

***Board of Trustees  
Meeting***

***August 7, 2023***

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

The Board of Trustees of the San Jacinto Community College District will meet for a Board workshop at 5:00 p.m., Monday, August 7, 2023, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

[www.sanjac.edu/board-meeting-videos](http://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.
    - Validation of evaluation ratings for members of the Strategic Leadership Team
- IV. Reconvene in Open Meeting**
- V. Review End of 88<sup>th</sup> Session Legislative Update Report**
- VI. Update on Fiscal Year 2024 Budget**
- VII. Review Property Tax Rate Adoption and Process**
- VIII. Update on Enrollment**
- IX. Discuss Assignments for Board Committees and San Jacinto College Foundation Board**
- X. Complete Conflict of Interest Forms**
- XI. Review of Calendar**
- XII. General Discussion of Meeting Items**
  - a. Additional Purchasing Support Documents

### **XIII. Adjournment**

#### Additional Closed Session Authority

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

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

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

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

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

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

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

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

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

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

#### Certification as to Posting or Giving of Notice

On this day, August 4, 2023, this notice was posted to the College’s website, on a bulletin board located at a place convenient to the public at the administrative building of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, and is readily accessible to the public upon request.

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Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet for a regularly scheduled Board meeting at 7:00 p.m. on Monday, August 7, 2023, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

[www.sanjac.edu/board-meeting-videos](http://www.sanjac.edu/board-meeting-videos)

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

[www.sanjac.edu/board-meeting-agendas](http://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](http://www.sanjac.edu/request-speak-to-board)

The form must be completed prior to 11:00 a.m. on August 7, 2023. After completion of the form, the requestor will be contacted with further instructions. Registered participants will be allotted five minutes to address the Board of Trustees during the “Public Comment” portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

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

**BOARD MEETING  
AGENDA**

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

Recognition of the External Affairs Department for Winning Excalibur Awards	Amanda Fenwick
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Monument Award – Staff Organization	Teri Zamora
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Staff Organization End of Year Report	Rosselle Helms Mary Hind
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- V. Communications to the Board of Trustees**
- VI. Public Comment**
- VII. Informative Reports to the Board**
  - A. San Jacinto College Financial Statements
    - a. San Jacinto College Monthly Financial Statements June 2023
    - b. San Jacinto College Monthly Financial Statements May 2023
    - c. San Jacinto College Monthly Investment Report June 2023
    - d. San Jacinto College Monthly Investment Report May 2023
    - e. San Jacinto College Quarterly Investment Report March - May 2023
  - B. San Jacinto College Foundation Financial Statements
    - a. June 2023
    - b. May 2023
  - C. Capital Improvement Program
    - a. June 2023
    - b. May 2023

## **ACTION ITEMS**

- VIII. Assignments for Board Committees and San Jacinto College Foundation - For Information Only**
- IX. Consideration of Approval of Investment Strategy and Annual Review and Approval of the College's Investment Policy - Second Reading**
- X. Consideration of Approval of Revised Dual Credit Tuition Exemption for Fiscal Year 2024**
- XI. Consideration of Approval of Amendments to Memorandums of Understanding with Independent School Districts for Dual Credit**
- XII. Consideration of Approval to Increase Contribution Rate for the Optional Retirement Program**
- XIII. Consideration of Recommendation to Adopt a Tax Rate that is not in Excess of the Voter-Approval Tax Rate**
- XIV. Consideration of Approval of Revisions to the 2023-2024 Annual Priorities**
- XV. Consideration of Approval of the Proposed 2023-2024 Budget**
- XVI. Consideration of Approval of the Awarding of a Posthumous Degree**
- XVII. Consideration of Approval of Amendment to the 2022-2023 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- XVIII. Consideration of Approval of Part-Time Rate Changes, Stipend and Market Premium Changes, and Reauthorization of the Full-time Salary Schedules for 2023-2024**
- XIX. Consideration of Approval of the 2024 Board of Trustees Regularly Scheduled Meeting Dates**

- XX. Consideration of Approval Memorandum of Understanding with Galena Park ISD to continue an Early College High School**
- XXI. Consideration of Approval of Memorandum of Understanding with Friendswood ISD for Dual Credit**
- XXII. Consideration of Approval of Memorandum of Understanding with Sheldon ISD to Continue Sheldon Early College High School**
- XXIII. Consideration of Approval Authorizing the Chancellor to Negotiate and Execute Alliance Agreement with National Institute for Bioprocessing Research and Training**

#### **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 5, 2023, Workshop and Regular Board Meeting**
  - B. Approval of the Budget Transfers**
  - C. Approval of Personnel Recommendations, Extra Service Agreements, and 2023-2024 Professional Contract Recommendations**
  - D. Approval of the Affiliation Agreements**
  - E. 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.

