

***Board of Trustees
Meeting***

August 3, 2020

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

The Board of Trustees of the San Jacinto Community College District will meet by videoconference at 5:15 p.m., Monday, August 3, 2020, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this workshop will be available to the public via a live-stream. At least a quorum of the Board will be present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

Members of the public may access the live-stream of this workshop as follows:

www.sanjac.edu/board-meeting-videos.

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

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes:**
 - a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
 - b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
- IV. Reconvene in Open Meeting**
- V. Update on COVID-19 Responses**
- VI. Review 2020-2021 Annual Priorities**
- VII. Review Truth-in-Taxation (TNT) Calculation of rates for Tax Year 2020**
- VIII. Review 2020-2021 Budget**
- IX. Review Policy III.3006.D, Sexual Misconduct**
- X. Complete Conflict of Interest Forms**
- XI. Review of Calendar**
- XII. General Discussion of Meeting Items**
- XIII. Adjournment**

Additional Closed Session Authority

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

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

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, July 31, 2020, this notice was posted, in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor, on the College’s website, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

July 31, 2020

**NOTICE OF PUBLIC HEARING
BOARD OF TRUSTEES
SAN JACINTO COMMUNITY COLLEGE DISTRICT**

The Board of Trustees of the San Jacinto Community College District will meet by videoconference at 7:00 p.m. on Monday, August 3, 2020 in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this meeting will be available to the public via a live stream. At least a quorum of the Board will be present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

Members of the public may access the live-stream of this meeting as follows:
www.sanjac.edu/board-meeting-videos.

An electronic copy of the agenda packet is available on the College's website as follows:
<https://www.sanjac.edu/board-meeting-agendas>.

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

A link to a public comments form is available at: www.sanjac.edu/request-speak-to-board. The form must be completed prior to 6:50 p.m. on August 3, 2020, but members of the public are encouraged to complete the form an hour prior to the start of the meeting to allow time to receive call-in information and sufficient time to join the meeting. Registered participants will be allotted five minutes to address the Board of Trustees during the "Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board" portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

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

PUBLIC BUDGET HEARING

I. Call the Hearing to Order

- II. Roll Call of Board Members**
- III. 2020-2021 Budget Presentation**
- IV. Public Comment on 2020-2021 Budget**
- V. Adjourn to Regular Board Meeting**

Certification as to Posting or Giving of Notice

On this day, July 31, 2020, this notice was posted, in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor, on the College's website, 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 by videoconference immediately following the Public Budget Hearing at 7:00 p.m. on Monday, August 3, 2020 in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this meeting will be available to the public via a live stream. At least a quorum of the Board will be present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

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**BOARD MEETING
AGENDA**

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

| | |
|---------------------------------|---------------|
| Announcement of Meeting Process | Mandi Reiland |
|---------------------------------|---------------|
- V. Communications to the Board of Trustees**
- VI. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board**

VII. Informative Reports to the Board

- A. San Jacinto College Financial Statements
 - a. San Jacinto College Financial Statements June 2020
 - b. San Jacinto College Monthly Investment Report June 2020
 - c. San Jacinto College Financial Statements May 2020
 - d. San Jacinto College Monthly Investment Report May 2020
 - e. San Jacinto College Monthly Investment Quarterly Report March – May 2020
- B. San Jacinto College Foundation Financial Statements
 - a. June 2020
 - b. May 2020
- C. Capital Improvement Program
 - a. June 30, 2020
 - b. May 31, 2020

ACTION ITEMS

- VIII. Consideration of Approval of Amendment to the 2019-2020 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- IX. Consideration of Approval of the 2020-2021 Annual Priorities**
- X. Consideration of Approval of Proposed Budget for 2020-2021**
- XI. Consideration of Approval of Policy IV.4000.B, Americans with Disabilities Act – Second Reading**
- XII. Consideration of Approval of Policy IV.4005.A, Remote and Alternate Work Arrangements – Second Reading**
- XIII. Consideration of Authorization for Water Meter Easement on South Campus**
- XIV. Consideration of Authorization for Acquisition of Real Property Contiguous to South Campus**
- XV. Consideration of Approval of the Full-time Salary Schedules, Part-time Hourly Pay Rates, and Stipends and Market Premiums for 2020-2021**
- XVI. Consideration of Approval of the 2021 Board of Trustees Regularly Scheduled Meeting Dates**
- XVII. Consideration of Approval of the Annual Review of the Investment Policy and Strategy of the College**
- XVIII. Consideration of Approval of Naming Buildings at the Central, North, and South Campuses**
- XIX. Consideration of Approval of Resolution to Authorize Early Additional Penalty for Collection Costs under Section 33.11 of the Texas Tax Code**
- XX. Consideration of Adoption of Authorized Broker/Dealer List**
- XXI. Consideration of Recommendation to Adopt a Tax Rate that is not in Excess of the Voter-Approval Tax Rate**

- XXII. Consideration of Approval of Policy III.3006.D, Sexual Misconduct and Rescission of VI.6004.D, Campus Sexual Misconduct – First Reading (Informational Item)**
- XXIII. Consideration of Approval of Proposed Settlement in C.A. No. 4:18-cv-04368, in the United States District Court for the Southern District of Texas**

PURCHASING REQUESTS

- XXIV. Consideration of Purchasing Requests**

CONSENT AGENDA

- XXV. Consent Agenda**
(Any item placed on the consent agenda shall be removed and taken up as a separate matter, if so requested by any member of the Board, otherwise all items will be voted on with one (1) motion.)
- A. Approval of the Minutes for the June 15, 2020 Workshop and Regular Board Meeting**
 - B. Approval of the Minutes for the July 21, 2020 Special Board Meeting**
 - C. Approval of the Minutes for the July 21, 2020 Board Strategic Planning Retreat**
 - D. Approval of the Budget Transfers**
 - E. Approval of Personnel Recommendations and 2020-2021 Professional Contracts**
 - F. Approval of the Affiliation Agreements**
 - G. Approval of the Next Regularly Scheduled Meeting**
- XXVI. Items for Discussion/Possible Action**
(Items removed from the Consent Agenda or items discussed in closed session, will be considered at this time)
- XXVII. Adjournment**
- Closed Session Authority**
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- Section 551.071 – For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law.
- Section 551.072 –For the purpose of discussing the purchase, exchange, lease or value of real property.
- Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation.
- Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
- Section 551.076 – To consider the deployment, or specific occasions for implementation, of security personnel or devices.

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

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

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or
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Brenda Hellyer, Ed.D.

San Jacinto College Financial Statements
June 2020

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Statement of Net Position
June 30,

| <u>Assets</u> | <u>2020</u> | <u>2019</u> |
|--|-----------------------|-----------------------|
| Current assets: | | |
| Cash and cash equivalents | \$ 88,593,545 | \$ 105,997,746 |
| Accounts receivable - taxes | 3,183,068 | 3,606,911 |
| Accounts receivable | 19,953,667 | 17,458,182 |
| Deferred charges | 2,647,171 | 2,028,590 |
| Inventories | 356,016 | 359,413 |
| Total current assets | <u>114,733,467</u> | <u>129,450,842</u> |
| Noncurrent assets: | | |
| Restricted cash and cash equivalents | 124,070,779 | 228,238,691 |
| Capital assets, net | <u>619,601,858</u> | <u>510,546,663</u> |
| Total noncurrent assets | <u>743,672,637</u> | <u>738,785,354</u> |
| Total assets | <u>858,406,104</u> | <u>868,236,196</u> |
| Deferred outflows of resources: | | |
| Deferred outflow related to pensions | 25,781,981 | 4,631,718 |
| Deferred outflow related to OPEB | 20,497,036 | 2,581,254 |
| Deferred outflow related to defeased debt | 7,888,155 | 9,234,529 |
| Total deferred outflows of resources | <u>54,167,172</u> | <u>16,447,501</u> |
| Liabilities | | |
| Current liabilities: | | |
| Accounts payable | 16,604,570 | 16,762,425 |
| Accrued liabilities | 8,744,105 | 6,757,493 |
| Accrued compensable absences and deferred compensation | 2,181,388 | 2,259,299 |
| Deferred revenues | <u>12,608,925</u> | <u>12,847,505</u> |
| Total current liabilities | <u>40,138,988</u> | <u>38,626,722</u> |
| Noncurrent liabilities: | | |
| Net pension liability | 49,494,145 | 26,598,961 |
| Net OPEB liability | 95,083,178 | 91,125,036 |
| Bonds and notes payable | <u>576,827,551</u> | <u>600,758,891</u> |
| Total noncurrent liabilities | <u>721,404,874</u> | <u>718,482,888</u> |
| Total liabilities | <u>761,543,862</u> | <u>757,109,610</u> |
| Deferred inflows of resources - | | |
| Deferred inflow related to pensions | 6,771,550 | 6,007,220 |
| Deferred inflows related to OPEB | <u>36,803,285</u> | <u>20,148,183</u> |
| Total deferred inflows of resources | <u>43,574,835</u> | <u>26,155,403</u> |
| Net assets | | |
| Beginning of year | 76,748,779 | 60,632,834 |
| Current year addition | <u>30,705,800</u> | <u>40,785,850</u> |
| Total net position | <u>\$ 107,454,579</u> | <u>\$ 101,418,684</u> |

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2020

11 Unrestricted Funds

| | Adjusted Budget | Actual (83.33%) | % Actual to Adjusted Budget | 6/30/19 | % of 8/31/19 Actual |
|---|--------------------|----------------------|-----------------------------------|----------------------|---------------------------|
| REVENUES: | | | | | |
| State Appropriations | \$ 42,079,966 | \$ 34,094,795 | 81.02 | 31,426,016 | 81.00 |
| Local Taxes - Maintenance & Operations | 72,131,000 | 70,268,002 | 97.42 | 69,394,857 | 99.59 |
| Credit Tuition | 64,986,000 | 63,583,688 | 97.84 | 43,586,883 | 99.73 |
| Credit Fees | - | - | - | 17,222,572 | 99.59 |
| Credit Exemptions & Waivers | (7,100,000) | (7,176,757) | 101.08 | (6,605,059) | 99.89 |
| Bad Debt | (1,700,000) | (1,416,670) | 83.33 | (1,583,330) | 83.33 |
| Continuing Professional Development | 4,725,185 | 3,835,292 | 81.17 | 4,823,757 | 80.16 |
| Sales & Services | 2,100,000 | 1,640,499 | 78.12 | 9,279,618 | 96.44 |
| Investment Income | 1,500,000 | 1,013,149 | 67.54 | 2,134,235 | 83.09 |
| Total | <u>178,722,151</u> | <u>165,841,998</u> | <u>92.79</u> | <u>169,679,549</u> | <u>94.70</u> |
| EXPENDITURES: | | | | | |
| Instruction | 67,494,635 | 62,044,923 | 91.93 | 60,934,673 | 87.70 |
| Public Service | 5,167,722 | 4,949,351 | 95.77 | 5,162,620 | 74.90 |
| Academic Support | 16,344,578 | 11,754,080 | 71.91 | 10,726,223 | 82.23 |
| Student Services | 15,840,957 | 11,406,386 | 72.01 | 11,606,796 | 80.84 |
| Institutional Support | 47,317,510 | 34,163,594 | 72.20 | 30,306,391 | 77.17 |
| Physical Plant | 22,823,500 | 15,205,759 | 66.62 | 13,627,101 | 70.96 |
| Hurricane Harvey | - | - | - | 9,721 | 100.00 |
| Total | <u>174,988,902</u> | <u>139,524,093</u> | <u>79.73</u> | <u>132,373,525</u> | <u>81.58</u> |
| TRANSFERS AMONG FUNDS: | | | | | |
| Transfers In | - | (1,351,908) | - | - | - |
| Transfers Out | 3,733,249 | 3,789,063 | - | 12,721,752 | - |
| Net Increase (Decrease) in Net Position | <u>\$ -</u> | <u>\$ 23,880,750</u> | | <u>\$ 24,584,272</u> | |

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2020

Federal Restricted Funds

| | Adjusted Budget | Actual (83.33%) | % Actual to Adjusted Budget | 6/30/19 | % of 8/31/19 Actual |
|---|--------------------|--------------------|-----------------------------------|-------------------|---------------------------|
| REVENUES: | | | | | |
| Grants | \$ 57,148,537 | \$ 45,662,068 | 79.90 | \$ 40,088,718 | 88.95 |
| Total | <u>57,148,537</u> | <u>45,662,068</u> | <u>79.90</u> | <u>40,088,718</u> | <u>88.95</u> |
| EXPENDITURES: | | | | | |
| Instruction | 2,485,726 | 542,211 | 21.81 | 577,814 | 90.83 |
| Public Service | 291,901 | 171,549 | 58.77 | 136,704 | 84.92 |
| Academic Support | 9,693,692 | 2,370,232 | 24.45 | 2,727,206 | 84.65 |
| Student Services | 537,350 | 328,586 | 61.15 | 268,405 | 68.42 |
| Institutional Support | 1,537,367 | 761,846 | 49.56 | 721,404 | 80.53 |
| Scholarships and Fellowships | 42,602,501 | 41,487,644 | 97.38 | 35,666,906 | 89.68 |
| Hurricane Harvey | - | - | - | (9,721) | - |
| Total | <u>57,148,537</u> | <u>45,662,068</u> | <u>79.90</u> | <u>40,088,718</u> | <u>88.95</u> |
| TRANSFERS AMONG FUNDS: | | | | | |
| Transfers In | - | - | - | - | - |
| Transfers Out | - | - | - | - | - |
| Net Increase (Decrease) in Net Position | <u>\$ -</u> | <u>\$ -</u> | | <u>\$ -</u> | |

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2020

State Restricted Funds

| | Adjusted Budget | Actual (83.33%) | % Actual to Adjusted Budget | 6/30/19 | % of 8/31/19 Actual |
|---|--------------------|--------------------|-----------------------------------|-------------------|------------------------|
| REVENUES: | | | | | |
| State Paid Benefits | \$ 11,032,000 | \$ 9,905,864 | 89.79 | \$ 9,797,609 | 83.18 |
| Grants | 3,951,442 | 2,305,088 | 58.34 | 2,549,999 | 88.00 |
| Total | <u>14,983,442</u> | <u>12,210,952</u> | <u>81.50</u> | <u>12,347,608</u> | <u>84.13</u> |
| EXPENDITURES: | | | | | |
| Instruction | 5,576,938 | 4,831,863 | 86.64 | 4,873,300 | 81.34 |
| Public Service | 253,287 | 273,955 | 108.16 | 327,706 | 81.16 |
| Academic Support | 1,118,150 | 1,074,003 | 96.05 | 1,390,954 | 82.50 |
| Student Services | 1,162,170 | 1,260,684 | 108.48 | 1,431,253 | 81.61 |
| Institutional Support | 4,568,630 | 3,099,954 | 67.85 | 2,375,096 | 89.04 |
| Scholarships and Fellowships | 2,304,267 | 1,670,493 | 72.50 | 1,949,299 | 89.62 |
| Total | <u>14,983,442</u> | <u>12,210,952</u> | <u>81.50</u> | <u>12,347,608</u> | <u>84.13</u> |
| TRANSFERS AMONG FUNDS: | | | | | |
| Transfers In | - | - | - | - | - |
| Transfers Out | - | - | - | - | - |
| Total | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Increase (Decrease) in Net Position | <u>\$ -</u> | <u>\$ -</u> | | <u>\$ -</u> | |

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2020

Local Restricted Funds

| | <u>Adjusted Budget</u> | <u>Actual (83.33%)</u> | <u>% Actual to Adjusted Budget</u> | <u>6/30/19</u> | <u>% of 8/31/19 Actual</u> |
|---|------------------------|----------------------------|--|------------------|--------------------------------|
| REVENUES: | | | | | |
| Local Grants | \$ 3,397,169 | \$ 2,282,793 | 67.20 | \$ 1,984,915 | 87.36 |
| Total | <u>3,397,169</u> | <u>2,282,793</u> | <u>67.20</u> | <u>1,984,915</u> | <u>87.36</u> |
| EXPENDITURES: | | | | | |
| Instruction | 78,083 | 40,314 | 51.63 | 29,953 | 49.46 |
| Public Service | 217,233 | 142,065 | 65.40 | 123,970 | 85.02 |
| Academic Support | 1,213,396 | 574,736 | 47.37 | 159,290 | 64.45 |
| Student Services | 63,418 | 34,615 | 54.58 | 56,883 | 93.61 |
| Institutional Support | 58,547 | 12,077 | 20.63 | 61,088 | 71.26 |
| Scholarships and Fellowships | <u>2,000,000</u> | <u>1,669,106</u> | <u>83.46</u> | <u>1,678,989</u> | <u>92.05</u> |
| Total | <u>3,630,677</u> | <u>2,472,913</u> | <u>68.11</u> | <u>2,110,173</u> | <u>87.05</u> |
| TRANSFERS AMONG FUNDS: | | | | | |
| Transfers In | (233,508) | (143,705) | - | (125,246) | - |
| Transfers Out | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Increase (Decrease) in Net Position | <u>\$ -</u> | <u>\$ (46,415)</u> | | <u>\$ (12)</u> | |

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2020

27 Texas Public Education Grant

| | <u>Adjusted Budget</u> | <u>Actual (83.33%)</u> | <u>% Actual to Adjusted Budget</u> | <u>6/30/19</u> | <u>% of 8/31/19 Actual</u> |
|---|----------------------------|----------------------------|--|-------------------|--------------------------------|
| REVENUES: | | | | | |
| Credit Tuition | \$ 2,800,000 | \$ 2,970,611 | 106.09 | \$ 1,948,205 | 101.96 |
| Total | <u>2,800,000</u> | <u>2,970,611</u> | <u>106.09</u> | <u>1,948,205</u> | <u>101.96</u> |
| EXPENDITURES: | | | | | |
| Scholarships and Fellowships | <u>2,800,000</u> | <u>2,548,435</u> | <u>91.02</u> | <u>1,551,747</u> | <u>83.19</u> |
| Total | <u>2,800,000</u> | <u>2,548,435</u> | <u>91.02</u> | <u>1,551,747</u> | <u>83.19</u> |
| TRANSFERS AMONG FUNDS: | | | | | |
| Transfers In | - | - | - | - | - |
| Transfers Out | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Increase (Decrease) in Net Position | <u>\$ -</u> | <u>\$ 422,176</u> | | <u>\$ 396,458</u> | |

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2020

28 Private Gifts and Donations

| | <u>Adjusted Budget</u> | <u>Actual (83.33%)</u> | <u>% Actual to Adjusted Budget</u> | <u>6/30/19</u> | <u>% of 8/31/19 Actual</u> |
|---|----------------------------|----------------------------|--|--------------------|--------------------------------|
| REVENUES: | | | | | |
| Sales & Service | \$ - | \$ 102,415 | - | \$ 2,865 | - |
| Total | <u>-</u> | <u>102,415</u> | <u>-</u> | <u>2,865</u> | <u>-</u> |
| EXPENDITURES: | | | | | |
| Instruction | - | 47,698 | - | 27,668 | 87.17 |
| Student Services | - | - | - | 827 | 100.12 |
| Total | <u>-</u> | <u>47,698</u> | <u>-</u> | <u>28,495</u> | <u>87.50</u> |
| TRANSFERS AMONG FUNDS: | | | | | |
| Transfers In | - | - | - | - | - |
| Transfers Out | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Increase (Decrease) in Net Position | <u>\$ -</u> | <u>\$ 54,717</u> | | <u>\$ (25,630)</u> | |

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2020

Auxiliary Enterprises

| | <u>Adjusted Budget</u> | <u>Actual (83.33%)</u> | <u>% Actual to Adjusted Budget</u> | <u>6/30/19</u> | <u>% of 8/31/19 Actual</u> |
|---|------------------------|----------------------------|--|-------------------|--------------------------------|
| REVENUES: | | | | | |
| Auxiliary Services | <u>3,303,400</u> | <u>2,524,750</u> | <u>76.43</u> | <u>2,783,578</u> | <u>87.52</u> |
| Total | <u>3,303,400</u> | <u>2,524,750</u> | <u>76.43</u> | <u>2,783,578</u> | <u>87.52</u> |
| EXPENDITURES: | | | | | |
| Non-Instructional Labor | 403,971 | 372,977 | 92.33 | 398,403 | 83.98 |
| Benefits | 100,000 | 328,319 | 328.32 | 333,987 | 82.90 |
| Supplies | 629,345 | 361,990 | 57.52 | 319,918 | 83.99 |
| Travel | 228,400 | 118,458 | 51.86 | 186,254 | 93.29 |
| Contracted Services | 408,593 | 193,853 | 47.44 | 243,347 | 88.62 |
| Scholarships and Fellowships | 1,307,727 | 1,089,888 | 83.34 | 837,246 | 75.86 |
| Utilities | <u>200</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Total | <u>3,078,236</u> | <u>2,465,485</u> | <u>80.09</u> | <u>2,319,155</u> | <u>81.77</u> |
| TRANSFERS AMONG FUNDS: | | | | | |
| Transfers In | - | - | - | - | - |
| Transfers Out | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Increase (Decrease) in Net Position | <u>\$ 225,164</u> | <u>\$ 59,265</u> | | <u>\$ 464,423</u> | |

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2020

95 Retirement of Indebtedness

| | Adjusted Budget | Actual (83.33%) | % Actual to Adjusted Budget | 6/30/19 | % of 8/31/19 Actual |
|---|--------------------|----------------------|-----------------------------------|----------------------|------------------------|
| REVENUES | | | | | |
| Investment Income | \$ - | \$ 241,024 | - | \$ 362,015 | 82.47 |
| Local Taxes - Debt Service | <u>37,728,096</u> | <u>36,482,250</u> | <u>96.70</u> | <u>28,431,180</u> | <u>99.61</u> |
| Total | <u>37,728,096</u> | <u>36,723,274</u> | <u>97.34</u> | <u>28,793,195</u> | <u>99.36</u> |
| EXPENDITURES | | | | | |
| Institutional Support | <u>41,227,837</u> | <u>22,609,571</u> | <u>54.84</u> | <u>16,155,522</u> | <u>83.38</u> |
| Total | <u>41,227,837</u> | <u>22,609,571</u> | <u>54.84</u> | <u>16,155,522</u> | <u>83.38</u> |
| TRANSFERS AMONG FUNDS: | | | | | |
| Transfers In | (3,499,741) | (2,293,450) | - | (3,752,950) | - |
| Transfers Out | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Increase (Decrease) in Net Position | <u>\$ -</u> | <u>\$ 16,407,153</u> | | <u>\$ 16,390,623</u> | |

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2020

97 Investment in Plant

| | <u>Adjusted Budget</u> | <u>Actual (83.33%)</u> | <u>% Actual to Adjusted Budget</u> | <u>6/30/19</u> | <u>% of 8/31/19 Actual</u> |
|---|-------------------------------|-------------------------------|--|-------------------------------|--------------------------------|
| EXPENDITURES | | | | | |
| Depreciation | \$ 20,500,000 | \$ 12,288,979 | 59.95 | \$ 13,523,761 | 90.94 |
| Capital Purchases | - | (454,619) | - | (814,325) | 53.20 |
| Total | <u>20,500,000</u> | <u>11,834,360</u> | <u>-</u> | <u>12,709,436</u> | <u>95.27</u> |
| Net Increase (Decrease) in Net Position | <u><u>\$ (20,500,000)</u></u> | <u><u>\$ (11,834,360)</u></u> | | <u><u>\$ (12,709,436)</u></u> | |

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2020

Consolidated -All Funds
(Not Including Capital Improvement Program)

| | <u>Adjusted Budget</u> | <u>Actual (83.33%)</u> | <u>% Actual to Adjusted Budget</u> | <u>6/30/19</u> | <u>% of 8/31/19 Actual</u> |
|--|------------------------|----------------------------|--|----------------------|------------------------------------|
| REVENUES: | | | | | |
| State Appropriations | \$ 53,111,966 | \$ 44,000,659 | 82.85 | \$ 41,223,625 | 81.51 |
| Local Taxes - Maintenance & Operations | 72,131,000 | 70,268,002 | 97.42 | 69,394,857 | 99.59 |
| Local Taxes - Debt Service | 37,728,096 | 36,482,250 | 96.70 | 28,431,180 | 99.61 |
| Credit Tuition | 67,786,000 | 66,554,299 | 98.18 | 45,535,088 | 99.82 |
| Credit Fees | - | - | - | 17,222,572 | 99.59 |
| Credit Exemptions & Waivers | (7,100,000) | (7,176,757) | 101.08 | (6,605,059) | 99.89 |
| Bad Debt | (1,700,000) | (1,416,670) | 83.33 | (1,583,330) | 83.33 |
| Continuing Professional Development | 4,725,185 | 3,835,292 | 81.17 | 4,823,757 | 80.16 |
| Sales & Services | 2,100,000 | 1,742,914 | 83.00 | 9,282,483 | 96.19 |
| Investment Income | 1,500,000 | 1,254,173 | 83.61 | 2,496,250 | 83.00 |
| Investment Income - San Jac Tomorrow Program | - | 1,762,514 | - | 2,841,596 | - |
| Auxiliary Services | 3,303,400 | 2,524,750 | 76.43 | 2,783,578 | 87.52 |
| Grants | 61,099,979 | 47,967,156 | 78.51 | 42,638,717 | 88.90 |
| Local Grants | 3,397,169 | 2,282,793 | 67.20 | 1,984,915 | 87.36 |
| Total | <u>298,082,795</u> | <u>270,081,375</u> | <u>90.61</u> | <u>260,470,229</u> | <u>93.41</u> |
| EXPENDITURES: | | | | | |
| Instruction | 75,635,382 | 67,507,009 | 89.25 | 66,443,408 | 87.19 |
| Public Service | 5,930,143 | 5,536,920 | 93.37 | 5,751,000 | 75.64 |
| Academic Support | 28,369,816 | 15,773,051 | 55.60 | 15,003,673 | 82.44 |
| Student Services | 17,603,895 | 13,030,271 | 74.02 | 13,364,164 | 80.67 |
| Institutional Support | 94,709,891 | 60,647,042 | 64.03 | 49,619,501 | 79.65 |
| Physical Plant | 22,823,500 | 15,205,759 | 66.62 | 13,627,101 | 70.96 |
| Scholarships and Fellowships | 49,706,768 | 47,375,678 | 95.31 | 40,846,941 | 89.51 |
| Auxiliary Enterprises | 3,078,236 | 2,465,485 | 80.09 | 2,319,155 | 81.77 |
| Bond Expenses | - | - | - | - | - |
| Depreciation | 20,500,000 | 12,288,979 | 59.95 | 13,523,761 | 90.94 |
| Capital Purchases | - | (454,619) | - | (814,325) | 53.20 |
| Total | <u>318,357,631</u> | <u>239,375,575</u> | <u>75.19</u> | <u>219,684,379</u> | <u>83.89</u> |
| TRANSFERS AMONG FUNDS: | | | | | |
| Transfers In | (3,733,249) | (3,789,063) | - | (12,721,752) | - |
| Transfers Out | 3,733,249 | 3,789,063 | - | 12,721,752 | - |
| Net Increase (Decrease) in Net Position | <u>\$ (20,274,836)</u> | <u>\$ 30,705,800</u> | | <u>\$ 40,785,850</u> | |

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2020

91 Capital Projects

| | Adjusted Budget | Actual (83.33%) | 6/30/19 |
|---|--------------------|--------------------|-----------------|
| REVENUES: | | | |
| Investment Income | \$ - | \$ 1,762,514 | \$ 2,841,596 |
| Total | - | 1,762,514 | 2,841,596 |
| EXPENDITURES: | | | |
| Bond Programs | - | 68,664,167 | 62,750,528 |
| Total | - | 68,664,167 | 62,750,528 |
| Net Increase (Decrease) in Net Position | \$ - | \$ (66,901,653) | \$ (59,908,932) |

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2020

93 Generation Park Clear Lake Land Proceeds

| | Adjusted Budget | Actual (83.33%) | 6/30/19 |
|---|--------------------|--------------------|--------------|
| REVENUES: | | | |
| Land Sale Proceeds | \$ - | \$ - | \$ - |
| Total | - | - | - |
| EXPENDITURES: | | | |
| Generation Park | 5,148,626 | 4,932,508 | 1,144,747 |
| Total | 5,148,626 | 4,932,508 | 1,144,747 |
| TRANSFERS AMONG FUNDS: | | | |
| Transfers In | - | - | (8,843,556) |
| Transfers Out | - | - | - |
| Net Increase (Decrease) in Net Position | \$ (5,148,626) | \$ (4,932,508) | \$ 7,698,809 |

San Jacinto College Financial Statements
Monthly Investment Report June 2020

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
PORTFOLIO SUMMARY REPORT
Period Ending June 30, 2020

| | | <u>Fair Value</u> | <u>Book Value</u> |
|------------------------------|---------------|-----------------------|-----------------------|
| Beginning Value | June 1, 2020 | \$ 224,231,787 | \$ 224,231,787 |
| Additions/Subtractions (Net) | | (11,567,463) | (11,567,463) |
| Change in Fair Value* | | - | - |
| Ending Value | June 30, 2020 | <u>\$ 212,664,324</u> | <u>\$ 212,664,324</u> |

| | |
|----------------------------------|-----------|
| Earnings for June | \$ 81,793 |
| WAM at Ending Period Date (Days) | 1.00 |

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

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

Prepared by:



William E. Dickerson
Director of Accounting & Financial Services



Teri Zamora
Vice Chancellor of Fiscal Affairs

SB1:B57/AN JACINTO COMMUNITY COLLEGE DISTRICT
INVESTMENTS
WEIGHTED AVERAGE TO MATURITY
June 30, 2020

| Description | Held At | Coupon Rate | Purchase Date | Maturity | Par | Fair Value | Book Value | % of Total Portfolio | Days to Maturity | Weighted Avg. Mat. |
|---|---------------------------|-------------|---------------|----------|-----|-------------|-------------|----------------------|------------------|--------------------|
| Short-Term Investments - Cash & Cash Equivalents | | | | | | | | | | |
| Credit Cards in Transit | Heartland | N/A | N/A | 07/01/20 | \$ | 12,626 | 12,626 | 0.01% | 1 | 0.00 |
| JPMorgan Accounts Payable Disbursements | JPMorgan Chase Bank | N/A | N/A | 07/01/20 | | (309,150) | (309,150) | -0.15% | 1 | 0.00 |
| JPMorgan Operating | JPMorgan Chase Bank | N/A | N/A | 07/01/20 | | 4,926,213 | 4,926,213 | 2.32% | 1 | 0.02 |
| JPMorgan Payroll | JPMorgan Chase Bank | N/A | N/A | 07/01/20 | | (27,865) | (27,865) | -0.01% | 1 | 0.00 |
| JPMorgan Workmen's Comp | JPMorgan Chase Bank | N/A | N/A | 07/01/20 | | (2,168) | (2,168) | 0.00% | 1 | 0.00 |
| Petty Cash | Campus Business Offices | N/A | N/A | 07/01/20 | | 20,025 | 20,025 | 0.01% | 1 | 0.00 |
| East West MM Operating Account | East West Bank | 0.400% | N/A | 07/01/20 | | 30,010,084 | 30,010,084 | 14.11% | 1 | 0.14 |
| Texas Citizens Bank | Texas Citizens Bank | 0.630% | N/A | 07/01/20 | | 247,641 | 247,641 | 0.12% | 1 | 0.00 |
| LSIP Government Overnight Fund - Operating Funds | Lone Star Investment Pool | 0.192% | N/A | 07/01/20 | | 428,218 | 428,218 | 0.20% | 1 | 0.00 |
| TexPool - Operating | TexPool | 0.217% | N/A | 07/01/20 | | 504,683 | 504,683 | 0.24% | 1 | 0.00 |
| TexPool - PRIME - Operating | TexPool | 0.524% | N/A | 07/01/20 | | 55,023,689 | 55,023,689 | 25.87% | 1 | 0.26 |
| Restricted - Cash & Cash Equivalents | | | | | | | | | | |
| East West Bank MM 2015 Revenue Bond Proceeds | East West Bank | 0.400% | N/A | 07/01/20 | | - | - | 0.00% | 1 | 0.00 |
| LSIP Government Overnight Fund - 2008 GOB Bond Proceeds | Lone Star Investment Pool | 0.192% | N/A | 07/01/20 | | 3,019,982 | 3,019,982 | 1.42% | 1 | 0.01 |
| LSIP Government Overnight Fund - 2015 Revenue Bond Proceeds | Lone Star Investment Pool | 0.192% | N/A | 07/01/20 | | 300,534 | 300,534 | 0.14% | 1 | 0.00 |
| LSIP Government Overnight Fund - 2016 GOB Bond Proceeds | Lone Star Investment Pool | 0.192% | N/A | 07/01/20 | | - | - | 0.00% | 1 | 0.00 |
| LSIP Government Overnight Fund - GOB Debt Service | Lone Star Investment Pool | 0.192% | N/A | 07/01/20 | | 19,342,720 | 19,342,720 | 9.10% | 1 | 0.09 |
| TexPool PRIME - 2019 Bond Proceeds (New 02/26/2019) | TexPool | 0.524% | N/A | 07/01/20 | | 99,167,092 | 99,167,092 | 46.63% | 1 | 0.47 |
| Grand Total Short Term Investments and Cash & Cash Equivalents | | | | | | | | | | |
| | | | | | \$ | 212,664,324 | 212,664,324 | 100.00% | | 1.00 |

| CAFR | Weighted Average to Maturity at Ending Period Date (Days) |
|--------|--|
| Note 4 | \$ 20,025 Petty cash on hand |
| | 177,786,918 Investment pools |
| | 30,257,725 Money Market |
| | 4,599,656 Bank deposits - demand deposits |
| | - U. S. government securities and municipal bonds |
| | - Accrued Earnings |
| | \$ 212,664,324 Total Cash and cash equivalents + investments |
| | 1.00 |

San Jacinto Community College District
INVESTMENTS AND CASH & EQUIVALENTS
INVENTORY HOLDINGS REPORT
June 30, 2020

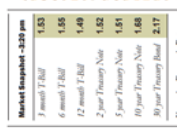
| Description | Held At | Maturity | Par | 5/31/2020 | | 6/30/2020 | | September | | 2020 | | 2020 | | 2020 | | 2020 | | 2020 | | 2020 | | 2020 | | 2020 | | |
|--|---------------------------|----------|-----|-------------------|-------------------|-------------------|-------------------|-----------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| | | | | Ending Fair Value | Ending Book Value | Ending Fair Value | Ending Book Value | Month | Year | Year | Year | Year | Year | Year | Year | Year | Year | Year | Year | Year | Year | Year | Year | Year | Year | Year |
| Operating Funds | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Short Term Investments - Maturities less than one year from date of report | Bank of America | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sub Total Short Term Investments - Operating Funds | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Operating Funds | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Long Term Investments - Maturities greater than one year from date of report | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sub Total Long Term Investments - Operating Funds | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bond Proceeds Funds | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Short Term Investments - Maturities less than one year from date of report | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sub Total Short Term Investments - Bond Funds | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bond Proceeds Funds | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Long Term Investments - Maturities greater than one year from date of report | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sub Total Long Term Investments - Bond Funds | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sub Total Investments | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Short Term Investments - Unrestricted Funds | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Demand Deposits | Heartland | | | | | | | | | | | | | | | | | | | | | | | | | |
| Time Deposits | JPMorgan Chase Bank | | | | | | | | | | | | | | | | | | | | | | | | | |
| JPMorgan Chase Bank Payable Disbursements | JPMorgan Chase Bank | | | | | | | | | | | | | | | | | | | | | | | | | |
| JPMorgan Operating | JPMorgan Chase Bank | | | | | | | | | | | | | | | | | | | | | | | | | |
| JPMorgan Payroll | JPMorgan Chase Bank | | | | | | | | | | | | | | | | | | | | | | | | | |
| JPMorgan Workmen's Comp | JPMorgan Chase Bank | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other | JP Morgan Chase Bank | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sub Total Demand Deposits | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Money Market Accounts | East West Bank | | | | | | | | | | | | | | | | | | | | | | | | | |
| East West MM Operating Account | East West Bank | | | | | | | | | | | | | | | | | | | | | | | | | |
| East West MM Cash Account | East West Bank | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sub Total Money Market Accounts | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pool Accounts | TeaPool | | | | | | | | | | | | | | | | | | | | | | | | | |
| TeaPool - Operating | TeaPool | | | | | | | | | | | | | | | | | | | | | | | | | |
| TeaPool - Operating (New 1/1/2018) | TeaPool | | | | | | | | | | | | | | | | | | | | | | | | | |
| TeaPool - Operating (New 1/1/2018) | TeaPool | | | | | | | | | | | | | | | | | | | | | | | | | |
| TeaPool - Operating (New 1/1/2018) | TeaPool | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sub Total Pool Accounts | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Short Term Investments - Unrestricted (Bond) Funds | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Short Term Investments - Restricted (Bond) Funds | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Money Market Accounts | East West Bank | | | | | | | | | | | | | | | | | | | | | | | | | |
| East West Bank MM 2016 Revenue Bond Proceeds | East West Bank | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sub Total Money Market Accounts | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pool Accounts | Lone Star | | | | | | | | | | | | | | | | | | | | | | | | | |
| LSP Government Overnight Fund - 2016 GOB Bond Proceeds | Lone Star Investment Pool | | | | | | | | | | | | | | | | | | | | | | | | | |
| LSP Government Overnight Fund - 2016 Revenue Bond Proceeds | Lone Star Investment Pool | | | | | | | | | | | | | | | | | | | | | | | | | |
| LSP Government Overnight Fund - 2016 GOB Bond Proceeds | Lone Star Investment Pool | | | | | | | | | | | | | | | | | | | | | | | | | |
| LSP Government Overnight Fund - 2016 Revenue Bond Proceeds | Lone Star Investment Pool | | | | | | | | | | | | | | | | | | | | | | | | | |
| TeaPool PRIME - 2018 Bond Proceeds (New 02/28/2018) | TeaPool | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sub Total Pool Accounts | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sub Total - Short Term Investments - Restricted (Bond) Funds | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Accrued Earnings | Bank of America | | | | | | | | | | | | | | | | | | | | | | | | | |
| Operating Funds | Bank of America | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bond Funds | Bank of America | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sub Total Accrued Earnings | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Grand Total | | | | | | | | | | | | | | | | | | | | | | | | | | |

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

| Description | Held At | Annualized Interest Rate | Maturity | Par | 5/31/2020 | | 6/30/2020 | | 7/31/2020 | | Change in Fair Value For the Month | June Earnings | July Earnings | August Earnings | September Through May Earnings | FY20 Total Earnings | 2020 | | | 2019 | | |
|-------------|---------|--------------------------|----------|-----|-------------------|------------|-------------------|------------|-------------------|------------|------------------------------------|---------------|---------------|-----------------|--------------------------------|---------------------|-----------|---------|----------|----------|---------|----------|
| | | | | | Ending Fair Value | Book Value | Ending Fair Value | Book Value | Ending Fair Value | Book Value | | | | | | | September | October | November | December | January | February |

| | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| May 31, 2020 | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 Yr Tbx @ 1.16 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 Yr Tbx @ 1.19 | | | | | | | | | | | | | | | | | | | | | | | | |
| April 30, 2020 | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 Yr Tbx @ 0.20 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 Yr Tbx @ 0.24 | | | | | | | | | | | | | | | | | | | | | | | | |
| March 31, 2020 | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 Yr Tbx @ 0.23 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 Yr Tbx @ 0.29 | | | | | | | | | | | | | | | | | | | | | | | | |
| February 29, 2020 | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 Yr Tbx @ 0.86 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 Yr Tbx @ 0.85 | | | | | | | | | | | | | | | | | | | | | | | | |
| January 31, 2020 | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 Yr Tbx @ 1.33 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 Yr Tbx @ 1.30 | | | | | | | | | | | | | | | | | | | | | | | | |
| December 31, 2019 | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 Yr Tbx @ 1.58 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 Yr Tbx @ 1.62 | | | | | | | | | | | | | | | | | | | | | | | | |
| November 30, 2019 | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 Yr Tbx @ 1.61 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 Yr Tbx @ 1.61 | | | | | | | | | | | | | | | | | | | | | | | | |

October 31, 2019
US Treasury Rates - Benchmark from P&A



September 30, 2019
US Treasury Rates - Benchmark from P&A

| | |
|-------------------|--|
| 1 Yr Tbill @ 1.71 | |
| 2 Yr Tbx @ 1.65 | |
| 3 Yr Tbx @ 1.65 | |
| 5 Yr Tbx @ 1.61 | |
| 10 Yr Tbx @ 1.32 | |
| 30 Yr Tbx @ 1.32 | |

\$0

Without Accrued Earnings
\$12,864,324

Agree with P&A Report and TB

<https://www.treasury.gov/resource-center/data-chart-center/interest-rates/pages/txtview.aspx?data=tdf07enr&year=2019>

San Jacinto College Financial Statements
May 2020

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Statement of Net Position
May 31,

| <u>Assets</u> | <u>2020</u> | <u>2019</u> |
|--|-----------------------|-----------------------|
| Current assets: | | |
| Cash and cash equivalents | \$ 93,643,941 | \$ 115,908,217 |
| Accounts receivable - taxes | 3,183,068 | 3,606,911 |
| Accounts receivable | 17,231,469 | 15,867,837 |
| Deferred charges | 2,696,244 | 2,249,787 |
| Inventories | 356,016 | 359,413 |
| Total current assets | <u>117,110,738</u> | <u>137,992,165</u> |
| Noncurrent assets: | | |
| Restricted cash and cash equivalents | 130,537,845 | 228,800,335 |
| Capital assets, net | 615,201,651 | 504,058,965 |
| Total noncurrent assets | <u>745,739,496</u> | <u>732,859,300</u> |
| Total assets | <u>862,850,234</u> | <u>870,851,465</u> |
| Deferred outflows of resources: | | |
| Deferred outflow related to pensions | 25,781,981 | 4,631,718 |
| Deferred outflow related to OPEB | 20,497,036 | 2,581,254 |
| Deferred outflow related to defeased debt | 7,993,516 | 9,350,346 |
| Total deferred outflows of resources | <u>54,272,533</u> | <u>16,563,318</u> |
| <u>Liabilities</u> | | |
| Current liabilities: | | |
| Accounts payable | 18,748,601 | 17,813,414 |
| Accrued liabilities | 6,800,971 | 5,250,821 |
| Accrued compensable absences and deferred compensation | 2,181,388 | 2,259,299 |
| Deferred revenues | 9,026,845 | 9,376,441 |
| Total current liabilities | <u>36,757,805</u> | <u>34,699,975</u> |
| Noncurrent liabilities: | | |
| Net pension liability | 49,494,145 | 26,598,961 |
| Net OPEB liability | 95,083,178 | 91,125,036 |
| Bonds and notes payable | 577,031,487 | 600,964,226 |
| Total noncurrent liabilities | <u>721,608,810</u> | <u>718,688,223</u> |
| Total liabilities | <u>758,366,615</u> | <u>753,388,198</u> |
| Deferred inflows of resources - | | |
| Deferred inflow related to pensions | 6,771,550 | 6,007,220 |
| Deferred inflows related to OPEB | 36,803,285 | 20,148,183 |
| Total deferred inflows of resources | <u>43,574,835</u> | <u>26,155,403</u> |
| <u>Net assets</u> | | |
| Beginning of year | 76,748,779 | 60,632,834 |
| Current year addition | 38,432,538 | 47,238,348 |
| Total net position | <u>\$ 115,181,317</u> | <u>\$ 107,871,182</u> |

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2020

11 Unrestricted Funds

| | Adjusted Budget | Actual (75%) | % Actual to Adjusted Budget | 5/31/19 | % of 8/31/19 Actual |
|---|--------------------|----------------------|-----------------------------------|----------------------|---------------------------|
| REVENUES: | | | | | |
| State Appropriations | \$ 42,079,966 | \$ 30,096,023 | 71.52 | 27,740,249 | 71.50 |
| Local Taxes - Maintenance & Operations | 72,131,000 | 69,975,455 | 97.01 | 68,766,507 | 98.68 |
| Credit Tuition | 64,986,000 | 62,540,997 | 96.24 | 42,800,518 | 97.93 |
| Credit Fees | - | - | - | 17,001,509 | 98.31 |
| Credit Exemptions & Waivers | (7,100,000) | (7,625,612) | 107.40 | (6,522,515) | 98.64 |
| Bad Debt | (1,700,000) | (1,275,003) | 75.00 | (1,424,997) | 75.00 |
| Continuing Professional Development | 4,725,185 | 3,364,337 | 71.20 | 4,386,867 | 72.90 |
| Sales & Services | 2,100,000 | 1,454,922 | 69.28 | 9,042,143 | 93.97 |
| Investment Income | 1,500,000 | 978,924 | 65.26 | 1,910,727 | 74.39 |
| Total | <u>178,722,151</u> | <u>159,510,043</u> | <u>89.25</u> | <u>163,701,008</u> | <u>91.36</u> |
| EXPENDITURES: | | | | | |
| Instruction | 67,523,494 | 58,611,239 | 86.80 | 57,090,855 | 82.17 |
| Public Service | 5,127,693 | 4,339,247 | 84.62 | 4,526,278 | 65.67 |
| Academic Support | 16,351,091 | 10,748,477 | 65.74 | 9,771,492 | 74.91 |
| Student Services | 15,844,796 | 10,348,840 | 65.31 | 10,528,932 | 73.33 |
| Institutional Support | 47,310,925 | 30,478,094 | 64.42 | 27,490,412 | 70.00 |
| Physical Plant | 22,830,903 | 13,643,838 | 59.76 | 12,504,866 | 65.11 |
| Hurricane Harvey | - | - | - | 9,721 | 100.00 |
| Total | <u>174,988,902</u> | <u>128,169,735</u> | <u>73.24</u> | <u>121,922,556</u> | <u>75.14</u> |
| TRANSFERS AMONG FUNDS: | | | | | |
| Transfers In | - | - | - | - | - |
| Transfers Out | 3,733,249 | 2,421,402 | - | 12,709,430 | - |
| Net Increase (Decrease) in Net Position | <u>\$ -</u> | <u>\$ 28,918,906</u> | | <u>\$ 29,069,022</u> | |

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2020

Federal Restricted Funds

| | Adjusted Budget | Actual (75%) | % Actual to Adjusted Budget | 5/31/19 | % of 8/31/19 Actual |
|---|--------------------|-------------------|-----------------------------------|-------------------|---------------------------|
| REVENUES: | | | | | |
| Grants | \$ 56,498,536 | \$ 40,894,539 | 72.38 | \$ 38,599,953 | 85.65 |
| Total | <u>56,498,536</u> | <u>40,894,539</u> | <u>72.38</u> | <u>38,599,953</u> | <u>85.65</u> |
| EXPENDITURES: | | | | | |
| Instruction | 2,297,173 | 536,479 | 23.35 | 494,316 | 77.70 |
| Public Service | 282,113 | 150,794 | 53.45 | 126,065 | 78.31 |
| Academic Support | 9,227,642 | 1,816,350 | 19.68 | 2,564,612 | 79.60 |
| Student Services | 204,740 | 317,753 | 155.20 | 203,885 | 51.97 |
| Institutional Support | 1,467,272 | 673,024 | 45.87 | 631,477 | 70.49 |
| Scholarships and Fellowships | 43,019,596 | 37,400,139 | 86.94 | 34,589,319 | 86.97 |
| Hurricane Harvey | - | - | - | (9,721) | - |
| Total | <u>56,498,536</u> | <u>40,894,539</u> | <u>72.38</u> | <u>38,599,953</u> | <u>85.65</u> |
| TRANSFERS AMONG FUNDS: | | | | | |
| Transfers In | - | - | - | - | - |
| Transfers Out | - | - | - | - | - |
| Net Increase (Decrease) in Net Position | <u>\$ -</u> | <u>\$ -</u> | | <u>\$ -</u> | |

