	3,000,000	380,012	877,526	1,742,462	41.92%
Sub-total	-	20,000,000	20,000,000	-	20,000,000	691,701	3,771,628	15,536,671	22.32%
Admin									
76605A - CW Deferred Maintenance Phase I	-	29,107,325	29,107,325	427,385	29,534,710	481,768	27,385,093	1,667,849	94.35%
736610 - CW Deferred Maintenance Phase II	-	13,943,703	13,943,703	-	13,943,703	1,236,066	5,530,246	7,177,391	48.53%
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	-	-	100.00%
736601 - Contingency	1,166,180	11,042,233	12,208,413	-	12,208,413	-	-	12,208,413	-
Sub-total	1,166,180	54,216,957	55,383,137	427,385	55,810,522	1,747,580	32,961,289	21,101,653	62.19%
Previously Completed and Closed Projects									
Sub-total	348,678,820	(46,691,876)	301,986,944	(2,247,125)	299,739,819	-	299,739,819	-	100.00%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	2,635,836	385,211,007	37,153,157	91.26%

Center for Biotechnology at Generation Park

Preliminary Report as of August 31, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park								
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	225,787	2,047,973	26,240	98.86%
736617 GP - BioManufacturing Equipment (2015 Bond)	-	3,000,000	3,000,000	3,000,000	380,012	877,526	1,742,462	41.92%
TOTALS	7,500,000	3,700,000	11,200,000	11,200,000	605,799	8,825,499	1,768,702	84.21%

Interest Earnings per Bond Issue

Report as of August 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	16,444	(8,522,189)	-	-
2021 Bond Issue Earnings	2,776,134	341,318	(2,548,694)	(563,237)	5,521
2022 Bond Issue Earnings	4,509,270	2,073,429	(3,372,628)	(2,643,265)	566,806
2023 Revenue Bond Earnings	17,864	23,320	-	-	41,184
TOTALS	20,297,336	2,454,521	(18,931,845)	(3,206,502)	613,510

Projects Funded with Bond Interest Earnings

Projects	Allocated Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central					
731615 - CC C3 Low Roof Replacement	563,932	78,811	469,360	15,762	97.21%
731616 - CC C5 Roof Upgrade	1,008,201	4,050	894,339	109,812	89.11%
Sub-total	1,572,134	82,861	1,363,699	125,574	92.01%
North					
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	80,555	1,487,375	98,074	94.11%
Sub-total	3,781,549	80,555	3,475,379	225,615	94.03%
South					
733615 - SC S7 & S9 Roof Replacement	2,319,532	20,715	2,294,101	4,716	99.80%
733617 - SC S11 Roof Replacement	680,990	3,647	670,613	6,730	99.01%
733618 - SC S14 Roof Replacement	617,793	153,415	464,378	-	100.00%
Sub-total	3,618,315	177,777	3,429,092	11,446	99.68%
Gen Park					
736616 - GP BioManufacturing Program	1,900,000	-	1,900,000	-	100.00%
Sub-total	1,900,000	-	1,900,000	-	100.00%
Plant Support Services					
Salaries & Benefits	614,650	-	614,650	-	100.00%
Sub-total	614,650	-	614,650	-	100.00%
Closed Projects					
Multiple Projects	7,445,197	-	7,445,197	-	100.00%
Sub-total	7,445,197	-	7,445,197	-	100.00%
TOTALS	18,931,845	341,193	18,228,017	362,635	98.08%

Future Capital Projects

Preliminary Report as of August 31, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide								
Sportsfields Upgrades (726505)	-	2,400,000	2,400,000	2,400,000	1,708,414	683,776	7,810	99.67%
Capital Reserve Contingency (726504)	-	10,791,213	10,791,213	10,791,213	-	-	10,791,213	-
TOTALS	-	13,191,213	13,191,213	13,191,213	1,708,414	683,776	10,799,024	18.13%

Energy Conservation Project - CL442

Preliminary Report as of August 31, 2025

Project	Base Budget	Budget Adjustments	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide							
E25001 UCRM 1 - LED Lighting Retrofit	-	1,155,562	1,155,562	136,576	993,235	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	9,142	357,762	-	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	72,525	221,400	56,995	83.76%
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)	-	-	-	-	-
TOTALS	2,595,063	-	2,595,063	245,536	1,878,950	470,576	81.87%

Repair and Renovation

Report as of August 31, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central								
Sub-total	-	-	-	-	-	-	-	-
North								
Sub-total	-	-	-	-	-	-	-	-
South								
Sub-total	-	-	-	-	-	-	-	-
Maritime								
Sub-total	-	-	-	-	-	-	-	-
Generation Park								
Sub-total	-	-	-	-	-	-	-	-
District								
Sub-total	-	-	-	-	-	-	-	-
Contingency (720700) - Major Repairs	600,000	(599,642)	358	358	-	-	358	-
Sub-total	600,000	(599,642)	358	358	-	-	358	-
Projects Closed								
F25001 CC - CC/EDGE/Maritime Misc. Funds	-	4,768	4,768	4,768	-	4,768	-	100.00%
F25009 CC - C3. 287 One Button Studio	-	19,936	19,936	19,936	-	19,936	-	100.00%
F25012 CC - C11.1119 MRI Stimulator	-	12,862	12,862	12,862	-	12,862	-	100.00%
F25013 CC - C11.1120 Surgical Lab	-	89,461	89,461	89,461	-	89,461	-	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%
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%
F25035 CC - C20 ECHS Café Refrigerator	-	2,400	2,400	2,400	-	2,400	-	100.00%
F25036 CC - C14.246 Storefront	-	17,728	17,728	17,728	-	17,728	-	100.00%
F25040 CC - C19 Vesda Replacement	-	30,517	30,517	30,517	-	30,517	-	100.00%
F25045 CC - C27.2302 Furniture & Data	-	7,311	7,311	7,311	-	7,311	-	100.00%
F25002 NC - NC Misc.Funds	-	4,853	4,853	4,853	-	4,853	-	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	-	-	-	-	-	-	-	-
F25010 NC - N10.155 IT Office Space	-	31,712	31,712	31,712	-	31,712	-	100.00%
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	-	100.00%
F25034 NC - Baseball Shot Clock Installation	-	5,608	5,608	5,608	-	5,608	-	100.00%
F25044 NC - N7- N10 Fire Alarm Speakers	-	6,974	6,974	6,974	-	6,974	-	100.00%
F25003 SC - SC Misc. Funds	-	9,146	9,146	9,146	-	9,146	-	100.00%
F25025 SC - SC Wayfinding	-	42,328	42,328	42,328	-	42,328	-	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%
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%
F25005 GP - GP Misc. Funds	-	2,876	2,876	2,876	-	2,876	-	100.00%
F25006 GP - G2.221 A&P Lab	-	4,522	4,522	4,522	-	4,522	-	100.00%
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%
F25004 DIST - DC Misc. Funds	-	1,820	1,820	1,820	-	1,820	-	100.00%
F25011 DIST - CW Reupholstering	-	75,891	75,891	75,891	-	75,891	-	100.00%

Repair and Renovation

Report as of August 31, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
F25023 DIST - CW Safety Signage - PH II	-	32,701	32,701	32,701	-	32,701	-	100.00%
F25031 DIST - CW Utility Master Plan	-	5,218	5,218	5,218	-	5,218	-	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%
Sub-total	-	793,964	793,964	793,964	-	793,964	-	100.00%
TOTALS	600,000	194,322	794,322	794,322	-	793,964	358	99.95%

Board Building Committee San Jacinto Community College District September 23, 2025

The Building Committee of the San Jacinto Community College District met for a Board Building Committee Meeting at 4:00 p.m., Tuesday, September 23, 2025, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

MINUTES

	Building Committee Meeting Attendees:	Board Members: Dr. Michelle Cantú-Wilson (Chair), Judy Harrison, and Dan Mims (Ex officio member) Chancellor: Brenda Hellyer Other: Dianne Duron, Damon Harris, Brenda Hellyer, Carin Hutchins, Bryan Jones, Deborah Paulson, Genie Scholes, Charles Smith, and Bianca Torres
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Dr. Michelle Cantú-Wilson called the meeting to order at 4:01 p.m.
II.	Roll Call of Board Members	Roll call of the Committee members was conducted by Chair Dr. Michelle Cantú-Wilson: Dr. Michelle Cantú-Wilson, Present Judy Harrison, Present Dan Mims (Ex officio member), Present
III.	Approval of Minutes from August 26, 2025	Building Committee Meeting Minutes from August 26, 2025, were presented and reviewed. A motion was made by Dr. Michelle Cantú-Wilson to accept the minutes, with a correction on page 5 of 8 to add “South” in front of Campus versus the wording “campus” (New Dugouts and Softball Program Field Building) and was seconded by Dan Mims.
IV.	Recommended Projects and Delivery Methods	A. Bond Funds <ol style="list-style-type: none"> 1. Consideration of Delegation of Authority to Contract for Central Campus Building C12/C13 Roof Coating <ul style="list-style-type: none"> • The project includes cleaning and coating the existing roof system with high-performance silicone and a separate Owner’s contract to service smoke dampers while scaffolding is in place. 2. Consideration of Delegation of Authority to Contract for Central Campus Building C3 Roof Upgrade <ul style="list-style-type: none"> • The project includes full replacement of the

		<p>McCollum Tower roof and cleaning and coating of the main mid-roof.</p> <p>3. Consideration of Approval of Allocation of Capital Project Funds</p> <ul style="list-style-type: none"> • The College is requesting approval of funds to replace the leaking skylight in the South Campus S1 Science and Allied Health Building with an architectural metal deck, tubular daylighting devices, and a new PVC roof, due to the deteriorating condition of the existing fiberglass system. <p>B. Operating Funds</p> <p>1. Consideration of Approval to Renew the Contract for Asphalt, Concrete, and Parking Lot Striping Services</p> <ul style="list-style-type: none"> • The College is requesting approval to renew the contract with Corestone Construction Services, increasing the contract amount from \$300,000 to \$500,000 to include previously approved pavement and concrete repairs at Central and South Campuses.
<p>V.</p>	<p>Bond Funds</p>	<p>A. Bond Funds (Reported by Charles Smith)</p> <p>1. Safety Metrics</p> <ul style="list-style-type: none"> • Zero safety incidents were reported. <p>2. Progress updates were provided for the following projects:</p> <ul style="list-style-type: none"> • Central Campus C4 & C10 Roof Coating - The project is progressing well, with coating underway on C4. Extra attention to the roof seams is expected to extend the system’s lifespan. • Central Campus C14 Storm Sewer Repairs - Excavation and removal of existing piping on the south side of the Student Center have been completed. New storm sewer lines and cleanouts were installed and approved by the City of Pasadena, and the project is approximately 40% complete. • South Campus Rick Schneider P7 & P9 - Concrete work at Rick Schneider Drive is ongoing, with curbs being placed and full reopening expected in about one month. Repairs at P7 & P9 to address drainage issues are progressing, with the parking lots expected to return to service in early October 2025. • South Campus P16 & P17 - Due to minimal use and the high cost of repairs, maintenance of lots P16 and P17 will be deferred indefinitely. Usage data from the census week confirmed that these parking lots are not needed even during peak

		<p>demand.</p> <ul style="list-style-type: none">• South Campus S14 Re-Roof - The re-roofing of Building S14 was completed earlier this month with the installation of the ridge cap. The system is expected to provide a long and low-maintenance service life.• South Campus S15 Building Envelope -Initial envelope testing began last week, with more invasive assessments underway to identify the source of leaks. A proposed solution for this building and N2 at North Campus is expected to be presented at the next Building Committee meeting.• South Campus Softball Outbuilding & Dugouts - Five feet of soil beneath the foundation were replaced and compacted, and piers for the dugouts were placed. Delays in structural steel and polished concrete block deliveries will postpone completion of the Dugouts until the end of the year. The Outbuilding will require more time. The Capital Projects team is estimating completion in early February at this time.• North Campus N2 Storm Drains - A drainage failure beneath the foundation has been identified and is causing soil erosion during rain events. A long-term solution is being developed to re-route roof drains to the building exterior. This is pending approval by the City of Houston.• South Campus S12 Storm Drains - S12 is experiencing similar issues as N2 with broken underground drainage components. A temporary drainage plan is being implemented to avoid major repairs until full re-routing can be completed.• Generation Park G9 Center for Biotechnology - Final preparations are underway for the grand opening of the Center for Biotechnology. The event is scheduled to take place on Friday, September 26, 2025. <p>3. Financial Reports</p> <ul style="list-style-type: none">• 2015 Bond - Report was presented with no further comments or questions.• Center for Biotechnology at Generation Park - C. Hutchins explained that the biotechnology
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		<p>equipment purchased on or after September 1, 2025, will likely be charged to the \$10 million in non-formula support provided in the 89th Legislative session.</p> <ul style="list-style-type: none"> • Bond Interest Earnings - Report was presented with no further comments or questions. • Future Capital Projects - Report was presented with no further comments or questions. • SECO (State Energy Conservation Office) LoneSTAR - Report was presented with no further comments or questions. <p>B. Operating Funds (Reported by Bryan Jones)</p> <ol style="list-style-type: none"> 1. Safety Metrics <ul style="list-style-type: none"> • One safety incident was reported when an employee fell from a ladder while repairing a door. The employee was placed on light duty for one week and has since returned to normal duty. 2. Schedule Updates <ul style="list-style-type: none"> • An overview of the current minor projects was presented without question. • Facilities operations concluded the fiscal year with total expenditures of \$8,853,000 against an adjusted budget of \$8,933,000, leaving an end-of-year balance of approximately \$80,000. 3. Progress Updates <ul style="list-style-type: none"> • 53 minor projects were completed in fiscal year 2025. 4. Financial Reports <ul style="list-style-type: none"> • Repair and Renovation - Report was presented with no further comments or questions.
VI.	Status of Delegation of Authority	Reviewed the status of the Delegation of Authority Summary.
VII.	Adjournment	M. Cantú-Wilson adjourned the meeting at 4:28 p.m.

**Board Finance Committee
San Jacinto Community College District
September 8, 2025**

The Finance Committee of the San Jacinto Community College District met for a Board Building Committee Meeting at 4:00 p.m., Monday, September 8, 2025, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

MINUTES

	Finance Committee Meeting Attendees:	Board Members: Keith Sinor (Chair), Erica Davis Rouse, Larry Wilson, and Dan Mims (Ex officio member) Chancellor: Brenda Hellyer Other: Carin Hutchins, Linda Torres, Dianne Duron, and Shawna Pina
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Keith Sinor called the meeting to order at 4:01 p.m.
II.	Roll Call of Board Members	Roll call of the Board Finance Committee (Committee) members was conducted by Chair Keith Sinor: Keith Sinor, Chair, Present Erica Davis Rouse, Present Larry Wilson, Present Dan Mims (Ex officio member), Present
III.	Approval of Minutes from May 20, 2025	K. Sinor presented the Committee meeting minutes from May 20, 2025 for review and approval. A motion was made by Larry Wilson to approve the minutes and it was seconded by Erica Davis Rouse.
IV.	Procurement Compliance Internal Audit Report	L. Torres, Executive Director of Internal Audit, presented the Procurement Compliance Internal Audit Report to the Committee. The audit found overall procurement controls to be sufficient, but identified the following two observations: <ol style="list-style-type: none"> 1. Lack of Board approval for a vendor where cumulative spending exceeded the \$100,000 threshold, and 2. Missing competitive quotes for a vendor purchase that fell under the “three quotes” requirement. <p>Discussion Highlights:</p> <ul style="list-style-type: none"> • Internal Audit recommended refresher training for buyers to ensure adherence to procurement

		<p>procedures, and the Contracts and Purchasing Services department agreed with this approach.</p> <ul style="list-style-type: none"> • Discussion continued regarding how the Contracts and Purchasing Services department monitors cumulative vendors and commodities spend to ensure compliance with thresholds. In the situation observed during the audit, the employee was new and referenced a prior approval by accident. • During the discussion it was mentioned that the law has changed, raising the solicitation threshold from \$50,000 to \$100,000. In addition, Board approval is required when spending reaches \$100,000, even if done in increments. • Each August the Board approves a list of estimated spending with approved vendors that have gone through an appropriate procurement process. Contracts and Purchasing Services, in collaboration with the end user, estimates this spend based on historical expenditure information. The actual expenditures are monitored closely and if there is a need to spend above the approved amount, and action item is brought back to the Board for approval (e.g., charter bus services). • Committee members expressed comfort with the explanations and the action plan to address the Internal Audit recommendations.
<p>V.</p>	<p>Center for Petrochemical Energy and Technology (CPET) Contract Invoicing Internal Audit Report</p>	<p>L. Torres explained that there are a few different ways students can register for CPET classes. There are classes open to anyone (open enrollment), and there are classes created specifically for the College’s business partners which are billed directly to them. In addition, the College rents space in the CPET building for events to external parties. The scope of this audit was billings to third parties.</p> <p>Key audit findings and actions taken to address the findings:</p> <ul style="list-style-type: none"> • Third-Party Contract Compliance and Format - Some third-party contracts utilized by CPET were expired, were not approved by the Contracts and Purchasing Services department, did not comply with the current Delegation of Signature Authority memorandum, or did not align with the pre-approved templates. CPET worked with appropriate personnel to implement changes to address these findings this summer. A centralized tracking spreadsheet was developed and is being utilized to monitor the status and expiration of agreements. CPET will ensure all future contracts

		<p>comply with the Delegation of Signature Authority memorandum and use approved templates for both training and facility rental services.</p> <ul style="list-style-type: none"> • Course Invoicing Documentation – Documentation to substantiate invoicing for contracted instructional courses was not consistently retained. CPET has implemented a digital sign-in process for better tracking which is stored in the department’s Microsoft Teams channel. • The Committee was comfortable with the actions taken to address the findings.
VI.	Maritime Third-Party Invoicing Follow-up Report	<p>L. Torres reviewed the Maritime Third-Party Invoicing Follow-up Report and confirmed that all three previously identified items have been completed, with no outstanding issues remaining.</p>
VII.	Annual Internal Audit Report	<p>L. Torres presented the FY25 Annual Internal Audit Report and the Proposed FY26 Audit Plan. Regarding the FY25 Annual Internal Audit Report, she noted that completed reports were distributed and discussed throughout the year, so she did not plan to review them individually during this presentation. She also noted this report, which includes all findings, must be posted on the College’s external webpage.</p> <p>L. Torres proceeded to highlight specific pages of the report which is summarized below.</p> <ul style="list-style-type: none"> • Page 6: Currently 20 open Corrective Action Plans (CAPs), down from 86 several years ago which is a significant improvement. • Pages 7–8: Summarizes ongoing and completed consulting and non-audit services (e.g., Minors on Campus Task Force, Conflict of Interest Reporting process). • Pages 9–13: Details audit observations for FY25. Notably, the ITS Internal Penetration Test, which was outsourced, was presented in closed session on January 27, 2025 since it related to IT security. • Page 14: Lists external audits performed by third parties such as the external audit firm, Whitely Penn, and other vendors who have specialized knowledge, expertise, and tools to complete the work. • Pages 15–16: Summarizes the College’s Ethics and Fraud Reporting process and hotline. Complaints can be submitted anonymously and

		<p>there was a total of 14 reports received during FY25 which were followed up on and addressed appropriately.</p> <ul style="list-style-type: none"> • Page 17: 87% of Internal Audit staff time was spent directly on audit work (goal is 80%+). • Page 18: Includes a summary of the Annual Risk Assessment, which is a major component in developing the FY26 Audit Plan. • Page 20: Summarizes the Proposed FY26 Audit Plan which includes a few carryover audits and new audits such as Senate Bill 17 Compliance, Scholarship Management, FAST Program, Police Vehicle Fleet Management, and Bookstore Contract. <p>Discussion continued about the Proposed FY26 Audit Plan and Annual Risk Assessment, the experience and longevity of service of the Internal Audit team, cooperation of the auditees, and the additional funding provided for specialized audits.</p> <p>D. Mims noted that where issues have been identified, employees just need more training, or processes need to be improved to prevent future issues, and no one is intentionally doing anything inappropriate.</p> <p>The Committee approved moving forward with the Proposed FY26 Audit Plan, recognizing the strong progress made and the importance of continued focus on high-risk areas.</p>
VIII.	Adjournment	K. Sinor adjourned the meeting at 4:30 p.m.

Action Item “IX”
Regular Board Meeting October 6, 2025
Consideration of Approval of Amendment to the 2025-2026 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 2025-2026 budget for restricted revenue and expenses related to grants/contracts.

BACKGROUND

Federal, state, and local grants/contracts may require amendments for the 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 September 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 the funded award amounts.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$25,000, 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 - 10-06-25
Attachment 2- Grant/Contract Detail - 10-06-25

RESOURCE PERSONNEL

Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
 Federal, State, and Local Grant/Contract Amendments
 October 6, 2025

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>Texas Community College Education Initiative - Talent Strong Texas Pathways for Multilingual</u>					
<u>Learners of English (New Contract)</u>					
Local Contract Revenue	280360	36810	555000	110000	(25,000)
Supplies	280360	36410	711410	420300	25,000
					\$ -
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/Contract Funding Summary by Agency:

Texas Community College Education Initiative	\$ 25,000
	\$ 25,000

October 6, 2025, Board Book – Grant/Contract Amendments Detail List

Texas Community College Education Initiative - Talent Strong Texas Pathways for Multilingual Learners of English (New Contract)

San Jacinto College, in collaboration with three other community colleges (Austin, Grayson, and South Texas) will develop tools and services, identify solutions, and evaluate strategies to strengthen Talent Strong Texas Pathways for Multilingual Learners of English (MLE). As part of this initiative, participating colleges will receive baseline data to support their case-making efforts. Funding will be allocated to each college to implement best practice findings, streamline processes, and cover travel costs for staff attending in-person cohort meetings over a two-year period. These meetings will include biannual convenings in the fall and spring. Cohort colleges will address institutional barriers while prioritizing, implementing, and scaling statewide community college reforms that enhance success for MLE students. This includes maximizing new state performance funding for MLE-focused initiatives, integrating English as a Second Language (ESL) programs into systemic reform frameworks, and ensuring sustainable student success and pathways to careers that offer living wages. The term of this contract begins September 1, 2025 and ends December 31, 2027.

Action Item “X”
Regular Board Meeting October 6, 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 September 8, 2025, \$43.4 million in 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 to replace the skylight in the South Campus Science and Allied Health Building (S1).

IMPACT OF THIS ACTION

Approval of this budget allocation will allow College staff to replace the deteriorated fiberglass skylight with a new metal panel and tubular daylighting system. This will reduce water infiltration and repair costs over the long term.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The cost of this project is not expected to exceed \$500,000.

MONITORING AND REPORTING TIMELINE

This request was discussed with and supported by the Board’s Building Committee. 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 Building Committee. The project is expected to be complete during the Spring semester.

ATTACHMENTS

Attachment 1 – Allocation of Capital Project Funds

RESOURCE PERSONNEL

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

Attachment 1 – Allocation of Capital Project Funds

<u>Item</u>	<u>2015 Bond Contingency</u>
Beginning Balance 8/31/2025	\$12,208,413
Approved Transfers by Board 9/8/2025*	(2,321,000)
S1 Skylight Replacement	<u>(500,000)</u>
Ending Balance at 9/30/2025	<u>\$9,387,413</u>

*N12 Sanitary Sewer Repairs (\$321,000) and FY26 Pavement Preservation (\$2,000,000).

Action Item “XI”
Regular Board Meeting October 6, 2025
Consideration of Adoption of Ad Valorem Property Tax Rate

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve and adopt a 2025 tax rate of \$0.154615 per \$100 valuation of taxable property located within the San Jacinto Community College District.

The total tax rate of \$0.154615 is distributed as \$0.108529 for the purpose of maintenance and operations of the College and \$0.046086 for the purpose of paying debt service requirements on the College’s outstanding general obligation bonds.

BACKGROUND

The recommended 2025 tax rate of \$0.154615 per \$100 valuation is approximately \$0.000253 or 0.2 percent lower than the prior year rate of \$0.154868.

The recommended 2025 tax rate of \$0.154615 is lower than the calculated no-new-revenue tax rate of \$0.155158, thus the College is not required to hold a public hearing. The no-new-revenue tax rate is the rate that provides the taxing unit with about the same amount of revenue it received in the previous year, less estimated refunds from disputed values. The total tax rate for 2024 was \$0.154868. The no-new-revenue tax rate is higher than last year’s total tax rate. Even though the College’s certified tax values increased by 1.9 percent from tax year 2024 to 2025, total exemptions increased as well, lowering the taxable base to levy taxes. In addition, there continues to be increases in property value lawsuits and corresponding taxpayer refunds.

The recommended 2025 tax rate of \$0.154615 is also less than the voter-approval rate of \$0.161922, which is the rate that would provide the taxing unit with approximately the same amount of tax revenue it received the previous year (less estimated refunds from disputed values), plus an extra eight percent increase, in addition to sufficient funds to pay debts in the coming year. The voter-approval tax rate is the highest tax rate allowed without voter approval.

In compliance with the State of Texas Truth-In-Taxation laws, appropriate notices have been published in newspapers and on the College’s website and the public notice to receive input on the proposed tax rate will be held during the regular Board of Trustees meeting on October 6, 2025.

For calendar year 2025, the average taxable value of a residence homestead in the San Jacinto Community College District is \$188,322. If the governing body adopts the proposed tax rate of \$0.154615 per \$100 of taxable value, the amount of taxes imposed this year on the average home would be \$291.17.

IMPACT OF THIS ACTION

Establishment of the 2025 property tax rate will satisfy the requirement that a rate be adopted

**Action Item “XI”
Regular Board Meeting October 6, 2025
Consideration of Adoption of Ad Valorem Property Tax Rate**

within 60 days of delivery of the certified tax rolls, which were received September 4, 2025.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Certified property tax values for the 2025 tax year were received from the Harris Central Appraisal District (HCAD) on September 4, 2025. The total taxable value for 2025 is \$87.4 billion which is \$1.6 billion (1.9%) higher than the prior year total taxable value.

The proposed maintenance and operations tax rate for 2025 is \$0.108529 per \$100 assessed valuation, generating the approximate amount needed to support the adopted fiscal year 2025-2026 (FY2026) unrestricted budget.

The proposed debt service tax rate for 2025 is \$0.046086 per \$100 assessed valuation, generating the approximate amount needed to meet debt payment obligations for FY2026.

MONITORING AND REPORTING TIMELINE

Property tax revenues are reported monthly in the College’s financial statements, and subject to audit by the College’s external auditors.

ATTACHMENTS

Attachment 1 – 2025 Tax Levy Order

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

Attachment 1

TAX LEVY ORDER

AN ORDER LEVYING A TAX OF \$0.154615 PER ONE HUNDRED DOLLAR VALUATION OF TAXABLE PROPERTY FOR THE YEAR 2025 FOR THE SUPPORT AND MAINTENANCE OF SAN JACINTO COMMUNITY COLLEGE DISTRICT AND TO PAY THE PRINCIPAL AND INTEREST ON OUTSTANDING BONDS OF THE DISTRICT AND PROVIDING FOR STATEMENTS CONCERNING COLLECTION AND EXPENDITURE OF FUNDS BY OFFICIALS.