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

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

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

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

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Brenda Hellyer, Ed.D.

San Jacinto College Monthly Financial Statements  
June 2023



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

<u>Assets</u>	<u>2023</u>	<u>2022</u>
Current assets:		
Cash and cash equivalents	\$ 69,514,293	\$ 83,152,736
Investments	30,896,599	9,977,947
Accounts receivable - taxes	5,838,707	5,037,790
Accounts receivable	27,934,052	27,821,107
Deferred charges	4,483,176	3,766,983
Inventories	422,438	550,602
Total current assets	<u>139,089,266</u>	<u>130,307,165</u>
Noncurrent assets:		
Restricted cash and cash equivalents	91,523,298	108,196,760
Capital assets, net	<u>717,843,671</u>	<u>715,331,959</u>
Total noncurrent assets	<u>809,366,968</u>	<u>823,528,719</u>
Total assets	<u>948,456,235</u>	<u>953,835,884</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	12,486,706	16,771,450
Deferred outflow related to OPEB	19,256,731	22,616,854
Deferred outflow related to defeased debt	4,704,931	5,668,010
Total deferred outflows of resources	<u>36,448,368</u>	<u>45,056,314</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	13,221,958	13,297,231
Accrued liabilities	8,488,065	9,175,289
Accrued compensable absences and deferred compensation	2,429,062	2,399,843
Deferred revenues	<u>12,586,722</u>	<u>13,530,083</u>
Total current liabilities	<u>36,725,808</u>	<u>38,402,445</u>
Noncurrent liabilities:		
Net pension liability	20,637,425	46,145,705
Net OPEB liability	112,279,723	103,762,700
Bonds and notes payable	<u>657,902,548</u>	<u>669,811,500</u>
Total noncurrent liabilities	<u>790,819,696</u>	<u>819,719,905</u>
Total liabilities	<u>827,545,504</u>	<u>858,122,350</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	25,055,564	7,609,539
Deferred inflows related to OPEB	18,658,275	29,602,310
Deferred Inflows - Lease Receivable	<u>1,382,492</u>	<u>2,451,580</u>
Total deferred inflows of resources	<u>45,096,331</u>	<u>39,663,429</u>
<u>Net assets</u>		
Beginning of year - audited	79,147,476	73,919,642
Current year addition	<u>33,115,291</u>	<u>27,186,777</u>
Total net position	<u>\$ 112,262,767</u>	<u>\$ 101,106,419</u>

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Ten Months Ended June 30, 2023

11 Unrestricted Funds	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
State Appropriations	\$ 41,307,653	\$ 33,459,199	81.00%	\$ 33,459,201	81.00%
Local Taxes - Maintenance & Operations	79,500,000	79,433,316	99.92%	73,068,525	98.88%
Credit Tuition	63,600,000	59,341,947	93.30%	58,310,332	99.48%
Credit Exemptions & Waivers	(8,670,000)	(8,287,066)	95.58%	(7,870,069)	99.81%
Continuing Education					
CPET	525,000	516,326	98.35%	258,950	94.53%
Maritime Transportation	1,500,000	1,829,851	121.99%	1,244,148	81.35%
Continuing Professional Development (CPD)	6,000,000	4,598,978	76.65%	4,120,348	80.14%
Continuing Education Exemptions & Waivers	(72,000)	(51,920)	72.11%	(39,925)	89.57%
Bad Debt	(700,000)	(586,054)	83.72%	(583,962)	40.88%
Sales & Services	1,740,000	1,781,069	102.36%	2,323,336	60.74%
Insurance Proceeds - Winter Storm	-	-	-	40,946	14.43%
Investment Income	1,000,000	3,628,303	362.83%	256,148	47.04%
HEERF Lost Revenue	7,600,000	8,138,108	107.08%	8,463,015	-
<b>Total Revenues</b>	<b>193,330,653</b>	<b>183,802,057</b>	<b>95.07%</b>	<b>173,050,992</b>	<b>97.85%</b>
<b>Expenditures</b>					
Instruction	78,291,231	69,419,098	88.67%	65,538,699	89.05%
Public Service	23,727	36,235	152.71%	19,778	64.36%
Academic Support	17,991,124	13,152,895	73.11%	12,316,560	84.43%
Student Services	16,846,221	12,699,228	75.38%	12,302,574	81.58%
Institutional Support	50,699,221	38,852,016	76.63%	35,825,649	83.83%
Physical Plant	25,689,493	18,154,841	70.67%	16,250,409	76.55%
Winter Storm	-	-	-	40,946	14.43%
<b>Total Expenditures</b>	<b>189,541,017</b>	<b>152,314,313</b>	<b>80.36%</b>	<b>142,294,614</b>	<b>84.93%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	3,789,636	2,544,557	67.15%	2,522,739	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 28,943,187</b>		<b>\$ 28,233,639</b>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Ten Months Ended June 30, 2023

