

***Board of Trustees
Meeting***

November 3, 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, November 3, 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. Provost Search and Succession Planning

IV. Reconvene in Open Meeting

V. Board Appointment Process and Oath of Office

VI. Board Self-Evaluation Process Timeline

VII. Enrollment Update - Spring 2026

VIII. Notification of Audit by State Auditor's Office on TEC 51.3525 (Senate Bill 17)

IX. Implementation Plan for the "No Tax on Overtime" Federal Law

X. Policy and Procedure Changes Due to Legislative Changes

XI. Annual Security (Clery) Report

XII. 2025-2026 Multi-Hazard Emergency Operations Plan Review Cycle – Texas School Safety Center (TxSSC) Resources

XIII. Legislative Updates

XIV. General Discussion of Meeting Items

A. Additional Purchasing Support Documents

B. Delegation of Authority

C. Financial Statements

XV. Calendar

XVI. 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, October 28, 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.

**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, November 3, 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 November 3, 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, Moment of Silence, and Pledge to the Flags

IV. Special Announcements, Recognitions, Introductions, and Presentations

A. Recognition of the Outgoing and Incoming Officers of the Faculty Senate, Staff Organization, and Administrative Organization

Presenters: Brenda Hellyer, Sandra Ramirez

B. Recognition of the Fiscal Affairs Department for Receiving the Certificate of Distinction for its College Investment Policy from the Government Treasurers' Organization of Texas

Presenter: Carin Hutchins

C. Update from Board Members on the Association of Community College Trustees (ACCT) Leadership Congress

Presenters: Dan Mims, Dr. Michelle Cantú-Wilson

V. Student Success Presentations

A. Promise Scholars Program Update

Presenter: Allatia Harris

VI. Communications to the Board of Trustees

VII. Public Comment

VIII. Informative Reports to the Board

A. San Jacinto College Financial Statements - September 2025

1. San Jacinto College Monthly Financial Statements

2. San Jacinto College Monthly Investment Reports

B. San Jacinto College Foundation Financial Statements - September 2025

C. Capital Improvement Program

ACTION ITEMS

IX. Consideration of Appointment of San Jacinto Community College District Trustee, Position 5

X. Statement of Officer and Oath of Office Administered to Recently Appointed Trustee

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

XII. Consideration of Approval of Policy III.3006.H, Campus Programs with Minors - Second Reading

XIII. Consideration of Approval of Policy VII.7003.A, Expressive Activities - Second Reading

XIV. Consideration of Approval of Policy IV.4003.A, Filling Vacancies - First Reading (Informational Item)

XV. Consideration of Approval of Policy IV.4003.F, Reduction in Force - 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 October 6, 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 Educational Advancement Incentives

D. Approval of the Next Regularly Scheduled Meeting

E. Approval of the Minutes for the October 13, 2025 Special Board Meeting

F. Approval of the Minutes for the October 14, 2025 Special Board 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

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.

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

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

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

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Brenda Hellyer, Ed.D.

San Jacinto College Monthly Financial Statements
September 2025

San Jacinto Community College District
Preliminary Statement of Net Position
September 30,

<u>Assets</u>	<u>2025</u>	<u>2024</u>
Current assets:		
Cash and cash equivalents	\$ 61,544,987	\$ 62,207,119
Restricted cash and cash equivalents	13,566,954	61,385,386
Investments	5,011,550	14,971,050
Restricted investments	46,278,267	-
Accounts receivable - taxes	5,490,875	5,527,508
Accounts receivable	24,585,866	19,230,094
Deferred charges	2,746,750	3,325,944
Inventories	489,828	444,074
Total current assets	159,715,078	167,091,175
Noncurrent assets:		
Other long term investments	25,132,973	15,076,300
Capital assets, net	718,702,488	717,662,058
Total noncurrent assets	743,835,461	732,738,358
Total assets	903,550,539	899,829,533
Deferred outflows of resources:		
Deferred outflow related to pensions	16,138,596	23,369,169
Deferred outflow related to OPEB	10,244,217	9,505,667
Deferred outflow related to defeased debt	2,922,320	3,637,407
Total deferred outflows of resources	29,305,133	36,512,243
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	13,809,456	13,109,580
Accrued liabilities	3,212,749	3,716,321
Accrued compensable absences and deferred compensation	3,758,957	2,965,802
Deferred revenues	10,104,589	248,247
Total current liabilities	30,885,751	20,039,950
Noncurrent liabilities:		
Net pension liability	56,117,690	58,696,523
Net OPEB liability	97,973,613	88,758,738
Bonds and notes payable	634,190,218	646,993,634
Total noncurrent liabilities	788,281,521	794,448,895
Total liabilities	819,167,273	814,488,845
Deferred inflows of resources:		
Deferred inflows related to pensions	1,916,844	3,781,273
Deferred inflows related to OPEB	23,593,689	33,479,070
Deferred Inflows - Lease Receivable	569,198	192,100
Total deferred inflows of resources	26,079,731	37,452,444
<u>Net assets</u>		
Beginning of year - unaudited	77,881,480	80,044,637
Current year addition (reduction)	9,727,188	4,355,851
Total net position	\$ 87,608,668	\$ 84,400,487

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 one Month Ended September 30, 2025

11 Unrestricted Funds

	Adjusted Budget	Actual 8.33%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
State Appropriations	\$ 54,664,243	\$ -	-	\$ -	-
State Appropriations - FAST	2,650,000	-	-	-	-
Local Taxes - Maintenance & Operations	93,350,000	155,347	0.17%	75,758	0.08%
Credit Tuition	70,906,831	34,970,491	49.32%	30,275,455	43.35%
Credit Exemptions & Waivers	(10,577,247)	(4,338,097)	41.01%	(4,404,100)	43.07%
Continuing Education					
CPET	450,000	62,363	13.86%	26,984	6.79%
Biotechnology	600,000	-	-	-	-
Maritime Transportation	2,500,000	236,457	9.46%	246,069	10.34%
Continuing Professional Development (CPD)	8,547,308	292,590	3.42%	185,689	3.09%
Continuing Education Exemptions & Waivers	(50,000)	(10,800)	21.60%	(5,400)	11.08%
Bad Debt	(1,200,000)	(100,000)	8.33%	(91,667)	8.33%
Sales & Services	2,600,000	143,316	5.51%	154,675	6.17%
Investment Income	4,900,000	319,854	6.53%	439,486	9.18%
Total Revenues	229,341,135	31,731,521	13.84%	26,902,948	12.06%
Expenditures					
Instruction	88,567,384	8,306,457	9.38%	8,147,742	8.91%
Public Service	19,921	630	3.16%	-	-
Academic Support	22,173,465	2,527,895	11.40%	2,317,472	11.66%
Student Services	23,800,224	1,643,327	6.90%	1,594,970	6.95%
Institutional Support	61,574,753	5,857,089	9.51%	6,515,219	11.06%
Physical Plant	27,112,838	888,104	3.28%	1,164,155	4.88%
Total Expenditures	223,248,584	19,223,502	8.61%	19,739,558	9.09%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	5,725,361	16,131	0.28%	112,653	2.02%
Net Increase (Decrease) in Net Position	\$ 367,190	\$ 12,491,889		\$ 7,050,737	

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San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the one Month Ended September 30, 2025

Federal Restricted Funds

	Adjusted Budget	Actual 8.33%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
Grants	\$ 70,113,066	\$ 20,300,011	28.95%	\$ 10,883,535	13.92%
Total Revenues	70,113,066	20,300,011	28.95%	10,883,535	13.92%
Expenditures					
Instruction	945,647	61,698	6.52%	31,338	3.09%
Public Service	120,377	11,086	9.21%	13,748	6.65%
Academic Support	5,114,033	246,168	4.81%	299,648	6.24%
Student Services	167,996	127,741	76.04%	11,509	2.02%
Institutional Support	322,023	33,300	10.34%	32,196	5.27%
Physical Plant	505,584	-	-	-	-
Scholarships and Fellowships	62,937,405	19,820,018	31.49%	10,495,094	14.84%
Total Expenditures	70,113,066	20,300,011	28.95%	10,883,535	13.92%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in 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 one Month Ended September 30, 2025

State Restricted Funds

	Adjusted Budget	Actual 8.33%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
State Appropriations - Exceptional Item	\$ 10,000,000	\$ 2,927	0.03%	-	0.00%
State Paid Benefits	14,402,520	1,223,427	8.49%	\$ 1,121,153	8.20%
Grants	11,286,415	1,823,473	16.16%	1,338,504	17.72%
Total Revenues	35,688,935	3,049,827	8.55%	2,459,657	11.59%
Expenditures					
Instruction	16,216,782	846,994	5.22%	707,993	9.85%
Public Service	1,202	1,202	100.00%	1,845	9.90%
Academic Support	4,625,743	7,265	0.16%	112,015	5.51%
Student Services	1,734,544	185,508	10.69%	156,360	6.68%
Institutional Support	4,313,752	217,673	5.05%	160,111	5.59%
Scholarships and Fellowships	8,796,913	1,791,185	20.36%	1,321,333	19.48%
Total Expenditures	35,688,935	3,049,826	8.55%	2,459,657	11.59%
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 one Month Ended September 30, 2025

Local Restricted Funds

	Adjusted Budget	Actual 8.33%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
Grants	\$ 7,995,462	\$ 1,552,990	19.42%	\$ 1,543,283	28.32%
Total Revenues	7,995,462	1,552,990	19.42%	1,543,283	28.32%
Expenditures					
Instruction	-	-	-	-	-
Public Service	255,589	14,029	5.49%	12,800	7.43%
Academic Support	859,777	41,922	4.88%	38,374	4.71%
Student Services	1,692	-	-	-	-
Institutional Support	171	-	-	95	1.22%
Physical Plant	186,223	-	-	-	-
Scholarships and Fellowships	7,230,150	1,511,598	20.91%	1,504,615	31.86%
Total Expenditures	8,533,603	1,567,548	18.37%	1,555,883	26.89%
Transfers Among Funds					
Transfers In	(538,141)	(16,131)	-	(12,653)	3.88%
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 1,572		\$ 53	

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San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the one Month Ended September 30, 2025

27 FAST & TPEG

	Adjusted Budget	Actual 8.33%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
State Appropriations - FAST	\$ 2,450,000	\$ 927,022	37.84%	\$ 727,191	33.10%
Tuition - Credit & Non Credit - TPEG	3,500,000	1,586,609	45.33%	1,418,830	41.80%
Total Revenues	5,950,000	2,513,631	42.25%	2,146,021	38.38%
Expenditures					
Scholarships and Fellowships - FAST	2,450,000	927,022	37.84%	727,191	33.10%
Scholarships and Fellowships - TPEG	3,500,000	690,750	19.74%	477,720	15.56%
Total Expenditures	5,950,000	1,617,772	27.19%	1,204,911	22.87%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 895,859		\$ 941,110	

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San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the one Month Ended September 30, 2025

28 Private Gifts and Donations

	Adjusted Budget	Actual 8.33%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
Grants	\$ 27,402	\$ -	-	\$ -	-
Total Revenues	27,402	-	-	-	-
Expenditures					
Instruction	-	990	-	777	1.77%
Institutional Support	27,402	-	-	-	-
Total Expenditures	27,402	990	3.61%	777	0.34%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (990)		\$ (777)	

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San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the one Month Ended September 30, 2025

Auxiliary Enterprises

	Adjusted Budget	Actual 8.33%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
Auxiliary Services	\$ 3,087,000	\$ 517,028	16.75%	\$ 495,769	18.03%
Total Revenues	3,087,000	517,028	16.75%	495,769	18.03%
Expenditures					
Labor	1,302,171	79,338	6.09%	46,423	3.84%
Benefits	334,082	15,696	4.70%	8,093	3.58%
Supplies	643,752	78,918	12.26%	82,362	14.11%
Travel	220,112	4,912	2.23%	225	0.09%
Contracted Services	243,618	12,948	5.31%	14,629	12.56%
Utilities	200	-	-	-	-
Scholarships and Fellowships	1,088,857	212,830	19.55%	63,224	5.85%
Total Expenditures	3,832,792	404,642	10.56%	214,956	6.17%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (745,792)	\$ 112,386		\$ 280,813	

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San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the one Month Ended September 30, 2025

Fund 95 Retirement of Indebtedness

	Adjusted Budget	Actual 8.33%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
Local Taxes - Debt Service	\$ 39,808,402	\$ 69,555	0.17%	\$ 34,133	0.08%
Investment Income	-	3,408	-	1,529	0.48%
Total Revenues	39,808,402	72,963	0.18%	35,662	0.09%
Expenditures					
Institutional Support - Principal	19,611,597	-	-	-	-
Institutional Support - Interest	23,977,894	1,907,688	7.96%	2,274,203	10.81%
Total Expenditures	43,589,491	1,907,688	4.38%	2,274,203	5.88%
Transfers Among Funds					
Transfers In	(4,087,220)	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment ¹	(19,611,597)	-	-	-	-
Net Increase (Decrease) in Net Position	\$ 19,917,728	\$ (1,834,725)		\$ (2,238,542)	

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 one Month Ended September 30, 2025

Fund 97 Investment in Plant

	Adjusted Budget	Actual 8.33%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Expenditures					
Depreciation	\$ 26,000,000	\$ 2,093,685	8.05%	\$ 2,141,810	8.33%
Total Expenditures	26,000,000	2,093,685	8.05%	2,141,810	8.33%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases ¹	(8,880,833)	-	-	(66,085)	4.49%
Net Increase (Decrease) in Net Position	\$ (17,119,167)	\$ (2,093,685)		\$ (2,075,725)	

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 one Month Ended September 30, 2025

	Adjusted Budget	Actual 8.33%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
State Appropriations	\$ 69,066,763	\$ 1,223,427	1.77%	\$ 1,121,153	1.62%
State Appropriations - FAST	5,100,000	927,022	18.18%	727,191	15.05%
State Appropriations - Exceptional Item	10,000,000	2,927	0.03%	-	-
Local Taxes - Maintenance & Operations	93,350,000	155,347	0.17%	75,758	0.08%
Local Taxes - Debt Service	39,808,402	69,555	0.17%	34,133	0.08%
Credit Tuition	74,406,831	36,557,100	49.13%	31,694,285	43.27%
Credit Exemptions & Waivers	(10,577,247)	(4,338,097)	41.01%	(4,404,100)	43.07%
Continuing Education					
CPET	450,000	62,363	13.86%	26,984	6.79%
Biotechnology	600,000	-	-	-	-
Maritime Transportation	2,500,000	236,457	9.46%	246,069	10.34%
Continuing Professional Development	8,547,308	292,590	3.42%	185,689	3.09%
Continuing Education Exemptions & Waivers	(50,000)	(10,800)	21.60%	(5,400)	11.08%
Bad Debt	(1,200,000)	(100,000)	8.33%	(91,667)	8.33%
Sales & Services	2,600,000	143,316	5.51%	154,675	6.09%
Investment Income	4,900,000	323,262	6.60%	441,015	8.63%
Investment Income - Restricted Funds	-	154,881	-	298,183	9.78%
Auxiliary Services	3,087,000	517,028	16.75%	495,769	18.03%
Grants	81,617,153	22,121,593	27.10%	10,883,535	12.46%
Local Grants	7,805,191	1,554,880	19.92%	2,881,787	72.43%
Total Revenues	392,011,401	59,892,851	15.28%	44,765,058	11.78%
Expenditures					
Instruction	105,729,812	9,216,138	8.72%	8,887,850	8.91%
Public Service	397,090	26,947	6.79%	28,394	7.06%
Academic Support	32,773,017	2,823,250	8.61%	2,767,509	10.06%
Student Services	25,704,457	1,956,576	7.61%	1,762,838	6.82%
Institutional Support	109,827,592	8,015,749	7.30%	8,981,825	8.55%
Physical Plant	27,804,646	888,104	3.19%	1,164,155	4.81%
Scholarships and Fellowships	84,914,468	24,740,573	29.14%	14,525,953	16.58%
Auxiliary Enterprises	3,832,792	404,642	10.56%	214,956	6.17%
Depreciation	26,000,000	2,093,685	8.05%	2,141,810	8.33%
Total Expenditures	416,983,872	50,165,663	12.03%	40,475,291	10.13%
Transfers Among Funds					
Transfers In	(5,725,361)	(16,131)	0.28%	(112,653)	2.02%
Transfers Out	5,725,361	16,131	0.28%	112,653	2.02%
Adjustment for Debt Principal Payment ¹	(19,611,597)	-	-	-	-
Adjustment for Capital Purchases ¹	(8,880,833)	-	-	(66,085)	4.49%
Net Increase (Decrease) in Net Position	\$ 3,519,958	\$ 9,727,188		\$ 4,355,852	

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 one Month Ended September 30, 2025

Fund 91 Capital Projects

	Adjusted Budget	Actual 8.33%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
Investment Income	\$ -	\$ 109,794	-	\$ 247,429	10.01%
Total Revenues	-	109,794	-	247,429	10.01%
Expenditures					
SECO-Energy Conservation Projects	604,245	-	-	-	-
Bond Program	39,652,294	308,437	0.78%	279	-
Arbitrage Rebate	-	-	-	-	-
Total Expenditures	40,256,539	308,437	-	279	-
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (40,256,539)	\$ (198,643)		\$ 247,150	

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 one Month Ended September 30, 2025

Fund 93 Renewal and Replacement

	Adjusted Budget	Actual 8.33%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
Interest Earnings	\$ -	\$ 45,087	-	\$ 50,754	8.79%
Total Revenues	-	45,087	-	50,754	8.79%
Expenditures					
District Energy Savings Projects	592,428	-	-	-	-
Capital Reserve Fund	12,483,021	-	-	-	-
Instructional Equipment Fund	108,224	-	-	-	-
Total Expenditures	13,183,672	-	-	-	-
Transfers Among Funds					
Transfers In	(1,100,000)	-	-	(100,000)	8.32%
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (12,083,672)	\$ 45,087		\$ 150,754	

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
September 2025

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

		<u>Fair Market Value</u>	<u>Book Value</u>
Beginning Value	September 1, 2025	\$ 153,158,014	\$ 153,069,436
Additions/Subtractions (Net)		(1,628,923)	(1,628,923)
Change in Fair Market Value*		(2,233)	-
Ending Value	September 30, 2025	<u>\$ 151,526,858</u>	<u>\$ 151,440,513</u>

Earnings for the Month of September	\$ 471,743
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate	3.7159%
Benchmark - One Year Treasury Yield	3.6800%

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

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

Prepared by:



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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
September 30, 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	\$ (20,452)	\$ (20,452)	-0.01%	1	0.00
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	N/A	(505,211)	(505,211)	-0.33%	1	0.00
JPMorgan Operating (Hybrid Earnings)	2.825%	N/A	N/A	N/A	4,453,085	4,453,085	2.94%	1	0.03
JPMorgan Payroll	N/A	N/A	N/A	N/A	(32,206)	(32,206)	-0.02%	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	4.3869%	N/A	N/A	N/A	34,876,452	34,876,452	23.03%	1	0.23
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	4.3869%	N/A	N/A	N/A	12,486,381	12,486,381	8.25%	1	0.08
TexPool - Operating	4.2520%	N/A	N/A	N/A	3,212,313	3,212,313	2.12%	1	0.02
TexPool - PRIME - Operating	4.3584%	N/A	N/A	N/A	9,498,904	9,498,904	6.27%	1	0.06
Investments - Held at BNY Mellon									
US Treasury Note, CUSIP 91282CJK8	4.625%	11/21/24	11/15/26	5,000,000	5,049,050	5,031,450	3.32%	411	0.03
US Treasury Note, CUSIP 91282CKH3	4.249%	01/24/25	03/31/26	5,000,000	5,015,850	5,014,035	3.31%	182	0.03
US Treasury Note, CUSIP 9128CHH7	4.148%	06/11/25	06/15/26	5,000,000	5,011,550	4,998,828	3.30%	258	0.03
US Agency Note, CUSIP 3130AWBZ2	4.010%	06/11/25	06/11/27	5,000,000	5,041,800	5,010,945	3.31%	619	0.03
US Agency Note, CUSIP 3133ETJZ1	3.990%	06/11/25	06/05/28	5,000,000	5,013,200	4,987,174	3.29%	979	0.03
US Agency Note, CUSIP 3130ATET0	3.618%	09/25/25	09/27/27	5,000,000	5,005,200	5,007,873	3.31%	727	0.03
Bonds, Debt Service, and Other Restricted Funds									
Pool Accounts									
LSIP Corporate Overnight Plus Fund - GOB Debt Service	4.3869%	N/A	N/A	N/A	949,283	949,283	0.63%	1	0.01
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	4.3869%	N/A	N/A	N/A	132,965	132,965	0.09%	1	0.00
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	4.3869%	N/A	N/A	N/A	41,332	41,332	0.03%	1	0.00
U.S. Treasury Securities SLGS Demand Deposit - 2021 Bond Proceeds	3.2300%	N/A	N/A	N/A	1,156,207	1,156,207	0.76%	1	0.01
U.S. Treasury Securities SLGS Demand Deposit - 2022 Bond Proceeds	3.2300%	N/A	N/A	N/A	45,122,060	45,122,060	29.80%	1	0.30
TexPool - Biotech	4.2520%	N/A	N/A	N/A	10,002,330	10,002,330	6.60%	1	0.07
Grand Total - Cash, Cash Equivalents, and Investments				\$ 30,000,000	\$ 151,526,858	\$ 151,440,513	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
46.99%	71,199,960	Investment pools		0.47
2.58%	3,892,914	Bank deposits - demand deposits		0.03
50.43%	76,414,917	U. S. government securities		0.50
100.00%	\$ 151,526,858	Total cash, cash equivalents, and investments		1.00