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2020

State Restricted Funds

| | Adjusted Budget | Actual (75%) | % Actual to Adjusted Budget | 5/31/19 | % of 8/31/19 Actual |
|---|--------------------|-------------------|-----------------------------------|-------------------|------------------------|
| REVENUES: | | | | | |
| State Paid Benefits | \$ 11,032,000 | \$ 8,912,890 | 80.79 | \$ 8,809,229 | 74.78 |
| Grants | 3,822,823 | 1,948,771 | 50.98 | 2,516,728 | 86.85 |
| Total | <u>14,854,823</u> | <u>10,861,661</u> | <u>73.12</u> | <u>11,325,957</u> | <u>77.17</u> |
| EXPENDITURES: | | | | | |
| Instruction | 5,147,202 | 4,020,787 | 78.12 | 4,377,523 | 73.06 |
| Public Service | 230,588 | 243,576 | 105.63 | 293,767 | 72.76 |
| Academic Support | 1,036,706 | 936,610 | 90.34 | 1,278,602 | 75.84 |
| Student Services | 1,000,123 | 1,130,879 | 113.07 | 1,299,329 | 74.09 |
| Institutional Support | 5,076,322 | 2,861,463 | 56.37 | 2,147,546 | 80.51 |
| Scholarships and Fellowships | 2,363,882 | 1,668,346 | 70.58 | 1,929,190 | 88.70 |
| Total | <u>14,854,823</u> | <u>10,861,661</u> | <u>73.12</u> | <u>11,325,957</u> | <u>77.17</u> |
| TRANSFERS AMONG FUNDS: | | | | | |
| Transfers In | - | - | - | - | - |
| Transfers Out | - | - | - | - | - |
| Total | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Increase (Decrease) in Net Position | <u>\$ -</u> | <u>\$ -</u> | | <u>\$ -</u> | |

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2020

Local Restricted Funds

| | <u>Adjusted Budget</u> | <u>Actual (75%)</u> | <u>% Actual to Adjusted Budget</u> | <u>5/31/19</u> | <u>% of 8/31/19 Actual</u> |
|---|------------------------|-------------------------|--|------------------|--------------------------------|
| REVENUES: | | | | | |
| Local Grants | \$ 3,022,661 | \$ 1,992,126 | 65.91 | \$ 1,836,433 | 80.82 |
| Total | <u>3,022,661</u> | <u>1,992,126</u> | <u>65.91</u> | <u>1,836,433</u> | <u>80.82</u> |
| EXPENDITURES: | | | | | |
| Instruction | 78,083 | 40,291 | 51.60 | 26,207 | 43.28 |
| Public Service | 217,233 | 126,295 | 58.14 | 113,784 | 78.04 |
| Academic Support | 863,396 | 404,865 | 46.89 | 151,624 | 61.35 |
| Student Services | 63,418 | 34,615 | 54.58 | 53,659 | 88.31 |
| Institutional Support | 34,039 | 5,962 | 17.52 | 56,613 | 66.04 |
| Scholarships and Fellowships | 2,000,000 | 1,554,447 | 77.72 | 1,547,479 | 84.84 |
| Total | <u>3,256,169</u> | <u>2,166,475</u> | <u>66.53</u> | <u>1,949,366</u> | <u>80.42</u> |
| TRANSFERS AMONG FUNDS: | | | | | |
| Transfers In | (233,508) | (127,952) | - | (112,923) | - |
| Transfers Out | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Increase (Decrease) in Net Position | <u>\$ -</u> | <u>\$ (46,397)</u> | | <u>\$ (10)</u> | |

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2020

27 Texas Public Education Grant

| | <u>Adjusted Budget</u> | <u>Actual (75%)</u> | <u>% Actual to Adjusted Budget</u> | <u>5/31/19</u> | <u>% of 8/31/19 Actual</u> |
|---|----------------------------|-------------------------|--|-------------------|--------------------------------|
| REVENUES: | | | | | |
| Credit Tuition | \$ 2,800,000 | \$ 2,917,875 | 104.21 | \$ 1,908,666 | 99.89 |
| Total | <u>2,800,000</u> | <u>2,917,875</u> | <u>104.21</u> | <u>1,908,666</u> | <u>99.89</u> |
| EXPENDITURES: | | | | | |
| Scholarships and Fellowships | <u>2,800,000</u> | <u>2,531,238</u> | <u>90.40</u> | <u>1,511,434</u> | <u>81.03</u> |
| Total | <u>2,800,000</u> | <u>2,531,238</u> | <u>90.40</u> | <u>1,511,434</u> | <u>81.03</u> |
| TRANSFERS AMONG FUNDS: | | | | | |
| Transfers In | - | - | - | - | - |
| Transfers Out | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Increase (Decrease) in Net Position | <u>\$ -</u> | <u>\$ 386,637</u> | | <u>\$ 397,232</u> | |

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2020

28 Private Gifts and Donations

| | <u>Adjusted Budget</u> | <u>Actual (75%)</u> | <u>% Actual to Adjusted Budget</u> | <u>5/31/19</u> | <u>% of 8/31/19 Actual</u> |
|---|----------------------------|-------------------------|--|--------------------|--------------------------------|
| REVENUES: | | | | | |
| Sales & Service | \$ - | \$ 2,415 | - | \$ 2,815 | - |
| Total | <u>-</u> | <u>2,415</u> | <u>-</u> | <u>2,815</u> | <u>-</u> |
| EXPENDITURES: | | | | | |
| Instruction | - | 47,437 | - | 22,378 | 70.50 |
| Student Services | - | - | - | 827 | 100.12 |
| Total | <u>-</u> | <u>47,437</u> | <u>-</u> | <u>23,205</u> | <u>71.26</u> |
| TRANSFERS AMONG FUNDS: | | | | | |
| Transfers In | - | - | - | - | - |
| Transfers Out | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Increase (Decrease) in Net Position | <u>\$ -</u> | <u>\$ (45,022)</u> | | <u>\$ (20,390)</u> | |

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2020

Auxiliary Enterprises

| | <u>Adjusted Budget</u> | <u>Actual (75%)</u> | <u>% Actual to Adjusted Budget</u> | <u>5/31/19</u> | <u>% of 8/31/19 Actual</u> |
|---|------------------------|-------------------------|--|-------------------|--------------------------------|
| REVENUES: | | | | | |
| Auxiliary Services | 3,303,400 | 2,363,946 | 71.56 | 2,653,430 | 83.42 |
| Total | <u>3,303,400</u> | <u>2,363,946</u> | <u>71.56</u> | <u>2,653,430</u> | <u>83.42</u> |
| EXPENDITURES: | | | | | |
| Non-Instructional Labor | 403,671 | 347,059 | 85.98 | 356,898 | 75.23 |
| Benefits | 100,000 | 296,650 | 296.65 | 301,307 | 74.79 |
| Supplies | 651,439 | 356,992 | 54.80 | 306,332 | 80.42 |
| Travel | 226,384 | 116,000 | 51.24 | 177,701 | 89.00 |
| Contracted Services | 388,515 | 191,087 | 49.18 | 224,451 | 81.74 |
| Scholarships and Fellowships | 1,307,727 | 978,484 | 74.82 | 807,473 | 73.16 |
| Utilities | 200 | - | - | - | - |
| Total | <u>3,077,936</u> | <u>2,286,272</u> | <u>74.28</u> | <u>2,174,162</u> | <u>76.66</u> |
| TRANSFERS AMONG FUNDS: | | | | | |
| Transfers In | - | - | - | - | - |
| Transfers Out | - | - | - | - | - |
| Net Increase (Decrease) in Net Position | <u>\$ 225,464</u> | <u>\$ 77,674</u> | | <u>\$ 479,268</u> | |

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2020

95 Retirement of Indebtedness

| | Adjusted Budget | Actual (75%) | % Actual to Adjusted Budget | 5/31/19 | % of 8/31/19 Actual |
|---|--------------------|----------------------|-----------------------------------|----------------------|------------------------|
| REVENUES | | | | | |
| Investment Income | \$ - | \$ 237,449 | - | \$ 321,070 | 73.14 |
| Local Taxes - Debt Service | 37,728,096 | 36,332,282 | 96.30 | 28,169,241 | 98.70 |
| Total | <u>37,728,096</u> | <u>36,569,731</u> | <u>96.93</u> | <u>28,490,311</u> | <u>98.31</u> |
| EXPENDITURES | | | | | |
| Institutional Support | 41,227,837 | 20,765,011 | 50.37 | 14,738,376 | 76.07 |
| Total | <u>41,227,837</u> | <u>20,765,011</u> | <u>50.37</u> | <u>14,738,376</u> | <u>76.07</u> |
| TRANSFERS AMONG FUNDS: | | | | | |
| Transfers In | (3,499,741) | (2,293,450) | - | (3,752,950) | - |
| Transfers Out | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Increase (Decrease) in Net Position | <u>\$ -</u> | <u>\$ 18,098,170</u> | | <u>\$ 17,504,885</u> | |

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2020

97 Investment in Plant

| | <u>Adjusted Budget</u> | <u>Actual (75%)</u> | <u>% Actual to Adjusted Budget</u> | <u>5/31/19</u> | <u>% of 8/31/19 Actual</u> |
|---|------------------------|-------------------------|--|------------------------|--------------------------------|
| EXPENDITURES | | | | | |
| Depreciation | \$ 20,500,000 | \$ 11,091,141 | 54.10 | \$ 12,176,707 | 81.88 |
| Capital Purchases | - | (415,188) | - | (702,418) | 45.89 |
| Total | <u>20,500,000</u> | <u>10,675,953</u> | <u>-</u> | <u>11,474,289</u> | <u>86.01</u> |
| Net Increase (Decrease) in Net Position | <u>\$ (20,500,000)</u> | <u>\$ (10,675,953)</u> | | <u>\$ (11,474,289)</u> | |

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2020

Consolidated -All Funds
(Not Including Capital Improvement Program)

| | <u>Adjusted Budget</u> | <u>Actual (75%)</u> | <u>% Actual to Adjusted Budget</u> | <u>5/31/19</u> | <u>% of 8/31/19 Actual</u> |
|--|------------------------|-------------------------|--|----------------------|------------------------------------|
| REVENUES: | | | | | |
| State Appropriations | \$ 53,111,966 | \$ 39,008,913 | 73.45 | \$ 36,549,478 | 72.26 |
| Local Taxes - Maintenance & Operations | 72,131,000 | 69,975,455 | 97.01 | 68,766,507 | 98.68 |
| Local Taxes - Debt Service | 37,728,096 | 36,332,282 | 96.30 | 28,169,241 | 98.70 |
| Credit Tuition | 67,786,000 | 65,458,872 | 96.57 | 44,709,184 | 98.01 |
| Credit Fees | - | - | - | 17,001,509 | 98.31 |
| Credit Exemptions & Waivers | (7,100,000) | (7,625,612) | 107.40 | (6,522,515) | 98.64 |
| Bad Debt | (1,700,000) | (1,275,003) | 75.00 | (1,424,997) | 75.00 |
| Continuing Professional Development | 4,725,185 | 3,364,337 | 71.20 | 4,386,867 | 72.90 |
| Sales & Services | 2,100,000 | 1,457,337 | 69.40 | 9,044,958 | 93.73 |
| Investment Income | 1,500,000 | 1,216,373 | 81.09 | 2,231,797 | 74.21 |
| Investment Income - San Jac Tomorrow Program | - | 1,718,523 | - | 2,439,073 | - |
| Auxiliary Services | 3,303,400 | 2,363,946 | 71.56 | 2,653,430 | 83.42 |
| Grants | 60,321,359 | 42,843,310 | 71.03 | 41,116,681 | 85.72 |
| Local Grants | 3,022,661 | 1,992,126 | 65.91 | 1,836,433 | 80.82 |
| Total | <u>296,929,667</u> | <u>256,830,859</u> | <u>86.50</u> | <u>250,957,646</u> | <u>89.99</u> |
| EXPENDITURES: | | | | | |
| Instruction | 75,045,952 | 63,256,233 | 84.29 | 62,011,279 | 81.38 |
| Public Service | 5,857,627 | 4,859,912 | 82.97 | 5,059,894 | 66.55 |
| Academic Support | 27,478,835 | 13,906,302 | 50.61 | 13,766,330 | 75.64 |
| Student Services | 17,113,077 | 11,832,087 | 69.14 | 12,086,632 | 72.96 |
| Institutional Support | 95,116,395 | 54,783,554 | 57.60 | 45,064,424 | 72.34 |
| Physical Plant | 22,830,903 | 13,643,838 | 59.76 | 12,504,866 | 65.11 |
| Scholarships and Fellowships | 50,183,478 | 43,154,170 | 85.99 | 39,577,422 | 86.73 |
| Auxiliary Enterprises | 3,077,936 | 2,286,272 | 74.28 | 2,174,162 | 76.66 |
| Depreciation | 20,500,000 | 11,091,141 | 54.10 | 12,176,707 | 81.88 |
| Capital Purchases | - | (415,188) | - | (702,418) | 45.89 |
| Total | <u>317,204,203</u> | <u>218,398,321</u> | <u>68.85</u> | <u>203,719,298</u> | <u>77.79</u> |
| TRANSFERS AMONG FUNDS: | | | | | |
| Transfers In | (3,733,249) | (2,421,402) | - | (12,709,430) | - |
| Transfers Out | 3,733,249 | 2,421,402 | - | 12,709,430 | - |
| Net Increase (Decrease) in Net Position | <u>\$ (20,274,536)</u> | <u>\$ 38,432,538</u> | | <u>\$ 47,238,348</u> | |

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2020

91 Capital Projects

| | Adjusted Budget | Actual (75%) | 5/31/19 |
|---|--------------------|-----------------|-----------------|
| REVENUES: | | | |
| Investment Income | \$ - | \$ 1,718,523 | \$ 2,439,073 |
| Total | - | 1,718,523 | 2,439,073 |
| EXPENDITURES: | | | |
| Bond Programs | - | 63,108,358 | 55,413,889 |
| Total | - | 63,108,358 | 55,413,889 |
| Net Increase (Decrease) in Net Position | \$ - | \$ (61,389,835) | \$ (52,974,816) |

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2020

93 Generation Park Clear Lake Land Proceeds

| | Adjusted Budget | Actual (75%) | 5/31/19 |
|---|--------------------|-----------------|--------------|
| REVENUES: | | | |
| Land Sale Proceeds | \$ - | \$ - | \$ - |
| Total | - | - | - |
| EXPENDITURES: | | | |
| Generation Park | - | 4,929,702 | 759,125 |
| Total | - | 4,929,702 | 759,125 |
| TRANSFERS AMONG FUNDS: | | | |
| Transfers In | - | - | (8,843,557) |
| Transfers Out | - | - | - |
| Net Increase (Decrease) in Net Position | \$ - | \$ (4,929,702) | \$ 8,084,432 |

San Jacinto College Financial Statements
Monthly Investment Report May 2020

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
PORTFOLIO SUMMARY REPORT
Period Ending May 31, 2020

| | | <u>Fair Value</u> | <u>Book Value</u> |
|----------------------------------|--------------|-----------------------|-----------------------|
| Beginning Value | May 1, 2020 | \$ 237,388,603 | \$ 237,388,603 |
| Additions/Subtractions (Net) | | (13,156,816) | (13,156,816) |
| Change in Fair Value* | | - | - |
| Ending Value | May 31, 2020 | <u>\$ 224,231,787</u> | <u>\$ 224,231,787</u> |
| Earnings for May | | | \$ 125,695 |
| WAM at Ending Period Date (Days) | | | 1.00 |

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

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

Prepared by:

William E. Dickerson
Director of Accounting & Financial Services

Teri Zamora
Vice Chancellor of Fiscal Affairs

SB1:B57/AN JACINTO COMMUNITY COLLEGE DISTRICT
INVESTMENTS
WEIGHTED AVERAGE TO MATURITY
May 31, 2020

| Description | Held At | Coupon Rate | Purchase Date | Maturity | Par | Fair Value | Book Value | % of Total Portfolio | Days to Maturity | Weighted Avg. Mat. |
|---|---------------------------|-------------|---------------|----------|-----|-------------|-------------|----------------------|------------------|--------------------|
| Short-Term Investments - Cash & Cash Equivalents | | | | | | | | | | |
| Credit Cards in Transit | Heartland | N/A | N/A | 06/01/20 | \$ | (249,799) | (249,799) | -0.11% | 1 | 0.00 |
| JPMorgan Accounts Payable Disbursements | JPMorgan Chase Bank | N/A | N/A | 06/01/20 | | (470,582) | (470,582) | -0.21% | 1 | 0.00 |
| JPMorgan Operating | JPMorgan Chase Bank | N/A | N/A | 06/01/20 | | 6,622,767 | 6,622,767 | 2.95% | 1 | 0.03 |
| JPMorgan Payroll | JPMorgan Chase Bank | N/A | N/A | 06/01/20 | | (36,047) | (36,047) | -0.02% | 1 | 0.00 |
| JPMorgan Workmen's Comp | JPMorgan Chase Bank | N/A | N/A | 06/01/20 | | (3,706) | (3,706) | 0.00% | 1 | 0.00 |
| Petty Cash | Campus Business Offices | N/A | N/A | 06/01/20 | | 20,025 | 20,025 | 0.01% | 1 | 0.00 |
| East West MM Operating Account | East West Bank | 0.470% | N/A | 06/01/20 | | 35,036,281 | 35,036,281 | 15.63% | 1 | 0.16 |
| Texas Citizens Bank | Texas Citizens Bank | 0.750% | N/A | 06/01/20 | | 247,503 | 247,503 | 0.11% | 1 | 0.00 |
| LSIP Government Overnight Fund - Operating Funds | Lone Star Investment Pool | 0.313% | N/A | 06/01/20 | | 472,042 | 472,042 | 0.21% | 1 | 0.00 |
| TexPool - Operating | TexPool | 0.269% | N/A | 06/01/20 | | 113,608 | 113,608 | 0.05% | 1 | 0.00 |
| TexPool - PRIME - Operating | TexPool | 0.753% | N/A | 06/01/20 | | 55,035,184 | 55,035,184 | 24.54% | 1 | 0.25 |
| Restricted - Cash & Cash Equivalents | | | | | | | | | | |
| East West Bank MM 2015 Revenue Bond Proceeds | East West Bank | 0.470% | N/A | 06/01/20 | | - | - | 0.00% | 1 | 0.00 |
| LSIP Government Overnight Fund - 2008 GOB Bond Proceeds | Lone Star Investment Pool | 0.313% | N/A | 06/01/20 | | 3,239,213 | 3,239,213 | 1.44% | 1 | 0.01 |
| LSIP Government Overnight Fund - 2015 Revenue Bond Proceeds | Lone Star Investment Pool | 0.313% | N/A | 06/01/20 | | 300,567 | 300,567 | 0.13% | 1 | 0.00 |
| LSIP Government Overnight Fund - 2016 GOB Bond Proceeds | Lone Star Investment Pool | 0.313% | N/A | 06/01/20 | | - | - | 0.00% | 1 | 0.00 |
| LSIP Government Overnight Fund - GOB Debt Service | Lone Star Investment Pool | 0.313% | N/A | 06/01/20 | | 19,188,836 | 19,188,836 | 8.56% | 1 | 0.09 |
| TexPool PRIME - 2019 Bond Proceeds (New 02/26/2019) | TexPool | 0.753% | N/A | 06/01/20 | | 104,715,895 | 104,715,895 | 46.70% | 1 | 0.47 |
| Grand Total Short Term Investments and Cash & Cash Equivalents | | | | | | | | | | |
| | | | | | \$ | 224,231,787 | 224,231,787 | 100.00% | | 1.00 |

| Weighted Average to Maturity at Ending Period Date (Days) | |
|---|-----------------------|
| CAFR Note 4 | \$ 20,025 |
| Petty cash on hand | 183,065,345 |
| Investment pools | 35,283,784 |
| Money Market | 5,862,633 |
| Bank deposits - demand deposits | - |
| U. S. government securities and municipal bonds | - |
| Accrued Earnings | - |
| Total Cash and cash equivalents + investments | \$ 224,231,787 |

San Jacinto Community College District
 INVESTMENTS and CASH & EQUIVALENTS
 INVENTORY HOLDINGS REPORT
 May 31, 2020

| Description | Held At | Annualized Interest Rate | Maturity | Par | 4/30/2020 | 5/31/2020 | 5/31/2020 | 5/31/2020 | Change in Fair Value For the Month | September Through May Earnings |
|--|---------------------------|--------------------------|----------|----------------|-------------------|-------------------|-------------------|-------------------|------------------------------------|--------------------------------|
| | | | | | Ending Fair Value | Ending Fair Value | Ending Book Value | Ending Book Value | | |
| Operating Funds | | | | | | | | | | |
| Short Term Investments - Maturities less than one year from date of report | Bank of America | | | | \$ - | \$ - | \$ - | \$ - | N/A | |
| Sub Total Short Term Investments - Operating Funds | | | | | \$ - | \$ - | \$ - | \$ - | | |
| Operating Funds | | | | | | | | | | |
| Long Term Investments - Maturities greater than one year from date of report | | | | | \$ - | \$ - | \$ - | \$ - | N/A | |
| Sub Total Long Term Investments - Operating Funds | | | | | \$ - | \$ - | \$ - | \$ - | | |
| Bond Proceeds Funds | | | | | | | | | | |
| Short Term Investments - Maturities less than one year from date of report | | | | | \$ - | \$ - | \$ - | \$ - | N/A | |
| Sub Total Short Term Investments - Bond Funds | | | | | \$ - | \$ - | \$ - | \$ - | | |
| Bond Proceeds Funds | | | | | | | | | | |
| Long Term Investments - Maturities greater than one year from date of report | | | | | \$ - | \$ - | \$ - | \$ - | N/A | |
| Sub Total Long Term Investments - Bond Funds | | | | | \$ - | \$ - | \$ - | \$ - | | |
| Sub Total Investments | | | | | | | | | | |
| Short-Term Investments - Unrestricted Funds | | | | | \$ - | \$ - | \$ - | \$ - | | |
| Demand Deposits | | | | | \$ - | \$ - | \$ - | \$ - | | |
| Credit Cards in Transit | | | | | \$ - | \$ - | \$ - | \$ - | | |
| JPMorgan Accounts Payable Disbursements | Heartland | N/A | 06/01/20 | (249,799) | (2,220) | (249,799) | (249,799) | (249,799) | (247,579) | N/A |
| JPMorgan Operating | JPMorgan Chase Bank | N/A | 06/01/20 | (470,582) | (646,856) | (470,582) | (470,582) | (470,582) | 176,274 | N/A |
| JPMorgan Payroll | JPMorgan Chase Bank | N/A | 06/01/20 | 6,622,767 | 3,801,335 | 6,622,767 | 6,622,767 | 6,622,767 | 2,821,432 | N/A |
| JPMorgan Workmen's Comp | JPMorgan Chase Bank | N/A | 06/01/20 | (36,047) | (29,648) | (36,047) | (36,047) | (36,047) | (6,399) | N/A |
| Petty Cash | JPMorgan Chase Bank | N/A | 06/01/20 | (3,706) | (5,369) | (3,706) | (3,706) | (3,706) | 1,663 | N/A |
| Sub Total Demand Deposits | Campus Business Offices | N/A | 06/01/20 | 20,025 | 20,025 | 20,025 | 20,025 | 20,025 | - | N/A |
| Money Market Accounts | | | | | \$ - | \$ - | \$ - | \$ - | | |
| East West MM Operating Account | East West Bank | 0.4700% | 06/01/20 | 35,036,281 | 40,021,587 | 35,036,281 | 35,036,281 | (4,985,306) | 14,693 | 452,787 |
| Texas Citizens Bank | Texas Citizens Bank | 0.7500% | 06/01/20 | 247,503 | 247,356 | 247,503 | 247,503 | 147 | 147 | 1,996 |
| Sub Total Money Market Accounts | | | | \$ 35,283,784 | \$ 40,268,943 | \$ 35,283,784 | \$ 35,283,784 | \$ (4,985,159) | \$ 14,840 | \$ 454,783 |
| Pool Accounts | | | | | | | | | | |
| TexPool - Operating | TexPool | 0.2885% | 06/01/20 | 113,608 | 5,279,864 | 113,608 | 113,608 | (5,166,256) | 478 | 20,931 |
| TexPool PRIME - Operating (New 11/01/2018) | TexPool | 0.7532% | 06/01/20 | 55,035,184 | 55,043,599 | 55,035,184 | 55,035,184 | (8,415) | 35,184 | 489,117 |
| LSP Government Overnight Fund - Operating Funds | Lone Star Investment Pool | 0.3130% | 06/01/20 | 472,042 | 1,761,010 | 472,042 | 472,042 | (1,288,968) | 174 | 14,092 |
| Sub Total Pool Accounts | | | | \$ 55,620,834 | \$ 62,084,473 | \$ 55,620,834 | \$ 55,620,834 | \$ (6,463,639) | \$ 35,836 | \$ 524,140 |
| Sub Total - Short Term Investments - Unrestricted Funds | | | | \$ 96,787,276 | \$ 105,490,683 | \$ 96,787,276 | \$ 96,787,276 | \$ (8,703,407) | \$ 50,676 | \$ 978,923 |
| Short-Term Investments - Restricted (Bond) Funds | | | | | | | | | | |
| Money Market Accounts | | | | | \$ - | \$ - | \$ - | \$ - | | |
| East West Bank MM 2015 Revenue Bond Proceeds | East West Bank | 0.4700% | 06/01/20 | - | - | - | - | - | - | 42,038 |
| Sub Total Money Market Accounts | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 42,038 |
| Pool Accounts | | | | | | | | | | |
| LSP Government Overnight Fund - 2008 GOB Bond Proceeds | Lone Star Investment Pool | 0.3130% | 06/01/20 | 3,239,213 | 3,394,745 | 3,239,213 | 3,239,213 | (155,532) | 889 | 35,326 |
| LSP Government Overnight Fund - 2015 Revenue Bond Proceeds | Lone Star Investment Pool | 0.3130% | 06/01/20 | 300,567 | 301,149 | 300,567 | 300,567 | (582) | 79 | 19,877 |
| LSP Government Overnight Fund - 2016 GOB Bond Proceeds | Lone Star Investment Pool | 0.3130% | 06/01/20 | 19,188,836 | 18,987,552 | 19,188,836 | 19,188,836 | 201,284 | 5,059 | 25,572 |
| LSP Government Overnight Fund - GOB Debt Service | Lone Star Investment Pool | 0.3130% | 06/01/20 | 104,715,895 | 109,214,474 | 104,715,895 | 104,715,895 | (4,498,579) | 68,992 | 140,209 |
| TexPool PRIME - 2019 Bond Proceeds (New 02/26/2019) | TexPool | 0.7532% | 06/01/20 | 127,444,511 | 131,897,920 | 127,444,511 | 127,444,511 | (4,453,409) | 75,019 | 1,913,934 |
| Sub Total Pool Accounts | | | | \$ 127,444,511 | \$ 131,897,920 | \$ 127,444,511 | \$ 127,444,511 | \$ (4,453,409) | \$ 75,019 | \$ 1,913,934 |

San Jacinto Community College District
INVESTMENTS and CASH & EQUIVALENTS
INVENTORY HOLDINGS REPORT
 May 31, 2020

| Description | Held At | Annualized Interest Rate | Maturity | Par | 4/30/2020 | | 5/31/2020 | | Change in Fair Value For the Month | September Through May | |
|---|-----------------|--------------------------|----------|----------------|-------------------|-------------------|-------------------|-------------------|------------------------------------|-----------------------|--------------|
| | | | | | Ending Fair Value | Ending Book Value | Ending Fair Value | Ending Book Value | | May Earnings | May Earnings |
| Sub Total - Short Term Investments - Restricted (Bond) Funds | | | | \$ 127,444,511 | \$ 131,897,920 | \$ 127,444,511 | \$ 127,444,511 | \$ 127,444,511 | \$ (4,453,409) | \$ 75,019 | \$ 1,955,972 |
| Accrued Earnings | | | | | | | | | | | |
| Operating Funds | Bank of America | Var | Var | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Bond Funds | Bank of America | Var | Var | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Sub Total Accrued Earnings | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Grand Total | | | | \$ 224,231,787 | \$ 237,388,603 | \$ 224,231,787 | \$ 224,231,787 | \$ 224,231,787 | \$ (13,156,816) | \$ 125,695 | \$ 2,934,895 |

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

May 31, 2020
 1 Yr Tsy = 0.17
 2 Yr Tsy = 0.16
 3 Yr Tsy = 0.19

April 30, 2020
 1 Yr Tsy = 0.16
 2 Yr Tsy = 0.20
 3 Yr Tsy = 0.24

March 31, 2020
 1 Yr Tsy = 0.17
 2 Yr Tsy = 0.23
 3 Yr Tsy = 0.29

February 28, 2020
 1 Yr Tsy = 0.97
 2 Yr Tsy = 0.86
 3 Yr Tsy = 0.85

January 31, 2020
 1 Yr Tsy = 1.45
 2 Yr Tsy = 1.33
 3 Yr Tsy = 1.30

December 31, 2019
 1 Yr Tsy = 1.59
 2 Yr Tsy = 1.58
 3 Yr Tsy = 1.62

November 30, 2019
 1 Yr Tsy = 1.60
 2 Yr Tsy = 1.61
 3 Yr Tsy = 1.61

October 31, 2019
 U S Treasury Rates - Benchmark from P&A

| Market Snapshot - 3:20 pm | |
|---------------------------|------|
| 3 month T-Bill | 1.53 |
| 6 month T-Bill | 1.55 |
| 12 month T-Bill | 1.49 |
| 2 year Treasury Note | 1.52 |
| 5 year Treasury Note | 1.51 |
| 10 year Treasury Note | 1.68 |
| 30 year Treasury Bond | 2.17 |

San Jacinto Community College District
INVESTMENTS and CASH & EQUIVALENTS
INVENTORY HOLDINGS REPORT
 May 31, 2020

| Description | Held At | Annualized Interest Rate | Maturity | Par | 4/30/2020 | 5/31/2020 | 5/31/2020 | Change in Fair Value For the Month | September Through May Earnings |
|---|---------|--------------------------|----------|----------------------|-------------------|-------------------|---------------------------------|------------------------------------|--------------------------------|
| | | | | | Ending Fair Value | Ending Book Value | Ending Fair Value | | |
| September 30, 2019 | | | | | | | | | |
| U.S. Treasury Rates - Benchmark from P&A | | | | | | | | | |
| 1Yr Tbill @ 1.71 | | | | | | | | | |
| 2Yr Tsy @ 1.65 | | | | | | | | | |
| 3Yr Tsy @ 1.61 | | | | | | | | | |
| 5Yr Tsy @ 1.60 | | | | | | | | | |
| 5Yr Tsy @ 1.32 | | | | | | | | | |
| 30 Yr Tsy @ 1.92 | | | | | | | | | |
| | | | | \$224,231,787 | | | | \$0 | |
| | | | | | | | Without Accrued Earnings | | |
| | | | | | | | \$224,231,787 | | |
| | | | | | | | Agrees with P&A Report and T/B | | |

<https://www.treasury.gov/resource-center/data-chart-center/interest-rates/pages/textview.aspx?data=yield&year=2019>

San Jacinto College Financial Statements
Monthly Investment Quarterly Report
March - May 2020

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
PORTFOLIO SUMMARY REPORT
Quarterly Investments - March 01, 2020 through May 31, 2020

| | | <u>Fair Value</u> | <u>Book Value</u> |
|--|---------------|-----------------------|-----------------------|
| Beginning Value | March 1, 2020 | \$ 269,957,160 | \$ 269,957,160 |
| Additions/Subtractions (Net) | | (45,725,373) | (45,725,373) |
| Change in Fair Value* | | - | - |
| Ending Value | May 31, 2020 | <u>\$ 224,231,787</u> | <u>\$ 224,231,787</u> |
| Earnings for the Month of May | | \$ | 125,695 |
| Earnings for the Quarter ending May 31, 2020 | | | 563,920 |
| WAM at Ending Period Date (Days) | | | 1.00 |

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

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

Prepared by:

William E Dickerson

William E. Dickerson
 Director of Accounting & Financial Services

Teri Zamora

Teri Zamora
 Vice Chancellor of Fiscal Affairs

SB1:B57AN JACINTO COMMUNITY COLLEGE DISTRICT
INVESTMENTS
WEIGHTED AVERAGE TO MATURITY
05/31/2020

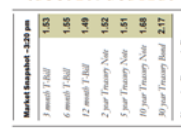
| Description | Held At | Coupon Rate | Purchase Date | Maturity | Par | Fair Value | Book Value | % of Total Portfolio | Days to Maturity | Weighted Avg. Mat. |
|---|---------------------------|-------------|---------------|----------|------|----------------|----------------|----------------------|------------------|--------------------|
| Short-Term Investments - Cash & Cash Equivalents | | | | | | | | | | |
| Credit Cards in Transit | Heartland | N/A | N/A | 06/01/20 | \$ | (249,799) | (249,799) | -0.11% | 1 | 0.00 |
| JPMorgan Accounts Payable Disbursements | JPMorgan Chase Bank | N/A | N/A | 06/01/20 | | (470,582) | (470,582) | -0.21% | 1 | 0.00 |
| JPMorgan Operating | JPMorgan Chase Bank | N/A | N/A | 06/01/20 | | 6,622,767 | 6,622,767 | 2.95% | 1 | 0.03 |
| JPMorgan Payroll | JPMorgan Chase Bank | N/A | N/A | 06/01/20 | | (36,047) | (36,047) | -0.02% | 1 | 0.00 |
| JPMorgan Workmen's Comp | JPMorgan Chase Bank | N/A | N/A | 06/01/20 | | (3,706) | (3,706) | 0.00% | 1 | 0.00 |
| Petty Cash | Campus Business Offices | N/A | N/A | 06/01/20 | | 20,025 | 20,025 | 0.01% | 1 | 0.00 |
| East West MM Operating Account | East West Bank | 1.450% | N/A | 06/01/20 | | 35,036,281 | 35,036,281 | 15.63% | 1 | 0.16 |
| Texas Citizens Bank | Texas Citizens Bank | 1.210% | N/A | 06/01/20 | | 247,503 | 247,503 | 0.11% | 1 | 0.00 |
| LSIP Government Overnight Fund - Operating Funds | Lone Star Investment Pool | 1.584% | N/A | 06/01/20 | | 472,042 | 472,042 | 0.21% | 1 | 0.00 |
| TexPool - PRIME - Operating | TexPool | 1.593% | N/A | 06/01/20 | | 113,608 | 113,608 | 0.05% | 1 | 0.00 |
| | TexPool | 1.801% | N/A | 06/01/20 | | 55,035,184 | 55,035,184 | 24.54% | 1 | 0.25 |
| Restricted - Cash & Cash Equivalents | | | | | | | | | | |
| East West Bank MM 2015 Revenue Bond Proceeds | East West Bank | 1.450% | N/A | 06/01/20 | | - | - | 0.00% | 1 | 0.00 |
| LSIP Government Overnight Fund - 2008 GOB Bond Proceeds | Lone Star Investment Pool | 1.584% | N/A | 06/01/20 | | 3,239,213 | 3,239,213 | 1.44% | 1 | 0.01 |
| LSIP Government Overnight Fund - 2015 Revenue Bond Proceeds | Lone Star Investment Pool | 1.584% | N/A | 06/01/20 | | 300,567 | 300,567 | 0.13% | 1 | 0.00 |
| LSIP Government Overnight Fund - 2016 GOB Bond Proceeds | Lone Star Investment Pool | 1.584% | N/A | 06/01/20 | | - | - | 0.00% | 1 | 0.00 |
| LSIP Government Overnight Fund - GOB Debt Service | Lone Star Investment Pool | 1.584% | N/A | 06/01/20 | | 19,188,836 | 19,188,836 | 8.56% | 1 | 0.09 |
| TexPool PRIME - 2019 Bond Proceeds (New 02/26/2019) | TexPool | 1.801% | N/A | 06/01/20 | | 104,715,895 | 104,715,895 | 46.70% | 1 | 0.47 |
| Grand Total Short Term Investments and Cash & Cash Equivalents | | | | | | | | | | |
| | | | | | \$ - | \$ 224,231,787 | \$ 224,231,787 | 100.00% | | 1.00 |

| CAFR | Weighted Average to Maturity at Ending Period Date (Days) |
|----------------|---|
| Note 4 | |
| \$ | |
| 20,025 | Petty cash on hand |
| 183,065,345 | Investment pools |
| 35,283,784 | Money Market |
| 5,862,633 | Bank deposits - demand deposits |
| - | U. S. government securities and municipal bonds |
| - | Accrued Earnings |
| \$ 224,231,787 | Total Cash and cash equivalents + investments |
| | 1.00 |

San Joaquin Community College District
INVESTMENTS AND CASH & EQUIVALENTS
INVENTORY HOLDINGS REPORT

| Description | Held At | Annualized Interest Rate | 05/31/2020 | | | 3rd Quarter Fiscal Year 2019-2020 Activity | | | FY20 | | | 2020 | | | 2020 | | | 2020 | | | 2020 | | | 2020 | | | 2020 | | | 2020 | | | | | | | | | | | |
|-------------------|---------|--------------------------|------------|-----|------------|--|-------------------|------------------------------------|-------------------|-------------------|--------------------------------|-----------------|---------------|---------------|--------------|----------------|----------------|-------------------|------------------|-------------------|-------------------|------------------|--------------------|----------------|----------------------|--------------------|--------------------|-------------------|---------------------|---------------------|------------------------|-----------------------|------------------------|------------------------|-----------------------|-------------------------|--|--|--|--|--|
| | | | Maturity | Par | Fair Value | Ending Book Value | Ending Fair Value | Change in Fair Value For the Month | Ending Book Value | Ending Fair Value | September Through May Earnings | August Earnings | July Earnings | June Earnings | May Earnings | April Earnings | March Earnings | February Earnings | January Earnings | December Earnings | November Earnings | October Earnings | September Earnings | Total Earnings | 2020 August Earnings | 2020 July Earnings | 2020 June Earnings | 2020 May Earnings | 2020 April Earnings | 2020 March Earnings | 2020 February Earnings | 2020 January Earnings | 2020 December Earnings | 2020 November Earnings | 2020 October Earnings | 2020 September Earnings | | | | | |
| February 28, 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 W Treasury 0.86 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 W Treasury 0.85 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| January 31, 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 W Treasury 1.33 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 W Treasury 1.30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| December 31, 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 W Treasury 1.58 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 W Treasury 1.62 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| November 30, 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 W Treasury 1.61 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 W Treasury 1.61 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

October 31, 2019
U.S. Treasury Rates - Benchmark from F&A



September 30, 2019
U.S. Treasury Rates - Benchmark from F&A



<https://www.treasury.gov/resource-center/data-chart-center/interest-rates/press/pages/tableView.aspx?id=20190930>

San Jacinto College Foundation
Financial Statements
June 2020

San Jacinto College Foundation

Statement of Financial Position

As of June 30, 2020

| ASSETS | Current Year | Previous Year | Difference |
|---|----------------------------|----------------------------|---------------------------|
| Current Assets | | | |
| Checking/Savings | | | |
| General Fund | \$1,845,106 | \$1,094,924 | \$750,181 |
| Other Funds | - | - | - |
| Total Checking/Savings | <u>1,845,106</u> | <u>1,094,924</u> | <u>750,181</u> |
| Accounts Receivable | | | |
| Other Receivables | 7,500 | 7,500 | 0 |
| Pledge Receivables | 120,000 | 171,200 | (51,200) |
| Scholarship Receivables | 0 | 510 | (510) |
| Special Events Receivables | 104,779 | | 104,779 |
| Sponsorship Receivable | 4,000,000 | 8,663 | 3,991,337 |
| Total Accounts Receivables | <u>4,232,279</u> | <u>187,873</u> | <u>4,044,407</u> |
| Other Current Assets | | | |
| Short Term Investments | | | |
| Goldman Sachs | 11,931,735 | 11,453,548 | 478,187 |
| Capital Bank CD | 210,396 | 207,004 | 3,392 |
| Prosperity Bank | 210,124 | 206,375 | 3,749 |
| Total SJC Short Term Investments | <u>12,352,255</u> | <u>11,866,927</u> | <u>485,328</u> |
| Total Current Assets | <u>18,429,640</u> | <u>13,149,724</u> | <u>5,279,916</u> |
| TOTAL ASSETS | <u>\$18,429,640</u> | <u>\$13,149,724</u> | <u>\$5,279,916</u> |
| LIABILITIES & NET ASSETS | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| Grants Payable | 33,071 | 51,964 | (18,893) |
| Programs Payable | 15,637 | 35,164 | (19,527) |
| Endowments Payable | 80,427 | 117,679 | (37,251) |
| Scholarship Payables | 138,418 | 142,711 | (4,293) |
| Student Success Payables | 90,545 | 43,591 | 46,954 |
| Total Accounts Payable | <u>358,098</u> | <u>391,109</u> | <u>(33,010)</u> |
| Total Current Liabilities | <u>358,098</u> | <u>391,109</u> | <u>(33,010)</u> |
| Total Liabilities | 358,098 | 391,109 | (33,010) |
| NET ASSETS | | | |
| Net Assets Without Donor Restrictions | 3,628,929 | 2,923,744 | 705,185 |
| Net Assets With Donor Restrictions | 9,129,687 | 9,052,314 | 77,373 |
| Net Assets | <u>12,758,615</u> | <u>11,976,058</u> | <u>749,547</u> |
| Net Income | 5,312,926 | 782,557 | 4,530,369 |
| Total Net Assets | <u>18,071,542</u> | <u>12,758,615</u> | <u>5,312,926</u> |
| TOTAL LIABILITIES & NET ASSETS | <u>\$18,429,640</u> | <u>\$13,149,724</u> | <u>\$5,279,916</u> |

San Jacinto College Foundation
Statement of Activities
For the Period Ending June 30, 2020

| | Current Year | Last Year | Effect on Net Income | Annual Budget | Actual % of Annual Budget |
|--|--------------------|------------------|-------------------------|------------------|---------------------------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| Contributions | | | | | |
| Grant Contributions | 62,500 | 88,112 | (25,612) | 91,000 | 69% |
| Endowments | 48,113 | 59,239 | (11,126) | 201,600 | 24% |
| Program Sponsorship | 5,369,335 | 513,560 | 4,855,776 | 300,000 | 1790% |
| Scholarships | 274,628 | 419,074 | (144,445) | 698,400 | 39% |
| Total Contributions | <u>5,754,577</u> | <u>1,079,984</u> | <u>4,674,593</u> | <u>1,291,000</u> | <u>446%</u> |
| Other Income | | | | | |
| Special Events | 305,196 | 146,292 | 158,904 | 270,000 | 113% |
| Investment Income | 291,292 | 326,771 | (35,479) | 141,823 | 205% |
| Realized Gain / (Loss) | (5,103) | (13,819) | 8,716 | 62,500 | -8% |
| Unrealized Gain / (Loss) | 203,430 | 346,831 | (143,402) | 62,500 | 325% |
| Total Other Income | <u>794,815</u> | <u>806,075</u> | <u>(11,260)</u> | <u>536,823</u> | <u>148%</u> |
| Total Income | 6,549,392 | 1,886,059 | 4,663,333 | 1,827,823 | 358% |
| Expense | | | | | |
| Programs | | | | | |
| Scholarships Awarded | 616,047 | 449,486 | (166,562) | 350,000 | 176% |
| Programs Sponsored | 408,010 | 411,692 | 3,682 | 580,000 | 70% |
| Student Success Initiatives | 97,990 | 116,617 | 18,627 | 150,000 | 65% |
| Total Programs | <u>1,122,047</u> | <u>977,794</u> | <u>(144,253)</u> | <u>1,080,000</u> | <u>104%</u> |
| Supporting Services | | | | | |
| Bad Debt Expense | 0 | 2,100 | 2,100 | 2,000 | 0% |
| Supporting Services | | | | | |
| Foundation Expenses | 45,149 | 52,952 | 7,803 | 51,830 | 87% |
| Fundraising Expense | 63,170 | 62,068 | (1,102) | 150,000 | 42% |
| Sponsorship Expense | 6,100 | 8,587 | 2,487 | 10,000 | 61% |
| Total Supporting Services | <u>114,419</u> | <u>123,608</u> | <u>9,189</u> | <u>211,830</u> | <u>54%</u> |
| Total Expense | <u>1,236,466</u> | <u>1,103,502</u> | <u>(132,964)</u> | <u>1,293,830</u> | <u>96%</u> |
| Net Ordinary Income | 5,312,926 | 782,557 | 4,530,369 | 533,993 | 995% |
| Other Income / Expenses | | | | | |
| Increase/Decrease in Net Position | <u>\$5,312,926</u> | <u>\$782,557</u> | <u>\$4,530,369</u> | <u>\$533,993</u> | <u>995%</u> |



Contributions Report
June 2020

| Donors | Amount | Fund |
|---------------|---------------|--|
| Corporations | 19,500 | Beta Sigma Phi North Channel, College Petrochem Initiative, Golf Tournament |
| Foundations | 42,500 | Dunn Foundation, Pasadena Rotary Foundation |
| Individuals | 7,050 | General Support, Jennifer Puryear Scholarship, Joseph Cantalamessa Scholarship, Pope Cosmetology Scholarship, Student Emergency Fund |

Total Donation 69,050

| | | |
|------------------------|-------|--|
| Employee Contributions | 8,909 | Brysch Garza Firefighter Scholarship, Chancellor's Cultivation Fund, Food Market, General Support, John Locke Memorial, Promise for their Future, San Jac Star, Student Emergency Fund, Veteran's Center |
|------------------------|-------|--|

Total Contributions 77,959

San Jacinto College Foundation
Financial Statements
May 2020

San Jacinto College Foundation
Statement of Financial Position
As of May 31, 2020

| ASSETS | Current Year | Previous Year | Difference |
|---|----------------------------|----------------------------|---------------------------|
| Current Assets | | | |
| Checking/Savings | | | |
| General Fund | \$1,874,643 | \$1,102,054 | \$772,588 |
| Other Funds | - | - | - |
| Total Checking/Savings | <u>1,874,643</u> | <u>1,102,054</u> | <u>772,588</u> |
| Accounts Receivable | | | |
| Other Receivables | 7,500 | 16,500 | (9,000) |
| Pledge Receivables | 120,100 | 171,200 | (51,100) |
| Scholarship Receivables | 0 | 850 | (850) |
| Special Events Receivables | 105,279 | 7,171 | 98,108 |
| Total Accounts Receivables | <u>232,879</u> | <u>195,721</u> | <u>37,158</u> |
| Other Current Assets | | | |
| Short Term Investments | | | |
| Goldman Sachs | 11,770,718 | 11,122,993 | 647,724 |
| Capital Bank CD | 210,396 | 207,004 | 3,392 |
| Prosperity Bank | 210,124 | 206,375 | 3,749 |
| Total SJC Short Term Investments | <u>12,191,237</u> | <u>11,536,372</u> | <u>654,865</u> |
| Total Current Assets | <u>14,298,759</u> | <u>12,834,147</u> | <u>1,464,612</u> |
| TOTAL ASSETS | <u>\$14,298,759</u> | <u>\$12,834,147</u> | <u>\$1,464,612</u> |
| LIABILITIES & NET ASSETS | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| Grants Payable | 38,919 | 56,829 | (17,910) |
| Programs Payable | 46,021 | 33,164 | 12,857 |
| Endowments Payable | 80,427 | 127,291 | (46,864) |
| Scholarship Payables | 133,418 | 161,909 | (28,491) |
| Student Success Payables | 151,055 | 61,467 | 89,589 |
| Total Accounts Payable | <u>449,841</u> | <u>440,659</u> | <u>9,182</u> |
| Total Current Liabilities | <u>449,841</u> | <u>440,659</u> | <u>9,182</u> |
| Total Liabilities | 449,841 | 440,659 | 9,182 |
| NET ASSETS | | | |
| Net Assets Without Donor Restrictions | 3,524,184 | 2,200,949 | 1,323,235 |
| Net Assets With Donor Restrictions | 9,234,431 | 9,775,109 | (540,678) |
| Net Assets | <u>12,758,615</u> | <u>11,976,058</u> | <u>791,739</u> |
| Net Income | <u>1,090,303</u> | <u>417,430</u> | <u>672,873</u> |
| Total Net Assets | <u>13,848,919</u> | <u>12,393,488</u> | <u>1,455,431</u> |
| TOTAL LIABILITIES & NET ASSETS | <u>\$14,298,759</u> | <u>\$12,834,147</u> | <u>\$1,464,612</u> |