Federal Restricted Funds

	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Grants	\$ 81,486,043	\$ 67,088,630	82.33%	\$ 78,579,420	88.39%
<b>Total Revenues</b>	<b>81,486,043</b>	<b>67,088,630</b>	<b>82.33%</b>	<b>78,579,420</b>	<b>88.39%</b>
<b>Expenditures</b>					
Instruction	1,350,539	1,052,931	77.96%	605,998	74.20%
Public Service	360,122	177,892	49.40%	153,961	83.66%
Academic Support	11,578,929	5,663,097	48.91%	3,807,527	74.72%
Student Services	3,351,250	3,103,735	92.61%	1,915,229	68.67%
Institutional Support	16,310,873	13,663,748	83.77%	16,098,308	130.55%
Physical Plant	1,549,311	252,847	16.32%	-	-
Scholarships and Fellowships	46,985,019	43,174,380	91.89%	55,998,396	93.31%
<b>Total Expenditures</b>	<b>81,486,043</b>	<b>67,088,630</b>	<b>82.33%</b>	<b>78,579,420</b>	<b>96.72%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Ten Months Ended June 30, 2023

State Restricted Funds

	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
State Paid Benefits	\$ 11,862,735	\$ 10,032,687	84.57%	\$ 9,774,154	93.43%
Grants	4,358,499	2,590,545	59.44%	2,406,907	94.14%
<b>Total Revenues</b>	<b>16,221,234</b>	<b>12,623,232</b>	<b>77.82%</b>	<b>12,181,061</b>	<b>93.57%</b>
<b>Expenditures</b>					
Instruction	6,860,391	5,405,489	78.79%	5,262,882	92.08%
Public Service	18,794	18,794	100.00%	23,491	88.13%
Academic Support	1,874,003	1,432,874	76.46%	1,145,815	86.55%
Student Services	1,503,121	1,437,330	95.62%	1,464,180	91.93%
Institutional Support	3,071,486	2,177,752	70.90%	2,120,929	100.19%
Physical Plant	275	-	-	-	-
Scholarships and Fellowships	2,893,164	2,150,993	74.35%	2,163,764	96.64%
<b>Total Expenditures</b>	<b>16,221,234</b>	<b>12,623,232</b>	<b>77.82%</b>	<b>12,181,061</b>	<b>93.57%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Ten Months Ended June 30, 2023

Local Restricted Funds

	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Grants	\$ 5,591,955	\$ 4,119,025	73.66%	\$ 3,284,616	96.88%
<b>Total Revenues</b>	<b>5,591,955</b>	<b>4,119,025</b>	<b>73.66%</b>	<b>3,284,616</b>	<b>96.88%</b>
<b>Expenditures</b>					
Instruction	20,264	-	0.00%	87,959	99.85%
Public Service	211,540	118,895	56.20%	151,647	82.36%
Academic Support	36,791	40,752	110.77%	386,371	84.13%
Student Services	51,600	16,918	32.79%	22,226	96.78%
Institutional Support	1,778,463	38,508	2.17%	10,863	33.05%
Physical Plant	250,000	-	-	-	-
Scholarships and Fellowships	3,763,132	4,048,672	107.59%	2,787,417	99.62%
<b>Total Expenditures</b>	<b>6,111,790</b>	<b>4,263,744</b>	<b>69.76%</b>	<b>3,446,483</b>	<b>96.13%</b>
<b>Transfers Among Funds</b>					
Transfers In	(519,835)	(146,032)	28.09%	(163,839)	84.08%
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 1,313</b>		<b>\$ 1,972</b>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Ten Months Ended June 30, 2023

27 Texas Public Education Grant

	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Investment Income	\$ -	\$ -	-	-	-
Tuition - Credit & Non-Credit	\$ 3,100,000	\$ 2,936,321	94.72%	\$ 2,821,229	98.42%
<b>Total Revenues</b>	<b>3,100,000</b>	<b>2,936,321</b>	<b>94.72%</b>	<b>2,821,229</b>	<b>98.08%</b>
<b>Expenditures</b>					
Scholarships and Fellowships	3,100,000	2,861,999	92.32%	3,269,471	98.56%
<b>Total Expenditures</b>	<b>3,100,000</b>	<b>2,861,999</b>	<b>92.32%</b>	<b>3,269,471</b>	<b>98.56%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 74,322</b>		<b>\$ (448,242)</b>	