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Preliminary Inventory Holdings Report
September 30, 2025

Description	Annualized Interest Rate	Maturity	Par	8/31/2025 Ending FMV	8/31/2025 Ending Book Value	9/30/2025 Ending FMV	9/30/2025 Ending Book Value	Additions/Subtractions and Change in FMV For the Month	LTD Unrealized Gain/Loss	September Earnings	September through August Earnings
Operating and Capital Projects Reserve Funds											
Demand Deposits											
Credit Cards in Transit	N/A	N/A	\$ N/A	\$ 34,712	\$ 34,712	\$ (20,452)	\$ (20,452)	\$ (55,164)	N/A	\$ N/A	\$ N/A
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	(423,682)	(423,682)	(505,211)	(505,211)	(81,529)	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	2.825%	N/A	N/A	5,862,247	5,862,247	4,453,085	4,453,085	(1,409,162)	N/A	10,971	10,971
JPMorgan Payroll	N/A	N/A	N/A	(9,796)	(9,796)	(32,206)	(32,206)	(22,410)	N/A	N/A	N/A
JPMorgan Worker's Comp	N/A	N/A	N/A	(2,302)	(2,302)	(2,302)	(2,302)	-	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	\$ 5,480,246	\$ 5,480,246	\$ 3,911,981	\$ 3,911,981	\$ (1,568,265)	\$ N/A	\$ 10,971	\$ 10,971
Pool Accounts											
TexPool - Operating	4.2520%	N/A	\$ N/A	\$ 4,622,221	\$ 4,622,221	\$ 3,212,313	\$ 3,212,313	\$ (1,409,908)	\$ N/A	\$ 14,758	\$ 14,758
TexPool PRIME - Operating	4.3584%	N/A	N/A	20,950,050	20,950,050	9,498,904	9,498,904	(11,451,146)	N/A	48,854	48,854
LSIP Corporate Overnight Plus Fund - Operating Funds	4.3869%	N/A	N/A	32,177,021	32,177,021	34,876,452	34,876,452	2,699,431	N/A	130,244	130,244
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	4.3869%	N/A	N/A	12,510,481	12,510,481	12,486,381	12,486,381	(24,100)	N/A	45,087	45,087
Sub Total Pool Accounts			\$ N/A	\$ 70,259,772	\$ 70,259,772	\$ 60,074,050	\$ 60,074,050	\$ (10,185,723)	\$ N/A	\$ 238,943	\$ 238,943
Investments - Held at BNY Mellon											
US Agency Note, CUSIP 3133ERTZ4	4.034%	09/19/25	-	4,999,100	4,998,340	-	-	(4,999,100)	-	16,183	16,183
US Treasury Note, CUSIP 91282CJK8	4.625%	11/15/26	5,000,000	5,046,900	5,031,450	5,049,050	5,031,450	2,150	17,600	19,271	19,271
US Treasury Note, CUSIP 91282CKH3	4.249%	03/31/26	5,000,000	5,013,600	5,014,035	5,015,850	5,014,035	2,250	1,815	18,750	18,750
US Treasury Note, CUSIP 9128CHH7	4.148%	06/15/26	5,000,000	5,006,650	4,998,828	5,011,550	4,998,828	4,900	12,722	17,285	17,285
US Agency Note, CUSIP 3130AWBZ2	4.010%	06/11/27	5,000,000	5,038,150	5,010,945	5,041,800	5,010,945	3,650	30,855	17,188	17,188
US Agency Note, CUSIP 3133ETJZ1	3.990%	06/05/28	5,000,000	5,024,950	4,987,174	5,013,200	4,987,174	(11,750)	26,026	16,592	16,592
US Agency Note, CUSIP 3130ATET0	3.618%	09/27/27	5,000,000	-	-	5,005,200	5,007,873	5,005,200	(2,673)	1,028	1,028
Sub Total Investments			\$ 30,000,000	\$ 30,129,350	\$ 30,040,772	\$ 30,136,650	\$ 30,050,306	\$ 7,300	\$ 86,345	\$ 106,296	\$ 106,296
Sub Total - Operating and Capital Projects Reserve Funds			\$ 30,000,000	\$ 105,869,369	\$ 105,780,791	\$ 94,122,681	\$ 94,036,337	\$ (11,746,688)	\$ 86,345	\$ 356,211	\$ 356,211
Bonds, Debt Service, and Other Restricted Funds											
Pool Accounts											
LSIP Corporate Overnight Plus Fund - GOB Debt Service	4.3869%	N/A	N/A	945,875	945,875	949,283	949,283	3,408	N/A	3,408	3,408
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	4.3869%	N/A	N/A	132,503	132,503	132,965	132,965	462	N/A	462	462
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	4.3869%	N/A	N/A	41,184	41,184	41,332	41,332	148	N/A	148	148
TexPool PRIME - 2021 Bond Proceeds	4.3584%	N/A	N/A	-	-	-	-	-	N/A	-	-
U.S. Treasury Securities SLGS Demand Deposit - 2021 Bond Proceeds	3.2300%	N/A	N/A	1,153,368	1,153,368	1,156,207	1,156,207	2,839	N/A	2,839	2,839
U.S. Treasury Securities SLGS Demand Deposit - 2022 Bond Proceeds	3.2300%	N/A	N/A	45,015,716	45,015,716	45,122,060	45,122,060	106,344	N/A	106,344	106,344
TexPool - Biotech	4.2520%	N/A	N/A	-	-	10,002,330	10,002,330	10,002,330	N/A	2,330	2,330
Sub Total Pool Accounts			\$ N/A	\$ 47,288,645	\$ 47,288,645	\$ 57,404,177	\$ 57,404,177	\$ 10,115,532	\$ N/A	\$ 115,532	\$ 115,532
Sub Total - Bonds, Debt Service, and Other Restricted Funds			\$ N/A	\$ 47,288,645	\$ 47,288,645	\$ 57,404,177	\$ 57,404,177	\$ 10,115,532	\$ N/A	\$ 115,532	\$ 115,532
Grand Total - Cash, Cash Equivalents, and Investments			\$ 30,000,000	\$ 153,158,014	\$ 153,069,436	\$ 151,526,858	\$ 151,440,513	\$ (1,631,156)	\$ 86,345	\$ 471,743	\$ 471,743

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
September 2025

San Jacinto College Foundation
Statement of Financial Position
As of September 30, 2025

ASSETS	Current Year	Last Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$2,615,697	\$2,024,666	\$591,031
Promise (Endowed)		-	-
Total Checking/Savings	2,615,697	2,024,666	591,031
Accounts Receivables	1,915,613	2,691,097	(775,484)
Other Current Assets			
Short Term Investments			
Goldman Sachs - Promise (Non-Endowed)	1,075,078	3,679,159	(2,604,081)
Goldman Sachs - Promise (Endowed)	30,028,939	22,568,483	7,460,456
Goldman Sachs - FDN - HOE	646,306	740,409	(94,103)
Goldman Sachs - FDN	17,244,541	20,390,096	(3,145,555)
Total SJC Short Term Investments	48,994,864	47,378,146	1,616,717
Total Current Assets	53,526,173	52,093,909	1,432,264
TOTAL ASSETS	53,526,173	52,093,909	1,432,264
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	187,583	140,402	47,181
Programs Payable	4,123	2,030	2,093
Endowments Payable	348,602	349,827	(1,225)
Scholarship Payables	1,178,917	945,683	233,234
Promise Payables	1,017,820	1,682,902	(665,082)
Student Success Payables	101,987	65,915	36,071
Total Accounts Payable	2,839,031	3,186,759	(347,728)
Total Current Liabilities	2,839,031	3,186,759	(347,728)
Total Liabilities	2,839,031	3,186,759	(347,728)
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	1,055,561	1,139,109	(83,547)
Total Net Assets	50,687,142	48,907,150	1,779,992
TOTAL LIABILITIES & NET ASSETS	\$53,526,173	\$52,093,909	\$1,432,264

San Jacinto College Foundation
Statement of Activities
For the Period Ending September 30, 2025

	Current Year	Last Year	Difference	Foundation Annual Budget	Actual % of Annual Budget
Ordinary Income/Expense					
Income					
Contributions					
Grant Contributions	702,000	497,914	204,086	1,900,000	36.9%
Endowments	65,816	16,367	49,449	2,800,000	2.4%
Program Sponsorship	14,966	17,594	(2,628)	1,400,000	1.1%
Unrestricted Foundation	9,107	3,135	5,972	100,000	9.1%
Scholarships	89,332	160,916	(71,583)	400,000	22.3%
Total Contributions	<u>881,220</u>	<u>695,925</u>	<u>185,295</u>	<u>6,600,000</u>	<u>13.4%</u>
Other Income					
Special Events	15,627	-	15,627	765,000	2.0%
Investment Income	337,173	336,104	1,069	3,000,000	
Realized Gain / (Loss)	(45,948)	(35,890)	(10,058)	-	
Unrealized Gain / (Loss)	1,813,550	1,863,126	(49,575)	-	
Total Other Income	<u>2,120,403</u>	<u>2,163,340</u>	<u>(42,937)</u>	<u>3,765,000</u>	<u>56.3%</u>
Total Income	<u>3,001,624</u>	<u>2,859,265</u>	<u>142,358</u>	<u>10,365,000</u>	<u>29.0%</u>
Expense					
Programs					
Scholarships Awarded - Promise	1,017,820	1,196,226	(178,406)	2,500,000	-
Scholarships Awarded - FND	609,042	350,103	258,939	1,000,000	60.9%
Programs Sponsored	186,186	84,950	101,236	550,000	33.9%
Student Success Initiatives	81,600	54,461	27,139	150,000	54.4%
Total Programs	<u>1,894,648</u>	<u>1,685,740</u>	<u>208,908</u>	<u>4,200,000</u>	<u>45.1%</u>
Supporting Services					
Bad Debt Expense	-	-	-	3,500	-
Supporting Services					
Foundation Expenses	39,408	33,716	5,692	189,500	20.8%
Fundraising Expenses	4,806	-	4,806	165,000	-
Sponsorship Expenses	7,200	700	6,500	15,000	48.0%
Total Supporting Services	<u>51,414</u>	<u>34,416</u>	<u>16,998</u>	<u>369,500</u>	<u>13.9%</u>
Total Expense	<u>1,946,062</u>	<u>1,720,157</u>	<u>225,906</u>	<u>4,573,000</u>	<u>42.6%</u>
Net Ordinary Income	<u>1,055,561</u>	<u>1,139,109</u>	<u>(83,547)</u>	<u>5,792,000</u>	
Other Income / Expenses					
Increase/Decrease in Net Position	<u>\$1,055,561</u>	<u>\$1,139,109</u>	<u>(\$83,547)</u>	<u>\$5,792,000</u>	

Capital Improvement Program
September 2025

2015 Bond Program

Preliminary Report as of September 30, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
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	25,900	1,472,961	112,139	93.04%
Sub-total	28,000,000	(26,420,300)	1,579,700	31,300	1,611,000	25,900	1,472,961	112,139	93.04%
Generation Park									
736606 - GP Opportunities	-	14,700,000	14,700,000	-	14,700,000	85,902	852,594	13,761,504	6.38%
736616 - GP BioManufacturing Program	-	2,300,000	2,300,000	-	2,300,000	147,748	2,147,266	4,986	99.78%
736617 - GP BioManufacturing Equipment	-	3,000,000	3,000,000	-	3,000,000	264,804	992,832	1,742,364	41.92%
Sub-total	-	20,000,000	20,000,000	-	20,000,000	498,454	3,992,692	15,508,854	22.46%
Admin									
76605A - CW Deferred Maintenance Phase I	-	29,107,325	29,107,325	427,385	29,534,710	313,156	27,553,706	1,667,848	94.35%
736610 - CW Deferred Maintenance Phase II	-	16,264,703	16,264,703	-	16,264,703	1,142,329	5,866,299	9,256,076	43.09%
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	8,721,233	9,887,413	-	9,887,413	-	-	9,887,413	-
Sub-total	1,166,180	54,216,957	55,383,137	427,385	55,810,522	1,485,231	33,465,955	20,859,337	62.62%
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	2,121,782	385,995,194	36,883,024	91.32%

Center for Biotechnology at Generation Park

Preliminary Report as of September 30, 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	147,748	2,147,266	4,986	99.78%
736617 GP - BioManufacturing Equipment (2015 Bond)	-	3,000,000	3,000,000	3,000,000	264,804	992,832	1,742,364	41.92%
TOTALS	7,500,000	3,700,000	11,200,000	11,200,000	412,552	9,040,098	1,747,349	84.40%

Interest Earnings per Bond Issue					
Preliminary Report as of September 30, 2025					
Bond Issue	Prior Years Earnings as of 08.31.25	FY26 Interest Earnings	Allocated Earnings	Arbitrage Rebate Liability	Available Balance
2004-2011 Bond Issue Earnings (612 613 614 615)	4,488,334	-	(4,488,334)	-	-
2016 & 2019 Bond Issue Earnings (901610)	8,522,189	-	(8,522,189)	-	-
2021 Bond Issue Earnings (901611)	3,118,260	2,839	(2,443,460)	(677,640)	-
2022 Bond Issue Earnings (901617)	6,598,414	106,806	(3,445,817)	(3,281,767)	(22,364)
2023 Revenue Bond Earnings	41,184	148	-	-	41,332
TOTALS	22,768,381	109,794	(18,899,800)	(3,959,407)	18,968

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	18,573	2,296,243	4,716	99.80%
733617 - SC S11 Roof Replacement	680,990	3,647	641,694	35,649	94.77%
733618 - SC S14 Roof Replacement	617,793	153,415	464,378	-	100.00%
Sub-total	3,618,315	175,636	3,402,315	40,365	98.88%
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	7,413,152	-	7,413,152	-	100.00%
Sub-total	7,413,152	-	7,413,152	-	100.00%
TOTALS	18,899,800	339,052	18,169,195	391,554	97.93%

Closed Projects	7,413,152
Salaries & Benefits	614,650
Fiscal Year 2022 CIP Expenditure	265,443
Fiscal Year 2023 CIP Expenditure	3,911,559
Fiscal Year 2024 CIP Expenditure	2,253,024
Fiscal Year 2025 CIP Expenditure	3,711,367
Fiscal Year 2026 CIP Expenditure	-
Total CIP Expenditure	18,169,195

Future Capital Projects

Preliminary Report as of September 30, 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	1,638,910	753,280	7,810	99.67%
Capital Reserve Contingency (726504)	-	10,836,301	10,836,301	10,836,301	-	-	10,836,301	-
TOTALS	-	13,236,301	13,236,301	13,236,301	1,638,910	753,280	10,844,111	18.07%

Energy Conservation Project - CL442

Preliminary Report as of September 30, 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	85,074	1,044,737	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	-	367,204	367,204	-	367,204	-	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	33,712	272,325	44,883	87.21%
E25007 UCRM 4.1 Power Factor Correction	-	16,280	16,280	-	16,280	-	100.00%
E25008 UCRM 5.4a NC Baseball Field Water Recapture	-	411,180	411,180	14,438	13,063	383,680	6.69%
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	146,080	1,990,819	458,164	82.34%

Repair and Renovation

Report as of September 30, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central								
F26001 CC - CC/EDGE/Maritime Misc. Funds	-	5,100	5,100	5,100	2,400	-	2,700	47.06%
Sub-total	-	5,100	5,100	5,100	2,400	-	2,700	47.06%
North								
F26002 NC - NC Misc. Funds	-	3,400	3,400	3,400	-	-	3,400	-
F26008 NC - N6.240 Card Reader	-	5,888	5,888	5,888	-	-	5,888	-
Sub-total	-	9,288	9,288	9,288	-	-	9,288	-
South								
F26003 SC - SC Misc. Funds	-	3,400	3,400	3,400	-	-	3,400	-
Sub-total	-	3,400	3,400	3,400	-	-	3,400	-
Maritime								
Sub-total	-	-	-	-	-	-	-	-
Generation Park								
F26005 GP - GP Misc. Funds	-	1,700	1,700	1,700	-	-	1,700	-
Sub-total	-	1,700	1,700	1,700	-	-	1,700	-
District								
F26004 DIST - DC Misc. Funds	-	1,700	1,700	1,700	-	-	1,700	-
Sub-total	-	1,700	1,700	1,700	-	-	1,700	-
Contingency (720700) - Major Repairs	250,000	(15,300)	234,700	234,700	-	-	234,700	-
Sub-total	250,000	(15,300)	234,700	234,700	-	-	234,700	-
Projects Closed								
Sub-total	-	-	-	-	-	-	-	-
TOTALS	250,000	5,888	255,888	255,888	2,400	-	253,488	0.94%

Consideration of Appointment of San Jacinto Community College District Trustee, Position 5

ADMINISTRATION RECOMMENDATION/REPORT

No administrative recommendation required. The action to approve the appointment of the applicant to serve in Position 5 of the San Jacinto Community College District Board of Trustees is being recommended by the Board of Trustees.

BACKGROUND

The death of Board Vice Chair John Moon, Jr. on July 4, 2025, created a vacancy in the Board of Trustees, Position 5. At that next regularly scheduled meeting on August 11, 2025, the Board voted to fill the vacancy by appointment.

An announcement was posted on the College website from August 20, 2025, through 5:00 p.m. on September 26, 2025, for interested parties to file applications. A subsequent review of all applications occurred and at the Board's regularly scheduled meeting on October 6, 2025, the Board selected applicants to interview. The interview process was conducted by the Board members at Special Board Meetings on October 13 and October 14, 2025. At the conclusion of the interview process, a recommended candidate was identified.

The selected candidate will fill the unexpired term of the open Position 5, which expires at the June 2027 Board meeting, when the candidate winning the May 2027 election for Position 5 will be sworn in to begin a new six-year term.

IMPACT OF THIS ACTION

Approval of this item will seat the selected candidate on the Board of Trustees of San Jacinto Community College District to fill the unexpired portion of the current term for Position 5.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budget impact.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Brenda Hellyer

281-998-6100

brenda.hellyer@sjcd.edu

Action Item "X"
Regular Board Meeting November 3, 2025

Statement of Officer and Oath of Office Administered to Recently Appointed Trustee

ADMINISTRATION RECOMMENDATION/REPORT

No administrative recommendation required. The Oath of Office will be administered to the recently appointed Trustee for Position 5.

BACKGROUND

In accordance with College's Board of Trustee Bylaws, the Board of Trustees conducted an appointment process to select the new trustee to fulfill the vacant term of office created by the recent death of Vice Chair John Moon, Jr.