San Jacinto College Foundation

Statement of Activities

For the Period Ending May 31, 2020

| | Current Year | Last Year | Effect on Net Income | Annual Budget | Actual % of Annual Budget |
|--|--------------------|------------------|-------------------------|------------------|---------------------------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| Contributions | | | | | |
| Grant Contributions | 32,500 | 88,112 | (55,612) | 91,000 | 36% |
| Endowments | 48,023 | 58,867 | (10,844) | 201,600 | 24% |
| Program Sponsorship | 1,361,135 | 497,669 | 863,466 | 300,000 | 454% |
| Scholarships | 254,994 | 376,994 | (122,000) | 698,400 | 37% |
| Total Contributions | <u>1,696,652</u> | <u>1,021,642</u> | <u>675,010</u> | <u>1,291,000</u> | <u>131%</u> |
| Other Income | | | | | |
| Special Events | 295,262 | 114,042 | 181,220 | 270,000 | 109% |
| Investment Income | 250,845 | 291,770 | (40,925) | 141,823 | 177% |
| Realized Gain / (Loss) | (4,902) | (13,819) | 8,917 | 62,500 | -8% |
| Unrealized Gain / (Loss) | 82,983 | 50,743 | 32,241 | 62,500 | 133% |
| Total Other Income | <u>624,188</u> | <u>442,736</u> | <u>181,453</u> | <u>536,823</u> | <u>116%</u> |
| Total Income | 2,320,841 | 1,464,378 | 856,463 | 1,827,823 | 127% |
| Expense | | | | | |
| Programs | | | | | |
| Scholarships Awarded | 610,297 | 449,863 | (160,434) | 350,000 | 174% |
| Programs Sponsored | 361,910 | 367,086 | 5,176 | 580,000 | 62% |
| Student Success Initiatives | 134,972 | 116,617 | (18,355) | 150,000 | 90% |
| Total Programs | <u>1,107,180</u> | <u>933,566</u> | <u>(173,614)</u> | <u>1,080,000</u> | <u>103%</u> |
| Supporting Services | | | | | |
| Bad Debt Expense | 0 | 0 | 0 | 2,000 | 0% |
| Supporting Services | | | | | |
| Foundation Expenses | 44,588 | 43,379 | (1,209) | 51,830 | 86% |
| Fundraising Expense | 72,670 | 62,068 | (10,602) | 150,000 | 48% |
| Sponsorship Expense | 6,100 | 7,935 | 1,835 | 10,000 | 61% |
| Total Supporting Services | <u>123,358</u> | <u>113,382</u> | <u>(9,975)</u> | <u>211,830</u> | <u>58%</u> |
| Total Expense | <u>1,230,538</u> | <u>1,046,948</u> | <u>(183,590)</u> | <u>1,293,830</u> | <u>95%</u> |
| Net Ordinary Income | 1,090,303 | 417,430 | 672,873 | 533,993 | 204% |
| Other Income / Expenses | | | | | |
| Increase/Decrease in Net Position | <u>\$1,090,303</u> | <u>\$417,430</u> | <u>\$672,873</u> | <u>\$533,993</u> | <u>204%</u> |



Contributions Report
May 2020

| Donors | Amount | Fund |
|---------------|---------------|-------------|
| Corporations | 6,490 | GWAT |
| Foundations | 41,541 | GWAT |
| Individuals | 6,899 | GWAT |

Total Donation 54,930

| | | |
|------------------------|--------|--|
| Employee Contributions | 12,329 | Chancellor's Cultivation Fund, East Harris County Manufacturers, Flickinger Endowment, Food Market, General Support, GWAT, Jennifer Puryear Scholarship, Jimmy Catoe, John P. McGovern Foundation, San Jac Star, Student Emergency Fund, Veterans Center |
|------------------------|--------|--|

Total Contributions 67,259

Capital Improvement Program
June 30, 2020

2008 Bond Program

Report as of June 30, 2020

| Project | Base Budget | Budget Adjustments | Current Budget | Program Management Fees | Total Budget | Encumbered Funds | Total Expenditures | Remaining Balance | Percent of Budget Encumbered/ Expensed |
|---|--------------------|--------------------|--------------------|-------------------------|--------------------|------------------|--------------------|-------------------|--|
| Central | | | | | | | | | |
| 721918 - CC Chiller Optimization | - | 350,000 | 350,000 | - | 350,000 | 23,000 | - | 327,000 | 6.57% |
| 721919 - CC Install Backup Chiller C26 | - | 175,000 | 175,000 | - | 175,000 | - | - | 175,000 | - |
| 721920 - CC Refurbish 4 Cooling Towers | - | 150,000 | 150,000 | - | 150,000 | - | - | 150,000 | - |
| 721921 - CC Re-pave P17 and P18 | - | 450,000 | 450,000 | - | 450,000 | - | - | 450,000 | - |
| Sub-total | - | 1,125,000 | 1,125,000 | - | 1,125,000 | 23,000 | - | 1,102,000 | 2.04% |
| North | | | | | | | | | |
| Sub-total | - | - | - | - | - | - | - | - | - |
| South | | | | | | | | | |
| 723917 - SC Welcome Center Reconfiguration | - | 590,574 | 590,574 | - | 590,574 | 272,732 | 278,195 | 39,647 | 93.29% |
| 723922 - SC Replace HVAC Valves, S1 | - | 30,000 | 30,000 | - | 30,000 | - | - | 30,000 | - |
| Sub-total | - | 620,574 | 620,574 | - | 620,574 | 272,732 | 278,195 | 69,647 | 88.78% |
| District | | | | | | | | | |
| 720100 - Program Management | - | 9,605,947 | 9,605,947 | (9,605,947) | - | - | - | - | - |
| 726800 - Contingency | 14,626,260 | (14,489,783) | 136,477 | - | 136,477 | - | - | 136,477 | - |
| 726811 - A.1/A.2 Building Renovations | - | 915,830 | 915,830 | - | 915,830 | - | 914,730 | 1,100 | 99.88% |
| 726907 - Wayfinding Signage | 50,000 | 939,076 | 989,076 | 10,924 | 1,000,000 | 159,878 | 186,109 | 654,013 | 34.60% |
| 726923 - Replace HVAC, A1 | - | 350,000 | 350,000 | - | 350,000 | 37,500 | - | 312,500 | 10.71% |
| 726924 - Replace VFDS ALL Campuses | - | 80,000 | 80,000 | - | 80,000 | 8,000 | - | 72,000 | 10.00% |
| Sub-total | 14,676,260 | (2,598,930) | 12,077,330 | (9,595,023) | 2,482,307 | 205,378 | 1,100,839 | 1,176,090 | 10.82% |
| 2008 Contingency Supplemental Projects | | | | | | | | | |
| 726916 - Dist - College Wide Scheduling Sys | - | 200,000 | 200,000 | - | 200,000 | - | - | 200,000 | - |
| Sub-total | - | 200,000 | 200,000 | - | 200,000 | - | - | 200,000 | - |
| Supplemental Projects closed | | | | | | | | | |
| Sub-total | - | 3,614,652 | 3,614,652 | - | 3,614,652 | - | 3,614,652 | - | 100.00% |
| Sub-total | 280,323,740 | (2,961,296) | 277,362,444 | 9,595,023 | 286,957,467 | - | 286,957,467 | - | 100.00% |
| TOTALS | 295,000,000 | - | 295,000,000 | - | 295,000,000 | 501,110 | 291,951,153 | 2,547,737 | 99.14% |

2015 Revenue Bond Program

Report as of June 30, 2020

| Project | Base Budget | Budget Adjustments | Current Budget | Program Management Fees | Total Budget | Encumbered Funds | Total Expenditures | Remaining Balance | Percent of Budget Encumbered/ Expensed |
|--------------------------------|-------------------|--------------------|-------------------|-------------------------|-------------------|------------------|--------------------|-------------------|--|
| Generation Park | | | | | | | | | |
| 726601 - Generation Park | - | 6,787,977 | 6,787,977 | - | 6,787,977 | - | 6,787,977 | - | 100.00% |
| Contingency (726900) | 2,408,355 | (2,408,355) | - | - | - | - | - | - | - |
| Sub-total | 2,408,355 | 4,379,622 | 6,787,977 | - | 6,787,977 | - | 6,787,977 | - | 100.00% |
| Projects Closed | | | | | | | | | |
| 722909 - North CIT | 47,591,645 | (6,039,719) | 41,551,926 | 753,966 | 42,305,892 | - | 42,305,892 | - | 100.00% |
| 722916 - NC - CIT Graphics | - | 40,779 | 40,779 | - | 40,779 | - | 40,779 | - | 100.00% |
| 722917 - NC - CIT Supplemental | - | 25,546 | 25,546 | - | 25,546 | - | 25,546 | - | 100.00% |
| 722918 - NC - CIT Acoustics | - | 90,855 | 90,855 | - | 90,855 | - | 90,855 | - | 100.00% |
| 726908 - Dist Campus Purchases | - | 748,950 | 748,950 | - | 748,950 | - | 748,950 | - | 100.00% |
| 722909 - Program Manager | - | 753,966 | 753,966 | (753,966) | - | - | - | - | - |
| Sub-total | 47,591,645 | (4,379,622) | 43,212,023 | - | 43,212,023 | - | 43,212,023 | - | 100.00% |
| TOTALS | 50,000,000 | - | 50,000,000 | - | 50,000,000 | - | 50,000,000 | - | 100.00% |

Generation Park

Report as of June 30, 2020

| Project | Base Budget | Budget Adjustments | Current Budget | Program Management Fees | Total Budget | Encumbered Funds | Total Expenditures | Remaining Balance | Percent of Budget Encumbered/ Expensed |
|---|-------------------|--------------------|-------------------|-------------------------|-------------------|------------------|--------------------|-------------------|--|
| Generation Park - 726601 | | | | | | | | | |
| 904605 - 2015 Revenue Bond - 726601 | 6,787,977 | - | 6,787,977 | - | 6,787,977 | - | 6,787,977 | - | 100.00% |
| 929603 - Operational - 726601 | 8,843,556 | - | 8,843,556 | - | 8,843,556 | 146,890 | 8,627,438 | 69,228 | 99.22% |
| 901609 - 2015 Bond - 726601 | 6,368,466 | - | 6,368,466 | - | 6,368,466 | 3,082,002 | 670,659 | 2,615,806 | 58.93% |
| 901610 - Generation Park Site Infrastructure - 726601 | 4,000,000 | - | 4,000,000 | - | 4,000,000 | 1,254,251 | 2,737,124 | 8,625 | 99.78% |
| 901610 - Generation Park Parking Lot - 76601A | 3,521,892 | - | 3,521,892 | - | 3,521,892 | 260,000 | - | 3,261,892 | 7.38% |
| TOTALS | 29,521,892 | - | 29,521,892 | - | 29,521,892 | 4,743,143 | 18,823,197 | 5,955,552 | 79.83% |

Repair and Renovation

Report as of June 30, 2020

| Project | Base Budget | Budget Adjustments | Current Budget | Program Management Fees | Total Budget | Encumbered Funds | Total Expenditures | Remaining Balance | Percent of Budget Encumbered/ Expensed |
|--|------------------|--------------------|------------------|-------------------------|------------------|------------------|--------------------|-------------------|--|
| Central | | | | | | | | | |
| F19067 - C11.1110 Surgical Sink Upgrade | - | 40,000 | 40,000 | - | 40,000 | 6,735 | 27,444 | 5,821 | 85.45% |
| F20001 - CC Central Miscellaneous | - | 50,000 | 50,000 | - | 50,000 | 10,252 | 30,461 | 9,286 | 81.43% |
| F20006 - C14.218 Pantry Market Relocation | - | 23,500 | 23,500 | - | 23,500 | 100 | 13,226 | 10,174 | 56.71% |
| F20008 - CC Library Office Reconfiguration | - | 20,000 | 20,000 | - | 20,000 | 118 | 13,648 | 6,234 | 68.83% |
| F20026 - CC Furniture Life Cycle Program | - | 160,000 | 160,000 | - | 160,000 | 57,833 | 99,412 | 2,755 | 98.28% |
| F20033 - C11 Tier 1 Upgrade | - | 20,000 | 20,000 | - | 20,000 | - | 15,715 | 4,285 | 78.57% |
| F20036 - C11.1081 Conference Room Upgrade | - | 20,000 | 20,000 | - | 20,000 | 501 | 17,482 | 2,017 | 89.92% |
| Sub-total | - | 333,500 | 333,500 | - | 333,500 | 75,539 | 217,388 | 40,572 | 87.83% |
| North | | | | | | | | | |
| F20002 - NC North Miscellaneous | - | 50,000 | 50,000 | - | 50,000 | 5,139 | 3,944 | 40,917 | 18.17% |
| F20011 - N12.203/206 Call Center Renovation | - | 97,000 | 97,000 | - | 97,000 | 67,039 | 29,250 | 711 | 99.27% |
| F20014 - NC - N1 Audio Visual System Upgrade | - | 15,700 | 15,700 | - | 15,700 | - | 15,646 | 55 | 99.65% |
| F20027 - NC - Furniture Life Cycle Program | - | 120,403 | 120,403 | - | 120,403 | 15,202 | 80,023 | 25,177 | 79.09% |
| Sub-total | - | 283,103 | 283,103 | - | 283,103 | 87,380 | 128,862 | 66,860 | 76.38% |
| South | | | | | | | | | |
| F18040 - S8 Roof Replacement Design | - | 40,643 | 40,643 | - | 40,643 | 22,809 | 17,834 | - | 100.00% |
| F19080 - S7 Roof Replacement Design | - | 10,150 | 10,150 | - | 10,150 | 10,150 | - | - | 100.00% |
| F20003 - SC South Miscellaneous | - | 50,000 | 50,000 | - | 50,000 | - | 3,160 | 46,840 | 6.32% |
| F20005 - S9 HVAC Pipe Supports Design | - | 6,300 | 6,300 | - | 6,300 | 1,575 | 4,725 | - | 100.00% |
| F20029 - SC - Furniture Life Cycle Program | - | 132,000 | 132,000 | - | 132,000 | 57,434 | 74,030 | 535 | 99.59% |
| F20032 - S11 2nd Floor Carpet Replacement | - | 28,000 | 28,000 | - | 28,000 | - | 27,353 | 647 | 97.69% |
| F20038 - S11.231 Workspace with Furniture | - | 7,500 | 7,500 | - | 7,500 | 6,464 | 1,009 | 27 | 99.65% |
| Sub-total | - | 274,593 | 274,593 | - | 274,593 | 98,432 | 128,111 | 48,050 | 82.50% |
| District | | | | | | | | | |
| F19076 - Aerospace Workforce Train Center | - | 3,506 | 3,506 | - | 3,506 | 3,506 | - | - | 100.00% |
| F20004 - Admin Campus Misc. | - | 50,000 | 50,000 | - | 50,000 | 2,552 | 20,070 | 27,377 | 45.25% |
| F20047 - Replace Recycle Receptacles District Wide | - | 82,060 | 82,060 | - | 82,060 | 246 | 48,719 | 33,095 | 59.67% |
| Sub-total | - | 135,566 | 135,566 | - | 135,566 | 6,304 | 68,789 | 60,472 | 55.39% |
| Contingency (720700) | 1,070,684 | (750,781) | 319,903 | - | 319,903 | - | - | 319,903 | - |
| Sub-total | 1,070,684 | (750,781) | 319,903 | - | 319,903 | - | - | 319,903 | - |
| Projects Closed | | | | | | | | | |
| F20025 - C45.1429 Mag Unit Electrical | - | 8,920 | 8,920 | - | 8,920 | - | 8,920 | - | 100.00% |
| F20043 - C20 Corridor Painting | - | 19,058 | 19,058 | - | 19,058 | - | 19,058 | - | 100.00% |
| F20045 - C14 Chilled Water Line | - | - | - | - | - | - | - | - | - |
| F20013 - N7 ECHS Dining Hall Audio Visual Upgrade | - | 10,953 | 10,953 | - | 10,953 | - | 10,953 | - | 100.00% |
| F20052 - N6 Exterior Weatherproofing | - | 9,057 | 9,057 | - | 9,057 | - | 9,057 | - | 100.00% |
| F20031 - S9.252 Walls Painted | - | 7,358 | 7,358 | - | 7,358 | - | 7,358 | - | 100.00% |
| Sub-total | - | 55,347 | 55,347 | - | 55,347 | - | 55,347 | - | 100.00% |
| TOTALS | 1,070,684 | 331,327 | 1,402,011 | - | 1,402,011 | 267,656 | 598,498 | 535,857 | 61.78% |

Capital Improvement Program
May 31, 2020

2008 Bond Program

Report as of May 31, 2020

| Project | Base Budget | Budget Adjustments | Current Budget | Program Management Fees | Total Budget | Encumbered Funds | Total Expenditures | Remaining Balance | Percent of Budget Encumbered/ Expensed |
|---|--------------------|--------------------|--------------------|-------------------------|--------------------|------------------|--------------------|-------------------|--|
| Central | | | | | | | | | |
| 721918 - CC Chiller Optimization | - | 350,000 | 350,000 | - | 350,000 | - | - | 350,000 | - |
| 721919 - CC Install Backup Chiller C26 | - | 175,000 | 175,000 | - | 175,000 | - | - | 175,000 | - |
| 721920 - CC Refurbish 4 Cooling Towers | - | 150,000 | 150,000 | - | 150,000 | - | - | 150,000 | - |
| 721921 - CC Re-pave P17 and P18 | - | 450,000 | 450,000 | - | 450,000 | - | - | 450,000 | - |
| Sub-total | - | 1,125,000 | 1,125,000 | - | 1,125,000 | - | - | 1,125,000 | - |
| North | | | | | | | | | |
| Sub-total | - | - | - | - | - | - | - | - | - |
| South | | | | | | | | | |
| 723917 - SC Welcome Center Reconfiguration | - | 590,574 | 590,574 | - | 590,574 | 404,221 | 146,707 | 39,646 | 93.29% |
| 723922 - SC Replace HVAC Valves, S1 | - | 30,000 | 30,000 | - | 30,000 | - | - | 30,000 | - |
| Sub-total | - | 620,574 | 620,574 | - | 620,574 | 404,221 | 146,707 | 69,646 | 88.78% |
| District | | | | | | | | | |
| 720100 - Program Management | - | 9,605,947 | 9,605,947 | (9,605,947) | - | - | - | - | - |
| 726800 - Contingency | 14,626,260 | (14,489,782) | 136,478 | - | 136,478 | - | - | 136,478 | - |
| 726811 - A.1/A.2 Building Renovations | - | 915,830 | 915,830 | - | 915,830 | 6,740 | 909,090 | - | 100.00% |
| 726907 - Wayfinding Signage | 50,000 | 939,076 | 989,076 | 10,924 | 1,000,000 | 240,833 | 104,393 | 654,774 | 34.52% |
| 726923 - Replace HVAC, A1 | - | 350,000 | 350,000 | - | 350,000 | - | - | 350,000 | - |
| 726924 - Replace VFDS ALL Campuses | - | 80,000 | 80,000 | - | 80,000 | - | - | 80,000 | - |
| Sub-total | 14,676,260 | (2,598,930) | 12,077,330 | (9,595,023) | 2,482,307 | 247,573 | 1,013,483 | 1,221,251 | 10.44% |
| 2008 Contingency Supplemental Projects | | | | | | | | | |
| 726916 - Dist - College Wide Scheduling Sys | - | 200,000 | 200,000 | - | 200,000 | - | - | 200,000 | - |
| Sub-total | - | 200,000 | 200,000 | - | 200,000 | - | - | 200,000 | - |
| Supplemental Projects closed | | | | | | | | | |
| Sub-total | - | 3,614,652 | 3,614,652 | - | 3,614,652 | - | 3,614,652 | - | 100.00% |
| Projects Closed | | | | | | | | | |
| Sub-total | 280,323,740 | (2,961,296) | 277,362,444 | 9,595,023 | 286,957,467 | - | 286,957,467 | - | 100.00% |
| TOTALS | 295,000,000 | - | 295,000,000 | - | 295,000,000 | 651,794 | 291,732,309 | 2,615,897 | 99.11% |

2015 Revenue Bond Program

Report as of May 31, 2020

| Project | Base Budget | Budget Adjustments | Current Budget | Program Management Fees | Total Budget | Encumbered Funds | Total Expenditures | Remaining Balance | Percent of Budget Encumbered/ Expensed |
|--------------------------------|-------------------|--------------------|-------------------|-------------------------|-------------------|------------------|--------------------|-------------------|--|
| Generation Park | | | | | | | | | |
| 726601 - Generation Park | - | 6,787,977 | 6,787,977 | - | 6,787,977 | - | 6,787,977 | - | 100.00% |
| Contingency (726900) | 2,408,355 | (2,408,355) | - | - | - | - | - | - | - |
| Sub-total | 2,408,355 | 4,379,622 | 6,787,977 | - | 6,787,977 | - | 6,787,977 | - | 100.00% |
| Projects Closed | | | | | | | | | |
| 722909 - North CIT | 47,591,645 | (6,039,719) | 41,551,926 | 753,966 | 42,305,892 | - | 42,305,892 | - | 100.00% |
| 722916 - NC - CIT Graphics | - | 40,779 | 40,779 | - | 40,779 | - | 40,779 | - | 100.00% |
| 722917 - NC - CIT Supplemental | - | 25,546 | 25,546 | - | 25,546 | - | 25,546 | - | 100.00% |
| 722918 - NC - CIT Acoustics | - | 90,855 | 90,855 | - | 90,855 | - | 90,855 | - | 100.00% |
| 726908 - Dist Campus Purchases | - | 748,950 | 748,950 | - | 748,950 | - | 748,950 | - | 100.00% |
| 722909 - Program Manager | - | 753,966 | 753,966 | (753,966) | - | - | - | - | - |
| Sub-total | 47,591,645 | (4,379,622) | 43,212,023 | - | 43,212,023 | - | 43,212,023 | - | 100.00% |
| TOTALS | 50,000,000 | - | 50,000,000 | - | 50,000,000 | - | 50,000,000 | - | 100.00% |

Generation Park

Report as of May 31, 2020

| Project | Base Budget | Budget Adjustments | Current Budget | Program Management Fees | Total Budget | Encumbered Funds | Total Expenditures | Remaining Balance | Percent of Budget Encumbered/ Expensed |
|---|-------------------|--------------------|-------------------|-------------------------|-------------------|------------------|--------------------|-------------------|--|
| Generation Park - 726601 | | | | | | | | | |
| 904605 - 2015 Revenue Bond - 726601 | 6,787,977 | - | 6,787,977 | - | 6,787,977 | - | 6,787,977 | - | 100.00% |
| 929603 - Operational - 726601 | 8,843,556 | - | 8,843,556 | - | 8,843,556 | 141,477 | 8,624,632 | 77,448 | 99.12% |
| 901609 - 2015 Bond - 726601 | 6,368,466 | - | 6,368,466 | - | 6,368,466 | 3,105,103 | 612,205 | 2,651,157 | 58.37% |
| 901610 - Generation Park Site Infrastructure - 726601 | 4,000,000 | - | 4,000,000 | - | 4,000,000 | 1,258,302 | 2,733,074 | 8,625 | 99.78% |
| 901610 - Generation Park Parking Lot - 76601A | 3,521,892 | - | 3,521,892 | - | 3,521,892 | 260,000 | - | 3,261,892 | 7.38% |
| TOTALS | 29,521,892 | - | 29,521,892 | - | 29,521,892 | 4,764,882 | 18,757,888 | 5,999,122 | 79.68% |

2015 Revenue Bond Program

Report as of May 31, 2020

| Project | Base Budget | Budget Adjustments | Current Budget | Program Management Fees | Total Budget | Encumbered Funds | Total Expenditures | Remaining Balance | Percent of Budget Encumbered/ Expensed |
|--------------------------------|-------------------|--------------------|-------------------|-------------------------|-------------------|------------------|--------------------|-------------------|--|
| Generation Park | | | | | | | | | |
| 726601 - Generation Park | - | 6,787,977 | 6,787,977 | - | 6,787,977 | - | 6,787,977 | - | 100.00% |
| Contingency (726900) | 2,408,355 | (2,408,355) | - | - | - | - | - | - | - |
| Sub-total | 2,408,355 | 4,379,622 | 6,787,977 | - | 6,787,977 | - | 6,787,977 | - | 100.00% |
| Projects Closed | | | | | | | | | |
| 722909 - North CIT | 47,591,645 | (6,039,719) | 41,551,926 | 753,966 | 42,305,892 | - | 42,305,892 | - | 100.00% |
| 722916 - NC - CIT Graphics | - | 40,779 | 40,779 | - | 40,779 | - | 40,779 | - | 100.00% |
| 722917 - NC - CIT Supplemental | - | 25,546 | 25,546 | - | 25,546 | - | 25,546 | - | 100.00% |
| 722918 - NC - CIT Acoustics | - | 90,855 | 90,855 | - | 90,855 | - | 90,855 | - | 100.00% |
| 726908 - Dist Campus Purchases | - | 748,950 | 748,950 | - | 748,950 | - | 748,950 | - | 100.00% |
| 722909 - Program Manager | - | 753,966 | 753,966 | (753,966) | - | - | - | - | - |
| Sub-total | 47,591,645 | (4,379,622) | 43,212,023 | - | 43,212,023 | - | 43,212,023 | - | 100.00% |
| TOTALS | 50,000,000 | - | 50,000,000 | - | 50,000,000 | - | 50,000,000 | - | 100.00% |

**Action Item “VIII”
Regular Board Meeting August 3, 2020
Consideration of Approval of Amendment to the 2019-2020 Budget
for Restricted Revenue and Expenses Relating to Federal and State Grants**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an amendment to the 2019-2020 budget for restricted revenue and expenses related to grants.

BACKGROUND

Federal, state, and local grants may require amendments for receipt of newly awarded grants or changes to existing grants. These amendments should be processed in a timely manner in order to provide the access to funding to meet the objectives set forth within the grant requirements. This budget amendment request includes the additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants received during the month of July 2020.

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$610,386, so the net impact on the College budget is zero.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1- Budget Amendments-08-03-20

Attachment 2- Grant Detail-08-03-20

RESOURCE PERSONNEL

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

SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
August 3, 2020

| | Fund | Org. | Account | Prog. | Amount Debit (Credit) |
|---|--------|-------|---------|--------|-----------------------------|
| <u>Texas Workforce Commission - Skills Development Fund in Partnership with Maritime Consortium 2020-2021</u> | | | | | |
| <u>(New Grant)</u> | | | | | |
| State Grant Revenue | 551038 | 56700 | 554200 | 110000 | (610,386) |
| Non-Instructional Labor | 551038 | 56700 | 610000 | 460961 | 59,420 |
| Benefits | 551038 | 56700 | 650000 | 460961 | 20,196 |
| Equipment | 551038 | 56700 | 741000 | 460961 | 48,000 |
| Student Aid - Scholarships | 551038 | 56700 | 751009 | 520235 | <u>482,770</u> |
| | | | | | \$ - |
| Net Increase (Decrease) | | | | | <u><u>\$ -</u></u> |

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

Grant Funding Summary by Agency:
Texas Workforce Commission

| |
|----------------|
| 610,386 |
| <u>610,386</u> |
| \$ 610,386 |

August 03, 2020 Board Book – Grant Amendments Detail List

Texas Workforce Commission - Skills Development Fund in Partnership with Maritime Consortium 2020-2021 (New Grant)

The Maritime V Consortium project will train new hires as well as incumbent workers with upgraded workforce skills that meet the high standards required by the U.S. Coast Guard. Training will be provided for the following maritime companies: Buffalo Marine Services, Inc., G&H Towing Company, Genesis Energy, LLC and Kirby Inland Marine, LP. Maritime companies must ensure that their workforce is up to date with U.S. Coast Guard required standards, regulations and certifications. The training provided meets specific U.S. Coast Guard requirements. Seven courses will be provided and include: Able Bodied Seaman (ONLINE), Basic Fire Fighting (HYBRID), Combined Basic & Advanced Fire Fighting (HYBRID), First Aid & CPR (HYBRID), Tank Ship Dangerous Liquids (ONLINE), Vessel Personnel with Designated Security Duties (VPDSD) (ONLINE) and Vessel Security Officer / Company Security Officer (ONLINE). This project will train 253 new hires while upgrading the skills of 301 existing employees.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the 2020-2021 Annual Priorities for San Jacinto College.

BACKGROUND

For fiscal year 2020-2021, eight annual priorities are recommended. These annual priorities were developed by the Strategic Leadership Team (SLT) including obtaining feedback from various members of their teams and being informed by the work of a variety of councils, committees, and taskforces. These eight priorities will be reviewed with the Strategic Leadership Communication Council (SLCC), which consists of approximately 150 leaders throughout the College including department chairs, directors, deans, and various other leadership levels across all instructional, support, and functional areas. The SLT members will work with their respective members of the SLCC to determine the necessary action plans to implement these priorities.

IMPACT OF THIS ACTION

The Board’s formal approval of the 2020-2021 annual priorities will allow the SLT, SLCC, and employees throughout the College to develop the work plans and related actions necessary to actualize the annual priorities. The 2020-2021 annual priorities will align the work of the employees with the College’s vision, mission, values, and strategic plan and will guide the development of individual performance plans for all full-time employees.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The 2020-2021 budget was prepared based on conservative revenue assumptions consistent with the current economic climate and concerns about the future economic outlook. The College’s strategic goals and annual priorities remained the focus for the SLT as budget reductions and reallocations were prioritized. New initiatives defined as essential priorities were funded by reallocating resources. The SLT is critically aware that the College must remain committed to our strategic plan and student focused priorities, even considering a challenging fiscal picture.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – 2020-2021 Annual Priorities

RESOURCE PERSONNEL

Brenda Hellyer

281-998-6100

brenda.hellyer@sjcd.edu

San Jacinto College

Draft 2020-2021 Annual Priorities

- **Expand Our Equity Focus and Commitment:** Develop an understanding through disaggregated data, inquiry, self-reflection, and analysis how existing instructional, student support, and business practices, policies, initiatives, and programming address equity and inclusion and identify any related gaps. Recommend equity-minded practices to be implemented. Build an infrastructure and integrate the equity focus and work throughout the College by:
 - Creating a culture of inclusive classrooms and learning,
 - Reviewing our curriculum for training the next generation of the workforce,
 - Hosting and supporting courageous conversations that advance understanding and respect among members of our San Jacinto College community and in our local communities,
 - Achieving equity in student outcomes by program and course for Hispanic, White, African American, and Asian students and students with socioeconomic differences, and
 - Implementing strategies that reduce unconscious bias and increase diversity in the recruitment, hiring, and retention of College employees.
- **Expansion of Transfer Opportunities and Awareness:** Improve communication and collaboration with transfer institutions, focusing on institutions that are within the top ten transfer destinations for San Jacinto College students or those that offer exceptional opportunities for students. Review existing institutional-level articulation agreements and revise with an emphasis on benefits to students, scholarships, and program placement while eliminating transfer barriers. Create program-level articulation agreements that identify and delineate specific courses, barriers, and solutions for success within program pathways.
- **Career and Workforce Pathways:** Evaluate and improve career and workforce education programs to ensure that curriculum and student experiences model career and workplace culture that align with current employer demand. Strengthen employer relationships by developing structures and processes for sector advisory councils, reviewing and refreshing advisory committees, and expanding hands-on and workplace experiential learning opportunities for students. Explore and evaluate competency-based models for implementation based on employer needs.
- **Holistic Student Support Design and Technology:** Establish a prioritized program of systemic people, process, and technology work that results in improved student outcomes through personalized and seamless instruction and student support services that meet students' goals, their experience expectations, and risk factors. Address and implement solutions that can be accomplished quickly and in the near term with an awareness of longer term needs and goals.
- **Opening of Generation Park Campus:** Enhance campus enrollment and registration by reviewing fall 2020 enrollment data to determine patterns and identify opportunities for expanding marketing and promotional opportunities to better serve existing markets while penetrating new markets. Ensure adequate recruitment of faculty and staff to meet campus needs, based on enrollment and course offerings. Continue collaborations across the College to ensure comprehensive instructional and student support services.

- **Expand Our Outreach Efforts by Focusing on Creating a College-Going Culture Where One Does Not Exist:** Increase and enhance outreach, access, and support for individuals in communities that have not traditionally attended postsecondary education.

High School Populations: Create strategies to address the non-college going high school graduate population by creating programs to reach elementary and middle school students, encouraging them to see San Jacinto College as a first-choice option upon graduation. Understand barriers to district student progress and where students drop out before high school completion. Design specific strategies to reach under-represented populations in high schools.

Adult populations: Identify adult populations who may need entry-level job skills, incumbent worker training, and/or career advancement competencies. Design credit and non-credit programs to meet the needs of the adult population cohorts. Create marketing and recruitment strategies for adult populations.

Harris County Promise @ San Jac Program: Continue work with Good Reason Houston and three Pasadena high schools to further develop the program. Develop and launch, in conjunction with the San Jacinto College Foundation, a campaign to raise funds for the Program. Develop systems to promote, track, and monitor participation and progress across institutions. Design infrastructure and support services to accommodate the Program.

- **Positioning for the Future:** Develop a plan for addressing the changes in student demand for online learning in higher education and identify ways for the College to expand its competitive advantage within its online learning region. Optimize strategic partnerships, enrollment management, technology, service efficiency, program development and sustainability, and communication plans in order to strengthen the College's impact on the region.
- **Advance a Culture of Resiliency and Sustainability:** Continuously implement innovative solutions that are resourceful and agile when confronted with environmental factors affecting our region. Demonstrate agility, resiliency, flexibility, and innovation through collaboration when trying to solve challenges and proactively anticipating future challenges. Foster a continuous improvement environment for people, processes, and systems across the College focused on sustainability and aligned to increased student success.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the proposed 2020-2021 budget for the San Jacinto Community College District which consists of a balanced Unrestricted Fund budget of \$178,702,076. The total budget also includes a balanced Restricted Fund budget of \$116,930,833, an Auxiliary budget with revenues of \$2,753,200 and expenditures of \$2,434,636, and depreciation expense of \$20,500,000.

BACKGROUND

The proposed budget provides operating funds for 2020-2021 (FY21). Official state appropriations and current estimates of ad valorem taxes, based on projections from Harris County Tax Office, are included in the revenue projections, along with the College's current estimates of other revenues. Budgeted expenditures will be made available to departments incrementally, as actual revenues materialize and are collected.

Highlights of the Unrestricted Fund budget include:

REVENUES – Overall Decrease of \$ 20,075

- State Appropriations
 - Second year of 2020-2021 biennium
 - No change from previous year (0.0%)
- Ad valorem Tax (Maintenance and Operations)
 - Taxable value is projected to increase by 6.1 percent based on Harris County Appraisal District preliminary estimates
 - Budget assumption is that the maintenance and operations tax rate will be the calculated no-new-revenue tax rate (estimated to be \$0.116509 per \$100 valuation)
 - Final adoption of tax rates will be based on certified tax rolls to be received in late August or early September 2020
 - Anticipated increase of \$2,509,110 (3.5%)
- Net Tuition Revenue
 - Budget assumes level amount of enrollments with that experienced during FY2020
 - Increase in deductions for Exemptions and Waivers for Dual Credit of \$800,000 (11.3%)
 - Increase in deductions for Bad Debt of \$200,000 (11.8%)
 - Anticipated overall decrease in Net Tuition Revenue of \$964,185 (1.6%)
- Sales, Services and Other
 - Decrease in Children's Center and Facilities Usage Income
 - Anticipated net decrease of \$565,000 (26.9%)
- Investment Income
 - Budget assumption is continued lower interest rates
 - Anticipated decrease of \$1,000,000 (66.7%)

Action Item “X”
Regular Board Meeting August 3, 2020
Consideration of Approval of Proposed Budget for 2020-2021

EXPENSES – Overall Decrease of \$ 20,075

- Increases (Decreases) by Functional Classification include:
 - Instruction \$ 1,820,275
 - Public Service \$ 370,000
 - Academic Support \$ 350,000
 - Student Services \$ 175,000
 - Institutional Support \$ 81,529
 - Operations and Maintenance \$ (1,652,684)
 - Staff Benefits \$ (913,657)
 - Local Cash Match \$ (250,538)

- Collectively, net increases in the functional classifications will provide for the following:
 - Opening of the Generation Park Campus
 - Increase in property insurance premiums
 - Increase in adjunct faculty and overload rates, partially offset by reduction in training funds
 - Increase in pay rates to Children’s Center staff
 - More strategic and robust diversity, inclusion, and equity initiatives

- Similarly, decreases in the functional classifications signify net reductions in funding to the following:
 - Elimination of cost match for Federal Work Study
 - Elimination of funding for repairs and replacements
 - Reduction in utility costs
 - Trimming of ongoing operating budgets

- Other COVID-related considerations:
 - No annual raise to employees is funded in the budget
 - Hiring for the majority of open positions is limited
 - Portions of funding included in the budget will not be initially available to departments, and require executive-level approval to release

Highlights of the Restricted Fund budget include:

REVENUES – Overall Increase of \$15,690,717

EXPENSES – Overall Increase of \$15,690,717

- Financial Aid
 - Increase in Federally Funded Pell Grants
 - Increase due to CARES Act Emergency Aid Grant
 - Anticipated net increase of \$6,046,250
- Federal, State and Local Grants

Action Item “X”
Regular Board Meeting August 3, 2020
Consideration of Approval of Proposed Budget for 2020-2021

- Increase in federal grants is due primarily to addition of Department of Labor/H1B Scaling Apprenticeship Grant, Department of Education Title V Grant and Department of Education CARES Act Institutional Grant
- Anticipated net increase of \$9,885,921
- State Funded Benefits
 - Increase in State-appropriated amount of \$565,879
- Debt Service
 - Decrease due to early payoff of bonds in September 2019
 - Anticipated decrease of \$807,333

Highlights of the Auxiliary Fund budget include:

REVENUES – Overall Decrease of \$315,000

- Bookstore
 - Budget assumption is similar revenues to previous year
- Cafeteria
 - Decrease due to reduction in number of days to be open; current plan has limited or no openings during fall semester
 - Anticipated decrease of \$215,000
- Contracted Services
 - Decrease due to limited income from vending and printing activities
 - Anticipated decrease of \$100,000
- Student Loans and Fees
 - Budget assumption is similar revenues to previous year

EXPENSES – Overall Decrease of \$408,100

- Cafeteria
 - Decrease due to reduction in meals served and decrease in staffing costs
 - Anticipated decrease of \$200,000
- Athletics
 - Decrease due to reduction of travel, scholarships and one trainer position for sports teams
 - Anticipated decrease of \$143,100
- Contracted Services
 - Decrease in contracted services of \$15,000

OTHER

- Depreciation is projected to remain stable due to an increase in new facilities placed in service, and removal of other facilities taken out of service. However, the College does not budget to recover depreciation expense since this is a non-cash transaction.

Action Item “X”
Regular Board Meeting August 3, 2020
Consideration of Approval of Proposed Budget for 2020-2021

The budget is prepared in accordance with generally accepted accounting principles. The \$20.5 million projected for depreciation is a non-cash item.

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

Budgeting for FY2021 proved to be a challenging exercise, but offered an opportunity to identify savings that can continue into future years. These reductions were utilized to fund needed areas. The College plans to move forward cautiously in expenditures during the coming year, and will release funds initially held in reserve to departments incrementally as tuition revenues, tax revenues and state funding are actually received.

IMPACT OF THIS ACTION

Approval of the proposed budget will establish the 2020-2021 budget for the College and comply with section 51.0051 of the Texas Education Code that requires the governing board of each institution to approve a budget on or before September 1 of each year.

ATTACHMENTS

Attachment 1 – Summary of Revenues and Expenses Fiscal Year 2021 Compared to Fiscal Year 2010

RESOURCE PERSONNEL

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

PROPOSED

SAN JACINTO COLLEGE DISTRICT
SUMMARY OF REVENUES & EXPENSES
FISCAL YEAR 2021 TO FISCAL YEAR 2020

| | FY 2021 BUDGET | FY 2020 BUDGET | Increase/ (Decrease) | % Change |
|-----------------------------------|--------------------|--------------------|-------------------------|----------------|
| UNRESTRICTED | | | | |
| <i>Revenues</i> | | | | |
| State Allocation | \$ 42,079,966 | \$ 42,079,966 | - | 0.00% |
| Maintenance & Operating Taxes | 74,640,110 | 72,131,000 | 2,509,110 | 3.48% |
| Tuition | 59,947,000 | 60,911,185 | (964,185) | -1.58% |
| Sales, Services and Other | 1,535,000 | 2,100,000 | (565,000) | -26.90% |
| Investment Income | 500,000 | 1,500,000 | (1,000,000) | -66.67% |
| Total | 178,702,076 | 178,722,151 | (20,075) | -0.01% |
| <i>Expenses</i> | | | | |
| Instruction | 64,869,952 | 63,049,677 | 1,820,275 | 2.89% |
| Public Service - Cont Profess Dev | 4,697,665 | 4,327,665 | 370,000 | 8.55% |
| Academic Support | 13,627,829 | 13,277,829 | 350,000 | 2.64% |
| Student Services | 14,196,205 | 14,021,205 | 175,000 | 1.25% |
| Institutional Support | 47,824,353 | 47,742,824 | 81,529 | 0.17% |
| Operation & Maintenance | 16,085,242 | 17,737,926 | (1,652,684) | -9.32% |
| Staff Benefits | 17,162,000 | 18,075,657 | (913,657) | -5.05% |
| Local Cash Match | 238,830 | 489,368 | (250,538) | -51.20% |
| Total | 178,702,076 | 178,722,151 | (20,075) | -0.01% |
| RESTRICTED | | | | |
| <i>Revenues</i> | | | | |
| Financial Aid | 50,637,359 | 44,591,109 | 6,046,250 | 13.56% |
| Federal, State, and Local Grants | 17,774,832 | 7,888,911 | 9,885,921 | 125.31% |
| State Funded Benefits | 11,597,879 | 11,032,000 | 565,879 | 5.13% |
| Debt Service | 36,920,763 | 37,728,096 | (807,333) | -2.14% |
| Total | 116,930,833 | 101,240,116 | 15,690,717 | 15.50% |
| <i>Expenses</i> | | | | |
| Financial Aid | 50,637,359 | 44,591,109 | 6,046,250 | 13.56% |
| Federal, State, and Local Grants | 17,774,832 | 7,888,911 | 9,885,921 | 125.31% |
| State Funded Benefits | 11,597,879 | 11,032,000 | 565,879 | 5.13% |
| Debt Service | 36,920,763 | 37,728,096 | (807,333) | -2.14% |
| Total | 116,930,833 | 101,240,116 | 15,690,717 | 15.50% |
| AUXILIARY | | | | |
| <i>Revenues</i> | | | | |
| Auxiliary Services | 2,753,200 | 3,068,200 | (315,000) | -10.27% |
| Total | 2,753,200 | 3,068,200 | (315,000) | -10.27% |
| <i>Expenses</i> | | | | |
| Auxiliary Services | 2,434,636 | 2,842,736 | (408,100) | -14.36% |
| Total | 2,434,636 | 2,842,736 | (408,100) | -14.36% |
| SUMMARY | | | | |
| Total Revenues | 298,386,109 | 283,030,467 | 15,355,642 | 5.43% |
| Total Expenses | 298,067,545 | 282,805,003 | 15,262,542 | 5.40% |
| Net Revenue | 318,564 | 225,464 | 93,100 | 0.03% |
| OTHER | | | | |
| Depreciation | 20,500,000 | 20,500,000 | - | 0.00% |

PROPOSED

San Jacinto College District
Detail Revenues

| | Fiscal Year | Fiscal Year |
|--|---------------------------|---------------------------|
| | <u>2020 - 2021</u> | <u>2019 - 2020</u> |
| <u>UNRESTRICTED REVENUE</u> | | |
| State Allocation | \$ 42,079,966 | \$ 42,079,966 |
| Maintenance & Operating Taxes | 74,640,110 | 72,131,000 |
| Credit Tuition | | |
| In District (Base Tuition) | 28,872,000 | 28,871,000 |
| Out of District | 31,590,000 | 31,590,000 |
| Out of State/Foreign | 5,355,000 | 5,355,000 |
| 3-Peat Tuition | 850,000 | 850,000 |
| Gross Tuition | 66,667,000 | 66,666,000 |
| Less: TPEG Transfers | (3,000,000) | (2,930,000) |
| Less: Exemptions/Waivers | (7,900,000) | (7,100,000) |
| Less: Bad Debt | (1,900,000) | (1,700,000) |
| Net Credit Tuition | 53,867,000 | 54,936,000 |
| CPET | 480,000 | - |
| Maritime Transportation | 1,200,000 | 1,250,000 |
| Continuing and Professional Development | 4,400,000 | 4,725,185 |
| Net Non-Credit Tuition | 6,080,000 | 5,975,185 |
| Total Credit and Non-Credit Tuition | 59,947,000 | 60,911,185 |
| Sales and Services | | |
| Educational | | |
| Departmental Activity | 10,000 | 63,300 |
| Children's Center | 540,000 | 750,000 |
| Other | 20,000 | 66,700 |
| Subtotal Sales and Services Educational | 570,000 | 880,000 |
| Non-Educational | | |
| Administrative Cost Allowance | 425,000 | 425,000 |
| Facilities Usage | 250,000 | 505,000 |
| Purchasing Rebate | 120,000 | 120,000 |
| Other | 170,000 | 170,000 |
| Subtotal Sales and Services Non-Educational | 965,000 | 1,220,000 |
| Sales and Services | 1,535,000 | 2,100,000 |
| Investment Income | 500,000 | 1,500,000 |
| <u>TOTAL UNRESTRICTED REVENUE</u> | <u>178,702,076</u> | <u>178,722,151</u> |

PROPOSED

San Jacinto College District Detail Expenses

| | Fiscal Year | Fiscal Year |
|--|--------------------|--------------------|
| | 2020 - 2021 | 2019 - 2020 |
| <u>UNRESTRICTED EXPENSES</u> | | |
| Instruction | | |
| Faculty Salaries | 59,062,766 | 57,342,491 |
| Departmental Operating Expense | 5,807,186 | 5,707,186 |
| Total Instruction | 64,869,952 | 63,049,677 |
| Continuing and Professional Development | 4,697,665 | 4,327,665 |
| Academic Support | | |
| Library | 2,266,974 | 2,266,974 |
| Dual Credit | 777,717 | 777,717 |
| Instructional Design Services | 692,622 | 692,622 |
| Distance Education | 162,080 | 162,080 |
| Honors Program | 325,185 | 325,185 |
| Associate VP for College Prep | 285,145 | 285,145 |
| Instructional Support System | 1,776,310 | 1,776,310 |
| Associate VP for Learning | 330,105 | 330,105 |
| Assistant VC, Educational Partnerships | 209,910 | 209,910 |
| Academic Support | 6,801,781 | 6,451,781 |
| Total Academic Support | 13,627,829 | 13,277,829 |
| Student Services | | |
| Admissions and Registration | 2,003,327 | 2,003,327 |
| Student Financial Services | 1,972,235 | 1,972,235 |
| Recruiting | 565,335 | 565,335 |
| Other Student Services | 9,655,308 | 9,480,308 |
| Total Student Services | 14,196,205 | 14,021,205 |
| Institutional Support | | |
| Government of the Institution | 100,527 | 100,527 |
| Executive Direction and Control | 9,847,353 | 9,785,353 |
| Business and Fiscal Management | 5,960,173 | 5,940,644 |
| General Institutional Expense | 13,082,773 | 13,082,773 |
| Technology | 15,279,753 | 15,279,753 |
| Campus Security | 3,553,774 | 3,553,774 |
| Total Institutional Support | 47,824,353 | 47,742,824 |
| Operation and Maintenance | | |
| Plant Support Services | 3,363,041 | 3,413,041 |
| Building Maintenance | 4,412,245 | 4,462,245 |
| Custodial Services | 3,161,697 | 3,211,697 |
| Grounds Maintenance | 1,060,208 | 1,080,208 |
| Utilities | 4,088,051 | 4,500,051 |
| Major Repairs/Rehab | - | 1,070,684 |
| Total Operation and Maintenance | 16,085,242 | 17,737,926 |
| Staff Benefits | 17,162,000 | 18,075,657 |
| Local Cash Match | 238,830 | 489,368 |
| TOTAL UNRESTRICTED EXPENSES | 178,702,076 | 178,722,151 |