San Jacinto Community College District  
 Statement of Revenues, Expenditures and Changes in Net Position  
 For the Ten Months Ended June 30, 2023

	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>28 Private Gifts and Donations</b>					
<b>Revenues</b>					
Sales & Services	\$ -	\$ -	-	25,955	99.30%
Grants	-	102,000	-	-	-
<b>Total Revenues</b>	<b>-</b>	<b>102,000</b>	<b>-</b>	<b>25,955</b>	<b>99.30%</b>
<b>Expenditures</b>					
Instruction	-	22,503	-	26,313	71.95%
Institutional Support	-	102,000	-	-	-
Scholarships and Fellowships	-	-	-	-	-
<b>Total Expenditures</b>	<b>-</b>	<b>124,503</b>	<b>-</b>	<b>26,313</b>	<b>71.95%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (22,503)</b>		<b>\$ (358)</b>	

San Jacinto Community College District  
 Statement of Revenues, Expenditures and Changes in Net Position  
 For the Ten Months Ended June 30, 2023

Auxiliary Enterprises

	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Auxiliary Services	\$ 2,850,000	\$ 2,199,728	77.18%	\$ 2,097,020	74.21%
<b>Total Revenues</b>	<b>2,850,000</b>	<b>2,199,728</b>	<b>77.18%</b>	<b>2,097,020</b>	<b>74.21%</b>
<b>Expenditures</b>					
Labor	575,270	556,099	96.67%	458,894	78.31%
Benefits	233,996	105,193	44.96%	94,864	78.04%
Supplies	513,949	456,098	88.74%	385,275	82.71%
Travel	198,281	214,706	108.28%	238,503	84.92%
Contracted Services	270,405	171,738	63.51%	214,693	90.32%
Utilities	200	-	-	-	-
Scholarships and Fellowships	1,008,357	1,018,434	101.00%	891,879	88.68%
<b>Total Expenditures</b>	<b>2,800,458</b>	<b>2,522,269</b>	<b>90.07%</b>	<b>2,284,107</b>	<b>84.67%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ 49,542</b>	<b>\$ (322,541)</b>		<b>\$ (187,087)</b>	



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Ten Months Ended June 30, 2023

Fund 95 Retirement of Indebtedness

	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Local Taxes - Debt Service	\$ 37,780,067	\$ 37,729,872	99.87%	\$ 35,682,347	99.25%
Investment Income	-	283,103	-	27,922	52.49%
<b>Total Revenues</b>	<b>37,780,067</b>	<b>38,012,976</b>	<b>100.62%</b>	<b>35,710,269</b>	<b>98.85%</b>
<b>Expenditures</b>					
Institutional Support - Principal	18,530,600	15,155,000	81.78%	12,703,426	100.00%
Institutional Support - Interest	22,519,268	19,547,641	86.80%	20,480,190	83.24%
<b>Total Expenditures</b>	<b>41,049,868</b>	<b>34,702,641</b>	<b>84.54%</b>	<b>33,183,616</b>	<b>88.95%</b>
<b>Transfers Among Funds</b>					
Transfers In	(3,269,801)	(2,398,525)	73.35%	(2,358,900)	72.19%
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment	1	(15,155,000)	81.78%	(12,703,426)	100%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ 18,550,600</b>	<b>\$ 20,863,860</b>		<b>\$ 17,588,979</b>	

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

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Ten Months Ended June 30, 2023

Fund 97 Investment in Plant	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Expenditures</b>					
Depreciation	\$ 26,800,000	\$ 22,830,101	85.19%	\$ 19,861,002	72.44%
<b>Total Expenditures</b>	<b>26,800,000</b>	<b>22,830,101</b>	<b>85.19%</b>	<b>19,861,002</b>	<b>72.44%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases <sup>1</sup>	(4,281,996)	(3,549,148)	82.89%	(1,605,878)	39.11%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (22,518,004)</b>	<b>\$ (19,280,954)</b>		<b>\$ (18,255,124)</b>	

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

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Ten Months Ended June 30, 2023