The trustee will be sworn into their elected position today, November 3, 2025.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budget impact.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

The new trustee will complete the following:

Attachment 1 – Statement of Officer

Attachment 2 – Oath of Office

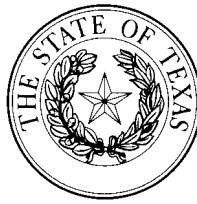
RESOURCE PERSONNEL

Brenda Hellyer

281-998-6100

brenda.hellyer@sjcd.edu

Form #2201 Rev. 05/2020
Submit to:
SECRETARY OF STATE
Government Filings
Section P O Box 12887
Austin, TX 78711-2887
512-463-6334
512-463-5569 - Fax
Filing Fee: None



STATEMENT OF OFFICER

Statement

I, _____, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: _____
San Jacinto Community College Board of Trustees Position 5

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: _____

Signature of Officer

Form #2204 Rev 9/2017

This space reserved for office use

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, _____, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of San Jacinto Community College Board of Trustees Position 5 of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of _____

County of _____

Sworn to and subscribed before me on this _____ day of _____, 20____.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Printed or Typed Name

Action Item “XI”
Regular Board Meeting November 3, 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 October 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 \$1,946,160, 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 - 11-03-25
Attachment 2- Grant/Contract Detail - 11-03-25

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
November 3, 2025

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education/San Jacinto Community College District GEAR UP: Galena Park ISD</u>					
<u>Student Success (New Grant)</u>					
Federal Grant Revenue	538486	56700	554100	110000	(1,199,907)
Non-Instructional Labor	538486	56700	610000	465817	322,000
Non-Instr Labor - Staff Exempt	538486	56700	612010	465817	48,000
Fringe Benefits	538486	56700	650000	465817	111,000
Supplies	538486	56700	710000	465817	18,500
Travel	538486	56700	721000	465817	25,320
Contractual Services	538486	56700	731000	465817	75,000
Contractual Svcs - Sub-recipient	538486	56700	731550	465852	549,203
Contractual Svcs - Indirect costs	538486	56700	731500	620909	41,684
Student Aid - Travel	538486	56700	751000	520235	9,200
					\$ -
<u>U.S. Department of Labor/Texas Workforce Commission/Apprenticeship Training Program - Texas</u>					
<u>Education Code (TEC) Chapter 133 (New Grant)</u>					
Federal Grant Revenue	531730	56700	554100	110000	(39,313)
State Contract Revenue	551056	56700	554200	110000	(457,566)
Contractual Services	531730	56700	731000	460962	39,313
Supplies	551056	56700	710000	460961	74,532
Contractual Services	551056	56700	731000	460962	383,034
					-
<u>Texas Workforce Commission/Skills Development Fund (SDF) in Partnership with Axiom Space</u>					
<u>Inc (New Grant)</u>					
State Contract Revenue	551055	56700	554200	110000	(249,374)
Supplies	551055	56700	710000	460961	22,670
Student Aid - Stipends	551055	56700	751140	520235	226,704
					-
Net Increase (Decrease)					\$ -

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

Grant Funding Summary by Agency:

U.S. Department of Education	\$ 1,199,907
U.S. Department of Labor	39,313
Texas Workforce Commission	706,940
	\$ 1,946,160

November 03, 2025, Board Book – Grant/Contract Amendments Detail List

U.S. Department of Education/San Jacinto Community College District GEAR UP: Galena Park ISD Student Success (New Grant)

San Jacinto College’s GEAR UP project with Galena Park ISD focuses on creating a strong college- and career-ready culture, helping students transition smoothly from middle school to college and reducing the need for remediation. The program’s measurable goals include:

- Ensuring 85 percent of students pass Algebra I by 9th grade.
- Keeping middle school dropout rates below 1 percent and high school dropout rates below 3 percent.
- Achieving TSIA readiness in English Language Arts for at least 30 percent of students.
- Enabling at least 80 percent of students to pass core end-of-course exams.
- Setting 50 percent of seniors to meet college readiness benchmarks on the SAT, ACT, or TSIA.
- Attaining a 91 percent graduation rate overall.
- Supporting 60 percent of graduates to enroll in college directly after high school, with 50 percent persisting through their second year.

Teacher development is built in, with at least 90 percent of teachers participating in training to support rigorous coursework. The project also provides students with access to dual credit and Advanced Placement classes, guidance with FAFSA and college applications, summer programs, and college and career visits. Comprehensive support includes tutoring, mentoring, and workshops on academics, emotional health, and financial aid.

The seven-year project, awarded on October 10, 2025, begins in October 2025 and runs through September 2032. The total award amount is \$7,889,797, and the grant year one funding is \$1,199,907.

U.S. Department of Labor/Texas Workforce Commission/Apprenticeship Training Program - Texas Education Code (TEC) Chapter 133 (New Grant)

The Texas Workforce Commission Apprenticeship Training Program grant supports San Jacinto Community College District’s partnership with the Central South Carpenters and Millwrights Training Trust Fund to expand apprenticeship opportunities in Houston, Austin, and San Antonio. Approximately 639 apprentices will be trained: 191 carpenters, 57 interior systems specialists, and 391 millwrights.

The programs span four years for carpenters and millwrights, with carpenters completing 160 instructional hours annually and millwrights 200 hours. San Jacinto College’s Continuing and Professional Development Division works with apprenticeship committees to establish 18 formalized crosswalks that translate apprenticeship training into academic credit, enabling apprentices to earn certificates or associate degrees supporting career advancement and retention.

As lead applicant and fiscal agent, San Jacinto College manages administration, compliance, and reporting. Training is mainly delivered by the Central South Carpenters and Millwrights Training

Trust Fund at regional centers, while the College coordinates related technical instruction to ensure apprentices receive college-level education. The grant leverages additional funding to enhance training quality and support workforce development, building a strong pipeline of skilled trades professionals in Texas.

Texas Workforce Commission/Skills Development Fund (SDF) in Partnership with Axiom Space Inc (New Grant)

The Skills Development Fund (SDF) grant awarded to San Jacinto Community College District will provide customized training for a total of 155 trainees, including 30 new jobs and 125 upgraded jobs. The training primarily supports Axiom Space, an aerospace company in Houston focused on commercial space station development, to enhance employee proficiency in mission support, technical expertise, safety compliance, and client relations. Additionally, the grant leverages in-kind support from Axiom Space, emphasizing strong industry collaboration for workforce readiness and innovation in aerospace technologies. The project will have a 15-month period to meet training deliverables aligned with Axiom Space's 2025 launch schedule, ensuring comprehensive skill development and operational readiness.

Action Item “XII”
Regular Board Meeting November 6, 2025
Consideration of Approval of Policy III.3006.H, Campus Programs with Minors –
Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve Policy III.3006.H, Campus Programs with Minors.

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, through October 6, 2025. Eleven responses were received with three addressing grammar edits to the procedure (see yellow highlights - attachment 3), and the remaining comments requested clarification on dual credit, fine arts, and summer camps. These comments were discussed with the subcommittees, and it was determined that no changes were needed to the policy or procedure.

The associated procedure for this policy is Procedure III.3006.H.a, Campus Programs with Minors, approved by Strategic Leadership Team, is provided to the Board for informational purposes.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Funding to meet the training compliance requirement and to process background checks is minimal and is provided in the 2025-2026 budget.

MONITORING AND REPORTING TIMELINE

Action Item “XII”
Regular Board Meeting November 6, 2025
Consideration of Approval of Policy III.3006.H, Campus Programs with Minors –
Second Reading

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. 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

Informational Item:

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

RESOURCE PERSONNEL

Scott Gernander	281-478-2771	scottr.gernander@sjcd.edu
Van Wigginton	281-542-2082	van.wigginton@sjcd.edu

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

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve Policy VII.7003.A, Expressive Activities.

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 specific outdoor spaces that may be used for expressive activities by the public, 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 were sent to the College community on October 1, 2025 through October 20, 2025, for comments. Additional updates have been made to the procedure based on recommendations from legal counsel and from comments received after the first reading. Changes from the first reading to the second reading have been highlighted in yellow through the attachments.

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, and is provided to the Board as an informational item.

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.

ATTACHMENTS

Attachment 1 – Summary of Changes

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

Consideration of Approval of Policy VII.7003.A, Expressive Activities - Second Reading

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 language addressing the rights of members of the public.

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.
- Cleaned up building names and numbers for consistency
- Added “Designated Outdoor Area.” – cleaned up building names and numbers for consistency
- Added “Off-campus guest speaker.”
- Added “Recognized employee organization”

Time, Place, and Manner Updates

Attachment 1

- Established 10-foot clearance around points of entry, building and facility perimeters, parking lots, and garages.
- Prohibited bullhorns and specified times for amplified sound (8am to 4pm 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 **except for religious, medical, or theatrical performance reasons.**
- Prohibited interference with the College's flag displays
- Restricted after-hours activities/events and **amplified sound** (10 p.m.–8 a.m.).
- **Restricted activities during the last 2 weeks of a semester.**

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.
- Identified Expressive Activity Outdoor locations **for general public.**
- **Clarified process for student organizations and employee organizations to reserve space on campus.**
- **Clarified limitations of co-sponsorship with off-campus/external groups outside of a Designated Outdoor Area.**
- **Clarified student organization and employee organization process for guest speakers in common outdoor areas.**

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 ~~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. 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 ~~is a~~ and freedom of assembly are fundamental ~~right.~~ Per rights under the First Amendment and Texas Education Code Section 51.9315, ~~freedom~~ 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 ~~enrolled at the institution,~~ regardless of whether the ~~and employees. Accordingly, the College's~~ 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 and employees may assemble peaceably on College campuses and the District Administration buildings 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, including to listen to or observe the expressive activities of others 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.

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 <u>October 6, 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 <u>will follow</u> the standard policy review process <u>of two readings at the next</u> regularly scheduled meetings of the Board with <u>first reading on October 6, 2025 and approval on March 1, 2021</u> anticipated on November 3, 2025 .
Effective Date	December 9, 2020 <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.</u>
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

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	XXXXX
Effective Date	XXXXX
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

Attachment 5 – Current Procedure

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. ~~The College will not discriminate~~ Members of the general public, individually and groups, may engage in expressive activities but only in the specific 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 all 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~~ comply 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~~ 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 content-neutral and viewpoint-neutral 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.

General Prohibitions: ~~The Chancellor, Deputy Chancellor and College President, or other designated College representatives retain the authority to enforce this Procedure.~~

- ~~A. 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.~~
- E. This Procedure **does not apply**applies to expressive activities that are **not** part of an official activity, **instructional** program, or **other** operation of the College or its departments. **Teaching**

E.F. **Curriculum-related** and other official **functionsactivities 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 surfaces associated with or connected to a College building or portico,~~ a structure or space dedicated to temporary outdoor exhibits, ~~other College structures, or College such as statues, fountains, or flower beds, or areas under construction sites.~~

H. *Designated Outdoor Area: An outdoor campus area identified in Section VIII(B) of these Procedures as a location where members of the public may engage in expressive activities. Students and employees also may engage in expressive activities in a Designated Outdoor Area.*

G.I. *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.J. *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. *“Off-campus person or organization” and “member of the general public”:* A person ~~who is not a student, employee, or trustee at the College~~ 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. *Off-campus guest speaker: An individual who is not affiliated with the College and is presented as a guest speaker by a registered student organization or recognized employee organization.*

J.M. 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.

K.N. 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.

O. Recognized employee organization: An organization of employees officially recognized by the College. The definition includes the administrative, staff, and faculty organizations that have been established for full-time employees at the College.

L.P. 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~~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 established by these Procedures. ~~in Section IV(B).~~ Students and employees may not invite members of the public to an expressive activity event in a common outdoor area unless the activity is located in a Designated Outdoor Area identified in Section VIII(B) of these Procedures.
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~~ Designated Outdoor Areas stated in Section VIII of these Procedures. Such individuals must comply with the rules and prohibitions stated in Section III, Section IV(B), (C), and (D), Section V, Section VII, 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:~~

- ~~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;~~

~~The use~~

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;
- e. attempt to prevent a College event or other lawful assembly by the threat or use of force or violence; The use would result in damage to or defacement of property;
- The activity violates
- 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. Additionally, no

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.

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,

- 4.3. (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 that prohibit~~ 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. Noise levels from any source, including clapping and chanting or from musical instruments, drums, or other percussive instruments, may not materially and substantially disrupt classes, meetings, or other nearby activities in progress 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. Under Texas law, ~~Other amplified sound is not allowed between 10 p.m. and 8 a.m. or during the last two weeks of a semester or term.~~ 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.* Registered student organizations and recognized employee organizations may present a guest speaker in a common outdoor area. No prior approval is necessary in an outdoor common area but notice and a reservation are encouraged for gatherings of 25 or more people as stated in Section IV(C). The organization also must make clear that the organization, not the College, invited the speaker. The College will not consider the political, religious, philosophical, ideological, or academic viewpoint of any guest speaker when applying these Procedures. Nor will the College consider any potential controversy that could be generated by the guest speaker. The College will consider only the following: faculty may not invite guest speakers to campus during the last two weeks of the semester or term.

- a. Whether the proposed area will accommodate the anticipated size of the audience, including spectators;
- b. Anticipated needs for campus security or facilities personnel;
- c. Any other accommodations that are reasonably necessary for the speaking engagement; and
- d. Any relevant history of compliance or noncompliance with College policies by the speaker or the persons who have invited the speaker.

Guest speakers must comply with these Procedures, including Section III (Prohibited Expression), Section IV (B) (Time, Place, and Manner), and Section V (Literature and Signs). A guest speaker may not accost potential or disinterested listeners who have chosen not to attend or who chose to disregard the presentation or speech.

This procedure does not apply to guest speakers and performers who have been invited to speak or perform during official College-sponsored events, classroom instruction, conferences, symposia, and similar official College events and programs.

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-is not intended to prohibit masks worn for health-related reasons, religious 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 and During the Last Two Weeks of a Semester.* Under Texas law, 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. Texas law also prohibits student organizations and faculty from inviting guest speakers to campus during the last two weeks of a semester or term. Student organizations and faculty who desire to engage in expressive activities or invite guest speakers during the last two weeks of the semester or term are encouraged to meet with the Student Engagement & Support Office or instructional program leaders for guidance on permissible activities during that period of time.

2.9. The right to engage in expressive activities does not encompass selling literature, products, or services or seeking donations. Student organizations, hHowever, may engage in such activities on a non-profit basis but only in accordance with the Student Organization Handbook. A registered student organization may engage in fundraising as a service project for the benefit of a nonprofit organization that is tax exempt under Section 501(c)(3) of the Internal Revenue Code.

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 reflectingshowing 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
 - a. ~~In areas that block free movement of pedestrian or vehicle traffic;~~
 - b. ~~In areas that prevent or substantially hinder entry or exit of a campus building;~~or
- 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~~ area where expressive activities are allowed, individuals ~~have the ability~~ 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. ~~6 p.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 employees- 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. ~~In~~ Otherwise, in the event of conflicting applications between ~~multiple registered student-eligible individuals or 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~~ 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 ~~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 sponsoring~~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 ~~regulations~~procedures 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, because the facility is otherwise inadequate for the nature of the activity, or because there will be inadequate custodial, administrative, and security available to manage and secure the facility on the day of the event;
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;
 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 haves 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 subsequent disruption to nearby, previously scheduled College events.

The Student Engagement & Support Office will consult with the organizer of the scheduled ~~event~~activity (if available) to consider other feasible locations or the rescheduling of the ~~event~~activity. The Student Engagement & Support Office will move the ~~event~~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 event/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.

G. Joint Sponsorship of An Event Between a Student or Employee Organization and an Off-Campus Group

- 1) The following rules apply to activities conducted by a registered student organization or a recognized employee organization. The following rules do not apply to official activities and programs sponsored by the College or its academic units or departments.
- 2) Other than activities taking place in a Designated Outdoor Area identified in Section VIII(B), students, employees, registered student organizations, and recognized employee organizations may not co-sponsor or jointly sponsor an event or activity on campus with an off-campus person or organization.
 - a. An event is a prohibited joint sponsorship if the student, employee, registered student organization, or recognized employee organization: (i) depends on an off-campus person for planning, staffing, or management of the event; (ii) advertises the event as co-sponsored by an off-campus person or organization; (iii) operates the event as an agent of, or for the benefit of, an off-campus person or organization (exception for charitable solicitations for a tax-exempt, 501(c)(3) organization when otherwise permitted by these Procedures); (iv) distributes any proceeds from the event to an off-campus person or organization (exception for charitable contributions for a tax-exempt, 501(c)(3) organization when otherwise permitted by these Procedures); (v) reserves a space for the primary use of an off-campus person or organization; or (vi) engages in conduct that provides a reasonable and factual basis for the conclusion that the off-campus person or organization is responsible for the event, either in full or in substantial part.
 - b. A prohibited co-sponsorship does not occur merely because the student, employee, registered student organization, or recognized employee organization has endorsed the message of an off-campus person or organization, has received some financial support from the off-campus person or organization, or distributes literature prepared by an off-campus person or organization.
 - c. A prohibited joint sponsorship does not occur merely because a student organization or employee organization has invited a guest speaker in accordance with these Procedures or other College policy.

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.~~ Individuals and organizations who are not affiliated with San Jacinto College must conduct their expressive activity in a Designated Outdoor Area. 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 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.

Individuals

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~~

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. Facilities Use by Registered Student Organizations and Employee Organizations for Organizational Activities

- Registered student organizations are permitted to reserve meeting spaces for the organization's approved activities. Registered student organizations must comply with the Student Organization Handbook. Applicable forms and procedures may be obtained from Student Engagement and Support at SanJacSea@sjcd.edu.
- Recognized employee organizations may reserve meeting spaces for the organization's approved activities through Campus Services.
- Guest speakers.* Registered student organizations and recognized employee organizations may invite an off-campus speaker to make a presentation at their meeting or event in a campus facility. Members of the general public may not attend. Registered student organizations must notify Student Engagement and Support using an approved form. Recognized employee organizations must notify their organizational sponsor using an approved form. Forms must be submitted at least two weeks prior to the event. The College will consider only viewpoint-neutral and content-neutral criteria when evaluating the event (see criteria in Section IV(B)(5) of this Procedure).
- These rules do not apply to College-sponsored events or events sponsored by

academic and administrative units or faculty for classroom instruction. Faculty and academic and administrative units must follow their department's usual processes for guest speakers and other event planning and management.

A.B. 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 non-educational, civic, religious, or social in nature and not 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:

Designated indoor sites:

Central Campus

- ~~Newton~~ Student Center (C-14) northwest lobby

Maritime Campus

- First floor lobby area adjacent to the main entrance

North Campus

- ~~Slovacek~~ Student Center (N-12) 1st floor west entrance

Generation Park Campus

- First floor lobby area adjacent to the main entrance

South Campus

- ~~Bruce~~ Student Center (S-11), 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.C. 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.D. 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 ~~space/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. ~~A member of the group reserving the table/booth must remain with the table/booth at all times.~~

D.E. 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.F. Restrictions on Amplified Sound

Amplified sound is allowed ~~but bull horns~~ 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.G. 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 registered student organizations and recognized employee organizations for organizational meetings. 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 a group~~ 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.H. 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-affiliated person/group and an outside person/group, College-affiliated persons/groups will ~~be selected using a neutral, random method. Inreceive priority.~~ Otherwise, 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 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, because the facility is otherwise inadequate for the nature of the activity, or because there will be inadequate custodial, administrative, and security available to manage and secure the facility on the day of the event;
 - 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 Student Rights and Responsibilities-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~~

~~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 quell~~quelling a disturbance, ~~to investigate~~determining whether a person is a student or employee who is authorized to be in a particular area, investigating noncompliance with these Procedures, ~~to confirm~~confirming or ~~modify~~modifying a reservation ~~or~~of a gathering, or ~~to obtain~~obtaining 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~~A student, employee, visitor, or in a building owned or controlled by San Jacinto College~~to~~member of the public violates this policy if they refuse to identify ~~himself or herself~~themselves in response to a request by an authorized institutional representative or any peace officer of ~~San Jacinto~~the College ~~acting~~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 ~~or security officer~~ of the College District acting pursuant to authority of Texas law.

~~A person identifies himself~~student, employee, visitor, or herself by stating~~other member of the public who is asked for their identity must state~~ 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.

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 ~~e~~Outdoor ~~a~~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 ~~e~~Designated Outdoor ~~a~~Areas of campus:

1. Central Campus
 - Paved patio located at the northwest~~NW~~ quadrangle between the ~~Newton~~ Student Center (C-14) and the ~~McCullum~~ Administration Building (C-3)
 - Paved gathering area between Slocomb Auditorium (C-12) and Health Science Building (C-11).
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 Building~~ Technical (N-10) and northwest of the student center (N-12).
 - Large sidewalk adjacent to the west entrance of the Interactive Learning Center (ILC) Building (N-2) 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 northwest~~NW~~ corner of the sidewalk intersection in front of the northwest~~NW~~ entrance of the ~~Bruce~~ Student Center (S-11)
 - Round Courtyard in front of Building 1, Science Building.
6. District Building 1
 - Grassy area at the northwest~~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.

~~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.~~

Attachment 6 – Tracked changes

~~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 but only in the specific 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 all 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 content-neutral and viewpoint-neutral 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 does not apply to expressive activities that are part of an official

activity, instructional program, or other 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. *Designated Outdoor Area*: An outdoor campus area identified in Section VIII(B) of these Procedures as a location where members of the public may engage in expressive activities. Students and employees also may engage in expressive activities in a Designated Outdoor Area.
- I. *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.
- J. *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. *“Off-campus person or organization” and “member of the general public”*: A person who is not a student, employee, or trustee at the College 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. *Off-campus guest speaker*: An individual who is not affiliated with the College and is presented as a guest speaker by a registered student organization or recognized employee organization.
 - M. *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.
 - N. *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.
 - O. *Recognized employee organization*: An organization of employees officially recognized by the College. The definition includes the administrative, staff, and faculty organizations that have been established for full-time employees at the College.
 - P. *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. 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 established by these Procedures. Students and employees may not invite members of the public to an expressive activity event in a common outdoor area unless the activity is located in a Designated Outdoor Area identified in Section VIII(B) of these Procedures.
 - 2. *Expressive activities by members of the public*. Members of the public may engage in expressive activities without prior approval or reservation in the Designated Outdoor Areas stated in Section VIII of these Procedures. Such individuals must comply with the rules and prohibitions stated in Section III, Section IV(B), (C), and (D), Section V, Section VII, 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. Noise levels from any source, including clapping and chanting or from musical instruments, drums, or other percussive instruments, may not materially and substantially disrupt classes, meetings, or other nearby activities in progress 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. Under Texas law, amplified sound is not allowed between 10 p.m. and 8 a.m. or during the last two weeks of a semester or term.
5. *Guest Speakers.* Registered student organizations and recognized employee organizations may present a guest speaker in a common outdoor area. No prior approval is necessary in an outdoor common area but notice and a reservation are encouraged for gatherings of 25 or more people as stated in Section IV(C). The organization also must make clear that the organization, not the College, invited the

speaker. The College will not consider the political, religious, philosophical, ideological, or academic viewpoint of any guest speaker when applying these Procedures. Nor will the College consider any potential controversy that could be generated by the guest speaker. The College will consider only the following:

- a. Whether the proposed area will accommodate the anticipated size of the audience, including spectators;
- b. Anticipated needs for campus security or facilities personnel;
- c. Any other accommodations that are reasonably necessary for the speaking engagement; and
- d. Any relevant history of compliance or noncompliance with College policies by the speaker or the persons who have invited the speaker.