IT IS THEREFORE ORDERED by the Board of Trustees of San Jacinto Community College District that there is hereby levied and there shall be collected for year 2025, for the use and support of San Jacinto Community College District upon all property, real, personal and/or mixed, within the boundary and limits of the San Jacinto Community College District, subject to taxation, a tax of \$0.154615 on each One Hundred Dollars (\$100.00) valuation levied and apportioned for the purpose of the maintenance and support of the San Jacinto Community College District, including current expenses, and for the construction and/or equipment and/or maintenance and/or purchase of buildings and grounds for such District, and/or Bonds issued and to be issued for the construction and/or equipment of buildings and/or acquisition of sites therefore, and principal and interest on sinking funds of such Bonds:

- A. The amount of \$0.108529 cents of said \$0.154615 tax levied on each \$100.00 valuation of taxable property in said District is hereby allocated for the purpose of maintenance of the public college in said District.**

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 1.19 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$1.58.

- B. The amount of \$0.046086 of the tax of \$0.154615 levied on each \$100.00 valuation of taxable property in said District is hereby allocated for the purpose of paying interest and principal on the outstanding building bonds of said District.**

THAT all monies collected under this Order for the purpose therein stated, be, and the same is hereby appropriated and set apart for such purposes, and that the person designated as the Assessor and Collector of taxes for the San Jacinto Community College District and the Vice Chancellor of Fiscal Affairs of the San Jacinto Community College District shall keep these accounts so as to show the amount collected, the amount expended, and the amount on hand at any time, belonging to such funds, IT IS HEREBY made the duty of the Tax Assessor and Collector to deliver to the Vice Chancellor of Fiscal Affairs of the District, at the time of depositing monies a statement showing such deposits are made and from what source received.

PASSED AND APPROVED this the 6th day of October 2025.

ATTEST: SAN JACINTO COMMUNITY COLLEGE DISTRICT

BY _____
Chair, Board of Trustees

BY _____
Secretary, Board of Trustees

Consideration of Approval of Chancellor’s Employment Contract with San Jacinto College District

ADMINISTRATION RECOMMENDATION/REPORT

The Board of Trustees recommends the approval in the terms of the Chancellor’s contract as discussed in closed session at a Board Workshop Meeting on October 6, 2025. Furthermore, the Board authorizes the College’s outside counsel to incorporate the changes into an amendment to the Employment Contract dated November 7, 2023, and authorizes the Board’s Chair to sign the new agreement on behalf of the Board.

BACKGROUND

The Chancellor’s current employment contract took effect on November 7, 2023, and will be amended to continue through October 6, 2028. The contract defines the Chancellor’s requirement for employment, compensation, annual performance evaluation process, and other obligations as indicated.

IMPACT OF THIS ACTION

In accordance with Section 551.074 of the Texas Government Code, 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, the evaluation of the Chancellor was reviewed in closed session of the Board Workshop on October 6, 2025. The details of the contract reviewed in the closed session will be incorporated in the terms of a contract amendment.

The proposed amendment to the Chancellor’s employment contract will be effective on October 7, 2025 and will continue through October 6, 2028.

Approval of this action will modify the Chancellor’s current contract which was effective November 7, 2023.

BUDGET INFORMATION

Funding for this contract is provided in the 2025-2026 budget.

MONITORING AND REPORTING TIMELINE

The Chancellor is required to prepare annual performance objectives for approval by the Board of Trustees. Additionally, the Board of Trustees evaluates and assesses the performance of the Chancellor annually.

ATTACHMENTS

None

RESOURCE PERSONNEL

Sandra Ramirez 281-991-2648 sandra.ramirez@sjcd.edu

Action Item “XIII”
Regular Board Meeting October 6, 2025
Consideration of Approval of Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements - Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the revised Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements.

BACKGROUND

During the 89th Texas Legislative Session in 2025, the Texas Legislature passed Senate Bill (SB) 2615, which was subsequently signed into law by Governor Greg Abbott on June 20, 2025. SB 2615 places new restrictions on remote work for higher education employees and generally requires in-person work unless specific exceptions apply. The administration has worked with legal counsel to understand the intent of this law to be in compliance with these new regulations. SB 2615 grants exceptions to non-teaching positions allowing the opportunity for remote work.

The policy and procedure, applicable to staff and administrators, were last revised in 2020 and have been updated to reflect current practices. Leadership is responsible for reviewing and approving remote work requests. A remote work arrangement can be up to 12 months, with a review at mid-year, and allows eligible full-time non-teaching employees to work remotely a maximum of two days per week.

IMPACT OF THIS ACTION

The updated policy and procedure were sent to the College community on September 8 through September 22, 2025. One comment was received but it did not result in any changes to the policy or procedure. This policy was 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 associated procedure for this policy is Procedure IV.4005.A.a, Remote Work, approved by Strategic Leadership Team on August 26, 2025 and does not require Board approval.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

Approval by the Board affirms the policy changes. The Board will be notified of any changes that require its consideration and action.

ATTACHMENTS

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements - Current
- Attachment 3 – Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements - Markup

Action Item “XIII”
Regular Board Meeting October 6, 2025
Consideration of Approval of Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements - Second Reading

Attachment 4 – Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements – Proposed

Informational Items:

Attachment 5 – Procedure IV.4005.A.a, Remote Work - Current

Attachment 6 – Procedure IV.4005.A.a, Remote Work - Markup

Attachment 7 – Procedure IV.4005.A.a, Remote Work - Proposed

RESOURCE PERSONNEL

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

Policies and Procedures Summary of Changes

New Policy Number: N/A
Proposed Policy Name: N/A
Current Policy Number/Name: **Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements**

New Procedure Number: N/A
Proposed Procedure Name(s): N/A
Current Procedure Number(s)/Name(s): **Procedure IV.4005.A.a, Remote Work**

Action Recommended for Policy: Revised
Action Recommended for Procedures: Revised

Web Links: [IV.4005.A, Remote and Alternate Work Schedule Arrangements 8-3-20.docx](#)
[IV-4005-A-a-Remote-Work.pdf](#)

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

Policy:

- Added clarifying information: Leaders will exercise professional judgment when assessing the facts and applying the criteria for remote work.
- For on-campus presence, teaching schedules, and faculty conference hours; faculty will refer to the Faculty Handbook.
- Removed the remote work arrangement of three to five months.

Procedure:

- Added that the remote work arrangement can be up to 12 months.
- Changed face-to-face to in-person interaction. Also added third parties as a category that does not require daily interaction.
- Added that interactions can be managed through technology.
- Stated that technology needed by full-time employees for work activities will be provided by the College. Additional technology will be coordinated with the employee's leader.
- Added the procedure to be referenced for further guidance on the appropriate use of technology.
- Added that leaders should establish the minimum of time before a newly hired or transferred employee may work remotely.
- Clarified the expectations of the employee and leader for working remotely.
- Added that employees may be assigned shared workspaces at assigned on-site work locations.
- Removed the statement that requests and approvals for remote work must be in writing.

Attachment 1

- Removed the successive levels of leadership for the remote work approval.
- Added that employees who attend personal appointments on a remote day must comply with all procedures.
- Added that employees must adhere to requirements stated in the ITS Policies and Procedures.
- Added that failure to follow policies and procedures will result in the loss of remote work privileges.
- Added that when working remotely, employees must use the College's approved communication system or forward calls to the employee's cell phone.
- Updated the definition for Remote Work Arrangement and added the definition for in-person interaction.
- Updated links for information regarding ITS Technology.

Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements

Purpose

The purpose of the Remote and Alternate Work Schedule Arrangements Policy is to authorize eligible full-time employees to work a remote or alternate work schedule under unrestricted or altered operations, when the appropriate approvals have been obtained.

Policy

It is the policy of San Jacinto College to permit remote and alternate work schedule arrangements as a best practice to meet operational needs, comply with local, state, and federal government requirements, ensure uninterrupted services, and safeguard work continuity. At times, non-standard ways to work may be required due to foreseeable or unexpected circumstances. This may include, but is not limited to, changes in business requirements, disaster recovery efforts, temporary emergency evacuations, pandemics, or other catastrophes. As these types of events occur, this policy outlines the College's position regarding remote and alternate work schedule arrangements. The procedures that support this policy outline specific actions that must be taken to implement and to conform to this policy and set the expectations, framework, and approval process of remote and alternate work schedule requests.

Leaders have discretion to review each request on a case-by-case basis to determine whether or not the remote and alternate work schedule request conforms to the criteria outlined in applicable procedures. Remote work is not a substitute for dependent care. Employees may not request to work remotely as a substitute for dependent care. All leaders should review the procedures related to remote and alternate work schedule arrangements prior to approval of any request.

This policy applies to all full-time San Jacinto College staff and administrators. Teaching faculty will utilize and abide by the teaching schedule established each academic semester.

Definitions

Remote Work Arrangement - An authorized work agreement that allows eligible full-time employees to work remotely a maximum of two days per week of the regularly assigned on-site work location. The work arrangement can be short term (up to three months) or long term (three to five months).

Alternate Work Schedule Arrangement - An authorized work agreement that allows eligible full-time employees to work a longer-term scheduling arrangement that permits a variation of the employee's starting and departure times but does not alter the total number of hours worked in a week.

Attachment 2 – Current

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

Associated Procedures

- Procedure IV.4005.A.a, Remote Work
- Procedure IV.4005.A.b, Alternate Work Schedule

Date of Board Approval	This policy became effective as of June 11, 2020 under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change followed the standard policy review process of two readings at regularly scheduled meetings of the Board with approval on August 3, 2020.
Effective Date	June 11, 2020
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements

Purpose

The purpose of the Remote and Alternate Work Schedule Arrangements Policy is to authorize eligible full-time employees to work a remote or alternate work schedule under unrestricted or altered operations, when the appropriate approvals have been obtained.

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Leaders ~~have discretion to~~will review each request on a case-by-case basis to determine whether or not the remote and alternate work schedule request conforms to the criteria outlined in applicable procedures. ~~Remote work is not a substitute for dependent care.~~Leaders will exercise their professional judgment by assessing the facts and circumstances and applying the criteria. Employees may not request to work remotely as a substitute for dependent care. Employees must make suitable arrangements for dependent care as they would while working on site. All leaders ~~should~~must review the procedures related to remote and alternate work schedule arrangements prior to approval of any request to ensure compliance.

This policy applies to all full-time San Jacinto College staff and administrators. Faculty will refer to the On-Campus Presence, Teaching faculty will utilize Schedules, and abide by the teaching schedule established each academic semester.~~Faculty Conference Hours sections of the Faculty Handbook.~~

Definitions

Remote Work Arrangement - An authorized work agreement that allows eligible full-time employees to work remotely during their established work hours a maximum of two days per week of the regularly assigned on-site work location. ~~The work arrangement can be short term (up to three months) or long term (three to five months).~~

Alternate Work Schedule Arrangement - An authorized work agreement that allows eligible full-time employees to work a longer-term scheduling arrangement that permits a variation of the employee's starting and departure times but does not alter the total number of hours worked in a week.

Attachment 3 – Markup

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

Associated Procedures

- Procedure IV.4005.A.a, Remote Work
- Procedure IV.4005.A.b, Alternate Work Schedule

Date of Board Approval	This policy became effective as of June 11, 2020 <u>September 1, 2025</u> under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change followed the standard policy review process of two readings at regularly scheduled meetings of the Board with approval on August 3, 2020 <u>October 6, 2025</u> .
Effective Date	June 11, 2020 <u>September 1, 2025</u>
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements

Purpose

The purpose of the Remote and Alternate Work Schedule Arrangements Policy is to authorize eligible full-time employees to work a remote or alternate work schedule under unrestricted or altered operations, when the appropriate approvals have been obtained.

Policy

It is the policy of San Jacinto College to permit remote and alternate work schedule arrangements as a best practice to meet operational needs; comply with local, state, and federal government requirements; ensure uninterrupted services; and safeguard work continuity. At times, non-standard ways to work may be required due to foreseeable or unexpected circumstances. This may include, but is not limited to, changes in business requirements, disaster recovery efforts, temporary emergency evacuations, pandemics, or other catastrophes. As these types of events occur, this policy outlines the College's position regarding remote and alternate work schedule arrangements. The procedures that support this policy outline specific actions that must be taken to implement and to conform to this policy and set the expectations, framework, and approval process of remote and alternate work schedule requests.

Leaders will review each request on a case-by-case basis to determine whether or not the remote and alternate work schedule request conforms to the criteria outlined in applicable procedures. Leaders will exercise their professional judgment by assessing the facts and circumstances and applying the criteria. Employees may not request to work remotely as a substitute for dependent care. Employees must make suitable arrangements for dependent care as they would while working on site. All leaders must review the procedures related to remote and alternate work schedule arrangements prior to approval of any request to ensure compliance.

This policy applies to all full-time San Jacinto College staff and administrators. Faculty will refer to the *On-Campus Presence, Teaching Schedules, and Faculty Conference Hours* sections of the [Faculty Handbook](#).

Definitions

Remote Work Arrangement - An authorized work agreement that allows eligible full-time employees to work remotely during their established work hours a maximum of two days per week of the regularly assigned on-site work location.

Alternate Work Schedule Arrangement - An authorized work agreement that allows eligible full-time employees to work a longer-term scheduling arrangement that permits a variation of the employee's starting and departure times but does not alter the total number of hours worked in a week.

Attachment 4 – Proposed

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

Associated Procedures

- Procedure IV.4005.A.a, Remote Work
- Procedure IV.4005.A.b, Alternate Work Schedule

Date of Board Approval	This policy became 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 followed the standard policy review process of two readings at regularly scheduled meetings of the Board with approval on October 6, 2025.
Effective Date	September 1, 2025
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Procedure IV.4005.A.a, Remote Work

Associated Policy

Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements

Procedures

INTRODUCTION

Remote Work is a cooperative arrangement between the College and the employee. The remote work arrangement is based on the needs of the position, work group or department, and the employee's overall performance. The remote work arrangement can be short term (up to three months) or long term (three to five months) and allows eligible full-time employees to work remotely a maximum of two days per week. Positions best suited for remote work include the following descriptors:

- The position has tasks or phases of work in which the employee spends most of the time working independently;
- The position requires independent work. Face-to-face interaction with coworkers, leaders, and/or students is not required on a daily basis;
- The presence of a leader at the work site is not required on a daily basis;
- A majority of the work product is quantifiable and/or results can be measured by work product or output or by compliance with a deadline; and/or
- The employee will benefit from quiet and uninterrupted work time.

Work activities should be portable and should involve tasks that can effectively be performed away from the on-site work location. Any technology and equipment needed to perform the job off-site must be readily available.

ELIGIBILITY

This procedure applies to all full-time San Jacinto College staff and administrators. Teaching faculty will utilize the teaching schedule and delivery methods established each academic semester.

Positions requiring specific skills, as designated by the respective Strategic Leadership Team (SLT) member, may allow for additional flexibility in scheduling. The productivity of employees in these positions is tracked by available technology that is inherent in the work performed.

CONSIDERATIONS

Staff and administrators who have an established record of high performance and self-motivation are strong candidates for remote work. The employee must have a track record of using good judgment and must have above average job knowledge and technical/computer knowledge. In addition, the individual must have exhibited valuable or above on performance evaluations with

no documented performance or behavioral concerns within the six-month period preceding the request to work remote.

Setting performance expectations and evaluating work output are critical to a successful remote work arrangement. Work schedule, expectations, and a plan for evaluation should be in writing. A written agreement will address how output will be tracked or measured.

The employee's home or other designated location must provide a suitable working environment. The employee must demonstrate specialized knowledge and expertise to work unsupervised.

REQUIREMENTS

All requests and approvals pertaining to remote work must be in writing. Offering the opportunity to remote work is a decision among the employee's successive levels of leadership, including the SLT member. The SLT member must be informed of and approve all remote work requests. Documentation should include the following:

- The remote work schedule and
- Conditions and duration of arrangement.

Any changes to the schedule or workspace should be reviewed and approved by the leader in advance.

The leader must provide written notice to the employee that the remote work arrangement is being terminated or modified.

Modification or termination of a remote work arrangement may include, but is not limited to, the following:

1. Business needs are no longer being met; current coverage or staffing needs changed (i.e. an unexpected staff shortage develops).
2. Job requirements changed.
3. Employee performance fell below a valuable level.

The conditions of employment for employees who are doing remote work with the College remain the same as for College employees who work on site. The employee is subject to all Board of Trustees' policies and procedures, including policies relating to the confidentiality of records and restrictions on outside employment, as are other employees. Employee salary and benefits will not change for an employee who works remotely. However, any non-exempt employee who is approved for a remote work arrangement may not accrue overtime/compensatory time without leadership approval. In the event a non-exempt employee needs to work more than 40 hours in a work week, the approval of overtime will be documented before commencement of the work.

To ensure that a safe and secure work environment exists, the College may inspect the employee's off-site work space, including the home office, at mutually agreed-upon times.

Employees must also follow the standard break and lunch schedule established by the department.

College equipment in the home may not be used for personal purposes and College-owned software shall not be duplicated. To ensure hardware and software security, the leader, before installation, should approve all software used for remote work and only approved websites and College systems may be accessed. All employees working remotely should adhere to security measures and computer firewalls used to protect confidential information at the remote site.

Unless otherwise agreed to in writing prior to any loss, damage, or wear, the College does not assume liability for loss, damage, or wear of employee-owned equipment.

Reasonable office supplies will be provided by the College and should be obtained during the employee's on-site work schedule. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed, except by prior arrangement and with the leader's approval. The College will not provide office furniture.

Remote work is not a substitute for dependent care. Employees who work remotely with dependents must plan for dependent care during the agreed-upon work hours, just as the employee would do if were working at a College facility. If the College determines that an employee has responsibility for the care of a dependent during work hours, then the remote work arrangement is subject to immediate termination. Employees should contact HR Benefits for available leave options when needing to provide care for a dependent.

Offering the opportunity to work remotely is a leadership decision; working remotely is not a standard employee benefit.

While working remotely, the employee must be accessible via phone, e-mail, or through other communication methods including technology provided by the institution and during agreed-upon work hours. The employee must be available for emergency situations and may be asked to return to a College facility on short notice. Employees must respond to the request within one hour of notification.

Departmental On-Call Procedures must be adhered to and are separate and distinct from this procedure.

DEFINITIONS

Remote Work Arrangement - An authorized work agreement that allows eligible full-time employees to work remotely a maximum of two days per week of the regularly assigned on-site work location. The work arrangement can be short term (up to three months) or long term (three to five months).

On-site Work Location - A designated work location either on College Property or other location authorized by leadership where normal work, meetings, or related business activities are performed on behalf of the College.

Dependent - A parent or spouse who is incapable of self-care because of a mental or physical disability. A biological, adopted, foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under 18 years of age or is 18 years of age or older and is incapable of self-care because of a mental or physical disability.

Please refer to links below for information regarding ITS Technology.

Support: <https://www.sanjacits.org/>

Login remotely from anywhere (home, for example) via the
VPN: <https://www.sanjacits.org/globalprotect-vpn>

Use technology to communicate via Audio/Web Conferencing: <https://www.sanjacits.org/zoom-training>

Remote Work Form can be accessed at:
<https://dynamicforms.ngwebsolutions.com/Submit/Start/d295bd6d-825b-4f44-880d-b2e17056ff8f?SSO=N>

Date of SLT Approval	June 5, 2020
Effective Date	June 11, 2020
Associated Policy	Policy IV.4005.A, Remote and Alternate Work Arrangements
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.4005.A.a, Remote Work

Associated Policy

Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements

Procedures

INTRODUCTION

Remote Work is a cooperative arrangement between the College and the employee. The remote work arrangement is based on the needs of the position, work group or department, and the employee's overall performance. The remote work arrangement can be ~~short term (up to three months) or long term (three to five months), with a review at mid-year,~~ and allows eligible full-time employees to work remotely a maximum of two days per week. Positions best suited for remote work include the following descriptors:

- The position has tasks or phases of work in which the employee spends most of the time working independently;
- The position requires independent work. ~~Face-to-face~~In-person interaction with coworkers, leaders, ~~and/or students, or third parties~~ is not required on a daily basis; Interactions can be successfully managed through technology (i.e., video calls and virtual meetings);
- The presence of a leader at the work site is not required on a daily basis;
- A majority of the work product is quantifiable and/or results can be measured by work product or output or by compliance with a deadline; and/or
- The employee will benefit from quiet and uninterrupted work time.

Work activities should be portable and should involve tasks that can effectively be performed away from the on-site work location. ~~Any technology and equipment needed to perform the job off-site must be readily available~~Technology needed by full-time employees to perform work activities will be provided by the College. Any additional technology needed to perform remote work must be coordinated with the employee's leader. Employees should refer to Procedure III.3010.A.f, Acceptable Use of Information Resources for further guidance on the appropriate use of College provided Technology.

ELIGIBILITY

This procedure applies to all full-time San Jacinto College staff and administrators. ~~Teaching faculty~~Faculty will ~~utilize~~refer to the ~~teaching schedule~~On-Campus Presence, Teaching Schedules, and delivery methods established each academic semester.~~Faculty Conference Hours~~ sections of the Faculty Handbook.

Positions requiring specific skills, as designated by the respective Strategic Leadership Team (SLT) member, may allow for additional flexibility in scheduling. The productivity of employees in these positions is tracked by available technology that is inherent in the work performed.

CONSIDERATIONS

Staff and administrators who have an established record of high performance and self-motivation are strong candidates for remote work. The employee must have a track record of using good judgment and must have above average job knowledge and technical/computer knowledge. In addition, the individual must have exhibited valuable or above on performance evaluations with no documented performance or behavioral concerns within the six-month period preceding the request to work remote.

Leaders should establish the minimum amount of time before a newly hired employee or internal transfer may be eligible for remote work.

Setting performance expectations and evaluating work output are critical to a successful remote work arrangement. ~~Work schedule, expectations, and a plan for evaluation should be in writing. A written agreement will address how output will be tracked or measured.~~ The employee and leader will jointly review the work schedule, expectations for working remote, and the duration of the arrangement. The remote work arrangement can be up to 12 months. The employee and leader must review the remote work arrangement at mid-year and year-end to determine if expectations have been met based on the needs of the position, work group or department, and the employee's overall performance prior to renewing for another 12 months. Extension of a remote work arrangement must be reviewed and approved by the leader.

The employee's home or other designated location must provide a suitable working environment where security of data can be maintained. The employee must demonstrate specialized knowledge and expertise to work unsupervised.

Employees approved for remote work may be assigned shared workspaces, hoteling areas, or collaborative zones when working on site at a campus, district office, or other assigned on-site work location.

REQUIREMENTS

~~All requests and approvals pertaining to remote work must be in writing. Offering the opportunity to remote work is a decision amongbetween the employee's successive levels ofemployee and their leadership, including the SLT member. The SLT member must be informed of and approve all remote work requests. Documentation should include the following:~~

- ~~• The remote work schedule and~~
- ~~• Conditions and duration of arrangement.~~

Any changes to the schedule or workspace ~~should~~must be reviewed and approved by the leader in advance.

The leader must provide ~~written~~reasonable notice to the employee that the remote work arrangement is being terminated or modified.

Modification or termination of a remote work arrangement may include, but is not limited to, the following:

1. Business needs are no longer being met; current coverage or staffing needs changed (i.e., an unexpected staff shortage develops).
2. Job requirements changed.
3. Employee performance fell below a valuable level.

The conditions of employment for employees who ~~are doing remote work with the College~~remotely remain the same as for ~~College~~ employees who work on site. The employee is subject to all Board of Trustees' policies and procedures, including policies relating to the confidentiality of records, regulated and otherwise sensitive College data, and restrictions on outside employment, as are other employees. Employee salary and benefits will not change for an employee who works remotely. However, any non-exempt employee who is approved for a remote work arrangement may not accrue overtime/compensatory time without leadership approval. In the event a non-exempt employee needs to work more than 40 hours in a work week, the approval of overtime will be documented before commencement of the work.

To ensure that a safe and secure work environment exists, the College may inspect the employee's off-site work space, including the home office, at mutually agreed-upon times.

Employees must also follow the standard break and lunch schedule established by the department. In addition, an employee who attends a personal appointment on a scheduled remote day will comply with all procedures relating to sick leave or other leave.

College equipment in the home may not be used for personal purposes and College-owned software shall not be duplicated. To ensure hardware and software security, the leader, before installation, should approve all software used for remote work and only approved websites and College systems may be accessed by following the College's software request process. All employees working remotely should adhere to security measures and ~~computer~~ firewalls associated requirements in the College ITS Policies and Procedures used to protect confidential information at the remote site.

Unless otherwise agreed to in writing prior to any loss, damage, or wear, the College does not assume liability for loss, damage, or wear of employee-owned equipment ~~or software~~. Failure to follow College ITS Policy and Procedures will result in the loss of remote working privileges. Related procedures include Procedure III.3010.A.a., Information Security Program, Procedure III.3010.A.d., Prohibited Technologies, and Procedure III.3010.A.f., Acceptable Use of Information Resources.

Reasonable office supplies will be provided by the College and should be obtained during the employee's on-site work schedule. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed, except by prior arrangement and with the leader's approval. The College will not provide office furniture. Remote work is not a substitute for dependent care. Employees who work remotely with dependents must plan for dependent care during the agreed-upon work hours, just as the employee would do if were working at a College facility. If the

College determines that an employee has responsibility for the care of a dependent during work hours, then the remote work arrangement is subject to immediate termination. Employees should contact HR Benefits for available leave options when needing to provide care for a dependent.

Offering the opportunity to work remotely is a leadership decision; working remotely is not a standard employee benefit.

While working remotely, the employee must be accessible via phone, e-mail, ~~or~~ and through other communication methods including technology provided by the institution and during agreed-upon work hours. ~~The employee must be available for emergency~~ Remote work should be seamless when calling an internal extension to reach the employee working remotely. Access to the employee working remotely is paramount and calls should be answered using the College's approved communication system or calls must be forwarded to a cellular phone used by the employee who is working remotely. The employee must be available for emergencies or other unexpected situations and may be asked to return to a College facility on short notice. Employees must respond to the request within one hour of notification. Employees must also attend mandatory meetings on site as required.

Departmental On-Call Procedures must be adhered to and are separate and distinct from this procedure.

DEFINITIONS

Remote Work Arrangement - An authorized work agreement that allows eligible full-time employees to work remotely during their established work hours a maximum of two days per week of the regularly assigned on-site work location. ~~The work arrangement can be short term (up to three months) or long term (three to five months).~~

In-person - An interaction between employees or between an employee and a student or other third parties that requires a person's physical presence.

On-site Work Location - A designated work location either on College Property or other location authorized by leadership where normal work, meetings, or related business activities are performed on behalf of the College.

Dependent - A parent or spouse who is incapable of self-care because of a mental or physical disability. A biological, adopted, foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under 18 years of age or is 18 years of age or older and is incapable of self-care because of a mental or physical disability.

Please refer to links below for information regarding ITS Technology.