PROPOSED

San Jacinto College District
Detail Revenues

| | Fiscal Year | Fiscal Year |
|---|--------------------|--------------------|
| | <u>2020 - 2021</u> | <u>2019 - 2020</u> |
| <u>RESTRICTED REVENUE</u> | | |
| Financial Aid - Federal | | |
| SEOG | 733,528 | 733,528 |
| District - Pell | 36,000,000 | 30,000,000 |
| Federal Loans - DL Subsidized | 6,000,000 | 6,500,000 |
| District - Federal Work Study | 562,150 | 557,581 |
| CARES Act | 694,000 | - |
| Subtotal - Financial Aid Federal | <u>43,989,678</u> | <u>37,791,109</u> |
| Financial Aid - State | | |
| College Access Loan | 5,000 | 10,000 |
| District - Texas College Work Study | 90,000 | 100,000 |
| District - Texas College Work Study - Mentorship | 65,000 | 60,000 |
| THECB - Military Tuition Assistance | - | 2,000 |
| TEOG - Initial | 1,100,000 | 1,300,000 |
| TEOG - Renewal | 587,681 | 528,000 |
| Subtotal - Financial Aid State | <u>1,847,681</u> | <u>2,000,000</u> |
| Financial Aid - Local | | |
| Alternative Loans | 300,000 | 400,000 |
| District - TX Public Ed Grant | 3,000,000 | 2,800,000 |
| Local Scholarships | 1,500,000 | 1,600,000 |
| Subtotal - Financial Aid State | <u>4,800,000</u> | <u>4,800,000</u> |
| Total Financial Aid - Federal, State and Local | <u>50,637,359</u> | <u>44,591,109</u> |
| Federal, State and Local Grants | | |
| Grants - Federal | 15,633,917 | 5,928,748 |
| Grants - State | 1,482,038 | 1,371,182 |
| Grants - Local | 658,877 | 588,981 |
| Total Grants - Federal, State and Local | <u>17,774,832</u> | <u>7,888,911</u> |
| State Benefit Appropriations | | |
| Benefits - State Portion | <u>11,597,879</u> | <u>11,032,000</u> |
| Debt Service | | |
| Debt Service Tax (I & S) | <u>36,920,763</u> | <u>37,728,096</u> |
| <u>TOTAL RESTRICTED REVENUE</u> | <u>116,930,833</u> | <u>101,240,116</u> |

PROPOSED

San Jacinto College District
Detail Expenses

| | Fiscal Year | Fiscal Year |
|---|---------------------------|---------------------------|
| | <u>2020 - 2021</u> | <u>2019 - 2020</u> |
| <u>RESTRICTED EXPENSES</u> | | |
| Federal, State and Local Financial Aid | | |
| Financial Aid - Federal | 43,989,678 | 37,791,109 |
| Financial Aid - State | 1,847,681 | 2,000,000 |
| Financial Aid - Local | 4,800,000 | 4,800,000 |
| Total Financial Aid - Federal, State and Local | 50,637,359 | 44,591,109 |
| Federal, State and Local Grants | | |
| Grants - Federal | 15,633,917 | 5,928,748 |
| Grants - State | 1,482,038 | 1,371,182 |
| Grants - Local | 658,877 | 588,981 |
| Total Grants - Federal, State and Local | 17,774,832 | 7,888,911 |
| State Benefit Appropriations | | |
| Benefits - State Portion | 11,597,879 | 11,032,000 |
| Debt Service | | |
| Debt Service Payments | 36,920,763 | 37,728,096 |
| Total Debt Service | 36,920,763 | 37,728,096 |
| <u>TOTAL RESTRICTED EXPENSES</u> | 116,930,833 | 101,240,116 |

PROPOSED

San Jacinto College District
Detail Revenues

| | Fiscal Year | Fiscal Year |
|---------------------------------------|---------------------------|---------------------------|
| | <u>2020 - 2021</u> | <u>2019 - 2020</u> |
| <u>AUXILIARY REVENUE</u> | | |
| Auxiliary Services | | |
| Bookstore | 1,068,800 | 1,068,800 |
| Cafeteria | 222,500 | 437,500 |
| Contracted Services | 156,900 | 256,900 |
| Student Loans and Fees | 1,305,000 | 1,305,000 |
| Total Auxiliary Services | <u>2,753,200</u> | <u>3,068,200</u> |
| <u>TOTAL AUXILIARY REVENUE</u> | <u>2,753,200</u> | <u>3,068,200</u> |

PROPOSED

San Jacinto College District
Detail Expenses

| | Fiscal Year | Fiscal Year |
|--|---------------------------|---------------------------|
| | <u>2020 - 2021</u> | <u>2019 - 2020</u> |
| <u>AUXILIARY EXPENSE</u> | | |
| Auxiliary Services | | |
| Activity | | |
| Student Activities | 555,750 | 555,750 |
| Sports | 1,099,582 | 1,242,682 |
| Cafeteria | 342,804 | 542,804 |
| Contracted Services | 25,000 | 40,000 |
| Institutional Activities | 247,000 | 297,000 |
| ACFI | 164,500 | 164,500 |
| Total Auxiliary Services | <u>2,434,636</u> | <u>2,842,736</u> |
| <u>TOTAL AUXILIARY EXPENSES</u> | <u>2,434,636</u> | <u>2,842,736</u> |

PROPOSED

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

UNRESTRICTED

| Budget Manager | Labor | Stipends | Part-Time | Benefits | Operating | Computer | Total |
|---------------------------------------|---------------------|--------------------|---------------------|---------------------|---------------------|--------------------|----------------------|
| Central Campus | 18,976,085 | 655,115 | 7,558,590 | 3,605,456 | 2,320,861 | 141,471 | 33,257,578 |
| North Campus | 12,299,103 | 448,761 | 3,765,291 | 2,336,830 | 1,149,924 | 21,981 | 20,021,890 |
| South Campus | 13,210,728 | 397,869 | 5,292,154 | 2,510,038 | 1,059,042 | 81,186 | 22,551,017 |
| Generation Park Campus | 486,445 | 29,388 | 50,000 | 92,425 | 150,000 | - | 808,258 |
| Maritime Tech and Training Center | 954,195 | 55,020 | 273,293 | 181,297 | 297,493 | 5,960 | 1,767,258 |
| Continuing Professional Development | 2,364,573 | 72,072 | 493,500 | 449,269 | 833,736 | 186,850 | 4,400,000 |
| Chancellor's Office | 485,616 | 26,200 | 2,500 | 92,267 | 295,818 | - | 902,401 |
| Deputy Chancellor and President | 4,238,774 | 69,000 | 120,000 | 805,367 | 2,080,808 | 382,017 | 7,695,966 |
| Student Services | 9,043,772 | 78,747 | 697,541 | 1,718,317 | 2,163,676 | 59,663 | 13,761,716 |
| Strategic Initiatives | 377,639 | 12,000 | 11,900 | 71,751 | 126,479 | - | 599,769 |
| Marketing/PR & Govt. Affairs | 1,294,597 | 31,500 | 18,000 | 245,973 | 2,756,613 | 92,025 | 4,438,708 |
| Human Resources | 2,293,799 | 58,200 | 19,000 | 435,822 | 585,871 | 170,546 | 3,563,238 |
| Information Technology Services | 5,793,199 | 140,403 | 371,669 | 1,100,708 | 5,592,658 | 3,317,137 | 16,315,774 |
| Fiscal Affairs | 13,724,470 | 116,203 | 314,977 | 2,708,286 | 13,828,799 | 106,059 | 30,798,794 |
| Facilities Services | 3,615,829 | 24,000 | 265,345 | 687,008 | 8,334,466 | 53,213 | 12,979,861 |
| Fiscal Initiatives & Capital Projects | 637,824 | 15,300 | - | 121,187 | 4,065,538 | - | 4,839,849 |
| Total | \$89,796,648 | \$2,229,778 | \$19,253,760 | \$17,162,000 | \$45,641,782 | \$4,616,108 | \$178,702,076 |

RESTRICTED

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

AUXILIARY

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

San Jacinto College District
Budget Manager Summary
Fiscal Year 2019-2020

UNRESTRICTED

| Budget Manager | Labor | Stipends | Part-Time | Benefits | Operating | Computer | Total |
|-------------------------------------|---------------------|--------------------|---------------------|---------------------|---------------------|--------------------|----------------------|
| Central Campus | 20,256,022 | 655,115 | 7,566,090 | 3,421,686 | 2,330,861 | 141,471 | 34,371,245 |
| North Campus | 12,500,482 | 448,761 | 3,767,791 | 1,850,135 | 1,154,924 | 21,981 | 19,744,074 |
| South Campus | 13,206,284 | 397,869 | 5,299,513 | 2,047,760 | 1,064,042 | 81,186 | 22,096,654 |
| Maritime Tech and Training Center | 1,006,044 | 55,020 | 293,293 | 281,692 | 297,993 | 5,960 | 1,940,002 |
| Continuing Professional Development | 2,364,573 | 72,072 | 533,500 | 397,520 | 1,170,670 | 186,850 | 4,725,185 |
| Chancellor's Office | 468,411 | 26,200 | 5,000 | 131,155 | 319,300 | - | 950,066 |
| Deputy Chancellor and president | 5,835,659 | 78,000 | 181,788 | 1,433,985 | 1,448,295 | 1,674,819 | 10,652,546 |
| Student Services | 9,396,694 | 78,747 | 700,041 | 2,048,670 | 2,171,176 | 59,663 | 14,454,991 |
| Strategic Initiatives | 267,427 | 12,000 | 12,400 | 74,880 | 126,729 | - | 493,436 |
| Marketing, PR & Govt. Affairs | 1,309,241 | 31,500 | 20,500 | 366,587 | 2,759,113 | 92,025 | 4,578,966 |
| Human Resources | 2,278,961 | 58,200 | 19,000 | 553,110 | 587,871 | 170,546 | 3,667,688 |
| Information Technology Services | 5,829,761 | 140,403 | 376,669 | 1,432,333 | 5,902,658 | 3,317,137 | 16,998,961 |
| Fiscal Affairs | 10,347,962 | 116,203 | 314,977 | 2,811,989 | 8,594,626 | 106,059 | 22,291,816 |
| Facilities Services | 3,876,394 | 24,000 | 278,945 | 985,390 | 8,336,966 | 53,213 | 13,554,908 |
| | 852,733 | 18,900 | 2,500 | 238,765 | 7,039,045 | 49,670 | 8,201,613 |
| Total | \$89,796,648 | \$2,212,990 | \$19,372,007 | \$18,075,657 | \$43,304,269 | \$5,960,580 | \$178,722,151 |

RESTRICTED

OTHER

| Budget Manager | Financial Aid | Grants | State Benefits | Debt Service | Total | Depreciation |
|-------------------------------------|---------------------|--------------------|---------------------|---------------------|----------------------|---------------------|
| Central Campus | | 902,721 | 2,762,248 | | 3,664,969 | |
| North Campus | | 722,381 | 1,535,067 | | 2,257,448 | |
| South Campus | | 299,027 | 1,775,935 | | 2,074,962 | |
| Maritime Tech and Training Center | | | 128,865 | | 128,865 | |
| Continuing Professional Development | | 3,569,502 | 298,266 | | 3,867,768 | |
| Chancellor's Office | | | 42,375 | | 42,375 | |
| Deputy Chancellor and president | | | 456,851 | | 456,851 | |
| Student Services | 44,591,109 | | 960,347 | | 45,551,456 | |
| Strategic Initiatives | | | 33,979 | | 33,979 | |
| Marketing, PR & Govt. Affairs | | | 105,738 | | 105,738 | |
| Human Resources | | | 217,352 | | 217,352 | |
| Information Technology Services | | | 631,949 | | 631,949 | |
| Fiscal Affairs | | 2,395,280 | 1,651,749 | 37,728,096 | 41,775,125 | 20,500,000 |
| Facilities Services | | | 431,279 | | 431,279 | |
| Total | \$44,591,109 | \$7,888,911 | \$11,032,000 | \$37,728,096 | \$101,240,116 | \$20,500,000 |

AUXILIARY

| Budget Manager | Labor | Stipends | Part-Time | Benefits | Operating | Computer | Total |
|-------------------------------------|------------------|----------------|------------------|-----------------|--------------------|-----------------|--------------------|
| Central Campus | | | | | 100,394 | | 100,394 |
| North Campus | 66,247 | | 5,400 | 13,183 | 708,725 | | 793,555 |
| South Campus | 54,694 | | 12,391 | 10,884 | 548,665 | | 626,634 |
| Maritime Tech and Training Center | | | | | | | |
| Continuing Professional Development | | | | | | | |
| Chancellor's Office | | | | | | | |
| Deputy Chancellor and president | | | | | 105,000 | | 105,000 |
| Student Services | | | 4,500 | | 154,091 | | 158,591 |
| Strategic Initiatives | | | | | | | |
| Marketing, PR & Govt. Affairs | | | | | | | |
| Human Resources | | | | | | | |
| Information Technology Services | | | | | | | |
| Fiscal Affairs | 131,102 | 1,800 | 101,600 | 25,690 | 783,689 | 14,681 | 1,058,561 |
| Facilities Services | | | | | | | |
| Total | \$252,043 | \$1,800 | \$123,891 | \$49,757 | \$2,400,564 | \$14,681 | \$2,842,736 |

Action Item “XI”
Regular Board Meeting August 3, 2020
Consideration of Approval of Policy IV.4000.B, Americans with Disabilities Act -
Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy (Policy IV.4000.B) on Americans with Disabilities Act.

BACKGROUND

The purpose of this policy is to inform employees about how to request an accommodation under the Americans with Disabilities Act (ADA).

The College provides employees the opportunity to submit a request for reasonable accommodation under the Americans with Disabilities Act, so they may perform the essential job duties of the position; however, the process for requesting the accommodation was not formalized in a policy and procedure.

As employees return to on-site operations in the various phases, some employees are requesting a review of accommodations due to underlying health issues that may be affecting their ability to return to on-site operations. The Human Resources Benefits team is working closely with these employees who are exercising their rights under the ADA, and the College is obligated to follow these legislative mandates.

Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission gives the Chancellor the authority to sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation without utilizing the procedures outlined in this policy. Under that authority, the proposed Policy IV.4000.B, Americans with Disabilities Act was temporarily effective as of June 4, 2020. Per Policy II.2001.A, to become permanent, these changes followed the standard policy review process and is being presented to the Board for approval.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on June 1, 2020. No comments were received. Procedures are provided for informational purposes.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Action Item “XI”
Regular Board Meeting August 3, 2020
Consideration of Approval of Policy IV.4000.B, Americans with Disabilities Act -
Second Reading

Attachment 1 - Policy IV.4000.B, Americans with Disabilities Act

Informational Items Only:

Attachment 2 – Procedure IV.4000.B.a, Americans with Disabilities Act

RESOURCE PERSONNEL

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Policy IV.4000.B, Americans with Disabilities Act

Purpose

The purpose of this policy is to inform employees about how to request an accommodation under the Americans with Disabilities Act (ADA).

Policy

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that protect applicants and employees with disabilities from discrimination. The laws require that employers, when needed, provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position, unless doing so causes harm to the individual or others in the workplace or if the accommodation causes undue hardship to the College.

It is the policy of San Jacinto College to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). It is also the College’s policy not to discriminate against qualified individuals with disabilities with regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms and conditions of employment.

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

Procedures

Procedure IV.4000.B.a, Americans with Disabilities Act

| | |
|------------------------|---|
| Date of Board Approval | This policy became effective as of June 4, 2020 under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change followed the standard policy review process of two readings at regularly scheduled meetings of the Board with approval on August 3, 2020. |
| Effective Date | June 4, 2020 |
| Primary Owner | Vice Chancellor, Human Resources, Organizational and Talent Effectiveness |
| Secondary Owner | Vice President, Human Resources |

Procedure IV.4000.B.a, Americans with Disabilities Act

Associated Policy

Policy IV.4000.B, Americans with Disabilities Act

Procedure

San Jacinto College will provide a reasonable accommodation to qualified individuals with a disability so they can perform the essential functions of their jobs, unless doing so causes a direct threat to these individuals or others in the workplace or if the accommodation creates an undue hardship to the College.

Individuals with questions about accommodations under the Americans with Disabilities Act (ADA) may contact HR Benefits.

Any employee requesting an accommodation must submit the request in writing to HRBenefits@sjcd.edu. Upon receiving the accommodation request, HR Benefits will provide the appropriate documentation for the physician or other medical provider to complete. The physician or medical provider will describe what accommodation(s) are needed and the reason for the accommodation(s).

A member of the HR Benefits team will also communicate with the employee to:

1. Conduct an informal, interactive discussion about the essential functions of the job and how the employee's disability limits the ability to perform those functions. The interactive discussion may also include written and/or electronic correspondence.
2. Identify the type(s) of accommodations needed. The employee's preference of accommodation will be considered during the process; however, the College has the right to select an alternative.

The documentation from the physician or other medical professional must be returned within 15 days. Once the documentation has been reviewed, HR Benefits will determine if the employee has an ADA-defined disability requiring reasonable accommodation. Once the College determines an accommodation is required, HR Benefits will select and implement the effective reasonable accommodation(s) as soon as possible. HR Benefits will continue to communicate with the employee to discuss timelines for establishing the accommodation and any possible delays.

HR Benefits will work closely with the employee, the employee's leader, and, when applicable, the Safety department to ensure that the reasonable accommodation has been provided and is effective.

Attachment 2

| | |
|---|---|
| Date of SLT Approval | May 27, 2020 |
| Effective Date | June 4, 2020 |
| Associated Policy | Policy IV.4000.B, Americans with Disabilities Act |
| Primary Owner of Policy Associated with the Procedure | Vice Chancellor, Human Resources, Organizational and Talent Effectiveness |
| Secondary Owner of Policy Associated with the Procedure | Vice President, Human Resources |

**Action Item “XII”
Regular Board Meeting August 3, 2020
Consideration of Approval of Policy IV.4005.A, Remote and Alternate Work
Arrangements - Second Reading**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy (Policy IV.4005.A) on Remote and Alternate Work Arrangements.

BACKGROUND

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

Due to altered operations, most employees are working remotely. As employees return to on-site operations in the various phases, employees are reviewing their options and seeking opportunities to continue to work remotely. Some positions are conducive to remote work while others require face-to-face interactions with students, employees, and community members.

Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission gives the Chancellor the authority to sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation without utilizing the procedures outlined in this policy. Under that authority, the proposed Policy IV.4005.A, Remote and Alternate Work Arrangements was temporarily effective as of June 11, 2020. Per Policy II.2001.A, to become permanent, these changes followed the standard policy review process is being presented for approval.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on June 8, 2020. Comments were reviewed, and any necessary changes were reviewed and incorporated. Procedures are provided for informational purposes.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 - Summary of Changes

Attachment 2 - Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements
(proposed policy)

Action Item “XII”
Regular Board Meeting August 3, 2020
Consideration of Approval of Policy IV.4005.A, Remote and Alternate Work
Arrangements - Second Reading

Informational Items Only:

Attachment 3 – Procedure 4-19: Telecommuting (current procedure)

Attachment 4 - Procedure IV.4005.A.a, Remote Work (proposed procedure)

Attachment 5 – Procedure 4-29: Alternate Work Schedule (current procedure)

Attachment 6 - Procedure IV.4005.A.b, Alternate Work Schedule (proposed procedure)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: *IV.4005.A*

Proposed Policy Name: **Remote and Alternate Work Schedule Arrangements**

Current Policy Number/Name: N/A

New Procedure Number: *IV.4005.A.a and IV.4005.A.b*

Proposed Procedure Name(s):

Procedure IV.4005.A.a, Remote Work

Procedure IV.4005.A.b, Alternate Work Schedule

Current Procedure Number(s)/Name(s): 4-19 Telecommuting, 4-29 Alternate Work Schedule

Action Recommended for Policy: New

Action Recommended for Procedures: Revised (Telecommuting and Alternate Work Schedule)

Web Links:

<https://www.sanjac.edu/procedure-4-19-telecommuting>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-4-29-alternate-work-schedule>

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

Policy

- Proposed new policy regarding Remote and Alternate Work Schedule Arrangements.

Procedure Changes

Telecommuting Procedure

- Proposed title change from “Telecommuting” to “Remote Work.”
- Updated the language in the procedure, but the updates did not change the original intent. For example, “telecommuting,” “telecommute,” or “telecommuter” were changed to “remote working,” “working remote,” or “remote work” throughout the procedure.
- Updated the long term remote work arrangement from three to twelve months to three to five months. The short term remote work arrangement remained the same at up to three months.
- New requests for remote work require approval from the respective Strategic Leadership Team (SLT) member. The approval no longer solely remains with the direct leader of the employee.

Attachment 1

- Various statements were revised or repositioned in the procedure to provide better clarity on the intent of remote work requests or unforeseeable compliance work situations.

Alternate Work Schedule Procedure

- No substantive changes; minor grammar and mechanical edits.
- Added “Schedule” after “Alternate Work” in several sections.
- Added links to procedures referenced in Leave Usage section VII

As a result of college community feedback, the following was added to the Remote Work Procedure:

- Departmental On-Call Procedures must be adhered to and are separate and distinct from this procedure.
- Definitions of On-site Work Location and Dependent

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

Purpose

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

Policy

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

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

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

Definitions

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

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

Attachment 2 - Proposed Policy

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

Associated Procedures

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

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

Procedure 4-19: Telecommuting

INTRODUCTION

Telecommuting is a cooperative arrangement between the College and the employee. The telecommuting arrangement is based on the needs of the position, work group or department and the employee's present levels of performance. Positions best suited for telecommuting generally involve the following characteristics:

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

Work activities should be portable and should involve tasks that can effectively be performed outside the office. Any technology and equipment needed to perform the job off-site must be readily available.

ELIGIBILITY

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

CONSIDERATIONS

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

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

The leader shall determine that the employee's home or other designated location provides a suitable working environment and that the employee has specialized knowledge and expertise to work unsupervised.

REQUIREMENTS

All requests and approvals pertaining to telecommuting must be in writing. Documentation should include:

- The telecommuting schedule

Attachment 3 - CURRENT PROCEDURE

- Conditions and duration of arrangement

Any changes to the schedule or workspace should be reviewed and approved by the leader in advance. The leader must provide written notice to the employee that the telecommuting arrangement is being terminated or modified.

Modification or termination of a telecommuting arrangement may include but not limited to the following:

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

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

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

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

College equipment in the home may not be used for personal purposes and College-owned software shall not be duplicated. To ensure hardware and software security, the leader, before installation, should approve all software used for telecommuting and only approved websites and college systems may be accessed.

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

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

Telecommuting is not a substitute for dependent care. Telecommuters with dependents must make arrangements for dependent care during the agreed upon work hours, just as the employee would do if they were working in a College facility. If the College determines that an employee has responsibility for the care of a dependent during work hours, then the telecommuting arrangement is subject to immediate termination.

Offering the opportunity to telecommute is a leadership decision; telecommuting is not a standard employee benefit.

While telecommuting, the employee must be accessible via telephone or e-mail during agreed-upon work hours. The employee must be available for emergency situations and may be asked to return to a College facility on short notice.

Please refer to links below for information regarding ITS Technology.

Support: <http://sjcblogs.sanjac.edu/its/support/>

Attachment 3 - CURRENT PROCEDURE

Login remotely from anywhere (home, for example) via the VPN: <http://sjcblogs.sanjac.edu/its/virtual-private-network-vpn/>

Use technology to communicate via Audio/Web Conferencing: <http://sjcblogs.sanjac.edu/its/san-jac-its-audioweb-conferencing-options/>

| | |
|--------------------------------|-------------------------|
| Procedure #: | 4-19 |
| Procedure Name: | Telecommuting |
| Pages: | 3 |
| Adopted Date: | |
| Revision/Reviewed Date: | November 1, 2016 |
| Effective Date: | November 1, 2016 |
| Associated Policy: | N/A |

Procedure IV.4005.A.a, Remote Work

Associated Policy

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

Procedures

INTRODUCTION

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

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

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

ELIGIBILITY

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

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

CONSIDERATIONS

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

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

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

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

REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DEFINITIONS

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

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

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

Please refer to links below for information regarding ITS Technology.

Support: <http://sjcblogs.sanjac.edu/its/support/>

Login remotely from anywhere (home, for example) via the

VPN: <http://sjcblogs.sanjac.edu/its/virtual-private-network-vpn/>

Use technology to communicate via Audio/Web Conferencing: <http://sjcblogs.sanjac.edu/its/san-jac-its-audioweb-conferencing-options/>

Remote Work Form can be accessed at: <https://www.sanjac.edu/about-san-jac/college-operations/human-resources/resources/alternate-work-and-telecommuting>
<https://www.sanjac.edu/remote-work-request>

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|---|---|
| Date of SLT Approval | June 5, 2020 |
| Effective Date | June 11, 2020 |
| Associated Policy | Policy IV.4005.A, Remote and Alternate Work Arrangements |
| Primary Owner of Policy Associated with the Procedure | Vice Chancellor, Human Resources, Organizational and Talent Effectiveness |
| Secondary Owner of Policy Associated with the Procedure | Vice President, Human Resources |

Procedure 4-29: Alternate Work Schedule

I. INTRODUCTION

The purpose of this procedure is to promote alternate work schedule arrangements that 1) support operational efficiency and where possible improve service, 2) ensure high quality, uninterrupted service, 3) create cost savings or are cost neutral, and 4) ensures that departments are staffed and operate in a manner that assures work continuity. All alternate work schedule arrangements must accomplish the mission, goals, and objectives of any SJC department. Decisions made about the feasibility of an alternate work schedule arrangement will be based on the work being performed and departmental operations before any other factor is considered. Certain positions may not be eligible for an alternate work schedule due to program needs or the job duties assigned to the position.

II. ELIGIBILITY

This procedure applies to all full-time San Jacinto College staff and administrators. Teaching faculty utilize the teaching schedule established each semester. Department Chairs may request a flexible work schedule (as defined in *Section III* of this procedure) to meet the needs of the department and cycles of activities within the semesters.

III. DEFINITIONS

- **Alternate Work Schedule (AWS)** - A longer term scheduling arrangement that permits a variation of the employee's starting and departure times, but does not alter the total number of hours worked in a week.
- **Flexible Work Schedule** - A temporary scheduling arrangement within a single work week that permits a variation of the employee's starting and departure times, but does not alter the total number of hours worked in a week.
- **Operating Hours and Core Business Hours** - Operating hours for San Jacinto College are generally 7:00 AM – 7:00 PM. Core hours, typically 9:00 a.m. – 3:00 p.m., where all employees must be in the office to ensure there is adequate coverage during the work day. The college's work week begins 12:01 am Monday and extends through midnight the following Sunday.
- **Compressed Work Schedules** - A compressed work schedule allows an employee to work a traditional 40 hour workweek in less than the traditional number of workdays.
- **Exempt** - Employees who are paid a monthly salary (such as faculty, administrators, counselors and other professionals) are "exempt" from the overtime/comp time provisions of the Fair Labor Standards Act. Exempt employees are expected to work a forty-hour week and must use paid leave time (sick, vacation, or personal leave) to account for a 40 hour week. Exempt employees do not "bank" comp time or overtime to be used or paid at a later time as do non-exempt employees.
- **Non-Exempt** - Employees who are covered by the Fair Labor Standards Act generally include administrative assistants, student workers, police officers, technical support, maintenance, etc. These employees must be compensated for hours worked over 40 during the work week.

Clear and accurate records must be kept for each workday and the total hours worked for the week for each non-exempt employee must be submitted to payroll on a bi-weekly basis. Records kept only "in the department" for comp time or overtime are expressly prohibited.

IV. ROLES AND RESPONSIBILITIES

- **Human Resources and Payroll Departments**

Human Resources is responsible for the interpretation of the Alternate Work Schedule Procedure.

The payroll department must be informed when a non-exempt employee is on an alternate work schedule so they can ensure payroll is processed accordingly.

- **Employee Responsibilities**

1. Employees may submit a written request to his or her leader for review. If approved, the leader and employee will establish a work schedule agreement and submit the online form. Employees who are assigned to multiple leaders as a shared resource must collaborate with each leader to review the AWS request.
2. Employees must maintain acceptable performance and values expectations.

- **Leader Responsibilities**

1. The leader should consider each request on its own merit and administer consistently in a fair and equitable manner.
2. The leader ensures that appropriate staffing is always available to meet the operational needs of the department.
3. The leader can change or revoke alternate work schedule arrangement at any time should business or performance concerns arise. (See *Section VII. Termination or Modification of Alternate Work Schedules*).
4. If a leader determines that alternate work scheduling options are not feasible for their work group, they should inform their senior leadership in their department/division to ensure consistency.

V. CONSIDERATIONS

Employees who have established a record of high performance and self-motivation are strong candidates for an alternate work schedule. The individual should have excellent time-management skills and a demonstrated history of independent work performance.

The employee must have a track record of using good judgment and must have exhibited Valuable rating on the College's performance evaluations with no documented performance or conduct issues within the six-month period preceding the request for an alternate work schedule.

Exceptions may be reviewed on a case by case basis between the employee and their respective leadership chain of command.

VI. REQUEST AND APPROVALS

- Alternate work schedule arrangements must be approved in writing. Employee and leader should use the appropriate form to document the work schedule agreement.

- A new request for an alternate work schedule must be submitted for approval any time the work schedule changes, including a request to return to regular work hours. At the beginning of each semester, leaders should review alternate work schedule agreement. Approved requests will be routed to Human Resources and Payroll.
- In reviewing requests for alternate work schedules, leaders need to consider the operational needs of the college and student success.

VII. TERMINATION OR MODIFICATION OF ALTERNATE WORK SCHEDULES

- Alternate work schedule arrangements can be modified or terminated when business needs and job requirements dictate. The alternate work schedule arrangement should be clear up front between the leader and employee. Modification or termination of an alternate work schedule arrangement may include but not limited to the following:
 1. Business needs are no longer being met; current coverage or staffing needs changed (i.e. an unexpected staff shortage develops).
 2. Job requirements change.
 3. Employee performance falls below an acceptable level.
- The leader and employee must be responsive to work environment changes and should monitor the alternate work schedule arrangement to ensure that it continues to meet the needs of the department and the college.
- The leader must provide written notice to the employee that his/her alternate work schedule is being terminated or modified. Notification may be immediate depending on terms and conditions referenced above.
- The employee may request a modification of his/her alternate work schedule by submitting a new AWS Form to his/her direct leader. The leader and employee must agree upon the modification request.
- The employee may request to terminate their alternate work schedule by providing written notice to their direct leader. When applicable, a two week notice must be given to allow the leader time to assess operational needs and make scheduling decisions appropriate for the department.

VIII. LEAVE USAGE

- Any vacation or sick leave taken during an AWS will reflect the actual number of work hours scheduled for the workday(s). For example, if an employee is scheduled to work nine (9) hours and requests leave for that day, nine (9) hours of leave should be recorded for the leave.

Attachment 5 - CURRENT PROCEDURE

- Sick Leave: Employees who work under an alternate work schedule agreement must utilize sick leave when sick and unable to work their work schedule.
- Holiday Pay schedule – refer to procedure
- Emergency School Closing and compressed work schedule – refer to procedure
- Jury Duty and compressed work schedule – refer to procedure

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|--------------------------------|--------------------------------|
| Procedure #: | 4-29 |
| Procedure Name: | Alternate Work Schedule |
| Pages: | 4 |
| Adopted Date: | November 1, 2016 |
| Revision/Reviewed Date: | |
| Effective Date: | November 1, 2016 |
| Associated Policy: | N/A |

Procedure IV.4005.A.b, Alternate Work Schedule

Associated Policy

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

Procedures

I. INTRODUCTION

The purpose of this procedure is to promote alternate work schedule arrangements that 1) support operational efficiency and where possible improve service, 2) ensure high quality, uninterrupted service, 3) create cost savings or are cost neutral, and 4) ensure that departments are staffed and operate in a manner that assures work continuity. All alternate work schedule arrangements must accomplish the mission, goals, and objectives of any San Jacinto College department. Decisions made about the feasibility of an alternate work schedule arrangement will be based on the work being performed and departmental operations before any other factor is considered. Certain positions may not be eligible for an alternate work schedule due to program needs or the job duties assigned to the position.

II. ELIGIBILITY

This procedure applies to all full-time San Jacinto College staff and administrators. Teaching faculty utilize the teaching schedule established each semester. Department Chairs may request a flexible work schedule (as defined in *Section III* of this procedure) to meet the needs of the department and cycles of activities within the semesters.

III. ROLES AND RESPONSIBILITIES

Human Resources and Payroll Departments

Human Resources is responsible for the interpretation of the Alternate Work Schedule (AWS) Procedure.

The Payroll department must be informed when a non-exempt employee is on an alternate work schedule, so they can ensure payroll is processed accordingly.

Clear and accurate records must be kept for each workday, and the total hours worked for the week for each non-exempt employee must be submitted to payroll on a bi-weekly basis.

Records kept only "in the department" for comp time or overtime are expressly prohibited.

Employee Responsibilities

1. Employees may submit a written request to their direct leaders for review. If approved, the leader and employee will establish a work schedule agreement and submit the online

form. Employees who are assigned to multiple leaders as a shared resource must collaborate with each leader to review the AWS request.

2. Employees must maintain acceptable performance and values expectations.

Leader Responsibilities

1. The leader should consider each request on its own merit and administer consistently in a fair and equitable manner.
2. The leader ensures that appropriate staffing is always available to meet the operational needs of the department.
3. The leader can change or revoke alternate work schedule arrangement at any time should business or performance concerns arise (see *Section VII. Termination or Modification of Alternate Work Schedules*).
4. If leaders determine that alternate work scheduling options are not feasible for their work groups, they should inform their senior leadership in their departments/divisions to ensure consistency.

IV. CONSIDERATIONS

Employees who have established a record of high performance and self-motivation are strong candidates for an alternate work schedule. The individual should have excellent time-management skills and a demonstrated history of independent work performance.

The employee must have a track record of using good judgment and must have exhibited Valuable rating on the College's performance evaluations with no documented performance or conduct issues within the six-month period preceding the request for an alternate work schedule.

Exceptions may be reviewed on a case-by-case basis between the employee and their respective leadership chain of command.

V. REQUEST AND APPROVALS

Alternate work schedule arrangements must be approved in writing. Employee and leader should use the appropriate form to document the work schedule agreement. The form can be located at the following link: <https://www.sanjac.edu/about-san-jac/college-operations/human-resources/resources/alternate-work-and-telecommuting>.

A new request for an alternate work schedule must be submitted for approval any time the work schedule changes, including a request to return to regular work hours. At the beginning of each semester, leaders should review alternate work schedule agreements. Approved requests will be routed to Human Resources and Payroll.

In reviewing requests for alternate work schedules, leaders need to consider the operational needs of the college and student success.

VI. TERMINATION OR MODIFICATION OF ALTERNATE WORK SCHEDULES

Alternate work schedule arrangements can be modified or terminated when business needs and job requirements dictate. The alternate work schedule arrangement should be clear to both the leader and the employee before the alternate work schedule begins. Modification or termination of an alternate work schedule arrangement may include, but is not limited to, the following:

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

The leader and employee must be responsive to work environment changes and should monitor the alternate work schedule arrangement to ensure that it continues to meet the needs of the department and the College.

The leader must provide written notice to the employee that their alternate work schedule is being terminated or modified. Notification may be immediate depending on terms and conditions referenced above.

The employee may request a modification of their alternate work schedule by submitting a new AWS Form to the direct leader. The leader and employee must agree upon the modification request.

The employee may request to terminate the alternate work schedule by providing written notice to the direct leader. When applicable, a two-week notice must be given to allow the leader time to assess operational needs and make scheduling decisions appropriate for the department.

VII. LEAVE USAGE

Any vacation or sick leave taken during an AWS will reflect the actual number of work hours scheduled for the workday(s). For example, if an employee is scheduled to work nine hours and requests leave for that day, nine hours of leave should be recorded for the leave.

- Sick Leave: Employees who work under an alternate work schedule agreement must utilize sick leave when sick and unable to work their work schedules.
- Holiday Pay schedule: – refer to procedure.
- Compensation During an Unscheduled Closure: – refer to procedure.
- Jury Duty and compressed work schedule: – refer to procedure.

DEFINITIONS

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

Flexible Work Schedule - A temporary scheduling arrangement within a single work week that permits a variation of the employee's starting and departure times but does not alter the total number of hours worked in a week.

Operating Hours and Core Business Hours - Operating hours for San Jacinto College are generally 7:00 AM – 7:00 PM. Core hours, typically 9:00 a.m. – 3:00 p.m., are when employees must be in the office to ensure there is adequate coverage during the work day. The College's work week begins 12:01 am Monday and extends through midnight the following Sunday.

Compressed Work Schedules - A compressed work schedule allows an employee to work a traditional 40-hour workweek in less than the traditional number of workdays.

Exempt - Employees who are paid a monthly salary (such as faculty, administrators, counselors and other professionals) are "exempt" from the overtime/comp time provisions of the Fair Labor Standards Act. Exempt employees are expected to work at least a forty-hour week and must use paid leave time (sick, vacation, or personal leave) to account for a 40-hour week. Exempt employees do not "bank" compensatory (comp) time or overtime to be used or paid at a later time as do non-exempt employees.

Non-Exempt - An employee classification eligible for overtime compensation under the provisions of the federally governed Fair Labor Standards Act.

| | |
|---|---|
| Date of SLT Approval | June 5, 2020 |
| Effective Date | June 11, 2020 |
| Associated Policy | Policy IV.4005.A, Remote and Alternate Work Arrangements |
| Primary Owner of Policy Associated with the Procedure | Vice Chancellor, Human Resources, Organizational and Talent Effectiveness |
| Secondary Owner of Policy Associated with the Procedure | Vice President, Human Resources |

Action Item "XIII"
Regular Board Meeting August 3, 2020

Consideration of Authorization for Water Meter Easement on South Campus

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to negotiate and execute a contract with the City of Houston dedicating a permanent easement to service a new water meter.

BACKGROUND

In May 2020, the Board approved a contract with A Status Construction for project CSP 20-18 South Campus Domestic Water Improvements. Part of the designated scope of work is the replacement of the existing six-inch turbine water meter with an eight-inch turbine water meter. This enlargement requires the existing ten foot by twenty foot easement be increased to fifteen by twenty-five feet.

IMPACT OF THIS ACTION

Approval of this action will permit the replacement of the current water meter, improving fire water supply pressure on the South Campus. Any dedication concluded under this authority shall comply with Chapter 212 of the Texas Government Code regarding the municipal regulation of property development.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Any fees or costs associated with this dedication will be paid from 2015 Bond funds budgeted for South Campus Domestic Water Improvements.

MONITORING AND REPORTING TIMELINE

This transaction will be completed as soon as practicable. All work will be monitored by the capital improvements department and AECOM staff.

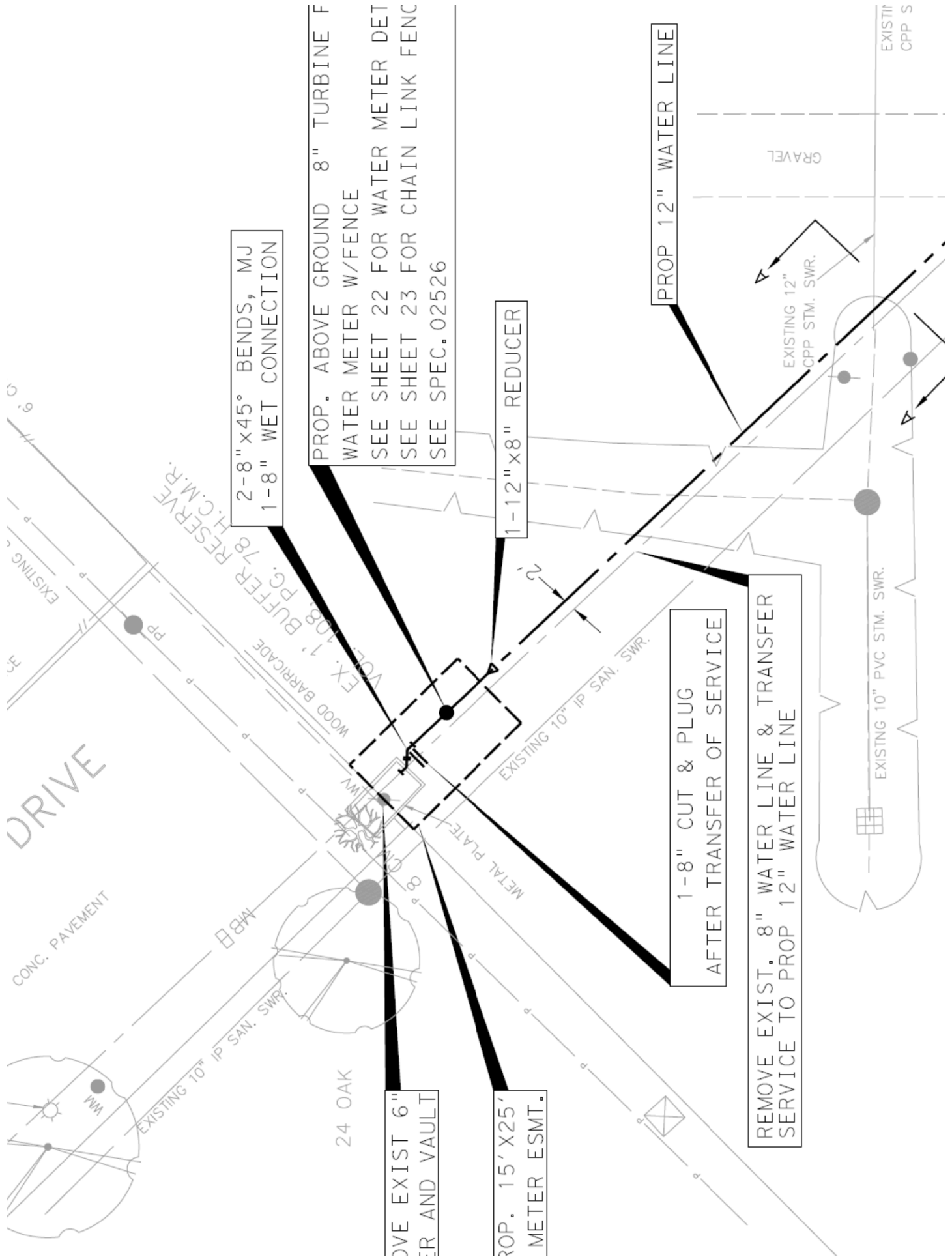
ATTACHMENTS

Attachment 1 – Location Sketch
Attachment 2 – Easement Sketch

RESOURCE PERSONNEL

| | | |
|------------------|--------------|---------------------------|
| Charles Smith | 281-998-6122 | charles.smith@sjcd.edu |
| Ann Kokx-Templet | 281-998-6103 | ann.kokx-templet@sjcd.edu |





Consideration of Authorization for Acquisition of Real Property Contiguous to South Campus

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to negotiate and execute a contract to effect the purchase of 5.4 acres, more or less, adjacent to the South Campus.

BACKGROUND

In June 2020, the administration was approached by an agent representing the owner of a 5.4-acre tract contiguous with the South Campus. An initial review of the tract indicated that the property would be of marginal value to the College, but that any subsequent owner might bring suit against the College to obtain a right of access to the land locked tract.

Subsequent discussion with the owner’s agent indicated that the owner was offering the property to the College for a price well-below the probable market value, and also less than the probable cost of defending a right of access suit. Apprised of this condition, the Board of Trustees in June expressed interest in acquisition on the basis of price and proximity.

Due diligence, conducted by staff and reviewed by the College’s attorneys, identified no significant obstacles to acquisition. The tract does include one closed gas well, which would bring the total number of capped wells under the South Campus to six.

IMPACT OF THIS ACTION

Approval of this action will remove the tract from the tax rolls, depriving the College of approximately \$39 per year of property tax receipts at current valuations. It will also guard against the need to defend the College against a future right of access suit which could far exceed the purchase price of the property. The property will be available for storm water detention should such need occur as part of future campus development. Any contract concluded under this authority shall comply with Chapter 272 of the Texas Government Code regarding acquisition, sale, or lease of property.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The agreed purchase price from the present owner is \$30,000. Any additional fees or costs associated with the transfer are within the limits of the Chancellor’s authorization.

MONITORING AND REPORTING TIMELINE

This transaction will be completed as soon as surveys and title reports can be completed, but is expected to be finalized during the current calendar year. All work will be monitored by San Jacinto College Capital Improvements staff.

ATTACHMENTS

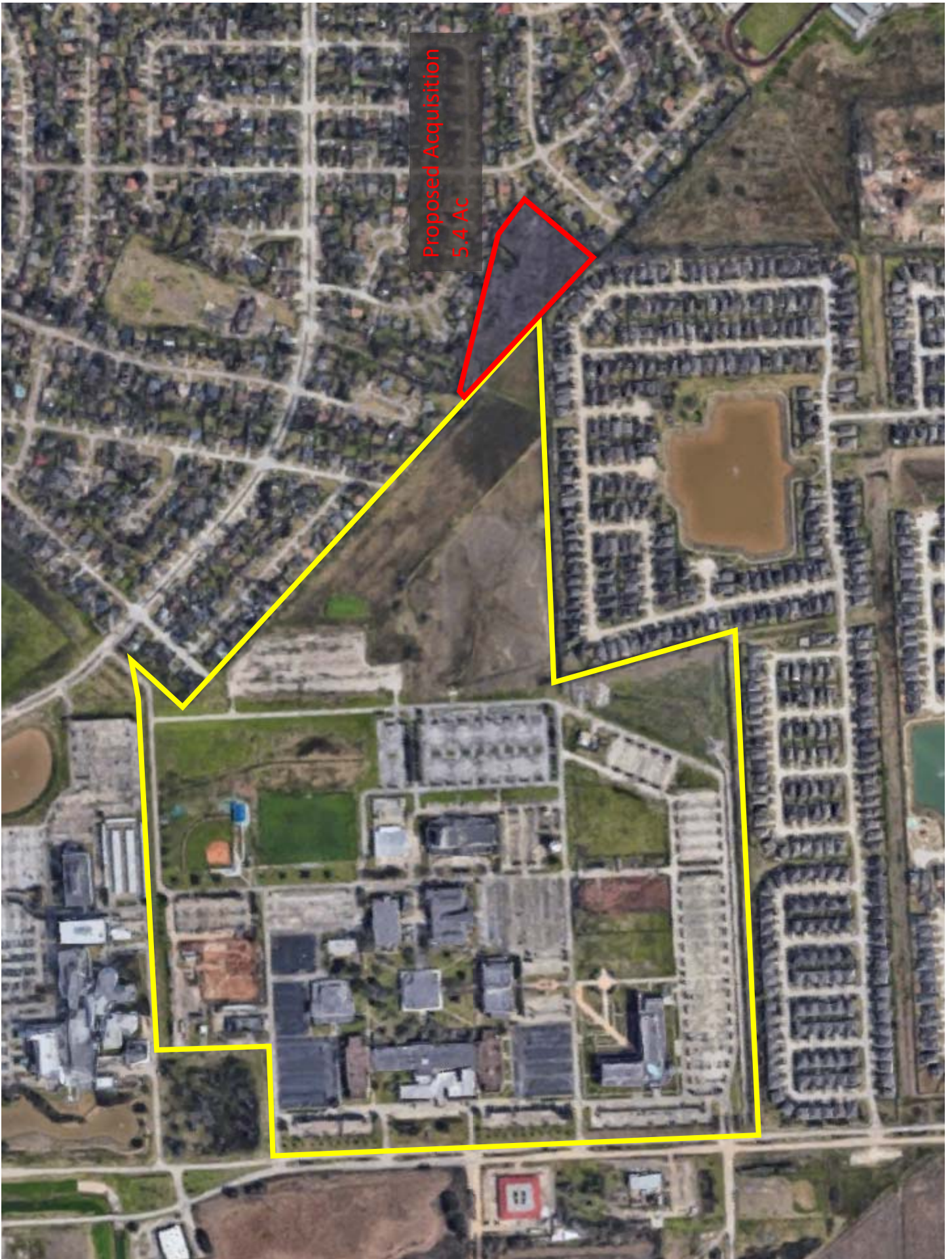
Attachment 1 – Arial Image of Property Location

Action Item "XIV"
Regular Board Meeting August 3, 2020

Consideration of Authorization for Acquisition of Real Property Contiguous to South Campus

RESOURCE PERSONNEL

| | | |
|------------------|--------------|---------------------------|
| Charles Smith | 281-998-6122 | charles.smith@sjcd.edu |
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Action Item “XV”
Regular Board Meeting August 3, 2020
Consideration of Approval of the Full-time Salary Schedules,
Part-time Hourly Pay Rates, and Stipends and Market Premiums for 2020-2021

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the full-time salary schedules, part-time hourly pay rates, stipends and market premiums for 2020-2021.

BACKGROUND

This action establishes the salary, pay rates, stipends, and market premiums for fiscal year 2020-2021. Salary schedules are reviewed periodically to provide for market competitiveness.

IMPACT OF THIS ACTION

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

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

The current part-time hourly salary schedule has been revised. The revisions, which are highlighted in attachment 3, include rates associated with part-time faculty instructors lecture and lab rates and deletion of rates no longer in use. The revised part-time salary schedule for faculty, staff, and administrators is included in this recommendation for approval.