Guest speakers must comply with these Procedures, including Section III (Prohibited Expression), Section IV (B) (Time, Place, and Manner), and Section V (Literature and Signs). A guest speaker may not accost potential or disinterested listeners who have chosen not to attend or who chose to disregard the presentation or speech.

6. This procedure does not apply to guest speakers and performers who have been invited to speak or perform during official College-sponsored events, classroom instruction, conferences, symposia, and similar official College events and programs. *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 is not intended to prohibit masks worn for health-related reasons, religious reasons, or 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 and During the Last Two Weeks of a Semester*. Under Texas law, 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. Texas law also prohibits student organizations and faculty from inviting guest speakers to campus during the last two weeks of a semester or term. Student organizations and faculty who desire to engage in expressive activities or invite guest speakers during the last two weeks of the semester or term are encouraged to meet with the Student Engagement & Support Office or instructional program leaders for guidance on permissible activities during that period of time.

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 Organization Handbook. A registered student organization may engage in fundraising as a service project for the benefit of a nonprofit organization that is tax exempt under Section 501(c)(3) of the Internal Revenue Code.

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, because the facility is otherwise inadequate for the nature of the activity, or because there will be inadequate custodial, administrative, and security available to manage and secure the facility on the day of the event;
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 have 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 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.

G. Joint Sponsorship of An Event Between a Student or Employee Organization and an Off-Campus Group

- 1) The following rules apply to activities conducted by a registered student organization or a recognized employee organization. The following rules do not apply to official activities and programs sponsored by the College or its academic units or departments.
- 2) Other than activities taking place in a Designated Outdoor Area identified in Section VIII(B), students, employees, registered student organizations, and recognized employee organizations may not co-sponsor or jointly sponsor an event or activity on campus with an off-campus person or organization.

- a. An event is a prohibited joint sponsorship if the student, employee, registered student organization, or recognized employee organization: (i) depends on an off-campus person for planning, staffing, or management of the event; (ii) advertises the event as co-sponsored by an off-campus person or organization; (iii) operates the event as an agent of, or for the benefit of, an off-campus person or organization (exception for charitable solicitations for a tax-exempt, 501(c)(3) organization when otherwise permitted by these Procedures); (iv) distributes any proceeds from the event to an off-campus person or organization (exception for charitable contributions for a tax-exempt, 501(c)(3) organization when otherwise permitted by these Procedures); (v) reserves a space for the primary use of an off-campus person or organization; or (vi) engages in conduct that provides a reasonable and factual basis for the conclusion that the off-campus person or organization is responsible for the event, either in full or in substantial part.
- b. A prohibited co-sponsorship does not occur merely because the student, employee, registered student organization, or recognized employee organization has endorsed the message of an off-campus person or organization, has received some financial support from the off-campus person or organization, or distributes literature prepared by an off-campus person or organization.
- c. A prohibited joint sponsorship does not occur merely because a student organization or employee organization has invited a guest speaker in accordance with these Procedures or other College policy.

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. Individuals and organizations who are not affiliated with San Jacinto College must conduct their expressive activity in a Designated Outdoor Area. 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.

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. Facilities Use by Registered Student Organizations and Employee Organizations for Organizational Activities

- Registered student organizations are permitted to reserve meeting spaces for the

organization's approved activities. Registered student organizations must comply with the Student Organization Handbook. Applicable forms and procedures may be obtained from Student Engagement and Support at SanJacSea@sjcd.edu.

- Recognized employee organizations may reserve meeting spaces for the organization's approved activities through Campus Services.
- *Guest speakers.* Registered student organizations and recognized employee organizations may invite an off-campus speaker to make a presentation at their meeting or event in a campus facility. Members of the general public may not attend. Registered student organizations must notify Student Engagement and Support using an approved form. Recognized employee organizations must notify their organizational sponsor using an approved form. Forms must be submitted at least two weeks prior to the event. The College will consider only viewpoint-neutral and content-neutral criteria when evaluating the event (see criteria in Section IV(B)(5) of this Procedure).
- These rules do not apply to College-sponsored events or events sponsored by academic and administrative units or faculty for classroom instruction. Faculty and academic and administrative units must follow their department's usual processes for guest speakers and other event planning and management.

B. 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

- *Student Center (C-14) northwest lobby*
Maritime Campus
 - *First floor lobby area adjacent to the main entrance*
- *Student Center (N-12) 1st floor west entrance*
North Campus
 - *First floor lobby area adjacent to the main entrance*
- *Student Center (S-11), 1st floor west atrium adjacent to stairway*
Generation Park Campus
 - *First floor lobby area adjacent to the main entrance*
- *First Floor Lobby area outside of and adjacent to the Boardroom (A-1.104)*
District Building 1

C. 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.

D. 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.

E. 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.

F. 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.

G. 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 registered student organizations and recognized employee organizations for organizational meetings. 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.

H. 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, because the facility is otherwise inadequate for the nature of the activity, or because there will be inadequate custodial, administrative, and security available to manage and secure the facility on the day of the event;
- 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 Student Rights and Responsibilities 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, members of the public may engage in expressive activities without prior permission in the following Designated Outdoor Areas of campus:

1. Central Campus
 - Paved patio located at the northwest quadrangle between the Student Center (C-14) and the Administration Building (C-3)
 - Paved gathering area between Slocomb Auditorium (C-12) and Health Science Building (C-11).
2. Maritime Campus
 - 1st Floor covered open area adjacent to the main entrance
3. North Campus
 - Sidewalk adjacent to the south entrance of Wheeler Building (N-10) and northwest of the student center (N-12).
 - Large sidewalk adjacent to the west entrance of the Interactive Learning Center (ILC) Building (N-2) 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 northwest corner of the sidewalk intersection in front of the northwest entrance of the Student Center (S-11)
 - Round Courtyard in front of Building 1, Science Building.
6. District Building 1
 - Grassy area at the northwest 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

Action Item “XIV”
Regular Board Meeting November 3, 2025
Consideration of Approval of Policy IV.4003.A, Filling Vacancies - First Reading
(Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the revised policy on Filling Vacancies. The Board of Trustees will not vote on this item on November 3 but is creating awareness that changes to the policy are being recommended and input is being gathered from the College community.

BACKGROUND

This action is being requested to update the Filling Vacancies policy based on Senate Bill 37.

The College’s current policy on Filling Vacancies is being updated to state for administrator positions at grades 204 and above, the Chancellor recommends to the Board, who may approve or deny the recommendation. For the position of Provost, Board members will have active involvement before the decision is made. The Board may approve or deny the recommendation.

While the procedure does not require a vote, it is also being updated to comply with Senate Bill 37. Added that for administrator positions at grades 204 and above, the Chancellor recommends to the Board, who may approve or deny the recommendation. For positions of Provost and Deputy Chancellor, Board members will have active involvement before the decision is made such as interviewing the candidate, or reviewing the candidate’s curriculum vitae, the Chancellor’s recommendation, or a summary of the selection process. The Board may approve or deny the recommendation. For all other full-time employees, the Chancellor, or designee, may extend offers of employment, which will then be submitted to the Board of Trustees for ratification in accordance with existing practice.

IMPACT OF THIS ACTION

This policy will be sent to the College community on November 3, 2025. Any comments will be reviewed and addressed prior to the second reading of the policy and procedure by the Board which is anticipated on December 1, 2025.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Positions are budgeted for each fiscal year, and processes will be extended to allow for Board involvement as required.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Policy and Procedure Summary of Changes – Filling Vacancies, Job

Action Item “XIV”
Regular Board Meeting November 3, 2025
Consideration of Approval of Policy IV.4003.A, Filling Vacancies - First Reading
(Informational Item)

Vacancies, Interview Committee

- Attachment 2 – Policy IV.4003.A, Filling Vacancies – Policy Current
- Attachment 3 – Policy IV.4003.A, Filling Vacancies – Policy Markup
- Attachment 4 – Policy IV.4003.A, Filling Vacancies – Policy Proposed

Informational Items:

- Attachment 5 – Procedure IV.4003.A.a, Job Vacancies – Procedure Current
- Attachment 6 – Procedure IV.4003.A.a, Job Vacancies – Procedure Markup
- Attachment 7 – Procedure IV.4003.A.a, Job Vacancies – Procedure Proposed
- Attachment 8 – Procedure IV.4003.A.b, Interview Committee – Procedure Current
- Attachment 9 – Procedure IV.4003.A.b, Interview Committee – Procedure Markup
- Attachment 10 – Procedure IV.4003.A.b, Interview Committee – Procedure Proposed

RESOURCE PERSONNEL

Sandra Ramirez	281-991-2648	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.4003.A, Filling Vacancies**

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

- **Procedure IV.4003.A.a, Job Vacancies**
- **Procedure IV.4003.A.b, Interview Committee**

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

Web Links:
[IV.4003.A, Filling Vacancies](#)
[IV.4003.A.a, Job Vacancies](#)
[IV.4003.A.b, Interview Committee](#)

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

Secondary Owner: **Vice President, Human Resources**

Summary of Changes:

Policy IV.4003.A, Filling Vacancies

- Added that for administrator positions at grades 204 and above, the Chancellor recommends to the Board, who may approve or deny the recommendation.
- For the position of Provost and Deputy Chancellor, Board members will have active involvement before the decision is made. The Board may approve or deny the recommendation.

Procedure IV.4003.A.a, Job Vacancies

- Removed references for print advertising.
- Added that for administrator positions at grades 204 and above, the Chancellor recommends to the Board, who may approve or deny the recommendation.
- For the position of Provost and Deputy Chancellor, Board members will have active involvement before the decision is made. The Board may approve or deny the recommendation.
- Added that for all other full-time employees, the Chancellor, or designee, may extend offers of employment, which will then be submitted to the Board of Trustees for ratification in accordance with existing practice.
- Revised the previous Request for Posting Table to mirror the current Request To Post Form, located on the resources page in Cornerstone.

Procedure IV.4003.A.b, Interview Committee

- Added a paragraph to ensure interview committee membership vary depending on the role being filled, the department involved, and the expertise required. Committee members should be rotated to allow broader participation and to avoid over-reliance on the same individuals.

Policy IV.4003.A, Filling Vacancies

Purpose

This policy addresses the process for filling vacancies at San Jacinto College.

Policy

No employee is hired to fill a specific position assignment. The Chancellor, when appropriate, has the right to assign employee duties that meet the current needs of the College. An employee may be assigned or reassigned duties for which he or she is professionally certified or otherwise qualified to perform. Reassignment may include relocation to another department, program, or location as necessary. Generally, a new assignment or reassignment will not result in a reduction in compensation. The Chancellor has the authority to promote a current employee into a position that results in an increase in compensation. The Chancellor will present assignment, reassignment, and promotion recommendations to the Board of Trustees for ratification.

Full-time positions will be posted in accordance with procedure IV.4003.A.a, Job Vacancies and filled in accordance with procedure IV.4003.A.b, Interview Committee.

Part-time and temporary employees may be employed without a formal posting as long as fair non-discriminatory employment practices are followed

Definitions

Vacancy: An unoccupied position or job created by a promotion, transfer, exit, or newly funded position approved by the Chancellor and/or Board of Trustees.

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

Associated Procedures

Procedure IV.4003.A.a, Job Vacancies

Procedure IV.4003.A.b, Interview Committee

Procedure IV.4003.A.c, Selection of a Department Chair

Date of Board Approval	March 5, 2018
Effective Date	March 6, 2018
Primary Owner	Vice Chancellor, Human Resources
Secondary Owner	Vice President, Human Resources

Policy IV.4003.A, Filling Vacancies

Purpose

This policy addresses the process for filling vacancies at San Jacinto College.

Policy

No employee is hired to fill a specific position assignment. The Chancellor, when appropriate, has the right to assign employee duties that meet the current needs of the College. An employee may be assigned or reassigned duties for which he or she is professionally certified or otherwise qualified to perform. Reassignment may include relocation to another department, program, or location as necessary. Generally, a new assignment or reassignment will not result in a reduction in compensation. The Chancellor has the authority to promote a current employee into a position that results in an increase in compensation. The Chancellor will present assignment, reassignment, and promotion recommendations to the Board of Trustees for ratification.

[For administrator positions at grades 204 and above, the Chancellor recommends to the Board, who may approve or deny the recommendation before action is taken.](#)

[For the position of Provost and Deputy Chancellor, Board members will have active involvement before the decision is made and may receive candidate materials in advance, conduct interviews, and approve contract renewals or promotions as part of the hiring process. The Board may approve or deny the recommendation before action is taken.](#)

Full-time positions will be posted in accordance with procedure IV.4003.A.a, Job Vacancies and filled in accordance with procedure IV.4003.A.b, Interview Committee.

Part-time ~~and temporary~~ employees may be employed without a formal [postingselection process](#) as long as fair non-discriminatory employment practices are followed.

Definitions

Vacancy: An unoccupied position or job created by a promotion, transfer, exit, or newly funded position approved by the Chancellor and/or Board of Trustees.

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

Associated Procedures

Procedure IV.4003.A.a, Job Vacancies

Procedure IV.4003.A.b, Interview Committee

Procedure IV.4003.A.c, Selection of a Department Chair

Attachment 3 – Markup

Date of Board Approval	March 5, 2018 <u>Anticipated December 1, 2025</u>
Effective Date	March 6, 2018 <u>Anticipated December 2, 2025</u>
Primary Owner	Vice Chancellor, Human Resources, <u>Organizational and Talent Effectiveness</u>
Secondary Owner	Vice President, Human Resources

Policy IV.4003.A, Filling Vacancies

Purpose

This policy addresses the process for filling vacancies at San Jacinto College.

Policy

No employee is hired to fill a specific position assignment. The Chancellor, when appropriate, has the right to assign employee duties that meet the current needs of the College. An employee may be assigned or reassigned duties for which he or she is professionally certified or otherwise qualified to perform. Reassignment may include relocation to another department, program, or location as necessary. Generally, a new assignment or reassignment will not result in a reduction in compensation. The Chancellor has the authority to promote a current employee into a position that results in an increase in compensation. The Chancellor will present assignment, reassignment, and promotion recommendations to the Board of Trustees for ratification.

For administrator positions at grades 204 and above, the Chancellor recommends to the Board, who may approve or deny the recommendation before action is taken.

For the position of Provost and Deputy Chancellor, Board members will have active involvement before the decision is made and may receive candidate materials in advance, conduct interviews, and approve contract renewals or promotions as part of the hiring process. The Board may approve or deny the recommendation before action is taken.

Full-time positions will be posted in accordance with procedure IV.4003.A.a, Job Vacancies and filled in accordance with procedure IV.4003.A.b, Interview Committee.

Part-time employees may be employed without a formal selection process as long as fair non-discriminatory employment practices are followed.

Definitions

Vacancy: An unoccupied position or job created by a promotion, transfer, exit, or newly funded position approved by the Chancellor and/or Board of Trustees.

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

Associated Procedures

Procedure IV.4003.A.a, Job Vacancies

Procedure IV.4003.A.b, Interview Committee

Procedure IV.4003.A.c, Selection of a Department Chair

Attachment 4 – Proposed

Date of Board Approval	Anticipated December 1, 2025
Effective Date	Anticipated December 2, 2025
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Procedure IV.4003.A.a, Job Vacancies

Associated Policy

Policy IV.4003.A, Filling Vacancies

Procedures

This procedure specifies the process for implementing, requesting, and posting vacancies.

When a budgeted position becomes available, posting requests (see table below) should be routed to the Human Resources Department after receiving the appropriate approvals; this includes approval by the respective leadership and the Strategic Leadership Team (SLT) member or designee. Requests should be in memo-format. The SLT member or designee must also submit an approved job description to the Human Resources Department along with the posting request.

The job posting will be prepared from the job description. Positions for print advertisement should have a minimum of a sixty (60) day lead time, and collateral for print advertisement shall be coordinated through the Human Resources Department. The posting will be prepared in the applicant tracking system and forwarded to the hiring department for final review before posting.

For full-time vacancies:

- The position must be budgeted or authorized by the Chancellor and/or Board of Trustees.
- The SLT must approve the posting of the position.
- All posting and electronic advertising must be coordinated through the Human Resources Department.
- Job vacancies will be posted for a duration that meets organizational needs. The recommended posting duration times are as follows:
 - Seven (7) to ten (10) days for staff position.
 - Fourteen (14) to twenty-one (21) days for professional positions.
 - Thirty (30) calendar days for all full-time, non-temporary faculty positions.
- All applicants must apply through the applicant tracking system during the posting period.
- Initial applicant screening will be conducted during the posting period.
- If the position is replacing someone who has resigned or retired, a copy of the resignation letter, along with SLT member acknowledgment, must accompany the posting request.

Attachment 5 – Current

Use the following Request for Posting table below when submitting requests to the SLT for posting.

- The campus must complete the Faculty Candidate Recommendation Form (FCRF) for the successful faculty candidate and submit it to Human Resources.
- The Chancellor is responsible for recommending to the Board of Trustees the employment of all full-time employees.

To facilitate a more efficient posting procedure, the preference is to post for a longer period of time rather than list the posting end date as *Until Filled*.

Request for Posting Table

Name (First and Last) of exiting employee	
Position Number (POSN#)	
Title	
FOAP	
Leader	

Date of SLT Approval	January 31, 2018
Effective Date	March 6, 2018
Associated Policy	Policy IV.4003.A, Filling Vacancies
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Procedure IV.4003.A.a, Job Vacancies

Associated Policy

Policy IV.4003.A, Filling Vacancies

Procedures

This procedure specifies the process for implementing, requesting, and posting vacancies.

When a budgeted position becomes available, posting requests (see table below) should be routed to the Human Resources ~~Department~~department after receiving the appropriate approvals; this includes approval by the respective leadership and the Strategic Leadership Team (SLT) member or designee. Requests should be in memo-format. The SLT member or designee must also submit an approved job description to the Human Resources ~~Department~~department along with the posting request.

The job posting will be prepared from the job description. ~~Positions for print advertisement should have a minimum of a sixty (60) day lead time, and collateral for print advertisement shall be coordinated through the Human Resources Department.~~ The posting will be prepared in the applicant tracking system and forwarded to the hiring department for final review before posting.

For full-time vacancies:

- The position must be budgeted or authorized by the Chancellor and/or Board of Trustees.
- The SLT must approve the posting of the position.
- All posting and electronic advertising must be coordinated through the Human Resources ~~Department~~department.
- Job vacancies will be posted for a duration that meets organizational needs. The recommended posting duration times are as follows:
 - Seven (7) to ten (10) days for staff position.
 - Fourteen (14) to twenty-one (21) days for professional positions.
 - Thirty (30) calendar days for all full-time, non-temporary faculty positions.
- All applicants must apply through the applicant tracking system during the posting period.
- Initial applicant screening ~~will~~may be conducted during the posting period.
- If the position is replacing someone who has resigned or retired, a copy of the resignation letter, along with SLT member acknowledgment, must accompany the posting request. Use

Attachment 6 – Markup

the following Request ~~for Posting table~~To Post Form below when submitting requests to the SLT for posting. This form is located on the resources page in Cornerstone.

- The ~~camp~~hiring leader must complete the Faculty ~~Candidate Recommendation~~Credentialing Form (FCRF) for the successful faculty candidate and submit it to ~~Human Resoure~~e~~the Dean or Provost for approval.~~
- The Chancellor is responsible for recommending to the Board of Trustees the employment of all full-time employees. For administrator positions at grades 204 and above, the Chancellor recommends to the Board, who may approve or deny the recommendation.

~~To facilitate a more efficient posting procedure, the preference is to post for a longer period of time rather than list the posting end date as *Until Filled*.~~

- For the position of Provost, board members will have active involvement before the decision is made. This may include interviewing the candidate or reviewing the candidate’s curriculum vitae, the Chancellor’s recommendation, or a summary of the selection process.
- For all other full-time employees, the Chancellor or designee may extend offers of employment, which will then be submitted to the Board of Trustees for ratification in accordance with existing practice.