~~Support: <https://www.sanjacits.org/>~~

~~Login remotely from anywhere (home, for example) via the
VPN: <https://www.sanjacits.org/globalprotect-vpn>~~

~~Use technology to communicate via Audio/Web Conferencing: <https://www.sanjacits.org/zoom-training>~~

Attachment 6 – Markup

~~Remote Work Form can be accessed at:~~

~~<https://dynamicforms.ngwebsolutions.com/Submit/Start/d295bd6d-825b-4f44-880d-b2e17056ff8f?SSO=N>~~

~~[Support: SJC Support Home](#)~~

~~[Login remotely from anywhere \(home, for example\) via the VPN: Article - GlobalProtect VPN Setup Instructions](#)~~

~~[Use technology to communicate via Audio/Web Conferencing: Article - Zoom Learning Resources](#)~~

Date of SLT Approval	June 5, 2020 August 26, 2025
Effective Date	June 11, 2020 September 1, 2025
Associated Policy	Policy IV.4005.A, Remote and Alternate Work Arrangements
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.4005.A.a, Remote Work

Associated Policy

Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements

Procedures

INTRODUCTION

Remote Work is a cooperative arrangement between the College and the employee. The remote work arrangement is based on the needs of the position, work group or department, and the employee's overall performance. The remote work arrangement can be up to 12 months, with a review at mid-year, and allows eligible full-time employees to work remotely a maximum of two days per week. Positions best suited for remote work include the following descriptors:

- The position has tasks or phases of work in which the employee spends most of the time working independently;
- The position requires independent work. In-person interaction with coworkers, leaders, students, or third parties is not required on a daily basis. Interactions can be successfully managed through technology (i.e., video calls and virtual meetings);
- The presence of a leader at the work site is not required on a daily basis;
- A majority of the work product is quantifiable and/or results can be measured by work product or output or by compliance with a deadline; and/or
- The employee will benefit from quiet and uninterrupted work time.

Work activities should be portable and should involve tasks that can effectively be performed away from the on-site work location. Technology needed by full-time employees to perform work activities will be provided by the College. Any additional technology needed to perform remote work must be coordinated with the employee's leader. Employees should refer to [Procedure III.3010.A.f, Acceptable Use of Information Resources](#) for further guidance on the appropriate use of College provided Technology.

ELIGIBILITY

This procedure applies to all full-time San Jacinto College staff and administrators. Faculty will refer to the *On-Campus Presence, Teaching Schedules, and Faculty Conference Hours* sections of the [Faculty Handbook](#).

Positions requiring specific skills, as designated by the respective Strategic Leadership Team (SLT) member, may allow for additional flexibility in scheduling. The productivity of employees in these positions is tracked by available technology that is inherent in the work performed.

CONSIDERATIONS

Staff and administrators who have an established record of high performance and self-motivation are strong candidates for remote work. The employee must have a track record of using good judgment and must have above average job knowledge and technical/computer knowledge. In addition, the individual must have exhibited valuable or above on performance evaluations with no documented performance or behavioral concerns within the six-month period preceding the request to work remote.

Leaders should establish the minimum amount of time before a newly hired employee or internal transfer may be eligible for remote work.

Setting performance expectations and evaluating work output are critical to a successful remote work arrangement. The employee and leader will jointly review the work schedule, expectations for working remote, and the duration of the arrangement. The remote work arrangement can be up to 12 months. The employee and leader must review the remote work arrangement at mid-year and year-end to determine if expectations have been met based on the needs of the position, work group or department, and the employee's overall performance prior to renewing for another 12 months. Extension of a remote work arrangement must be reviewed and approved by the leader.

The employee's home or other designated location must provide a suitable working environment where security of data can be maintained. The employee must demonstrate specialized knowledge and expertise to work unsupervised.

Employees approved for remote work may be assigned shared workspaces, hoteling areas, or collaborative zones when working on site at a campus, district office, or other assigned on-site work location.

REQUIREMENTS

Offering the opportunity to remote work is a decision between the employee and their leadership.

Any changes to the schedule or workspace must be reviewed and approved by the leader in advance.

The leader must provide reasonable notice to the employee that the remote work arrangement is being terminated or modified.

Modification or termination of a remote work arrangement may include, but is not limited to, the following:

1. Business needs are no longer being met; current coverage or staffing needs changed (i.e., an unexpected staff shortage develops).
2. Job requirements changed.
3. Employee performance fell below a valuable level.

The conditions of employment for employees who work remotely remain the same as for employees who work on site. The employee is subject to all Board of Trustees' policies and procedures, including policies relating to the confidentiality of records, regulated and otherwise sensitive College data, and restrictions on outside employment, as are other employees.

Attachment 7 – Proposed

Employee salary and benefits will not change for an employee who works remotely. However, any non-exempt employee who is approved for a remote work arrangement may not accrue overtime/compensatory time without leadership approval. In the event a non-exempt employee needs to work more than 40 hours in a work week, the approval of overtime will be documented before commencement of the work.

To ensure that a safe and secure work environment exists, the College may inspect the employee's off-site work space, including the home office, at mutually agreed-upon times.

Employees must also follow the standard break and lunch schedule established by the department. In addition, an employee who attends a personal appointment on a scheduled remote day will comply with all procedures relating to sick leave or other leave.

College equipment in the home may not be used for personal purposes and College-owned software shall not be duplicated. To ensure hardware and software security, the leader, before installation, should approve all software used for remote work and only approved websites and College systems may be accessed by following the College's software request process. All employees working remotely should adhere to security measures and associated requirements in the College ITS Policies and Procedures used to protect confidential information at the remote site.

Unless otherwise agreed to in writing prior to any loss, damage, or wear, the College does not assume liability for loss, damage, or wear of employee-owned equipment or software. Failure to follow College ITS Policy and Procedures will result in the loss of remote working privileges. Related procedures include [Procedure III.3010.A.a., Information Security Program](#), [Procedure III.3010.A.d., Prohibited Technologies](#), and [Procedure III.3010.A.f., Acceptable Use of Information Resources](#).

Reasonable office supplies will be provided by the College and should be obtained during the employee's on-site work schedule. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed, except by prior arrangement and with the leader's approval. The College will not provide office furniture. Remote work is not a substitute for dependent care. Employees who work remotely with dependents must plan for dependent care during the agreed-upon work hours, just as the employee would do if were working at a College facility. If the College determines that an employee has responsibility for the care of a dependent during work hours, then the remote work arrangement is subject to immediate termination. Employees should contact HR Benefits for available leave options when needing to provide care for a dependent.

Offering the opportunity to work remotely is a leadership decision; working remotely is not a standard employee benefit.

While working remotely, the employee must be accessible via phone, e-mail, and through other communication methods including technology provided by the institution and during agreed-upon work hours. Remote work should be seamless when calling an internal extension to reach the employee working remotely. Access to the employee working remotely is paramount and calls should be answered using the College's approved communication system or calls must be forwarded to a cellular phone used by the employee who is working remotely. The employee must be available for emergencies or other unexpected situations and may be asked to return to a College facility on short notice. Employees must respond to the request within one hour of notification. Employees must also attend mandatory meetings on site as required.

Departmental On-Call Procedures must be adhered to and are separate and distinct from this procedure.

DEFINITIONS

Remote Work Arrangement - An authorized work agreement that allows eligible full-time employees to work remotely during their established work hours a maximum of two days per week of the regularly assigned on-site work location.

In-person - An interaction between employees or between an employee and a student or other third parties that requires a person’s physical presence.

On-site Work Location - A designated work location either on College Property or other location authorized by leadership where normal work, meetings, or related business activities are performed on behalf of the College.

Dependent - A parent or spouse who is incapable of self-care because of a mental or physical disability. A biological, adopted, foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under 18 years of age or is 18 years of age or older and is incapable of self-care because of a mental or physical disability.

Please refer to links below for information regarding ITS Technology.

Support: [SJC Support Home](#)

Login remotely from anywhere (home, for example) via the VPN: [Article - GlobalProtect VPN Setup Instructions](#)

Use technology to communicate via Audio/Web Conferencing: [Article - Zoom Learning Resources](#)

Date of SLT Approval	August 26, 2025
Effective Date	September 1, 2025
Associated Policy	Policy IV.4005.A, Remote and Alternate Work Arrangements
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Action Item “XIV”
Regular Board Meeting October 6, 2025
Consideration of Approval of Policy III.3006.H, Campus Programs with Minors - First Reading
(Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve Policy III.3006.H, Campus Programs with Minors. The Board of Trustees will not vote on this item on October 6 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

[Texas Education Code, § 51.976](#) requires individuals who will have contact with minors at certain limited campus programs to receive specific training on preventing sexual abuse and child molestation for the campus program to be operated by or on the campus of an institution of higher education. The purpose of this policy is to comply not only with the minimum legal requirements of [Texas Education Code, § 51.976](#), but to also ensure all campus programs with minors are conducted in a manner that is as safe as possible.

A Program Operator must submit to Texas Department of State Health Services (PHSCPS@dshs.texas.gov) on the form provided ([Applications and Forms - Campus Program for Minors | Texas DSHS](#)) by the department and within five days of the start of the campus program for minors verification that each employee of the campus program for minors has completed the required training.

A Program Operator is defined as a person, including an employee, corporation, organization, government or governmental subdivision or agency, association, and any other legal entity, who owns, operates, or supervises a campus program for minors, regardless of whether it is operated on a for-profit or non-profit basis.

IMPACT OF THIS ACTION

The new policy and procedure were sent to the College community on September 22, 2025, and any comments will be reviewed and addressed prior to the second reading of the policy and procedure by the Board which is anticipated on November 3, 2025. The associated procedure for this policy is Procedure III.3006.H.a, Campus Programs with Minors, approved by Strategic Leadership Team on September 18, 2025.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

This policy is effective as of September 22, 2025, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and

Action Item “XIV”
Regular Board Meeting October 6, 2025
Consideration of Approval of Policy III.3006.H, Campus Programs with Minors - First Reading
(Informational Item)

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

ATTACHMENTS

Attachment 1 – Policies and Procedures Summary of Changes

Attachment 2 – Policy III.3006.H, Campus Programs with Minors

Attachment 3 – Procedure III.3006.H.a, Campus Programs with Minors

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Policies and Procedures Summary of Changes

New Policy Number: **III.3006.H**

Proposed Policy Name: **Campus Programs with Minors**

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

New Procedure Number: **III.3006.H.a**

Proposed Procedure Name(s): **Campus Programs with Minors**

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

Action Recommended for Policy: **New**

Action Recommended for Procedures: **New**

Web Links: **N/A**

Primary Owner: **Provosts**

Secondary Owner: **Deputy Chancellor & President**

Summary of Changes:

Policy

- This is a new policy that outlines the requirement for individuals who will have contact with minors at certain limited campus programs to receive specific training on preventing sexual abuse and child molestation for the campus program to be operated by or at San Jacinto College and to also ensure all Campus Programs with Minors are conducted in a manner that is as safe as possible.

Procedure

- This is a new procedure that describes program operator responsibilities, requirements, and expectations as it pertains to conducting campus programs with minors at the College.
- Addresses the processes for campus program approval, required training, reporting suspected child abuse or neglect, and background checks.
- Included that a Program Operator must submit to TDSHS (PHSCPS@dshs.texas.gov) on the form provided ([Applications and Forms - Campus Program for Minors | Texas DSHS](#)) by the department and within five days of the start of the Campus Program for Minors verification that each employee of the Campus Program for Minors has completed the required training.
- Defines “Campus Program with Minors,” “Minor,” “Program Operator,” and “Sexual Abuse and Child Molestation Training.”

Policy III.3006.H, Campus Programs with Minors

Purpose

[Texas Education Code, § 51.976](#) requires individuals who will have contact with Minors at certain limited campus programs to receive specific training on preventing sexual abuse and child molestation for the campus program to be operated by or on the campus of an institution of higher education. The purpose of this policy is to comply not only with the minimum legal requirements of [Texas Education Code, § 51.976](#), but to also ensure all Campus Programs with Minors are conducted in a manner that is as safe as possible.

Policy

It shall be the policy of San Jacinto College to establish a Campus Programs with Minors procedure that meets or exceeds the requirements of state law and establish best practices to ensure Minors are safe.

Definitions

Campus Program with Minors: Any program lasting for all or part of at least four days or any summer camp regardless of the duration (including, but not limited to, recreational, athletic, or academic programs) conducted by San Jacinto College or on a campus of San Jacinto College where any individual in attendance is a Minor who is not enrolled as a student at the College.

Minor: Any individual who is under 18 years of age.

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.3006.H.a, Campus Programs with Minors

Date of Board Approval	This policy became effective as of September 22, 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 of two readings at regularly scheduled meetings of the Board with first reading on October 6, 2025 and approval anticipated on November 3, 2025.
Effective Date	September 22, 2025
Primary Owner	Provosts
Secondary Owner	Deputy Chancellor & President

Procedure III.3006.H.a, Campus Programs with Minors

Associated Policy

Policy III.3006.H, Campus Programs with Minors

Procedures

Purpose

The purpose of this procedure is to establish clear protocols and best practices for conducting Campus Programs with Minors that both adheres to the requirements listed in [Texas Education Code, § 51.976](#) and fosters a safe environment for Minors participating in camps and other programs on campus.

General

1. **Program Operator Responsibilities:** The Program Operator for any Campus Program with Minors is responsible for ensuring compliance with this policy and procedure.
2. **Written Approval for Programs:** Prior to any Campus Program with Minors occurring, the Program Operator must obtain written approval from the campus Provost or appropriate Strategic Leadership Team (SLT) member.
3. **Training Requirement:** Prior to working or volunteering at a Campus Program with Minors, individuals shall successfully complete (or provide proof that the individual has successfully completed within the previous two years) a Sexual Abuse and Child Molestation Training course approved by the Texas Department of State Health Services (TDSHS). A Program Operator must submit to TDSHS (PHSCPS@dshs.texas.gov) on the form provided ([Applications and Forms - Campus Program for Minors | Texas DSHS](#)) by the department and within five days of the start of the Campus Program for Minors verification that each employee of the Campus Program for Minors has complied with the requirements of this section; and retain in the operator's records an electronic or paper copy of the documentation certifying successful completion of the required training for each employee and volunteer until the second anniversary of the examination date.
4. **Third-Party Program Operators:** External individuals or groups seeking to conduct a Campus Program with Minors must enter into a contract with the College before the program occurs and the contract must include the items required in this policy and procedure, including certification that program employees and volunteers have successfully completed a Sexual Abuse and Child Molestation Training course approved by TDSHS.
5. **High-Contact Departments Which Require Training for Employees, Workers, and Volunteers:** In addition to those individuals who are required to receive training under Sections 3 and 4, all employees, workers, and volunteers who are assigned to work or volunteer in any department or program having the highest likelihood of contact with Minors are required to complete a Sexual Abuse and Child Molestation Training at least once every two years regardless of the duration of the Program with Minors. The following departments or programs have the highest likelihood of contact with Minors:
 - Athletics
 - Children's Center

- Student Services departments as determined by the College
 - Theatre
 - Summer camp employees, workers, and volunteers
 - Any other individual as determined by the College
6. **Reporting Suspected Child Abuse or Neglect:** As required by Texas Family Code, Chapter 261, any person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect must immediately, and no later than 24 hours after the person suspects abuse or neglect, make a report to one of the following:
- Any local or state law enforcement agency
 - The Texas Department of Family and Protective Services
 - The state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to the Department of Family and Protective Services.

- I. **Immediate Threat to a Minor:** Any employee or third party who suspects that an incident of child abuse or neglect has occurred or is likely to occur as a part of a Campus Program with Minors or within the campus environment, shall immediately notify their supervisor, the Program Operator and/or the appropriate campus administration, as well as the campus police department and Title IX Coordinator so that any immediate response required to assure the safety of Minors can be taken. This obligation is in addition to the individual's non-delegable duty to report suspected child abuse under Texas law.
 - II. If the report relates to alleged misconduct occurring on College property, the College's police department shall promptly investigate the matter and/or assist the appropriate agency authorized to investigate the matter.
7. **Background Checks:** Any individual who has a conviction for a crime related to abuse, neglect, exploitation, assault, sexual offenses, or any offense involving a Minor, is prohibited from working or volunteering at a Campus Program with Minors. Background checks will be conducted in compliance with College practice.
8. **Standards of Behavior**

All individuals working or volunteering in a Program with Minors must not engage in any behavior that could cause harm or be misinterpreted as possibly causing harm. Prohibited conduct for workers and volunteers includes, but is not limited to:

- No one-on-one contact with Minors is permitted outside the presence of others.
- Do not meet with Minors outside of established times for the program activities.
- Do not touch Minors in a manner that a reasonable person could interpret as inappropriate.
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining.
- Do not shower, bathe, or undress with or in the presence of minors.
- Do not use, possess, or be under the influence of alcohol or illegal drugs while in the presence of a Minor.
- Do not be alone in a vehicle with a Minor at any time.

- Do not have direct electronic contact with a Minor without another worker or volunteer included in the communication.
- Do not make harmful materials in any form available to Minors or assist them in any way in gaining access to such materials. “Harmful materials” are those whose dominant theme taken as a whole appeals to the prurient interest of a Minor, in sex, nudity, or excretion; is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and is utterly without redeeming social value for Minors.

9. **Exclusions**

- Events or programs offered by College personnel that are open to the general public to which Minors are invited to participate and the expectation is the Minor is accompanied by their parent/guardian(s) during the event or program and the College is not accepting care, custody, or control for the Minor(s) (e.g., athletics events, educational or entertainment events or activities, field trips, concerts).
- Student recruitment activities, including admissions events and campus tours, which involve Minors (considered to be prospective students) visiting campus.
- Kindergarten through 12th grade school groups (accompanied by teachers and/or chaperones) visiting campus as members of a campus tour, field trip, or event.
- Activities and programs subject to regulations that already provide for the protection of Minors or participants.
- College employees or volunteers who may have incidental contact with minors but do not work directly with minors in a youth program. All College employees will be required to comply with mandatory reporting requirements under this policy and any implementing procedures under the law.

10. **Non-Compliance**

Individuals violating this policy and procedure will be held accountable for their actions and are subject to corrective action, up to and including termination of employment. Additionally, failure to comply with the requirements set forth in this policy may lead to revocation of permission to use College premises. The College may take necessary interim actions before determining whether a violation has occurred. The College may terminate relationships or take other appropriate actions against third-party entities that violate this policy. The Texas Department of State Health Services may also impose civil penalties and/or injunctive relief for persons in violation.

Internal Campus Programs with Minors: The following items must occur prior to any Campus Program with Minors being conducted by San Jacinto College employees on or off-campus:

1. At least 21 days before the program occurs, the Program Operator will send a spreadsheet to the campus Provost office or appropriate SLT member that lists the following information for the program:
 - Program name
 - Type of program
 - Description of the program
 - Department sponsoring the program
 - Location of the program
 - Dates of the program

Attachment 3

- Number of expected participants of the program
 - Approximate ages of the participants
 - Full names of all individuals who will be working or volunteering at the program, the title of such individuals, and whether such individuals are employed by the College.
2. The Program Operator must obtain written approval from the campus Provost or appropriate SLT member to conduct the Campus Program with Minors.
 3. The Program Operator must reserve the intended space via the internal room reservation process through Campus Services and ensure that it is indicated that Minors will be present on campus. This will ensure that all Campus Programs with Minors can be captured and tracked through Banner.
 4. Before the program occurs, the Program Operator will make certain that individuals working or volunteering for the program have completed the Sexual Abuse and Child Molestation Training. San Jacinto College currently has a training and examination program account that is approved by TDSHS. Please refer to the Summer Camp Guidelines to find the appropriate campus contact that can register individuals for the training and examination.
 5. Before the program occurs, the Program Operator will make certain that individuals working or volunteering for the program have been background checked through Human Resources and are cleared to participate.
 6. Before the program occurs, the Program Operator will make certain that individuals volunteering for the program have completed a waiver of liability and hold harmless agreement.

External Campus Programs with Minors: The following items must occur prior to any Campus Program with Minors being conducted by a third party (any vendor, individual, or group not employed by the College) on a campus of San Jacinto College.

1. The third party must identify a Program Operator, reserve the intended space via the room reservation process through Campus Services, and ensure that it is indicated that Minors will be present on campus.
2. The College must enter into a contract with the third party, which contains, at a minimum, the following terms:
 - The third party must, by no later than 21 days before the program, submit to the College, a form that indicates everyone who will be working or volunteering at the program has completed a Sexual Abuse and Child Molestation Training course that has been approved by TDSHS. The information must be submitted on the verification form approved by TDSHS (the current form can be downloaded at <https://www.dshs.texas.gov/campus-program-minors>).
 - The third party must certify to the College that no individual who will be working or volunteering at the program has any felony criminal convictions or any conviction for any crime related to abuse, neglect, exploitation, assault, sexual offense, or any offense involving a Minor. The certified background check must be conducted by an accredited organization.
 - The third party must agree to indemnify and hold harmless the College from all liability and claims arising from the program.

- The third party must agree to maintain insurance acceptable to the College, including listing the College as an additional insured and providing a certificate of insurance before the program occurs.
 - The conditions necessary to engage additional employees or volunteers after the program begins.
3. Campus Services shall send copies of the executed contract and the supporting documentation to the appropriate host campus administration and the Contracts and Purchasing Services department prior to the program occurring.

Definitions

Campus Program with Minors: Any program lasting for all or part of at least four days or any summer camp regardless of the duration (including, but not limited to, recreational, athletic, or academic programs) conducted by San Jacinto College or on a campus of San Jacinto College where any individual in attendance is a Minor who is not enrolled as a student at the College.

Minor: Any individual who is under 18 years of age.

Program Operator: A person, including an employee, corporation, organization, government or governmental subdivision or agency, association, and any other legal entity, who owns, operates, or supervises a campus program for minors, regardless of whether it is operated on a for-profit or non-profit basis.

Sexual Abuse and Child Molestation Training: A training and examination program on sexual abuse and child molestation that is approved by the Texas Department of State Health Services (TDSHS). For a list of training programs that have been approved by TDSHS, see <https://www.dshs.texas.gov/campus-program-minors>.

Date of SLT Approval	September 18, 2025
Effective Date	September 22, 2025
Associated Policy	Policy III.3006.H, Campus Program with Minors
Primary Owner of Policy Associated with the Procedure	Provosts
Secondary Owner of Policy Associated with the Procedure	Deputy Chancellor & President

Action Item “XV”
Regular Board Meeting October 6, 2025
Consideration of Approval of Policy VII.7003.A, Expressive Activities - First Reading
(Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve Policy VII.7003.A, Expressive Activities. The Board of Trustees will not vote on this item on October 6, 2025 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

This action is requested to update the current Expressive Activities policy and procedure based on legal guidance and in accordance with Senate Bill 2972 (2025). Legal Counsel recommended this policy change be implemented as soon as administratively possible. The changes to the policy affirm freedom of expression and assembly apply to both students and employees, define outdoor spaces that may be used for expressive activities, clarify that the College’s primary purpose is student success, and prioritize the needs of College instruction and operations.

The changes to the supporting procedure are provided to the Board of Trustees as an informational item. There are numerous changes clarifying definitions and applicability, and explaining updates related to time, place, and manner of exercising expressive activities.

IMPACT OF THIS ACTION

The revised policy and procedure will be sent to the College community on October 1, 2025, and any comments will be reviewed and addressed prior to the second reading of the policy and procedure by the Board which is anticipated on November 3, 2025. The associated procedure for this policy is Procedure VII.7003.A.a, Expressive Activities, was approved by the Strategic Leadership Team (SLT) on September 10, 2025, but feedback from the College will be considered for revisions.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

This policy is effective as of October 6, 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.

Action Item “XV”
Regular Board Meeting October 6, 2025
Consideration of Approval of Policy VII.7003.A, Expressive Activities - First Reading
(Informational Item)

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy VII.7003.A, Expressive Activities – Current

Attachment 3 - Policy VII.7003.A, Expressive Activities – Proposed – tracked changes

Attachment 4 - Policy VII.7003.A, Expressive Activities – Proposed – clean

Informational Items Only:

Attachment 5 – Procedure VII.7003.A.a, Expressive Activities – Current

Attachment 6 - Procedure VII.7003.A.a, Expressive Activities – Proposed – tracked changes

Attachment 7 - Procedure VII.7003.A.a, Expressive Activities – Proposed – clean

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Policies and Procedures Summary of Changes

New Policy Number:

Proposed Policy Name:

Current Policy Number/Name: **Policy VII.7003.A, Expressive Activities**

New Procedure Number:

Proposed Procedure Name(s):

Current Procedure Number(s)/Name(s): **Procedure VII.7003.A.a, Expressive Activities**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links: Policy: <https://www.sjcd.edu/about/policies-procedures/VII-7003-A-Expressive-Activities.pdf>

Procedure: <https://www.sjcd.edu/about/policies-procedures/VII-7003-A-a-Expressive-Activities.pdf>

Primary Owner: Laurel Williamson, Deputy Chancellor, and President

Secondary Owner: Joanna Zimmermann, Associate Vice Chancellor, Student Services

Summary of Changes **Policy**:

- Removed repetitive language.
- Affirmed freedom of expression and assembly to employees.
- Added outdoor common areas
- Added language addressing the rights of members of the public.
- Clarifies primary purpose of the College is student success
- Priorities College instruction and operations

Summary of Changes **Procedure**:

General Clarity

- Streamlined language; removed repetition.
- Consolidated restrictions and prohibitions into one section.
- Removed duplicative language on restricted outdoor areas.

Definitions Updated

- Added electronic devices to “Amplified Sound.”
- Clarified “College” to include owned or leased property.
- Expanded “Common Outdoor Area” to include porches, porticos, statues, flower beds, and construction zones.
- Added assembly to “Organized Expressive Activity.”
- Added fighting words to “True Threat” under Prohibited Expression.

Time, Place, and Manner Updates

- Established 10-foot clearance around points of entry, building and facility perimeters, parking lots, and garages.

Attachment 1

- Prohibited bullhorns and specified times for amplified sound (8 a.m. to 4 p.m. unless expressly permitted and not during the last two weeks of the semester or term) and added restrictions on noise.
- Prohibited camping and the erection of tents or other living accommodations.
- Prohibited guest speakers during final two weeks of a term
- Prohibited face coverings during activities.
- Prohibited interference with the College's flag displays
- Restricted after-hours activities/events (10 p.m. to 8 a.m.).

Other Revisions

- Prioritized curriculum-related and official activities in space allocation.
- Updated Inclement Weather/Emergency provisions.
- Distinguished employees/students from the general public regarding expressive activity locations.
- Clarified rules for carrying signs.
- Clarified expression of viewpoint during instructional activities.
- Clarified requirement for self-identification when requested by an authorized representative.

Identification of Expressive Activity Outdoor Locations

Policy VII.7003.A, Expressive Activities

Purpose

The purpose of this policy, and the associated procedure, is to provide guidance to the San Jacinto College community regarding freedom of expression that occurs on the College campuses and the District Administration buildings.

Policy

San Jacinto College is committed to fostering a learning environment where free inquiry and expression are encouraged. The College expects that persons engaging in organized expressive activities will demonstrate respect for the safety of persons and property, respect for those who may disagree with their message, and compliance with College policies and applicable local, state, and federal laws.

The College recognizes that freedom of speech is a fundamental right. Per Texas Education Code Section 51.9315, freedom of expression is of critical importance and requires the College to ensure free, robust, and uninhibited debate and deliberations by students enrolled at the institution, regardless of whether the students are on or off campus.