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The fiscal impacts of this recommendation have been included in the 2020-2021 budget.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

- Attachment 1- Administration and Staff Salary Range Table
- Attachment 2- Faculty Salary Range Table
- Attachment 3- Part-Time Hourly Rates Salary Range Table
- Attachment 4- Stipends and Market Premiums Salary Range Table

Action Item “XV”
Regular Board Meeting August 3, 2020
Consideration of Approval of the Full-time Salary Schedules,
Part-time Hourly Pay Rates, and Stipends and Market Premiums for 2020-2021

RESOURCE PERSONNEL

Sandra Ramirez

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Attachment 1

| San Jacinto College District 2020 - 2021 Salary Range Table Administration & Staff | | | | | | | | |
|--|----------|----------|----------|--|--------------|-----------|-----------|-----------|
| Salary Range | Minimum | Midpoint | Maximum | | Salary Range | Minimum | Midpoint | Maximum |
| 1 | \$15,080 | \$18,850 | \$22,620 | | 31 | \$65,175 | \$81,469 | \$97,762 |
| 2 | \$15,834 | \$19,793 | \$23,751 | | 32 | \$68,434 | \$85,542 | \$102,650 |
| 3 | \$16,626 | \$20,782 | \$24,939 | | 33 | \$71,855 | \$89,819 | \$107,783 |
| 4 | \$17,457 | \$21,821 | \$26,185 | | 34 | \$75,448 | \$94,310 | \$113,172 |
| 5 | \$18,330 | \$22,912 | \$27,495 | | 35 | \$79,220 | \$99,026 | \$118,831 |
| 6 | \$19,246 | \$24,058 | \$28,869 | | 36 | \$83,182 | \$103,977 | \$124,772 |
| 7 | \$20,209 | \$25,261 | \$30,313 | | 37 | \$87,341 | \$109,176 | \$131,011 |
| 8 | \$21,219 | \$26,524 | \$31,829 | | 38 | \$91,708 | \$114,635 | \$137,561 |
| 9 | \$22,280 | \$27,850 | \$33,420 | | 39 | \$96,293 | \$120,366 | \$144,439 |
| 10 | \$23,394 | \$29,243 | \$35,091 | | 40 | \$101,108 | \$126,385 | \$151,661 |
| 11 | \$24,564 | \$30,705 | \$36,846 | | 41 | \$106,163 | \$132,704 | \$159,245 |
| 12 | \$25,792 | \$32,240 | \$38,688 | | 42 | \$111,471 | \$139,339 | \$167,207 |
| 13 | \$27,082 | \$33,852 | \$40,622 | | 43 | \$117,045 | \$146,306 | \$175,567 |
| 14 | \$28,436 | \$35,544 | \$42,653 | | 44 | \$122,897 | \$153,621 | \$184,345 |
| 15 | \$29,857 | \$37,322 | \$44,786 | | 45 | \$129,042 | \$161,302 | \$193,563 |
| 16 | \$31,350 | \$39,188 | \$47,025 | | 46 | \$135,494 | \$169,367 | \$203,241 |
| 17 | \$32,918 | \$41,147 | \$49,377 | | 47 | \$142,269 | \$177,836 | \$213,403 |
| 18 | \$34,564 | \$43,205 | \$51,845 | | 48 | \$149,382 | \$186,728 | \$224,073 |
| 19 | \$36,292 | \$45,365 | \$54,438 | | 49 | \$156,851 | \$196,064 | \$235,277 |
| 20 | \$38,106 | \$47,633 | \$57,160 | | 50 | \$164,694 | \$205,867 | \$247,041 |
| 21 | \$40,012 | \$50,015 | \$60,018 | | 51 | \$172,928 | \$216,160 | \$259,393 |
| 22 | \$42,012 | \$52,515 | \$63,018 | | 52 | \$181,575 | \$226,969 | \$272,362 |
| 23 | \$44,113 | \$55,141 | \$66,169 | | 53 | \$190,654 | \$238,317 | \$285,980 |
| 24 | \$46,319 | \$57,898 | \$69,478 | | 54 | \$200,186 | \$250,233 | \$300,279 |
| 25 | \$48,635 | \$60,793 | \$72,952 | | 55 | \$210,196 | \$262,744 | \$315,293 |
| 26 | \$51,066 | \$63,833 | \$76,599 | | 56 | \$220,705 | \$275,882 | \$331,058 |
| 27 | \$53,620 | \$67,024 | \$80,429 | | 57 | \$231,741 | \$289,676 | \$347,611 |
| 28 | \$56,301 | \$70,376 | \$84,451 | | 58 | \$243,328 | \$304,160 | \$364,991 |
| 29 | \$59,116 | \$73,894 | \$88,673 | | 59 | \$255,494 | \$319,367 | \$383,241 |
| 30 | \$62,071 | \$77,589 | \$93,107 | | 60 | \$268,269 | \$335,336 | \$402,403 |

| |
|-------------------|
| Midpoint % |
| 5.00% |

| |
|---------------------|
| Range Spread |
| 50.00% |

Effective 9/01/2020

Attachment 2

| San Jacinto College District 2020-2021 Salary Range Table Faculty | | | |
|--|-----------|-----------|------------|
| | Minimum | Midpoint | Maximum |
| NINE MONTH FACULTY | | | |
| Bachelor | \$ 42,002 | \$ 53,552 | \$ 65,102 |
| Masters | \$ 45,002 | \$ 58,503 | \$ 72,004 |
| Masters + 18 | \$ 46,802 | \$ 60,843 | \$ 74,884 |
| Masters + 36 | \$ 48,674 | \$ 63,277 | \$ 77,879 |
| Masters + 48 | \$ 50,621 | \$ 65,808 | \$ 80,994 |
| Doctorate | \$ 52,646 | \$ 68,440 | \$ 84,234 |
| 10.5 MONTH FACULTY | | | |
| Bachelor | \$ 49,002 | \$ 62,477 | \$ 75,952 |
| Masters | \$ 52,502 | \$ 68,253 | \$ 84,004 |
| Masters + 18 | \$ 54,602 | \$ 70,983 | \$ 87,364 |
| Masters + 36 | \$ 56,787 | \$ 73,823 | \$ 90,859 |
| Masters + 48 | \$ 59,058 | \$ 76,776 | \$ 94,493 |
| Doctorate | \$ 61,420 | \$ 79,847 | \$ 98,273 |
| TWELVE MONTH FACULTY | | | |
| Bachelor | \$ 56,002 | \$ 71,403 | \$ 86,803 |
| Masters | \$ 60,003 | \$ 78,004 | \$ 96,005 |
| Masters + 18 | \$ 62,403 | \$ 81,124 | \$ 99,845 |
| Masters + 36 | \$ 64,899 | \$ 84,369 | \$ 103,839 |
| Masters + 48 | \$ 67,495 | \$ 87,744 | \$ 107,992 |
| Doctorate | \$ 70,195 | \$ 91,254 | \$ 112,312 |
| | | | |
| Department Chair - 12 month | \$ 73,003 | \$ 94,904 | \$ 116,805 |

Revised 2020-2020 Part-Time Hourly Salary Schedule

On June 15, 2020, the Board of Trustees approved the part-time faculty rate at \$43 per hour. The following revisions align other part-time faculty activities and functions with that rate. These include:

- part-time Faculty Instructors – Private lessons to a rate of \$43.00 per hour;
- revision of Part-time Faculty Instructors – CPET Lab Commissioning to a rate of 43.00 per hour;
- revision of Full-time Faculty Externships to a rate of \$43.00 per hour;
- revision of Full-time Faculty CPET Lab Commissioning to a rate of \$43.00 per hour;
- revision of Part-time Faculty Accompanist to a rate of \$43.00 per hour;
- revision of Part-time Winter Mini Coordinator to a rate of \$43.00 per hour;
- revision of Part-time Professional Translator to a rate of \$43.00 per hour;
- revision of Part-time CPD Instructor Variable Rate to a rate of \$43.00 per hour; and
- revision of Part-time Summer Camp Director to a rate of \$43.00 per hour.

These revisions are necessary to align the rates of part-time and full-time positions that have been traditionally associated with the Part-time Faculty Instructors – Lecture and Lab rates and enable the attraction and retention of qualified instructors. These revised rates will become effective with the start of the 2020-2021 Academic year and the beginning of Fall courses on August 24, 2020.

The revision to the 2020-2021 Part-time Hourly Salary Schedule includes the deletion of Part-time Flight Simulator Instructor, Part-time Wellness Instructor, Part-time Bus Driver, and Part-time Weekend Director. These rates are being deleted as they are no longer in use by the College.

The revised 2020-2021 Part-Time Hourly Salary Schedule is attached.

**San Jacinto College District
2020-2021 Salary Rate Table
PART-TIME HOURLY RATES**

| Position Classification | Position Description | Hourly Rate |
|--------------------------------|--|--------------------|
| Maintenance | Groundskeeper | \$ 8.00 |
| Cashier Clerk | Cashier / Clerk - with monetary responsibilities | \$ 8.00 |
| Food Service | Cashier I | \$ 8.50 |
| | Cashier II | \$ 9.00 |
| | Grill Cook I | \$ 10.00 |
| | Grill Cook II | \$ 11.00 |
| | Team Leader | \$ 12.50 |
| Children's Center | Teacher's Aide | \$ 9.00 |
| | Assistant Teacher (CDA or 12 hours in early childhood) | \$ 10.00 |
| | Cook | \$ 9.00 |
| | Lead Teacher with appropriate credentials | \$ 13.50 |
| Clerical/Receptionist | Admin Asst I / Student Assistant I | \$ 8.00 |
| | Accounting Asst / Admin Asst II / Call Center / Enrollment Specialist / Records Specialist / Student Assistant II / (with one year experience) | \$ 10.00 |
| | Accounting Specialist (with 3 years experience) | \$ 15.00 |
| General | Student/Art Model/Test Proctor | \$ 7.50 |
| | Orientation Leader/Student Ambassador | \$ 9.00 |
| | Life-Drawing Model | \$ 15.00 |
| Accessibility Services | Hearing Impaired Students Transcribers / Note Takers | \$ 8.50 |
| | Tutors for Severely Learning Disabled Adult Students (to be screened by Accessibility Services Counselor on each campus) | |
| | Student Tutor | \$ 11.00 |
| | Educationally Disadvantaged Students - Tutors for students not maintaining minimum stated requirements (not learning disabled) | |
| | Student Tutor | \$ 10.00 |
| Grant Funded | Grant Funded Basic Tutor (tutor for students not maintaining minimum stated requirements) | \$ 9.00 |
| | Grant Funded Tutor / Mentor (tutor for students not maintaining minimum stated requirements; Mentor for achieving goals and supporting grant program activities) | \$ 10.00 |
| | Grant Funded Retention Specialist | \$ 15.00 |
| | Grant Funded Program Assistant | \$ 15.00 |
| | Grant Funded Project Coordinator | \$ 24.00 |
| | Grant Funded Project Manager | \$ 27.00 |
| | Grant Funded Project Director | \$ 30.00 |

| Position Classification | Position Description | Hourly Rate |
|--|--|---------------------|
| Instructional | Part-time Faculty Instructors - Lecture | \$ 43.00 |
| | Part-time Faculty Instructors - Lab | \$ 43.00 |
| | Part-time Faculty Instructors - Private Lessons | \$ 43.00 |
| | Part-time Faculty CPET Lab Commissioning | \$ 43.00 |
| | Part-time Faculty Non-instructional | \$ 30.00 |
| | Part-time Faculty Professional Development (ad hoc training, non-curriculum) | \$ 20.00 |
| | Flight Simulator Instructor | \$ 15.00 |
| | Wellness Instructor | \$ 32.00 |
| | Full-time Faculty Non-instructional | \$ 30.00 |
| | Full-time Faculty Externship | \$ 43.00 |
| | Full-time Faculty CPET Lab Commissioning | \$ 43.00 |
| | Full-time Faculty Formula Pay - Lecture | \$ 62.70 |
| | Full-time Faculty Formula Pay - Lab | \$ 62.70 |
| | Full-load Adjunct: Hourly Rate + \$2,500 per semester, with approval by appropriate Dean and Provost | |
| | <i>Faculty Advising:</i> | |
| | Faculty Advisor - Student Success course (GUST 0305, EDUC 1300, PSYC 1300) \$350.00 per course/semester | |
| Faculty Advisor - EPCC and all other courses | \$ 30.00 | |
| Interactive Learning Centers/Information Technology/ Departmental Labs/ Supplemental Instruction | Multimedia Assistant I | \$ 9.50 |
| | Computer Lab Assistant I | \$ 9.50 |
| | Help Desk Assistant I | \$ 9.50 |
| | PC Technician Assistant I | \$ 9.50 |
| | Audio Visual Assistant I | \$ 9.50 |
| | Specialty Lab Assistant I | \$ 9.50 |
| | Multimedia Assistant II | \$ 12.50 |
| | Computer Lab Assistant II | \$ 12.50 |
| | Help Desk Assistant II | \$ 12.50 |
| | PC Technician Assistant II | \$ 12.50 |
| | Audio Visual Assistant II | \$ 12.50 |
| | Specialty Lab Assistant II | \$ 12.50 |
| | Student Success Centers | <i>Peer Tutors:</i> |
| Non-Certified Tutors (basic training completed, working towards Level I Certification) | | \$ 9.00 |
| Certified Level I - After one long semester with 10 hours training & 25 hours tutoring completed | | \$ 9.50 |
| Certified Level II - After two long semesters with 20 hours training & 50 hours tutoring completed | | \$ 10.00 |
| Certified Level III - After three long semesters with 30 hours training & 75 hours tutoring completed (must also complete a project related to the tutoring and resource center) | | \$ 11.00 |
| Faculty Tutor w/credentials | | \$ 20.00 |
| Physical Education | Athletic Trainer (travel time not to exceed 8 hours per day) | \$ 8.00 |
| | Gym / Field Attendant | \$ 7.50 |
| | Gym Supervisor / Lifeguard w/Red Cross certification | \$ 8.00 |
| | Assistant Coach | \$ 10.00 |
| | Athletics Facilities Coordinator | \$ 12.50 |
| | Athletic Trainer w/certification (daily service, practice, and games) | \$ 18.00 |
| | Head Coach | \$ 20.00 |

| Position Classification | Position Description | Hourly Rate |
|---|--|---------------------|
| Professional | Web Designer | \$ 9.00 |
| | Testing Specialist (certified) | \$ 10.00 |
| | Bus Driver | \$ 11.00 |
| | Administrative Intern | \$ 12.00 |
| | Information Technology Intern | \$ 12.00 |
| | Student Accompanist | \$ 12.00 |
| | Assistant Manager, Theater | \$ 12.50 |
| | Grant Writer | \$ 13.00 |
| | HVAC Intern | \$ 13.00 |
| | Program Assistant | \$ 13.00 |
| | Architect Intern | \$ 14.00 |
| | Librarian w/Bachelor of Library Science | \$ 14.00 |
| | Test Examiners (Bachelor of Science / Bachelor of Arts) | \$ 14.00 |
| | Advisor (w/appropriate credentials) | \$ 15.00 |
| | Engineering Design Graphics Technician | \$ 15.00 |
| | Gallery Specialist | \$ 15.00 |
| | Manager, Theater | \$ 15.00 |
| | Payroll Specialist w/Payroll and Banner experience | \$ 15.00 |
| | Telecommunicator | \$ 15.00 |
| | Theatre Scene Shop Specialist | \$ 15.00 |
| | Banner Student System Services Specialist | \$ 16.00 |
| | Document Specialist | \$ 17.00 |
| | Educational Planner | \$ 17.00 |
| | Librarian w/Masters of Library Science w/no experience | \$ 18.00 |
| | Coordinator (w/appropriate credentials) | \$ 20.00 |
| | Extension Center Coordinator | \$ 20.00 |
| | Police Officer (with TCOLE license) | \$ 20.00 |
| | Counselor (w/appropriate credentials) | \$ 21.00 |
| | Accountant (Bachelor's degree) | \$ 22.00 |
| | Aerospace Liaison / Coordinator | \$ 25.00 |
| | Grant Developer (Bachelor's degree) | \$ 25.00 |
| | Police - Special Assignments (with TCOLE license) | \$ 25.00 |
| | Procurement Specifications Technical Writer | \$ 25.00 |
| | Telecom Specialist - IT | \$ 25.00 |
| | Business Advisor, SBDC | \$ 28.00 |
| | Librarian w/MLS, MLIS or equivalent w/experience | \$ 30.00 |
| | Senior Accountant (Master's degree in Accounting or CPA license) | \$ 31.50 |
| | Database Administrator (information Technology) | \$ 35.00 |
| | Faculty Accompanist (Faculty with credentials) | \$ 43.00 |
| | Weekend Coordinator | \$ 20.00 |
| | Weekend Director (Librarian/Faculty with credentials) | \$ 42.00 |
| Winter Mini Coordinator | \$ 20.00 | |
| Winter Mini Coordinator (Librarian/Faculty with credentials) | \$ 43.00 | |
| Professional Translator (Faculty with credentials in language used) | \$ 43.00 | |
| Technical | Toolroom Attendant | \$ 8.00 |
| | Tool / Equipment Specialist | \$ 11.00 |
| | Skilled Craft (Carpenter, Plumber, HVAC, etc) | \$ 20.00 |
| | Inspection Technology/Imaging | \$ 24.00 |
| | Maritime Equipment Technician | \$ 24.00 |

| Position Classification | Position Description | Hourly Rate |
|--|---|-------------|
| Continuing & Professional Development | <i>API Non Destructive Testing Grant Program</i> | |
| | API NDT Training Instructor with level 3 certification | \$ 75.00 |
| | API NDT Test Proctor with level 3 certification | \$ 75.00 |
| | API NDT Subject Matter Expert with level 3 certification & industry recognition | \$ 150.00 |
| | <i>Development Dimensions International (DDI) Leadership Program</i> DDI Certified Instructor / Facilitator | \$ 70.00 |
| | Motorcycle Maintenance/Repair Technician | \$ 14.00 |
| | Variable part-time Instructor rate for classes approved with less than minimum number of students. Reduction of \$4.00 per contact hour for first student below minimum. Reduction of \$3.00 per contact hour for each subsequent student below minimum. All reductions must be approved by CPD Dean or Associate Vice Chancellor | \$ 43.00 |
| Summer Camps | Camp Director | \$ 43.00 |
| | Camp Lead Instructor | \$ 32.00 |
| | Camp Assistant Instructor | \$ 20.00 |
| | Camp Helper/Monitor | \$ 10.00 |

**San Jacinto College District
2020-2021 Salary Schedule
Stipends and Market Premiums**

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

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

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

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

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

| | |
|--------------------------------------|---------------------------|
| Offsite Instruction for CPD training | \$30.00 per class session |
|--------------------------------------|---------------------------|

Instructional Market Premiums by Contract Month (subject to availability of funding)

| | |
|---|---------------|
| Air Conditioning | \$556 monthly |
| Nursing - ADN and Vocational | \$834 monthly |
| Computer Information Technology | \$556 monthly |
| Diesel Technology | \$556 monthly |
| Emergency Medical Technology | \$278 monthly |
| Engineering - <i>must have Master's degree in Engineering</i> | \$556 monthly |
| Engineering/Drafting | \$556 monthly |
| Fire Protection | \$278 monthly |
| Health Information Management | \$334 monthly |
| Instrumentation | \$556 monthly |
| Instrumentation & Electrical | \$556 monthly |
| Maritime - <i>must have Coast Guard certifications</i> | \$667 monthly |

| | |
|--|---------------|
| Medical Laboratory Technology | \$278 monthly |
| Medical Radiography/Sonography | \$278 monthly |
| Non-Destructive Testing | \$556 monthly |
| Occupational Health & Safety | \$278 monthly |
| Occupational Therapy - <i>must have Occupational Therapy license</i> | \$667 monthly |
| Pharmacy Technology - <i>must have Pharmaceutical license</i> | \$667 monthly |
| Physical Therapy - <i>must have Physical Therapy license</i> | \$667 monthly |
| Pipefitting | \$556 monthly |
| Process Technology | \$556 monthly |
| Respiratory Therapy | \$278 monthly |
| Surgical Technology | \$278 monthly |
| Welding | \$556 monthly |

| | |
|--|------------------------------|
| All Nursing - LVN and ADN-Hiring incentive | \$2,500 added to base salary |
|--|------------------------------|

| |
|---|
| Adjunct Instructional Market Premiums (subject to availability of funding) |
|---|

Lecture & Lab courses

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

Consideration of Approval of the 2021 Board of Trustees Regularly Scheduled Meeting Dates

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends the Board of Trustees approve the 2021 Board of Trustees regularly scheduled meeting dates.

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

None

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1- 2021 Board Meeting Dates

RESOURCE PERSONNEL

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

**San Jacinto College District
Board of Trustees**

2021 Board Meeting Dates

February 1, 2021

March 1, 2021

April 5, 2021

May 3, 2021

June 7, 2021

No July Meeting

August 2, 2021

August 30, 2021
(September Meeting - Due to Labor Day Holiday)

October 4, 2021

November 1, 2021

December 13, 2021

Board Approval Anticipated August 3, 2020

**Action Item “XVII”
Regular Board Meeting August 3, 2020
Consideration of Approval of the Annual Review of the
Investment Policy and Strategy of the College**

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

The Investment Policy and Strategy of San Jacinto College requires that the Board of Trustees, at least annually, review and approve appropriate changes as required by Texas Government Code 2256. The Board approved the last revisions on August 5, 2019. The current changes are recommended to clarify and provide consistent language and terminology.

IMPACT OF THIS ACTION

The revisions to the Investment Policy and Strategy accomplish the following:

- ensures the College’s benchmark yield language is consistent within the document;
- states that collateralized mortgage obligations have the same three-year maturity date limitation as other investments;
- adds the Associate Vice Chancellor, Finance as a designee to perform investment transactions and secondary owner of the policy; and
- makes other minor edits for consistency and clarity.

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

The approval of the recommended policy changes will provide guidance to make investment recommendations to the College based on current financial market conditions within the requirements of the Public Funds Investment Act (PFIA).

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

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

MONITORING AND REPORTING TIMELINE

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

Action Item “XVII”
Regular Board Meeting August 3, 2020
Consideration of Approval of the Annual Review of the
Investment Policy and Strategy of the College

ATTACHMENTS

Attachment 1 – Policy III.3001.A: Investment Policy and Strategy (Track Changes)

Attachment 2 – Policy III.3001.A: Investment Policy and Strategy (Clean Version)

RESOURCE PERSONNEL

| | | |
|----------------|--------------|-------------------------|
| Teri Zamora | 281-998-6306 | teri.zamora@sjcd.edu |
| Bill Dickerson | 281-998-6142 | bill.dickerson@sjcd.edu |

Policy III.3001.A, Investment Policy and Strategy

Purpose

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

Policy

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

Authority

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

Applicability

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

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

OBJECTIVES

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

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

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

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

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

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

STRATEGY

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

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

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

A. Operating Funds and Commingled Pools Containing Operating Funds

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

B. Debt Service Funds

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

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

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

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

STANDARD OF CARE – PRUDENT PERSON STANDARD

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

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

INVESTMENT TRAINING

It will be the College's policy to provide training for Board members and Investment Officers as required by the Act. The Texas Higher Education Coordinating Board will provide training for Board members ~~to be conducted~~ which must be completed within six months of assuming office.

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

DELEGATION OF AUTHORITY AND RESPONSIBILITIES

In accordance with the Act, the Board of Trustees delegates, by resolution, management responsibility for the investment program through the Chancellor to the Vice Chancellor of Fiscal Affairs as the Investment Officer. In the absence of the Vice Chancellor of Fiscal Affairs, with the approval and direction of the Chancellor, the Associate Vice Chancellor, Finance or Director ~~of~~ Accounting and Financial Services will perform daily investment transactions.

Board of Trustees

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

Investment Committee

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

Investment Officer(s)

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

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

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

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

ETHICS AND CONFLICTS OF INTEREST

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

AUTHORIZED INVESTMENTS

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

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

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

PROHIBITED INVESTMENTS

The College is strictly prohibited from investing in any type of mortgage derivatives:

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

DIVERSIFICATION

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

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

MAXIMUM MATURITIES

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

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

All investments transactions shall be made with a broker/dealer authorized by the Board or its Investment Committee. The authorized list is to be reviewed and adopted at least annually. Banks utilized for time or demand accounts need not be approved by the Board or Committee but must provide all required information to the Investment Officers prior to the transaction. The list shall contain no less than five broker/dealers to assure a competitive process. There is no limit to the number of banks.

Authorized broker/dealers and financial institutions may include:

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

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

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

No investment transactions may be entered into with a brokerage subsidiary of the Authority’s depository bank in order to fulfill all delivery versus payment (DVP) requirements for trade independence.

Policy Certification

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

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

Any College Investment Adviser shall certify to the Policy.

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

COLLEGE DEPOSITORY

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

INTERNAL CONTROL

An annual independent review will be conducted to assure internal controls are in place which provide for compliance with the College's Investment Policies and procedures and the Act.

Loss of Rating

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

Monitoring FDIC Status

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

COLLATERALIZATION

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

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

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

Authorized Collateral

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

A. FDIC insurance coverage.

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

Voluntary Collateral Pooling Alternative

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

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

SAFEKEEPING

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

DELIVERY VERSUS PAYMENT

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

REPORTING

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

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

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

INTERNAL CONTROLS

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

Cash Flow Forecasting

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

INVESTMENT POLICY ADOPTION

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

Procedures

There are no associated procedures with this policy.

| | |
|------------------------|--|
| Date of Board Approval | Anticipated August 3, 2020 |
| Effective Date | Anticipated August 4, 2020 |
| Primary Owner | Vice Chancellor, Fiscal Affairs |
| Secondary Owner | Associate Vice Chancellor, Finance Director, Accounting and Financial Services |

Policy III.3001.A, Investment Policy and Strategy

Purpose

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

Policy

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

Authority

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

Applicability

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

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

OBJECTIVES

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

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

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

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

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

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

STRATEGY

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

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

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

A. Operating Funds and Commingled Pools Containing Operating Funds

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

B. Debt Service Funds

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

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

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

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

STANDARD OF CARE – PRUDENT PERSON STANDARD

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

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

INVESTMENT TRAINING

It will be the College's policy to provide training for Board members and Investment Officers as required by the Act. The Texas Higher Education Coordinating Board will provide training for Board members which must be completed within six months of assuming office.

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

DELEGATION OF AUTHORITY AND RESPONSIBILITIES

In accordance with the Act, the Board of Trustees delegates, by resolution, management responsibility for the investment program through the Chancellor to the Vice Chancellor of Fiscal Affairs as the Investment Officer. In the absence of the Vice Chancellor of Fiscal Affairs, with the approval and direction of the Chancellor, the Associate Vice Chancellor, Finance or Director, Accounting and Financial Services will perform daily investment transactions.

Board of Trustees

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

Investment Committee

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

Investment Officer(s)

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

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

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

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

ETHICS AND CONFLICTS OF INTEREST

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

AUTHORIZED INVESTMENTS

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

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

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

PROHIBITED INVESTMENTS

The College is strictly prohibited from investing in any type of mortgage derivatives:

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

DIVERSIFICATION

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

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

MAXIMUM MATURITIES

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

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

All investments transactions shall be made with a broker/dealer authorized by the Board or its Investment Committee. The authorized list is to be reviewed and adopted at least annually. Banks utilized for time or demand accounts need not be approved by the Board or Committee but must provide all required information to the Investment Officers prior to the transaction. The list shall contain no less than five broker/dealers to assure a competitive process. There is no limit to the number of banks.

Authorized broker/dealers and financial institutions may include:

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

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

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

No investment transactions may be entered into with a brokerage subsidiary of the Authority’s depository bank in order to fulfill all delivery versus payment (DVP) requirements for trade independence.

Policy Certification

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

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

Any College Investment Adviser shall certify to the Policy.

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

COLLEGE DEPOSITORY

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

INTERNAL CONTROL

An annual independent review will be conducted to assure internal controls are in place which provide for compliance with the College's Investment Policies and procedures and the Act.

Loss of Rating

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

Monitoring FDIC Status

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

COLLATERALIZATION

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

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

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

Authorized Collateral

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

- A. FDIC insurance coverage.

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

Voluntary Collateral Pooling Alternative

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

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

SAFEKEEPING

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

DELIVERY VERSUS PAYMENT

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

REPORTING

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

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

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

INTERNAL CONTROLS

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

Cash Flow Forecasting

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

INVESTMENT POLICY ADOPTION

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

Procedures

There are no associated procedures with this policy.

| | |
|------------------------|------------------------------------|
| Date of Board Approval | Anticipated August 3, 2020 |
| Effective Date | Anticipated August 4, 2020 |
| Primary Owner | Vice Chancellor, Fiscal Affairs |
| Secondary Owner | Associate Vice Chancellor, Finance |

Consideration of Approval of Naming Buildings at the Central, North, and South Campuses

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the name changes of the specified buildings at Central, North, and South Campuses as outlined below.

BACKGROUND

All naming recommendations are in accordance with the College’s existing Policy VI-S: Policy on Naming College Facilities and Academic and Support Entities and the related procedure. Previous naming commitments have been honored, and changes are in response to either a change in the function of the building or in response to the ongoing renovation, demolition or construction projects within the ongoing Bond Program.

IMPACT OF THIS ACTION

| Building Number | Current Name | New Name |
|------------------------|---|------------------------------------|
| C-15 | William R Davison DDS Vocational-Technical Building | Dr William R Davison Building |
| C-16 | Jack W Anderson Technical - Vocational Building | Anderson – Ball Classroom Building |
| C-17 | Gordon E Ball Technical Building | |
| C-26 | Transportation Center | Automotive & Career Center |
| C-34 | Campus Police & Maintenance | General Services Building |
| N-9 | Proctor W Brightwell Technical Vocational Building | Proctor W Brightwell Building |
| N-10 | Dr Ruede M Wheeler Occupational/Technical Building | Dr Ruede M Wheeler Building |
| N-20 | Maintenance/Deliveries | General Services Building |
| S-30 | Maintenance/Deliveries | General Services Building |

The new names for each building allow for flexibility in the definition of the facility and align the campuses to the one-college commitment.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

There are no significant budget implications.

MONITORING AND REPORTING TIMELINE

None required

Consideration of Approval of Naming Buildings at the Central, North, and South Campuses

ATTACHMENTS

None

RESOURCE PERSONNEL

| | | |
|-------------------|--------------------|----------------------------|
| Brenda Hellyer | 281-998-6100 | brenda.hellyer@sjcd.edu |
| Teri Zamora | 281-998-6305 | teri.zamora@sjcd.edu |
| Van Wigginton | 281-542-2000 | van.wigginton@sjcd.edu |
| Alexander Okwonna | 281-998-6150 x7315 | alexander.okwonna@sjcd.edu |
| Aaron Knight | 281-998-6150 x3324 | aaron.knight@sjcd.edu |

Action Item "XIX"
Regular Board Meeting August 3, 2020

**Consideration of Approval of Resolution to Authorize Early Additional Penalty for
Collection Costs under Section 33.11 of the Texas Tax Code**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees adopt a resolution to authorize use of the Early Additional Penalty for Collection Costs for Taxes Imposed on Personal Property as outlined in Texas Tax Code Section 33.11.

BACKGROUND

Texas Tax Code (TTC) Section 6.30 grants the governing body of a taxing unit that imposes taxes the ability to contract with an attorney to collect delinquent taxes. Those taxing units contracting with a delinquent tax collection attorney may annually impose an early penalty beginning on the 60th day after the tax becomes delinquent on February 1, by authorizing the use of Texas Tax Code Section 33.11. Without the use of this provision, penalties may be imposed beginning on July 1 annually.

In May 2019, the Board of Trustees authorized the use of Section 33.11 for the subsequent tax year. The current request is to authorize the use of the section on an ongoing basis.

IMPACT OF THIS ACTION

Of the \$4.4 million delinquent ad valorem taxes that were due to the College last year when use of this provision was first approved, forty-four percent were taxes on personal property. Of the \$5.5 million delinquent ad valorem taxes that were due to the College as of July 18, 2020, thirty-two percent were taxes on personal property.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Adoption of the resolution has no specific budget implications. It is anticipated that the tax collection rates on personal property will be better due to this action versus what collections would be without this action.

MONITORING AND REPORTING TIMELINE

A tax collection summary will be presented annually.

ATTACHMENTS

Attachment 1- Delinquent Taxes as of July 18, 2020
Attachment 2- Resolution to Authorize Use of TTC 33.11

RESOURCE PERSONNEL

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

Print Date:07/18/2020 TA245A.1197461 bal by roll (v1.13) PAGE: 0014
 TAX COLLECTOR REPORT - BALANCES BY ROLL TYPE
 AS OF: 07/31/2020
 TA245A FILE: TA245A.1197461

JURISDICTION: 0047 San Jacinto College District

| YEAR | REAL | PERSONAL | TOTAL |
|------|--------------|--------------|--------------|
| 2019 | 2,180,768.05 | 637,686.83 | 2,818,454.88 |
| 2018 | 349,935.00 | 181,114.43 | 531,049.43 |
| 2017 | 196,770.04 | 159,868.82 | 356,638.86 |
| 2016 | 118,832.27 | 118,374.76 | 237,207.03 |
| 2015 | 199,106.20 | 125,985.30 | 325,091.50 |
| 2014 | 60,965.49 | 103,902.94 | 164,868.43 |
| 2013 | 52,366.79 | 87,921.03 | 140,287.82 |
| 2012 | 49,794.48 | 74,461.42 | 124,255.90 |
| 2011 | 55,684.76 | 65,620.16 | 121,304.92 |
| 2010 | 41,314.22 | 66,751.93 | 108,066.15 |
| 2009 | 47,054.69 | 16,432.42 | 63,487.11 |
| 2008 | 29,978.32 | 3,561.36 | 33,539.68 |
| 2007 | 18,757.73 | 938.39 | 19,696.12 |
| 2006 | 19,055.97 | 494.23 | 19,550.20 |
| 2005 | 22,722.55 | 742.22 | 23,464.77 |
| 2004 | 22,805.22 | 878.58 | 23,683.80 |
| 2003 | 18,017.26 | 633.06 | 18,650.32 |
| 2002 | 15,468.30 | 282.33 | 15,750.63 |
| 2001 | 13,315.10 | 253.08 | 13,568.18 |
| 2000 | 6,027.62 | 120.87 | 6,148.49 |
| 1999 | 2,096.32 | 24.64 | 2,120.96 |
| 1998 | 16,036.97 | 31.83 | 16,068.80 |
| **** | 3,536,873.35 | 1,646,080.63 | 5,182,953.98 |

**RESOLUTION OF THE SAN JACINTO COMMUNITY
COLLEGE DISTRICT AUTHORIZING USE OF TEXAS TAX CODE SECTION 33.11**
(Early Additional Penalty for Collection Costs for Taxes Imposed on Personal Property)

WHEREAS San Jacinto Community College District (the College) is a Texas community college duly authorized under Chapter 130 of the Texas Education Code (TEC); and,

WHEREAS the governing board of the College causes ad valorem taxes to be annually assessed and collected as outlined in TEC 130.121; and,

WHEREAS it is in the best interest of the College to maximize the amount of delinquent ad valorem taxes collected; and,

WHEREAS the College Board of Trustees believes that use of the early additional penalty for collection costs for taxes imposed on personal property, as outlined in Texas Tax Code 33.11, will help to maximize collections and defray the costs of collections; and,

WHEREAS the College has an existing contract with a delinquent tax collection attorney as required by Texas Tax Code Section 33.11;

THEREFORE BE IT RESOLVED that the San Jacinto Community College District Board of Trustees, located in Harris County, Texas hereby authorizes the use of the Early Additional Penalty for Collection Costs for Taxes Imposed on Personal Property, as outlined in Section 33.11 of the Texas Tax Code, and authorizes this Resolution to be presented to the Harris County Tax Office, to be effective beginning Tax Year 2020, and for each Tax Year thereafter.

PASSED AND APPROVED on August 3, 2020.

ATTEST:

SAN JACINTO COMMUNITY COLLEGE DISTRICT

By: _____
Chair, Board of Trustees

By: _____
Secretary, Board of Trustees

Action Item “XX”
Regular Board Meeting August 3, 2020
Consideration of Adoption of Authorized Broker/Dealer List

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees adopt the Authorized Broker/Dealer List.

BACKGROUND

The Investment Policy of San Jacinto College requires that the Board of Trustees annually review and adopt the list of approved broker/dealers with which the College is authorized to transact investment activity. Primary dealers are banks or securities broker/dealers who may trade directly with the Federal Reserve System of the United States. Primary dealers purchase US Treasury securities and resell them to the public and other brokerage firms, often at an advantageous price.

The recent interest rate environment has enabled the College to place the majority of its funds with governmental pools, which do not require the involvement of broker/dealers and have greater liquidity. However, as conditions change it is prudent to have an approved list for use when needed.

Broker/Dealers who approach the College and provide the proper documentation are recommended for addition to the list on an annual basis. At this time, there are no new Broker/Dealers to be added.

IMPACT OF THIS ACTION

Any securities purchased for the College’s investment portfolio will be purchased through a competitive bid process. Approval of the Authorized Broker/Dealer List will enhance competition as the College solicits prices for security purchases.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budget or staffing implications

MONITORING AND REPORTING TIMELINE

Monthly investment reports are included in the Board packet for review.

ATTACHMENTS

Attachment 1 – Authorized Broker/Dealer List

RESOURCE PERSONNEL

| | | |
|----------------|--------------|-------------------------|
| Teri Zamora | 281-998-6306 | teri.zamora@sjcd.edu |
| Bill Dickerson | 281-998-6142 | Bill.dickerson@sjcd.edu |

Attachment 1

San Jacinto Community College
Authorized Broker/Dealer List

August 2020

The authorized broker/dealer list for San Jacinto Community College is shown below. Each of these firms, and the individual broker responsible for the account, acknowledge the current Investment Policy of the College. A copy of the Investment Policy is sent to each broker/dealer.

The College's Investment Policy establishes specific criteria for the brokers and requires that the list of broker/dealers be approved annually by the Board. The College recommends that the current list of Broker/Dealers be approved for the 2020-2021 year:

Bank of America/Merrill Lynch
Cantor Fitzgerald
FTN Financial
Int'l FC Stone
JPMorgan Chase
Morgan Stanley
Mizuho Securities
Mutual Securities
Piper Sandler Companies (formerly Piper Jaffray)
Raymond James
RBC Capital Markets
Stifel, Nicolaus and Company
Vining Sparks
Wells Fargo
Williams Capital Group

Action Item “XXI”
Regular Board Meeting August 3, 2020

Consideration of Recommendation to Adopt a Tax Rate that is not in Excess of the Voter-Approval Tax Rate

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees adopt a tax rate for Tax Year 2020 that is not in excess of the voter-approval rate.

BACKGROUND

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

The College does not plan to exceed the voter-approval tax rate when the new tax rate for Tax Year 2020 is recommended and adopted, after receipt of the Certified Taxable Values in late August or early September.

IMPACT OF THIS ACTION

This action will allow the College time to wait for the Certified Taxable Values to be received from the Harris County Appraisal District before voting on the actual tax rate for Tax Year 2020 and would avoid an election. Failure to take this action would require the College to adopt its tax rate by August 24, 2020, prior to receipt of the Certified Taxable Values.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Adoption of the resolution has no specific budget implications. It is an indication that the College has no plan to raise taxes above the amount that is required to support the fiscal year 2021 budget.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Action Item “XXII”
Regular Board Meeting August 3, 2020

**Consideration of Approval of Policy III.3006.D, Sexual Misconduct and Rescission
of VI.6004.D, Campus Sexual Misconduct – First Reading (Informational Item)**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy (III.3006.D) on Sexual Misconduct and rescind the current policy (VI.6004.D) on campus sexual misconduct. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input was gathered.

BACKGROUND

San Jacinto College is committed to maintaining a campus environment that is free from discrimination based on sex. In support of that objective, this Policy prohibits sexual harassment, sexual assault, dating violence, domestic violence, and stalking against any student or employee by any person under the control of the College.

This policy and the associated procedures are comprehensive with extensive changes that provide due process for students and employees per current updates to the Title IX Regulations recently published in May 2020 and State of Texas legislative mandates. The College currently has a policy and procedure in place, but due to the extensive changes required it is recommended that the current policy and procedure be rescinded, and a new policy and procedure be implemented. The current policy and procedure are attached for reference and will be rescinded as of the date the new policy and procedure are effective.

Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission gives the Chancellor the authority to sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation without utilizing the procedures outlined in this policy. Under that authority, the proposed policy is temporarily effective as of August 4, 2020. Per Policy II.2001.A, to become permanent, these changes will follow the standard policy review process at the next regularly scheduled meeting of the Board.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on July 27, 2020. Comments were reviewed, and any necessary changes were reviewed and incorporated. Procedures are provided for informational purposes.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

Action Item “XXII”
Regular Board Meeting August 3, 2020

**Consideration of Approval of Policy III.3006.D, Sexual Misconduct and Rescission
of VI.6004.D, Campus Sexual Misconduct – First Reading (Informational Item)**

ATTACHMENTS

- Attachment 1 – Summary of Changes
- Attachment 2 - Policy III.3006.D, Sexual Misconduct, proposed policy
- Attachment 3 - Policy VI.6004.D, Campus Sexual Misconduct – current policy –
recommend rescission

Informational Items Only:

- Attachment 4 – Procedure III.3006.D.a, Allegations of Sexual Misconduct – proposed
procedure
- Attachment 5 – Procedure VI.6004.D.a, Reporting and Handling Campus Sexual Misconduct
– current procedure – recommend rescission

RESOURCE PERSONNEL

| | | |
|-------------------|--------------|----------------------------|
| Laurel Williamson | 281-998-6184 | laurel.williamson@sjcd.edu |
| Sandra Ramirez | 281-991-2648 | Sandra.Ramirez@sjcd.edu |

Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Sexual Misconduct**

Current Policy Number/Name: VI.6004.D, Campus Sexual Misconduct

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

Proposed Procedure Name(s): **Allegations of Sexual Misconduct**

Current Procedure Number(s)/Name(s): VI.6004.D.a, Reporting and Handling Campus Sexual Misconduct

Action Recommended for Policy: Rescind current and Approve proposed

Action Recommended for Procedures: Rescind current and Approve proposed

Web Links - Policy and Procedure to be Rescinded: <https://www.sanjac.edu/policy-vi6004d-campus-sexual-misconduct>

<https://www.sanjac.edu/procedure-vi6004da-reporting-and-handling-campus-sexual-misconduct>

Primary Owner: Deputy Chancellor & President

Vice Chancellor, Human Resources, Organizational and Talent Effectiveness

Secondary Owner: Associate Vice Chancellor, Student Services

Vice President, Human Resources

Summary of Changes:

- This policy and procedure are comprehensive with extensive changes that provides due process for students and employees per current updates to the Title IX Regulations recently published in May 2020.
- The policy and procedure apply to students and employees.
- The regulations require certain content be included in the Board policy or procedure. These include but are not limited to:
 - The creation and inclusion of a live-hearing process for student-related hearings to determine responsibility of the respondent. This hearing also applies to student / employee Title IX complaints.
 - The responsibility of the College to provide a trained Title IX advisor to both parties. The role of the advisor will be to guide the respective parties during the investigatory process and to cross-examine witnesses and the other party during a live hearing.
 - The evidentiary standard must be consistent throughout all procedures related to sexual harassment. The College will use the preponderance of the evidence standard.
- Both the policy and procedure have been vetted by outside counsel and by both Title IX Offices at the College.
- Rescind Policy VI.6004.D, Campus Sexual Misconduct
- Rescind Procedure VI.6004.D.a, Reporting and Handling Campus Sexual Misconduct

Policy III.3006.D, Sexual Misconduct

Purpose

San Jacinto College is committed to maintaining a campus environment that is free from discrimination based on sex. In support of that objective, this Policy prohibits sexual harassment, sexual assault, dating violence, domestic violence, and stalking against any student or employee by any person under the control of the College. This Policy also prohibits conduct of a sexual nature that is objectively offensive and inappropriate for a campus environment but that may not satisfy legal definitions of sexual harassment, sexual assault, dating violence, domestic violence, or stalking. Further, this policy prohibits retaliation against any member of the College community who in good faith reports a violation of College policy or who cooperates in an investigation, disciplinary process, or judicial proceeding arising from such a report.

This Policy applies to all College students, administrators, faculty, staff, and third parties within the College's control. This policy applies regardless of the sex, sexual identity, or sexual orientation of the parties. Individuals who violate this Policy and its affiliated procedures are subject to discipline up to and including expulsion for students and termination for employees.

This Policy and its affiliated procedures implement legal requirements found in Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972 and its implementing regulations; the Clery Act and its implementing regulations; and the Texas Education Code, chapter 51, subchapter E-2.

Policy

General Prohibition: San Jacinto College prohibits all employees, students, and third parties under the College's control from engaging in sexual harassment, sexual assault, dating violence, domestic violence, and stalking ("Sexual Misconduct"). This Policy also prohibits conduct of a sexual nature that is objectively offensive and inappropriate for a campus environment but that may not satisfy legal definitions of sexual harassment, sexual assault, dating violence, domestic violence, or stalking ("Other Inappropriate Conduct"). This Policy applies to conduct that occurs on College-owned or College-leased property or in a College vehicle; in a College program or activity whether on or off campus; in a building owned or controlled by a student organization that is officially recognized by the College; or in other instances in which the College exercised substantial control over the alleged perpetrator and the context in which the conduct occurred. This policy applies to off-campus conduct that adversely affects or jeopardizes a student's equal access to the College's education programs or activities.

Retaliation Prohibited: Retaliation is prohibited against an individual who in good faith reports conduct prohibited by this policy or who cooperates in an investigation, disciplinary process, or judicial proceeding arising from such a report. Retaliation is a decision or action that is materially adverse and is of the type that would dissuade a reasonable person from exercising his or her rights to file a complaint or to participate in an investigation.

Definitions: The definitions of sexual harassment, sexual assault, dating violence, domestic violence, stalking, and other inappropriate conduct are found in the College's Human Resources procedures (Procedure 1-2), student conduct procedures (Procedure VI.6004.D.a), and the Code of Student Conduct.

Coordination of College Efforts to Prevent Sexual Misconduct: The College's Vice Chancellor of Human Resources oversees the College's efforts to prevent and remediate employee conduct prohibited by Title VII. The College's Title IX Coordinators coordinate the College's efforts to prevent and remediate conduct prohibited by Title IX. The names and contact information of these individuals shall be available on the College's web site and in appropriate handbooks and the Code of Student Conduct.

Mandatory Reporting by Employees: Any employee who, in the course and scope of their employment, observes or receives information regarding an incident that the employee reasonably believes constitutes sexual harassment, sexual assault, dating violence, or stalking that was committed by or against a San Jacinto College student or employee must promptly report the incident or allegation to one of the College's Title IX Coordinators in accordance with the College's procedures. The duty to report applies if the student was enrolled at the College at the time of the incident or if the employee was employed by the College at the time of the incident. The employee shall report all known information regarding the incident, including, if available, the name of the alleged victim, respondent, location, and nature of the incident. If the alleged victim has expressed a desire for confidentiality, the employee shall provide this information to the Title IX Coordinator.

Employees who fail to make a mandatory report are subject to termination in accordance with College termination procedures. Additionally, the employee is subject to criminal prosecution as stated in Section 21.255 of the Texas Education Code.

Recognition of Freedom of Speech: Freedom of speech and principles of academic freedom are central to the mission of institutions of higher education. This policy is not intended to restrict constitutionally protected speech.

Reporting Options and Supportive Measures: Any person may report sexual misconduct, retaliation, or other inappropriate conduct prohibited by this policy to the College's Human Resources Department or to any Title IX Coordinator in person or by mail, telephone, electronic email, or on-line portal. Violations also may be reported to the San Jacinto College Police Department or other law enforcement agency. Individuals may seek the assistance of a Title IX Coordinator in making a report to law enforcement. Additionally, regardless of whether a complaint is filed with the Human Resources Department, a Title IX coordinator, or the police, or whether no complaint is filed at all, students and employees may request campus support services or supportive measures or seek general information about their rights and options. Supportive measures are non-disciplinary measures designed to restore or preserve access to the individual's work environment or education program or activity without unreasonably burdening the other party and may include, for example, modification of a class schedule or work schedule, restrictions on contact between the parties, or withdrawal from a class without penalty.

Reporting an incident or seeking support services or supportive measures will not necessarily initiate an investigation; a formal complaint ordinarily must be filed to initiate an investigation. The College's procedures shall identify confidential reporting opportunities for students and employees that respect an individual's desire for privacy.