	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
State Appropriations	\$ 53,170,388	\$ 43,491,886	81.80%	\$ 43,233,355	83.51%
Local Taxes - Maintenance & Operations	79,500,000	79,433,316	99.92%	73,068,525	98.72%
Local Taxes - Debt Service	37,780,067	37,729,872	99.87%	35,682,347	99.29%
Credit Tuition	66,700,000	62,278,268	93.37%	61,131,561	99.43%
Credit Exemptions & Waivers	(8,670,000)	(8,287,066)	95.58%	(7,870,069)	99.81%
Continuing Education					
CPET	525,000	516,326	98.35%	258,950	94.53%
Maritime Transportation	1,500,000	1,829,851	121.99%	1,244,148	81.35%
Continuing Professional Development	6,000,000	4,598,978	76.65%	4,120,348	80.14%
Continuing Education Exemptions & Waivers	(72,000)	(51,920)	72.11%	(39,925)	89.57%
Bad Debt	(700,000)	(586,054)	83.72%	(583,962)	40.88%
Sales & Services	1,740,000	1,781,069	102.36%	2,349,291	61.00%
Insurance Proceeds - Winter Storm	-	-	-	40,946	14.43%
Investment Income	1,000,000	3,911,406	391.14%	284,070	46.75%
Investment Income - Restricted Funds	-	2,858,606	-	252,998	44.51%
HEERF Lost Revenue	7,600,000	8,138,108	107.08%	8,463,015	1053.87%
Auxiliary Services	2,850,000	2,199,728	77.18%	2,097,020	74.21%
Grants	86,094,542	69,842,762	81.12%	80,983,568	87.99%
Local Grants	5,341,955	4,057,439	75.95%	3,287,375	59.92%
<b>Total Revenues</b>	<b>340,359,952</b>	<b>313,742,575</b>	<b>92.18%</b>	<b>308,003,560</b>	<b>94.89%</b>
<b>Expenditures</b>					
Instruction	86,522,426	75,900,021	87.72%	71,521,851	89.12%
Public Service	614,184	351,618	57.28%	348,878	81.98%
Academic Support	31,480,847	20,289,618	64.45%	17,656,273	82.25%
Student Services	21,752,191	17,257,211	79.34%	15,704,210	80.59%
Institutional Support	112,909,910	89,536,664	79.30%	87,239,365	92.30%
Physical Plant	27,489,078	18,407,688	66.96%	16,250,409	76.50%
Winter Storm	-	-	-	40,946	14.43%
Scholarships and Fellowships	56,741,315	52,236,044	92.06%	64,219,048	93.93%
Auxiliary Enterprises	2,800,458	2,522,269	90.07%	2,284,107	84.65%
Depreciation	26,800,000	22,830,101	85.19%	19,861,002	72.44%
<b>Total Expenditures</b>	<b>367,110,409</b>	<b>299,331,432</b>	<b>81.54%</b>	<b>295,126,088</b>	<b>87.79%</b>
<b>Transfers Among Funds</b>					
Transfers In	(3,789,636)	(2,544,557)	67.15%	(2,522,739)	32.93%
Transfers Out	3,789,636	2,544,557	67.15%	2,522,739	32.93%
Adjustment for Debt Principal Payment	1	(15,155,000)	81.78%	(12,703,426)	100.00%
Adjustment for Capital Purchases	1	(3,549,148)	82.89%	(1,605,878)	39.11%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (3,937,863)</b>	<b>\$ 33,115,291</b>		<b>\$ 27,186,777</b>	

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

Capital  
Improvement  
Program

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Ten Months Ended June 30, 2023

Fund 91 Capital Projects

	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	PYTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Investment Income	\$ -	\$ 2,836,575	-	\$ 252,998	44.51%
<b>Total Revenues</b>	<b>-</b>	<b>2,836,575</b>	<b>-</b>	<b>252,998</b>	<b>44.51%</b>
<b>Expenditures</b>					
SECO-Energy Conservation Projects	3,290,864	2,240,048	68.07%	865,505	0.00%
Bond Program	79,417,166	13,716,854	17.27%	32,660,899	84.12%
<b>Total Expenditures</b>	<b>82,708,030</b>	<b>15,956,903</b>	<b>19.29%</b>	<b>33,526,404</b>	<b>86.35%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (82,708,030)</b>	<b>\$ (13,120,328)</b>		<b>\$ (33,273,407)</b>	

San Jacinto Community College District  
 Statement of Revenues, Expenditures and Changes in Net Position  
 For the Ten Months Ended June 30, 2023

Fund 93 Renewal and Replacement

	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Investment Income	\$ -	\$ 22,032	-	-	-
<b>Total Revenues</b>	<b>-</b>	<b>22,032</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>					
Generation Park	217,401	-	-	19,018	100.00%
<b>Total Expenditures</b>	<b>217,401</b>	<b>-</b>	<b>-</b>	<b>19,018</b>	<b>100.00%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (217,401)</b>	<b>\$ 22,032</b>		<b>\$ (19,018)</b>	