Request ~~for Posting Table~~To Post Form

<u>Name (First and Last)</u> <u>Date of exiting</u> <u>employee request</u>	
<u>Position Number</u> <u>(POSN#) Employee being replaced</u>	
<u>Reason for vacancy</u>	
<u>Title of position</u>	
<u>Salary grade</u>	
FOAP	
Leader <u>(hiring manager)</u>	
<u>Position number (POSN#)</u>	

Attachment 6 – Markup

Date of SLT Approval	January 31, 2018 <u>October 28, 2025</u>
Effective Date	March 6, 2018 <u>Anticipated December 2, 2025</u>
Associated Policy	Policy IV.4003.A, Filling Vacancies
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, <u>Organizational and Talent Effectiveness</u>
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Procedure IV.4003.A.a, Job Vacancies

Associated Policy

Policy IV.4003.A, Filling Vacancies

Procedures

This procedure specifies the process for implementing, requesting, and posting vacancies.

When a budgeted position becomes available, posting requests (see table below) should be routed to the Human Resources department after receiving the appropriate approvals; this includes approval by the respective leadership and the Strategic Leadership Team (SLT) member or designee. Requests should be in memo-format. The SLT member or designee must also submit an approved job description to the Human Resources department along with the posting request.

The job posting will be prepared from the job description. The posting will be prepared in the applicant tracking system and forwarded to the hiring department for final review before posting.

For full-time vacancies:

- The position must be budgeted or authorized by the Chancellor and/or Board of Trustees.
- The SLT must approve the posting of the position.
- All posting and electronic advertising must be coordinated through the Human Resources department.
- Job vacancies will be posted for a duration that meets organizational needs. The recommended posting duration times are as follows:
 - Seven (7) to ten (10) days for staff position.
 - Fourteen (14) to twenty-one (21) days for professional positions.
 - Thirty (30) calendar days for all full-time, non-temporary faculty positions.
- All applicants must apply through the applicant tracking system during the posting period.
- Initial applicant screening may be conducted during the posting period.
- If the position is replacing someone who has resigned or retired, a copy of the resignation letter, along with SLT member acknowledgment, must accompany the posting request. Use the following Request To Post Form below when submitting requests to the SLT for posting. *This form is located on the resources page in Cornerstone.*
- The hiring leader must complete the Faculty Credentialing Form for the successful faculty candidate and submit it to the Dean or Provost for approval.

Attachment 7 – Proposed

- The Chancellor is responsible for recommending to the Board of Trustees the employment of all full-time employees. For administrator positions at grades 204 and above, the Chancellor recommends to the Board, who may approve or deny the recommendation.
- For the position of Provost, board members will have active involvement before the decision is made. This may include interviewing the candidate or reviewing the candidate’s curriculum vitae, the Chancellor’s recommendation, or a summary of the selection process.
- For all other full-time employees, the Chancellor or designee may extend offers of employment, which will then be submitted to the Board of Trustees for ratification in accordance with existing practice.

Request To Post Form

Date of request	
Employee being replaced	
Reason for vacancy	
Title of position	
Salary grade	
FOAP	
Leader (hiring manager)	
Position number (POSN#)	

Date of SLT Approval	October 28, 2025
Effective Date	Anticipated December 2, 2025
Associated Policy	Policy IV.4003.A, Filling Vacancies
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.4003.A.b, Interview Committee

Associated Policy

Policy IV.4003.A, Filling Vacancies

Procedures

This procedure specifies the process for forming interview committees and identifies the responsibilities for its members.

Employment Selection and Hiring Guiding Principles:

For non-chair faculty searches, the hiring leader, or designee, will select a committee of five or seven members. The committee should consist of a broad representation of backgrounds, viewpoints, and experiences. Committee composition must also have representation from faculty and staff/administrators. At least three committee members must have academic background and/or expertise relevant to the teaching field, and two must have background and/or expertise in support areas such as student services, business services, library services, other non-instructional areas, or an external stakeholder. The selected members will be recommended to the dean who will review and submit recommendations to the respective campus Provost for approval.

For Department Chair faculty searches, the hiring leader, or designee, will select a committee of five or seven members. The committee should consist of a broad representation of backgrounds, viewpoints, and experiences. Committee composition must also have representation from faculty and staff/administrators. Refer to procedure IV.4003.A.c, Selection of a Department Chair.

For full-time administrator searches, the respective hiring leader, or designee, appoints a committee of five members. The committee should consist of a broad representation of backgrounds, viewpoints, experiences and/or expertise relevant to the administrative area and the internal or external stakeholders served. At least one committee member must have an instructional background and one must be outside the hiring department. Committee members can be from other support areas including student services, business services, facilities services, or other administrative areas. The selected members will be recommended by the hiring leader to the respective Strategic Leadership Team (SLT) member for approval.

For full-time staff searches, the respective hiring leader, or designee, appoints the committee. The committee should consist of a broad representation of backgrounds, viewpoints, and experiences relevant to the administrative area and the internal or external stakeholders served.

A hiring leader who participates in an interview committee is considered one of the members.

The hiring leader should appoint an interview committee made up of individuals who

demonstrate a consistent commitment to the College’s core values.

Committee members may not be related to or be engaged in business ventures with persons who apply for the vacant position. A committee member who has a relationship with a candidate, creating or giving the appearance of a conflict of interest, will not be able to participate as a member of the committee. Committee members must disclose when such a conflict arises. Upon having knowledge of any potential conflict of interest, the hiring leader or designee should discuss the matter with the respective administrator.

Additionally, an individual who accepts the appointment as a committee member cannot become a candidate for the posted position.

Responsibilities of the Hiring Leader or Designee:

- Provides guidance to committee members and ensures that the committee follows the appropriate College procedures, as well as state and federal laws.
- Completes annual training related to hiring fundamentals in compliance with non-discrimination laws as designated by the SLT. Ensures all committee members have completed the same training prior to conducting any interviews. Orients external stakeholders on the College’s commitment to a culture of access, belonging, and excellence.
- Reviews application materials of all applicants in the applicant pool, identifies qualified applicants, and completes all required documentation of the screening and interview process. May seek assistance from committee members in reviewing applications.
- Makes all status changes and records comments in the Applicant Tracking System (ATS).
- Schedules meetings and maintains attendance records for each meeting.
- Documents reasons (Final Dispositions in the ATS) for applicants the committee does not select to continue in the interview process.
- Establishes job-related questions to ask candidates during the interview process. Additionally, Human Resources has available tools that can aid in the creation of interview questions. A link to a question bank on relevant topics is sent to hiring leaders once the position is posted.
- Schedules interviews with applicants.
- May use telephone or video conferencing as an interview tool for applicants.
- For full-time teaching positions, the hiring leader, or designee, with assistance from the committee members, determines a teaching topic that candidates will present in both face-to-face and online modalities.

Attachment 8 – Current

- Presents committee recommendations to their immediate leader for further interviews or consideration. Finalists are submitted to the next level leader for consideration and approval.
- Conducts reference checks prior to the job offer. If an internal candidate is being considered for a full-time position, the hiring leader, or designee, must obtain a reference from the employee's current leader. Human Resources recommends three reference checks, but two checks are required. Once the reference checks are completed, a comment must be entered in the ATS.
 - Although part-time employees are not selected through an interview committee, all part-time candidates, whether the candidate is internal or external, must also be screened through reference checks. The hiring leader will complete a minimum of two reference checks on each candidate. If the candidate is a current employee, the hiring leader must contact the current leader as one of the two references.
- Retains all documents, including interview notes, and reference documents from the entire interview committee for two years for all applicants interviewed.

The Hiring Leader Checklist is provided as a tool to aid in the adherence to this process. The checklist is located in Cornerstone on the resource page.

Responsibilities of Committee Members (internal to the College):

- Attend meetings scheduled by the hiring leader, or designee.
- Complete annual training related to hiring fundamentals in compliance with non-discrimination laws as designated by the Strategic Leadership Team.
- Review application materials of qualified applicants and assist the leader or designee in completing all required documentation of the screening and interview process.
- Assist the leader, or designee, in preparing questions for interviews and in determining the teaching topic applicants will present at the time of interview.
- Participate in the interviews of all selected candidates. Complete and submit to the leader or designee a summary for each candidate that was part of the process.
- Participate in a meeting at the conclusion of the interview process to formulate a recommendation of the top candidates the leader or designee will submit to the respective leadership team.

Multiple-Campus Hiring:

The following process will only be necessary for positions with multiple campus designations. The Provosts will be responsible for facilitating this process for positions

under their leadership.

In the case that more than one campus is hiring for the same position, representatives from each campus must cooperate to create a preliminary interview committee consisting of five or seven members from the different campuses. For all committee members to be able to screen applicants in the ATS, the preliminary interview committee must designate a hiring leader, who will in turn designate reviewers/interviewers (other members of the interview committee). This will allow all members of the interview committee access to the applications and attached documents. Only the hiring leader or designee can change the applicant status to *finalist* in the ATS. Once the committee completes the preliminary screening, then further screening, interviewing, and hiring can be completed on the individual campuses, as necessary.

Definitions

Interview committee: An appointed group of individuals whose purpose is to review application materials for candidates within the Applicant Tracking System (ATS), to select qualified candidates for interviews, to identify the most qualified candidates for each position, and to complete required documentation of the screening and interview process.

Date of SLT Approval November 29, 2023

Effective Date	November 29, 2023
Associated Policy	Policy IV.4003.A, Filling Vacancies
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.4003.A.b, Interview Committee

Associated Policy

Policy IV.4003.A, Filling Vacancies

Procedures

This procedure specifies the process for forming interview committees and identifies the responsibilities for its members.

-Employment Selection and Hiring Guiding Principles:

Faculty Search (non-chair)

For non-chair faculty searches, the hiring leader, or designee, will select a committee of five or seven members. The committee should consist of a broad representation of backgrounds, viewpoints, and experiences. Committee composition must also have representation from faculty and staff/administrators. At least three committee members must have an academic background and/or expertise relevant to the teaching field, and two must have background and/or expertise in support areas such as student services, business services, library services, other non-instructional areas, or an external stakeholder. The selected members will be recommended to the dean who will review and submit recommendations to the respective campus Provost for approval.

Department Chair Search

For Department Chair faculty searches, the hiring leader, or designee, will select a committee of five or seven members. The committee should consist of a broad representation of backgrounds, viewpoints, and experiences. Committee composition must also have representation from faculty and staff/administrators. Refer to procedure IV.4003.A.c, Selection of a Department Chair.

Administrator Search

For full-time administrator searches, the respective hiring leader, or designee, appoints a committee of five members. The committee should consist of a broad representation of backgrounds, viewpoints, experiences, and/or expertise relevant to the administrative area and the internal or external stakeholders served. At least one committee member must have an instructional background, and one must be outside the hiring department. Committee members can be from other support areas including student services, business services, facilities services, or other administrative areas. The selected members will be recommended by the hiring leader to the respective Strategic Leadership Team (SLT) member for approval.

Staff Search

For full-time staff searches, the respective hiring leader, or designee, appoints the committee. The committee should consist of a broad representation of backgrounds, viewpoints, and experiences relevant to the administrative area and the internal or external stakeholders served.

All Interview Committees

To promote different perspectives in the hiring process, interview committee membership should not be static. While consistency in the process is important, the employees serving on interview committees should vary depending on the role being filled, the department involved, and the expertise required. Committee members should be rotated to allow broader participation and to avoid over-reliance on the same individuals.

A hiring leader who participates in an interview committee is considered one of the members.

The hiring leader should appoint an interview committee made up of individuals who demonstrate a consistent commitment to the College's core values.

Committee members may not be related to or be engaged in business ventures with persons who apply for the vacant position. A committee member who has a relationship with a candidate, creating or giving the appearance of a conflict of interest, will not be able to participate as a member of the committee. Committee members must disclose when such a conflict arises. Upon having knowledge of any potential conflict of interest, the hiring leader or designee should discuss the matter with the respective administrator.

Additionally, an individual who accepts the appointment as a committee member cannot become a candidate for the posted position.

Responsibilities of the Hiring Leader or Designee:

- Provides guidance to committee members and ensures that the committee follows the appropriate College procedures, as well as state and federal laws.
- Completes annual training related to hiring fundamentals in compliance with non-discrimination laws as designated by the SLT. Ensures all committee members have completed the same training prior to conducting any interviews. Orients external stakeholders on the College's commitment to a culture of access, belonging, and excellence.
- Reviews application materials of all applicants in the applicant pool, identifies qualified applicants, and completes all required documentation of the screening and interview process. May seek assistance from committee members in reviewing applications.
- Makes all status changes and records comments in the Applicant Tracking System (ATS).
- Schedules meetings and maintains attendance records for each meeting.
- Documents reasons (Final Dispositions in the ATS) for applicants the committee does not select to continue in the interview process.
- Establishes job-related questions to ask candidates during the interview process.

Attachment 9 - Markup

Additionally, Human Resources has available tools that can aid in the creation of interview questions. A link to a question bank on relevant topics is sent to hiring leaders once the position is posted.

- Schedules interviews with applicants.
- May use telephone or video conferencing as an interview tool for applicants.
- For full-time teaching positions, the hiring leader, or designee, with assistance from the committee members, determines a teaching topic that candidates will present in both face-to-face and online modalities.
- Presents committee recommendations to their immediate leader for further interviews or consideration. Finalists are submitted to the next level leader for consideration and approval.
- Conducts reference checks prior to [selecting](#) the ~~job offer~~[Finalist](#). If an internal candidate is being considered for a full-time position, the hiring leader, or designee, must obtain a reference from the employee's current leader. Human Resources recommends three reference checks, but two checks are required. Once the reference checks are completed, a comment must be entered in the ATS.
 - Although part-time employees are not selected through an interview committee, all part-time candidates, whether the candidate is internal or external, must also be screened through reference checks. The hiring leader will complete a minimum of two reference checks on each candidate. If the candidate is a current employee, the hiring leader must contact the current leader as one of the two references.
- Retains all documents, including interview notes, and reference documents from the entire interview committee for two years for all applicants interviewed.

The Hiring Leader Checklist is provided as a tool to aid in the adherence to this process. The checklist is located in Cornerstone on the resource page.

Responsibilities of Committee Members (internal to the College):

- Attend meetings scheduled by the hiring leader, or designee.
- Complete annual training related to hiring fundamentals in compliance with non-discrimination laws as designated by the Strategic Leadership Team.
- Review application materials of qualified applicants and assist the leader or designee in completing all required documentation [offor](#) the screening and interview process.
- Assist the leader, or designee, in preparing questions for interviews and in determining the teaching topic applicants will present at the time of interview.

Attachment 9 - Markup

- Participate in the interviews of all selected candidates. Complete and submit to the leader or designee a summary for each candidate that was part of the process.
- Participate in a meeting at the conclusion of the interview process to formulate a recommendation of the top candidates the leader or designee will submit to the respective leadership team.

Multiple-Campus Hiring:

~~The following process will only be necessary for positions with multiple campus designations. The Provosts will be responsible for facilitating this process for positions under their leadership.~~

In the case that more than one campus is hiring for the same position, representatives from each campus must cooperate to create a preliminary interview committee consisting of five or seven members from the different campuses. For all committee members to be able to screen applicants in the ATS, the preliminary interview committee must designate a hiring leader, who will in turn designate reviewers/interviewers (other members of the interview committee). This will allow all members of the interview committee access to the applications and attached documents. Only the hiring leader or designee can change the applicant status to *finalist* in the ATS. Once the committee completes the preliminary screening, then further screening, interviewing, and hiring can be completed on the individual campuses, as necessary.

Definitions:

Interview committee: An appointed group of individuals whose purpose is to review application materials for candidates within the Applicant Tracking System (ATS), to select qualified candidates for interviews, to identify the most qualified candidates for each position, and to complete required documentation of the screening and interview process.

~~Date of SLT Approval November 29, 2023~~

~~Effective Date November 29, 2023~~

~~Associated Policy Policy IV.4003.A, Filling Vacancies~~

~~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~~

~~Date of SLT Approval <TBD> October 28, 2025~~

Attachment 9 – Markup

<u>Effective Date</u>	<u><TBD> Anticipated December 2, 2025</u>
<u>Associated Policy</u>	<u>Policy IV.4003.A, Filling Vacancies</u>
<u>Primary Owner of Policy Associated with the Procedure</u>	<u>Vice Chancellor, Human Resources, Organizational and Talent Effectiveness</u>
<u>Secondary Owner of Policy Associated with the Procedure</u>	<u>Vice President, Human Resources</u>

Procedure IV.4003.A.b, Interview Committee

Associated Policy

Policy IV.4003.A, Filling Vacancies

Procedures

This procedure specifies the process for forming interview committees and identifies the responsibilities for its members.

Employment Selection and Hiring Guiding Principles:

Faculty Search (non-chair)

For non-chair faculty searches, the hiring leader, or designee, will select a committee of five or seven members. The committee should consist of a broad representation of backgrounds, viewpoints, and experiences. Committee composition must also have representation from faculty and staff/administrators. At least three committee members must have an academic background and/or expertise relevant to the teaching field, and two must have background and/or expertise in support areas such as student services, business services, library services, other non-instructional areas, or an external stakeholder. The selected members will be recommended to the dean who will review and submit recommendations to the respective campus Provost for approval.

Department Chair Search

For Department Chair faculty searches, the hiring leader, or designee, will select a committee of five or seven members. The committee should consist of a broad representation of backgrounds, viewpoints, and experiences. Committee composition must also have representation from faculty and staff/administrators. Refer to procedure IV.4003.A.c, Selection of a Department Chair.

Administrator Search

For full-time administrator searches, the respective hiring leader, or designee, appoints a committee of five members. The committee should consist of a broad representation of backgrounds, viewpoints, experiences, and/or expertise relevant to the administrative area and the internal or external stakeholders served. At least one committee member must have an instructional background, and one must be outside the hiring department. Committee members can be from other support areas including student services, business services, facilities services, or other administrative areas. The selected members will be recommended by the hiring leader to the respective Strategic Leadership Team (SLT) member for approval.

Staff Search

For full-time staff searches, the respective hiring leader, or designee, appoints the committee. The committee should consist of a broad representation of backgrounds, viewpoints, and experiences relevant to the administrative area and the internal or external stakeholders served.

All Interview Committees

To promote different perspectives in the hiring process, interview committee membership should not be static. While consistency in the process is important, the employees serving on interview committees should vary depending on the role being filled, the department involved, and the expertise required. Committee members should be rotated to allow broader participation and to avoid over-reliance on the same individuals.

A hiring leader who participates in an interview committee is considered one of the members.

The hiring leader should appoint an interview committee made up of individuals who demonstrate a consistent commitment to the College's core values.

Committee members may not be related to or be engaged in business ventures with persons who apply for the vacant position. A committee member who has a relationship with a candidate, creating or giving the appearance of a conflict of interest, will not be able to participate as a member of the committee. Committee members must disclose when such a conflict arises. Upon having knowledge of any potential conflict of interest, the hiring leader or designee should discuss the matter with the respective administrator.

Additionally, an individual who accepts the appointment as a committee member cannot become a candidate for the posted position.

Responsibilities of the Hiring Leader or Designee:

- Provides guidance to committee members and ensures that the committee follows the appropriate College procedures, as well as state and federal laws.
- Completes annual training related to hiring fundamentals in compliance with non-discrimination laws as designated by the SLT. Ensures all committee members have completed the same training prior to conducting any interviews. Orients external stakeholders on the College's commitment to a culture of access, belonging, and excellence.
- Reviews application materials of all applicants in the applicant pool, identifies qualified applicants, and completes all required documentation of the screening and interview process. May seek assistance from committee members in reviewing applications.
- Makes all status changes and records comments in the Applicant Tracking System (ATS).
- Schedules meetings and maintains attendance records for each meeting.
- Documents reasons (Final Dispositions in the ATS) for applicants the committee does not select to continue in the interview process.

Attachment 10 – Proposed

- Establishes job-related questions to ask candidates during the interview process. Additionally, Human Resources has available tools that can aid in the creation of interview questions. A link to a question bank on relevant topics is sent to hiring leaders once the position is posted.
- Schedules interviews with applicants.
- May use telephone or video conferencing as an interview tool for applicants.
- For full-time teaching positions, the hiring leader, or designee, with assistance from the committee members, determines a teaching topic that candidates will present in both face-to-face and online modalities.
- Presents committee recommendations to their immediate leader for further interviews or consideration. Finalists are submitted to the next level leader for consideration and approval.
- Conducts reference checks prior to selecting the Finalist. If an internal candidate is being considered for a full-time position, the hiring leader, or designee, must obtain a reference from the employee's current leader. Human Resources recommends three reference checks, but two checks are required. Once the reference checks are completed, a comment must be entered in the ATS.
 - Although part-time employees are not selected through an interview committee, all part-time candidates, whether the candidate is internal or external, must also be screened through reference checks. The hiring leader will complete a minimum of two reference checks on each candidate. If the candidate is a current employee, the hiring leader must contact the current leader as one of the two references.
- Retains all documents, including interview notes, and reference documents from the entire interview committee for two years for all applicants interviewed.

The Hiring Leader Checklist is provided as a tool to aid in the adherence to this process. The checklist is located in Cornerstone on the resource page.