Development of Procedures for Filing and Adjudicating Complaints: The College Administration, under the direction of the Chancellor or Chancellor's designee, shall prepare reporting and complaint processes that comply with Title VII, Title IX, and their implementing regulations. Additionally, the Administration shall prepare a complaint process that enables students and employees to redress sexually inappropriate conduct that does not satisfy the legal definitions of sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

All of the College's procedures shall provide for the prompt and thorough investigation of employee complaints and student complaints by personnel who are impartial, neutral, and trained on investigations and applicable laws pertaining to Sexual Misconduct. The applicable procedure may depend upon the nature of the allegations and whether a student or employee is the complainant or respondent. The College's Title IX Coordinators will assist students and employees in understanding their rights and options and will direct them to the applicable policies and procedures. The College's procedures shall provide the following: (1) Equitable treatment of complainants and respondents; (2) A process for filing formal complaints that will initiate a formal investigation and provide written notice to the parties regarding the investigation and their respective rights; (3) An objective evaluation of all relevant evidence by unbiased investigators and decision-makers; (4) A presumption that the respondent is not responsible for the alleged violation until a determination is made after completion of the applicable complaint process; and (5) Other procedures reasonably necessary to facilitate a fair and equitable process.

Parties shall have equal access to the evidence gathered during an investigation and shall receive a copy of the written report of the investigation. The College will provide reasonable written notice to a party whose participation is invited or expected of the date, time, location, and purpose of all meetings, investigative interviews, or other proceedings under this policy.

A reporting party's sexual predisposition or prior sexual behavior shall not be not relevant in any investigation or hearing format under the College's procedures except where questions and evidence about a reporting party's prior sexual behavior are offered to prove that someone other than the respondent committed the alleged conduct charged by the reporting party or if the questions or evidence concern specific incidents of the complainant's prior sexual behavior with the respondent and are offered to prove the complainant's consent of the alleged conduct.

Determination of Responsibility; Hearing Procedures; Discipline or Sanctions: Hearings, when required by Title IX, other law, or College procedure, will be conducted by neutral and impartial decision-makers in accordance with a published protocol. Decision-maker(s) will prepare a written determination containing findings of fact based on a preponderance of the evidence and providing a rationale as to whether the respondent is responsible for each incident of alleged misconduct based on the College's policies, procedures, or codes of conduct. Determinations shall be based on relevant evidence. Students found responsible for a violation of this policy will be subject to sanctions ranging from educational training and counseling to restrictions on activities to suspension, expulsion, or denial of degree. Employees found responsible for a violation of this policy will be subject to discipline ranging from counseling and reprimands to demotion, reassignment, suspension, or termination. Other sanctions may be

appropriate and will be tailored to the fact-finding and circumstances. The College’s procedures will publish the full range of potential sanctions and remedies and shall describe available appeal procedures and the standards applicable to appeals.

Complaints against the College Chancellor: A Formal Complaint against the College Chancellor should be submitted to the Chairperson of the Board of Trustees. This policy and the College’s complaint processes shall apply to the extent practicable; avoidance of any conflict of interest is paramount. The Chairperson shall appoint an external investigator, who may be an attorney, to conduct an investigation that complies with applicable law. Any hearings shall be conducted by the Board of Trustees. Members of the Board of Trustees shall receive any training required by Title IX, Title VII, or other applicable law.

Evidence Preservation: Individuals who have experienced an alleged sexual assault or other Sexual Misconduct are encouraged to go to a hospital for a medical exam or treatment as promptly as possible and to preserve all evidence related to the assault or misconduct. Individuals should not wash, shower, or change clothes prior to a medical exam or treatment. Clothing, if removed, should be placed in a paper bag. Evidence of emails and text messages should be preserved.

Training and Educational Materials: The College Administration shall take action to ensure that the College provides training and educational materials to students and employees as may be required by law and as may be required to ensure compliance with this policy, including providing training to all Title IX coordinators, investigators, decision-makers, and other individuals involved in the processing of reports and complaints under this policy.

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.D.a, Allegations of Sexual Misconduct

| | |
|------------------------|--|
| Date of Board Approval | This policy is effective on as of August 4, 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 will follow the standard policy review process at the next regularly scheduled meeting of the Board. Anticipated August 31, 2020 (First reading occurred August 3, 2020) |
| Effective Date | August 4, 2020 |
| Primary Owner | Deputy Chancellor & President Vice Chancellor, Human Resources, Organizational and Talent Development |
| Secondary Owner | Associate Vice Chancellor, Student Services Vice President, Human Resources |

Policy VI.6004.D, Campus Sexual Misconduct

Purpose

This policy is state-mandated by both Texas House Bill 699 (2015) and Senate Bill 968 (2017) and requires colleges to develop a training for students regarding campus sexual misconduct and deliver the training during students' first term of enrollment. Both bills require the inclusion of definitions of prohibitive behavior, sanctions for violations, and protocol for reporting and responding to reports of campus sexual assault. In addition, the content of the policy is also federally mandated in accordance with the Reauthorization of the Violence Against Women Act (VAWA) and the Campus SaVE amendments to the Clery Act in 2013.

Policy

San Jacinto College prohibits all employees and students from engaging in sexual harassment, sexual violence, and other behaviors of a sexual nature that are hostile, unwelcome, or intimidating. This prohibition encompasses conduct occurring on-campus or in connection with a College activity or program. Prohibited conduct that occurs off-campus is also encompassed by these rules if the conduct creates a sexually hostile environment on campus or in a college activity or program or adversely affects another student's educational opportunities at the College.

Students who believe that they have been subjected to sexual misconduct (sexual assault, sexual harassment, dating violence, domestic violence, intimate partner violence or stalking) are encouraged to report their complaint to the SJC Campus Police Department (281-476-9128) as soon as possible after the incident occurs. Reports of sexual misconduct involving another student also may be directed to the Compliance & Judicial Affairs Office by submitting an Online Incident Report at www.sanjac.edu/incident-report or by calling 281-478-2756. Reports of sexual misconduct involving an employee should be reported to the Human Resources Department by calling 281-998-6115.

Existing disciplinary and complaint procedures, found in the Student Handbook, will serve as the framework for resolving allegations of sexual misconduct against students. Students found responsible for sexual misconduct will be subject to campus disciplinary sanctions. If an investigation substantiates that an employee engaged in sexual misconduct, the employee is subject to disciplinary action, up to and including termination, as provided in Board policy. In addition, any employee or student may face criminal prosecution for violations of applicable state and federal laws.

All sexual misconduct policies and complaint procedures (for students) can be found in the Code of Student Conduct and the Complaint Procedures sections of the Student Handbook. Employee-related policies and procedures can be accessed on the Human Resources page of the College website.

In accordance with Texas House Bill No. 699, Senate Bill 968 (2017), and the Campus SaVE Act/Clery Act, San Jacinto College provides an orientation/training on the College's campus

sexual misconduct policy for incoming freshman during their first term of enrollment.

Definitions of Prohibited Behavior

(Definitions and additional information can be found in the Student Handbook)

Sexual Assault: Intentionally or knowingly causing physical sexual contact or sexual penetration of another person without that person’s consent. "Sexual contact" includes any touching of the anus, breast, or any part of the genitals of another person with intent to arouse or gratify the sexual desire of any person. Sexual assault is without consent of the other person if the actor compels the other person to submit or participate by use of physical force or violence, or threat of force or violence, and the other person believes the actor has the present ability to execute the threat; or the other person cannot consent due to age, mental impairment, or other circumstance.

Sexual Harassment: Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome verbal comments of a sexual nature, and unwelcome physical contact or touching of a sexual nature. Sexual harassment is wrongful regardless of whether the parties are of the same sex or of the opposite sex.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic Violence: The term “domestic violence” refers to a pattern of abusive behavior between two individuals formerly or currently in an intimate relationship, including through marriage, cohabitation, dating, or within a familial or household arrangement. Abuse may be in the form of physical assault, sexual assault, bodily injury, emotional distress, physical endangerment, or when the imminent threat of any of these instances puts the victim in fear of their occurrence. The term encompasses acts committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, and by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Intimate Partner Violence: Physical violence, sexual violence, stalking and psychological aggression (including coercive acts) by a current or former intimate partner.

Stalking: a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress. “Course of conduct” means two more acts, including, but not limited

to, acts in which the stalker directly or indirectly, or through third parties, by any action, method, device or means.

Definitions

Violence Against Women Act (VAWA): was signed into law in 1994 by President Clinton, and reauthorized twice by President Bush (2000 and 2005). As it relates to the College, the act provided funding toward investigation and prosecution of violent crimes against women and imposed automatic and mandatory restitution on those convicted. It was expanded in 2013 as the *Campus SaVE Act* with the purpose of expanding the scope of legislation regarding reporting (how a college educates students to report), response (how a college educates students on how a College will respond to reports), and prevention education (for students and employees) for the following areas: domestic violence, dating violence, sexual assault, and stalking.

Campus SaVE Act: refers to the Campus Sexual Violence Elimination Act of 2013. See the definition above.

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

Associated Procedures

Procedure VI.6004.D.a, Reporting and Handling Campus Sexual Misconduct

| | |
|------------------------|---|
| Date of Board Approval | August 6, 2018 |
| Effective Date | August 7, 2018 |
| Primary Owner | Deputy Chancellor & President |
| Secondary Owner | Associate Vice Chancellor, of Student Service |

Procedure III.3006.D.a, Allegations of Sexual Misconduct

Associated Policy

Policy III.3006.D, Sexual Misconduct

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1. General Restatement of Policy

San Jacinto College is committed to maintaining an educational environment that is free from discrimination based on sex. The College prohibits sexual misconduct perpetrated against a student or employee by other students, employees, or third parties under the control of the College. "Sexual Misconduct" as used in this Procedure refers to sexual harassment, sexual assault, dating violence, domestic violence, and stalking as defined under Title IX of the Education Amendments of 1972 and that occurs in an education program or activity of the College. This Procedure also addresses conduct of a sexual nature that is objectively offensive and inappropriate for an educational environment but that may not satisfy legal definitions of sexual harassment, sexual assault, dating violence, domestic violence, or stalking (referred to collectively as "Other Inappropriate Conduct"). College policy prohibits retaliation against any member of the College community who in good faith reports a violation of College policy or who cooperates in an investigation, disciplinary process, or judicial proceeding arising from such a report.

This Procedure applies to all College students, administrators, faculty, staff, and third parties within the College's control.

This Procedure applies to conduct that occurs on College-owned or College-leased property or in a College vehicle; during a College activity or event sponsored by the College whether on campus or off campus; in a building owned or controlled by a student organization that is officially recognized by the College; or in other instances in which the College exercised substantial control over the alleged perpetrator and the context in which the conduct occurred. This policy applies to off-campus conduct that adversely affects or jeopardizes another student's equal access to the College's education programs or activities.

Attachment 4 - Proposed Procedure

The College's response to reports of Sexual Misconduct and Other Inappropriate Conduct is coordinated by the College's Title IX Coordinators. A list of the College's Title IX Coordinators and their contact information is found here <https://www.sanjac.edu/reporting-sexual-misconduct>.

A glossary of definitions used in this Procedure is found in Section 12 below.

This Procedure implements legal requirements found in Title IX of the Education Amendments of 1972 and its implementing regulations; the Clery Act and its implementing regulations; and the Texas Education Code, chapter 51, subchapter E-2.

2. General Statement Empowering College Community

This procedure distinguishes between *reporting* allegations of misconduct and *filing* a Formal Complaint of misconduct. Reporting an allegation informs the College of an incident, which enables the College to inform the alleged victim of his or her rights and options, which includes the right to request support services or supportive measures (sometimes described as interim measures). Reporting an allegation does not necessarily result in the initiation of an investigation and the Grievance Process under this Procedure.

When an individual reports an allegation (or when someone reports an allegation on behalf of an individual), the alleged victim will be offered individualized supportive measures and will be informed of their option to file a Formal Complaint. If the individual desires an investigation and wishes to invoke the Grievance Process, he or she should file a Formal Complaint as stated in Section 9. As explained below, filing a Formal Complaint typically will result in an investigation and hearing to determine whether the responding party should be found responsible and whether the responding party should be sanctioned.

3. Mandatory Reporting by Employees

Any employee who, in the course and scope of their employment, observes or receives information regarding an incident that the employee reasonably believes constitutes sexual harassment, sexual assault, dating violence, or stalking that was committed by or against a San Jacinto College student or employee, must promptly report the incident or allegation to one of the College's Title IX Coordinators in accordance with this Procedure unless an express exception applies. The duty to report applies if the student was enrolled at the College at the time of the incident or if the employee was employed by the College at the time of the incident. The employee shall report all known information regarding the incident, including, if available, the name of the alleged victim, respondent, location, and nature of the incident. If the alleged victim has expressed a desire for confidentiality, the employee shall provide this information to the Title IX Coordinator.

Employees who fail to make a mandatory report are subject to termination in accordance with College termination procedures. Additionally, the employee is subject to criminal prosecution as stated in Section 51.255 of the Texas Education Code.

An employee who makes a report under this policy may have additional reporting obligations under other law. Employees who are Campus Security Authorities (CSA) under the Clery Act will have an obligation to report certain incidents to Campus Police in accordance with the Clery Act. Additionally, any employee who has cause to believe that a child's physical or mental health or welfare has been adversely affected by sexual abuse, child abuse, or neglect by any person must report the suspicion as required by chapter 261 of the Texas Family Code. A child is a person who is 17 years old or younger. An employee that suspects abuse or neglect of a child must within 48 hours report the suspicion to the Texas Abuse

Hotline (1-800-252-5400) at the Texas Department of Family and Protective Services (DFPS). If the child is in immediate danger, the employee should first call 9-1-1 first and then the Texas Abuse Hotline.

When in doubt about whether an incident should be reported, the employee should err on the side of reporting.

Reporting Process for Employees: Employees may fulfill their mandatory reporting obligation by speaking with or emailing a College Title IX Coordinator or submitting a report via the College's online portal at www.sanjac.edu/incident-report.

Limited Exceptions for Mandatory Reporting: Employees with a legal duty of confidentiality – such as a licensed professional counselor providing therapeutic services – are required to report only the type of the incident (e.g., sexual assault or stalking) but are not required to provide any other details, such as the names of the individuals involved in the incident. Victims of an alleged incident are not required to report their own incidents.

Responsible Employees with a Duty to Take Corrective Action: Some employees have the authority and duty to institute corrective measures when they have actual knowledge of alleged violations of Title IX. Responsible employees are those who serve at or above the level of dean or director.

4. Reporting Procedures

4.1 Reporting to a Title IX Coordinator: Any student or other individual may report Sexual Misconduct or Other Inappropriate Conduct whether or not the person reporting is the alleged victim. Reports may be submitted to one of the College's Title IX Coordinators in person or by mail, telephone, electronic email, or online portal at www.sanjac.edu/incident-report. Submitting a report does not obligate the individual to file a Formal Complaint or to participate in an investigation.

Allegations against students also may be reported to the Compliance & Judicial Affairs Office by calling 281-478-2756. Allegations against employees may be reported to the Human Resources Department by calling 281-998-6115. A complaint against a Title IX Coordinator should be reported to the Vice Chancellor of Fiscal Affairs (281-998-6306).

When an individual (or someone on their behalf) makes a report to a Title IX Coordinator, the Title IX Coordinator will notify the individual in writing of his or her rights and options, including how to file a Formal Complaint if desired and how to request support services or supportive measures (addressed in Section 6 of this Procedure). An individual may request support services or supportive measures without filing a Formal Complaint.

4.2 Reports to Law Enforcement: The reporting party may report a crime in progress by calling 911. If the incident occurred on a San Jacinto College campus, the reporting party may make a report to the San Jacinto College (SJC) Police Department (281-476-9128) or to another police agency with jurisdiction. A police department's geographic jurisdiction will depend on the location of the incident ([click here](#)) for a list of other police agencies near and around the College's campuses). The SJC police or other police agency may share the report with the College's Title IX Coordinators. Prompt reporting will aid in the preservation of evidence. The decision whether to report to law enforcement belongs to the alleged victim. Crime victims may choose to report an offense to law enforcement or to decline to report a crime to law enforcement. Additionally, regardless of whether the alleged victim files a police report, the alleged victim has a right to file an administrative complaint with the College or to seek support services or supportive measures from the College (addressed in Section 6 of this Procedure). An individual may request the assistance of a Title IX Coordinator in making a police report.

4.3 Evidence Preservation: Victims of an alleged sexual assault or other Sexual Misconduct are encouraged to go to a hospital for a medical exam or treatment as promptly as possible and to preserve all evidence related to the assault or misconduct, including potential DNA evidence and evidence of bruising or other injuries. Victims should not wash, shower, or change clothes prior to a medical exam or treatment. Clothing, if removed, should be placed in a paper bag. Evidence of emails and text messages should be preserved.

4.4 Confidential Reporting: Confidential reporting opportunities are discussed in Section 7 of this Procedure.

4.5 Anonymous Reports: Any person may make an anonymous report to a Title IX Coordinator. However, depending on the facts and circumstances of the anonymous report, the College may be limited in its ability to stop the alleged conduct, collect evidence, or remedy the situation.

4.6 Formal Complaints: Formal Complaints may be filed in accordance with Section 9.

4.7 External Reports: Any person may contact the Office for Civil Rights to report a violation of Title IX:

Office for Civil Rights
U.S. Department of Education
1999 Bryan St., Suite 1620
Dallas, Texas 75201-6810
214-661-9600
214-661-9587 (fax)

4.8 Reports Against Title IX Coordinator or Chancellor

A Formal Complaint against a Title IX Coordinator shall be filed directly with the Chancellor who shall take appropriate, prompt action to ensure that the complaint is investigated including, as appropriate, hiring an external investigator, which may be an attorney. This Procedure shall apply to the extent practicable; avoidance of any conflict of interest is paramount.

A Formal Complaint against the Chancellor or any board member shall be filed with the Board Chairman. Charges against the Chairman shall be filed with the Vice Chairman. The official receiving the charge shall take appropriate, prompt action to ensure that the complaint is investigated including, as appropriate, hiring an external investigator, which may be an attorney. The investigation report shall be presented to the Board of Trustees.

5. Immunity from Discipline; Protection Against Retaliation

5.1 Immunity: College policy prohibits charges against an individual for code of conduct or disciplinary violations that do not involve sex discrimination or sexual misconduct but arise out of the same facts or circumstances as a report or complaint of sex discrimination or sexual misconduct when the purpose of the charge is to interfere with any right or privilege secured by this policy or Title IX and its implementing regulations.

To encourage reporting of Sexual Misconduct and Other Inappropriate Conduct, the College may grant immunity (also known as amnesty) from disciplinary action to a student or employee who acts in good faith in reporting an alleged violation, filing a Formal Complaint, or participating in a Grievance Process. For example, students who report that they were a victim of sexual assault will not face disciplinary charges for other code of conduct violations, such as underage drinking, that occurred in conjunction with

the alleged sexual assault. A person who allegedly engaged in Sexual Misconduct or Other Inappropriate Conduct may not avoid discipline by reporting his or her own acts of Sexual Misconduct or Other Inappropriate Conduct.

5.2 Protection Against Retaliation: Retaliation is prohibited against an individual who in good faith reports an incident under this Procedure, opposes conduct prohibited by this Procedure, or cooperates in an investigation, disciplinary process, or judicial proceeding arising from such a report. Retaliation is a decision or action that is materially adverse to the reporting party and is of the type that would dissuade a reasonable person from exercising his or her rights to file a complaint or to participate in an investigation. Unlawful retaliation does not include petty slights or annoyances. Students who believe that they have been subjected to retaliation may file a complaint pursuant to Complaint Procedure 300 in the Student Handbook. Employees who believe that they have been subjected to retaliation may file a complaint pursuant to Human Resources Procedure 3-19(A)(2).

6. Resources and Assistance and Supportive Measures for Reporting Parties and Respondents

6.1 Immediate Assistance

Medical care: Individuals who have experienced sexual violence are encouraged to seek immediate medical care to obtain treatment or medication and to preserve evidence, including DNA evidence. Visiting a doctor does not obligate the individual to file a complaint with the College or the police. The individual should consider seeking a Sexual Assault Forensic Exam (SAFE) performed by a Sexual Assault Nurse Examiner (SANE) if the incident occurred within the preceding four days. For more information, please see <https://www.texasattorneygeneral.gov/crime-victims/services-crime-victims>. The cost of the forensic portion of the exam is covered by the law enforcement agency that is investigating the assault or, in cases where a report will not be made to the police, the Texas Department of Public Safety. This does not include fees related to medical treatment that are not a part of the SAFE.

Counseling Services: A student who has experienced Sexual Misconduct or Other Inappropriate Conduct may benefit from immediate counseling or psychological care, regardless of whether the individual makes any other type of report. A student may obtain psychological support from a private provider or from the College's Educational Planning, Counseling, & Completion office. Students desiring counseling should contact:

| | |
|---|--------------|
| Any Educational Planning, Counseling, and Completion Office | |
| Central & Maritime Campuses | 281-478-2768 |
| North & Generation Park Campuses | 281-459-7192 |
| South Campus | 291-922-3444 |

Individuals accused of Sexual Misconduct or Other Inappropriate Conduct also may desire psychological support. Student respondents may seek services as stated above.

Faculty and staff may contact the Employee Assistance Program at 713-500-3327.

Community resources available to all individuals are listed at [Resource Information](#).

An individual's counseling and medical records are confidential and will not be used by the College in a Grievance Process without the individual's written consent.

6.2 Support Services and Supportive Measures for Reporting Parties and Respondents

The College may provide supportive services and protective measures (sometimes called “interim measures” or accommodations) without any fee or charge to a reporting party or respondent in connection with the report or filing of a complaint or even if no formal complaint has been filed. Support measures are non-disciplinary, non-punitive individualized services offered when appropriate and reasonably available. Any measures that are disciplinary in nature cannot be implemented until after the conclusion of a Grievance Process (see Sections 9 and 10), unless an emergency removal is appropriate (see Section 6.3). Supportive measures are designed to restore or preserve access to the individual’s education program or activity without unreasonably burdening the other party; protect the safety of all parties and the educational environment; and deter sexual harassment and other sexual misconduct. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Under state law and College Policy, the reporting party and the respondent are entitled to drop a course in which both parties are enrolled without an academic penalty.

The College must maintain as confidential any supportive measures provided to the reporting party or respondent, to the extent that maintaining such confidentiality would not impair the College’s ability to provide the supportive measure. The Title IX Coordinators are responsible for coordinating the effective implementation of supportive measures.

6.3 Emergency Removal or Administrative Leave

Emergency Removal of a Student. In some circumstances, the College may determine that removal of a student-respondent from campus would be appropriate prior to a determination of responsibility. The College must undertake an individualized safety and risk analysis, determine that an immediate threat to the physical health or safety of a student or other campus individual arising from the allegations of misconduct justifies removal, and provide the respondent written notice and an opportunity to challenge the emergency removal. The administration shall send written notice to the student via (i) hand delivery or (ii) electronic mail and first-class U.S. mail. Emergency removal can include removal from a specific activity or temporary suspension from all campuses and activities. A student who is notified of an emergency removal is entitled to a hearing at his or her request. The request must be in writing and submitted within five school days of the emergency removal. The hearing shall be held within five school days, barring unforeseeable circumstances. The hearing shall be conducted by the senior instructional leader at the campus where the student is enrolled or, if that leader is involved in any way in the underlying charge of misconduct, the hearing shall be conducted by the senior instructional leader from another College campus. An emergency removal will take effect immediately even if the affected student requests a hearing. The purpose of the hearing is not to resolve the underlying charge of misconduct but to determine if removal is justified pending a hearing on the underlying charge.

Employee Administrative Leave. In some circumstances, the College may determine that removal of an employee-respondent from campus would be appropriate prior to a determination of responsibility. Administrative leave can include a temporary reassignment, restrictions on access to a part of campus, or suspension from campus. Administrative leave of an employee must be approved by the Chancellor or the Chancellor’s designee. The terms and conditions, including the employee’s pay status, shall be in accordance with the College’s contract and employment policies.

The provisions relating to emergency removal and administrative leave may not be construed to modify any rights that a student or employee may have under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973.

7. **Parties Rights' Regarding Confidentiality**

Confidentiality Generally: Individuals identified in a report or Formal Complaint as a witness, reporting party, or respondent may desire privacy and may wish to avoid public disclosure of their names. The College desires to be respectful of each person's interest in privacy. Certain laws restrict disclosure of student records and records relating to sexual harassment and sexual assault. *See* Family Educational Rights & Privacy Act, 34 C.F.R. part 99; Texas Education Code § 21.256, § 21.291. However, under state and federal law, most College employees have a duty to report allegations of sexual harassment, sexual assault, dating violence, domestic violence, and stalking to a Title IX Coordinator. Additionally, when a Formal Complaint is initiated, the investigation process may require certain disclosures, including the parties' names, in order to conduct a fair and thorough investigation. The College will share information with individuals only as necessary, which may include investigators, witnesses, the reporting party, the respondent, parties' advisors, decision-makers, appellate officers, College administrators, attorneys, or trustees who have a responsibility to ensure compliance with this Procedure and applicable law.

Confidential Consultations: Students may confidentially discuss an incident with a counselor at any of the College's Educational Planning, Counseling, and Completion Offices without concern that the student's identity will be reported to the Title IX Coordinators or to law enforcement. Counselors will not report the student's name or details without the consent of the student. Individuals also may make a confidential report to a community rape crisis center, clergyperson, or a health care provider of the student's choice. Community resources are identified at [Resource Information](#).

8. **Reporting Party's Request Not to Investigate**

In some instances, a reporting party might decline to pursue a complaint or participate in an investigation, or he or she may wish to keep the matter completely confidential or to withdraw a Formal Complaint after it is filed. In such circumstances, the College must weigh the rights, interests, and safety of all parties and the larger campus community. In weighing a request not to investigate, the College will evaluate:

1. The seriousness of the alleged conduct;
2. Whether the College has received other reports of a Title IX incident involving the same Respondent(s);
3. Whether there is a risk of harm to others; and
4. Any other evidence that the College determines to be relevant to the analysis.

The Title IX Coordinator(s) must inform the reporting party in writing of the decision whether or not to investigate. If the Title IX Coordinator(s) decide not to investigate based on the reporting party's request not to investigate, the College shall take any steps determined to be necessary to protect the health and safety of the College community in relation to the alleged incident.

If the Title IX Coordinator(s) determines that an investigation is necessary, the reporting party is not required to participate.

9. **Formal Complaints and Investigations Pursuant to the Title IX Grievance Process**

9.1 **Jurisdiction; Application of this Procedure**

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“Sexual Misconduct” and “education program or activity” as used below are defined in the glossary in Section 12 this Procedure. When a proposed complaint does not satisfy the conditions stated below in sections 9.1.1 through 9.1.4, the complaint will be handled in accordance with Section 10.4.

9.1.1 Complaints by Students Against Students

The Title IX Grievance Process applies if all of the following conditions are met:

- a. The Formal Complaint contains any allegation of Sexual Misconduct, and the Sexual Misconduct occurred in the United States.
- b. The Sexual Misconduct occurred while the respondent was participating in or attempting to participate in an education program or activity of the College.
- c. The Sexual Misconduct occurred while the reporting party was participating in or attempting to participate in the education programs or activities of the College.
- d. At the time of the filing of the complaint, the reporting party was participating in or attempting to participate in the education programs or activities of the College.

9.1.2 Complaints by Students Against Employees

The Title IX Grievance Process applies if all of the following conditions are met:

- a. The Formal Complaint contains any allegations of Sexual Misconduct, and the Sexual Misconduct occurred in the United States.
- b. The respondent-employee was employed by the College at the time of the alleged Sexual Misconduct and at the time of the filing of the Formal Complaint.
- c. The student-reporting party was participating in or attempting to participate in an education program or activity at the time of the Sexual Misconduct.
- d. At the time of the filing of the complaint, the reporting party was participating in or attempting to participate in the education programs or activities of the College.

9.1.3 Complaints by Students Against Third Parties

In some instances, a student might allege misconduct by a third party, such as a campus visitor, volunteer, or contractor. The Title IX Grievance Process applies if all of the following conditions are met:

- a. The Formal Complaint contains any allegations of Sexual Misconduct, and the Sexual Misconduct occurred in the United States.
- b. The College had substantial control over the respondent at the time of the Sexual Misconduct, and the Sexual Misconduct occurred in a context under the substantial control of the College.
- c. The Sexual Misconduct occurred while the reporting party was participating in or attempting to participate in the education programs or activities of the College.
- d. At the time of the filing of the complaint, the respondent was under the substantial control of the College.

9.1.5 Complaints By Employees Against Students

The Title IX Grievance Process applies to a complaint by an employee against a student if all of the following conditions are met:

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- a. The Formal Complaint contains any allegations of Sexual Misconduct, and the Sexual Misconduct occurred in the United States.
- b. The College had substantial control over the respondent at the time of the Sexual Misconduct, and the Sexual Misconduct occurred in a context under the substantial control of the College.
- c. The Sexual Misconduct occurred while the reporting party was employed in the education programs or activities of the College.
- d. At the time of the filing of the complaint, the respondent was under the substantial control of the College.

9.2 Formal Complaints

Although individuals may file a Formal Complaint at any time, the College encourages individuals to report their concerns as soon as possible after the alleged incident(s) so that prompt action can be taken to investigate and resolve the complaint. A delay in reporting may result in a loss of evidence or witness availability.

To request an investigation and commence the Grievance Process, the reporting party must submit a written Formal Complaint to a Title IX Coordinator. The written complaint may be delivered in person or submitted by mail, electronic mail, or via an online incident portal (www.sanjac.edu/incident-report). The complaint must contain the reporting party's physical or digital signature or otherwise indicate that the reporting party is the person filing the complaint. The reporting party must submit a written statement containing the known details of the alleged conduct that is the subject of the Formal Complaint, including the following:

- Reporting Party's name and contact information;
- Respondent's name;
- Detailed description of the alleged conduct or event that is the basis of the alleged violation under this Policy;
- Date(s) and location(s) of the alleged occurrence(s);
- Names of any witnesses to the alleged occurrence(s); and
- The resolution or remedy sought.

In some instances, the College's Title IX Coordinator(s) may sign a Formal Complaint against a respondent and, in doing so, will initiate the Grievance Process. In such instances, the complaint is not filed on behalf of a particular reporting party, but, rather, is filed on behalf of the institution so that fact-finding through a fair and neutral process can occur. The Title IX Coordinator is not considered a reporting party or a party in such instances. If the Title IX Coordinator prepares a Formal Complaint, the reporting party may, but is not required to, participate in the Grievance Process.

9.3 Review of the Formal Complaint; Dismissal of Complaints

9.3.1 Initial Review: Upon receipt of a Formal Complaint, the College must evaluate whether the allegations, if proven to be true, (i) describe Sexual Misconduct; (ii) do not describe Sexual Misconduct but do describe Other Inappropriate Conduct or a violation of other Board policy or the Code of Student Conduct;; or (iii) do not describe a violation of College policy. If the complaint omits pertinent information necessary to evaluate the College's jurisdiction, such as the location of the incident, the Title IX Coordinator shall provide the reporting party a reasonable amount of time to provide supplemental information before making a decision that the complaint does not describe a violation.

9.3.2 Mandatory Dismissal: The College will dismiss a Formal Complaint, and it will not be processed under the Title IX Grievance Process, if the allegations do not describe Sexual Misconduct under this Procedure, did not occur in a College program or activity, or did not occur in the United States. If the College dismisses the complaint under such circumstances, the College reserves the right to investigate the matter in accordance with other College policies and procedures.

9.3.3 Discretionary Dismissal: The College may dismiss a Formal Complaint for any of the following reasons:

- (a) The employee-respondent is no longer employed by the College.
- (b) The reporting party requests dismissal in writing (see Section 8).
- (c) The student-respondent is no longer enrolled at the College (see Section 9.3.4).
- (d) The conduct alleged does not describe a violation of College policy.
- (e) Other circumstances exist that prevent the College from gathering evidence sufficient to reach a determination as to the allegations in the Formal Complaint.

9.3.4 Withdrawal of Student-Respondent While Charges are Pending: If a student-respondent withdraws or graduates from the College after a Formal Complaint is filed, the College may not end the Grievance Process or issue a transcript to the respondent until the College makes a final determination of responsibility. In such instances, the College shall expedite the College's disciplinary process as necessary to accommodate both the respondent's and reporting party's interest in a speedy resolution. Accordingly, the following procedure will be utilized in such circumstances:

- (a) If the student-respondent withdraws or graduates after a Grievance Hearing has commenced under Section 10 but before the decision-maker has issued his or her ruling on responsibility, the hearing process will continue until the decision-maker issues that ruling.
- (b) If the student-respondent withdraws or graduates before commencement of the Grievance Hearing, the process in Section 10.4 will apply.

Transcript Notation Rule: If a student-respondent withdraws prior to the final determination, and upon making a determination of responsibility, the College will make a determination of whether the respondent will be ineligible to reenroll for a non-academic or non-financial reason. If the respondent is ineligible to reenroll for a non-academic or non-financial reason, the College shall include on the respondent's transcript the notation required under 19 Texas Administrative Code 3.30(b).

9.3.5 Notification of Dismissal: If the College dismisses a Formal Complaint, the College must provide both parties written notice of the dismissal and the reasons for the dismissal. The dismissal notice may state whether the complaint and allegations will be addressed pursuant to a different College policy or procedure. If the Formal Complaint does not describe Sexual Misconduct but does describe Other Inappropriate Conduct or other policy or code violations, the complaint will be processed in accordance with Section 10.4 below.

9.4 Written Notice of Formal Complaint Pursuant to the Title IX Grievance Process

The Title IX Coordinator will provide written notice to the parties regarding receipt of the Formal Complaint. The notice will contain the following information:

- 1) a description of the support services and supportive measures available to reporting parties and respondents under Section 6.2;
- 2) a copy of the College's sexual misconduct policies and procedures;

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- 3) a statement of the allegations of misconduct with sufficient detail known at the time of the filing of the complaint, including the identity of the parties and the date(s), time(s), and location(s) of the alleged conduct (if known).
- 4) identification of the alleged policy violations or Code of Conduct violations being investigated;
- 5) a statement that the respondent is presumed not responsible and that a determination regarding responsibility will be made at the conclusion of the Grievance Process;
- 6) a statement regarding the parties' rights, including the right to an advisor or attorney of their choice and the right to inspect and review the evidence gathered during the investigation that is directly related to the allegations in the Formal Complaint; and
- 7) a statement regarding the prohibition on knowingly making false statements during the Grievance Process (see Section 10.1).

9.5 Consolidation of Complaints

The College may consolidate formal complaints by one or more reporting parties against the same respondent or against multiple respondents if the allegations of misconduct arise out of the same facts or circumstances.

9.6 Investigations of Formal Complaints Pursuant to the Title IX Grievance Process

9.6.1 One or more impartial investigators shall be appointed to conduct the investigation. The Title IX Coordinator will notify the reporting party and the respondent of the name and contact information of the investigator(s). The investigator shall conduct a thorough investigation in light of the allegations at issue and the availability of witnesses.

9.6.2 The investigator shall provide the respondent a reasonable time to submit a written response to the notice under Section 9.4, typically 10 calendar days, barring unusual circumstances that warrant additional time.

9.6.3 The College will provide reasonable written notice to a party whose participation is invited or expected of the date, time, location, and purpose of all meetings, investigative interviews, or other proceedings under the Grievance Process.

9.6.4 The investigator shall interview the reporting party, the respondent, and other individuals determined by the investigator to possess relevant information. However, if a party or witness declines to be interviewed by the investigator or is not available despite multiple attempts to contact the person, the investigation will continue. The reporting party and the respondent each will be permitted to submit documentation or other tangible evidence to the investigator such as documents, emails, text messages, photographs, and recordings. The reporting party and the respondent each may suggest witnesses to interview and questions to ask witnesses; however, the decision whether to interview and what questions to ask is a matter of professional judgment for the investigator in light of the allegations and the availability of the witnesses or evidence. The investigator will prepare a typed summary of each witness's interview to be included in the record of the investigation.

9.6.5 During meetings and proceedings under the Title IX Grievance Process, the parties have an equal right to be represented or accompanied by an advisor of their own choosing, including an attorney. Advisors, however, may not actively participate in meetings, interviews, or hearings unless expressly permitted by this Procedure. If a party has an advisor, the party shall provide the name and contact information of the advisor to the investigator and the Title IX Coordinator no later than 10 school

days prior to the hearing and state whether the College is authorized to communicate with the advisor and to provide information required by this Procedure to be provided to a party.

9.6.6 Barring unusual circumstances (*e.g.*, multiple reporting parties and witnesses or the complaint is filed immediately prior to the winter break), the investigation ordinarily will be completed within 60 to 90 calendar days. The investigator shall inform the parties and the Title IX Coordinator if additional time is needed and the reasons why additional time is needed.

9.6.7 Prior to the completion of the investigation report, the investigator will provide the parties with access to all evidence obtained during the investigation (whether relevant or not), including summaries of the interviews with the parties and other witnesses. The investigation record shall be transmitted to the parties (and their advisors if authorized by the parties) in an electronic format or in a hard copy. Both parties will have 10 calendar days to inspect, review, and respond to the evidence. All responses to the evidence must be submitted by the party in writing to the investigator. Extensions of time may be granted for good cause, in which case both parties will be entitled to the same extension. Requests for extensions of time must be received by the investigator prior to the deadline.

9.6.8 The investigator shall consider the parties' submissions, if any, when preparing the investigation report. The completed investigation report will outline the allegations of misconduct, provide a procedural history detailing the steps taken to conduct the investigation, and fairly summarize relevant evidence, including witness statements. The investigator will provide a completed investigation report to the Title IX Coordinator and concurrently to both parties (and to each party's advisor, if any, if consent for disclosure has been provided by the party). The completed investigation report must be provided to the parties at least 10 calendar days prior to the date of the hearing under Section 10. Additionally, each party shall have a right of access and inspection to the other party's response to the investigation record referenced in Section 9.6.7.

9.7 Concurrent Criminal or Civil Proceedings

The College will not, as a matter of course, wait for the outcome of a concurrent criminal or civil justice proceeding to take action on a Formal Complaint. The College has an independent duty to respond to Formal Complaints. At the College's discretion, and in consultation with the relevant police agency or Harris County District Attorney's Office, the College may temporarily delay the investigation or Grievance Process so as not to interfere with criminal justice activities. This determination will be made on a case-by-case basis and will balance the interests of the reporting party, the respondent, and the College.

10. Title IX Grievance Hearing Processes

10.1 Prior Sexual History

A reporting party's sexual predisposition or prior sexual behavior is not relevant in any investigation or hearing format under this Procedure except where questions and evidence about a reporting party's prior sexual behavior are offered to prove that someone other than the respondent committed the alleged conduct charged by the reporting party or if the questions or evidence concern specific incidents of the reporting party's prior sexual behavior with the respondent and are offered to prove the reporting party's consent of the alleged conduct.

10.2 Hearing Process for Formal Complaints of Sexual Misconduct

The following process will apply to Formal Complaints involving Sexual Misconduct after completion and delivery of the investigator's report under Section 9.6.8.

10.2.1 Sexual Misconduct Complaint Hearing Board. Formal Complaints will be heard by a three-person Hearing Board composed of at least one full-time faculty member and one professional staff member. The third member may be a faculty member or professional staff member. All Board members must receive training as required by applicable law. One Board member shall serve as the chairperson. Board members shall be impartial. Employees who were witnesses to the incident under review or who were involved in the investigation or evaluation of the charges under review shall be ineligible to serve as Board members. Title IX Coordinators may not serve on a Hearing Board.

10.2.2 Written Notice of the Hearing. The College will provide at least 10 calendar days written notice to parties of the hearing date (and to a party's advisor when authorized by that party). The notice will provide the date, time, location, and names and titles of the Board members. The notice shall contain a statement of the alleged conduct charges, identify the purpose of the hearing (to determine responsibility for the alleged conduct), state that the respondent is presumed not responsible and that a determination regarding responsibility will be made at the conclusion of the hearing based on a preponderance of the evidence, and identify the range of sanctions available should the respondent be found responsible. The notice shall state that each party may have an advisor of their choice at the hearing and that, if the party does not have an advisor, the College will provide an advisor at no charge. Advisors cannot actively participate at the hearing, except to ask questions of the other party or witnesses.

The notice shall be provided by regular first-class mail and email to the San Jacinto College email address or other email address designated by the parties. A first-class letter will be deemed to have been received on the third day after the date of mailing, excluding any intervening Sunday or federal holiday. An email will be deemed to have been received on the second day after the sending of the message. A party's failure to update his or her postal and email addresses with the College, refusal to accept delivery of a letter, or refusal or failure to open email will not constitute good cause for failure to comply with a notice.

10.2.3 Challenges to the Hearing Board. Either party may challenge the impartiality or objectivity of members of the Hearing Board. A challenge must be submitted in writing to the chairperson of the Board within three school days after notice of the identity of the Board members. The challenge must state the reasons for the challenge. The chairperson will be the sole judge of whether he or she or other members can serve with impartiality and objectivity. If a Board member recuses himself or herself, an alternate hearing officer will be assigned.

10.2.4 Access to Evidence. Each party will have access to all of the evidence from the investigation, including a copy of the completed investigation report prepared pursuant to Section 9.

10.2.5 Separate Rooms and Virtual Participation. At the request of either party, the College will arrange a hearing with the parties located in separate rooms with technology enabling the Hearing Board and parties to simultaneously see and hear the

participants answering questions. Participants may appear at the hearing virtually and are not required to be physically present at the same physical location of the hearing.

10.2.6 Conducting the Hearing. The hearing will be conducted as an administrative hearing. Courtroom rules of evidence and civil procedure will not apply. Evidence, however, must be relevant and of the type that would be accepted by reasonable persons in the conduct of their important affairs. Objections shall be directed to the hearing board. The hearing board will rule on procedural matters and objections regarding testimony and exhibits. Finally, the hearing board will give effect to legally recognized privileges, such as the attorney-client privilege. The hearing board may seek legal advice from an attorney as appropriate, including the seeking of legal advice regarding the assertion of privilege by any party or witness, even if such would require a recess in the hearing.

Hearings are closed to members of the public.

The hearing will be recorded in audio or audiovisual format and may be transcribed at the discretion of the College. The recording or transcript, if applicable, will be available for the parties to inspect and review, upon request.

Each party may make an opening statement and closing argument. Opening statements ordinarily shall be limited to ten minutes per side. The chairperson shall determine the number of minutes that the parties will be given for closing argument, taking into consideration the complexity of the case. Each party will receive the same amount of time for a closing argument. Neither party may present new evidence during closing arguments.

Hearing Board members may ask questions during the hearing of any party or witness. Each party's advisor will have an opportunity to ask relevant questions and follow-up questions of the other party and of any witnesses that participate in the hearing, including questions that challenge credibility.

Each advisor has the ability to ask questions directly, orally, and in real time at the hearing. The parties themselves may not ask questions of the other party or any witnesses; all questions must be asked by an advisor for the party. Advisors may ask questions as follows:

The advisor will ask a question of the other party or a witness. Before the question is answered, the chairperson will rule as to whether the advisor's question is relevant to the alleged conduct charges. If the chairperson finds that the proposed question is not relevant, the chairperson must explain the basis of the decision to exclude the question. If the chairperson allows a question, the party or witness must answer the question.

If a party or witness declines to submit to any cross-examination questions during the hearing, the Hearing Board will not rely on any statement of that party or witness when making a responsibility determination. The Hearing Board will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the hearing or refusal to answer questions.

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These rules, however, do not preclude the Hearing Board from considering a party's testimony about statements made by the other party that constitute prohibited conduct. For example, if the reporting party alleges that the respondent made sexually harassing statements, the Hearing Board may consider the reporting party's testimony about the alleged statements even if the respondent declines to submit to cross-examination.

10.2.7 Remedies, Disciplinary Action, and Sanctions: If the respondent is a student, available sanctions are outlined in Section 4.5 of the Code of Student Conduct. Remedies may include counseling or training; imposition of continuing restrictions on access to a location or program; suspension of rights or privileges; suspension or expulsion; and other disciplinary action, sanctions, or remedies appropriate to the circumstances and as informed by the evidence. If the respondent is an employee, possible disciplinary action or remedies may include counseling or training; reprimand; job demotion or reassignment; suspension; nonrenewal; termination; and other sanctions or remedies appropriate to the circumstances and as informed by the evidence. If the respondent is a third party, possible sanctions include restrictions on access to a location or program or a ban on visiting San Jacinto College campuses or property.

10.2.8 Hearing Board Determination: The Hearing Board shall prepare a written determination within 15 school days of the close of the evidence. The Hearing Board will engage in an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence. The Hearing Board will not make credibility determinations based on a person's status as a reporting party, respondent, witness, student, or employee. The written determination must contain the following information: (A) identification of the allegations at issue; (B) a description of the procedural steps leading to the hearing, beginning with the date of the filing of the Formal Complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held; (C) the findings of fact supporting the Hearing Board's determination based on a preponderance of the evidence; (D) conclusion(s) and a rationale as to whether the respondent is responsible for each incident of alleged misconduct based on the College's policies, procedures, or codes of conduct; (E) the discipline or sanctions, if applicable; (F) the remedies, if applicable, designed to restore the reporting party's access to the education program or activity; and (G) the College's appeal procedure and permissible bases for a party to appeal.

The chairperson or other member of the Hearing Board will transmit a copy of the determination concurrently to the Title IX Coordinator and the parties (and to a party's advisor when authorized by that party).

If the respondent is an employee, the Hearing Board will transmit a copy of the determination to the appropriate director, dean, or next level leader who has not been involved in the underlying dispute. If the Hearing Board has proposed termination, nonrenewal, or suspension, the Hearing Board shall transmit the determination to the Chancellor.

If the respondent is a third party, the Hearing Board will transmit a copy of the determination to the Vice Chancellor of Fiscal Affairs.

10.3 Appeal of a Determination under Section 10.2 or Dismissal of a Complaint under Section 9.3

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Either party may appeal a Hearing Board's determination regarding a respondent's responsibility under the Title IX Grievance Process or from the College's dismissal of a Formal Complaint (or any portion of a Formal Complaint) within seven school days of notification of such a determination on the following bases: (1) A procedural irregularity affected the outcome of the matter; (2) There is new evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; or (3) The Title IX Coordinator, investigator(s), or hearing officer had a conflict of interest or bias for or against the parties (generally or specifically in this matter) that affected the outcome of the case. Both parties will be notified in writing when an appeal is filed, and the appeal procedures will apply equally for both parties.

In any case in which the respondent is an employee and the Hearing Board has determined that termination, nonrenewal, or suspension are appropriate, the Chancellor shall serve as the appellate officer.

Any non-appealing party (or the College) will have seven school days from the notification of an appeal to submit a written statement to the appellate officer. The appellate officer will prepare a written decision within 30 calendar days from receipt of the appeal, providing a rationale for the ruling. The appellate officer will simultaneously provide a copy to the parties and the Title IX Coordinator.

10.4 Other Hearing Processes

10.4.1 Other Hearing Process – Student-Respondents

The following procedures will apply in the following instances:

- (a) The Formal Complaint does not involve allegations of Sexual Misconduct but does involve allegations of Other Inappropriate Conduct or other policy or code violations.
- (b) The Formal Complaint involves a student-respondent who has withdrawn or graduated prior to commencement of a grievance hearing under Section 10.2.

The investigation procedures in Section 9 will apply. However, when the investigator prepares the investigation report under Section 9.6.8, the investigator shall include a preliminary determination regarding responsibility. The investigator will consider the totality of circumstances, including the context and duration of the conduct and its severity. The completed investigation report and preliminary determination regarding responsibility will be submitted to the designated student officer who has not served as a witness, investigator, or decision-maker in the matter.

The designated student conduct officer will review the investigation report and investigation record and respond as follows within 10 school days:

- i) If the designated student conduct officer determines that there are insufficient grounds to establish that a violation of College policy or the Code of Student Conduct occurred, the complaint shall be dismissed. The final determination will be communicated in writing to the Title IX Coordinator and parties via email and, where necessary, by U.S. mail.
- ii) If the designated student conduct officer determines that the evidence is sufficient to establish a violation of College policy or the Code of Student Conduct, the designated student conduct officer will determine an appropriate sanction or sanctions given the nature of the allegations, the evidence, and the student's disciplinary history, if any. The range of sanctions available are those stated in Section 4.5 of the Code of Student Conduct. The determination will be communicated in writing to the parties and the Title IX Coordinator via email and, where

necessary, by U.S. mail. If the student-respondent is no longer enrolled due to withdrawal or graduation, the determination of responsibility will be final, and no further adjudication or appeal process will apply.

iii) If the designated student conduct officer determines that further investigation is needed before a final determination can be made, the designated student conduct officer shall return the investigation report to the investigator with instructions on additional matters to be investigated. Notice of the decision for further investigation will be communicated in writing to the Title IX Coordinator and parties via email and, where necessary, by U.S. mail. Upon completion of additional investigation, the investigator will submit an amended or supplemental report, and the designated student conduct officer will follow the above steps for accepting or rejecting the preliminary determination.