The College recognizes freedom of speech and assembly as central to the mission of institutions of higher education and ensures that all persons may assemble peaceably on College campuses and the District Administration buildings for expressive activities, including to listen to or observe the expressive activities of others.

Notwithstanding these rights and freedoms, the College adopts a policy that imposes reasonable restrictions on the time, place, and manner of expressive activities on the College's campuses and the District Administration buildings.

Definitions

Expressive Activities: Any speech or expressive conduct protected by the First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions. The term does not include commercial speech.

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 VII.7003.A.a, Expressive Activities

Date of Board Approval	This policy became effective as of December 9, 2020, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change followed the standard policy review process at the next regularly scheduled meetings of the Board with approval on March 1, 2021
Effective Date	December 9, 2020
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

Policy VII.7003.A, Expressive Activities

Purpose

The purpose of this policy, and the associated procedure, is to provide guidance to the San Jacinto College community regarding freedom of expression that occurs on the College's campuses.

Policy

San Jacinto College is committed to fostering a learning environment where free inquiry and expression are encouraged. The College expects that persons engaging in ~~organized~~ expressive activities will demonstrate respect for the safety of persons and property, respect for those who may disagree with their message, and compliance with College policies and applicable local, state, and federal laws. Expressive activities that are unlawful or that materially and substantially disrupt the regular operations of the College will not be tolerated.

The College recognizes that freedom of speech and freedom of assembly is a fundamental rights under the First Amendment and, Per Texas Education Code and are central to the mission of institutions of higher education. These rights include the right to speak and the right to listen to or observe the expressive activities of others. Section 51.9315, ff freedom of expression is of critical importance and requires the College to ensure free, robust, and uninhibited debate and deliberations by the College's students and employees enrolled at the institution, regardless of whether the students are on or off campus. Accordingly,

~~The College recognizes freedom of speech and assembly as central to the mission of institutions of higher education~~ the College's students and employees and ensures that all persons may assemble peaceably and engage in expressive activities in the outdoor common areas of the ~~College's campuses~~ without prior permission, subject to reasonable, time, place, and manner restrictions. and the District Administration buildings for expressive activities, including to ~~listen to or observe the expressive activities of others. The Chancellor or designee shall prepare~~ time, place, and manner restrictions, consistent with legal requirements, regarding use of College property and facilities for expressive activities by students and employees.

~~Notwithstanding these rights and freedoms, the College adopts a policy that imposes reasonable restrictions on the time, place, and manner of expressive activities on the College's campuses and the District Administration buildings. The College further recognizes the interest of the public in engaging in expressive activities. Because the primary purpose of the College is student success and the operation of programs to support that success, the College must prioritize the needs of its students, employees, and college administration in the efficient management of College grounds and facilities. Subject to rules of conduct and time, place, and manner restrictions set forth in administrative procedures, members of the public who are not San Jacinto College students, employees, or officials may engage in expressive activities in designated outdoor areas of campus for nonprofit educational, civic, religious, or social activities purposes when such activities do not conflict with the College's policies and procedures or with the College's use of its own property and facilities. These designated areas will be posted in administrative procedures on the College's website.~~

This policy does not apply to official College events, programs, and activities.

Definitions

Expressive Activities: Any speech or expressive conduct protected by the First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions. The term does not include commercial speech.

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Associated Procedures

Procedure VII.7003.A.a, Expressive Activities

Date of Board Approval	<u>This policy became effective as of October 6, 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 of two readings at regularly scheduled meetings of the Board with first reading on October 6, 2025 and approval anticipated on November 3, 2025. This policy became effective as of December 9, 2020, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change followed the standard policy review process at the next regularly scheduled meetings of the Board with approval on March 1, 2021</u>
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Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

Policy VII.7003.A, Expressive Activities

Purpose

The purpose of this policy, and the associated procedure, is to provide guidance to the San Jacinto College community regarding freedom of expression that occurs on the College's campuses.

Policy

San Jacinto College is committed to fostering a learning environment where free inquiry and expression are encouraged. The College expects that persons engaging in expressive activities will demonstrate respect for the safety of persons and property, respect for those who may disagree with their message, and compliance with College policies and applicable local, state, and federal laws. Expressive activities that are unlawful or that materially and substantially disrupt the regular operations of the College will not be tolerated.

The College recognizes that freedom of speech and freedom of assembly are fundamental rights under the First Amendment and Texas Education Code and are central to the mission of institutions of higher education. These rights include the right to speak and the right to listen to or observe the expressive activities of others. Freedom of expression is of critical importance and requires the College to ensure free, robust, and uninhibited debate and deliberations by the College's students and employees. Accordingly, the College's students and employees may assemble peaceably and engage in expressive activities in the outdoor common areas of the College's campuses without prior permission, subject to reasonable, time, place, and manner restrictions. The Chancellor or designee shall prepare time, place, and manner restrictions, consistent with legal requirements, regarding use of College property and facilities for expressive activities by students and employees.

The College further recognizes the interest of the public in engaging in expressive activities. Because the primary purpose of the College is student success and the operation of programs to support that success, the College must prioritize the needs of its students, employees, and college administration in the efficient management of College grounds and facilities. Subject to rules of conduct and time, place, and manner restrictions set forth in administrative procedures, members of the public who are not San Jacinto College students, employees, or officials may engage in expressive activities in designated outdoor areas of campus for nonprofit educational, civic, religious, or social activities purposes when such activities do not conflict with the College's policies and procedures or with the College's use of its own property and facilities. These designated areas will be posted in administrative procedures on the College's website. This policy does not apply to official College events, programs, and activities.

Definitions

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Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

Procedure VII.7003.A.a, Expressive Activities

Associated Policy

Policy VII.7003.A, Expressive Activities

Procedures

I. Overview

- A.** San Jacinto College is committed to fostering a learning environment where free inquiry and expression are encouraged. The College recognizes the right to assemble, speak, carry signs, and distribute literature and petitions. In accordance with the rules specified in this Procedure, students, employees, and members of the general public, individually or in organized groups, may engage in expressive activities in the College's outdoor common areas, subject to reasonable restrictions of time, place, and manner. The College will not discriminate on the basis of a political, religious, philosophical, ideological, or academic viewpoint expressed by any person, either in the enforcement or administration of these rules.
- B.** The College may not take action against a student or employee organization or deny these organizations any benefit generally available to other student or employee organizations at the College on the basis of a political, religious, philosophical, ideological, or academic viewpoint expressed by the organizations or of any expressive activities of the organizations.
- C.** The College expects that persons engaging in expressive activities will demonstrate respect for the safety of persons and property, respect for those who may disagree with their message, and compliance with College policies and applicable local, state, and federal laws. As permitted by law, San Jacinto College imposes reasonable time, place, and manner restrictions on all persons engaging in expressive activities. The College will not tolerate expressive activities that are unlawful, that materially and substantially disrupt the College's activities, programs, or operations, that unduly interfere with the expressive activities of others on campus, that constitute Prohibited Expression under Section III of this Procedure, or that violate the College's policies and procedures or applicable local, state, or federal law. Individuals who violate these rules, policies, or laws are subject to immediate removal from the campus and other appropriate and lawful sanctions. See Section XIII, Violations and Sanctions.
- D.** The location of expressive activities will depend upon the factors listed in these rules, including the size of the audience for the activity (both participants and spectators). Decisions required to be made by College officials will be based on these rules and will not be based on the content or viewpoint of a proposed expressive activity or on any anticipated controversy related to the proposed event. Expressive activities permitted under these rules do not imply official endorsement by the College.

- E. General Prohibitions:** The Chancellor, Deputy Chancellor and College President, or other designated College representatives retain the authority to enforce this Procedure. The following rules are intended to protect the health and safety of all persons, to protect property from damage, to manage resources, and to protect the educational mission of the College. Individuals and organizations engaging in expressive activities shall not:
- interfere with the free entry to or exit from a building, structure, or facility;
 - interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, or facilities;
 - deny the use of offices or other facilities to the students, faculty, staff, or guests of the College;
 - threaten or endanger the safety of any person on a campus;
 - engage in conduct that is likely to result in damage or defacement to or destruction of College property or to cause disruption in utilities;
 - create a sustained or repeated noise disturbance that substantially interferes with a speaker’s ability to communicate with others and/or the rights of others to listen;
 - attempt to prevent a College event or other lawful assembly by the threat or use of force or violence; or
 - use or display an open flame or fireworks.
- F.** This Procedure applies to expressive activities that are not part of an official activity, program, or operation of the College or its departments. Teaching and other official functions of the College will have priority in allocating the use of space on campus.

II. Definitions

- A. *Amplified sound:* The use of any loudspeaker, loudspeaker system, sound amplifier, or any other machine or device that produces, reproduces, or amplifies sound.
- B. *Antisemitism:* This term has the meaning found in Section 448.001 of the Texas Government Code, which “means a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities.” This definition is provided in accordance with Executive Order GA-44 (2024).
- C. *College:* The San Jacinto College and any of its campuses or buildings.
- D. *College department:* Any academic or non-academic unit or division or any other official College entity.
- E. *College grounds or premises:* Any College-owned, leased, or maintained property and buildings, including, but not limited to, the College’s South Campus, Central Campus, North Campus, Maritime Campus, Generation Park Campus, and District Administration Building.

- F. *Commercial activity*: The selling or advertising of objects or services by an individual, organization, or company for personal gain or for the financial benefit of owners or investors. “Commercial activity” does not include words or symbols on an individual’s personal apparel, or a bumper sticker placed on a car by its owner.
- G. *Common outdoor area*: Outdoor space at the College that is not being used for a College purpose or educational function or a College-sponsored or affiliated event or function, whether temporary or permanent. “Common outdoor area” generally includes plazas, sidewalks, lawns, and courtyards. “Common outdoor area” does not include the outside surface of College buildings or surfaces associated with or connected to a College building or structure or space dedicated to temporary outdoor exhibits, College structures, or College construction sites.
- H. *Expressive activity*: Any speech or expressive conduct (oral or written) protected by the First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions. The term does not include commercial speech.
- I. *Non-profit group*: A group whose purpose is to serve a public or mutual benefit other than the pursuit or accumulation of profits for owners or investors. The term includes, but is not limited to, registered student organizations, public charities, social welfare agencies, religious organizations, and organizations exempt from federal income tax.
- J. *“Off-campus person or organization” and “member of the general public”*: A person or organization that is not an academic or administrative unit or department of the College or a registered or officially recognized student, faculty, or staff organization.
- K. *Official College event or activity*: Any event, program, or activity sponsored by a College department or division in the course of fulfilling its College mission; educational activities that occur within the classroom; or events that occur within the regular or recurring sphere of activity of a College department or division.
- L. *Organized Expressive Activity*: Any rally, parade, demonstration, memorial or vigil, stationary structure or display, concert or other similar event designed to attract a gathering of twenty-five or more people during a specified period of time. The term also includes a stationary structure, display, or activity that is scheduled to be in the same location for two or more hours in a single day and that is intended to distribute or is prepared to distribute literature or materials to twenty-five or more people.
- M. *Registered student organization*: A student organization officially registered with the Office of Student Engagement & Support at the College.

III. Prohibited Expression

The following types of expression are not protected expression. Individuals and organizations that engage in Prohibited Expression are subject to removal from College grounds and are subject to other appropriate and lawful sanctions. Students and

employees are subject to discipline in accordance with the regular disciplinary policies and procedures of the College.

- A. *Obscenity*: A writing, visual image, or performance is obscene as defined in Section 43.21 of the Texas Penal Code (or its successor provisions).
- B. *Incitement to imminent violations of the law*: Conduct, whether oral, written, or demonstrative, that incites or is directed at producing imminent violations of law under circumstances such that the statements are likely to actually and imminently incite or produce violations of law.
- C. *Defamation*: Defamation is a false statement of fact about another individual that holds the individual up to hatred, ridicule, or contempt and that is not otherwise privileged. Defamation can be written (libel) or oral (slander). If the defamed person is a private individual, the question is whether the speaker knew or should have known that the statement was false. If the defamed person is a public official or public figure, the question is whether the statement was made with knowledge of the falsity or with reckless disregard of the truth.
- D. *True threat*: A serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals. The speaker of a true threat need not intend to inflict actual harm; the question is whether the speaker consciously disregarded a substantial risk that the communications would be viewed as threatening violence.
- E. *Acts of Intimidation*: A type of true threat where a speaker directs a threat to a person or group of persons with the intent of placing the victim(s) in fear of bodily harm or death.

IV. Use of Outdoor Space

A. Time, Place, and Manner for Outdoor Expression

Common outdoor areas are traditional public forums. Students, employees, student organizations, members of the general public, and off-campus organizations may engage in expressive activities in common outdoor areas without prior approval or reservation. Individuals and organizations that engage in expressive conduct shall comply with these Procedures, including the General Prohibitions in Section I. The following conduct is prohibited in outdoor common areas:

- a. The person's conduct is unlawful (see Section III, Prohibited Expression);
- b. The activity is commercial activity;
- c. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
- d. There is inclement weather, a public health warning, terror alert, or other emergency;
- e. The use would materially and substantially disrupt or disturb the regular academic program or other operations of the College;
- f. The use would result in damage to or defacement of property;
- g. The activity violates College policy or procedure or violates a local, state, or federal law.

Additionally, no person engaging in expressive activities shall engage in conduct that constitutes harassment of another person. “Harassment” in this Procedure means: (i) hostile, threatening, or intimidating conduct or speech, whether oral, written, or symbolic, (ii) that is directed at specific individual(s), and (iii) is sufficiently severe, pervasive or persistent, and objectively offensive that it would cause an ordinary and reasonable person to fear violence or bodily harm or would unreasonably interfere with the other individual’s ability to access or participate in or benefit from the activity, program, services, or privilege provided by the College.

In addition, students and employees are subject to other policies and procedures of the College that prohibit discriminatory harassment based on membership in a protected class recognized under state or federal law. These policies and procedures address conduct that is sufficiently severe or pervasive to create an objectively hostile campus or academic environment that unreasonably interferes with or diminishes another individual’s ability to participate in or benefit from an activity, program, service, or privilege provided by the College District. These policies and procedures include the College’s Sexual Misconduct Policy and Procedures (see Board Policy III.3006.D and Procedure III.3006.D.a) and policies and procedures that prohibit discrimination and harassment on the basis of race, color, national origin, religion, sex, disability, age, veteran/military status, and other legally protected classes (see Board Policy IV.4002.G and Complaint Procedure 300 of the Student Handbook). Discrimination based on race, color, or national origin includes discrimination and harassment based on a person’s actual or perceived: (i) shared ancestry or ethnic characteristics; or (ii) citizenship or residency in a country with a dominant religion or distinct religious identity; this definition encompasses antisemitism and discrimination based on religion, including but not limited to discrimination against students who are Jewish, Muslim, Sikh, Hindu, Christian, Buddhist, or other religions when based on shared ancestry, ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity.

The rules against harassing expressive activity should be interpreted as narrowly as possible to preserve their constitutionality and to avoid chilling the exercise of constitutionally protected speech. Opinions and arguments of a political, religious, ideological, or academic nature are not harassment merely because some listeners are offended or upset by the opinion or argument.

The right to engage in expressive activities does not encompass selling literature, products, or services or seeking donations. Student organizations may engage in such activities on a non-profit basis in accordance with the Student Handbook.

B. Gatherings of 25 or More People

If the expected attendance at an assembly or gathering is 25 or more people (see the definition of “Organized Expressive Activity” above), the persons or organizations planning the activity are encouraged to seek a reservation of an outdoor campus area that is suited to their assembly’s anticipated size (both participants and spectators) as stated in Section IV(C) below. Campus maps reflecting locations suitable for large gatherings are available from the Office of Student Engagement & Support. Regardless of whether a

person or organization seeks a reservation, they are encouraged to provide at least 48 hours' notice to the Office of Student Engagement & Support to enable the College to efficiently allocate resources, manage conflicting activities, and assign campus security, maintenance, and other staff as needed to maintain safety, order, and cleanliness. Contact information for the Office of Student Engagement & Support on each campus can be found at <https://www.sanjac.edu/student-life/>.

C. Areas Where Outdoor Expressive Activity May Not Take Place

The College will regulate outdoor expressive activity under criteria that is content and viewpoint neutral and is narrowly tailored to serve a significant institutional interest. In addition to the prohibitions stated elsewhere in these Procedures, an outdoor expressive activity may not take place:

- a. In areas already reserved for an official College event during the specific times reserved for the official College event;
- b. In areas already reserved for an event by a person or organization that has made a reservation through the Office of Student Engagement & Support;
- c. In areas that block free movement of pedestrian or vehicle traffic;
- d. In areas that prevent or substantially hinder entry or exit of a campus building;
or
- e. In any areas on campus during times that the College campus is closed to the public.

D. Reserving Space for Expressive Activity in an Outdoor Common Area

While no approval or reservation is required to engage in expressive activity in an outdoor common area, individuals have the ability to reserve an outdoor space on campus in order to guarantee their desired space of expression is kept available to them during the specific date/time of their planned activity. A person or organization that reserves an area in advance pursuant to this Procedure has the right to the reserved space for the time covered by the reservation. Other persons or organizations using the same space without a reservation must yield the space immediately at the beginning of the other group's reserved time. A specific location may be reserved for a single day up to eight hours between the hours of 8 a.m. 6 p.m. To make reservations for an outdoor expressive activity, individuals must:

- a. Contact the Student Engagement & Support Office on the campus of their planned activity and complete an Outdoor Expressive Activity Reservation Form. Contact information for the Student Engagement and Support Office is found at <https://www.sanjac.edu/student-life/>.
- b. Student Engagement and Support will verify whether the space is already reserved for the desired date/time and notify the requestor within three business days. While there is no limit to the frequency that an individual or organization may engage in expressive activity on campus, an individual or organization may reserve a specific location in advance only four times per calendar month. This rule is imposed to ensure that all eligible persons or

organizations have a reasonable opportunity to reserve a space. Fostering diverse use of resources is a significant interest. Registered student organizations and/or College employees are given priority over off-campus organizations and members of the public if a campus receives two or more applications on the same day seeking to reserve the same location at the same or conflicting times. In the event of conflicting applications between multiple registered student organizations and/or College employees, applications will be selected using a neutral, random method. In the event of conflicting applications between organizations not affiliated with the College, applications will be selected using a neutral, random method.

- c. If a desired space has not been reserved, then a request for same-day usage can be submitted to the Student Engagement & Support Office on a first-come, first-served basis. All applications actually received between 8:30 AM and 4:00 PM on the same day will be eligible for selection using a neutral, random method. Conflicting applications will be addressed as stated in the preceding paragraph.
- d. Individuals reserving an outdoor space may not assign or delegate any control or responsibility of that reservation to any other person, agent, or third party without prior written approval of the respective campus Student Engagement & Support Coordinator. All individuals requesting a reservation must identify themselves to the Student Engagement & Support Coordinator or designee, provide contact information, and serve as the contact person for the event or activity. Reservations for a space for a specific type of outdoor expressive activity may not be used for a different activity without written approval of the respective campus Student Engagement & Support Coordinator.
- e. The Student Engagement & Support Coordinator, or his or her designee, will approve or deny a requested reservation within three business days of receiving the application. Applicants must supply the following information:
 - Date of application;
 - Proposed date(s) of the reservation;
 - Proposed start and finish times;
 - Proposed location;
 - Name of the activity;
 - Anticipated attendance;
 - Advertising methods;
 - Description of the activities planned;
 - Campus sponsoring organization name, if any;
 - Contact person name, address, phone number, and email address; and
 - Applicant's signature.

An application may be denied for the following reasons:

1. the applicant failed to supply requested information on the application;
2. the requested area is not available because it has already been reserved;
3. the application contains a material misrepresentation of fact;
4. the applicant is ineligible due to a previous violation of these regulations

- within the previous six months (including prior non-compliance, including but not limited to, failure to remove personal items and trash during a prior expressive activity);
5. the proposed use is not suitable for the location because the anticipated attendance exceeds the reasonable capacity of the space;
 6. the proposed use is not suitable for the location because the design or dimensions of the activity will substantially interfere with pedestrian access, traffic flow, or public safety;
 7. the proposed use would constitute an immediate and actual danger to the peace or security of the College and/or the local community, that available law enforcement officials could not control with reasonable efforts;
 8. the proposed use would constitute a material and substantial disruption to the regular academic program or other operation of the College;
 9. the proposed use conflicts with previously scheduled activities and events in the same area;
 10. the applicant is under disciplinary sanction for other violations of College policy or procedure that has resulted in a loss of College privileges; and/or
 11. the proposed activity is commercial in nature.

The decision to grant or deny a reservation will not be based on the content or viewpoint of the organized expressive activity or upon the expected reaction of others to the activity. If the request to reserve is denied, the applicant may appeal in writing to the Dean of the Office of Student Rights and Responsibilities or designee who shall rule promptly in writing (generally within three business days of the appeal). The email address of the Office of Student Rights and Responsibilities is studentrights@sjcd.edu. The decision of the Dean of the Office of Student Rights and Responsibilities is final.

E. Other Conditions

Amplified sound is allowed in outdoor common areas, but bullhorns are prohibited. Noise levels may not unduly interfere with classes, meetings, or other activities in progress. Making sustained or repeated noise in a manner that unduly interferes with a speaker's ability to communicate his/her message is not permitted. A person responsible for a structure or display must remain with the structure or display at all times.

Should the size of any gathering exceed the maximum number of participants that is safe for a given location, including a reserved space, participants will be directed by campus officials to relocate to an area on campus that is better suited to the size of the gathering to the extent relocation is practicable.

The College may move a scheduled or reserved event to a different location upon the occurrence of:

- a. circumstances beyond the control of the College, such as facility infrastructure disruption and/or inclement weather;
- b. unanticipated needs of the College for use of the space for College purposes;
- c. substantial changes in the needs or size of the scheduled event; or

- d. subsequent disruption to previously scheduled College events.

The Student Engagement & Support Office will consult with the organizer of the scheduled event (if available) to consider other feasible locations or the rescheduling of the event. The Student Engagement & Support Office will move the event to an agreed-upon location or to the nearest suitable location. The College is not responsible for any costs incurred by the organizers of the scheduled event that may result from a change in location.

Each individual or organization that reserves an outdoor space is responsible for cleaning up and removing personal items, paper, and trash that is placed in the area or dropped on the ground during the activity. Failure to comply may result in loss of the privilege to reserve space for six months. Subsequent violations may result in other conditions or sanctions, including loss of the privilege to reserve space for longer than six months. Students and employees are subject to discipline pursuant to regular College disciplinary procedures.

V. Distribution of Literature and Carrying Signs

Individuals and organizations, whether or not affiliated with San Jacinto College, may distribute literature, newspapers, brochures, books, handbills, and other printed material in common outdoor areas in accordance with these Procedures. No prior approval is required.

All literature must comply with the following rules:

- Literature or other printed materials must be distributed in person.
- Literature or other printed materials must not be forced upon others.
- Literature shall not be placed on vehicles in a College parking lot without the permission of the owner of the vehicle.
- The materials must not constitute prohibited “harassment” as defined in Section IV(A) above.
- The materials must not infringe upon intellectual property rights of the College, including College trademarks.
- The free flow of pedestrian, vehicular, or other traffic must not be obstructed at any point at any time. Entrances and exits shall not be blocked, and pedestrians shall have sufficient space to safely maneuver around the individual(s) offering literature or material.
- Groups or individuals are responsible for ensuring that literature/printed materials do not litter the area and are responsible for cleaning up discarded or leftover literature.
- Literature/printed materials cannot promote commercial activities.
- Individuals and organizations may not distribute or use confetti or glitter in outdoor common areas.

Individuals and organizations may display signs only by carrying them in their hands or otherwise attaching them to their persons or wheelchairs. No advance permission is required. Signs on sticks or poles are not allowed. Student organizations may post signs

on campus as permitted by the Student Handbook.

VI. Reservation of Indoor Space

The buildings and facilities owned or controlled by the San Jacinto College District generally are not traditional public forums open for assembly, debate, demonstrations, or similar activities by members of the general public or by students or employees of the College. The buildings and facilities of the College are intended primarily for the support of the instructional programs of the College and for the support of programs conducted or sponsored by the College's academic and administrative departments or organizations affiliated with those departments. The responsibility of the College to operate and maintain an effective and efficient institution of higher education requires that the College regulate the time, place, and manner of assembly, speech, and other expressive activities inside the buildings of the College.

As used in this Procedure, buildings and facilities includes the outside surface of College buildings and surfaces associated or connected to a College building or structure, including an attached porch or portico.

A. Authorized Uses

The College allows the reservation of a table (also known as a booth) in certain designated areas of certain campus buildings for certain limited purposes. Tables/booths may be reserved by individual students, student organizations, employees, and employee organizations. Tables/booths also may be reserved by non-profit organizations that are not affiliated with the College so long as their purpose is non-commercial in nature. Authorized uses include the distribution of literature to promote a College event or non-profit community event; to provide information about matters of public concern; to provide information about the organization or its activities; and to recruit new members.

Applicants may not assign or delegate any control or responsibility to any other applicant or co-sponsor, agent, or third party without prior written approval of the respective campus Student Engagement & Support Coordinator. All individuals requesting a reservation must identify themselves, provide contact information, and serve as the contact person for the event or activity. Reservations of an indoor expressive activity space may not be used for a different activity without written approval of the respective campus Student Engagement & Support Coordinator. Indoor site availability is determined by the days and times that the building is open to the public.

Designated indoor sites:

Central Campus

- *Newton Student Center northwest lobby*

Maritime Campus

- *First floor lobby area adjacent to the main entrance*

North Campus

- *Slovacek Student Center 1st floor west entrance*

Generation Park Campus

- *First floor lobby area adjacent to the main entrance*

South Campus

- *Bruce Student Center, 1st floor west atrium adjacent to stairway*

District Building 1

- *First Floor Lobby area outside of and adjacent to the Boardroom (A-1.104)*

B. Restrictions on Use of Space

The tables/booths may not be used for a commercial purpose or for selling literature, products, or services or seeking donations. Student organizations may sell goods and services or seek donations on a non-profit basis in accordance with the Student Handbook.

C. Table/Booth Restrictions

Persons distributing information at a reserved table/booth must remain within three feet of their reserved table space. Tables/booths may not be moved and must remain in the location designated by the College. Signs and displays at reserved tables/booths may not extend beyond three (3) feet of the reserved table space and may not exceed six (6) feet in height. Under no circumstances may any stationary display, exhibit, or structure present a significant safety hazard or threat to public safety. A member of the group reserving the table/booth must remain with the table/booth at all times.

D. Distribution of Printed Materials

Literature or other printed materials must be distributed in person. Individuals and organizations must comply with the rules for distributing literature as stated in Section V.

E. Restrictions on Amplified Sound

Amplified sound is allowed but bull-horns are prohibited. Only hand-held, portable devices are allowed, and noise levels may not unduly interfere with or disrupt classes, meetings, or other activities in progress. Amplified sound may be prohibited if the sound is audible in nearby occupied classrooms or offices with the doors closed. Making sustained or repeated noise in a manner that substantially interferes or disrupts with a speaker's ability to communicate his/her message is not permitted.