Responsibilities of Committee Members (internal to the College):

- Attend meetings scheduled by the hiring leader, or designee.
- Complete annual training related to hiring fundamentals in compliance with non-discrimination laws as designated by the Strategic Leadership Team.
- Review application materials of qualified applicants and assist the leader or designee in completing all required documentation for the screening and interview process.
- Assist the leader, or designee, in preparing questions for interviews and in determining the

teaching topic applicants will present at the time of interview.

- Participate in the interviews of all selected candidates. Complete and submit to the leader or designee a summary for each candidate that was part of the process.
- Participate in a meeting at the conclusion of the interview process to formulate a recommendation of the top candidates the leader or designee will submit to the respective leadership team.

Multiple-Campus Hiring:

In the case that more than one campus is hiring for the same position, representatives from each campus must cooperate to create a preliminary interview committee consisting of five or seven members from the different campuses. For all committee members to be able to screen applicants in the ATS, the preliminary interview committee must designate a hiring leader, who will in turn designate reviewers/interviewers (other members of the interview committee). This will allow all members of the interview committee access to the applications and attached documents. Only the hiring leader or designee can change the applicant status to *finalist* in the ATS. Once the committee completes the preliminary screening, then further screening, interviewing, and hiring can be completed on the individual campuses, as necessary.

Definitions:

Interview committee: An appointed group of individuals whose purpose is to review application materials for candidates within the Applicant Tracking System (ATS), to select qualified candidates for interviews, to identify the most qualified candidates for each position, and to complete required documentation of the screening and interview process.

Date of SLT Approval	October 28, 2025
Effective Date	Anticipated December 2, 2025
Associated Policy	Policy IV.4003.A, Filling Vacancies
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 “XV”
Regular Board Meeting November 3, 2025
Consideration of Approval of Policy IV.4003.F, Reduction in Force - First Reading
(Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the revised policy on Reduction in Force. The Board of Trustees will not vote on this item on November 3 but is creating awareness that changes to the policy are being recommended and input is being gathered from the College community. New numbering will be added prior to the second reading.

BACKGROUND

This action is being requested to update the Reduction in Force (RIF) policy based on House Bill 762. Current terminology is also being updated within this set of policies and procedures.

The College’s current policy on RIF is being updated to include additional categories in the Equal Employment Opportunity statement and to update general language throughout the policy. Also, a statement was added to clarify that the Board must be notified when a RIF is being considered for certain leadership positions that oversee curriculum or student affairs.

While the procedure does not require a vote by the Board, it is being updated to comply with House Bill 762 regarding severance pay. Specifically, severance pay, when granted, shall not exceed the equivalent of 20 weeks of compensation at the employees’ rate of pay at the time of termination, excluding paid time off or accrued vacation leave. Severance pay is not available to any employee whose termination results from misconduct. All severance agreements will be posted in a prominent location on the College’s website, as required by law.

Additionally, updates were made to the terminology and procedure numbers.

IMPACT OF THIS ACTION

This policy will be sent to the College community on November 3, 2025. Any comments will be reviewed and addressed prior to the second reading of the policy and procedure by the Board which is anticipated on December 1, 2025.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

There is no budgetary impact for this policy update unless severance pay is offered, and that cost will be contingent on the number of employees affected by a RIF.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Policy and Procedure Summary of Changes – Reduction in Force

**Consideration of Approval of Policy IV.4003.F, Reduction in Force - First Reading
(Informational Item)**

Attachment 2 – Policy IV-G-5 Reduction in Force – Current

Attachment 3 – Policy (TBD) Reduction in Force – Markup

Attachment 4 – Policy (TBD) Reduction in Force – Proposed

Informational Items:

Attachment 5 – Procedure 4-22 Reduction in Force – Current

Attachment 6 – Procedure (TBD) Reduction in Force – Markup

Attachment 7 – Procedure (TBD) Reduction in Force – Proposed

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: **IV.4003.F**

Proposed Policy Name: **Reduction in Force**

Current Policy Number/Name: **Policy IV-G-5: Reduction in Force**

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

Proposed Procedure Name(s): **Reduction in Force**

Current Procedure Number(s)/Name(s): **Procedure 4-22: Reduction in Force**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

[IV-G-5: Policy on Reduction in Force](#) (current)

[4-22: Reduction in Force](#) (current)

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

Secondary Owner: **Vice President, Human Resources**

Summary of Changes:

Policy

- Policy on new template
- Updated the Equal Employment Opportunity statement to include pregnancy-related conditions, childbirth, gender/sex, gender expression or identity, sex, gender expression or identity.
- Changed “guideline” to “procedure.”
- Changed “his or her” to “their,” “he or she” to “they,” and “adjunct” to “part-time.”
- Added Board Notification of certain leadership positions that oversee curriculum or student affairs.
- Updated wording to reflect current terminology.

Procedure

- Procedure on new template
- Changed “guideline” to “procedure.” Also updated procedure numbers.
- Changed “his or her” to “their,” “he or she” to “they,” and “adjunct” to “part-time.”
- Updated wording to reflect current terminology.
- Due to House Bill 762 being passed, added “Severance pay, when granted, shall not exceed the equivalent of 20 weeks of compensation at the employees’ rate of pay at the time of termination, excluding paid time off or accrued vacation leave. Severance pay is not available to any employee whose termination results from misconduct. All severance agreements will be posted in a prominent location on the College’s website, as required by law.”

Policy IV-G-5: Policy on Reduction in Force

Policy IV-G-5: Policy on Reduction in Force

1. INTRODUCTION

This policy establishes a uniform process for implementing a reduction in force (RIF) at the College.

2. DEFINITION

A “reduction in force” is an action to downsize the size of the College’s work force within a particular unit, department, division, support area, campus, or location. A reduction in force may become necessary in the event of a financial exigency, program change or elimination, reorganization or restructuring, legislative directives, or other circumstances affecting the efficient operation of the College and the delivery of quality services.

A “financial exigency” is an event or occurrence that creates a need for the College to reduce financial expenditures.

3. GENERAL POLICY

- A. A reduction in force (RIF) decision will be made without regard to the employee’s race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender identity, genetic information, marital status, or veteran status. Additionally, no RIF decision shall be based on an employee’s exercise of rights guaranteed by the Constitution or rights conferred by statute, including, but not limited to, the Family Medical Leave Act, Uniformed Services Employment and Reemployment Rights Act, and the Texas Whistleblower Act.
- B. Modification in or the elimination of jobs due to changes in funding for grants or external contracts are not subject to this policy.
- C. This policy does not address or govern dismissal of an employee for misconduct, unacceptable performance, or other reasons specified in other Board policies.
- D. The Chancellor will:
 - 1. Determine when circumstances necessitate a RIF and present a written recommendation to the Board of Trustees that demonstrates the need for the RIF.
 - 2. Consider and examine available alternatives that may eliminate the need for a RIF or limit its scope.
- E. The Board shall determine whether a financial exigency or other circumstance exists that warrants a reduction in force under this policy. The Board’s determination constitutes sufficient cause for termination of an employment contract during the contract period.
- F. The Chancellor shall establish a guideline for implementation of this policy. The guideline shall identify the criteria that will be utilized when determining which employees will be dismissed or released.

Attachment 2 – Current

G. The Chancellor may reassign employees to positions or locations at his or her discretion to meet operational needs.

H. Eligibility for Rehire

1. A former employee who is dismissed pursuant to this policy may apply for other available positions for which he or she is qualified. A former employee shall be responsible for reviewing posted vacancies and complying with College procedures to be considered for a particular vacancy.

I. Appeal of Dismissal Due to Reduction in Force

1. *Termination During the Term of the Contract:* An employee whose employment contract is terminated during the term of the contract shall be afforded due process.
2. *Nonrenewal of Faculty Contracts at the End of the Contract Term:* Full-time faculty members whose contracts are not extended due to a RIF shall be afforded appeal rights as required by §51.960 of the Texas Education Code.
3. *Nonrenewal of Professional Contracts; Dismissal of At-Will Employees and Adjunct Faculty:* Affected employees may present a written appeal in accordance with a procedure established by the Chancellor.

Policy #:	IV-G-5
Policy Name:	Policy on Reduction in Force
Pages:	2
Adopted Date:	January 10, 2005
Revision/Reviewed Date:	June 6, 2011, April 28, 2014
Effective Date:	January 10, 2005, June 6, 2011, April 29, 2014
Associated Procedure:	4-22

~~Policy IV-G-5: Policy on Reduction in Force~~

Policy IV-G-5: Policy on Reduction in Force

~~INTRODUCTION~~

~~Policy IV.4003.F, Reduction in Force~~

Purpose

This policy establishes a uniform process for implementing a reduction in force (RIF) at the College.

~~1. DEFINITION~~

~~A “reduction in force” is an~~Policy

~~action to downsize the size of the College’s work force within a particular unit, department, division, support area, campus, or location. A reduction in force may become necessary in the event of a financial exigency, program change or elimination, reorganization or restructuring, legislative directives, or other circumstances affecting the efficient operation of the College and the delivery of quality services.~~

~~A “financial exigency” is an event or occurrence that creates a need for the College to reduce financial expenditures.~~

~~3. GENERAL POLICY~~

- A. A reduction in force (RIF) decision will be made without regard to the employee’s race, creed, color, national origin, citizenship status, age, disability, pregnancy, childbirth, and pregnancy-related conditions, religion, gender/sex, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status. -Additionally, no RIF decision shall be based on an employee’s exercise of rights guaranteed by the state or federal Constitution or rights conferred by statute, including, but not limited to, the Family Medical Leave Act, Uniformed Services Employment and Reemployment Rights Act, and the Texas Whistleblower Act.
- B. Modification in or the elimination of jobs due to changes in funding for grants or external contracts are not subject to this policy.
- C. This policy does not address or govern dismissal of an employee for misconduct, unacceptable performance, or other reasons specified in other Board policies.

D. Board Notification

The Chancellor will:

Attachment 3 – Markup

1. Determine when circumstances necessitate a RIF and present a written recommendation to the Board of Trustees that demonstrates the need for the RIF.
2. Consider and examine available alternatives that may eliminate the need for a RIF or limit its scope.
3. Report to the Board, at the next regularly scheduled board meeting, any decision to remove, terminate, or non-renew an individual who holds the position of vice president, provost, dean, or a similar leadership position that oversees curriculum or student affairs.

~~D.E.~~ The Board shall determine whether a financial exigency or other circumstance exists that warrants a reduction in force under this policy. The Board's determination constitutes sufficient cause for termination of an employment contract during the contract period.

~~E.F.~~ The Chancellor shall establish a guidelineprocedure for implementation of this policy. The guidelineprocedure shall identify the criteria that will be utilized when determining which employees will be dismissed or released.

~~F.G.~~ The Chancellor may reassign employees to positions or locations at his or hertheir discretion to meet operational needs.

~~G.H.~~ Eligibility for Rehire

1. A former employee who is dismissed pursuant to this policy may apply for other available positions for which he or she isthey are qualified. A former employee shall be responsible for reviewing posted vacancies and complying with College procedures to be considered for a particular vacancy.

I. Appeal of Dismissal Due to Reduction in Force

1. *Termination During the Term of the Contract:* An employee whose employment contract is terminated during the term of the contract shall be afforded due process.
2. *Nonrenewal of Faculty Contracts at the End of the Contract Term:* Full-time faculty members whose contracts are not extended due to a RIF shall be afforded appeal rights as required by §51.960 of the Texas Education Code.
3. *Nonrenewal of Professional Contracts; ~~Dismissal and Termination~~ of At-Will Employees and Adjunct Faculty:* Affected employees may present a written appeal in accordance with a procedure established by the Chancellor.

Policy #:	IV-G-5
Policy Name:	Policy on Reduction in Force
Pages:	2
Adopted Date:	January 10, 2005
Revision/Reviewed Date:	June 6, 2011, April 28, 2014
Effective Date:	January 10, 2005, June 6, 2011, April 29, 2014
Associated Procedure:	4-22

Definitions

Reduction in force: An action to downsize the size of the College’s work force within a particular unit, department, division, support area, campus, or location. A reduction in force may become necessary in the event of a financial exigency, program change or elimination, reorganization or restructuring, legislative directives, or other circumstances affecting the efficient operation of the College and the delivery of quality services.

Financial exigency: An event or occurrence that creates a need for the College to reduce financial expenditures.

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.4003.F.a, Reduction in Force

<u>Date of Board Approval</u>	<u>Anticipated December 1, 2025</u>
<u>Effective Date</u>	<u>Anticipated December 2, 2025</u>
<u>Primary Owner</u>	<u>Vice Chancellor, Human Resources, Organizational and Talent Effectiveness</u>
<u>Secondary Owner</u>	<u>Vice President, Human Resources</u>

Policy IV.4003.F, Reduction in Force

Purpose

This policy establishes a uniform process for implementing a reduction in force (RIF) at the College.

Policy

- A. A reduction in force (RIF) decision will be made without regard to the employee’s race, creed, color, national origin, citizenship status, age, disability, pregnancy, childbirth, and pregnancy-related conditions, religion, gender/sex, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status. Additionally, no RIF decision shall be based on an employee’s exercise of rights guaranteed by the state or federal Constitution or rights conferred by statute, including, but not limited to, the Family Medical Leave Act, Uniformed Services Employment and Reemployment Rights Act, and the Texas Whistleblower Act.
- B. Modification in or the elimination of jobs due to changes in funding for grants or external contracts are not subject to this policy.
- C. This policy does not address or govern dismissal of an employee for misconduct, unacceptable performance, or other reasons specified in other Board policies.
- D. Board Notification

The Chancellor will:

- 1. Determine when circumstances necessitate a RIF and present a written recommendation to the Board of Trustees that demonstrates the need for the RIF.
 - 2. Consider and examine available alternatives that may eliminate the need for a RIF or limit its scope.
 - 3. Report to the Board, at the next regularly scheduled board meeting, any decision to remove, terminate, or non-renew an individual who holds the position of vice president, provost, dean, or a similar leadership position that oversees curriculum or student affairs.
- E. The Board shall determine whether a financial exigency or other circumstance exists that warrants a reduction in force under this policy. The Board’s determination constitutes sufficient cause for termination of an employment contract during the contract period.
 - F. The Chancellor shall establish a procedure for implementation of this policy. The procedure shall identify the criteria that will be utilized when determining which employees will be dismissed or released.

G. The Chancellor may reassign employees to positions or locations at their discretion to meet operational needs.

H. Eligibility for Rehire

1. A former employee who is dismissed pursuant to this policy may apply for other available positions for which they are qualified. A former employee shall be responsible for reviewing posted vacancies and complying with College procedures to be considered for a particular vacancy.

I. Appeal of Dismissal Due to Reduction in Force

1. *Termination During the Term of the Contract:* An employee whose employment contract is terminated during the term of the contract shall be afforded due process.
2. *Nonrenewal of Faculty Contracts at the End of the Contract Term:* Full-time faculty members whose contracts are not extended due to a RIF shall be afforded appeal rights as required by §51.960 of the Texas Education Code.
3. *Nonrenewal of Professional Contracts and Termination of At-Will Employees:* Affected employees may present a written appeal in accordance with a procedure established by the Chancellor.

Definitions

Reduction in force: An action to downsize the size of the College’s work force within a particular unit, department, division, support area, campus, or location. A reduction in force may become necessary in the event of a financial exigency, program change or elimination, reorganization or restructuring, legislative directives, or other circumstances affecting the efficient operation of the College and the delivery of quality services.

Financial exigency: An event or occurrence that creates a need for the College to reduce financial expenditures.

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.4003.F.a, Reduction in Force

Date of Board Approval	Anticipated December 1, 2025
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Effective Date	Anticipated December 2, 2025
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Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
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Attachment 4 – Proposed

Secondary Owner	Vice President, Human Resources
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Procedure 4-22: Reduction in Force

1. INTRODUCTION

This procedure specifies the guidelines for documenting and implementing a Reduction in Force (RIF) in accordance with Policy IV-G-5 Reduction in Force.

A. Circumstances requiring a RIF may include but are not limited to:

1. Financial exigency
2. Reorganization or restructure
3. Outsourcing
4. Reduction, consolidation, or elimination of programs or services
5. Decline in student enrollment
6. Legislative directives

B. A RIF will be considered only after examining available alternatives that may eliminate the need for a RIF or limit its scope. Alternatives may include, but are not limited to:

1. Merging programs
2. Consolidation of services
3. Voluntary separations
4. Redeployment of employees
5. Furloughs or temporary leaves of absence without pay
6. Attrition
7. Pay freezes or reduction in pay

C. Selection Criteria

Selection criteria will be determined based on the circumstances necessitating the RIF. Selection criteria shall be articulated prior to implementing a RIF plan. The criteria to be used for selecting positions and personnel to be affected by a RIF may include but are not limited to:

1. Program or departmental needs to support a particular function or operation.
2. Skills and experience required to support a program or department after a reduction in force, reorganization, or restructuring.
3. Prior written evaluations and documented employee performance and behavior.

Attachment 5 – Current

4. Employee credentials, qualifications, and training.
5. Length of service will be considered after considering the above criteria.

Additionally, to the extent required by law, the College shall consider whether employees are entitled to a preference in retaining employment under Chapter 652 of the Texas Government Code pertaining to veterans.

2. PROCEDURE

- A. The Chancellor, in consultation with the Strategic Leadership Team (SLT), will determine the necessity for recommending a reduction in force in compliance with section 1.A of the Reduction in Force Guideline. Existing and future business needs of the College will be considered in making the recommendation for the RIF.
- B. The Chancellor, in consultation with the SLT, will develop a proposal to the Board of Trustees that specifies:
 1. The circumstances and business objectives necessitating the RIF;
 2. The data and/or other factual information that shows the benefit to be obtained through the proposed RIF;
 3. The alternatives considered that may eliminate or limit the scope of the RIF in accordance with the Reduction in Force policy;
 4. The criteria established to accomplish the objectives.
- C. Following approval of the RIF by the Board of Trustees, the Chancellor, and SLT will analyze the affected areas, activities, programs, and departments where the reductions will be made. Within the affected areas, the Chancellor and SLT will determine which positions or job functions may be eliminated or affected. The Chancellor and SLT shall determine the timeline for implementing the RIF.
- D. The Chancellor and SLT, in conjunction with input from College leaders, will identify the employees subject to a RIF based on the selection criteria and positions affected.
- E. The Chancellor and SLT, in conjunction with input from College leaders, will identify the employees subject to reassignment based on the needs of the College.
- F. In the event members of the SLT are subject to a RIF, the Chancellor, in consultation with the Board of Trustees, will determine which positions or job functions may be eliminated or affected. The Chancellor and Board shall determine the timeline for implementing the RIF.
- G. The respective SLT member shall provide written notice to each affected employee. The notice shall provide the effective date of termination and shall include a brief statement of the reasons for the reduction in force.
- H. Employees who are affected by the RIF will be provided as much advance notice as possible in order to ensure an orderly transition for both the affected employees and the College.

3. ELIGIBILITY FOR REHIRE

- A. A former employee who is dismissed due to a reduction in force may apply for available positions for which he or she is qualified. A former employee shall be responsible for reviewing posted vacancies and complying with College procedures to be considered for a particular vacancy.
- B. If rehired, the employee will be compensated according to the current base rate established for the new position in which the employee is being employed.

4. APPEAL RIGHTS

- A. Every attempt will be made to conclude the appeals process prior to the employee's last scheduled day of work. The filing of an appeal will not delay the effective date of the RIF.
- B. *Termination During the Term of the Contract:* An employee whose employment contract is terminated during the term of the contract due to a RIF shall be afforded due process. The employee must file a written request for an appeal in accordance with Guideline 4.23 Guideline on Termination or Demotion for Contractual Employees.
- C. *Non-renewal of Faculty Contracts at the End of the Contract Term:* Full-time faculty members whose contracts are not extended due to a RIF may present an appeal in accordance with Guideline 5.17: Guideline on Contract Periods and Non-Renewal of Contractual Employees. The filing of an appeal will not delay the effective date of the nonrenewal.
- D. *Nonrenewal of Staff and Administrator Contracts and Dismissal of At-Will Employees and Adjunct Faculty:* Affected employees may present an appeal to the respective SLT member or their designee within ten (10) working days of receiving notice of the non-renewal or dismissal in accordance with a procedure established by the Chancellor.
 - The request for appeal must identify the grounds for the appeal and contain specific facts in support of the stated grounds.
 - The respective SLT member will provide the employee a written decision within thirty (30) working days of receipt of the written appeal. Although the Administrator's decision is final, nothing in this guideline shall preclude the employee from appearing during the hearing of citizens during the next regular meeting of the Board of Trustees.

5. EFFECT OF REDUCTION IN FORCE ON COMPENSATION AND BENEFITS

- A. Severance payments may or may not be granted as the result of a RIF.
- B. Credited service and other benefits such as sick leave and vacation do not accrue during a period of layoff. If re-employed, an employee dismissed under the Reduction in Force policy will have sick

Attachment 5 – Current

leave and credited service restored if the employee returns to a benefits eligible position within six (6) months of the dismissal.