Adjudication

If the proposed sanction is less than suspension or expulsion, then the respondent may request a hearing using Hearing Procedure B in the Code of Student Conduct. The respondent and reporting party will each have an equitable opportunity to present witnesses and other evidence relevant to the alleged violation.

If the proposed sanction is a suspension in excess of five school days, then respondent may request a hearing using Hearing Procedure A in the Code of Student Conduct. The respondent and reporting party will each have an equitable opportunity to present witnesses and other evidence relevant to the alleged violation.

Appeals: A respondent may appeal a finding of misconduct, the sanction, or both. The reporting party may appeal a finding of no responsibility or the sanction. The appeal process in Section 5.0 of the Code of Student Conduct will apply.

10.4.2 Other Hearing Process – Employee-Respondents

The following procedure will apply when the Formal Complaint does not fall under the Title IX Grievance Process but does involve allegations of Other Inappropriate Conduct or other policy violations.

The investigation procedures in Section 9 will apply. However, when the investigator prepares the investigation report under Section 9.6.8, the investigator shall include a preliminary determination regarding responsibility. The investigator will consider the totality of circumstances, including the context and duration of the conduct and its severity. The completed investigation report and preliminary determination regarding responsibility will be submitted to the Title IX Coordinator and the appropriate director, dean, or next level leader who has not been involved in the underlying dispute.

Thereafter, the appropriate leader will review the investigation report and investigation record and respond in accordance with Procedure 1-2 within 15 working days. The leader's disposition shall be communicated to the parties and Title IX in writing.

If the proposed discipline is termination, then the proposal shall be submitted to the Chancellor or Chancellor's designee for approval. The procedures in Policy IV-G-1 shall be followed for contract employees, and Policy IV-G-2 shall be followed for non-contract employees. If the proposed discipline is not termination, the respondent may seek review of the decision pursuant to Policy IV-I, the Concerns and Grievance Policy. The grievance shall be based on the investigation record developed under Section 9 of this Procedure, and the grievance shall be heard by a member of the Strategic Leadership Team who was

not involved in the underlying dispute. A respondent may contest a finding of misconduct, the discipline, or both.

10.4.3 Other Hearing Process; Third Party Respondents

The following procedure will apply when the Formal Complaint does not fall under the Title IX Grievance Process but does involve allegations of Other Inappropriate Conduct or other policy violations.

The investigation procedure in Section 9 will apply. However, when the investigator prepares the investigation report under Section 9.6.8, the investigator shall include a preliminary determination regarding responsibility. The investigator will consider the totality of circumstances, including the context and duration of the conduct and its severity. The completed investigation report and preliminary determination regarding responsibility will be submitted to the Title IX Coordinator and the appropriate director, dean, or next level leader who has had no involvement in the underlying dispute.

Thereafter, the appropriate leader will review the investigation report and investigation record and respond within 10 school days with a final determination and providing a rationale for the determination. If the appropriate leader determines that there are insufficient grounds to establish a violation of College policy, the complaint shall be dismissed. If the appropriate leader determines that the evidence is sufficient to establish a violation of College policy, the appropriate leader will determine an appropriate sanction or sanctions given the nature of the allegations, the evidence, and the individual's disciplinary history, if any. If the appropriate leader determines that further investigation is needed before a final determination can be made, the appropriate leader shall return the investigation report to the investigator with instructions on additional matters to be investigated. Upon completion of additional investigation, the investigator will submit an amended or supplemental report, and the appropriate leader will follow the above steps for accepting or rejecting the preliminary determination. The leader's disposition shall be communicated to the parties and Title IX Coordinator in writing.

A respondent may appeal a finding of misconduct, the sanction, or both. Appeals must be filed within 7 school days of notification of such a determination and may be based only on the following bases: (1) A procedural irregularity affected the outcome of the matter; (2) There is new evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; or (3) The Title IX Coordinator, investigator(s), or appropriate leader had a conflict of interest or bias for or against the parties (generally or specifically in this matter) that affected the outcome of the case. Both parties will be notified in writing when an appeal is filed.

Appeals shall be heard by a member of the Strategic Leadership Team who had no involvement in the underlying dispute. Any non-appealing party (or the College) will have 7 school days from the notification of an appeal to submit a written statement to the appellate officer. The appellate officer will prepare a written decision within 30 calendar days from receipt of the appeal, providing a rationale for the ruling. The appellate officer will simultaneously provide a copy to the parties and the Title IX Coordinator.

11. Other Rules and Additional Conduct Violations

11.1 False Information and False Complaints

Any person, who in bad faith, knowingly files a false complaint under this Procedure or provides materially false information is subject to disciplinary action up to and including dismissal or separation from San Jacinto College. A determination that a Respondent is not responsible for allegations of Sexual Misconduct does not establish the falsity of a report, Formal Complaint, or evidence. Similarly, a

determination that a Respondent is responsible for a policy violation does not imply that a Respondent's statements disclaiming responsibility were false.

11.2 Interference with the Grievance Process

Any person who interferes with the Grievance Process (outlined in Section 9 of this Procedure) is subject to disciplinary action up to and including dismissal or separation from the College. Actions that constitute interference with a Grievance Process include, but are not limited to:

- (a) Attempting to coerce, compel, or prevent an individual from providing testimony or evidence;
- (b) Removing, destroying, or altering documentation relevant to the Grievance Process; or
- (c) Knowingly providing false or misleading information to a Title IX Coordinator, investigator, hearing officer, or appeal officer, or encouraging others to do so.

11.3 Calculating Deadlines under this Procedure

When a deadline is stated in terms of "calendar" days and the deadline falls on a weekend or state or federal holiday, the deadline shall be moved to the next day that does not fall on a weekend or a holiday.

When a deadline is stated in terms of "school" days, the deadline shall be calculated based on the days that the College is open and holding classes for students (whether in person or virtually). The term "school days" excludes spring break, winter break, and final examination days.

11.4 Accessibility Services Requests

A student, who is a qualified person with a disability under federal law and needs assistance in complying with this Procedure, may contact the appropriate Title IX Coordinator for assistance.

11.5 No Effect on Pending Personnel or Academic Actions Unrelated to the Formal Complaint

The filing of a Formal Complaint will not prevent or delay any action unrelated to the Formal Complaint, including: (1) any evaluation or disciplinary action relating to a student or employee with an unsatisfactory performance or who has violated other College rules or policies; (2) any evaluation or grading of students participating in a class, or the ability of a student to add/drop a class, change academic programs, or receive financial reimbursement for a class; or (3) any job-related functions of a College employee.

11.6 Timeframe for Completion of Grievance Process

The Grievance Process will be completed within 150 days from the filing of the Formal Complaint. This timeline assumes that the investigation phase may take approximately 90 days and that the hearing and appeal phase may take approximately 60 days. The College may extend these timeframes for good cause and with written notice to the parties of the delay, the reason for the delay, and the length of the extension of time. Good cause may include, but are not limited to, illness of a party, the party's advisor, or the investigator; concurrent law enforcement proceedings; witness unavailability; a public health

emergency; or the need to arrange for language assistance or technology or disability-related accommodations.

11.7 Grievance Process Document Retention

The College shall retain all documentation related to a Grievance Process, including documents relating to the investigation, hearing, and any appeal, for seven years.

12. Definitions Applicable to this Procedure¹

Complainant: The individual who is alleged to be the victim of any prohibited conduct under this Procedure and has filed a Formal Complaint. The term “reporting party” also is used.

Confidential Employees: Confidential Employees include counselors in Counseling and Psychological Services or a health care provider in Health Services. Additionally, employees who receive information regarding an incident of Sexual Misconduct or Other Inappropriate Conduct under circumstances that render the employee’s communications confidential or privileged under other law (such as attorneys) also are considered Confidential Employees.

Confidential Resources: Confidential Resources include individuals in the community such as clergy, external mental health providers, and external medical providers.

Consent: Consent is a clear, knowing, and voluntary permission by words or action to engage in mutually agreed upon sexual activity. Consent is communicated through mutually understandable words or actions that indicate willingness by all of the involved parties to engage in the same sexual activity, at the same time, and in the same way. A current or previous dating or sexual relationship by itself is not sufficient to establish consent. Additionally, consent can be withdrawn at any time. Ideally, consent is given verbally; however, consent (or lack of consent) also may be expressed through gestures and body language.

Consent is not effective if it results from: (a) the use of physical force or restraint; (b) a threat of physical force; (c) acts of intimidation; (d) acts of coercion; (e) incapacitation (including through the voluntary or involuntary ingestion of alcohol or controlled substances); or (f) other evidence that shows that the individual’s ability to exercise his or her own free will was eliminated on the occasion in question. Specific examples of those who cannot give consent include but are not limited to:

1. The individual is under the age of 17 and is not the spouse of the actor;
2. The individual is unconscious or asleep;
3. The individual has not consented to the sexual act with the actor and the actor knows the other person is unaware that the sexual act is occurring;
4. The individual is mentally impaired or has a mental disability; or
5. The actor has misrepresented or concealed his or her true identity to the individual.²

Dating Violence: “Dating violence” means violence committed by the actor against a person with whom the actor is or has been in a social relationship of a romantic or intimate nature. The existence of the relationship shall be determined based on a consideration of the following factors: (a) the length of the

¹ The definitions in the text of this Procedure will govern the processing of reports and complaints under this Procedure. The definitions largely track definitions found in Title IX regulations and under the Clery Act. However, in certain instances, particularly those involving criminal prosecution, definitions under Texas law may be informative. Therefore, this procedure cross references certain Texas laws as may be appropriate.

² “Consent” under Texas law with respect to sexual assault is defined in Section 22.011(b) of the Texas Penal Code.

Attachment 4 - Proposed Procedure

relationship; (b) the type of relationship; and (c) the frequency of interaction between persons involved in the relationship.³ Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.⁴

Domestic Violence: “Domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse, a current or past intimate partner, a person that the victim shares a child with, or a by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Texas. In Texas, a person commits an assault against a family member, household member, or a current or past dating partner. An assault consists of:

1. Intentionally, knowingly, or recklessly causing bodily injury to another person;
2. Intentionally or knowingly threatening another person with imminent bodily injury; or
3. Intentionally or knowingly causing physical contact with another that the offender knows or reasonably should know the victim will find provocative or offensive.

A person commits aggravated domestic assault if that person intentionally, knowingly, or recklessly causes serious bodily injury to a family member, household member, or a current or past dating partner, or uses or exhibits a deadly weapon in the course of committing the assault crime.⁵

Education Program or Activity: This Procedure applies to conduct that occurs on College-owned or College-leased property or in a College vehicle; during a College-sponsored activity whether on campus or off campus; in a building owned or controlled by a student organization that is officially recognized by the College; or in other instances in which the College exercised substantial control over the alleged perpetrator and the context in which the conduct occurred.

Formal Complaint: A complaint filed under Section 9 of this procedure.

Grievance Process: The process by which Formal Complaints under this Procedure are investigated and adjudicated under Sections 9 and 10.

Other Inappropriate Conduct: Conduct on the basis of sex that does not meet federal definitions of sexual harassment, sexual assault, dating violence, domestic violence, or stalking as stated in this Procedure but that is inappropriate for an educational environment. The conduct is subject to College policy if it occurs on campus or within the education programs and activities of the College or if occurs off campus but is likely to adversely impact the College’s education programs and activities or interfere with a student’s ability to participate in or benefit from the College’s education programs and activities. The conduct must be objectively offensive to a reasonable person. The term includes the following:

- i) “Sexual harassment” as defined under the Texas Education Code, sec. 51.251(5). The Texas statute prohibits unwelcome, sex-based verbal or physical conduct that: (A) in the employment context, unreasonably interferes with a person’s work performance or creates an intimidating, hostile, or offensive work environment; or (B) in the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with a student’s ability to participate in or benefit from educational programs or activities at a postsecondary educational institution.
- ii) “Other Inappropriate Conduct” includes, but is not limited to, unwelcome sex-based advances or propositions; unwelcome requests for sexual favors; unwelcome physical contact or

³ See 34 U.S.C. § 12291(a)(10); 34 C.F.R. § 106.30(a).

⁴ “Dating violence” under Texas law is defined in 71.0021 of the Texas Family Code.

⁵ See also Texas Penal Code § 22.01; Texas Family Code § 71.004.

Attachment 4 - Proposed Procedure

touching of a sexual nature; persistent and unwanted sexual attention; voyeurism; unwelcome sexual gestures; public exposure of one's sexual organs on campus or at an event under the control of the College; displaying obscene materials in a public place on campus; forwarding pornographic or obscene material via email or text to non-consenting recipients; recording or photographing sexual activity or a person's genital area or breast area or from a vantage point that a reasonable person would view as an invasion of personal privacy; and allowing a third party to view consensual sex without the knowledge of the other participant.

iii) "Other Inappropriate Sexual Conduct" includes, but is not limited to, unwelcome comments of a sexual nature that a reasonable person would view as gratuitous, intimidating, offensive, and/or degrading and that adversely impacts an individual's educational environment. The College's definitions are not intended to restrict constitutionally protected speech. In the academic context, including the context of a classroom discussion or preparation of a course assignment, a relevant factor is whether the comments are reasonably related to course content or serve a legitimate pedagogical function.

iv) "Other Inappropriate Sexual Conduct" includes engaging in conduct of a sexual nature that is consensual between two or more parties but that is nonetheless inappropriate in an educational environment, such as engaging in sexual acts in a campus building or displaying sexually oriented objects or materials in the presence of third parties while on campus.

Parties: The term "parties" refers to the "Reporting Party" and the "Respondent" under this Procedure.

Preponderance of the Evidence: The greater weight of the credible evidence. Preponderance of the evidence is the standard for determining allegations of Prohibited Conduct under this Policy. This standard is satisfied if the action is deemed more likely to have occurred than not.

Prohibited Conduct: This term collectively refers to the conduct prohibited by this Procedure (Sexual Misconduct, Other Inappropriate Conduct, and Retaliation).

Retaliation: Any adverse action (including, but is not limited to, intimidation, threats, coercion, harassment, or discrimination) taken against someone because the individual has made a report or filed a Formal Complaint; has supported or provided information in connection with a report or a Formal Complaint; has participated or refused to participate in a Grievance Process under this Policy; or has engaged in other legally protected activities. For students, prohibited retaliation may include, but is not limited to, harassment, an unwarranted grade reduction, exclusion from a College activity, destruction of property, and cyberbullying. For employees, retaliation could include, but is not limited to, a demotion or other adverse employment action that would not have occurred but for the employee's protected action. Retaliation does not include (i) exercising First Amendment rights or (ii) charging an individual with making a materially false statement in bad faith in the course of a grievance proceeding.

Reporting Party: The individual who is alleged to be the victim of any prohibited conduct under this Procedure. The term "complainant" also is sometimes used if the alleged victim has filed a Formal Complaint. For ease of reference, this Procedure uses "Reporting Party" to indicate any alleged victim regardless of whether a Formal Complaint has been filed.

Respondent: An individual who has been reported to be the perpetrator of Prohibited Conduct under this procedure.

Attachment 4 - Proposed Procedure

Sexual Assault: “Sexual assault” includes forcible and nonforcible sex offenses as defined under the uniform crime reporting system of the Federal Bureau of Investigation. Forcible sex offenses are any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Forcible sex offenses acts include rape, sodomy, sexual assault with an object, and fondling. Nonforcible sex offenses include incest and statutory rape.

- 1) Rape - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- 2) Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- 3) Incest - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- 4) Statutory Rape - Sexual intercourse with a person who is under the statutory age of consent.

Sexual Harassment: As stated in Title IX regulations (34 C.F.R. section 106.30), sexual harassment under the Title IX Grievance Process is conduct on the basis of sex that satisfies one or more of the following:

- a) *Quid pro quo* harassment occurs when an employee of the College conditions the provision of an aid, benefit, or service of the College on an individual’s participation in unwelcome sexual conduct;
- b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College’s education program or activity; or
- c) “Sexual assault,” “dating violence,” “domestic violence,” or “stalking” as defined in this procedure.

Subsections (a) and (c) above are not evaluated for severity, pervasiveness, offensiveness, or denial of equal educational access, because such conduct is sufficiently serious to deprive a person of equal access. Therefore, any instance of quid pro quo sexual harassment and any instance of sexual assault, dating violence, domestic violence, and stalking are considered sexual harassment under this procedure.

The term “sexual harassment” also is defined in the Texas Education Code, sec. 51.251(5); however, that definition is different from the definition under Title IX regulations. In this Procedure, complaints asserting allegations of “Other Inappropriate Conduct” includes the definition of sexual harassment as stated in the Texas Education Code, sec. 51.251(5).

Sexual Misconduct: This term encompasses sexual harassment, sexual assault, dating violence, domestic violence, and stalking as these terms are defined under Title IX regulations and the Clery Act. The terms apply to conduct that occurs in an education program or activity of the College.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for the person’s safety or the safety of others; or 2) suffer substantial emotional distress. For the purposes of this definition:

- (i) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

Attachment 4 - Proposed Procedure

(ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

(iii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

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|---|--|
| Date of SLT Approval | July 27, 2020 |
| Effective Date | August 4, 2020 |
| Associated Policy | Policy III.3006.D, Sexual Misconduct |
| Primary Owner of Policy Associated with the Procedure | Deputy Chancellor & President Vice Chancellor, Human Resources, Organizational and Talent Effectiveness |
| Secondary Owner of Policy Associated with the Procedure | Associate Vice Chancellor, Student Services Vice President, Human Resources |

Procedure VI.6004.D.a, Reporting and Handling Campus Sexual Misconduct

Associated Policy

Policy VI.6004.D, Campus Sexual Misconduct

Procedures

Specific procedures exist for investigating alleged sexual misconduct complaints (sexual assault, sexual harassment, dating violence, domestic violence, intimate partner violence, or stalking) reported by students and employees. In the event of an emergency, students or employees should contact the San Jacinto College Campus Police Department (281-476-9128) as soon as possible after the incident occurs. Reports of sexual misconduct involving another student should also be directed to the Compliance & Judicial Affairs Office by submitting an Online Incident Report. Reports of sexual misconduct involving an employee should be reported to the Human Resources Department.

During an investigation or any disciplinary proceeding, the rights of both the respondent and the reporting party shall be respected, and the confidentiality of proceedings will be maintained to the extent permitted by law. The existence of the College’s policies and procedures is not intended to diminish or alter the rights that the respondent and reporting party have under civil law or criminal law.

All complaint procedures related to sexual misconduct reports made by students can be found in the Code of Student Conduct, in the Complaint Procedures sections of the Student Handbook, and on the college website. All complaint procedures related to sexual misconduct reports made by employees can also be found on the Human Resources page of the College website.

| | |
|---|---|
| Date of SLT Approval | June 28, 2018 |
| Effective Date | August 7, 2018 |
| Associated Policy | Policy VI.6004.D, Campus Sexual Misconduct Policy |
| 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 “XXIII”
Board Meeting August 3, 2020
Consideration of Settlement Proposal in Civil Action
CA No. 4:18-cv-04368 in the United States District Court for the
Southern District of Texas

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends the approval of a proposed settlement for civil action No. 4:18-cv-04368 in the United States District Court for the Southern District of Texas.

BACKGROUND

This lawsuit involved a former San Jacinto College employee. The administration along with advice from legal counsel believes that the proposed settlement is a reasonable resolution to a bona fide dispute to avert the expense and inconvenience of litigation. The proposed settlement will result in the former employee signing a settlement agreement that releases, discharges, and forever holds the College harmless from any and all claims that she did assert or could have asserted in exchange for a negotiated sum. The proposed settlement acknowledges that this is a compromise of a disputed claim and is not an admission of liability by either party.

IMPACT OF THIS ACTION

Approval by the Board of Trustees will provide for closure and resolution of a pending legal matter. The settlement will be funded as soon as administratively possible after the Board’s approval on August 3, 2020.

Insurance carrier, AIG, has been advised and recommends the settlement of the case as well.

BUDGET INFORMATION

These types of settlement costs are typically not budgeted, but adequate funds have been established under the Vice Chancellor of Fiscal Affairs non-departmental budget. The College has exceeded the deductible on its employer liability coverage provided by the insurance carrier, AIG; therefore, the proposed settlement costs will be borne entirely by our insurance carrier.

MONITORING AND REPORTING TIMELINE

Final documents will be prepared by legal counsel and the settlement will be funded by the College’s insurance carrier as soon as possible after the Board’s approval.

ATTACHMENTS

None

RESOURCE PERSONNEL

| | | |
|----------------|--------------|-------------------------|
| Brenda Hellyer | 281-998-6100 | brenda.hellyer@sjcd.edu |
| Sandra Ramirez | 281-991-2648 | sandra.ramirez@sjcd.edu |

SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
August 3, 2020

PURCHASE REQUESTS AND CONTRACT RENEWALS

| | | |
|--|--|-----------------------------|
| Purchase Request #1 | | |
| Annual Renewals and Expenditures (pgs. 2-10) | | \$ 59,404,207 |
| | | |
| Purchase Request #2 | | |
| Purchasing Cooperatives (pgs. 11-13) | | - |
| | | |
| Purchase Request #3 | | |
| Method of Procurement for South Campus Jones Building Renovation (pg. 14) | | - |
| | | |
| Purchase Request #4 | | |
| Method of Procurement for Upgrade of Maritime Campus Davit Systems (pgs. 15-16) | | - |
| | | |
| Purchase Request #5 | | |
| Contract for Engineering Services for Maritime Campus Davit Upgrades (pg. 17) | | - |
| | | |
| Purchase Request #6 | | |
| Additional Funds for Turnkey Magazine Production Services (pgs. 18-19) | | 80,000 |
| | | |
| Purchase Request #7 | | |
| Purchase of a Packaged Chiller Plant (pg. 20) | | 3,740,000 |
| | | |
| Purchase Request #8 | | |
| Contract for College-Wide Exterior Wayfinding Signage Upgrades (pgs. 21-22) | | 325,500 |
| | | |
| Purchase Request #9 | | |
| Contract for College-Wide Masonry Repairs (pg. 23) | | 251,000 |
| | | |
| Purchase Request #10 | | |
| Modify Contract for Construction Manager-at-Risk for Central Campus McCollum Renovation (pg. 24) | | 339,300 |
| | | |
| Purchase Request #11 | | |
| Contract for a Feasibility Study (pgs. 25-27) | | 119,964 |
| | | |
| Purchase Request #12 | | |
| Contract for Electrical Maintenance Services (pgs. 28-29) | | 200,000 |
| | | |
| Purchase Request #13 | | |
| Contract for Enterprise Term License Agreement for Adobe Products (pg. 30) | | <u>200,000</u> |
| | | |
| TOTAL OF PURCHASE REQUESTS | | <u>\$ 64,659,971</u> |

Purchase Request #1
Regular Board Meeting August 3, 2020
Consideration of Approval of Annual Renewals and Expenditures

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the following purchase requests which encompass the annual contract renewals and anticipated expenditures from existing suppliers utilizing operational, grants, and auxiliary and bond program budget funds in excess of \$100,000 during the 2020-2021 fiscal year. Approved funds will not be expended before the beginning of the 2020-2021 fiscal year. Bond funds may be expended in subsequent fiscal years.

Auxiliary Services **\$5,000,000**

Barnes & Noble to provide bookstore operations procured through RFP 18-22. This is the second year of an eight-year contract. The estimated annual expenditure is \$5,000,000.

Continuing and Professional Development (CPD) **\$3,100,000**

LZ Technology, Inc. to provide internship staffing services procured through RFP 19-02. This is the third year of a five-year contract. The estimated annual expenditure is \$3,000,000.

Texas Carpenters and Millwrights Training Trust Fund to provide apprenticeship training services funded from the U.S. Department of Labor and Texas Workforce Commission. The estimated annual expenditure is \$100,000.

Educational Technology **\$1,210,000**

Blackboard to provide the annual software license and maintenance for the Blackboard online class delivery and web support services procured through sole source 1225. This is the fourth year of a five-year contract that expires on August 31, 2022. The estimated annual expenditure is \$1,100,000.

Kaltura, Inc. to provide media streaming services procured through RFP 13-14. This is the final year of an eight-year contract. The estimated annual expenditure is \$110,000.

Facilities and Construction **\$10,147,500**

ACR Engineering to provide professional services including building commissioning and mechanical, electrical, and plumbing (MEP) engineering. This vendor is part of a pool of professional services procured through RFQ 16-10 to be contracted as needed. The estimated annual expenditure is \$175,000, comprised of an estimated \$50,000 from operational funds and \$125,000 from Bond funds.

Purchase Request #1
Regular Board Meeting August 3, 2020
Consideration of Approval of Annual Renewals and Expenditures

City of Houston to provide impact fees, boiler renewals, permits, inspection fees, water and sewer services as a sole source provider in a regulated market. The estimated annual expenditure is \$380,000.

City of Pasadena to provide trash removal, water and sewer services as a sole source provider in a regulated market. The estimated annual expenditure is \$450,000.

Construction Masters of Houston to provide job order contracting (JOC) services procured through Choice Partners contract 20/017MR-05 that expires February 25, 2021 and is expected to renew for another year. The estimated annual expenditure is \$575,000, comprised of an estimated \$375,000 from operational funds and \$200,000 from Bond funds.

Digital Air Control (DAC) to provide professional services including heating, ventilation, air conditioning (HVAC) testing and balancing services. This vendor is part of a pool of professional services procured through RFQ 16-10 to be contracted as needed. The estimated annual expenditure is \$100,000 and will be funded from Bond funds.

Elevator Transportation Services (ETS) to provide elevator maintenance services procured through a Region 5 ESC contract. The contract with ETS expires January 30, 2024. The estimated annual expenditure is \$140,000.

Enterprise Fleet Management to provide leased fleet vehicles procured through E&I contract CNR-01399 that expires December 31, 2021. The estimated annual expenditure is \$100,000.

ESA Energy Systems Associates, Inc. to provide strategic energy management consultant services procured through RFP 19-20. This is the second year of a possible three-year contract. The estimated annual expenditure is \$110,000.

Facility Programming & Consulting Inc. to provide architectural programming services. This vendor was procured through RFQ 16-12 to be contracted as needed. The estimated annual expenditure is \$150,000, comprised of an estimated \$75,000 from operational funds and \$75,000 from Bond funds.

GCA Education Services of Texas, Inc., an ABM Company to provide janitorial services procured through RFP 18-05. This is the fourth year of a possible eight-year contract. The estimated annual expenditure is \$3,520,000.

Grainger to provide maintenance, repair and operational equipment and supplies for the facilities services department's inventory control program and special projects procured through OMNIA contract R192002 that expires March 31, 2023 and E&I contract CNR01496 that expires January 31, 2024. The estimated annual expenditure is \$1,150,000.

GP Strategies Corporation to provide disaster recovery project management services as needed procured through HGAC contract HP08-17 that expires July 31, 2021. If required, the estimated maximum expenditure is \$750,000.

Purchase Request #1
Regular Board Meeting August 3, 2020
Consideration of Approval of Annual Renewals and Expenditures

HVAC Mechanical Services of Texas Ltd, dba Hunton Services, to provide heating, ventilation and air conditioning maintenance services procured through Choice Partners contract 18/072KC-03 that expires October 16, 2022 and Choice Partners contract 19/036MR-03 that expires May 14, 2023. The estimated annual expenditure is \$275,000.

Nalco Water to provide water treatment chemicals and services on water circulated utility systems procured through RFP 18-32. This is the third year of a possible five-year contract that expires October 1, 2023. The estimated annual expenditure is \$130,000.

O'Rourke Petroleum and Suncoast Resources Inc. to provide gasoline and diesel fuel. Fuel purchases are exempt from competitive sourcing per Texas Education Code §44.031(a). The combined estimated annual expenditure for both suppliers is \$150,000.

Siemens Building Technologies, Inc. to provide fire and intrusion alarm monitoring services and life safety systems procured through GSA contract GS-07F-217CA that expires February 28, 2021. The estimated annual expenditure is \$192,500.

Siemens Building Technologies, Inc. to provide fire protection system inspections and supplies procured through Sourcewell contract 031517-SIE that expires June 30, 2021. The estimated annual expenditure is \$300,000.

Siemens Building Technologies, Inc. to provide maintenance and energy management systems, products and services procured through GSA contract GS-06F-0033P that expires March 29, 2024. The estimated annual expenditure is \$375,000.

Terracon Consultants, Inc. to provide professional services including environmental services, geotechnical testing, materials testing, building commissioning, MEP engineering, and structural engineering. This vendor is part of a pool of professional services procured through RFQ 16-10 to be contracted as needed. The estimated annual expenditure is \$600,000 and will be funded from Bond funds.

Texan Floor Service to provide carpet and flooring services procured through RFP 18-11. This is the third year of a possible five-year contract that expires August 6, 2023. The estimated annual expenditure is \$200,000.

Tolunay Wong Engineers, Inc. to provide professional services including environmental services. This vendor is part of a pool of professional services procured through RFQ 16-10 to be contracted as needed. The estimated annual expenditure is \$150,000 and will be funded from Bond funds.

Waste Management to provide waste disposal services procured through RFP 18-02. This is the fourth year of a possible five-year contract that expires September 10, 2022. The estimated annual expenditure is \$175,000.

Purchase Request #1
Regular Board Meeting August 3, 2020
Consideration of Approval of Annual Renewals and Expenditures

Fiscal Affairs

\$2,684,677

Claims Administrative Services, Inc. to provide workers' compensation insurance procured through an interlocal agreement. The annual fixed cost for one year is \$67,613 with a claims liability not to exceed \$410,064, for a total of \$477,677.

Daniel J. Snooks; Karczewski, Bradshaw, Spalding Law Group; Rogers, Morris, & Grover, LLP; and Thompson & Horton LLP to provide legal services. Legal services are classified as professional services pursuant to Texas Government Code §2254. The estimated annual expenditure is \$600,000.

Harris County Appraisal District to provide property appraisal and tax collection services procured through sole source 1115. The estimated annual expenditure is \$827,000.

Texas Association of School Boards (TASB) Risk Management Fund for unemployment compensation insurance procured through an interlocal agreement. The estimated annual expenditure is \$195,000.

TouchNet to provide student payment center software procured through RFP 17-10. This is the fourth year of a seven-year contract that expires August 31, 2024. The estimated annual expenditure is \$280,000.

United States Department of Veteran Affairs (Veteran Affairs DMC) for refund of veteran student tuition procured through sole source 1524. The estimated annual expenditure is \$305,000.

Grants

\$4,446,500

Houston Community College as a subrecipient for National Science Foundation Louis Stokes Alliances for Minority Participation grant. The estimated annual expenditure is \$316,000.

The following subrecipients for the U.S. Department of Labor H1-B Scaling Apprenticeship Through Sector-Based Strategies grant:

| | |
|--------------------------|-------------|
| Alamo Community College | \$505,050 |
| Austin Community College | \$472,750 |
| Dallas Community College | \$442,400 |
| IBM | \$1,761,550 |
| Lockheed Martin | \$825,000 |
| Cerner Corporation | \$123,750 |

Purchase Request #1
Regular Board Meeting August 3, 2020
Consideration of Approval of Annual Renewals and Expenditures

General Operations

\$15,195,000

Airgas LLC to provide welding and medical gases procured through E&I contract CNR01362 that expires September 30, 2024. The estimated annual expenditure is \$110,000.

Amazon Marketplace to provide a wide array of material and supplies procured through U.S. Communities contract R-TC-17006 that expires January 18, 2022. The estimated annual expenditure is \$175,000.

A-Rocket Moving & Storage to provide moving services procured through RFP 16-24. This renewal will exercise the final renewal of a five-year contract that expires August 31, 2021. The estimated annual expenditure is \$450,000 and will be funded from Bond funds.

CenterPoint Energy Resources to provide natural gas in the regulated-portion of the market as a sole source provider. The estimated annual expenditure is \$235,000.

College Board to provide Texas Success Initiative (TSI) Assessment tests procured through sole source 1384. The estimated annual expenditure is \$165,000.

Constellation NewEnergy – Gas Division, LLC (Exelon Corporation) to provide natural gas in the non-regulated portion of the market procured through OMNIA contract 2018-017. The contract term is from July 1, 2019 through March 31, 2022. The estimated annual expenditure is \$240,000.

Constellation NewEnergy, Inc. to provide electricity services procured through OMNIA contract 2018-017. The contract term is from December 2019 through December 2025. The estimated annual expenditure is \$3,500,000.

Fisher Scientific to provide science and lab supplies and equipment procured through OMNIA contract C15-JL-12 that expires June 30, 2022 and BuyBoard contract 573-18 that expires October 31, 2021. The estimated annual expenditure is \$100,000.

Furniture Marketing Group, Inc. (FMG) and Facility Interiors (FI) to provide furniture and installation services procured through multiple cooperative contracts: U.S. Communities contract 4400003402 that expires December 31, 2020, OMNIA contract 2020000606 that expires December 31, 2024, and OMNIA contract P15-150-DT that expires March 31, 2021. The estimated annual expenditure is \$8,150,000, comprised of an estimated \$300,000 from operational funds and an estimated \$7,850,000 from Bond funds.

Konica Minolta to provide leased copiers procured through a DIR contract and Sourcewell contract 083116-KON that expires October 19, 2021. The estimated annual expenditure is \$300,000.

Laerdal Medical Corporation to provide medical equipment and supplies procured through First Choice contract FC 2252 that expires December 31, 2021 and BuyBoard contract 610-20 that expires May 31, 2023. The estimated annual expenditure is \$200,000.

Purchase Request #1
Regular Board Meeting August 3, 2020
Consideration of Approval of Annual Renewals and Expenditures

Office Depot to provide general office supplies procured through Purchasing Solutions Alliance contract 16-208 that expires July 14, 2021. The estimated annual expenditure is \$400,000.

Pocket Nurse to provide medical equipment and supplies procured through a Region 5 ESC contract 20200402 that expires May 31, 2021. The estimated annual expenditure is \$150,000.

Sorenson Communications to provide sign language interpreting services procured through RFP 18-24. This is the third year of a five-year contract. The estimated annual expenditure is \$550,000.

Verizon Wireless to provide wireless service for phones, wi-fi devices, and tablets procured through DIR contract DIR-TSO-3415 that expires April 27, 2021. The estimated annual expenditure is \$270,000.

VWR International (Ward's Natural Science and Sargent Welch) to provide science and lab supplies and equipment procured through BuyBoard contract 573-18 that expires October 31, 2021 and E&I contract CNR01459 that expires June 30, 2023. The estimated annual expenditure is \$200,000.

ITS

\$14,466,700

Amazon Web Services, Inc. to provide cloud computing services, web hosting services, and various software as a service procured through DIR contract DIR-TSO-4221 that expires October 30, 2022. The estimated annual expenditure is \$162,000.

AT&T to provide campus interconnect and telephone services procured through DIR contracts DIR-TSO-3420 that expires June 10, 2021 and DIR-TSO-4084 that expires March 15, 2022. The estimated annual expenditure is \$290,000.

Avaya Inc. to provide phone system maintenance and support procured through the Choice Partners contract 18/056KD-05 that expires September 19, 2022. The estimated annual expenditure is \$250,000.

B&H Foto and Video to provide photo supplies and equipment procured through E&I contract CNR01341 that expires July 31, 2023. The estimated annual expenditure is \$285,000.

Carahsoft Technology Corporation to provide professional services and miscellaneous IT software procured through DIR contract DIR-TSO-4162 that expires May 10, 2023. The estimated annual expenditure is \$240,000.

CDW-G to provide annual software maintenance licenses, computer supplies, and equipment, procured through Choice Partners contract 18/056KD-13 that expires September 19, 2022 and National IPA contract 160201 that expires July 31, 2021. The estimated annual expenditure is \$110,000.

Purchase Request #1
Regular Board Meeting August 3, 2020
Consideration of Approval of Annual Renewals and Expenditures

Cornerstone OnDemand, Inc. to provide talent management software including recruiting, learning, and performance procured through DIR contract DIR-TSO-3553 that expires May 2, 2021. The estimated annual expenditure is \$169,150.

Comcast to provide internet connectivity procured through RFP 18-09. This is the fourth year of a five-year contract that expires October 24, 2022. The estimated annual expenditure is \$150,000.

Dell Financial Services, LLC to provide computer leasing and equipment procured through DIR contract DIR-TSO-3763 that expires January 10, 2024. The estimated annual expenditure is \$1,756,000.

Dell Marketing, LP to provide computer supplies and Microsoft license agreements procured through DIR contract DIR-TSO-3763 that expires January 10, 2024. The estimated annual expenditure is \$1,313,000.

Destiny Solutions to provide online registration software services procured through RFP 18-08. This is the third year of a six-year contract that expires August 31, 2024. The estimated annual expenditure is \$150,000.

Ellucian to provide annual software licenses and maintenance for the Banner software system procured through the Texas A&M Corpus Christi Texas Connection Consortium inter-agency agreement. Also included are Banner functional and technical consultation and Banner data implementation services. The estimated annual expenditure is \$620,000.

First American Commercial Bankcorp Inc. to provide computer equipment leasing services procured through RFP 19-21. This is the second year of a five-year contract that expires August 31, 2024. The estimated annual expenditure is \$1,280,000.

Gartner, Inc. to provide subscription IT support services procured through DIR contract DIR-TSO-4099 that expires April 6, 2023. The estimated annual expenditure is \$320,000.

GovConnection, Inc. to provide computer supplies and equipment procured through OMNIA contract R160202 that expires July 31, 2021. The estimated annual expenditure is \$100,000.

Hyland to provide ImageNow software procured through sole source 1468 and Intelligent Capture for Transcripts software maintenance and support procured through DIR contract DIR-TSO-3418 that expires March 11, 2021. The estimated annual expenditure is \$115,000.

Insight Public Sector, Inc. (fka PCM Gov, Inc.) to provide hardware, software, networking equipment, storage, peripherals, supplies, Citrix subscription licenses and software renewals through DIR contract DIR-TSO-4173 that expires October 15, 2022, Choice Partners contract 18/056KD-48 that expires September 18, 2022, and BuyBoard contract 579-19 that expires December 31, 2021. The estimated annual expenditure is \$178,000.

Layer3 Communications, LLC to provide software, hardware, products, and services for telephone, servers, network, and wireless equipment procured through DIR contract DIR-TSO-

Purchase Request #1
Regular Board Meeting August 3, 2020
Consideration of Approval of Annual Renewals and Expenditures

3972 that expires August 22, 2021. The estimated annual expenditure is \$915,000, comprised of an estimated \$800,000 from Bond funds and \$115,000 from operational funds.

Mythics, Inc. to provide Oracle software licenses and maintenance procured through DIR contract DIR-TSO-4158 that expires July 30, 2024. The estimated annual expenditure is \$882,019.

Network Cabling Services (NCS) to provide audio video installation and equipment and cabling services for projects across all campuses procured through BuyBoard contract number 563-18 that expires May 31, 2021 and RFP 17-20 that expires September 18, 2022. The estimated annual expenditure is \$3,249,531, comprised of an estimated \$2,400,000 from Bond funds and \$849,531 from operational funds.

PCPC Direct to provide uninterruptible power supplies (UPS) and battery backups for data center power system maintenance procured through Choice Partners contract 17/026KH-29 that expires June 19, 2022. The estimated annual expenditure is \$103,000.

RealThink LLC to provide consulting services for the information technology services department. The contract expires September 10, 2021 with the option to extend for one additional one-year term. The estimated annual expenditure is \$320,000.

SHI Government Solutions Inc. to provide maintenance, peripherals, and supplies through Choice Partners contract 18/056KD-57 that expires September 18, 2022 and BuyBoard contract 579-19 that expires December 31, 2021. The estimated annual expenditure is \$249,000.

Southern Computer Warehouse (SCW) to provide computer supplies and equipment procured through BuyBoard contract 579-19 that expires December 31, 2021. The estimated annual expenditure is \$200,000.

Strata Information Group to provide professional services and miscellaneous IT software procured through DIR contract DIR-TSO-3842 that expires May 5, 2021. The estimated annual expenditure is \$220,000.

Texas A&M University Corpus Christi consortium for maintenance of the Ellucian Banner, DegreeWorks, E-Learning, and Recruiter software modules, and anticipated consulting to support Banner XE and Pathways procured through an interagency contract. The estimated annual expenditure is \$840,000.

Lease Agreements **\$333,830**

Apartments are leased to provide housing for student athletes on scholarship. Lease agreements range from ten to twelve-month terms based on availability and requirements specific to each complex. Leasing of real property is exempt from competitive bidding requirements in Texas Education Code Chapter 44.

Carrington at Gulf Pointe \$127,500

Purchase Request #1
Regular Board Meeting August 3, 2020
Consideration of Approval of Annual Renewals and Expenditures

Domain New Forest Apartments, LP \$206,330

Library Services **\$765,000**

Amigos Library Services, Infobase Publishing, Online Computer Library Center, Inc., Oxford University Press, R.R. Bowker, LLC, Springshare, Inc., Thomson/Gale, and various other suppliers to provide access to digital library databases. Library purchases are exempt from competitive bidding per Texas Education Code §44.0311(c) and §130.0101. The combined estimated annual expenditure is \$140,000.

EBSCO Subscription Services to provide access to digital library databases. Library purchases are exempt from competitive bidding per Texas Education Code §44.0311(c) and §130.0101. The estimated annual expenditure is \$165,000.

Schroeder's Book Haven, Thomson/Gale, West Group, Yankee Book Peddler Inc., and various other suppliers to provide library books, equipment, and supplies. Library purchases are exempt from competitive bidding per Texas Education Code §44.0311(c) and §130.0101. The combined estimated annual expenditure is \$460,000.

Marketing **\$2,055,000**

Academic Marketing Services dba Aperture Content Marketing to provide turnkey magazine production services for the Career Focus magazine procured through RFP 17-01. This renewal will exercise the final renewal of a five-year contract. The estimated annual expenditure is \$450,000.

Clear Channel Outdoor to provide outdoor advertising/billboards for marketing purposes procured through sole source 1418. The estimated annual expenditure is \$175,000.

Gilbreath Communications to provide media buying and placement services procured through RFP 18-30. This renewal will exercise the third year of a possible of five-year contract. The estimated annual expenditure is \$1,000,000.

Houston Chronicle to provide advertising services for marketing and legal notices posted by the College procured through sole source number is 1194. The estimated annual expenditure is \$430,000.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve utilization of purchasing cooperative contracts and interlocal agreements on an as-needed basis for authorized expenditures for the fiscal year 2020-2021.

BACKGROUND

The College participates in various purchasing cooperative programs, group purchasing organizations, government purchasing alliances, interlocal agreements both in and out of the State of Texas. The purpose of the cooperatives is to provide competitive pricing for quality products and services for public institutions belonging to the cooperatives and allows the College to take advantage of leveraged buying by pooling the purchasing volume of multiple governmental and educational institutions to obtain the best value for the cooperative members. Contracts awarded through these cooperatives are competitively procured in compliance with Texas Education Code §44.031 and are permitted through Texas Government Code §791.011. Many of these agreements also comply with the Code of Federal Regulations (CFR) §2 CFR 200 required when spending federal grant funds.

IMPACT OF THIS ACTION

The purchase of products and services through competitively bid purchasing cooperatives allows the College to leverage buying power by pooling the purchasing volume of multiple governmental and educational institutions to obtain the best value for the cooperative members. Utilizing these competitively bid contracts also saves time and money as these contracts are readily available for use when a need arises and precludes the requirement to initiate a formal solicitation process. Buying through the cooperatives meets the requirements of the State bidding laws and College purchasing policies.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Goods and services purchased through the cooperatives will be procured utilizing various unrestricted, grant, auxiliary, and bond program budgets.

Texas Education Code §44.0331 requires that any contract-related fees, including management fees, be documented and reported in an agenda item. The following annual fees will be funded from the contracts and purchasing services department's 2020-2021 operating budget. The other co-ops listed do not require any fee.

| | |
|--------------------------------------|-------|
| Region 5 Education Service Center | \$500 |
| Texas Comptroller of Public Accounts | \$100 |

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 - Purchasing Cooperative Contract Programs

RESOURCE PERSONNEL

Ann Kokx-Templet

281-998-6103

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Randi Faust

281-998-6348

randi.faust@sjcd.edu

Attachment 1

Purchasing Cooperative Contract Programs

City of Houston and Metropolitan Transit Authority (Interlocal Agreement)

Claims Administrative Services (CAS)

Educational & Institutional (E&I) Cooperative Purchasing

First Choice Cooperative (FCC)

Harris County Department Education (HCDE) – Choice Partners

Houston-Galveston Area Council (H-GAC)

Provista

Purchasing Solutions Alliance (PSA)

Region 2 Education Service Center (ESC) – GoodBuy

Region 5 ESC – Southeast Texas Purchasing

Region 4 ESC – OMNIA Partners, Public Sector

Region 8 ESC – Texas Interlocal Purchasing System (TIPS)

Region 19 ESC – Allied States Cooperative

Sourcewell

State of Texas Cooperative Purchasing – Texas SmartBuy

(including Texas Industries for the Blind and Handicapped (TIBH), Texas Correctional Industries (TCI), term contracts, State Travel Management Program (STMP), Texas Multiple Award Schedules (TXMAS))

Tarrant County Cooperative Purchasing Program

Texas Association of School Boards (TASB) – BuyBoard

Texas Comptroller of Public Accounts (ESBD Reporting)

Texas Department of Information Resources (DIR)

Texas Investment Provider Selection Committee (TIPSC)

U.S. General Services Administration (GSA), Schedules 70 and 84

(all schedules can be used in the case of an emergency or preparing for an emergency)

Purchase Request #3
Regular Board Meeting August 3, 2020
Consideration of Approval of Method of Procurement for
South Campus Jones Building Renovation

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the construction manager-at-risk (CMR) procurement method for renovation of the South Campus Jones Building.

BACKGROUND

The CMR procurement method, in accordance with Texas Government Code §2269.251, is recommended for renovation of the South Campus Jones Building as it has proven to be effective for projects of this size and complexity. The CMR method offers flexibility in scope development and controls risk to ensure delivery of quality work. The College will benefit by having the selected construction manager for this project involved early with the architect and owner to allow for the opportunity to identify potential errors or unintended costs.

IMPACT OF THIS ACTION

This action will allow the College to procure construction services to renovate the Jones Building to provide additional instructional and student collaboration spaces at the South Campus.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated cost of construction work for this project is \$16 million and will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Design of the proposed renovations is in progress. Completion of the design and project schedule will be provided by the selected CMR, with the commencement of construction anticipated in the spring of 2021. A recommended contract award will be brought to the Board for consideration and approval following selection of a CMR.

Design and construction will be monitored by capital projects personnel and program management will be provided by AECOM.

ATTACHMENTS

None

RESOURCE PERSONNEL

| | | |
|-------------|--------------|------------------------|
| Chuck Smith | 281-998-6341 | charles.smith@sjcd.edu |
| Randi Faust | 281-998-6348 | randi.faust@sjcd.edu |

Purchase Request #4
Regular Board Meeting August 3, 2020
Consideration of Approval of Method of Procurement for Upgrade of
Maritime Campus Davit Systems

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the design-build (DB) procurement method for the upgrade of davit systems at the Maritime Campus.

BACKGROUND

The Board approved funding for the upgrade of the lifeboat and fast rescue craft at the Maritime Campus during February 2020. The equipment installed at the Maritime Campus to launch and retrieve lifeboats and fast rescue craft no longer meets the requirements for certifying proficiency in the handling and operation of those vessels. Without currently certified equipment, the College cannot comply with the International Convention on Standards of Training, Certification and Watchkeeping (STCW) required for training all seafarers on commercial vessels.

The project consists of provisioning and installing a new single point davit for the College's existing fast rescue craft; for disassembling and removing the existing open lifeboat davit system; and for provisioning and installing a new totally enclosed lifeboat davit system.

Because the davits must be matched to specific dimensions of the lifeboat purchased, and because each installation requires engineering, erection, and mechanical services; the DB method is recommended for this project. A design criteria package to be prepared by College staff will be used as the documentation required for public solicitation of construction proposals in accordance with the Texas Government Code §2269.306.

IMPACT OF THIS ACTION

In concert with the purchase of a new lifeboat that will be procured through a separate solicitation, this action will allow the College the necessary equipment to offer a full suite of STCW proficiency certifications.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated cost of provisioning and installation for this project is not anticipated to exceed \$400,000. These expenditures will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Solicitations for the proposed project will be advertised upon approval of the Board, with solicitation, provisioning, and installation anticipated to require up to one calendar year. Following selection of a DB provider, a contract award recommendation will be brought to the Board for consideration and approval.