F. Space Availability

The space available for reserved tables/booths is limited. Other than the designated table/booth located in the student centers, all other indoor areas on campus may only

be reserved by official College departments or organizations. To ensure that all eligible groups have a reasonable opportunity to reserve a table/booth, eligible individuals and organizations will be limited to a maximum of four advance reservations per space each month. Eligible individuals or a group may inquire with the Student Engagement & Support Coordinators/Event Services Coordinator about same-day table/booth availability beginning at 8:30 AM. If the designated space has not been reserved then an application for that same-day usage can be submitted and accepted on a first-come, first-served basis. All applications actually received between 8:30 AM. and 4:00 PM. on the same day will be eligible for selection using the neutral, random method.

G. Application Process

Eligible individuals or groups may request the use of indoor space by completing an application. Applications are available at the Student Engagement & Support Offices. The requesting group or individual must submit a completed Application to Reserve Indoor Space for Organized Expressive Activity to the relevant campus. Reservations must be made at least five business days in advance of the planned event but no more than sixty days in advance of the planned event. Reservations are accepted on a first-come, first-served basis. An application is “received” for purpose of this section if it is actually received between the hours of 8:30 AM. and 4:00 PM. Reservations may be sent via email, but such reservations are not considered received until opened. Registered student organizations and/or College employees are given priority over off-campus organizations and members of the public if a campus receives two or more applications on the same day seeking to reserve the same location at the same or conflicting times. In the event of conflicting applications between multiple registered student organizations and/or College employees, applications will be selected using a neutral, random method. In the event of conflicting applications between organizations not affiliated with the College, applications will be selected using a neutral, random method.

The Student Engagement & Support Coordinator, or his or her designee, will approve or deny a requested reservation within three business days of receiving the application. Applicants must supply the following information:

- Date of application;
- Proposed date(s) of the reservation;
- Proposed start and finish times;
- Proposed location;
- Name of the activity;
- Anticipated attendance;
- Advertising methods;
- Description of the activities planned for the table/booth and the dimensions of any display or exhibit;
- Campus sponsoring organization name, if any;
- Contact person name, address, phone number, and email address; and

- Applicant’s signature.

An application may be denied for the following reasons:

- the applicant failed to supply requested information on the application;
- the requested space is not available because it has already been reserved;
- the application contains a material misrepresentation of fact;
- the applicant is ineligible due to a previous violation of these regulations within the previous six months (including prior non-compliances, including but not limited to, failure to remove personal items and trash during prior expressive activity requests);
- the proposed use is not suitable for the location because the anticipated attendance exceeds the reasonable capacity of the space;
- the proposed use is not suitable for the location because the design or dimensions of the display will substantially interfere with pedestrian access, traffic flow, or public safety;
- the proposed use would constitute an immediate and actual danger to the peace or security of the College and/or the local community, that available law enforcement officials could not control with reasonable efforts;
- the proposed use would constitute a material and substantial disruption to the regular academic program or other operation of the College;
- the proposed use conflicts with previously scheduled activities and events in the same area; and/or
- the proposed activity is commercial in nature.

Additionally, the campus Administration may move a scheduled event to a different location upon the occurrence of:

- circumstances beyond the control of the College, such as facility infrastructure disruption and/or inclement weather;
- unanticipated needs of the College for use of the space for College purposes;
- substantial changes in the needs or size of the scheduled event; and/or
- disruption to previously scheduled College events.

The Administration will consult with the organizer of the scheduled event to consider other feasible locations. The Administration will move the event to an agreed-upon location or to the nearest suitable location, which may include an outdoor location if available. The College is not responsible for any costs incurred by the organizers of the scheduled event that may result from a change in location.

The decision to grant or deny a reservation will not be based on the content or viewpoint of the organized expressive activity or upon the expected reaction of others to the activity. If the request to reserve is denied, the applicant may appeal in writing to the Dean of Compliance and Judicial Affairs who shall rule promptly in writing (generally within three business days of the appeal).

VII. Presenting Identification to College Officials

The College respects the right of individuals to engage in expressive activities in an anonymous manner. However, there are occasions when it is necessary for a College official to ask an individual to identify himself or herself. These occasions could include, for example, taking action to preserve the peace, to quell a disturbance, to investigate noncompliance with these Procedures, to confirm or modify a reservation or a gathering, or to obtain information regarding violations of other College policies or procedures.

Pursuant to the authority conferred upon the Board of Trustees by Texas Education Code Section 51.209, in order to protect the safety and welfare of students, employees, and other participants in the programs and activities of San Jacinto College and to protect the property and buildings of the College, it shall be a violation of these Procedures for any person who is on any property or in a building owned or controlled by San Jacinto College to refuse to identify himself or herself in response to a request by an authorized representative or any peace officer of San Jacinto College acting pursuant to authority of Texas law. An “institutional representative” is any member of the Board of Trustees; any College administrator or manager; or any peace officer or security officer of the College acting pursuant to authority of Texas law.

A person identifies himself or herself by stating truthfully: (1) his or her name and complete address, as substantiated by a current driver’s license or other official documentation, and whether they are a student or employee of the College; and (2) his or her legitimate business on San Jacinto College. Legitimate business includes engaging in assembly, speech, and other expressive activities as authorized by law or this Procedure.

A person who refuses to identify themselves in accordance with this Procedure may be required to leave the premises and may be subject to arrest for trespass. Students, faculty, or staff who refuse to identify themselves in accordance with this Procedure also are subject to disciplinary action pursuant to the College’s regular disciplinary procedures.

Additionally, as stated in Section 51.232 of the Texas Education Code, during periods of disruption, as determined by the Chancellor, Deputy Chancellor, Associate Vice Chancellor of Student Services, or other official designated by the Chancellor, to maintain order on the campus or facility, the College may require that any person on the campus or facility present evidence of his or her identification, or if the person is a student or employee of the institution, his student or employee official institutional identification card, or other evidence of the individual’s relationship with the College. If a person refuses or fails upon request to present evidence of their identification, and if it reasonably appears that the person has no legitimate reason to be on the campus or facility, the person may be ejected from the campus or facility.

College officials will not discriminate on the basis of a political, religious,

philosophical, ideological, or academic viewpoint expressed by any person, either in the enforcement or administration of these rules.

VIII. Violations and Sanctions; Discipline Procedures and Appeals

When a College employee observes a violation of these Procedures, the preferred first step is for the employee to encourage the alleged violator to comply with the rule being violated, especially in instances in which public safety is not threatened. If an individual continues to violate a rule or procedure after receiving a warning, but the activity is otherwise peaceful, staff and campus police should evaluate all facts and circumstances and determine whether to intervene immediately. For example, if the activity is about to end, intervention may be more disruptive than allowing the activity to end on its own. The decision whether and when to intervene shall be made without consideration of the viewpoint of the speaker.

Students who violate these Procedures are subject to discipline under the Code of Student Conduct in the Student Handbook. Sanctions may include loss of privileges, suspension, and expulsion. Employees who violate these Procedures are subject to discipline under the College’s applicable employment procedures, and sanctions may include loss of privileges, suspension, and termination. A violation of this Procedure includes unduly interfering with the lawful expressive activities of others.

Students who wish to file a complaint alleging a violation of this Procedure may file a complaint with the Office of Students Rights and Responsibilities under Complaint Procedure 200 in the Student Handbook. Employees who wish to file a complaint alleging a violation of this Procedure may file a complaint under Board Policy IV.4002.F.a and Procedure IV.4002.F.a, *Employee Concerns and Grievances*. A student or employee who complies with an on-the-scene order or directive that limits or prevents an expressive activity may test the propriety of the order or directive by filing a grievance or complaint.

Members of the public and off-campus organizations that violate these Procedures are subject to criminal trespass charges, arrest, and other lawful measures. Members of the public and off-campus organizations who wish to file a complaint alleging a violation of this Procedure may file a complaint with the Office of Student Rights and Responsibilities at studentrights@sjcd.edu. The decision of the Dean of the Office of Student Rights and Responsibilities is final.

Date of SLT Approval	May 1, 2024
Effective Date	May 22, 2024
Associated Policy	Policy VII.7003.A, Expressive Activities
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President

Secondary Owner of Policy Associated with the Procedure Associate Vice Chancellor, Student Services

Procedure VII.7003.A.a, Expressive Activities

Associated Policy

Policy VII.7003.A, Expressive Activities

Procedures

I. Overview

- A. San Jacinto College is committed to fostering a learning environment where free inquiry and expression are encouraged. The College recognizes the right to assemble, speak, carry signs, and distribute literature and petitions. In accordance with the rules specified in this Procedure, students ~~and~~, employees, ~~and members of the general public~~, individually or in organized groups, may engage in expressive activities in the College's outdoor common areas, subject to reasonable restrictions of time, place, and manner. Members of the general public, individually and groups, may engage in expressive activities in the locations designated by these Procedures, subject to reasonable restrictions of time, place, and manner. The College will not discriminate against any person on the basis of a political, religious, philosophical, ideological, or academic viewpoint expressed by any person, either in the enforcement or administration of these rules.
- B. The College ~~may will~~ not take action against a student or employee organization or deny these organizations any benefit generally available to other student or employee organizations at the College on the basis of a political, religious, philosophical, ideological, or academic viewpoint expressed by the organizations or of any expressive activities of the organizations.
- C. The College expects that persons engaging in expressive activities will demonstrate respect for the safety of persons and property, respect ~~for~~ those who may disagree with their message, and comply ~~iance~~ with College policies and applicable local, state, and federal laws. ~~As permitted by law, San Jacinto College imposes reasonable time, place, and manner restrictions on all persons engaging in expressive activities.~~ The College will not tolerate expressive activities that are unlawful, that materially and substantially disrupt the College's activities, programs, or operations, that unduly interfere with the expressive activities of others on campus, that constitute Prohibited Expression under Section III of this Procedure, or that violate the College's policies and procedures or applicable local, state, or federal law. Individuals who violate these rules, policies, or laws are subject to immediate removal from the campus and other appropriate and lawful sanctions. See Section IXH, Violations and Sanctions.
- D. The location of expressive activities will depend upon the factors listed in these rules, including the size of the audience for the activity (both participants and spectators). Decisions required to be made by College officials will be based on these rules and will not be based on the content or viewpoint of a proposed expressive activity or on any anticipated controversy related to the proposed event. Expressive activities permitted under these rules do not imply official endorsement by the College.

~~E. **General Prohibitions:** The Chancellor, Deputy Chancellor and College President, or other designated College representatives retain the authority to enforce this Procedure. The following rules are intended to protect the health and safety of all persons, to protect property from damage, to manage resources, and to protect the educational mission of the College. Individuals and organizations engaging in expressive activities shall not:~~

~~F.—~~

~~G. interfere with the free entry to or exit from a building, structure, or facility;~~

~~H. interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, or facilities;~~

~~I. deny the use of offices or other facilities to the students, faculty, staff, or guests of the College;~~

~~J. threaten or endanger the safety of any person on a campus;~~

~~K. engage in conduct that is likely to result in damage or defacement to or destruction of College property or to cause disruption in utilities;~~

~~L. create a sustained or repeated noise disturbance that substantially interferes with a speaker's ability to communicate with others and/or the rights of others to listen;~~

~~M. attempt to prevent a College event or other lawful assembly by the threat or use of force or violence; or~~

~~N. use or display an open flame or fireworks.~~

E. This Procedure applies to expressive activities that are not part of an official activity, program, or operation of the College or its departments.

O.F. Teaching Curriculum-related and other official activities and functions program of the College will have priority in allocating the use of space on campus.

II. Definitions

A. *Amplified sound:* The use of any loudspeaker, loudspeaker system, sound amplifier, electronic device, or any other machine or device that produces, reproduces, or amplifies sound.

B. *Antisemitism:* This term has the meaning found in Section 448.001 of the Texas Government Code, which “means a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities.” This definition is provided in accordance with Executive Order GA-44 (2024).

C. *College:* The San Jacinto College and any of its campuses or buildings, whether owned or leased.

D. *College department:* Any academic or non-academic unit or division or any other official College entity.

E. *College grounds or premises:* Any College-owned, leased, or maintained property and buildings, including, but not limited to, the College's South Campus, Central

Campus, North Campus, Maritime Campus, Generation Park Campus, and District Administration Building.

F. *Commercial activity*: The selling or advertising of objects or services by an individual, organization, or company for personal gain or for the financial benefit of owners or investors. “Commercial activity” does not include words or symbols on an individual’s personal apparel, or a bumper sticker placed on a car by its owner.

~~**G.** *Common outdoor area*: Outdoor space at the College that is not being used for a College purpose or educational function or a College-sponsored or affiliated event or function, whether temporary or permanent. “Common outdoor area” generally includes plazas, sidewalks, lawns, and courtyards. “Common outdoor area” does not include the outside surface of College buildings such as a porch or portico, or a surfaces associated with or connected to a College building or structure or space dedicated to temporary outdoor exhibits, other College structures such as statues, fountains, or flower beds, or areas under College construction. sites.~~

~~**H.G.**~~

~~**H.H.**~~ *Expressive activity*: Any speech or expressive conduct (oral or written) protected by the First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions. The term does not include commercial speech.

~~**H.I.**~~ *Non-profit group*: A group whose purpose is to serve a public or mutual benefit other than the pursuit or accumulation of profits for owners or investors. The term includes, but is not limited to, registered student organizations, public charities, social welfare agencies, religious organizations, and organizations exempt from federal income tax.

~~**K.J.**~~ *“Off-campus person or organization” and “member of the general public”*: A person or organization that is not an academic or administrative unit or department of the College or a registered or officially recognized student, faculty, or staff organization.

~~**L.K.**~~ *Official College event or activity*: Any event, program, or activity sponsored by a College department or division in the course of fulfilling its College mission; educational activities that occur within the classroom; or events that occur within the regular or recurring sphere of activity of a College department or division.

~~**M.L.**~~ *Organized Expressive Activity*: Any assembly, rally, parade, demonstration, memorial or vigil, stationary structure or display, concert or other similar event that is conducted by an organization or that is designed to attract a gathering of twenty-five or more people during a specified period of time. The term also includes a stationary structure, display, or activity that is scheduled to be in the same location for two or more hours in a single day and that is intended to distribute or is prepared to distribute literature or materials to twenty-five or more people.

~~**N.M.**~~ *Registered student organization*: A student organization officially registered

with the Office of Student Engagement & Support at the College.

III. Prohibited Expression

The following types of expression are not protected expression. Individuals and organizations that engage in Prohibited Expression are subject to removal from College grounds and are subject to other appropriate and lawful sanctions. Students and employees are subject to discipline in accordance with the regular disciplinary policies and procedures of the College.

- A. *Obscenity*: A writing, visual image, or performance is obscene as defined in Section 43.21 of the Texas Penal Code (or its successor provisions).
- B. *Incitement to imminent violations of the law*: Conduct, whether oral, written, or demonstrative, that incites or is directed at producing imminent violations of law under circumstances such that the statements are likely to actually and imminently incite or produce violations of law.
- C. *Defamation*: Defamation is a false statement of fact about another individual that holds the individual up to hatred, ridicule, or contempt and that is not otherwise privileged. Defamation can be written (libel) or oral (slander). If the defamed person is a private individual, the question is whether the speaker knew or should have known that the statement was false. If the defamed person is a public official or public figure, the question is whether the statement was made with knowledge of the falsity or with reckless disregard of the truth.
- D. *Fighting Words or True Threat*: A serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals. The speaker of a true threat need not intend to inflict actual harm; the question is whether the speaker consciously disregarded a substantial risk that the communications would be viewed as threatening violence.
- E. *Acts of Intimidation*: A type of true threat where a speaker directs a threat to a person or group of persons with the intent of placing the victim(s) in fear of bodily harm or death.

IV. Use of Outdoor Space

A. Location of Expressive Activities in Outdoor Areas

1. *Expressive activities by students and employees. Common outdoor areas are traditional public forums for students, employees, registered student organizations, and recognized employee organizations. Students, employees, student organizations, members of the general public, and off campus organizations. They may engage in expressive activities in common outdoor areas without prior approval or reservation but must comply with the rules in Section III on prohibited expression and the time, place, and manner rules in Section IV(B). Individuals and organizations that engage in expressive conduct shall comply with these Procedures.*

including the General Prohibitions in Section I.

2. Expressive activities by members of the public. Members of the public may engage in expressive activities without prior approval or reservation in the locations stated in Section VIII of these Procedures. Such individuals must comply with the rules and prohibitions stated in Section III, Section IV(B), and Section VIII.

A.B. Time, Place, and Manner for Outdoor Expression

~~Common outdoor areas are traditional public forums. Students, employees, student organizations, members of the general public, and off-campus organizations may engage in expressive activities in common outdoor areas without prior approval or reservation. Individuals and organizations that engage in expressive conduct shall comply with these Procedures, including the General Prohibitions in Section I. The following conduct is prohibited in outdoor common areas:~~

The following rules are intended to protect the health and safety of all persons, to protect property from damage, to manage resources, and to protect the educational mission of the College.

1. General Prohibitions. Individuals and organizations engaging in expressive activities on College property shall not:

- engage in conduct that would materially and substantially disrupt or disturb the regular academic program or other operations of the College;
- engage in expressive activity within a ten-foot clearance around points of entry and the perimeter of College District buildings, facilities, parking lots, and garages;
- interfere with the free entry to or exit from a building, structure, parking lot, garage, or facility;
- interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, or facilities;
- prevent deny the use of offices or other facilities by students, employees, campus police, and other authorized individuals;
- threaten or endanger the safety of any person on a campus;
- engage in conduct that is likely to result in damage or defacement to or destruction of College property or to cause disruption in utilities;
- create a sustained or repeated noise disturbance that substantially interferes with a speaker's ability to communicate with others and/or the rights of others to listen;
- attempt to prevent a College event or other lawful assembly by the threat or use of force or violence;
- use bullhorns;
- use amplified sound except when expressly permitted by these rules;
- engage in camping or erect tents or other living accommodations on campus, regardless of whether the camp, tent, or other structure is temporary;

- use or display an open flame or fireworks; or
- The activity violates College policy or procedure or violates a local, state, or federal law.

~~4. Inclement Weather and Emergencies. The College may prohibit expressive activities that would otherwise be allowed under this Procedure when there is~~

~~1.~~

~~2. The person’s conduct is unlawful (see Section III, Prohibited Expression);~~

~~3. The activity is commercial activity;~~

~~4. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts or when;~~

~~2. If there is inclement weather, a public health warning, terror alert, or other emergency and College officials reasonably determine that public safety is at risk,;~~

~~5.~~

~~6. The use would result in damage to or defacement of property;~~

~~7. The activity violates College policy or procedure or violates a local, state, or federal law.~~

~~8.~~

~~9. Harassment. Additionally, n~~No person engaging in expressive activities shall engage in conduct that constitutes harassment of another person. “Harassment” in this Procedure means: (i) hostile, threatening, or intimidating conduct or speech, whether oral, written, or symbolic, _

~~10.3.~~ (ii) that is directed at specific individual(s), and (iii) is sufficiently severe, pervasive or persistent, and objectively offensive that it would cause an ordinary and reasonable person to fear violence or bodily harm or would unreasonably interfere with the other individual’s ability to access or participate in or benefit from the activity, program, services, or privilege provided by the College.

~~In addition, students and employees are subject to other policies and procedures of the College policy that~~ prohibits discriminatory harassment based on membership in a protected class recognized under state or federal law. These policies and procedures address conduct that is sufficiently severe or pervasive to create an objectively hostile campus or academic environment that unreasonably interferes with or diminishes another individual’s ability to participate in or benefit from an activity, program, service, or privilege provided by the College District. These policies and procedures include the College’s Sexual Misconduct Policy and Procedures (see Board Policy III.3006.D and Procedure III.3006.D.a) and policies and procedures that prohibit discrimination and harassment on the basis of race, color, national origin, religion, sex, disability, age, veteran/military status, and other legally protected classes (see Board Policy IV.4002.G and Complaint Procedure 300 of the Student Handbook). Discrimination based on race, color, or national origin includes discrimination and harassment based on a person’s actual or perceived: (i) shared ancestry or ethnic characteristics; or (ii) citizenship or residency in a country with a dominant religion or distinct religious identity; this definition encompasses antisemitism and discrimination based on

religion, including but not limited to discrimination against students who are Jewish, Muslim, Sikh, Hindu, Christian, Buddhist, or other religions when based on shared ancestry, ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity.

The rules against harassing expressive activity should be interpreted as narrowly as possible to preserve their constitutionality and to avoid chilling the exercise of constitutionally protected speech. Opinions and arguments of a political, religious, ideological, or academic nature are not harassment merely because some listeners are offended or upset by the opinion or argument.

4. *Restrictions on Noise.* Individuals who engage in expressive activities on campus may not use bullhorns. Other amplified sound is allowed in outdoor common areas between 8 a.m. and 10 p.m.; however, amplified sound, drums, or other percussive instruments are not permitted during the last two weeks of the semester or term at any time. In addition, at no time may amplified sound, drums, or other percussive instruments be used to intimidate others, interfere with campus operations, or interfere with a San Jacinto College employee's or peace officer's lawful performance of a duty. Noise levels from any source, including clapping and chanting, may not materially and substantially disrupt classes, meetings, or other nearby activities in progress.
5. *Guest Speakers.* Student organizations and faculty may not invite guest speakers to campus during the last two weeks of the semester or term.
6. *Restrictions on Face Coverings.* While engaging in expressive activities, individuals may not wear a mask, facial covering, or disguise that (i) conceals the identity of the wearer and (ii) is calculated to obstruct the enforcement of these rules or the law, to prevent identification, or to intimidate, hinder or interrupt a College employee or police officer in the lawful performance of their duties. This prohibition does not apply to masks worn for health-related reasons or used as part of a College-sanctioned theatrical performance.
7. *Protection of Flags.* No individual shall interfere with the College display of the American or Texas flags or any institutional flags. In particular, no person may lower the College's flag with the intent to raise the flag of another nation, organization, or group.
8. *Restrictions on After-Hour Activities.* Expressive activities are not permitted in outdoor common areas between 10 p.m. and 8 a.m. This prohibition is not intended to foreclose ordinary conversation or other peaceful and non-disruptive communications protected by law.
9. The right to engage in expressive activities does not encompass selling literature, products, or services or seeking donations. Student organizations. However, may engage in such activities on a non-profit basis but only in accordance with the Student Handbook.

B.C. Gatherings of 25 or More People

If the expected attendance at an assembly or gathering is 25 or more people (see the definition of “Organized Expressive Activity” above), the persons or organizations planning the activity are encouraged to seek a reservation of an outdoor campus area that is suited to their assembly’s anticipated size (both participants and spectators) as stated in Section IV(C) below. Campus maps reflecting locations suitable for large gatherings are available from the Office of Student Engagement & Support. Regardless of whether a person or organization seeks a reservation, they are encouraged to provide at least 48 hours’ notice to the Office of Student Engagement & Support to enable the College to efficiently allocate resources, manage conflicting activities, and assign campus security, maintenance, and other staff as needed to maintain safety, order, and cleanliness. Contact information for the Office of Student Engagement & Support on each campus can be found at <https://www.sanjac.edu/student-life/>.

C.D. Areas Where Outdoor Expressive Activity May Not Take Place

The College will regulate outdoor expressive activity under criteria that is content and viewpoint neutral, ~~and~~ is narrowly tailored to serve a significant institutional interest, ~~and~~ provides for ample alternative means of expression. In addition to the prohibitions stated elsewhere in these Procedures, an outdoor expressive activity may not take place:

- a. In areas already reserved for an official College event during the specific times reserved for the official College event;
- b. In areas already reserved for an event by a person or organization that has made a reservation through the Office of Student Engagement & Support; or
- ~~c. In areas that block free movement of pedestrian or vehicle traffic;~~
- ~~d. In areas that prevent or substantially hinder entry or exit of a campus building; or~~
- ~~e.c.~~ In any areas on campus during times that the College campus is officially closed, ~~to the public.~~

D.E. Reserving an Outdoor Space for Expressive Activity ~~in an Outdoor Common Area~~

While no approval or reservation is required to engage in expressive activity in an outdoor ~~common~~ area where expressive activities are allowed, individuals may request-have the ability to reserve an outdoor space on campus in order to guarantee their desired space of expression is kept available to them during the specific date/time of their planned activity. A person or organization that reserves an area in advance pursuant to this Procedure has the right to the reserved space for the time covered by the reservation. Other persons or organizations using the same space without a reservation must yield the space immediately at the beginning of the other group’s reserved time. A specific location may be reserved for a single day up to eight hours between the hours of 8 a.m. and 6 p.m. If a person or group with an all-day reservation fails to use the reserved space for two or more consecutive hours, the College will deem the reservation abandoned, and others will be permitted to use the area.

To make reservations for an outdoor expressive activity, individuals must:

- a. Contact the Student Engagement & Support Office on the campus of their planned activity and complete an Outdoor Expressive Activity Reservation Form. Contact information for the Student Engagement and Support Office is found at <https://www.sanjac.edu/student-life/>.
- b. Student Engagement and Support will verify whether the space is already reserved for the desired date/time and notify the requestor within three business days. While there is no limit to the frequency that an individual or organization may engage in expressive activity on campus, an individual or organization may reserve a specific location in advance only four times per calendar month. This rule is imposed to ensure that all eligible persons or organizations have a reasonable opportunity to reserve a space. ~~Fostering diverse use of resources-~~It is a significant interest of the College to maximize the use of limited resources by creating opportunities for individuals and groups with different perspectives to reserve a preferred space for their expressive activity. Registered student organizations and ~~or College recognized~~ employee organizations are given priority ~~over off-campus organizations and members of the public~~ if a campus receives two or more applications on the same day seeking to reserve the same location at the same or conflicting times. Otherwise, ~~in~~ the event of conflicting applications between eligible individuals or multiple registered student organizations and/or College employees, applications will be selected using a neutral, random method. ~~In the event of conflicting applications between organizations not affiliated with the College, applications will be selected using a neutral, random method.~~
- c. If a ~~specific outdoor location~~desired space has not been reserved in advance, then a request for same-day usage can be submitted to the Student Engagement & Support Office on a first-come, first-served basis. All applications actually received between 8:30 AM. and 4:00 PM. on the same day will be eligible for selection using a neutral, random method. Conflicting applications will be addressed as stated in the preceding paragraph.
- d. Individuals reserving an outdoor space may not assign or delegate any control or responsibility of that reservation to any other person, agent, or third party without prior written approval of the respective campus Student Engagement & Support Coordinator. All individuals requesting a reservation must fully identify themselves to the Student Engagement & Support Coordinator or designee, provide contact information, and serve as the contact person for the event or activity. Reservations for a space for a specific type of outdoor expressive activity may not be used for a different activity without written approval of the respective campus Student Engagement & Support Coordinator.
- e. The Student Engagement & Support Coordinator, or ~~his or her~~their designee, will approve or deny a requested reservation within three business days of receiving the application. Applicants must supply the following information:
 - Date of application;
 - Proposed date(s) of the reservation;
 - Proposed start and finish times;

- Proposed location;
- Name of the activity, if any;
- Anticipated attendance;
- Advertising methods;
- Description of the activities planned;
- ~~Campus~~sSponsoring organization name, if any;
- Contact person name, address, phone number, and email address;
- Agreement to comply with College policy and procedure and state law; and
- Applicant's signature.