- C. Life and disability insurance coverage ends as per the plan document.
- D. Medical and dental insurance may continue under the provisions of COBRA if the employee pays the full monthly premium. Otherwise, medical and dental insurance coverage ends on the last day of the month during which the layoff occurs.

Procedure #:	4-22
Procedure Name:	Reduction in Force
Pages:	4
Adopted Date:	January 10, 2005
Revision/Reviewed Date:	June 6, 2011, April 28, 2014
Effective Date:	January 10, 2005, June 6, 2011, April 29, 2014
Associated Policy:	IV-G-5

Procedure ~~IV.4003.F.a~~ **4-22**, Reduction in Force

~~1.~~ INTRODUCTION

Associated Policy

Policy IV.4003.F, Reduction in Force

Procedures

This procedure specifies the ~~guidelines~~ process for documenting and implementing a Reduction in Force (RIF) in accordance with Policy ~~IV.4003.F~~ IV-G-5 Reduction in Force.

- A. Circumstances requiring a RIF may include, but are not limited to:
1. Financial exigency
 2. Reorganization or restructure
 3. Outsourcing
 4. Reduction, consolidation, or elimination of programs or services
 5. Decline in student enrollment
 6. Legislative directives
- B. A RIF will be considered only after examining available alternatives that may eliminate the need for a RIF or limit its scope. -Alternatives may include, but are not limited to:
1. Merging programs
 2. Consolidation of services
 3. Voluntary separations
 4. Redeployment of employees
 5. Furloughs or temporary leaves of absence without pay
 6. Attrition
 7. Pay freezes or reduction in pay
- C. Selection Criteria
- Selection criteria will be determined based on the circumstances necessitating the RIF. -Selection criteria shall be articulated prior to implementing a RIF plan. -The criteria to be used for selecting positions and ~~personnel~~ employees to be affected by a RIF may include but are not limited to:
1. Program or departmental needs to support a particular function or operation or to comply with state or federal legal mandates.
 2. Skills and experience required to support a program or department after a reduction in force, reorganization, or restructuring.
 3. Prior written evaluations and documented employee performance and behavior.
 4. Employee credentials, qualifications, and training.
 5. Length of service will be considered after considering the above criteria.

Attachment 6 – Markup

Additionally, to the extent required by law, the College shall consider whether employees are entitled to a preference in retaining employment under Chapter ~~652657~~ of the Texas Government Code pertaining to veterans.

PROCEDURE

- D. The Chancellor, in consultation with the Strategic Leadership Team (SLT), will determine the necessity for recommending a reduction in force in compliance with section 1.A of the Reduction in Force ~~Guideline~~-Procedure. Existing and future business needs of the College will be considered in making the recommendation for the RIF.
- E. The Chancellor, in consultation with the SLT, will develop a proposal to the Board of Trustees that specifies:
1. The circumstances and business objectives necessitating the RIF~~;~~
 2. The data and/or other factual information that shows the benefit to be obtained through the proposed RIF~~;~~
 3. The alternatives considered that may eliminate or limit the scope of the RIF in accordance with the Reduction in Force policy~~;~~
 4. The criteria established to accomplish the objectives.
- F. Following approval of the RIF by the Board of Trustees, the Chancellor, and SLT will analyze the affected areas, activities, programs, and departments where the reductions will be made. ~~Within the affected areas, the Chancellor and SLT will determine which positions or job functions may be eliminated or affected. The Chancellor and SLT shall determine the timeline for implementing the RIF.~~
- ~~F.G.~~ F.G. The Chancellor and SLT, in conjunction with input from College leaders, will identify the employees subject to a RIF based on the selection criteria and positions affected.
- ~~G.H.~~ G.H. The Chancellor and SLT, in conjunction with input from College leaders, will identify the employees subject to reassignment based on the needs of the College.
- ~~H.I.~~ H.I. In the event members of the SLT are subject to a RIF, the Chancellor, in consultation with the Board of Trustees, will determine which positions or job functions may be eliminated or affected. ~~The Chancellor and Board shall determine the timeline for implementing the RIF.~~
- ~~I.J.~~ I.J. The respective SLT member shall provide written notice to each affected employee. ~~The notice shall provide the effective date of termination and shall include a brief statement of the reasons for the reduction in force.~~
- ~~J.K.~~ J.K. Employees who are affected by the RIF will be provided as much advance notice as possible in order to ensure an orderly transition for both the affected employees and the College.

ELIGIBILITY FOR REHIRE

- A. A former employee who is dismissed due to a reduction in force may apply for available positions for which ~~he or she is~~they are qualified. A former employee ~~shall~~will be responsible for reviewing posted vacancies and complying with College procedures to be considered for a particular vacancy.
- B. If rehired, the employee will be compensated according to the current base rate established for the new position in which the employee is being employed.

APPEAL RIGHTS

- A. Every attempt will be made to conclude the appeals process prior to the employee's last scheduled day of work. ~~The~~ filing of an appeal will not delay the effective date of the RIF.
- B. *Termination During the Term of the Contract*:- An employee whose employment contract is terminated during the term of the contract due to a RIF shall be afforded due process. ~~The~~ employee must file a written request for an appeal in accordance with ~~Guideline 4.23~~Guideline on Procedure IV.4002.B.a, Termination or Demotion ~~for~~of Contractual Employees.
- C. *Non-renewal of Faculty Contracts at the End of the Contract Term*:- Full-time faculty members whose contracts are not extended due to a RIF may present an appeal in accordance with ~~Guideline 5.17: Guideline on Contract Periods~~Procedure IV.4002.D.a, Renewal and Non-Renewal of Contractual Employees. The filing of an appeal will not delay the effective date of the nonrenewal.
- D. *Nonrenewal of ~~Staff and Administrator Contracts and Dismissal~~Contractual Employees and Terminations of At-Will Employees and Adjunct Faculty*:- Affected employees may present an appeal to the respective SLT member or their designee within ten (10) working days of receiving notice of the non-renewal or dismissal in accordance with a procedure established by the Chancellor.
 - The request for appeal must identify the grounds for the appeal and contain specific facts in support of the stated grounds.
 - The respective SLT member will provide the employee a written decision within thirty (30) working days of receipt of the written appeal. Although the Administrator's decision is final, nothing in this ~~guideline~~procedure shall preclude the employee from appearing during the hearing of citizens during the next regular meeting of the Board of Trustees.

EFFECT OF REDUCTION IN FORCE ON COMPENSATION AND BENEFITS

- A. Severance payments may or may not be granted as the result of a RIF.

Severance pay, if granted, shall not exceed the equivalent of 20 weeks of compensation at the employee's rate of pay at the time of termination, excluding paid time off or accrued vacation leave. Severance pay is not available to any employee whose termination results from

Attachment 6 – Markup

misconduct. All severance agreements will be posted in a prominent location on the College’s website, as required by law.

- B. Credited service and other benefits such as sick leave and vacation do not accrue during a period of layoff. -If re-employed, an employee dismissed under the Reduction in Force policy will have sick leave and credited service restored if the employee returns to a benefits eligible position within six (6) months of the dismissal.
- C. Life and disability insurance coverage ends as per the plan document.
- D. Medical and dental insurance may continue under the provisions of COBRA if the employee pays the full monthly premium. -Otherwise, medical and dental insurance coverage ends on the last day of the month during which the layoff occurs.

Adopted Date:	January 10, 2005
Revision/Reviewed Date:	June 6, 2011, April 28, 2014
Effective Date:	January 10, 2005, June 6, 2011, April 29, 2014

Procedure #: Date of ~~4-22~~ **October 28, 2025**
SLT Approval

Effective Date ~~<TBD>~~ **Anticipated December 2, 2025**

Procedure **Policy IV.4003.F- Reduction in Force**

~~Name: Associated~~
Secondary Owner of ~~Policy~~ **IV-C-5 Vice President, Human Resources**
~~Policy Associated~~

~~Policy With the~~
Procedure ~~Policy~~ **4 Vice Chancellor, Human Resources, Organizational and Talent Effectiveness**

Associated with the
Procedure

Procedure IV.4003.F.a, Reduction in Force

Associated Policy

Policy IV.4003.F, Reduction in Force

Procedures

This procedure specifies the process for documenting and implementing a Reduction in Force (RIF) in accordance with Policy IV.4003.F, Reduction in Force.

- A. Circumstances requiring a RIF may include, but are not limited to:
1. Financial exigency
 2. Reorganization or restructure
 3. Outsourcing
 4. Reduction, consolidation, or elimination of programs or services
 5. Decline in student enrollment
 6. Legislative directives
- B. A RIF will be considered only after examining available alternatives that may eliminate the need for a RIF or limit its scope. Alternatives may include, but are not limited to:
1. Merging programs
 2. Consolidation of services
 3. Voluntary separations
 4. Redeployment of employees
 5. Furloughs or temporary leaves of absence without pay
 6. Attrition
 7. Pay freezes or reduction in pay
- C. Selection Criteria
- Selection criteria will be determined based on the circumstances necessitating the RIF. Selection criteria shall be articulated prior to implementing a RIF plan. The criteria to be used for selecting positions and employees to be affected by a RIF may include but are not limited to:
1. Program or departmental needs to support a particular function or operation or to comply with state or federal legal mandates.
 2. Skills and experience required to support a program or department after a reduction in force, reorganization, or restructuring.
 3. Prior written evaluations and documented employee performance and behavior.
 4. Employee credentials, qualifications, and training.
 5. Length of service will be considered after considering the above criteria.

Additionally, to the extent required by law, the College shall consider whether employees are entitled to a preference in retaining employment under Chapter 657 of the Texas Government Code pertaining to veterans.

Attachment 7 – Proposed

- D. The Chancellor, in consultation with the Strategic Leadership Team (SLT), will determine the necessity for recommending a reduction in force in compliance with section 1.A of the Reduction in Force Procedure. Existing and future business needs of the College will be considered in making the recommendation for the RIF.
- E. The Chancellor, in consultation with the SLT, will develop a proposal to the Board of Trustees that specifies:
 - 1. The circumstances and business objectives necessitating the RIF.
 - 2. The data and/or other factual information that shows the benefit to be obtained through the proposed RIF.
 - 3. The alternatives considered that may eliminate or limit the scope of the RIF in accordance with the Reduction in Force policy.
 - 4. The criteria established to accomplish the objectives.
- F. Following approval of the RIF by the Board of Trustees, the Chancellor, and SLT will analyze the affected areas, activities, programs, and departments where the reductions will be made. Within the affected areas, the Chancellor and SLT will determine which positions or job functions may be eliminated or affected. The Chancellor and SLT shall determine the timeline for implementing the RIF.
- G. The Chancellor and SLT, in conjunction with input from College leaders, will identify the employees subject to a RIF based on the selection criteria and positions affected.
- H. The Chancellor and SLT, in conjunction with input from College leaders, will identify the employees subject to reassignment based on the needs of the College.
- I. In the event members of the SLT are subject to a RIF, the Chancellor, in consultation with the Board of Trustees, will determine which positions or job functions may be eliminated or affected. The Chancellor and Board shall determine the timeline for implementing the RIF.
- J. The respective SLT member shall provide written notice to each affected employee. The notice shall provide the effective date of termination and shall include a brief statement of the reasons for the reduction in force.
- K. Employees who are affected by the RIF will be provided as much advance notice as possible in order to ensure an orderly transition for both the affected employees and the College.

ELIGIBILITY FOR REHIRE

- A. A former employee who is dismissed due to a reduction in force may apply for available positions for which they are qualified. A former employee will be responsible for reviewing posted vacancies and complying with College procedures to be considered for a particular vacancy.
- B. If rehired, the employee will be compensated according to the current base rate established for the new position in which the employee is being employed.

APPEAL RIGHTS

- A. Every attempt will be made to conclude the appeals process prior to the employee's last scheduled day of work. The filing of an appeal will not delay the effective date of the RIF.
- B. *Termination During the Term of the Contract:* An employee whose employment contract is terminated during the term of the contract due to a RIF shall be afforded due process. The employee must file a written request for an appeal in accordance with Procedure IV.4002.B.a, Termination or Demotion of Contractual Employees.
- C. *Non-renewal of Faculty Contracts at the End of the Contract Term:* Full-time faculty members whose contracts are not extended due to a RIF may present an appeal in accordance with Procedure IV.4002.D.a, Renewal and Non-Renewal of Contractual Employees. The filing of an appeal will not delay the effective date of the nonrenewal.
- D. *Nonrenewal of Contractual Employees and Terminations of At-Will Employees:* Affected employees may present an appeal to the respective SLT member or their designee within ten (10) working days of receiving notice of the non-renewal or dismissal in accordance with a procedure established by the Chancellor.
 - The request for appeal must identify the grounds for the appeal and contain specific facts in support of the stated grounds.
 - The respective SLT member will provide the employee a written decision within thirty (30) working days of receipt of the written appeal. Although the Administrator's decision is final, nothing in this procedure shall preclude the employee from appearing during the hearing of citizens during the next regular meeting of the Board of Trustees.

EFFECT OF REDUCTION IN FORCE ON COMPENSATION AND BENEFITS

- A. Severance payments may or may not be granted as the result of a RIF.

Severance pay, if granted, shall not exceed the equivalent of 20 weeks of compensation at the employee's rate of pay at the time of termination, excluding paid time off or accrued vacation leave. Severance pay is not available to any employee whose termination results from misconduct. All severance agreements will be posted in a prominent location on the College's website, as required by law.

Attachment 7 – Proposed

- B. Credited service and other benefits such as sick leave and vacation do not accrue during a period of layoff. If re-employed, an employee dismissed under the Reduction in Force policy will have sick leave and credited service restored if the employee returns to a benefits eligible position within six (6) months of the dismissal.
- C. Life and disability insurance coverage ends as per the plan document.
- D. Medical and dental insurance may continue under the provisions of COBRA if the employee pays the full monthly premium. Otherwise, medical and dental insurance coverage ends on the last day of the month during which the layoff occurs.

Date of SLT Approval	October 28, 2025
Effective Date	Anticipated December 2, 2025
Associated Policy	<i>Policy IV.4003.F, Reduction in Force</i>
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

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
November 3, 2025**

PURCHASE REQUESTS AND CONTRACT RENEWALS		
<i>No.</i>	<i>Purchase Requests</i>	<i>Amounts</i>
#1	Consideration of Approval to Contract for Custodial Services	\$ 12,600,000
#2	Consideration of Approval to Contract for Interior LED Lighting Retrofit Project	278,900
#3	Consideration of Approval to Contract for Printing Services	250,000
#4	Consideration of Approval to Purchase Portable PLC Troubleshooting Learning Systems	200,000
TOTAL OF PURCHASE REQUESTS		<u>\$ 13,328,900</u>

Purchase Request #1
Regular Board Meeting November 3, 2025
Consideration of Approval to Contract for Custodial Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Commercial Cleaning Systems Inc. (CCS Facility Services) for custodial services for the College.

BACKGROUND

Custodial services are necessary to ensure a clean and sanitary environment for all students, faculty, staff, and guests at the College. The College requires a service level to be provided college-wide to meet the Association of Plant Administrators (APPA): Leadership in Educational Facilities Level 3, Level 2, and Level 1 standards, as well as the National Association for the Education of Young Children (NAEYC) accreditation standards for childcare facilities. Additional services provided by the custodial firm ensure logistical support for College and community events.

Request for proposals (RFP) #25-29 was issued on June 17, 2025, to procure custodial services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Eighteen (18) responses were received and evaluated by a team comprised of representatives from the facilities services department and a representative from the deans of administration who determined the proposal submitted by CCS Facility Services will provide the best value to the College.

IMPACT OF THIS ACTION

The custodial services contractor will be responsible for cleaning and maintaining college-owned facilities across six campuses totaling 62 buildings, approximately 3,200,000 square feet of classroom, office, and lab space, and support functions, on approximately 550 acres. The custodial services contractor provides the necessary custodial services and event setup required to maintain the facilities in a clean, safe and efficient manner.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$3,600,000, totaling \$12,600,000 for the initial 42-month term, and will be funded from the facilities services department's 2025-2026 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The initial 42-month term will commence on February 19, 2026, through August 31, 2029, with four one-year renewal options.

ATTACHMENTS

Attachment 1 - Tabulation

Purchase Request #1
Regular Board Meeting November 3, 2025
Consideration of Approval to Contract for Custodial Services

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
John Maslonka	281-542-2029	john.maslonka@sjcd.edu
Genevieve Scholes	281-998-6349	genevieve.scholes@sjcd.edu

RFP #25-29
Custodial Services
Attachment 1 – Tabulation

QUALIFICATIONS

#	Vendors	Section 1: Firm Experience	Section 2: Personnel Experience	Section 3: Project Understanding	Section 4: Financial Statement	Section 5: References	Section 6: Exceptions to T&Cs	Section 7: Price Score	Total Points	Short List
	<i>Total Points</i>	<i>10</i>	<i>10</i>	<i>30</i>	<i>5</i>	<i>10</i>	<i>5</i>	<i>30</i>	<i>100</i>	
1	ABM Education Services, LLC	9.50	9.30	27.77	4.50	8.20	4.00	23.13	86.40	Yes
2	CCS Facility Services - Texas	7.92	7.46	22.42	4.00	7.80	4.70	24.14	78.44	Yes
3	DTK Inc.	7.30	7.00	19.80	4.00	6.54	4.80	28.05	77.49	Yes
4	IQS Inc	7.70	8.10	23.62	0.00	8.50	5.00	24.11	77.03	Yes
5	HES Facilities Management	8.80	8.30	24.72	0.00	6.90	4.25	22.58	75.55	No
6	HHS Education Services, LLC	8.22	7.60	23.28	0.00	6.20	5.00	25.15	75.45	No
7	McLemore Building Maintenance,	7.32	7.42	21.96	3.50	7.00	5.00	22.81	75.01	No
8	Unicare Building Maintenance,	7.22	7.12	21.90	0.00	7.30	5.00	24.45	72.99	No
9	ServiceMaster Elite Janitorial	7.52	7.22	19.50	0.00	6.40	5.00	25.45	71.09	No
10	Facilities 360	6.70	6.34	18.00	0.00	8.60	5.00	24.36	69.00	No
11	Soji Services, Inc. Db a Metroc	7.84	7.76	21.24	3.00	0.00	4.78	22.19	66.81	No
12	Kleen-Tech Services, LLC	7.50	7.60	21.00	0.00	8.80	4.35	15.46	64.71	No
13	LGC Global Energy FM LLC	7.48	7.28	21.90	4.75	8.60	5.00	9.52	64.53	No
14	SBS Maintenance & Cleaning LLC	6.20	6.40	17.40	0.00	7.30	5.00	21.27	63.57	No
15	Ambassador Services	4.85	5.65	13.80	0.00	7.20	5.00	26.58	63.09	No
16	RNA Facilities Management	7.22	7.02	19.50	0.00	0.00	5.00	23.36	62.10	No
17	AHI Facility Services, Inc.	7.94	7.69	18.96	0.00	7.60	4.00	13.70	59.89	No
18	Caring Commercial Cleaning Inc.	5.30	5.44	12.24	0.00	6.80	5.00	22.54	57.32	No

FINAL SCORES

#	Shortlist Vendors	Short List	Presentation	Final Score
	<i>Total Points</i>	<i>100</i>	<i>40</i>	<i>140</i>
1	CCS Facility Services - Texas	78.44	36.4	114.84
2	IQS Inc	77.03	36.2	113.23
3	ABM Education Services, LLC	86.40	25.4	111.80
4	DTK Inc.	77.49	29.6	107.09

Purchase Request #2
Regular Board Meeting November 3, 2025

Consideration of Approval to Contract for Interior LED Lighting Retrofit Project

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

In September 2024, the College received approval from the Texas Comptroller of Public Accounts, State Energy Conservation Office (SECO), for a low-interest LoanSTAR loan (CL442) totaling \$2,571,824 to support campus-wide energy efficiency improvements. Of this amount, \$1,155,562 was allocated for interior LED lighting retrofits.

The initial lighting retrofit was successfully completed with Excel Energy. In recent months, a follow-up assessment identified that a major portion of the North Campus Library (N14), Central Campus Health Science Building (C11), and the entire Central Campus Library (C21) remain without LED lighting upgrades. Additionally, due to the cancellation of a previously planned SECO water conservation project, the College intends to reallocate the unused loan funds from that project to complete the additional LED retrofit scope.

February 1, 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or renovation project. On October 10, 2025, the Chancellor's designee approved the job order contracting (JOC) procurement method for LED lighting retrofits.

Four qualified contractors were invited for site walkthroughs and proposal submission. E3 Entegral Solutions Inc. has a contract through the BuyBoard cooperative contracts program to provide JOC construction services, contract #681-22, which complies with the competitive procurement requirements per Texas Education Code §44.031 and Texas Government Code §2267.401. Cooperative contracts are permitted through Texas Government Code §791.001.