San Jacinto College Monthly Financial Statements  
May 2023

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

<u>Assets</u>	<u>2023</u>	<u>2022</u>
Current assets:		
Cash and cash equivalents	\$ 88,994,840	\$ 101,734,353
Investments	21,043,837	-
Accounts receivable - taxes	5,838,707	5,037,790
Accounts receivable	25,135,076	21,765,339
Deferred charges	4,909,667	4,103,592
Inventories	422,438	550,602
Total current assets	<u>146,344,565</u>	<u>133,191,675</u>
Noncurrent assets:		
Restricted cash and cash equivalents	91,518,121	109,324,180
Capital assets, net	716,828,903	715,444,374
Total noncurrent assets	<u>808,347,024</u>	<u>824,768,554</u>
Total assets	<u>954,691,589</u>	<u>957,960,229</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	12,486,706	16,771,450
Deferred outflow related to OPEB	19,256,731	22,616,854
Deferred outflow related to defeased debt	4,858,329	5,753,065
Total deferred outflows of resources	<u>36,601,766</u>	<u>45,141,369</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	15,740,991	15,113,042
Accrued liabilities	6,558,959	7,297,892
Accrued compensable absences and deferred compensation	2,429,062	2,399,843
Deferred revenues	8,935,767	7,808,663
Total current liabilities	<u>33,664,780</u>	<u>32,619,440</u>
Noncurrent liabilities:		
Net pension liability	20,637,425	46,145,705
Net OPEB liability	112,279,723	103,762,700
Bonds and notes payable	658,043,578	670,083,463
Total noncurrent liabilities	<u>790,960,726</u>	<u>819,991,868</u>
Total liabilities	<u>824,625,506</u>	<u>852,611,308</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	25,055,564	7,609,539
Deferred inflows related to OPEB	18,658,275	29,602,310
Deferred Inflows - Lease Receivable	1,382,492	2,451,580
Total deferred inflows of resources	<u>45,096,331</u>	<u>39,663,429</u>
<u>Net assets</u>		
Beginning of year - audited	79,147,476	73,919,642
Current year addition	42,424,042	36,907,219
Total net position	<u>\$ 121,571,518</u>	<u>\$ 110,826,861</u>



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Nine Months Ended May 31, 2023

11 Unrestricted Funds	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
State Appropriations	\$ 41,307,653	\$ 29,534,972	71.50%	\$ 29,534,974	71.50%
Local Taxes - Maintenance & Operations	79,500,000	79,049,160	99.43%	72,836,007	98.57%
Credit Tuition	63,600,000	58,797,640	92.45%	57,774,951	98.56%
Credit Exemptions & Waivers	(8,670,000)	(8,238,431)	95.02%	(7,810,547)	99.05%
Continuing Education					
CPET	525,000	503,490	95.90%	251,057	91.65%
Maritime Transportation	1,500,000	1,722,945	114.86%	1,115,843	72.96%
Continuing Professional Development (CPD)	6,000,000	4,035,449	67.26%	3,654,098	71.08%
Continuing Education Exemptions & Waivers	(72,000)	(39,845)	55.34%	(39,925)	89.57%
Bad Debt	(700,000)	(524,971)	75.00%	(525,627)	36.79%
Sales & Services	1,740,000	1,632,832	93.84%	1,880,366	49.16%
Insurance Proceeds - Winter Storm	-	-	-	283,788	100.00%
Investment Income	1,000,000	3,243,069	324.31%	164,546	30.22%
HEERF Lost Revenue	7,600,000	8,138,108	107.08%	8,463,015	0.00%
<b>Total Revenues</b>	<b>193,330,653</b>	<b>177,854,417</b>	<b>91.99%</b>	<b>167,582,546</b>	<b>94.76%</b>
<b>Expenditures</b>					
Instruction	77,799,009	64,920,032	83.45%	61,303,358	83.30%
Public Service	23,727	27,213	114.69%	17,929	58.34%
Academic Support	18,013,511	11,926,918	66.21%	11,201,961	76.79%
Student Services	16,943,442	11,412,700	67.36%	11,063,256	73.36%
Institutional Support	50,231,900	34,688,507	69.06%	32,626,141	76.35%
Physical Plant	26,529,429	16,126,995	60.79%	13,936,169	65.64%
Winter Storm	-	-	-	283,788	100.00%
<b>Total Expenditures</b>	<b>189,541,017</b>	<b>139,102,364</b>	<b>73.39%</b>	<b>130,432,601</b>	<b>77.85%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	3,789,636	2,506,298	66.14%	2,507,700	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 36,745,754</b>		<b>\$ 34,642,245</b>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Nine Months Ended May 31, 2023