An application may be denied for the following reasons:

1. the applicant failed to supply requested information on the application;
2. the requested area is not available because it has already been reserved;
3. the application contains a material misrepresentation of fact;
4. the applicant is ineligible due to a previous violation of these procedures regulations within the previous six months (~~including prior non-compliance~~, including but not limited to, failure to remove personal items and trash during a prior expressive activity);
5. the proposed use is not suitable for the location because the anticipated attendance exceeds the reasonable capacity of the space;
6. the proposed use is not suitable for the location because the design or dimensions of the activity will substantially interfere with pedestrian access, traffic flow, or public safety;
7. the proposed use would constitute an immediate and actual danger to the peace or security of the College and/or the local community, that available law enforcement officials could not control with reasonable efforts;
8. the proposed use would ~~constitute pose~~ a material and substantial disruption to the regular academic program or other operation of the College;
- ~~9.~~ the proposed use conflicts with previously scheduled activities and events in the same area;
- ~~9.~~10. the proposed use would violate the rules regarding noise or bullhorns;
- ~~10.~~11. the applicant is under disciplinary sanction for other violations of College policy or procedure that has resulted in a loss of College privileges; and/or
- ~~11.~~12. the proposed activity is commercial in nature.

The decision to grant or deny a reservation will not be based on the content or viewpoint of the ~~organized~~ expressive activity or upon the expected reaction of others to the activity. If the request to reserve is denied, the applicant may appeal in writing to the Dean of the Office of Student Rights and Responsibilities or designee who shall rule promptly in writing (generally within three business days of the appeal). The email address of the Office of Student Rights and Responsibilities is studentrights@sjcd.edu. The decision of the Dean of the Office of Student Rights and Responsibilities is final.

E.F. Other Conditions

~~Amplified sound is allowed in outdoor common areas, but bullhorns are prohibited. Noise levels may not unduly interfere with classes, meetings, or other activities in progress. Making sustained or repeated noise in a manner that unduly interferes with a speaker's ability to communicate his/her message is not permitted.~~ A person responsible for a structure or display must remain with the structure or display at all times.

Should the size of any gathering exceed the maximum number of participants that is safe for a given location, including a reserved space, participants will be directed by campus officials to relocate to an area on campus that is better suited to the size of the gathering to the extent relocation is practicable.

The College may move a scheduled or reserved event to a different location upon the occurrence of:

- a. circumstances beyond the control of the College, such as facility infrastructure disruption and/or inclement weather;
- b. unanticipated needs of the College for use of the space for College purposes;
- c. substantial changes in the needs or size of the scheduled event; or
- d. subsequent disruption to nearby, previously scheduled College events.

The Student Engagement & Support Office will consult with the organizer of the scheduled ~~activityevent~~ (if available) to consider other feasible locations or the rescheduling of the ~~activityevent~~. The Student Engagement & Support Office will move the ~~activityevent~~ to an agreed-upon location or to the nearest suitable location if an agreed-upon location is not available. The College is not responsible for any costs incurred by the organizers of the scheduled ~~eventactivity~~ that may result from a change in location.

Each individual or organization that reserves an outdoor space is responsible for cleaning up and removing personal items, paper, and trash that is placed in the area or dropped on the ground during the activity. Failure to comply may result in loss of the privilege to reserve space for six months. Subsequent violations may result in other conditions or sanctions, including loss of the privilege to reserve space for longer than six months. Students and employees are subject to discipline pursuant to regular College disciplinary procedures.

V. Distribution of Literature and Carrying Signs

Individuals and organizations, whether or not affiliated with San Jacinto College, may distribute literature, newspapers, brochures, books, handbills, and other printed material ~~in common outdoor areas~~ in accordance with these Procedures in outdoor areas where expressive activities are otherwise allowed. No prior approval is required. Indoor areas of College buildings and facilities, including classrooms and hallways, are not traditional public forums for distribution of literature or carrying signs.

1. Literature/written materials/petitions. All literature to be distributed must comply with Sections III and IV and the following rules:

- Literature or other printed materials must be distributed in person.
- Literature or other printed materials must not be forced upon others.
- ~~Literature shall not be placed on vehicles in a College parking lot without the permission of the owner of the vehicle.~~
- ~~The content of the materials must not constitute prohibited “harassment” as defined in Section IV(A) above.~~
- The materials must not infringe upon intellectual property rights of the College, including College trademarks.
- The free flow of pedestrian, vehicular, or other traffic must not be obstructed at any point at any time. Entrances and exits shall not be blocked, and pedestrians shall have sufficient space to safely maneuver around the individual(s) offering literature or material.
- Groups or individuals are responsible for ensuring that literature/printed materials do not litter the area and are responsible for cleaning up discarded or leftover literature, including literature discarded by third parties.
- Literature/printed materials cannot promote commercial activities.
- Individuals and organizations may not ~~distribute or~~ use confetti or glitter in outdoor common areas.

2. Carrying Signs. All signs must comply with Sections III and IV. In addition, ~~Individuals and organizations may display signs only by carrying them in their hands or otherwise attaching them to their persons or wheelchairs.~~ A sign must be made of paper or cardboard and shall not be larger than 22 inches by 28 inches. No advance permission is required to carry a sign. Signs on sticks, stakes, or poles are not allowed. ~~Student organizations may post signs~~

~~on campus as permitted by the Student Handbook.~~

Any individual holding or carrying a sign will exercise due care to avoid bumping, hitting, or injuring any other person. In addition, individuals holding or carrying a sign must take reasonable steps to avoid blocking the view of another person. Individuals must remove their signs from campus at the conclusion of the expressive activity.

No person or group may post a sign on campus. However, registered ~~S~~student organizations may post signs on campus as permitted by the Student Handbook.

VI. Reservation of Indoor Space

The buildings and facilities owned or controlled by the San Jacinto College District generally are not traditional public forums open for assembly, debate, demonstrations, or similar activities by members of the general public or by students or employees of the College. The buildings and facilities of the College are intended primarily for the support of the instructional/curricular activities and programs of the College and for the support of programs conducted or sponsored by the College’s academic and administrative

departments or organizations affiliated with those departments. The responsibility of the College to operate and maintain an effective and efficient institution of higher education requires that the College regulate the time, place, and manner of assembly, speech, and other expressive activities inside the buildings of the College.

As used in this Procedure, buildings and facilities includes the outside surface of College buildings and surfaces associated or connected to a College building or structure, including an attached porch or portico.

Nothing in this Procedure is intended to prohibit students from expressing their viewpoint during instructional activities that involve the communication of opinion or ideas. Students must comply with College policy, departmental rules, and the faculty member’s rules regarding behavioral expectations for the classroom, lab, and other instructional settings. See Board Policy V.5001.B, Policy VI.6004.B, and Section 3.4 of the Code of Student Conduct.

A. Authorized Uses

The College allows the reservation of a table (also known as a booth) in certain designated areas of certain campus buildings for certain limited purposes. Tables/booths may be reserved by individual students, registered student organizations, employees, and recognized employee organizations. Tables/booths also may be reserved by non-profit organizations that are not affiliated with the College so long as their purpose is educational, civic, religious, or social in nature and not non-commercial-in-nature. Authorized uses include the distribution of literature to promote a College event or non-profit community event; to provide information about matters of public concern; to provide information about the organization or its activities; and to recruit new members.

Applicants who reserve a table/booth may not assign or delegate any control or responsibility to any other applicant or co-sponsor, agent, or third party without prior written approval of the respective campus Student Engagement & Support Coordinator. All individuals-applicants requesting a reservation must identify themselves and their co-applicants or co-sponsors, provide contact information, and serve as the contact person for the event or activity. Reservations of an indoor expressive activity space may not be used for a different activity without written approval of the respective campus Student Engagement & Support Coordinator.

Indoor site availability is determined by the days and times that the building is open to the public. Designated indoor sites are:

Central Campus

- *Newton Student Center northwest lobby*

Maritime Campus

- *First floor lobby area adjacent to the main entrance*

North Campus

- *Slovacek Student Center 1st floor west entrance*

Generation Park Campus

- *First floor lobby area adjacent to the main entrance*

South Campus

- *Bruce Student Center, 1st floor west atrium adjacent to stairway*

District Building 1

- *First Floor Lobby area outside of and adjacent to the Boardroom (A-1.104)*

B. Restrictions on Use of Space

Materials shown or distributed at the booth/table must comply with the requirements of Section III above (Prohibited Expression) and Section IV above.

The tables/booths may not be used for a commercial purpose or for selling literature, products, or services or seeking donations. Student organizations may sell goods and services or seek donations on a non-profit basis in accordance with the Student Handbook.

C. Table/Booth Restrictions

A member of the group reserving the table/booth must remain with the table/booth at all times. Persons distributing information at a reserved table/booth must remain within three feet of their reserved table/~~booth-space~~. Tables/booths may not be moved and must remain in the location designated by the College. Signs and displays at reserved tables/booths may not extend beyond three (3) feet of the reserved table space and may not exceed six (6) feet in height. Under no circumstances may any stationary display, exhibit, or structure present a significant safety hazard or threat to public safety. ~~A member of the group reserving the table/booth must remain with the table/booth at all times.~~

D. Distribution of Printed Materials

Literature or other printed materials must be distributed in person. Individuals and organizations must comply with the rules for distributing literature as stated in Section V.

E. Restrictions on Amplified Sound

Amplified sound is allowed between 8:00 a.m. and 4:00 p.m. except during the last two weeks of a semester or term. ~~but~~ Bull-horns are prohibited. Only hand-held, portable devices are allowed, and noise levels may not unduly interfere with or disrupt classes, meetings, or other activities in progress, including the activities of others

who have reserved a booth/table. Amplified sound may be prohibited if the sound is audible in nearby occupied classrooms or offices with the doors closed. Making sustained or repeated noise in a manner that substantially interferes or disrupts with a speaker's ability to communicate his/her message is not permitted.

F. Space Availability

The space available for reserved tables/booths is limited. Other than the designated table/booth located in the student centers, all other indoor areas on campus may only be reserved by official College departments or organizations. To ensure that all eligible individuals and groups have a reasonable opportunity to reserve a table/booth, eligible individuals and organizations will be limited to a maximum of four advance reservations per space each month. Eligible individuals ~~or~~ and groups may inquire with the Student Engagement & Support Coordinators/Event Services Coordinator about same-day table/booth availability beginning at 8:30 AM. If the designated space has not been reserved then an application for that same-day usage can be submitted and accepted on a first-come, first-served basis. All applications actually received between 8:30 AM. and 4:00 PM. on the same day will be eligible for selection using the neutral, random method.

G. Application Process

Eligible individuals or groups may request the use of indoor space by completing an application. Applications are available at the Student Engagement & Support Offices. The requesting group or individual must submit a completed Application to Reserve Indoor Space for Organized Expressive Activity to the relevant campus. Reservations must be made at least five business days in advance of the planned event but no more than sixty days in advance of the planned event. Reservations are accepted on a first-come, first-served basis. An application is "received" for purpose of this section if it is actually received between the hours of 8:30 AM. and 4:00 PM. Reservations may be sent via email, but such reservations are not considered received until opened. Registered student organizations and/or College employees are given priority over off-campus organizations and members of the public if a campus receives two or more applications on the same day seeking to reserve the same location at the same or conflicting times. In the event of conflicting applications between a College-affiliated person/group and an outside person/group, College-affiliated persons/groups will receive priority. Otherwise, between multiple-registered student organizations and/or College employees, applications will be selected using a neutral, random method. ~~In the event of conflicting applications, between organizations not affiliated with the College, applications will be selected using a neutral, random method.~~

The Student Engagement & Support Coordinator, or his or her designee, will approve or deny a requested reservation within three business days of receiving the application. Applicants must supply the following information:

- Date of application;
- Proposed date(s) of the reservation;
- Proposed start and finish times;

- Proposed location;
- Name of the activity;
- Anticipated attendance;
- Advertising methods;
- Description of the activities planned for the table/booth and the dimensions of any display or exhibit;
- Campus sponsoring organization name, if any;
- Contact person name, address, phone number, and email address;
- Agreement to comply with College policy and procedure and state law; and
- Applicant's signature.

An application may be denied for the following reasons:

- the applicant failed to supply requested information on the application;
- the requested space is not available because it has already been reserved;
- the application contains a material misrepresentation of fact;
- the applicant is ineligible due to a previous violation of these ~~regulations-procedures~~ within the previous six months (~~including prior non-compliances~~, including but not limited to, prior failure to remove personal items and trash during prior expressive activity requests);
- the proposed use is not suitable for the location because the anticipated attendance exceeds the reasonable capacity of the space;
- the proposed use is not suitable for the location because the design or dimensions of the display will substantially interfere with pedestrian access, traffic flow, or public safety;
- the proposed use would constitute an immediate and actual danger to the peace or security of the College and/or the local community, that available law enforcement officials could not control with reasonable efforts;
- the proposed use would constitute a material and substantial disruption to the regular academic program or other operation of the College;
- the proposed use would violate the rules regarding noise or bullhorns;
- the proposed use conflicts with previously scheduled activities and events in the same area; and/or
- the proposed activity is commercial in nature.

Additionally, the campus Administration may move a scheduled event to a different location upon the occurrence of:

- circumstances beyond the control of the College, such as facility infrastructure disruption and/or inclement weather;
- unanticipated needs of the College for use of the space for College purposes;
- substantial changes in the needs or size of the scheduled event; and/or
- disruption to previously scheduled College events.

The Administration will consult with the organizer of the scheduled event to consider other feasible locations. The Administration will move the event to an agreed-upon

location or to the nearest suitable location, which may include an outdoor location if available. The College is not responsible for any costs incurred by the organizers of the scheduled event that may result from a change in location.

The decision to grant or deny a reservation will not be based on the content or viewpoint of the organized expressive activity or upon the expected reaction of others to the activity. If the request to reserve is denied, the applicant may appeal in writing to the Dean of Compliance and Judicial Affairs who shall rule promptly in writing (generally within three business days of the appeal).

VII. Presenting Identification to College Officials

~~The College respects the right of individuals to engage in expressive activities in an anonymous manner. However, From time to time, there will be occasions when it is necessary for a College official to ask an individual to identify himself or herself. These occasions could include, for example, taking action to preserve the peace, to quelling a disturbance, determining whether a person is a student or employee who is authorized to be in a particular area, to investigating noncompliance with these Procedures, to confirming or modifying a reservation for a gathering, or to obtaining information regarding violations of other College policies or procedures.~~

~~A student, employee, visitor, or member of the public violates this policy if they refuse to identify themselves in response to a request by an authorized institutional representative or any peace officer of the College District pursuant to authority of Texas law. An “institutional representative” is any member of the Board of Trustees; any College District administrator or manager; or any peace officer of the College District acting pursuant to authority of Texas law.~~

~~A student, employee, visitor, or other member of the public who is asked for their identity must state truthfully: A person identifies himself or herself by stating truthfully: (1) his or her their name and complete address, as substantiated by a current driver’s license or other official documentation, and whether they are a student or employee of the College; and (2) his or her their legitimate business on San Jacinto College. Legitimate business includes engaging in assembly, speech, and other expressive activities as authorized by law or this Procedure.~~

~~Pursuant to the authority conferred upon the Board of Trustees by Texas Education Code Section 51.209, in order to protect the safety and welfare of students, employees, and other participants in the programs and activities of San Jacinto College and to protect the property and buildings of the College, it shall be a violation of these Procedures for any person who is on any property or in a building owned or controlled by San Jacinto College to refuse to identify himself or herself in response to a request by an authorized representative or any peace officer of San Jacinto College acting pursuant to authority of Texas law. An “institutional representative” is any member of the Board of Trustees; any College administrator or manager; or any peace officer or security officer of the College acting pursuant to authority of Texas law.~~

~~A person identifies himself or herself by stating truthfully: (1) his or her name and complete address, as substantiated by a current driver's license or other official documentation, and whether they are a student or employee of the College; and (2) his or her legitimate business on San Jacinto College. Legitimate business includes engaging in assembly, speech, and other expressive activities as authorized by law or this Procedure.~~

A person who refuses to identify themselves in accordance with this Procedure may be required to leave the premises and may be subject to arrest for trespass. Students, faculty, or staff who refuse to identify themselves in accordance with this Procedure also are subject to disciplinary action pursuant to the College's regular disciplinary procedures.

Additionally, as stated in Section 51.232 of the Texas Education Code, during periods of disruption, as determined by the Chancellor, Deputy Chancellor, Associate Vice Chancellor of Student Services, or other official designated by the Chancellor, to maintain order on the campus or facility, the College may require that any person on the campus or facility present evidence of his or her identification, or if the person is a student or employee of the institution, his student or employee official institutional identification card, or other evidence of the individual's relationship with the College. If a person refuses or fails upon request to present evidence of their identification, and if it reasonably appears that the person has no legitimate reason to be on the campus or facility, the person may be ejected from the campus or facility.

College officials will not discriminate on the basis of a political, religious, philosophical, ideological, or academic viewpoint expressed by any person, either in the enforcement or administration of these rules.

VIII. Rules Applicable to Members of the Public and Visitors to Campus

A. General rules of conduct for visiting San Jacinto College

- 1. Visitors are welcome to attend public board meetings, attend events open to the public such as athletic competitions, and engage in business transactions. Visitors must conduct their business in an orderly and civil manner that is consistent with the College's policies and its mission of providing a respectful and safe campus environment. Visitors must comply with the rules of conduct applicable to each facility, department, office, library, and outdoor area. Visitors must speak in a reasonable volume appropriate for the area being visited.**
- 2. Visitors, including individuals from external police agencies and other public entities, shall remain in public areas and shall not enter unauthorized areas. Visitors shall comply with the hours of operation applicable to an office or facility and shall cooperate with the reasonable requests of campus officials and campus police who are carrying out their duties.**

3. Visitors shall abide by all laws and policies, including, but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products or e-cigarettes on College District property.
4. While visiting property owned or leased by the College, regardless of location, visitors shall not:
 - disrupt classes, extracurricular activities, College activities, or the business operations of the College;
 - interfere with the free entry to or exit from a building, structure, or facility;
 - interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, garages, parking lots, or facilities;
 - prevent the use of offices, grounds, facilities by students, employees, campus police, or other authorized individuals;
 - threaten or endanger the safety of any person;
 - engage in conduct that is likely to result in damage or defacement to or destruction of College property or to cause disruption in utilities;
 - create a sustained or repeated noise disturbance that substantially interferes with a speaker's ability to communicate with others and/or the rights of others to listen;
 - attempt to prevent a College District event or other lawful assembly by the threat or use of force or violence; or
 - engage in camping or erect tents or other living accommodations on campus, regardless of whether the camp, tent, or other structure is temporary.

B. Designated outdoor areas for expressive activities

Subject to these Procedures, including the rules stated in Sections III and IV, members of the public may engage in expressive activities without prior permission in the following designated areas of campus:

1. Central Campus
 - Outdoor location 1 [describe]
 - Outdoor location 2 [describe]
 - Outdoor location 3 [describe]
2. Maritime Campus
 - Outdoor location [describe]
3. North Campus
 - Outdoor location 1 [describe]

- Outdoor location 2 [describe]
- 4. Generation Park Campus
 - Outdoor location [describe]
- 5. South Campus
 - Outdoor location 1 [describe]
 - Outdoor location 2 [describe]
- 6. District Building 1
 - Outdoor location [describe]
 - _____

VIII.IX. **Violations, Complaints, and Sanctions; Discipline Procedures and Appeals**

Failure to comply with these Procedures or state law shall result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of College District facilities and/or the confiscation of nonconforming materials.

A violation of this Procedure includes unduly interfering with the lawful expressive activities of others. A person student or employee who complies with an on-the-scene order or directive that limits or prevents an expressive activity may test the propriety of the order or directive by filing a grievance or complaint with the offices identified below. The College Administration will expedite such complaints such that a ruling on the alleged violation is decided as promptly as possible, typically within three business days, barring unforeseeable circumstances.

When a College employee observes a violation of these Procedures, the preferred first step is for the employee to encourage the alleged violator to comply with the rule being violated, especially in instances in which public safety is not threatened. If an individual continues to violate a rule or procedure after receiving a warning, but the activity is otherwise peaceful, staff and campus police should evaluate all facts and circumstances and determine whether to intervene immediately. For example, if the activity is about to end, intervention may be more disruptive than allowing the activity to end on its own. The decision whether and when to intervene shall be made without consideration of the viewpoint of the speaker.

Students who violate these Procedures are subject to discipline under the Code of Student Conduct in the Student Handbook. Sanctions may include loss of privileges, suspension, and expulsion. Employees who violate these Procedures are subject to discipline under the College's applicable employment procedures, and sanctions may include loss of privileges, suspension, and termination. Members of the public and off-campus, unaffiliated organizations that violate these Procedures are subject to loss of privileges, criminal trespass charges, arrest, and other lawful measures. ~~A violation of this Procedure includes unduly interfering with the lawful expressive~~

~~activities of others.~~

~~Student complaints must be filed~~ ~~Students who wish to file a complaint alleging a violation of this Procedure may file a complaint~~ with the Office of Students Rights and Responsibilities under Complaint Procedure 200 in the Student Handbook.

~~Employee complaints~~ ~~Employees must~~ ~~who wish to file a complaint alleging a violation of this Procedure may be~~ ~~filed a complaint~~ under Board Policy IV.4002.F.a and Procedure IV.4002.F.a, *Employee Concerns and Grievances*. Complaints by members of the public must be filed with the campus Deans of Administration at Central, North, and South Campuses; at Generation Park with the Campus Services Coordinator, and at Maritime with the Director, Maritime Commercial.

~~A student or employee who complies with an on-the-scene order or directive that limits or prevents an expressive activity may test the propriety of the order or directive by filing a grievance or complaint.~~

~~Members of the public and off-campus organizations that violate these Procedures are subject to criminal trespass charges, arrest, and other lawful measures. Members of the public and off-campus organizations who wish to file a complaint alleging a violation of this Procedure may file a complaint with the Office of Student Rights and Responsibilities at studentrights@sjed.edu.~~

~~The decision of the Dean of the Office of Student Rights and Responsibilities is final.~~

Date of SLT Approval	May 1, 2024 <u>September 10, 2025</u>
Effective Date	May 22, 2024 <u>October 6, 2025</u>
Associated Policy	Policy VII.7003.A, Expressive Activities
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

Procedure VII.7003.A.a, Expressive Activities

Associated Policy

Policy VII.7003.A, Expressive Activities

Procedures

I. Overview

- A.** San Jacinto College is committed to fostering a learning environment where free inquiry and expression are encouraged. The College recognizes the right to assemble, speak, carry signs, and distribute literature and petitions. In accordance with the rules specified in this Procedure, students and employees, individually or in organized groups, may engage in expressive activities in the College’s outdoor common areas, subject to reasonable restrictions of time, place, and manner. Members of the general public, individually and groups, may engage in expressive activities in the locations designated by these Procedures, subject to reasonable restrictions of time, place, and manner. The College will not discriminate against any person on the basis of a political, religious, philosophical, ideological, or academic viewpoint expressed by any person, either in the enforcement or administration of these rules.
- B.** The College will not take action against a student or employee organization or deny these organizations any benefit generally available to other student or employee organizations at the College on the basis of a political, religious, philosophical, ideological, or academic viewpoint expressed by the organizations or of any expressive activities of the organizations.
- C.** The College expects that persons engaging in expressive activities will demonstrate respect for the safety of persons and property, respect those who may disagree with their message, and comply with College policies and applicable local, state, and federal laws. The College will not tolerate expressive activities that are unlawful, that materially and substantially disrupt the College’s activities, programs, or operations, that unduly interfere with the expressive activities of others on campus, that constitute Prohibited Expression under Section III of this Procedure, or that violate the College’s policies and procedures or applicable local, state, or federal law. Individuals who violate these rules, policies, or laws are subject to immediate removal from the campus and other appropriate and lawful sanctions. See Section IX, Violations and Sanctions.
- D.** The location of expressive activities will depend upon the factors listed in these rules, including the size of the audience for the activity (both participants and spectators). Decisions required to be made by College officials will be based on these rules and will not be based on the content or viewpoint of a proposed expressive activity or on any anticipated controversy related to the proposed event. Expressive activities permitted under these rules do not imply official endorsement by the College.
- E.** This Procedure applies to expressive activities that are not part of an official activity, program, or operation of the College or its departments.

- F. Curriculum-related and other official activities and program of the College will have priority in allocating the use of space on campus.

II. Definitions

- A. *Amplified sound*: The use of any loudspeaker, loudspeaker system, sound amplifier, electronic device, or any other machine or device that produces, reproduces, or amplifies sound.
- B. *Antisemitism*: This term has the meaning found in Section 448.001 of the Texas Government Code, which “means a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities.” This definition is provided in accordance with Executive Order GA-44 (2024).
- C. *College*: The San Jacinto College and any of its campuses or buildings, whether owned or leased.
- D. *College department*: Any academic or non-academic unit or division or any other official College entity.
- E. *College grounds or premises*: Any College-owned, leased, or maintained property and buildings, including, but not limited to, the College’s South Campus, Central Campus, North Campus, Maritime Campus, Generation Park Campus, and District Administration Building.
- F. *Commercial activity*: The selling or advertising of objects or services by an individual, organization, or company for personal gain or for the financial benefit of owners or investors. “Commercial activity” does not include words or symbols on an individual’s personal apparel, or a bumper sticker placed on a car by its owner.
- G. *Common outdoor area*: Outdoor space at the College that is not being used for a College purpose or educational function or a College-sponsored or affiliated event or function, whether temporary or permanent. “Common outdoor area” generally includes plazas, sidewalks, lawns, and courtyards. “Common outdoor area” does not include the outside surface of College buildings such as a porch or portico, a structure or space dedicated to temporary outdoor exhibits, other College structures such as statues, fountains, or flower beds, or areas under construction.
- H. *Expressive activity*: Any speech or expressive conduct (oral or written) protected by the First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions. The term does not include commercial speech.
- I. *Non-profit group*: A group whose purpose is to serve a public or mutual benefit other

than the pursuit or accumulation of profits for owners or investors. The term includes, but is not limited to, registered student organizations, public charities, social welfare agencies, religious organizations, and organizations exempt from federal income tax.

- J. *“Off-campus person or organization” and “member of the general public”*: A person or organization that is not an academic or administrative unit or department of the College or a registered or officially recognized student, faculty, or staff organization.
- K. *Official College event or activity*: Any event, program, or activity sponsored by a College department or division in the course of fulfilling its College mission; educational activities that occur within the classroom; or events that occur within the regular or recurring sphere of activity of a College department or division.
- L. *Organized Expressive Activity*: Any assembly, rally, parade, demonstration, memorial or vigil, stationary structure or display, concert or other similar event that is conducted by an organization or that is designed to attract a gathering of twenty-five or more people during a specified period of time. The term also includes a stationary structure, display, or activity that is scheduled to be in the same location for two or more hours in a single day and that is intended to distribute or is prepared to distribute literature or materials to twenty-five or more people.
- M. *Registered student organization*: A student organization officially registered with the Office of Student Engagement & Support at the College.