IMPACT OF THIS ACTION

Approval of this request will allow the College to proceed with the additional LED lighting retrofit work at buildings N14, C11, and C21 under the existing LoanSTAR Loan CL442. This action will enable completion of the remaining non-LED areas identified during recent assessments, ensuring consistency in lighting quality, improved energy efficiency, and alignment with SECO project objectives. The loan amount with SECO will remain unchanged, utilizing unspent funds from the cancelled water conservation project to achieve further energy savings and improve lighting quality across the identified facilities. A formal amendment to the loan agreement has been executed for this change.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total expenditure for this request is \$278,900 and will be funded from the LoanSTAR loan.

Purchase Request #2
Regular Board Meeting November 3, 2025

Consideration of Approval to Contract for Interior LED Lighting Retrofit Project

MONITORING AND REPORTING TIMELINE

Construction and implementation of the LoanSTAR projects are being managed by capital projects personnel in coordination with the sustainability and energy management team. Project progress and completion will be reported to SECO in accordance with loan compliance and performance verification requirements.

ATTACHMENTS

None

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Rezaur Rahman	281-476-1876	rezaur.rahman@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Purchase Request #3
Regular Board Meeting November 3, 2025
Consideration of Approval to Contract for Printing Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with DiscPro Graphics, Inc. and Slate Group to provide printing services for collaterals, signs, banners, and other related materials for the College.

BACKGROUND

The external relations department designs hundreds of print pieces each year, including recruiting collateral materials, flyers, invitations, large banners, annual reports, and more. High volume and quality printing services are a necessity for departments throughout the College.

Request for Proposals (RFP) #26-02 was issued on September 4, 2025, to procure printing services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Eight responses were received and evaluated by a team comprised of representatives from the external relations department, the office of outreach and recruitment, and fine arts department, who determined the proposals submitted by DiscPro Graphics, Inc. and Slate Group will provide the best value to the College.

IMPACT OF THIS ACTION

Awarding two contracts ensures flexibility and continuity in production, accommodates simultaneous project demands, and supports the College's district-wide printing needs. Having reliable and high-quality printing partners allows the College to maintain consistent branding, meet critical deadlines, and support campus-wide efforts. These contracts will ensure timely delivery, professional presentation, and cost-effective management of projects that promote the College's mission.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$250,000 and will be funded from the various department's 2025-2026 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The initial one-year award term will commence on January 26, 2026, through January 25, 2027, with four one-year renewal options.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Janet Cowey 281-991-2603
Kimberly Adams 281-991-2614

janet.cowey@sjcd.edu
kimberly.adams@sjcd.edu

RFP #26-02
Printing Services
Attachment 1 – Tabulation

QUALIFICATIONS

#	Vendors	Section 1: Firm Experience	Section 2: Personnel Experience	Section 3: Project Understanding	Section 4: References	Section 5: Contract Exceptions	Section 4: Price Proposal	Total Points
	<i>Total Points</i>	<i>15</i>	<i>20</i>	<i>15</i>	<i>10</i>	<i>5</i>	<i>35</i>	<i>100</i>
1	DiscPro Graphics, Inc.	14.44	19.40	15.00	9.20	5.00	30.74	93.78
2	Slate Group	13.58	17.30	14.48	8.88	4.94	24.50	83.66
3	IVision	12.38	16.90	10.65	7.20	5.00	28.88	81.01
4	LP Printing	12.49	14.75	9.94	5.00	3.75	35.00	80.93
5	The Standard Group	13.31	17.75	14.63	8.98	4.75	19.73	79.14
6	Masterpiece Litho, Inc.	13.16	16.50	10.50	9.53	4.75	23.88	78.32
7	ARC Document Solutions	10.91	13.10	3.90	6.80	3.75	11.60	50.06
8	Richmond Printing LLC	8.81	8.75	4.13	1.00	5.00	12.45	40.14

Purchase Request #4
Regular Board Meeting November 3, 2025

Consideration of Approval to Purchase Portable PLC Troubleshooting Learning Systems

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of portable programmable logic controller (PLC) troubleshooting learning systems from Tech-Labs for the instructional services of the North Campus electrical technology department.

BACKGROUND

The portable PLC troubleshooting learning system is a training device critical for meeting the stated course objectives of the electrical technology program. The device directly addresses the need for hands-on experience with modern industrial controls, allowing students to grasp the practical applications of jogging, plugging, and various motor braking principles beyond theoretical understanding. Furthermore, the device provides an invaluable platform for students to demonstrate proper troubleshooting methods on circuits, interpreting both wiring and schematic diagrams effectively.

Tech-Labs has a contract through The Interlocal Purchasing System (TIPS) cooperative contracts program to provide educational resources, contract #230105, which complies with the competitive procurement requirements per Texas Education Code §44.031(a)(4) and is permitted through Texas Government Code §791.011(g).

IMPACT OF THIS ACTION

The portable PLC troubleshooting learning system is essential for mastering fundamental PLC concepts, enabling students to convert ladder diagrams into programs, incorporate timers and counters, and execute/evaluate programs, which are all vital end-of-course outcomes. These comprehensive training tools are designed to teach PLC programming, operation, and troubleshooting. With this device, students will gain practical exposure necessary to bridge the gap between classroom theory and real-world industrial demands, thereby supporting a scaffolded learning model and enhancing students' readiness for entry into a skilled workforce. This request is for eight devices necessary to provide hands-on experience for 20-24 students per class, allowing small groups to work together and troubleshoot as a team. This approach ensures students gain the practical PLC knowledge needed for careers in various industries, including robotics and manufacturing.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this request is \$200,000 and will be primarily funded by the Texas Workforce Commission's Jobs and Education for Texans (JET) grant, with a minimum 5% match funded by the electrical technology department's 2025-2026 operating budget.

MONITORING AND REPORTING TIMELINE

None

Purchase Request #4
Regular Board Meeting November 3, 2025

Consideration of Approval to Purchase Portable PLC Troubleshooting Learning Systems

ATTACHMENTS

None

RESOURCE PERSONNEL

Tiffany Burton	281-476-7106	tiffany.burton@sjcd.edu
Melissa Fuqua	281-998-6378	melissa.fuqua@sjcd.edu

Item "A"
Regular Board Meeting November 3, 2025

Approval of the Minutes for the October 6, 2025, Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the October 6, 2025, Workshop and Regular Board Meeting.

San Jacinto College District Board Workshop

October 6, 2025

The Board of Trustees of the San Jacinto Community College District met 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.

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, Rob Stanicic, Joanna Zimmermann, Lisa Brown (attorney – via conference call)
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Chair Dan Mims called the workshop to order at 4:34 p.m.
II.	Roll Call of Board Members	Chair Mims conducted a roll call of the Board members: Dr. Michelle Cantú-Wilson, Vice Chair 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 <ul style="list-style-type: none"> • Chancellor Evaluation • Succession Planning • Review Applicants for Vacant Board of Trustees Position 5 	Chair Mims adjourned to closed session at 4:35 pm. The Board members listed above as attending as well as Brenda Hellyer were present for the closed session. Other attendees are noted below. <ul style="list-style-type: none"> 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"> • Conference call with Attorney Lisa Brown. Christian Bionat and Mandi Reiland were present for this portion of the closed session. 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"> • Chancellor Evaluation (only Board present)

		<ul style="list-style-type: none"> • Succession Planning (only Board and Chancellor present) • Review Applicants for Vacant Board of Trustees Position 5 (only Board present)
IV.	Reconvene in Open Meeting	<p>Chair Mims reconvened to open meeting at 6:25 p.m.</p> <p>Carin Hutchins, Sandra Ramirez, and Joanna Zimmermann joined the workshop.</p>
V.	Board Appointment Process	<p>Chair Mims stated that the Board reviewed the applications for the Board appointment process and that selected applicants will be contacted for interviews on October 13 and October 14, 2025. Dan told the Board that sample questions were provided, but they are welcome to bring any additional questions they would like to ask in the interviews.</p> <p>Rob Stanicic and Christian Bionat joined the workshop.</p>
VI.	Enrollment - Fall 2025	<p>Carin Hutchins provided an update on Fall 2025 enrollment. There was a 4.5 increase in headcount over last year and an 8.7 percent increase in contact hours. We have surpassed 33,000 in enrollment with continuing students having the largest increase this semester.</p>
VII.	Senate Bill 37 Update Regarding Faculty Senate Standard Operating Procedures	<p>Sandra Ramirez provided an update regarding Senate Bill 37 Faculty Senate standard operating procedures. She provided background information on the meetings with the Faculty Senate and the processes for appointments and elections. The process for streaming Faculty Senate meetings is in development. These procedures are being provided to the Board as an informational item. She also provided a summary of committees of the Faculty Senate and stated that amendments to their procedures must come to the Chancellor for review and approval.</p> <p>Brenda summarized that the College is in compliance and thanked the Board for their support. She also thanked the faculty who worked diligently on this. She reviewed next steps and explained that she will keep the Board updated as needed.</p>
VIII.	Overview of Title IX and Reporting Requirement Under Texas Education Code 51.252	<p>Brenda explained that the Board needs to receive an Overview of Title IX and Reporting Requirement Under Texas Education Code 51.252. She asked Joanna Zimmermann to provide an overview.</p> <p>Joanna provided a summary of Title IX and the reporting requirements and process. She explained that under Texas Education Code (TEC), Section 51.258, the institution's Chief Executive Officer (CEO) is required to annually certify</p>

		<p>in writing to the Texas Higher Education Coordinating Board (THECB) that the institution is in substantial compliance with TEC, Title 3, Subtitle A, Chapter 51, Subchapter E-2. Per THECB Rule 3.19, this certification is made annually in October of each year. She added that the Board is also under obligation to report per this education code. Also, the CEO report to the Board was provided for the trustees' review.</p> <p>Brenda added that she reviews a report with Joanna quarterly, and she is very comfortable with the process.</p>
<p>IX.</p>	<p>Legislative Updates</p>	<p>Christian Bionat provided legislative updates applicable to the College.</p> <p>The following were the main areas of focus for review:</p> <ul style="list-style-type: none"> • Federal government enters Day 6 of the shutdown; no funding agreement reached. • Department of Education continues Pell Grants, Direct Loans, and FAFSA processing under pre-funded accounts. • Texas Select Committee on Civil Discourse & Freedom of Speech formed; institutional request for information due October 24. • Proposition 1 on the November 4 ballot dedicates nearly \$1 billion exclusively to Texas State Technical College (TSTC), which serves about 12,000 students statewide - no equivalent investment exists for the 700,000+ students enrolled in Texas Community Colleges. • Full list of 17 constitutional amendments appeared in the appendix provided. <p>Brenda provided an update to the Board regarding an article in the Texas Tribune that she sent to the Board recently. She explained that as of now, the article still incorrectly quotes the statement provided by the College. Public Relations has requested that the information be updated.</p> <p>Christian explained that multiple departments across the College are working through a spreadsheet that is tracking 95 bills and implementation from the recent State legislative sessions. Brenda added that the College may need to consider a compliance position since this volume is typical to implement after legislative session.</p> <p>The Board members were asked to review the update provided and let Brenda know if they have any questions.</p>

<p>X.</p>	<p>Strategies and Support of Artificial Intelligence</p>	<p>Rob Stanicic provided a presentation on strategies and support of Artificial Intelligence (AI) at the College. He explained that his team and a workgroup are actively designing governance structures to manage AI adoption, focusing on compliance, bias management, and trust in data and content. There is ongoing work to embed controls for safe, scalable, and compliant AI use, including annual compliance training and alignment with new legislative requirements. The College is exploring both proprietary and open-source AI tools, with a focus on providing secure, low-cost access for students and integrating AI into student services and learning environments. AI and data analytics certifications are in development, with partnerships and grant applications underway to accelerate these offerings.</p> <p>Multiple state-level bills on AI and data governance have been passed, but federal guidance is still lacking. The College is monitoring developments and preparing to comply with evolving regulations.</p> <p>Board members asked clarifying questions and discussed the item very briefly.</p>
<p>XI.</p>	<p>General Discussion of Meeting Items A. Additional Purchasing Support Documents B. Delegation of Authority</p>	<p>Brenda asked if there were questions regarding items in the Board book.</p> <p>Judy Harrison asked that corrections to the minutes from last month be made to note Michelle Cantú-Wilson’s office title, Vice Chair. Mandi will make this correction.</p> <p>Judy asked for clarification on background checks pertaining to the Campus Programs with Minors policy and procedure. She saw that there were no financial implications and thought it looked like there would be funds needed. Sandra replied that the College already maintains a subscription to use the programs, and those costs are already included in this year’s budget.</p> <p>Judy inquired about the Promise program liability account being in the red in the San Jacinto College Foundation financials and asked if that is usual this time of year. Brenda replied that the credit in the change column is due to no accrual made this year which is consistent with last year.</p> <p>Brenda provided an update of the additional purchasing support documents. She stated that specific wording for the tax motion is provided downstairs on the dais.</p>

XII.	Calendar A. Review of ACCT Leadership Congress Activities (select voting delegate)	Brenda reviewed the calendar and asked the Board members to let Mandi Reiland know if they would like to attend any events. The Association of Community College Trustees did not need to be discussed as only two trustees are attending the conference so they will be the two voting delegates for the College.
XIII.	Adjournment	Chair Mims adjourned the meeting at 7:28 p.m.

San Jacinto Community College District
Regular Board Meeting Minutes
October 6, 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, October 6, 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, Rhonda Bell, Jesse Bernal, Meghan Bourda, Tiffany Burton, Dena Carlson, Jacquelynn Conger, Matt Crow, Kim Delauro, Dianne Duron, Teddy Farias, Rachel Garcia, Damon Harris, Allatia Harris, Carin Hutchins, Sallie Kay Janes, Bryan Jones, Matt Keim, Aaron Knight, Kevin McKisson, Chris McLaren, Lamar McWaine, DeRhonda McWaine, Kevin Morris, Sabrina Naulings, Alexander Okwonna, JoEllen Price, JR Ragaisis, Mandi Reiland, Shelley Rinehart, Chuck Smith, Jessica Tello, Sonia Townsend, Jose Valentine, Emely Webster, Niki Whiteside, Van Wigginton, Chris Wild, Joanna Zimmermann

I. Call the Meeting to Order

Chair Dan Mims called the regular meeting of the Board of Trustees to order at 7:35 p.m.

II. Roll Call of Board Members

Chair Mims conducted a roll call of the Board members.

Dr. Michelle Cantú-Wilson, Vice Chair

Erica Davis Rouse, Assistant Secretary

Judy Harrison

Dan Mims, Chair

Keith Sinor, Secretary

Larry Wilson

III. Invocation and Pledge to the Flags

The invocation was given by Aaron Knight. The San Jacinto College Police Department Honor Guard provided the presentation of colors. The pledges to the American and Texas flags were led by Keith Sinor.

IV. Special Announcements, Recognitions, Introductions, and Presentations

1. Chancellor Brenda Hellyer presented a proclamation received from the City of Houston.

2. Michelle Cantú-Wilson, Judy Harrison, and Dan Mims provided an update from the Community College Association of Texas Trustees Annual Conference.

V. Student Success Presentations

JoEllen Price provided an overview of Financial Aid.

VI. Communications to the Board of Trustees

1. The October Opportunity News was provided.
2. The San Jacinto Community College District Budget for 2025-2026 was provided.
3. A thank you was sent to the Board from the family of Herb Hildebrand for the plant sent in his memory.

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 - August 2025
 2. San Jacinto College Monthly Investment Reports - August 2025
 3. San Jacinto College Quarterly Investment Report - June-August 2025
- B. San Jacinto College Foundation Financial Statements - August 2025
- C. Capital Improvement Program
- D. San Jacinto College Board Building Committee Minutes
- E. San Jacinto College Board Finance 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 10486:

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 Allocation of Capital Project Funds

Motion 10487:

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

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

Nays: None

Board Meeting Minutes

October 6, 2025

Page 2 of 4

XI. Consideration of Adoption of Ad Valorem Property Tax Rate

Motion 10488:

Michelle Cantú-Wilson moved that the total property tax rate be decreased by the adoption of a tax rate of 0.154615, which is a decrease of .16 percent from the prior year total tax rate and 0.35 percent lower than the no-new-revenue rate.

Motion moved by Dr. Michelle Cantú-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 Chancellor’s Employment Contract with San Jacinto College District

Motion 10489:

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

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

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

Motion 10490:

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

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

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

No vote required. Informational item - first reading.

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

No vote required. Informational item - first reading.

XVI. Consideration of Purchasing Requests

#1	Consideration of Delegation of Authority to Contract for Central Campus Building C12/C13 Roof Coating	\$	1,600,000
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#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	\$ 3,160,000
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Motion 10491:

Motion moved by Erica Davis Rouse and motion seconded by Judy Harrison. Motion carried.

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

Nays: None

XVII. Consent Agenda

- 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 on November 3, 2025

Motion 10492:

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by Erica Davis Rouse. Motion carried.

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

Nays: None

XVIII. Items for Discussion/Possible Action

There were no additional items discussed.

XIX. Adjournment

Chair Mims adjourned the meeting at 8:05 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for September 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 – September 2025 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 2025-26
 for September 2025

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 105,791	\$ 504,436
PUBLIC SERVICE	458	-
ACADEMIC SUPPORT	356,689	486,793
STUDENT SERVICES	40,000	58
INSTITUTIONAL SUPPORT	1,272,249	753,900
PHYSICAL PLANT	-	30,000
	\$ 1,775,187	\$ 1,775,187

Item “D”
Regular Board Meeting November 3, 2025
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, December 1, 2025.

Item "E"
Regular Board Meeting November 3, 2025
Approval of the Minutes for the October 13, 2025, Special Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the October 13, 2025, Special Board Meeting.

**San Jacinto Community College District
Special Board Meeting Minutes**

October 13, 2025

The Board of Trustees of the San Jacinto Community College District met for a Special Board Meeting at 4:00 p.m. on Monday, October 13, 2025, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

Attendance

Members: Dr. Michelle Cantú-Wilson, Erica Davis Rouse, Judy Harrison, Dan Mims, Keith Sinor, Larry Wilson

Chancellor: Brenda Hellyer

Others Present: Matt Keim and Mandi Reiland

I. Call the Meeting to Order

Chair Mims called the Special Board Meeting to order at 4:03 p.m.

II. Roll Call of Board Members

Chair Mims conducted a roll call of the Board members.

Dr. Michelle Cantú-Wilson, Vice Chair

Erica Davis Rouse, Assistant Secretary

Judy Harrison

Dan Mims, Chair

Keith Sinor, Secretary

Larry Wilson

III. Chair Mims adjourned to closed session at 4:04 p.m.

A. 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:

1. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.

It was determined after the time of posting that a consultation with an attorney was not needed.

2. 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.

a. Consideration of Applicants for Appointment to Position 5 of the San Jacinto College Board of Trustees

i. Brenda Hellyer and Mandi Reiland joined the Board for the beginning of the closed session and left prior to the applicant interviews. The Board members conducted interviews of the selected eligible applicants for consideration for appointment to Position 5 of the San Jacinto College Board of Trustees. The Board asked

Brenda and Mandi to rejoin the closed session for adjournment.

IV. Reconvene in Open Meeting

Chair Mims. reconvened to open meeting at 8:08 p.m.

V. Adjournment

Chair Mims adjourned the Special Board Meeting at 8:08 p.m.

Item "F"
Regular Board Meeting November 3, 2025
Approval of the Minutes for the October 14, 2025, Special Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the October 14, 2025, Special Board Meeting.

**San Jacinto Community College District
Special Board Meeting Minutes**

October 14, 2025

The Board of Trustees of the San Jacinto Community College District met for a Special Board Meeting at 3:00 p.m. on Tuesday, October 14, 2025, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

Attendance

Members: Dr. Michelle Cantú-Wilson, Erica Davis Rouse, Judy Harrison, Dan Mims, Keith Sinor, Larry Wilson

Chancellor: Brenda Hellyer

Others Present: Matt Keim and Mandi Reiland

I. Call the Meeting to Order

Chair Mims called the Special Board Meeting to order at 3:02 p.m.

II. Roll Call of Board Members

Chair Mims conducted a roll call of the Board members.

Dr. Michelle Cantú-Wilson, Vice Chair

Erica Davis Rouse, Assistant Secretary

Judy Harrison

Dan Mims, Chair

Keith Sinor, Secretary

Larry Wilson

III. Chair Mims adjourned to closed session at 3:03 p.m.

A. 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:

1. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.

It was determined after the time of posting that a consultation with an attorney was not needed.

2. 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.

a. Consideration of Applicants for Appointment to Position 5 of the San Jacinto College Board of Trustees

i. Brenda Hellyer and Mandi Reiland joined the Board for the beginning of the closed session and left prior to the applicant interviews. The Board members conducted interviews of the selected eligible applicants for consideration for appointment to Position 5 of the San Jacinto College Board of Trustees. Trustee Erica Davis

Rouse left the meeting at 5:30 pm and joined via conference call for the remainder of the meeting. The Board asked Brenda and Mandi to rejoin the closed session for adjournment.

IV. Reconvene in Open Meeting

Chair Mims. reconvened to open meeting at 6:08 p.m.

V. Adjournment

Chair Mims adjourned the Special Board Meeting at 6:08 p.m.