Design and construction will be monitored by capital projects personnel and program management will be provided by AECOM.

Purchase Request #4
Regular Board Meeting August 3, 2020
Consideration of Approval of Method of Procurement for Upgrade of
Maritime Campus Davit Systems

ATTACHMENTS

None

RESOURCE PERSONNEL

| | | |
|-------------|--------------|------------------------|
| Chuck Smith | 281-998-6341 | charles.smith@sjcd.edu |
| Randi Faust | 281-998-6348 | randi.faust@sjcd.edu |

Purchase Request #5
Regular Board Meeting August 3, 2020
Consideration of Approval to Contract for Engineering Services
for Maritime Campus Davit Upgrades

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Dally and Associates to provide engineering oversight services for the design-build (DB) upgrade of surface craft and davit systems at the Maritime Campus.

BACKGROUND

Texas Government Code §2269.305 requires the use of an architect or engineer independent of the design-build firm to act as the College's representative for the duration of the design-build project. In June 2016, the Board approved a pool of engineers for 2015 Bond projects selected through request for qualifications #16-15. Engineering services are classified as professional services pursuant to Texas Government Code §2254 and are awarded based on the firm's qualifications relative to each project. It is recommended that Dally and Associates is the firm best suited to serve as the College's representative for this project.

IMPACT OF THIS ACTION

This action will authorize a contract for engineering review of the Maritime Campus DB upgrades to ensure that revisions to the dockside structures are safe and structurally adequate for their anticipated use.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The engineer's proposed fee is 10 percent of the estimated construction cost of the work for this project. This fee exceeds the Board approved guidelines established for renovation projects in the 2015 Bond Program but is appropriate for the scope of work. The expenditure will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Engineering representation on this project will require approximately one year following notice to proceed. Services will be monitored by capital projects personnel and AECOM.

ATTACHMENTS

None

RESOURCE PERSONNEL

| | | |
|-------------|--------------|------------------------|
| Chuck Smith | 281-998-6341 | charles.smith@sjcd.edu |
| Randi Faust | 281-998-6348 | randi.faust@sjcd.edu |

Purchase Request #6
Regular Board Meeting August 3, 2020
Consideration of Approval of Additional Funds for
Turnkey Magazine Production Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of turnkey magazine production services from Academic Marketing Services, LLC (AMS) for the marketing, public relations, and government affairs department.

BACKGROUND

AMS publishes CareerFocus, a full color, twenty-four-page magazine that is mailed to households in the College's service zip codes and to current students and employees. CareerFocus is published three times per year, prior to the start of each semester, and serves as a vital tool to market and promote the College's academic and training programs, while also providing our audience with pertinent information to make informed decisions regarding enrolling in the College.

AMS designs, prints, and mails the direct mail pieces, but all content is created in-house and owned by the College. AMS also provides an online article database that the College can utilize and customize, as well as an online portal and social media campaign for each issue. These digital components increase the potential reach for the customized content.

Request for proposals #17-01 was issued in August 2016 to procure turnkey magazine production services for the marketing, public relations, and government affairs department. The Board approved a contract with AMS in October 2016.

IMPACT OF THIS ACTION

This additional budget request will be used to settle the final invoice for the current fiscal year, which includes unanticipated postage costs for the CareerFocus magazines published in Winter 2019, Spring 2020, and Summer 2020.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In August 2019, the Board approved an expenditure of \$315,000 for turnkey magazine production. This request will increase the total amount approved by \$80,000 to a total of \$395,000 and will be funded from the marketing, public relations, and government affairs department's 2019-2020 operating budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

**Purchase Request #6
Regular Board Meeting August 3, 2020
Consideration of Approval of Additional Funds for
Turnkey Magazine Production Services**

RESOURCE PERSONNEL

| | | |
|-------------------|--------------|----------------------------|
| Amanda Fenwick | 281-998-6160 | amanda.fenwick@sjcd.edu |
| Torrie Hardcastle | 281-998-6139 | torrie.hardcastle@sjcd.edu |
| Patsy Laredo | 281-998-6106 | patsy.laredo@sjcd.edu |

Purchase Request #7
Regular Board Meeting August 3, 2020
Consideration of Approval to Purchase Packaged Chiller Plants

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of a packaged chilled water plant from Texas Specialty Products (TSP) for the South Campus.

BACKGROUND

In February 2020, the Board approved 2015 Bond Program funds for the relocation of the central plant functions. In April 2020, the Board approved a contract with ACR Engineering, Inc. to provide design services for the plant. In June 2020, the College requested multiple quotes from firms who hold competitively awarded contracts for the provision and turnkey installation of a packaged chilled water plant. Quotes were received and evaluated by ACR Engineering who determined that the quote from TSP will provide the best value to the College.

TSP is under the Hunton Group umbrella and has a contract through the BuyBoard cooperative contracts program to provide HVAC equipment and services, contract #552-17, that complies with competitive procurement requirements in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

IMPACT OF THIS ACTION

Approval of this contract will enable the vendor to begin design and manufacture of the packaged chiller plant for delivery in January 2021 and start-up during Spring Break of 2021. Parallel to this effort, competitive bids are being solicited for utility upgrades to connect the new plant to the campus and for civil infrastructure improvements at the new central plant location. This approach allows for the most expeditious completion of the project.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this request is \$3,740,000 and will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

This project will be monitored by capital projects staff and program management will be provided by AECOM.

ATTACHMENTS

None

RESOURCE PERSONNEL

| | | |
|-------------|--------------|------------------------|
| Chuck Smith | 281-998-6341 | charles.smith@sjcd.edu |
| Randi Faust | 281-998-6348 | randi.faust@sjcd.edu |

Purchase Request #8
Regular Board Meeting August 3, 2020
Consideration of Approval to Contract for
College-Wide Exterior Wayfinding Signage Upgrades

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with RECS Signs, LLC dba Signarama for the college-wide exterior wayfinding signage upgrades project.

BACKGROUND

In January 2020, the Board authorized the competitive sealed proposals (CSP) procurement method for the college-wide exterior wayfinding signage upgrades project. Project plans and specifications developed by Collaborate Architects, LLC were used as part of the documentation package required for public solicitation of proposals in accordance with the Texas Government Code §2269.151. CSP #20-29 was issued on May 19, 2020 and eight responses were received and evaluated by a team comprised of representatives from facilities services and the architectural firm. The evaluation and ranking of the submittals were based on criteria published in the solicitation. Signarama received the highest overall score.

IMPACT OF THIS ACTION

Due to the construction of new buildings, the demolition of some existing buildings as well as many changes in existing College facilities, updates to the institution's wayfinding signage are required. This action will approve a contract to replace the specified exterior directional signs and campus maps located at the Central, North, and South Campuses. Updating the exterior wayfinding will also help maintain efficient campus navigation and better support the needs of our students.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Pending successful contract negotiations, the estimated expenditure for this project is \$325,500 including contingency funds and will be funded from the 2008 Bond Program.

MONITORING AND REPORTING TIMELINE

The work will commence upon execution of a contract and is expected to be completed during the 2020-2021 academic year. This project will be monitored by facility services personnel and program management will be provided by Collaborate Architects.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

| | | |
|-------------|--------------|----------------------|
| Bryan Jones | 281-998-6343 | bryan.jones@sjcd.edu |
| Randi Faust | 281-998-6348 | randi.faust@sjcd.edu |

ATTACHMENT NO. 1

**CSP #20-29 College-Wide Wayfinding Signage
Evaluation Summary**

| Criteria Descriptions | Maximum Value | Ad Display Signs | Color-Ad, Inc | CSC Signs | Intex United | Signarama (RECS Signs) | Sign-Ups and Banners (KnowVine Inc) | Unity Signs | Upkeep Preservation Services LLC |
|---|----------------------|-------------------------|----------------------|------------------|---------------------|-------------------------------|--|--------------------|---|
| Proposed Contract Amount | 30 | 23.65 | 23.30 | 22.28 | 22.68 | 30.00 | 19.90 | 20.02 | 19.98 |
| General Information, Staffing Plan, Management Plan, Schedule, Workload | 25 | 1.25 | 23.50 | 14.00 | 17.88 | 22.25 | 21.75 | 17.13 | 4.50 |
| History and Experience | 30 | 17.38 | 28.44 | 18.25 | 23.63 | 22.81 | 25.63 | 19.75 | 9.50 |
| Safety Record and Program | 10 | 0.00 | 6.75 | 5.13 | 6.38 | 7.63 | 8.25 | 8.00 | 0.00 |
| Financial Records | 5 | 3.13 | 5.00 | 3.13 | 5.00 | 4.88 | 4.75 | 4.75 | 0.00 |
| Total | 100 | 45.41 | 86.99 | 62.79 | 75.57 | 87.57 | 80.28 | 69.65 | 33.98 |

Final Ranking

| | | |
|---|-------------------------------------|-------|
| 1 | Signarama (RECS Signs) | 87.57 |
| 2 | Color-Ad, Inc | 86.99 |
| 3 | Sign-Ups and Banners (KnowVine Inc) | 80.28 |
| 4 | Intex United | 75.57 |
| 5 | Unity Signs | 69.65 |
| 6 | CSC Signs | 62.79 |
| 7 | Ad Display Signs | 45.41 |
| 8 | Upkeep Preservation Services LLC | 33.98 |

Purchase Request #9
Regular Board Meeting August 3, 2020

Consideration of Approval to Contract for College-Wide Masonry Repairs

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to negotiate and execute contracts with Construction Masters of Houston, Inc. and Jamail & Smith Construction, LP for the repair of masonry on certain buildings renovated as part of the 2015 Capital Improvement Bond program.

BACKGROUND

In March 2020, the Board authorized the job order contracting (JOC) procurement method for the college-wide masonry repair project. In June 2020, the College requested multiple quotes from firms with competitively awarded contracts. Construction Masters was determined to provide the best value for services at the Central and North Campuses while Jamail & Smith will provide the best value for the South Campus.

Construction Masters has a contract through the Choice Partners cooperative contracts program to provide JOC construction services, contract #20/017MR-05. Jamail & Smith has a contract through the BuyBoard cooperative contracts program to provide JOC construction services, contract #581-19. Cooperative contracts comply with competitive procurement requirements in Texas Education Code §44.031 and Texas Government Code §2269 while being permitted through Texas Government Code §791.001.

IMPACT OF THIS ACTION

Approval of this action will permit deferred masonry and caulking repairs of previously renovated buildings. This action should protect the walls of the renovated buildings against water infiltration for an additional twenty to thirty years.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure to Construction Masters for the Central and North Campuses is not anticipated to exceed \$71,000. The estimated expenditure to Jamail & Smith for the South Campus is not anticipated to exceed \$180,000. These projects will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Construction activities will begin upon execution of a contract for services and are expected to be completed during the 2020 calendar year. This project will be monitored by capital projects and AECOM staff.

ATTACHMENTS

None

RESOURCE PERSONNEL

| | | |
|-------------|--------------|------------------------|
| Chuck Smith | 281-998-6341 | charles.smith@sjcd.edu |
| Randi Faust | 281-998-6348 | randi.faust@sjcd.edu |

Purchase Request #10
Regular Board Meeting August 3, 2020
Consideration of Approval to Modify Contract for
Construction Manager-at-Risk for Central Campus McCollum Renovation

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a change to the Construction Manager-at-Risk (CMR) contract with Brookstone, LP for the renovation of the Central Campus McCollum Building.

BACKGROUND

In June 2020, the Board approved a contract with Brookstone, LP for the renovation of the Central Campus McCollum Building procured with CMR #20-26. Brookstone’s proposed fee percentage was based on the advertised cost of work. Upon further project review during contract negotiations, Brookstone expressed concern that the cost of work may be up to one-third less than the advertised cost. The expected reduction in the cost of work to the College could leave Brookstone without enough fee to cover its fixed costs. The original purchase request approved specified Brookstone’s fee as 1.95 percent of the Final Cost of the Work.

IMPACT OF THIS ACTION

This action will modify the fee percentage Brookstone, LP may charge for this project and allow development of the project to continue. Legal counsel advises that amending the fee agreement does not violate procurement law, as the advertised budget was a material consideration in the proposed fee.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The fee structure on the pending contract will be calculated as a variable fee, computed as 1.95 percent times the final cost of the work, times the original estimated cost of work of \$17,400,000 divided by the final cost of work, with the fee capped at \$339,300. This project will be funded from the 2015 Bond program with no anticipated change in the project budget.

$$\text{Fee up to } \$339,300 = 1.95\% * \text{Final Cost of Work} * \frac{\text{Original Estimated Cost of Work of } \$17,400,000}{\text{Final Cost of Work}}$$

MONITORING AND REPORTING TIMELINE

Design and construction will be monitored by the College’s capital projects personnel and program management will be provided by AECOM.

ATTACHMENTS

None

RESOURCE PERSONNEL

| | | |
|-------------|--------------|------------------------|
| Chuck Smith | 281-998-6341 | charles.smith@sjcd.edu |
| Randi Faust | 281-998-6348 | randi.faust@sjcd.edu |

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with MGT Consulting Group to conduct a feasibility study for an expanded training center at the Houston Spaceport.

BACKGROUND

The College was approached by the Houston Airport System to assist with procuring a firm who could provide a detailed feasibility study to assess the viability of an expanded training center at the Houston Spaceport and the College's EDGE center. The study will include an environmental scan to examine market data, demographic, educational and economic trends in the area and identify impediments to educational access and determine potential new programs to supply the needs to support the Houston Spaceport.

Request for qualifications (RFQ) #20-21 was issued and three responses were received. They were evaluated by a committee comprised of representatives from the College, representatives from the Houston Airport System, the Bay Area Houston Economic Partnership, and a consultant who specializes in educational programming. Based on the statement of qualifications submitted by MGT Consulting Group, along with a subsequent interview session, the evaluation committee determined they were the most highly qualified firm to perform the study.

This type of consulting service is classified as a professional service pursuant to Texas Government Code §2254 and is selected based on demonstrated competence and qualifications to perform the service.

IMPACT OF THIS ACTION

The study will result in a consolidated market analysis of current and future occupational and educational outlook estimates, noting existing program inventories, populations, characteristics and projections, along with other factors that may increase or depress the potential demand for a training center for this industry in this region. Based on the market data analysis, stakeholder input, and findings of needs and obstacles, MGT Consulting will prepare a narrative identifying the most appropriate program needs, program delivery and target populations.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

MGT Consulting Group's financial proposal for this service is a flat fee of \$119,964 and will be funded from a grant the College received from the Houston Airport System Development Corporation to facilitate the study and corresponding report.

MONITORING AND REPORTING TIMELINE

The project delivery schedule and timeline is slated to be complete in five months once a contract is executed and the firm is engaged to commence.

Purchase Request #11
Regular Board Meeting August 3, 2020
Consideration of Approval to Contract for a Feasibility Study

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

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

ATTACHMENT NO. 1

**RFQ 20-21 Feasibility Study
Evaluation Summary**

| Criteria Descriptions | Maximum Value | Entangled Solutions | M.A.C. Enterprise Consulting Agency | MGT Consulting Group |
|---|----------------------|----------------------------|--|-----------------------------|
| Project Methodology and Approach | 140 | 111.00 | 26.00 | 100.00 |
| Experience of the Firm / Reference Responses | 105 | 82.30 | 39.00 | 92.50 |
| Composition of the Team | 70 | 53.50 | 20.00 | 58.00 |
| Experience Working with Institutions of Higher Education or Public Entities | 35 | 27.50 | 10.00 | 32.50 |
| Subtotal (50 x 7 Evaluators) | 350 | 274.30 | 95.00 | 283.00 |
| Presentation and interview for top-ranked firms (50 x 7 Evaluators) | 350 | 0 * | Not invited to participate | 261.38 |
| Total Score | 700 | 274.30 | 95.00 | 544.38 |

* Entangled Solutions was purchased prior to the interview session and withdrew from consideration.

Final Ranking

| | Vendor Name | Total Score |
|---|-------------------------------------|--------------------|
| 1 | MGT Consulting Group | 544.38 |
| 2 | Entangled Solutions | 274.30 |
| 3 | M.A.C. Enterprise Consulting Agency | 95.00 |

Purchase Request #12
Regular Board Meeting August 3, 2020

Consideration of Approval to Contract for Electrical Maintenance Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Prism Electrical Inc. for electrical maintenance services for the facilities services department.

BACKGROUND

The facilities services department is responsible for maintaining the College's electrical and lighting systems. Services from an outside electrical maintenance firm is required for larger projects, as well as repair and renovation projects on an as needed basis to assist with emergency repairs that arise throughout the year.

Request for proposals #20-28 was issued to procure electrical maintenance services. Six responses were received and evaluated by a team comprised of representatives from facilities services who determined the proposal submitted by Prism Electrical Inc. will provide the best value to the College.

IMPACT OF THIS ACTION

Prism Electrical Inc. provides electrical services when the College does not have the capability or capacity to perform these services with our own staff due to the complexity of the project or time constraints. The qualified licensed electrical contractor is responsible for supplying staff and equipment on a project specific basis.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$200,000 and will be funded from the facilities services department's 2019-2020 and 2020-2021 operating budgets.

MONITORING AND REPORTING TIMELINE

The initial one-year award term will commence on August 4, 2020, with renewal options of four one-year terms.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

| | | |
|-----------------------|--------------|----------------------------|
| Bryan Jones | 281-998-6120 | bryan.jones@sjcd.edu |
| Ron Andell | 281-929-4659 | ron.andell@sjcd.edu |
| Genie Freeman-Scholes | 281-998-6349 | genevieve.scholes@sjcd.edu |

ATTACHMENT NO. 1

**RFP 20-28 Electrical Maintenance Services
Evaluation Summary**

| Stated Criteria | Maximum Value | Alpha Electric Company | ASC Electric Inc. | Consolidated Services of North America | Prism Electric Inc. | The Brandt Companies, LLC | Wingo Service Company |
|---|----------------------|-------------------------------|--------------------------|---|----------------------------|----------------------------------|------------------------------|
| Price Proposal | 105 | 94.5 | 51.2 | Non-Responsive | 101.7 | 77.2 | 102.0 |
| Qualifications and experience of firm | 75 | 63.0 | 50.0 | | 69.0 | 63.0 | 52.0 |
| Qualifications and experience of personnel | 60 | 46.0 | 40.0 | | 55.0 | 50.0 | 37.0 |
| Project Understanding, Approach, and Management | 60 | 45.0 | 38.0 | | 54.0 | 50.0 | 37.0 |
| Total (100 x 3 Evaluators) | 300 | 248.5 | 179.2 | | 279.7 | 240.2 | 228.0 |

Final Ranking

| | Vendor Name | Total Score |
|---|--|--------------------|
| 1 | Prism Electric Inc. | 279.7 |
| 2 | Alpha Electric Company | 248.5 |
| 3 | The Brandt Companies, LLC | 240.2 |
| 4 | Wingo Service Company | 228.0 |
| 5 | ASC Electric Inc. | 179.2 |
| 6 | Consolidated Services of North America | - |

Purchase Request #13
Regular Board Meeting August 3, 2020
Consideration of Approval to Contract for
Enterprise Term License Agreement for Adobe Products

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with JourneyEd.com Inc. for an Enterprise Term License Agreement (ETLA) for Adobe products for the College.

BACKGROUND

Adobe software products are used for a wide range of administrative and instructional needs and are considered the industry standard software used for graphic design, video editing, web development, and photography. The College's existing three-year ETLA with Adobe is expiring and must be renewed in order to continue using the products as currently installed on office and lab computers. The new agreement will allow the College's faculty, staff, and students the continued use of Adobe's Creative Cloud for Enterprise suite of software on College-owned computers including home-use benefits for select students, identified by dependent courses.

Invitation for bids #20-33 was issued to procure an ETLA for Adobe products. One response was received and evaluated by a team comprised of representatives from information technology services who determined the bid submitted by JourneyEd.com Inc. is responsive.

IMPACT OF THIS ACTION

This purchase will allow the College to use the latest features available in Adobe products to meet existing and new instructional and administrative needs, increase the availability for student use at home, and allows the ITS department to continue delivering a consistent and updated environment to meet new and existing administrative or instructional needs.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$200,000 and will be funded from the information technology services department's 2020-2021 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The contract award term will be for three years beginning as agreed upon during contract negotiations.

ATTACHMENTS

None

RESOURCE PERSONNEL

| | | |
|---------------|--------------|------------------------|
| Rob Stanicic | 281-929-4644 | rob.stanicic@sjcd.edu |
| Allen Bourque | 281-922-3494 | allen.bourque@sjcd.edu |
| Patsy Laredo | 281-998-6106 | patsy.laredo@sjcd.edu |

Item "A"
Regular Board Meeting August 3, 2020
Approval of the Minutes for the June 15, 2020
Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the June 15, 2020, Workshop and Regular Board Meeting.

San Jacinto College District Board Workshop June 15, 2020

The Board of Trustees of the San Jacinto Community College District met by videoconference at 5:00 p.m., Monday, June 15, 2020, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this workshop was made available to the public via a live-stream. At least a quorum of the Board was present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

MINUTES

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|-------------|---|--|
| | Board Workshop Attendees: | Board Members: Erica Davis Rouse, Marie Flickinger, John Moon, Jr. (absent), Dan Mims, Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer Other: Sandra Ramirez, Mandi Reiland, and Teri Zamora |
| | Agenda Item: | Discussion/Information |
| I. | Call the Meeting to Order | Board Chair, Marie Flickinger, called the workshop to order at 5:00 p.m. |
| II. | Roll Call of Board Members | Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr. (absent), Keith Sinor, Dr. Ruede Wheeler, Larry Wilson |
| III. | Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters and Personnel Matters | Chair Flickinger adjourned to closed session at 5:02 p.m. Attorneys Micki Morris and Lisa Brown each attended a portion of the closed session via conference call for the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law. Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for the closed session. |
| IV. | Reconvene in Open Meeting | The meeting reconvened to the open meeting at 6:19 p.m. |

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| <p>V.</p> | <p>Review COVID-19 Responses</p> | <p>Brenda Hellyer provided an overview of the College’s COVID-19 responses. She explained that all spring academic courses have been completed via online instruction. Lab instruction cohorts were held beginning on May 4, May 18, and June 1 and are completing in phases by July 2. Summer May mini, Summer 1, and Summer 2 academic courses are fully online. Technical courses were front loaded online with intent to be face-to-face on July 6.</p> <p>The Learning Enhancement Task Force is currently working on a proposed mix of modalities for coursework to be in place for Fall 2020.</p> <p>Brenda reviewed student support services. She explained that drop boxes, food markets, and testing centers began on site in June. Also, office transcript evaluation and financial aid processing are on site. Beginning on July 6, advising, mental health counseling, financial aid advising, disability services, and veteran services will be on site. Other services will remain available remotely.</p> <p>She stated that currently, the plan is for all full-time employees to be on site a minimum of 50% of their time beginning July 6. The other 50% of their time will be remote work. Employees will receive personal protective equipment (PPE) kits when they begin work on site, and we are emphasizing social distancing in all areas. Academic faculty will remain remote and technical faculty will be on site as required for course delivery.</p> <p>Brenda provided an update on the San Jac Cares program which is an initiative to reach out to students in a caring manner, to say hello, and offer direction as needed. The initial program had approximately 160 employees calling 5,646 FTIC Spring 2020 and Fall 2019 students and 6,702 students who had never taken an online or hybrid course. Approximately 80 employees have been making follow up calls to 33% of the remaining spring students.</p> <p>Brenda presented the updated Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funding from the Department of Education. Emergency funds for students were awarded to the College in the amount of \$4.5 million. Approximately \$2.5 million has been disbursed to 2,364 students for spring. The remainder will</p> |
|-----------|---|--|

| | | |
|--|--|---|
| | | <p>be disbursed for summer and fall enrollments. The College received \$4.5 million in institution funds to cover costs associated with significant changes to the delivery of instruction due to COVID-19. Part of these funds has been used to purchase laptops to build-on the laptop check out program for students. The College is also designated to receive \$589,000 for being a Hispanic serving institution. This will likely be used for scholarships for fall.</p> <p>Brenda reviewed the functional responses. The phased reopening plan has been developed is are being modified as needed. Brenda, the Strategic Leadership Team (SLT), and the emergency operations team are monitoring updates from local and state agencies. The emergency operations team meets daily, and the SLT meets two to three times weekly. Brenda explained that there is follow-up on all reported COVID cases, and those are completed by the Safety Department for students and Human Resources for employees. Harris County has located a COVID testing site on Central Campus, which provides convenient testing location for College stakeholders. She reviewed the phased opening approach diagram.</p> <p>Brenda stated that all external events that were scheduled on campuses have been cancelled. All on site activities require SLT level approval.</p> <p>Erica Davis Rouse asked how the leadership will handle if there is a need to return to remote only work. Brenda replied that there are plans in development to make this transition, if needed, go smoothly. She also explained that she and the SLT are coordinating with the area independent school districts (ISD) as well.</p> <p>Brenda reviewed an update on the Harris County Promise @ San Jac program. San Jac had the largest percentage of Free Application for Federal Student Aid (FAFSA) completions. Pasadena ISD was a great partner that went above and beyond. She provided the Board with a chart that shows current information on the program.</p> <p>Erica asked what the plans are for the commencement ceremony. Brenda has mixed emotions about holding an in-person event and replied that they are still coordinating logistics</p> |
|--|--|---|

| | | |
|-------------|--|---|
| | | and will keep the Board updated as plans are recommended and confirmed. |
| VI. | Review Proposed Policies and Procedures | <p>Brenda provided an overview of Policy IV.4000.B, Americans with Disabilities Act and Policy IV.4005.A, Remote and Alternate Work Arrangements that are being presented to the Board for first reading.</p> <p>Mandi Reiland explained the process for temporary approval of policies by the Chancellor. Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission gives the Chancellor the authority to sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation. Under that authority, the two proposed policies are temporarily effective. Per Policy II.2001.A, to become permanent, these changes will follow the standard policy review process at the next regularly scheduled meeting of the Board.</p> <p>Members did not express any concerns.</p> |
| VII. | Discuss Budget Development | <p>Teri Zamora introduced the discussion of budget development by saying the goals and realities provided to the Board are the same that were covered at the last workshop. She reviewed the working budget revenue scenario. This includes estimated reductions from the state and maintenance and operations (M&O) tax amounts. The 2021 projection total budget is \$169,711,345 which is a reduction from the current 2020 budget of \$178,722,151.</p> <p>Teri reviewed the working budget expense scenario. Increases in expenses are from the Generation Park campus operating funds, property insurance, an adjustment to the part-time adjunct/overload rate to \$43, and adjustment to the part-time and full-time hourly rates for the staff at the Children’s Learning Centers. Brenda explained that we were behind our competitors in the paid rates for adjuncts. A training stipend for part-time faculty was removed and the training became a condition of employment. The hourly rate was increased to offset this and to be more competitive.</p> <p>Teri reviewed the decreases in expense which are as follows: Partial pause on full-time vacancies, reduce attendance at banquets/luncheons, reduce use of part-time staff, reduce give-away items and clothing, reduce travel,</p> |

| | | |
|--------------|--|---|
| | | <p>decrease amount of fresh landscaping, reduce repair and renovation fund, move IT costs to CARES Act funding, decrease food purchases, decrease work study matching funds, consolidate locations of face-to-face classes to reduce utility costs, and reduce use of overtime. These reductions total approximately \$9 million. As additional reductions are identified, then there is a possibility that the more needed job positions can be filled.</p> <p>She explained that summer enrollment is currently up 2.1% and fall enrollment is down 5.7% compared to last year.</p> <p>Teri stated that on-site admissions and enrollment services are being provided at Generation Park since June 8. We are hiring modestly and continuing to focus on enrollment and sharing services with North campus as needed. Our marketing campaign and efforts have increased throughout summer. The building is on target for move-in on August 1 and there are 376 students registered as of June 14.</p> <p>Dr. Ruede Wheeler asked if there is a minimum enrollment at Generation Park to achieve in order to open. Brenda replied that it is a very slim possibility that we would not open the campus, but we will continue to evaluate.</p> <p>Teri reviewed the current financial strategies leading into 2021 which are as follows: performance management process suspended for 2020, hiring pause on most open positions, faculty and staff hiring re-evaluated periodically (5 positions released for hire on June 12, 15-20 additional positions to be released for hire on June 17), all travel on hold, conservative spending, limited to essentials only, technology spending remains a priority and funded primarily by CARES Act, and targeted marketing campaign projects care for students with a “We’re Here for You” campaign that encourages enrollment. Brenda added that there are \$5.4 million in positions on hold currently.</p> |
| VIII. | Review Capital Improvement Program and Bond Programs Update | <p>Brenda provided a brief overview and due to limited time remaining in the workshop, asked the Board to take the handout to review and let her know if there are any questions or concerns.</p> |

| | | |
|-------------|---|---|
| IX. | Review Disaster Recovery Preparedness Processes and Requests | Brenda explained there are purchase requests in the Board book on hurricane preparation contracts. Also, one of our petrochem partners would like to rent an area at CPET before and after a hurricane. Board members did not see an issue with this. |
| X. | Review of Calendar | Brenda reviewed the calendar with the Board. She let the Board know that she would like to change the proposed budget retreat scheduled for July 21 to a strategic planning retreat. |
| XI. | General Discussion of Meeting Items | Brenda asked if there were any items from the meeting agenda that the members would like to review. There were no additional items to address. |
| XII. | Adjournment | Workshop adjourned at 7:00 p.m. |

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

June 15, 2020

The Board of Trustees of the San Jacinto Community College District met by videoconference at 7:00 p.m., Monday, June 15, 2020 in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this meeting was available to the public via a live stream. At least a quorum of the Board was present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

Board of Trustees: Erica Davis Rouse, Assistant Secretary
Marie Flickinger, Chair
Dan Mims
Keith Sinor, Secretary
Dr. Ruede Wheeler
Larry Wilson

Absent: John Moon, Jr., Vice Chair

Chancellor: Brenda Hellyer

Others Present: Bo Hopper
Joseph Pena
Sandra Ramirez
Mandi Reiland
Teri Zamora

Call the Meeting to order: Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:10 p.m.

Roll Call of Board Members: Chair Marie Flickinger conducted a roll call of the Board members:
Erica Davis Rouse
Dan Mims
John Moon, Jr. - absent
Keith Sinor
Dr. Ruede Wheeler
Larry Wilson

Invocation and Pledges to the Flags:

The invocation was given by Teri Zamora. The pledges to the American flag and the Texas flag were led by Dan Mims.

Special Announcements, Recognitions:

1. Mandi Reiland read an announcement regarding the meeting process.
2. Dr. Brenda Hellyer officially revealed that the Gala with a Twist hosted by the San Jacinto College Foundation raised approximately \$360,000.

Student Success Presentations:

1. Dr. Brenda Hellyer reviewed the Fall to Spring First Time in College Persistence Rates.

Communications to the Board:

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

1. A thank you was sent to the Board from Carla Ruffins, for the plant sent in memory of her father.
2. A thank you was sent to the Board from Levita Vaughn, for the plant sent in memory of her husband.
3. A thank you was sent to the Board from Imelda Rodriquez, for the plant sent in memory of her mother.
4. A thank you was sent to the Board from Connie Gomez, for the plant sent in memory of her father.
5. A thank you was sent to the Board from Kelly Barnes, for the plant sent in memory of her father.
6. A thank you was sent to the Board from Mary Hinds, for the plant sent in memory of father.
7. Opportunity News June 2020
8. Senior Focus Summer 2020
9. Career Focus Spring 2020

Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:

There were no citizens desiring to be heard before the Board of Trustees.

Informative Reports:

Chair Marie Flickinger indicated such reports were available in the Board documents and online.

- A. San Jacinto College Financial Statements
 - a. San Jacinto College Financial Statements April 2020
 - b. San Jacinto College Monthly Investment Report April 2020
- B. San Jacinto College Foundation Financial Statements

C. Capital Improvement Program

- Motion 10032** Motion was made by Keith Sinor, seconded by Larry Wilson, for approval of
Consideration of Amendment to the 2019-2020 Budget for Restricted Revenue and Expenses
Approval of Relating to Federal and State Grants.
Amendment to
the 2019-2020
Budget for Motion Carried.
Restricted
Revenue and Yeas: Davis Rouse, Mims, Sinor, Wheeler, Wilson
Expenses Nays: None
Relating to
Federal and
State Grants
- Motion 10033** Motion was made by Larry Wilson, seconded by Dr. Ruede Wheeler for
Consideration of approval of Articulation Agreement Between San Jacinto College and
Approval of Franklin University.
Articulation
Agreement
Between San Motion Carried.
Jacinto College
and Franklin Yeas: Davis Rouse, Mims, Sinor, Wheeler, Wilson
University Nays: None
- Consideration of** Informational item on Policy IV.4000.B, Americans with Disabilities Act –
Approval of First Reading.
Policy
IV.4000.B, **No vote required.**
Americans with
Disabilities Act –
First Reading
(Informational
Item)
- Consideration of** Informational item on Policy IV.4005.A, Remote and Alternate Work
Approval of Arrangements – First Reading.
Policy
IV.4005.A, **No vote required.**
Remote and
Alternate Work
Arrangements –
First Reading
(Informational
Item)
- Motion 10034** Motion was made by Dan Mims, seconded by Keith Sinor, for approval of the
purchasing requests.

| | | |
|---|---|---------------|
| Consideration of Purchasing Requests | Purchase Request #1 Method of Procurement for Generation Park Surface Parking | \$ - |
| | Purchase Request #2 Contract for Construction Manager at Risk for Central Campus McCollum Renovations | 29,500 |
| | Purchase Request #3 Increase Contract Amount for Generation Park Academic Building | 195,685 |
| | Purchase Request #4 Additional Funds for Architectural Services for South Campus Longenecker Building Renovation | 118,000 |
| | Purchase Request #5 Method of Procurement and Contract for South Campus Circulated Hot Water Piping Replacement | 193,100 |
| | Purchase Request #6 Renew the Contract for Disaster Recovery Services | 750,000 |
| | Purchase Request #7 Renew the Contract for Landscaping Services | 550,000 |
| | Purchase Request #8 Additional Funds for Technology Purchases | 550,000 |
| | Purchase Request #9 Purchase Medical Simulation Integrated Software & Audiovisual Systems | 292,453 |
| | Purchase Request #10 Contract for Flood Insurance | 218,469 |
| | Purchase Request #11 Additional Funds for Legal Services | 198,000 |
| | Purchase Request #12 Additional Funds for Media Buying and Placement Services | 205,000 |
| | Purchase Request #13 Additional Funds for Software Maintenance Services | <u>50,000</u> |
| TOTAL OF PURCHASE REQUESTS | \$3,350,207 | |

Motion Carried.

Yeas: Davis Rouse, Mims, Sinor, Wheeler, Wilson
Nays: None

Motion 10035 Motion was made by Dr. Ruede Wheeler, seconded by Dan Mims, to approve
Consent Agenda the consent agenda.

- A. Approval of the Minutes for the May 11, 2020 Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, Extra Service Agreements (ESA), 2019-2020 Stipends and Market Premium Salary Schedule, 2019-2020 Part-Time Hourly Salary Schedule
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting

Motion Carried.

Yeas: Davis Rouse, Mims, Sinor, Wheeler, Wilson

Nays: None

**Items for
Discussion/
Possible Action**

There were no additional items discussed.

Adjournment: Meeting Adjourned at 7:28 p.m.

Item "B"
Regular Board Meeting August 3, 2020
Approval of the Minutes for the July 21, 2020
Special Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the July 21, 2020, Special Board Meeting.

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

July 21, 2020

The Board of Trustees of the San Jacinto Community College District met at 3:30 p.m., Tuesday, July 21, 2020, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for a Special Board Meeting.

Chancellor: Brenda Hellyer (via conference call)

Others Present: Bo Hopper
Joe Pena
Mandi Reiland
Teri Zamora

Call the Meeting to order: Chair Marie Flickinger called the special meeting of the Board of Trustees to order at 3:30 p.m.

Roll Call of Board Members: Erica Davis Rouse
Marie Flickinger
Dan Mims
John Moon, Jr.
Keith Sinor
Dr. Ruede Wheeler
Larry Wilson

Announcement of Meeting Process Mandi Reiland read an announcement of the meeting process.

Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board There were no citizens desiring to be heard before the Board of Trustees.

**Motion 10036
Consider
adoption of
Resolution
Designating
Harris County
Tax Assessor
Collector as
Officer to
Calculate Tax
Rate Information
Required under
Texas Tax Code
Section 26.04(c)**

Motion was made by Dan Mims, seconded by John Moon, Jr., to adopt Resolution Designating Harris County Tax Assessor Collector as the Officer to Calculate Tax Rate Information Required under Texas Tax Code Section 26.04(c).

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson

Nays: None

Adjournment: Meeting Adjourned at 3:33 p.m.

Item “C”
Regular Board Meeting August 3, 2020
Approval of the Minutes for the July 21, 2020
Board Strategic Planning Retreat

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the July 21, 2020, Board Strategic Planning Retreat.

SAN JACINTO COLLEGE DISTRICT
Board of Trustees Strategic Planning Retreat Minutes
July 21, 2020

The Board of Trustees of the San Jacinto Community College District met at 3:45 p.m., Friday, July 21, 2020, in room 104 of the San Jacinto College Thomas S. Sewell District Administration Building, 4624 Fairmont Pkwy., Pasadena, TX 77504 for a Board Strategic Planning Retreat.

Members Present: Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson

Others Present: Brenda Hellyer (via videoconference), Mandi Reiland, Teri Zamora

I. The meeting was called to order at 3:45 p.m. by Chair Marie Flickinger.

II. Roll Call of Board Members

Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson

III. Review Revenue Scenarios for Fiscal Year 2021 and Longer Term

A. Teri Zamora reviewed the revenue scenarios for Fiscal Year 2021 and the next biennium. Teri explained that the process and assumptions for revenues began with five budget scenarios. After review, one realistic, conservative scenario was chosen to guide budget development. The assumptions are as follows: flat tuition forecast, with larger exemptions and bad debt set asides; 10% reduction in state appropriation (5% of biennium); 5% reduction in property tax revenue; 4.96% estimate of growth in tax base totaling \$3.0 billion; no information regarding growth from existing vs. new properties; assume 95% collection rate; 67% decrease in interest income; and 25% decrease in other income. Teri provided an overview of the estimated 2021 tuition amounts of \$59,947,000. She stated that the chart presented has some lag in data because the spring technical courses needed to be completed throughout the summer thus many of those students couldn't enroll for fall until spring completed.

a. Discussion –

1. Larry Wilson asked about exemptions. Teri replied that there is approximately \$7 million associated with exemptions of which the majority is for dual credit. She explained that the dual credit exemption represents the most growth on the chart presented.
2. Brenda Hellyer added that biggest decline in enrollment right now is in continuing students who are still completing spring courses.
3. Brenda explained that some nursing students are receiving incompletes because hospitals are not allowing them into clinicals.

The College is going to allow them to enroll and work through what courses and clinicals can be done. We do not want these students to get behind.

4. Brenda explained that San Jac Cares calling program is working to increase enrollment and employees are currently calling those students that still have not enrolled. This initiative is an all hands-on deck approach to capture enrollment.
- B. Teri explained on July 20, 2020, the Comptroller announced that the state general revenue forecast is \$11.57 billion (9.5%) less than what the biennial budget was based on. There are some reductions from federal COVID-related funding, public school funding, and earlier rounds of budget cuts. The Governor and legislative reaction to reduction in revenues is uncertain. She added that many things are uncertain and continue to change daily.
 - C. Teri reviewed the history of taxable values which was broken down by type for the last three years and estimated for 2020. The 2020 valuations are still estimates, and we are unsure of the breakdown for new properties which will impact tax rate calculations. We also are waiting on assumed collection rate information.
 - D. Teri explained that the revenue projections collectively are at a decrease of \$10 million. The sources of funding are student, state, business, and residential. The breakdowns are nearly consistent from year to year.
 - E. She explained that there are various future dates in which we should expect to receive information regarding state appropriations and information on property taxes. She hopes to have certified values from Harris County by Friday (July 27).
 - F. Teri provided an overview of the revenues for the upcoming biennium and stated that in the 2021 draft revenue budget, approximately \$7.8 million will be held in contingency and released as warranted. She added that this allows us to prepare for reductions and if they don't occur, we can release funds to support additional needs. These funds could be used for hiring necessary positions, but the Strategic Leadership Team is being very selective on positions at this time.
 - a. Discussion –
 1. Dr. Ruede Wheeler asked how you can be sure that the estimate for tuition and fees is accurate. Teri responded that you cannot be exact, but the amount was estimated based on historical data. Brenda added that enrollment was up in the summer and now that the fall modalities have rolled out, she thinks we can bring the enrollment numbers up. Everyone throughout the College is working very hard on increasing enrollment for fall.
 2. Marie Flickinger stated that she thinks that we will pick up some of the university students that would prefer staying close to home.
 3. Brenda added that we are not capturing as many recent high school graduates as she would like but are marketing towards these students using mailing lists and geofencing.
 4. All members were comfortable with the assumptions at this point.
 5. Teri explained that we are planning for the possibility of future budget years being negatively affected as well.

- IV. Review Budget Development for Fiscal Year 2021
- A. Teri reviewed the College's current strategic goals and additional considerations that go into budget planning and focus. Teri stated that the College stays committed to the following: completion of bond-financed projects; opening of Generation Park Campus; meaningful strategic initiatives; operational and compliance necessities; maintaining selective hiring pause; reassigning employees, short and long term, as needed; prioritizing mission-critical expenditures; and following the Legislative Appropriations Request (LAR) instructions were received.
- B. Teri explained that the SLT has approached the future by making decisions based on long term resiliency and effectiveness; effectively utilizing funding sources from CARES Act and FEMA to finance COVID-related elevated expenditures; considering future fiscal years when making current decisions; and the SLT continues to cooperate, brainstorm, review, and agree to appropriate expenditure cuts.
- a. Discussion –
1. Members asked for an update on maritime. Brenda explained that the contract and credit training are still occurring at maritime and their interns are still working. She reminded the Board that fire protection is now located there also.
- C. Teri provided an overview of the data on unrestricted expenditures per completer. She also reviewed the Fiscal Year 2021 budget priority increases and decreases which net to a \$10.1 million decrease. This net decrease is designed to position the College to continue to serve new and returning students, maintain the College's fiscal resiliency, retain qualified faculty and staff, and weather the external influences caused by the pandemic.
- a. Discussion –
1. Brenda pointed out that the College is still committed to being involved in the community. We are maintaining community organizational memberships but anticipates the need to significantly decrease the luncheon and event participation.
- D. Teri explained that there are additional unrestricted fund uncertainties. There is uncertainty in reopening the childcare centers and possible further reductions in expenditures based on the length of time subsets of employees continue to work remotely. Planning for auxiliary revenues and expense is under development. We know that there will be reduction in - expenses for both softball and baseball. She also noted that the reopening timeframe for the cafeterias is unknown. Brenda explained the plan for reassigning the staff of the childcare centers and auxiliary services during the transition.
- E. Teri presented the updated Federal CARES Act funding from the Department of Education. Emergency funds for students was awarded to the College in the amount of \$4.5 million. Approximately \$3.8 million has been disbursed to 3,521 students for spring and summer. The remainder will be disbursed for fall. The College received \$4.5 million in institutional funds to cover costs associated with significant changes to the delivery of instruction due to COVID-19. The College

has also been authorized to receive \$589,000 for being a Hispanic Serving Institution. This funding is flexible and available at the College's discretion but has not yet been received. Also, we are actively pursuing to recover costs of PPE and other COVID-related costs from FEMA. The initial request for \$227,412 is under review by FEMA.

V. Update on COVID-19 Response including Fall 2020 Plan

- A. Brenda reviewed the phased opening approach. She explained that the current plan is for employees to return to work onsite based on the needs of students and of the College. Effective July 27, all administrators will return to work onsite at a minimum of 50 percent of the workweek to continue to plan and prepare for the fall semester, become more familiar with protocols, and to model behavior. The welcome centers will reopen with departmental staffs assigned to rotating shifts to serve students. Additional areas requiring onsite work will be in response to identified needs. Brenda explained that the payment deadline is July 30, so this will allow in person access to pay if needed. Labs will be open for students to register in person with assistance available. Additional phasing is still being developed.
- B. Brenda explained the San Jac My Way plan and the four modalities for fall. These include: online anytime, online on a schedule, hands-on hybrid, and flex campus. We are working to ensure that faculty have the tools they need to continue with an engaging classroom and learning environment but in online modalities. The details for the flex campus option are still under development. Brenda believes the flex campus modality will have limited enrollment. Communications have been sent to off-contract faculty, so they can start thinking about how to redesign courses if necessary. Brenda provided an overview of what we know now and what we are doing to prepare for fall. She also explained what we do not know yet and how we are working to prepare for these areas. Brenda explained that College Community Week will be virtual in August and will focus on the new teaching modalities, equity, and professional development along with significant tie to prepare for fall courses.
- C. Brenda explained that she is continuing to receive communications on decisions from NJCAA regarding athletics. She explained that athletes will return August 21 through August 23. Protocols regarding COVID will be reviewed with athletes in detail. NJCAA is permitting 60 days of practice between September 5 and November 25. There will be no overnight travel in fall. Brenda will keep the Board updated on athletics at future meetings.
- D. Brenda provided an update on the San Jac Promise Program. She explained that the numbers are rough and still being finalized. She should have updates by the next Board meeting.

VI. Discuss Strategic Plan and Annual Priorities Development

- A. Brenda stated that the SLT is meeting this week to finalize annual priorities. The priorities are developed to support the strategic plan and goals. COVID recovery will be the top priority but other items from last year will likely carry over. Brenda added that the two new provosts have begun and are involved in the

annual priority development.

- B. Brenda reviewed the plan for performance management. She explained that this process is important in the strategic plan alignment and focus of the College and in the development of our people. The annual priorities will be brought to the Board for approval at the August 3 Board meeting and then leadership will be able to work with their teams on individual performance plans. The Board members agreed that performance management is important and should continue.
 - C. Brenda explained that she previously sent her statement regarding the death of George Floyd to the college community on June 15. She reviewed the message and the five commitments to equity. Members agreed that this is important work, and the commitments are a good starting point. Brenda also covered the allocation in the budget that was committed to support this priority.
- VII. Update on Construction Projects
- A. Teri provided an overview on construction projects. She explained that construction has continued throughout the altered operations period. Generation Park is scheduled to open at the beginning of August.
- VIII. Review Board Calendar
- A. Brenda reviewed the Board calendar of upcoming events.
- IX. Wrap-up with Summary for Follow-up
- A. No additional items were reviewed.
 - B. Brenda thanked the Board for its continued support during these trying times. She asked that the each continue to reach out to her with questions and ideas.
 - C. Members expressed their thanks to the College employees for their hard work and dedication through these unprecedented times. Members agreed that all have done a fantastic job on the COVID response and planning for the future.
- X. Adjournment
- A. Chair Marie Flickinger adjourned the meeting at 5:57 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for 2019-2020 which have been made in accordance with State accounting procedures.

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers

RESOURCE PERSONNEL

| | | |
|--------------|--------------|-----------------------|
| Teri Zamora | 281-998-6306 | teri.zamora@sjcd.edu |
| Dianne Duron | 281-998-6347 | dianne.duron@sjcd.edu |

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers For The August 3, 2020 Board Meeting
 Budget Transfers Related to Fiscal Year 2019-2020

| ELEMENT OF COST | DEBIT | CREDIT |
|-----------------------|------------|------------|
| INSTRUCTION | \$ 186,667 | \$ 3,532 |
| PUBLIC SERVICE | \$ - | \$ - |
| ACADEMIC SUPPORT | \$ 1,163 | \$ 187,808 |
| STUDENT SERVICES | \$ 5,221 | \$ - |
| INSTITUTIONAL SUPPORT | \$ 614 | \$ 2,966 |
| PHYSICAL PLANT | \$ 640 | \$ - |
| AUXILIARY ENTERPRISES | | |
| | 194,305 | 194,305 |

These transfers reflect adjustments of budgetary allocations between campuses and departments.

RECOMMENDATION

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

North Campus

Department

Affiliation Entity

Mental Health Program

Promise Treatment Center/The Right Step

Medical Assisting Program

Children’s Doctor

Nursing Program

Devereux Advanced Behavioral Health
Texas

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

CONTACT PERSONNEL

Daniel J. Snooks, Attorney
Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Item "G"
Regular Board Meeting August 3, 2020
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, August 31, 2020.