III. Prohibited Expression

The following types of expression are not protected expression. Individuals and organizations that engage in Prohibited Expression are subject to removal from College grounds and are subject to other appropriate and lawful sanctions. Students employees are subject to discipline in accordance with the regular disciplinary policies and procedures of the College.

- A. *Obscenity*: A writing, visual image, or performance is obscene as defined in Section 43.21 of the Texas Penal Code (or its successor provisions).
- B. *Incitement to imminent violations of the law*: Conduct, whether oral, written, or demonstrative, that incites or is directed at producing imminent violations of law under circumstances such that the statements are likely to actually and imminently incite or produce violations of law.
- C. *Defamation*: Defamation is a false statement of fact about another individual that holds the individual up to hatred, ridicule, or contempt and that is not otherwise privileged. Defamation can be written (libel) or oral (slander). If the defamed person is a private individual, the question is whether the speaker knew or should have known that the statement was false. If the defamed person is a public official or public figure, the question is whether the statement was made with knowledge of the falsity or with reckless disregard of the truth.

- D. *Fighting Words or True Threat:*** A serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals. The speaker of a true threat need not intend to inflict actual harm; the question is whether the speaker consciously disregarded a substantial risk that the communications would be viewed as threatening violence.
- E. *Acts of Intimidation:*** A type of true threat where a speaker directs a threat to a person or group of persons with the intent of placing the victim(s) in fear of bodily harm or death.

IV. Use of Outdoor Space

A. Location of Expressive Activities in Outdoor Areas

1. *Expressive activities by students and employees.* Common outdoor areas are traditional public forums for students, employees, registered student organizations, and recognized employee organizations. They may engage in expressive activities in common outdoor areas without prior approval or reservation but must comply with the rules in Section III on prohibited expression and the time, place, and manner rules in Section IV(B).
2. *Expressive activities by members of the public.* Members of the public may engage in expressive activities without prior approval or reservation in the locations stated in Section VIII of these Procedures. Such individuals must comply with the rules and prohibitions stated in Section III, Section IV(B), and Section VIII.

B. Time, Place, and Manner for Outdoor Expression

The following rules are intended to protect the health and safety of all persons, to protect property from damage, to manage resources, and to protect the educational mission of the College.

1. *General Prohibitions.* Individuals and organizations engaging in expressive activities on College property shall not:
 - engage in conduct that would materially and substantially disrupt or disturb the regular academic program or other operations of the College;
 - engage in expressive activity within a ten-foot clearance around points of entry and the perimeter of College District buildings, facilities, parking lots, and garages;
 - interfere with the free entry to or exit from a building, structure, parking lot, garage, or facility;
 - interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, or facilities;
 - prevent the use of offices or other facilities by students, employees, campus

- police, and other authorized individuals;
 - threaten or endanger the safety of any person on a campus;
 - engage in conduct that is likely to result in damage or defacement to or destruction of College property or to cause disruption in utilities;
 - create a sustained or repeated noise disturbance that substantially interferes with a speaker’s ability to communicate with others and/or the rights of others to listen;
 - attempt to prevent a College event or other lawful assembly by the threat or use of force or violence;
 - use bullhorns;
 - use amplified sound except when expressly permitted by these rules;
 - engage in camping or erect tents or other living accommodations on campus, regardless of whether the camp, tent, or other structure is temporary;
 - use or display an open flame or fireworks; or
 - violate College policy or procedure or violates a local, state, or federal law.
2. *Inclement Weather and Emergencies.* The College may prohibit expressive activities that would otherwise be allowed under this Procedure when there is an immediate and actual danger to the peace or security of the College that available law enforcement officials could not control with reasonable efforts or when there is inclement weather, a public health warning, terror alert, or other emergency and College officials reasonably determine that public safety is at risk.
3. *Harassment.* No person engaging in expressive activities shall engage in conduct that constitutes harassment of another person. “Harassment” in this Procedure means: (i) hostile, threatening, or intimidating conduct or speech, whether oral, written, or symbolic, (ii) that is directed at specific individual(s), and (iii) is sufficiently severe, pervasive or persistent, and objectively offensive that it would cause an ordinary and reasonable person to fear violence or bodily harm or would unreasonably interfere with the other individual’s ability to access or participate in or benefit from the activity, program, services, or privilege provided by the College.

College policy prohibits discriminatory harassment based on membership in a protected class recognized under state or federal law. These policies and procedures address conduct that is sufficiently severe or pervasive to create an objectively hostile campus or academic environment that unreasonably interferes with or diminishes another individual’s ability to participate in or benefit from an activity, program, service, or privilege provided by the College District. These policies and procedures include the College’s Sexual Misconduct Policy and Procedures (see Board Policy III.3006.D and Procedure III.3006.D.a) and policies and procedures that prohibit discrimination and harassment on the basis of race, color, national origin, religion, sex, disability, age, veteran/military status, and other legally protected classes (see Board Policy IV.4002.G and Complaint Procedure 300 of the Student Handbook). Discrimination based on race, color, or national origin includes discrimination and harassment based on a person’s actual or

perceived: (i) shared ancestry or ethnic characteristics; or (ii) citizenship or residency in a country with a dominant religion or distinct religious identity; this definition encompasses antisemitism and discrimination based on religion, including but not limited to discrimination against students who are Jewish, Muslim, Sikh, Hindu, Christian, Buddhist, or other religions when based on shared ancestry, ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity.

The rules against harassing expressive activity should be interpreted as narrowly as possible to preserve their constitutionality and to avoid chilling the exercise of constitutionally protected speech. Opinions and arguments of a political, religious, ideological, or academic nature are not harassment merely because some listeners are offended or upset by the opinion or argument.

4. *Restrictions on Noise.* Individuals who engage in expressive activities on campus may not use bullhorns. Other amplified sound is allowed in outdoor common areas between 8 a.m. and 10 p.m.; however, amplified sound, drums, or other percussive instruments are not permitted during the last two weeks of the semester or term at any time. In addition, at no time may amplified sound, drums, or other percussive instruments be used to intimidate others, interfere with campus operations, or interfere with a San Jacinto College employee's or peace officer's lawful performance of a duty. Noise levels from any source, including clapping and chanting, may not materially and substantially disrupt classes, meetings, or other nearby activities in progress.
5. *Guest Speakers.* Student organizations and faculty may not invite guest speakers to campus during the last two weeks of the semester or term.
6. *Restrictions on Face Coverings.* While engaging in expressive activities, individuals may not wear a mask, facial covering, or disguise that (i) conceals the identity of the wearer and (ii) is calculated to obstruct the enforcement of these rules or the law, to prevent identification, or to intimidate, hinder or interrupt a College employee or police officer in the lawful performance of their duties. This prohibition does not apply to masks worn for health-related reasons or used as part of a College-sanctioned theatrical performance.
7. *Protection of Flags.* No individual shall interfere with the College display of the American or Texas flags or any institutional flags. In particular, no person may lower the College's flag with the intent to raise the flag of another nation, organization, or group.
8. *Restrictions on After-Hour Activities.* Expressive activities are not permitted in outdoor common areas between 10 p.m. and 8 a.m. This prohibition is not intended to foreclose ordinary conversation or other peaceful and non-disruptive communications protected by law.
9. The right to engage in expressive activities does not encompass selling literature, products, or services or seeking donations. Student organizations. However, may

engage in such activities on a non-profit basis but only in accordance with the Student Handbook.

C. Gatherings of 25 or More People

If the expected attendance at an assembly or gathering is 25 or more people (see the definition of “Organized Expressive Activity” above), the persons or organizations planning the activity are encouraged to seek a reservation of an outdoor campus area that is suited to their assembly’s anticipated size (both participants and spectators) as stated in Section IV(C) below. Campus maps showing locations suitable for large gatherings are available from the Office of Student Engagement & Support. Regardless of whether a person or organization seeks a reservation, they are encouraged to provide at least 48 hours’ notice to the Office of Student Engagement & Support to enable the College to efficiently allocate resources, manage conflicting activities, and assign campus security, maintenance, and other staff as needed to maintain safety, order, and cleanliness. Contact information for the Office of Student Engagement & Support on each campus can be found at <https://www.sanjac.edu/student-life/>.

D. Areas Where Outdoor Expressive Activity May Not Take Place

The College will regulate outdoor expressive activity under criteria that is content and viewpoint neutral, is narrowly tailored to serve a significant institutional interest, and provides for ample alternative means of expression. In addition to the prohibitions stated elsewhere in these Procedures, an outdoor expressive activity may not take place:

- a. In areas already reserved for an official College event during the specific times reserved for the official College event;
- b. In areas already reserved for an event by a person or organization that has made a reservation through the Office of Student Engagement & Support; or
- c. In any areas on campus during times that the College campus is officially closed.

E. Reserving an Outdoor Space for Expressive Activity

While no approval or reservation is required to engage in expressive activity in an outdoor area where expressive activities are allowed, individuals may request to reserve an outdoor space on campus in order to guarantee their desired space of expression is kept available to them during the specific date/time of their planned activity. A person or organization that reserves an area in advance pursuant to this Procedure has the right to the reserved space for the time covered by the reservation. Other persons or organizations using the same space without a reservation must yield the space immediately at the beginning of the other group’s reserved time. A specific location may be reserved for a single day up to eight hours between the hours of 8 a.m. and 6 p.m. If a person or group with an all-day reservation fails to use the reserved space for two or more consecutive hours, the College will deem the reservation abandoned, and others will be permitted to use the area.

To make reservations for an outdoor expressive activity, individuals must:

- a. Contact the Student Engagement & Support Office on the campus of their planned activity and complete an Outdoor Expressive Activity Reservation Form. Contact information for the Student Engagement and Support Office is found at <https://www.sanjac.edu/student-life/>.
- b. Student Engagement and Support will verify whether the space is already reserved for the desired date/time and notify the requestor within three business days. While there is no limit to the frequency that an individual or organization may engage in expressive activity on campus, an individual or organization may reserve a specific location in advance only four times per calendar month. This rule is imposed to ensure that all eligible persons or organizations have a reasonable opportunity to reserve a space. It is a significant interest of the College to maximize the use of limited resources by creating opportunities for individuals and groups with different perspectives to reserve a preferred space for their expressive activity. Registered student organizations and recognized employee organizations are given priority if a campus receives two or more applications on the same day seeking to reserve the same location at the same or conflicting times. Otherwise, in the event of conflicting applications between eligible individuals or organizations, applications will be selected using a neutral, random method.
- c. If a specific outdoor location has not been reserved in advance, then a request for same-day usage can be submitted to the Student Engagement & Support Office on a first-come, first-served basis. All applications actually received between 8:30 AM. and 4:00 PM. on the same day will be eligible for selection using a neutral, random method. Conflicting applications will be addressed as stated in the preceding paragraph.
- d. Individuals reserving an outdoor space may not assign or delegate any control or responsibility of that reservation to any other person, agent, or third party without prior written approval of the respective campus Student Engagement & Support Coordinator. All individuals requesting a reservation must fully identify themselves to the Student Engagement & Support Coordinator or designee, provide contact information, and serve as the contact person for the event or activity. Reservations for a space for a specific type of outdoor expressive activity may not be used for a different activity without written approval of the respective campus Student Engagement & Support Coordinator.
- e. The Student Engagement & Support Coordinator, or their designee, will approve or deny a requested reservation within three business days of receiving the application. Applicants must supply the following information:
 - Date of application;
 - Proposed date(s) of the reservation;
 - Proposed start and finish times;
 - Proposed location;
 - Name of the activity, if any;

- Anticipated attendance;
- Advertising methods;
- Description of the activities planned;
- Sponsoring organization name, if any;
- Contact person name, address, phone number, and email address;
- Agreement to comply with College policy and procedure and state law; and
- Applicant’s signature.

An application may be denied for the following reasons:

1. the applicant failed to supply requested information on the application;
2. the requested area is not available because it has already been reserved;
3. the application contains a material misrepresentation of fact;
4. the applicant is ineligible due to a previous violation of these procedures within the previous six months (including but not limited to failure to remove personal items and trash during a prior expressive activity);
5. the proposed use is not suitable for the location because the anticipated attendance exceeds the reasonable capacity of the space;
6. the proposed use is not suitable for the location because the design or dimensions of the activity will substantially interfere with pedestrian access, traffic flow, or public safety;
7. the proposed use would constitute an immediate and actual danger to the peace or security of the College and/or the local community, that available law enforcement officials could not control with reasonable efforts;
8. the proposed use would pose a material and substantial disruption to the regular academic program or other operation of the College;
9. the proposed use conflicts with previously scheduled activities and events in the same area;
10. the proposed use would violate the rules regarding noise or bullhorns;
11. the applicant is under disciplinary sanction for other violations of College policy or procedure that has resulted in a loss of College privileges; and/or
12. the proposed activity is commercial in nature.

The decision to grant or deny a reservation will not be based on the content or viewpoint of the expressive activity or upon the expected reaction of others to the activity. If the request to reserve is denied, the applicant may appeal in writing to the Dean of the Office of Student Rights and Responsibilities or designee who shall rule promptly in writing (generally within three business days of the appeal). The email address of the Office of Student Rights and Responsibilities is studentrights@sjcd.edu. The decision of the Dean of the Office of Student Rights and Responsibilities is final.

F. Other Conditions

A person responsible for a structure or display must remain with the structure or display at all times.

Should the size of any gathering exceed the maximum number of participants that is safe

for a given location, including a reserved space, participants will be directed by campus officials to relocate to an area on campus that is better suited to the size of the gathering to the extent relocation is practicable.

The College may move a scheduled or reserved event to a different location upon the occurrence of:

- a. circumstances beyond the control of the College, such as facility infrastructure disruption and/or inclement weather;
- b. unanticipated needs of the College for use of the space for College purposes;
- c. substantial changes in the needs or size of the scheduled event; or
- d. subsequent disruption to nearby, previously scheduled College events.

The Student Engagement & Support Office will consult with the organizer of the scheduled activity (if available) to consider other feasible locations or the rescheduling of the activity. The Student Engagement & Support Office will move the activity to an agreed-upon location or to the nearest suitable location if an agreed-upon location is not available. The College is not responsible for any costs incurred by the organizers of the scheduled activity that may result from a change in location.

Each individual or organization that reserves an outdoor space is responsible for cleaning up and removing personal items, paper, and trash that is placed in the area or dropped on the ground during the activity. Failure to comply may result in loss of the privilege to reserve space for six months. Subsequent violations may result in other conditions or sanctions, including loss of the privilege to reserve space for longer than six months. Students and employees are subject to discipline pursuant to regular College disciplinary procedures.

V. Distribution of Literature and Carrying Signs

Individuals and organizations, whether or not affiliated with San Jacinto College, may distribute literature, newspapers, brochures, books, handbills, and other printed material in accordance with these Procedures in outdoor areas where expressive activities are otherwise allowed. No prior approval is required. Indoor areas of College buildings and facilities, including classrooms and hallways, are not traditional public forums for distribution of literature or carrying signs.

1. *Literature/written materials/petitions.* All literature to be distributed must comply with Sections III and IV and the following rules:

- Literature or other printed materials must be distributed in person.
- Literature or other printed materials must not be forced upon others.
- Literature shall not be placed on vehicles in a College parking lot without the permission of the owner of the vehicle.
- The materials must not infringe upon intellectual property rights of the College, including College trademarks.
- The free flow of pedestrian, vehicular, or other traffic must not be obstructed at

any point at any time. Entrances and exits shall not be blocked, and pedestrians shall have sufficient space to safely maneuver around the individual(s) offering literature or material.

- Groups or individuals are responsible for ensuring that literature/printed materials do not litter the area and are responsible for cleaning up discarded or leftover literature, including literature discarded by third parties.
- Literature/printed materials cannot promote commercial activities.
- Individuals and organizations may not use confetti or glitter in outdoor common areas.

Carrying Signs. All signs must comply with Sections III and IV. In addition, individuals and organizations may display signs only by carrying them in their hands or otherwise attaching them to their persons or wheelchairs. A sign must be made of paper or cardboard and shall not be larger than 22 inches by 28 inches. No advance permission is required to carry a sign. Signs on sticks, stakes, or poles are not allowed.

Any individual holding or carrying a sign will exercise due care to avoid bumping, hitting, or injuring any other person. In addition, individuals holding or carrying a sign must take reasonable steps to avoid blocking the view of another person. Individuals must remove their signs from campus at the conclusion of the expressive activity.

No person or group may post a sign on campus. However, registered student organizations may post signs on campus as permitted by the Student Handbook.

VI. Reservation of Indoor Space

The buildings and facilities owned or controlled by the San Jacinto College District generally are not traditional public forums open for assembly, debate, demonstrations, or similar activities by members of the general public or by students or employees of the College. The buildings and facilities of the College are intended primarily for the support of the instructional/curricular activities and programs of the College and for the support of programs conducted or sponsored by the College's academic and administrative departments or organizations affiliated with those departments. The responsibility of the College to operate and maintain an effective and efficient institution of higher education requires that the College regulate the time, place, and manner of assembly, speech, and other expressive activities inside the buildings of the College. As used in this Procedure, buildings and facilities includes the outside surface of College buildings and surfaces associated or connected to a College building or structure, including an attached porch or portico.

Nothing in this Procedure is intended to prohibit students from expressing their viewpoint during instructional activities that involve the communication of opinion or ideas. Students must comply with College policy, departmental rules, and the faculty member's rules regarding behavioral expectations for the classroom, lab, and other instructional settings. See Board Policy V.5001.B, Policy VI.6004.B, and Section 3.4 of the Code of Student Conduct.

A. Authorized Uses

The College allows the reservation of a table (also known as a booth) in certain designated areas of certain campus buildings for certain limited purposes. Tables/booths may be reserved by individual students, registered student organizations, employees, and recognized employee organizations. Tables/booths also may be reserved by non-profit organizations that are not affiliated with the College so long as their purpose is educational, civic, religious, or social in nature and not commercial. Authorized uses include the distribution of literature to promote a College event or non-profit community event; to provide information about matters of public concern; to provide information about the organization or its activities; and to recruit new members.

Applicants who reserve a table/booth may not assign or delegate any control or responsibility to any other applicant or co-sponsor, agent, or third party without prior written approval of the respective campus Student Engagement & Support Coordinator. All applicants requesting a reservation must identify themselves and their co-applicants or co-sponsors, provide contact information, and serve as the contact person for the event or activity. Reservations of an indoor expressive activity space may not be used for a different activity without written approval of the respective campus Student Engagement & Support Coordinator.

Indoor site availability is determined by the days and times that the building is open to the public. Designated indoor sites are:

Central Campus

- *Newton Student Center northwest lobby*

Maritime Campus

- *First floor lobby area adjacent to the main entrance*

North Campus

- *Slovacek Student Center 1st floor west entrance*

Generation Park Campus

- *First floor lobby area adjacent to the main entrance*

South Campus

- *Bruce Student Center, 1st floor west atrium adjacent to stairway*

District Building 1

- *First Floor Lobby area outside of and adjacent to the Boardroom (A-1.104)*

B. Restrictions on Use of Space

Materials shown or distributed at the booth/table must comply with the requirements of Section III above (Prohibited Expression) and Section IV above.

The tables/booths may not be used for a commercial purpose or for selling literature, products, or services or seeking donations. Student organizations may sell goods and services or seek donations on a non-profit basis in accordance with the Student Handbook.

C. Table/Booth Restrictions

A member of the group reserving the table/booth must remain with the table/booth at all times. Persons distributing information at a reserved table/booth must remain within three feet of their reserved table/booth. Tables/booths may not be moved and must remain in the location designated by the College. Signs and displays at reserved tables/booths may not extend beyond three (3) feet of the reserved table space and may not exceed six (6) feet in height. Under no circumstances may any stationary display, exhibit, or structure present a significant safety hazard or threat to public safety.

D. Distribution of Printed Materials

Literature or other printed materials must be distributed in person. Individuals and organizations must comply with the rules for distributing literature as stated in Section V.

E. Restrictions on Amplified Sound

Amplified sound is allowed between 8:00 a.m. and 4:00 p.m. except during the last two weeks of a semester or term. Bullhorns are prohibited. Only hand-held, portable devices are allowed, and noise levels may not unduly interfere with or disrupt classes, meetings, or other activities in progress, including the activities of others who have reserved a booth/table. Amplified sound may be prohibited if the sound is audible in nearby occupied classrooms or offices with the doors closed. Making sustained or repeated noise in a manner that substantially interferes or disrupts with a speaker's ability to communicate his/her message is not permitted.

F. Space Availability

The space available for reserved tables/booths is limited. Other than the designated table/booth located in the student centers, all other indoor areas on campus may only be reserved by official College departments or organizations. To ensure that all eligible individuals and groups have a reasonable opportunity to reserve a table/booth, eligible individuals and organizations will be limited to a maximum of four advance reservations per space each month. Eligible individuals and groups may inquire with the Student Engagement & Support Coordinators/Event Services Coordinator about same-day table/booth availability beginning at 8:30 AM. If the designated space has not been reserved then an application for that same-day usage can be submitted and accepted on a first-come, first-served basis. All applications actually received between 8:30 AM. and 4:00 PM. on the same day will be eligible for selection using the neutral, random method.

G. Application Process

Eligible individuals or groups may request the use of indoor space by completing an application. Applications are available at the Student Engagement & Support Offices. The requesting group or individual must submit a completed Application to Reserve

Indoor Space for Organized Expressive Activity to the relevant campus. Reservations must be made at least five business days in advance of the planned event but no more than sixty days in advance of the planned event. Reservations are accepted on a first-come, first-served basis. An application is “received” for purpose of this section if it is actually received between the hours of 8:30 AM. and 4:00 PM. Reservations may be sent via email, but such reservations are not considered received until opened. Registered student organizations and/or College employees are given priority over off-campus organizations and members of the public if a campus receives two or more applications on the same day seeking to reserve the same location at the same or conflicting times. In the event of conflicting applications between a College-affiliated person/group and an outside person/group, College-affiliated persons/groups will receive priority. Otherwise, in the event of conflicting applications, applications will be selected using a neutral, random method.

The Student Engagement & Support Coordinator, or his or her designee, will approve or deny a requested reservation within three business days of receiving the application. Applicants must supply the following information:

- Date of application;
- Proposed date(s) of the reservation;
- Proposed start and finish times;
- Proposed location;
- Name of the activity;
- Anticipated attendance;
- Advertising methods;
- Description of the activities planned for the table/booth and the dimensions of any display or exhibit;
- Campus sponsoring organization name, if any;
- Contact person name, address, phone number, and email address;
- Agreement to comply with College policy and procedure and state law; and
- Applicant’s signature.

An application may be denied for the following reasons:

- the applicant failed to supply requested information on the application;
- the requested space is not available because it has already been reserved;
- the application contains a material misrepresentation of fact;
- the applicant is ineligible due to a previous violation of these procedures within the previous six months (including but not limited to prior failure to remove personal items and trash during prior expressive activity requests);
- the proposed use is not suitable for the location because the anticipated attendance exceeds the reasonable capacity of the space;
- the proposed use is not suitable for the location because the design or dimensions of the display will substantially interfere with pedestrian access, traffic flow, or public safety;
- the proposed use would constitute an immediate and actual danger to the peace or security of the College and/or the local community, that available

- law enforcement officials could not control with reasonable efforts;
- the proposed use would constitute a material and substantial disruption to the regular academic program or other operation of the College;
- the proposed use would violate the rules regarding noise or bullhorns;
- the proposed use conflicts with previously scheduled activities and events in the same area; and/or
- the proposed activity is commercial in nature.

Additionally, the campus Administration may move a scheduled event to a different location upon the occurrence of:

- circumstances beyond the control of the College, such as facility infrastructure disruption and/or inclement weather;
- unanticipated needs of the College for use of the space for College purposes;
- substantial changes in the needs or size of the scheduled event; and/or
- disruption to previously scheduled College events.

The Administration will consult with the organizer of the scheduled event to consider other feasible locations. The Administration will move the event to an agreed-upon location or to the nearest suitable location, which may include an outdoor location if available. The College is not responsible for any costs incurred by the organizers of the scheduled event that may result from a change in location.

The decision to grant or deny a reservation will not be based on the content or viewpoint of the organized expressive activity or upon the expected reaction of others to the activity. If the request to reserve is denied, the applicant may appeal in writing to the Dean of Compliance and Judicial Affairs who shall rule promptly in writing (generally within three business days of the appeal).

VII. Presenting Identification to College Officials

From time to time, there will be occasions when it is necessary for a College official to ask an individual to identify himself or herself. These occasions could include, for example, taking action to preserve the peace, quelling a disturbance, determining whether a person is a student or employee who is authorized to be in a particular area, investigating noncompliance with these Procedures, confirming or modifying a reservation for a gathering, or obtaining information regarding violations of other College policies or procedures.

A student, employee, visitor, or member of the public violates this policy if they refuse to identify themselves in response to a request by an authorized institutional representative or any peace officer of the College District pursuant to authority of Texas law. An “institutional representative” is any member of the Board of Trustees; any College District administrator or manager; or any peace officer of the College District acting pursuant to authority of Texas law.

A student, employee, visitor, or other member of the public who is asked for their

identity must state truthfully: (1) their name and complete address, as substantiated by a current driver's license or other official documentation, and whether they are a student or employee of the College; and (2) their legitimate business on San Jacinto College. Legitimate business includes engaging in assembly, speech, and other expressive activities as authorized by law or this Procedure.

A person who refuses to identify themselves in accordance with this Procedure may be required to leave the premises and may be subject to arrest for trespass. Students, faculty, or staff who refuse to identify themselves in accordance with this Procedure also are subject to disciplinary action pursuant to the College's regular disciplinary procedures.

Additionally, as stated in Section 51.232 of the Texas Education Code, during periods of disruption, as determined by the Chancellor, Deputy Chancellor, Associate Vice Chancellor of Student Services, or other official designated by the Chancellor, to maintain order on the campus or facility, the College may require that any person on the campus or facility present evidence of his or her identification, or if the person is a student or employee of the institution, his student or employee official institutional identification card, or other evidence of the individual's relationship with the College. If a person refuses or fails upon request to present evidence of their identification, and if it reasonably appears that the person has no legitimate reason to be on the campus or facility, the person may be ejected from the campus or facility.

College officials will not discriminate on the basis of a political, religious, philosophical, ideological, or academic viewpoint expressed by any person, either in the enforcement or administration of these rules.

VIII. Rules Applicable to Members of the Public and Visitors to Campus

A. General rules of conduct for visiting San Jacinto College

1. Visitors are welcome to attend public board meetings, attend events open to the public such as athletic competitions, and engage in business transactions. Visitors must conduct their business in an orderly and civil manner that is consistent with the College's policies and its mission of providing a respectful and safe campus environment. Visitors must comply with the rules of conduct applicable to each facility, department, office, library, and outdoor area. Visitors must speak in a reasonable volume appropriate for the area being visited.
2. Visitors, including individuals from external police agencies and other public entities, shall remain in public areas and shall not enter unauthorized areas. Visitors shall comply with the hours of operation applicable to an office or facility and shall cooperate with the reasonable requests of campus officials and campus police who are carrying out their duties.
3. Visitors shall abide by all laws and policies, including, but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products or e-cigarettes on College District property.