Federal Restricted Funds

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Grants	\$ 81,486,043	\$ 63,818,239	78.32%	\$ 73,860,565	83.08%
<b>Total Revenues</b>	<b>81,486,043</b>	<b>63,818,239</b>	<b>78.32%</b>	<b>73,860,565</b>	<b>83.08%</b>
<b>Expenditures</b>					
Instruction	1,350,539	879,585	65.13%	532,656	65.22%
Public Service	360,122	163,605	45.43%	138,994	75.52%
Academic Support	11,578,929	5,018,828	43.34%	3,124,659	61.32%
Student Services	3,351,250	2,895,542	86.40%	1,836,863	65.86%
Institutional Support	16,310,873	12,794,596	78.44%	13,486,014	109.36%
Physical Plant	1,549,311	161,717	10.44%	-	-
Scholarships and Fellowships	46,985,019	41,904,367	89.19%	54,741,378	91.21%
<b>Total Expenditures</b>	<b>81,486,043</b>	<b>63,818,239</b>	<b>78.32%</b>	<b>73,860,565</b>	<b>90.92%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Nine Months Ended May 31, 2023

State Restricted Funds

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
State Paid Benefits	\$ 11,862,735	\$ 9,024,205	76.07%	\$ 8,792,295	84.05%
Grants	4,098,485	2,365,077	57.71%	2,362,980	92.43%
<b>Total Revenues</b>	<b>15,961,220</b>	<b>11,389,283</b>	<b>71.36%</b>	<b>11,155,275</b>	<b>85.69%</b>
<b>Expenditures</b>					
Instruction	6,861,857	4,876,502	71.07%	4,745,133	83.02%
Public Service	17,329	17,329	100.00%	20,431	76.65%
Academic Support	1,827,731	1,111,516	60.81%	1,027,216	77.59%
Student Services	1,503,121	1,292,803	86.01%	1,319,877	82.87%
Institutional Support	3,059,161	1,952,089	63.81%	1,894,969	89.52%
Physical Plant	12,600	-	-	-	-
Scholarships and Fellowships	2,679,422	2,139,044	79.83%	2,135,533	95.38%
<b>Total Expenditures</b>	<b>15,961,220</b>	<b>11,389,283</b>	<b>71.36%</b>	<b>11,143,158</b>	<b>85.60%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 12,118</b>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Nine Months Ended May 31, 2023

Local Restricted Funds

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Grants	\$ 5,591,955	\$ 4,063,338	72.66%	\$ 3,206,565	94.58%
<b>Total Revenues</b>	<b>5,591,955</b>	<b>4,063,338</b>	<b>72.66%</b>	<b>3,206,565</b>	<b>94.58%</b>
<b>Expenditures</b>					
Instruction	20,264	-	0.00%	87,959	99.85%
Public Service	211,540	108,701	51.39%	136,601	74.19%
Academic Support	36,791	15,372	41.78%	378,662	82.45%
Student Services	51,600	16,783	32.53%	19,726	85.89%
Institutional Support	1,778,463	35,919	2.02%	9,098	27.68%
Physical Plant	250,000	-	-	-	-
Scholarships and Fellowships	3,763,132	4,021,720	106.87%	2,721,340	97.26%
<b>Total Expenditures</b>	<b>6,111,790</b>	<b>4,198,495</b>	<b>68.70%</b>	<b>3,353,386</b>	<b>93.53%</b>
<b>Transfers Among Funds</b>					
Transfers In	(519,835)	(107,773)	20.73%	(148,800)	76.37%
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (27,383)</b>		<b>\$ 1,979</b>	

San Jacinto Community College District  
 Statement of Revenues, Expenditures and Changes in Net Position  
 For the Nine Months Ended May 31, 2023

27 Texas Public Education Grant

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Tuition - Credit & Non Credit	\$ 3,100,000	\$ 2,896,062	93.42%	\$ 2,783,689	97.11%
<b>Total Revenues</b>	<b>3,100,000</b>	<b>2,896,062</b>	<b>93.42%</b>	<b>2,783,689</b>	<b>96.77%</b>
<b>Expenditures</b>					
Scholarships and Fellowships	3,100,000	2,831,345	91.33%	3,249,195	97.95%
<b>Total Expenditures</b>	<b>3,100,000</b>	<b>2,831,345</b>	<b>91.33%</b>	<b>3,249,195</b>	<b>97.95%</b>
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 64,717</b>		<b>\$ (465,506)</b>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Nine Months Ended May 31, 2023