4. While visiting property owned or leased by the College, regardless of location, visitors shall not:
 - disrupt classes, extracurricular activities, College activities, or the business operations of the College;
 - interfere with the free entry to or exit from a building, structure, or facility;
 - interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, garages, parking lots, or facilities;
 - prevent the use of offices, grounds, facilities by students, employees, campus police, or other authorized individuals;
 - threaten or endanger the safety of any person;
 - engage in conduct that is likely to result in damage or defacement to or destruction of College property or to cause disruption in utilities;
 - create a sustained or repeated noise disturbance that substantially interferes with a speaker’s ability to communicate with others and/or the rights of others to listen;
 - attempt to prevent a College District event or other lawful assembly by the threat or use of force or violence; or
 - engage in camping or erect tents or other living accommodations on campus, regardless of whether the camp, tent, or other structure is temporary.

B. Designated outdoor areas for expressive activities

Subject to these Procedures, including the rules stated in Sections III and IV, members of the public may engage in expressive activities without prior permission in the following designated areas of campus:

1. Central Campus
 - Paved patio located at the NW quadrangle between the Newton Student Center and the McCollum Administration Building
 - Paved gathering area between Slocomb Auditorium and Health Science Building.
2. Maritime Campus
 - 1st Floor covered open area adjacent to the main entrance
3. North Campus
 - Sidewalk adjacent to the south entrance of N-10: Wheeler Technical and northwest of the student center.
 - Large sidewalk adjacent to the west entrance of the ILC Building and the Bridge to the courtyard.
4. Generation Park Campus
 - Open sidewalk area to the right of the main entrance

5. South Campus
 - Grassy area at the NW corner of the sidewalk intersection in front of the NW entrance of the Bruce Student Center
 - Round Courtyard in front of Building 1, Science Building.
6. District Building 1
 - Grassy area at the NW corner of District Building 1

IX. Violations, Complaints, and Sanctions; Discipline Procedures and Appeals

Failure to comply with these Procedures or state law shall result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of College District facilities and/or the confiscation of nonconforming materials.

A violation of this Procedure includes unduly interfering with the lawful expressive activities of others. A person who complies with an on-the-scene order or directive that limits or prevents an expressive activity may test the propriety of the order or directive by filing a grievance or complaint with the offices identified below. The College Administration will expedite such complaints such that a ruling on the alleged violation is decided as promptly as possible, typically within three business days, barring unforeseeable circumstances.

Students who violate these Procedures are subject to discipline under the Code of Student Conduct in the Student Handbook. Sanctions may include loss of privileges, suspension, and expulsion. Employees who violate these Procedures are subject to discipline under the College's applicable employment procedures, and sanctions may include loss of privileges, suspension, and termination. Members of the public and off-campus, unaffiliated organizations that violate these Procedures are subject to loss of privileges, criminal trespass charges, arrest, and other lawful measures.

Student complaints must be filed with the Office of Students Rights and Responsibilities under Complaint Procedure 200 in the Student Handbook. Employee complaints must be filed under Board Policy IV.4002.F.a and Procedure IV.4002.F.a, *Employee Concerns and Grievances*. Complaints by members of the public must be filed with the campus Deans of Administration at Central, North, and South Campuses; at Generation Park with the Campus Services Coordinator, and at Maritime with the Director, Maritime Commercial.

When a College employee observes a violation of these Procedures, the preferred first step is for the employee to encourage the alleged violator to comply with the rule being violated, especially in instances in which public safety is not threatened. If an individual continues to violate a rule or procedure after receiving a warning, but the activity is otherwise peaceful, staff and campus police should evaluate all facts and circumstances and determine whether to intervene immediately. For example, if the activity is about to end, intervention may be more disruptive than allowing the activity to end on its own. The decision whether and when to intervene shall be made

without consideration of the viewpoint of the speaker.

Date of SLT Approval	September 10, 2025
Effective Date	October 6, 2025
Associated Policy	Policy VII.7003.A, Expressive Activities
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
October 6, 2025**

PURCHASE REQUESTS AND CONTRACT RENEWALS

<i>No.</i>	<i>Purchase Requests</i>	<i>Amounts</i>
#1	* Consideration of Delegation of Authority to Contract for Central Campus Building C12/C13 Roof Coating	\$ 1,600,000
#2	* Consideration of Delegation of Authority to Contract for Central Campus Building C3 Roof Upgrade	1,060,000
#3	* Consideration of Approval to Renew the Contract for Asphalt, Concrete, and Parking Lot Striping Services	500,000
TOTAL OF PURCHASE REQUESTS		<u>\$ 3,160,000</u>

* *Board Building Committee Items*

Purchase Request #1
Regular Board Meeting October 6, 2025
Consideration of Delegation of Authority to Contract for
Central Campus Building C12/C13 Roof Coating

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to negotiate and approve a contract to coat the roofs on the Central Campus Slocomb Auditorium (C12) and Fine Arts Center (C13).

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 August 5, 2025, the Chancellor's designee approved the Competitive Sealed Proposals (CSP) methodology for coating the roofs of C12 and C13.

CSP #26-04 will be issued once detailed project plans are completed which are being prepared by Huitt-Zollars, Inc. in accordance with Texas Government Code §2269.152. Proposals will be received and evaluated by a team comprised of representatives from Huitt-Zollars and the College.

IMPACT OF THIS ACTION

Approval of this action will authorize the Chancellor or her designee to approve a contract with the highest ranked respondent so that construction can be expedited.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Pending successful contract negotiations, the cost of this project is not expected to exceed the budget of \$1,600,000. The project will be funded from the 2015 Bond Program deferred maintenance line.

MONITORING AND REPORTING TIMELINE

Construction activities will begin upon the execution of a contract. This project will be managed by capital projects staff.

ATTACHMENTS

None

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	Charles.Smith@sjcd.edu
Genevieve Scholes	281-998-6103	Genie.Scholes@sjcd.edu

Purchase Request #2
Regular Board Meeting October 6, 2025
Consideration of Delegation of Authority to Contract for
Central Campus Building C3 Roof Upgrade

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to negotiate and approve a contract to upgrade the roof on the Central Campus McCollum Administration Building (C3).

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 September 11, 2025, the Chancellor's designee approved the Competitive Sealed Proposals (CSP) methodology for upgrades to C3 high and mid-roofs through a combination of replacement and coating.

CSP #26-07 will be issued once the detailed project plans are completed which are being prepared by Huitt-Zollars, Inc. in accordance with Texas Government Code §2269.152. Proposals will be received and evaluated by a team comprised of representatives from Huitt-Zollars and the College.

IMPACT OF THIS ACTION

Approval of this action will authorize the Chancellor or her designee to approve a contract with the highest ranked respondent so that construction can be expedited.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Pending successful contract negotiations, the cost of this project is not expected to exceed the budget of \$1,060,000. The project will be funded from the 2015 Bond Program deferred maintenance line.

MONITORING AND REPORTING TIMELINE

Construction activities will begin upon the execution of a contract. This project will be managed by capital projects staff.

ATTACHMENTS

None

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	Charles.Smith@sjcd.edu
Genevieve Scholes	281-998-6103	Genie.Scholes@sjcd.edu

Purchase Request #3
Regular Board Meeting October 6, 2025
Consideration of Approval to Renew the Contract for Asphalt,
Concrete, and Parking Lot Striping Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with RMB Management dba Corestone Construction Services (Corestone) for asphalt, concrete, and parking lot striping services for the facilities services department and capital projects.

BACKGROUND

Due to the volume of cars, traffic, and demand for parking on each campus, upgrades and repairs to parking lots are limited to off-peak hours. The facilities services department coordinates multiple asphalt and concrete paving and striping projects during these lower-usage periods to minimize the disruption to students, faculty, and staff. In addition, this contract will be utilized for capital projects that provide systematic maintenance and pavement replacement.

Request for proposals #24-12 was issued April 25, 2024, to procure asphalt, concrete, and parking lot striping services for the facilities services department, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The Board approved the original contract with Corestone on August 12, 2024 in the amount of \$300,000. The initial term began on September 1, 2024 through August 31, 2025 with four one-year renewal options. An additional \$200,000 is being requested for purchases related to capital projects.

IMPACT OF THIS ACTION

Repair and maintenance of concrete and asphalt surfaces provide key advantages, including significantly extending pavement life, improving safety by eliminating hazards, reducing long-term costs through preventive measures, enhancing property aesthetics and value, and ensuring compliance with regulations. Prompt maintenance prevents small issues from becoming expensive replacements, protects the significant investment in the pavement, and creates a positive first impression for students, staff, faculty, and visitors.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$500,000 and will be funded from the facilities services department's 2025-2026 operating budget and the capital projects deferred maintenance budget.

MONITORING AND REPORTING TIMELINE

This request exercises the first of four one-year renewal options available continuing the contract through August 31, 2026.

ATTACHMENTS

None

Purchase Request #3
Regular Board Meeting October 6, 2025
Consideration of Approval to Renew the Contract for Asphalt,
Concrete, and Parking Lot Striping Services

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Ron Andell	281-542-2016	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Item "A"
Regular Board Meeting October 6, 2025

Approval of the Minutes for the September 8, 2025, Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the September 8, 2025, Workshop and Regular Board Meeting.

San Jacinto College District Board Workshop

September 8, 2025

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 4:30 p.m., Monday, September 8, 2025, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

MINUTES

	Board Workshop Attendees:	Board Members: Dr. Michelle Cantú-Wilson, Erica Davis Rouse, Judy Harrison, Dan Mims, Keith Sinor, Larry Wilson Chancellor: Brenda Hellyer Other: Christian Bionat, Carin Hutchins, Sandra Ramirez, Mandi Reiland, Linda Torres
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Chair Mims called the workshop to order at 4:38 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 Judy Harrison Dan Mims, Chair 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	Chair Mims adjourned to closed session at 4:39 pm. The Board members listed above as attending as well as Brenda Hellyer were present for the closed session. Other attendees are noted below. a. Legal Matters - For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law. <ul style="list-style-type: none"> • It was determined after the time of posting that a consultation with the attorney is 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. <ul style="list-style-type: none"> • Personnel Matter – Attendees: Sandra Ramirez, Christian Bionat, Mandi Reiland

		<ul style="list-style-type: none"> Review process for vacant Board of Trustees Position 5 – Brenda Hellyer and Board
IV.	Reconvene in Open Meeting	Chair Mims reconvened to open meeting at 5:33 p.m.
V.	Board Appointment Process	Brenda Hellyer confirmed the timeline for the Board appointment process. Applications will be taken until September 26 at 5:00 pm. Applications received will be reviewed at the next Board workshop on October 6 with the interview process to occur mid-October.
VI.	Enrollment - Fall 2025	<p>Carin Hutchins provided an update on enrollment for Fall 2025. As of today, enrollment is at 32,961 students. Contact hours (or semester credit hours) are almost six (6) million for this year. Compared to last year, headcount is up by 4.8 percent and up in contact hours by 8.7 percent. We budgeted for contact hours (semester credit hours) to be up 5 percent.</p> <p>Continuing students are up by approximately 960 students for the semester. Transfer students are up approximately 200 students. Dual credit enrollment is flat – down by 18 students as of today.</p> <p>Keith Sinor asked if the actual enrollment numbers at Generation Park are in alignment with growth expectations established previously. Brenda responded that we are making progress, and she will provide that information at the next meeting.</p> <p>More growth has also been seen in the face-to-face classes which are up by 6 percent over last year. There was discussion on successful capital improvements from the facilities perspective that have helped to enhance the face-to-face experience. Such improvements have included creating more gathering and collaboration areas throughout the buildings, but there are still areas of improvement, such as the student service centers, which are being reviewed now as part of the master planning process.</p>
VII.	Annual Internal Audit Report and Plan a. Summary of FY2024-2025 Internal Audit Work	<p>Linda Torres, Executive Director of Internal Audit, discussed the Annual Internal Audit Report and plans for fiscal year 2025-2026 (FY26) with reference to the handout, the Annual Internal Audit Report.</p> <p>This information was previously reviewed with the Board’s Finance Committee in greater detail, so she provided a summary of the information in the report. The Annual Internal Audit Report is required by the Texas government</p>

	<p>b. Proposed FY2025-2026 Plan</p>	<p>code and summarizes the work performed throughout the year by San Jacinto College’s Internal Audit team. It includes all of the findings, follow-up activities, and investigations that Internal Audit has completed. This report will be published on the College’s website as is required.</p> <p>Based on annual risk assessment and input from College leadership, the proposed internal audits planned for FY26 include College-wide compliance with Senate Bill 17 (phase 2), scholarship management, the FAST program (related to financial aid – transfer for dual credit students), police fleet vehicle management, and bookstore contract. With money in budget for outsourcing, Internal Audit plans to outsource the review of compliance with the Graham Leach Bliley Act.</p> <p>The Board members expressed thanks to the internal audit team and acknowledged the important work they perform. The Board members were supportive of the audit plan for FY26.</p>
<p>VIII.</p>	<p>Property Tax Rate Adoption</p>	<p>Carin provided an update on the property tax rate adoption. The No New Revenue Rate (NNR) is at \$0.155118, which is more than last year’s total tax rate. The voter approval rate is \$0.161922.</p> <p>The College’s taxable value as of July 25, 2025, which is the preliminary estimate from Harris Central Appraisal District, was \$87.4 billion. The most recent final certified valuation was up 0.03 percent. It is still at \$87.4 billion but slightly higher than the initial estimate. This allowed for a lower tax rate to be proposed than what was expected during the Board retreat on July 29, 2025.</p> <p>FY26 values increased 1.9 over values for FY25. In reviewing FY25 values, the certified values which were used to calculate the tax rate was \$85.8 billion. Currently, the FY25 taxable values have gone down to \$84.9 billion, which is a 1 percent loss. This results in approximately a \$1.3 million loss in tax revenue. This trend seems to reflect the typical number of refunds processed to taxpayers in the summertime.</p> <p>Carin explained that from 2019-2024, the number of suits filed increased 91.7 percent. The lawsuits filed in 2024 were trending downward. Most lawsuits have settled except for 2022, 2023, 2024. If all of those suits settled, the College would owe taxpayers a refund of \$1.9 million. This is assuming that the average loss in value</p>

		<p>related to these suits is 14.7 percent. Of the \$1.9 million estimate, \$1.5 million is related to suits filed in 2023 and 2024. Last year, a \$1 million reserve was established to help offset these types of settlements.</p> <p>The estimated tax rate is \$0.154615. The proposed tax rate that the Board is being asked to approve is less than the NNR and the Voter-Approval Rate (VAR). The change in the NNR is due to higher exemptions being enacted by the state which generates a higher tax rate for others not receiving the exemption. The historical tax rates reflect that the rates have decreased for each of the past six years except for 2024 which had an increase due to the decline in appraised values and settlement of lawsuits.</p> <p>On October 6, the Board will be asked to adopt the tax rate.</p>
<p>IX.</p>	<p>Process for Election of Harris Central Appraisal District (HCAD) Board Members</p>	<p>Brenda provided an overview of the election process for the Harris Central Appraisal District (HCAD) Board members. Two board members’ terms are expiring on December 31, 2025. There is also currently a vacancy of one of the directors who resigned effective July 31, 2025. This position’s term expires December 31, 2027.</p> <p>The College can nominate up to two candidates via Resolution by October 14, 2025. In the past, the College has not nominated candidates; rather, we evaluated the nominees based on their affiliations and experiences with our taxing district and similar industries. Brenda recommends doing this again. The Board was comfortable with the recommended approach.</p>
<p>X.</p>	<p>Review Updates to Remote Work Policy</p>	<p>Sandra Ramirez reviewed updates to the policy on remote work. She explained that Senate Bill 2615 places work restrictions for higher education employees. Telework is limited to narrow categories, including temporary illness or ADA accommodations, nonteaching staff who meet performance criteria, and faculty teaching only distance education and off-campus dual credit courses, or assigned to off-campus research. There is also an exception for campus closures and catastrophic events where remote work is allowed.</p> <p>Sandra shared the changes made to the Faculty Handbook and expectations shared with faculty.</p> <p>Additionally, Sandra reviewed the criteria for telework exemptions as it relates to staff and administrators. There have been updates to the relevant policy (Policy IV.4005.A) and procedure (Procedure IV.4005.A.a) to</p>

		<p>clarify guidelines surrounding remote work as it pertains to staff and administrators.</p> <p>The revised policy and procedure were distributed on September 2, 2025, for College-wide comment. The comment period will close September 22, the first reading to occur tonight, and the second reading is to occur at the Board meeting on October 6. The policy was effective September 1, 2025, to comply with state requirements.</p>
XI.	Plan for Probationary Period Related to the Physical Therapy Program	<p>This item is a notification to the Board for informational purposes. Brenda explained that the College hired a Physical Therapy program director in January 2025. Upon sending the employee’s technical skills and qualifications to the accrediting agency, a notification was received stating that the director did not meet the education qualifications required thus placing the Physical Therapy Assistance program on probation. The employee completed the required educational expectations with an update submitted to the accrediting agency.</p> <p>On July 15, 2025, the College received verbal notice that the director is now qualified and has met educational requirements. Official written notification should be received from the accrediting agency in November 2025.</p>
XII.	Submission of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Referral Report	<p>Brenda provided an update on the Submission of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) referral report. The College’s interim fifth-year report was submitted in August 2024, and in January 2025, the College received notice of the referral report requiring a response and documentation for four areas. The completed referral report and additional documentation was sent on September 4, 2025.</p> <p>Brenda explained that the next step is for the SACSCOC to assign the report to a compliance and review committee for review which will occur in December with formal notification to the College of status occurring in January 2026.</p>
XIII.	Review Investment Training Report	<p>Carin reviewed the investment training report and shared that investment officer roles are required under the Public Funds Investment Act to be trained five hours every two years.</p> <p>This item is to notify the Board that all investment officers are in compliance and have taken their required training. The investment officers include the positions of Vice</p>

		Chancellor, Fiscal Affairs (Carin Hutchins), Associate Vice Chancellor, Finance (Dianne Duron), Comptroller (Andrea DuBois), and Assistant Comptroller (Carol Lanre).
XIV.	Legislative Updates	<p>Christian Bionat shared legislative updates, which include:</p> <ul style="list-style-type: none"> • Redistricting – House Bill 4 passed in late August and is now law. Congressional District 9 will now represent North and Central campuses. Congressional District 36 will represent South Campus, Maritime, and the Edge Center. Congressional District 18 will represent Generation Park. • Two finance bills required College feedback – one bill would have capped political subdivisions spending to the Consumer Price Index times populations growth. The other one would have lowered the maximum voter approval tax rate increase from 3.5 percent to 2.5 percent for local governments. This bill was of significant concern because community colleges are currently at a cap of 8 percent. Both bills failed to advance. • Other items mentioned included the “bathroom bill,” AG election powers, STAAR test reform, and a flood relief package for the hill country. <p>Additionally, Christian spoke about federal issues including the continuing resolution, legislative updates, and budgetary impacts. There continues to be federal grants put on hold or cancelled.</p> <ul style="list-style-type: none"> • Brenda mentioned the College has \$2.2 million in annual funding for Hispanic Serving Institutions (HSI) grants. There is concern that several of these will be put on hold.
XV.	Board Focus Reports for Fiscal Year 2026 Discussion	<p>Brenda asked for feedback from the Board on reports and updates that they are interested in hearing about this year. She asked the Board to brainstorm ideas and to send her feedback on such areas that they would like to receive updates on.</p> <p>Additionally, handouts of the College’s Strategic Plan (2025-2030) were distributed to the Board members. The new strategic plan includes a new mission statement, vision statement, and BOLD goals. This document might help with their ideas.</p> <p>The following is a list of feedback provided:</p>

		<p>Dual credit enrollment and future projections, San Jac Online, reducing cost to students for instruction and course materials, student support systems including food pantry and other resources, CRM updates including how it is providing better communications with students, better tracking of data, and how faculty are utilizing it.</p> <p>Advising and how the College can do better in this area systematically. Members are interested in outcomings, findings, feedback, provocations, and anything else that lets the Board know we are moving in the right direction.</p> <p>Vertical alignment including how we can strengthen the relationships between high school faculty and College faculty.</p> <p>More detailed reports and conversations on transfer are needed and data on how students are performing once they leave San Jacinto College.</p> <p>Roles and earnings are shifting – What information do we have on where the earnings are now and where the projection will go?</p> <p>Updates on the Nursing programs and promotion of these areas especially the Nursing Bachelor degree program.</p> <p>Information on the focus of recruiting K-12 and creating awareness of opportunities earlier including outreach to parents that are unaware of the information.</p> <p>Brenda asked the Board members to send her any additional feedback they have.</p>
<p>XVI.</p>	<p>General Discussion of Meeting Items</p>	<p>There was discussion about the new Biotechnology building, equipment, spending, and training.</p> <p>Brenda explained that on April 7, the Board gave authority for delegation for the graduation ceremony in May. Purchasing was still working through deciding between two venues for graduation. This item was not previously included in the delegation documentation. It has now been added.</p> <p>In the purchasing section, on PR #2, Central and North were listed as the two campuses to receive the equipment being requested in this purchasing item. After further review, it was determined to purchase for South and North campuses. There is a greater need at South than Central</p>

		right now, and there is limited funding. This purchase is being funded out of one of the federal grants that is on hold; however, there are enough funds to pay for this purchase.
XVII.	Calendar	Brenda reviewed the calendar and asked the Board members to let Mandi Reiland know if they would like to attend any events.
XVIII.	Conflict of Interest Forms	Brenda asked the Board to complete their annual conflict of interest questionnaire and return them to Mandi to provide to internal audit.
XIX.	Adjournment	Chair Mims adjourned the meeting at 6:55 p.m.

San Jacinto Community College District
Regular Board Meeting Minutes
September 8, 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, September 8, 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, Judy Harrison, Dan Mims, Keith Sinor, Larry Wilson

Chancellor: Brenda Hellyer

Others Present: Tanesha Antoine, Sendhy Arredondo, Rhonda Bell, Jesse Bernal, Christian Bionat, Matt Crow, Matt Crow, Kim Delauro, Destry Dokes, Chris Duke, Dianne Duron, Teddy Farias, Melissa Fuqua, Rachel Garcia, Damon Harris, Allatia Harris, Carin Hutchins, Sallie Kay Janes, Bryan Jones, Matt Keim, Farrah Khalil, Aaron Knight, Chris Laack, Patsy Laredo, Amy Lopez, Carlos Lopez, Kevin McKisson, Lamar McWaine, Courtney Morris, Kevin Morris, Alexander Okwonna, JoEllen Price, JR Ragaisis, Mandi Reiland, Shelley Rinehart, Angela Russell, Genevieve Scholes, Chuck Smith, Jaclyn Stafford, Jessica Tello, Niki Whiteside, Van Wigginton, Rhonda Williams, Laurel Williamson

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
Judy Harrison
Dan Mims, Chair
Keith Sinor, Secretary
Larry Wilson

III. Invocation and Pledge to the Flags

The invocation and moment of silence were given by Allatia Harris. The pledges to the American and Texas flags were led by Michelle Cantú-Wilson.

IV. Special Announcements, Recognitions, Introductions, and Presentations

1. Carin Hutchins recognized the purchasing department for receiving the 2025 Achievement of Excellence in Procurement Award from National Procurement Institute.
2. Alexander Okwonna recognized the Rotary Club of North Shore - Annual Scholarship Support.

V. Student Success Presentations

Chris Duke provided an overview of the Submission of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Referral Report

VI. Communications to the Board of Trustees

1. September Opportunity News
2. A thank you was sent to the Board from Brittany Sgarlet for the plant sent in memory of her grandmother.

VII. Public Comment

There were no citizens desiring to speak to the Board.

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 July 2025
 2. San Jacinto College Monthly Investment Reports July 2025
- B. San Jacinto College Foundation Financial Statements July 2025
- C. Capital Improvement Program
- D. San Jacinto College Board Building Committee Minutes

IX. Consideration of Approval of Amendment to the 2025-2026 Budget for Restricted Revenue and Expenses Relating to Federal, State and Local Grants/Contracts

Motion 10477:

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by Judy Harrison.
Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson

Nays: None

X. Consideration of Approval of Policy II.2002.B, Faculty Senate Governance - Second Reading

Motion 10478:

Motion moved by Judy Harrison and motion seconded by Keith Sinor. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson
Nays: None

- XI. Consideration of Approval of Policy VI.6004.E, Campus Hazing Prevention - Second Reading

Motion 10479:

Motion moved by Larry Wilson and motion seconded by Erica Davis Rouse. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson
Nays: None

- XII. Consideration of Approval of Allocation of Capital Project Funds

Motion 10480:

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by Judy Harrison. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson
Nays: None

- XIII. Consideration of Approval of Banking and Investment Resolutions and Forms

Motion 10481:

Motion moved by Keith Sinor and motion seconded by Erica Davis Rouse. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson
Nays: None

- XIV. Consideration of Approval to Modify Childcare Fees

Motion 10482:

Motion moved by Larry Wilson and motion seconded by Judy Harrison. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson
Nays: None

- XV. Consideration of Approval of 2025 Proposed Tax Rate, Review of Final No-New-Revenue and Voter-Approval Tax Rate Calculations and Approve Date to Adopt Tax Rate

Motion 10483:

Motion moved by Judy Harrison and motion seconded by Dr. Michelle Cantú-Wilson.
Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson

Nays: None

XVI. Consideration of Approval of Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements - First Reading (Informational Item)

No vote required. Informational item - first reading.

XVII. Consideration of Purchasing Requests

In the purchasing section, on PR #2, Central and North were listed as the two campuses to receive the equipment being requested in this purchasing item. After further review, it was determined to purchase for South and North campuses. There is a greater need at South than Central right now, and there is limited funding. A correction to the item will be made but a motion was made to approve with the change above.

#1	Consideration of Approval to Contract for Scholarship Award and Stewardship Management Services	\$	153,740
#2	Consideration of Approval to Purchase Synthetic Whole Human Cadavers		118,302
#3	Consideration of Delegation of Authority to Contract for North Campus Student Center Plumbing Repairs		500,000
TOTAL OF PURCHASE REQUESTS		\$	<u>772,042</u>

Motion 10484:

Motion moved by Larry Wilson and motion seconded by Dr. Michelle Cantú-Wilson.
Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson

Nays: None

XVIII. Consent Agenda

- A. Approval of the Minutes for the August 11, 2025, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, 2025-2026 Part-Time Hourly Rate Schedule, and Extra Service Agreements (ESA)
- D. Approval of the Next Regularly Scheduled Meeting

Motion 10485:

Motion moved by Larry Wilson and motion seconded by Judy Harrison. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson

Nays: None

XIX. Items for Discussion/Possible Action

There were no additional items discussed.

XX. Adjournment

Chair Mims adjourned the meeting at 7:35 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for August 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 – August Budget Transfers

RESOURCE PERSONNEL

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

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers Related to Fiscal Year 2024-25
 for August 2025

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 571,423	\$ 8,462
PUBLIC SERVICE	264	1,600
ACADEMIC SUPPORT	21,743	6,072
STUDENT SERVICES	12,531	540,024
INSTITUTIONAL SUPPORT	114,424	46,593
PHYSICAL PLANT	5,000	122,633
	\$ 725,384	\$ 725,384

Item “D”
Regular Board Meeting October 6, 2025
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, November 3, 2025.