28 Private Gifts and Donations

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Sales & Services	\$ -	\$ 589	-	\$ 25,955	99.30%
Grants	-	102,000	-	-	-
<b>Total Revenues</b>	<b>-</b>	<b>102,589</b>	<b>-</b>	<b>25,955</b>	<b>99.30%</b>
<b>Expenditures</b>					
Instruction	-	20,478	-	16,150	44.16%
Institutional Support	-	102,000	-	-	-
Scholarships and Fellowships	-	-	-	-	-
<b>Total Expenditures</b>	<b>-</b>	<b>122,478</b>	<b>-</b>	<b>16,150</b>	<b>44.16%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (19,889)</b>		<b>\$ 9,805</b>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Nine Months Ended May 31, 2023

Auxiliary Enterprises

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Auxiliary Services	\$ 2,850,000	\$ 2,096,223	73.55%	\$ 1,986,890	70.31%
<b>Total Revenues</b>	<b>2,850,000</b>	<b>2,096,223</b>	<b>73.55%</b>	<b>1,986,890</b>	<b>70.31%</b>
<b>Expenditures</b>					
Labor	575,270	513,690	89.30%	422,161	72.04%
Benefits	233,996	94,008	40.18%	85,271	70.15%
Supplies	513,949	437,903	85.20%	360,144	77.32%
Travel	198,281	175,503	88.51%	110,858	39.47%
Contracted Services	270,405	165,920	61.36%	202,377	85.14%
Utilities	200	-	-	-	-
Scholarships and Fellowships	1,008,357	981,650	97.35%	867,089	86.21%
<b>Total Expenditures</b>	<b>2,800,458</b>	<b>2,368,675</b>	<b>84.58%</b>	<b>2,047,900</b>	<b>75.91%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ 49,542</b>	<b>\$ (272,452)</b>		<b>\$ (61,010)</b>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Nine Months Ended May 31, 2023

Fund 95 Retirement of Indebtedness

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Local Taxes - Debt Service	\$ 37,780,067	\$ 37,548,568	99.39%	\$ 35,569,464	98.94%
Investment Income	-	231,582	0.00%	16,911	31.79%
<b>Total Revenues</b>	<b>37,780,067</b>	<b>37,780,150</b>	<b>100.00%</b>	<b>35,586,375</b>	<b>98.51%</b>
<b>Expenditures</b>					
Institutional Support - Principal	18,530,600	15,155,000	81.78%	12,703,426	100.00%
Institutional Support - Interest	22,519,268	17,681,609	78.52%	18,674,847	75.91%
<b>Total Expenditures</b>	<b>41,049,868</b>	<b>32,836,609</b>	<b>79.99%</b>	<b>31,378,273</b>	<b>84.11%</b>
<b>Transfers Among Funds</b>					
Transfers In	(3,269,801)	(2,398,525)	73.35%	(2,358,900)	72.19%
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment	1	(15,155,000)	81.78%	(12,703,426)	100.00%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ 18,550,600</b>	<b>\$ 22,497,066</b>		<b>\$ 19,270,428</b>	

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



San Jacinto Community College District  
 Statement of Revenues, Expenditures and Changes in Net Position  
 For the Nine Months Ended May 31, 2023

Fund 97 Investment in Plant	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Expenditures</b>					
Depreciation	\$ 26,800,000	\$ 20,515,380	76.55%	\$ 17,721,712	64.64%
<b>Total Expenditures</b>	<b>26,800,000</b>	<b>20,515,380</b>	<b>76.55%</b>	<b>17,721,712</b>	<b>64.64%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases <sup>1</sup>	(4,281,996)	(1,924,077)	44.93%	(1,058,886)	25.79%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (22,518,004)</b>	<b>\$ (18,591,303)</b>		<b>\$ (16,662,826)</b>	

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

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Nine Months Ended May 31, 2023

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
State Appropriations	\$ 53,170,388	\$ 38,559,177	72.52%	\$ 38,327,269	74.04%
Local Taxes - Maintenance & Operations	79,500,000	79,049,160	99.43%	72,836,007	98.41%
Local Taxes - Debt Service	37,780,067	37,548,568	99.39%	35,569,464	98.98%
Credit Tuition	66,700,000	61,693,702	92.49%	60,558,640	98.49%
Credit Exemptions & Waivers	(8,670,000)	(8,238,431)	95.02%	(7,810,547)	99.05%
Continuing Education					
CPET	525,000	503,490	95.90%	251,057	91.65%
Maritime Transportation	1,500,000	1,722,945	114.86%	1,115,843	72.96%
Continuing Professional Development	6,000,000	4,035,449	67.26%	3,654,098	71.08%
Continuing Education Exemptions & Waivers	(72,000)	(39,845)	55.34%	(39,925)	89.57%
Bad Debt	(700,000)	(524,971)	75.00%	(525,627)	36.79%
Sales & Services	1,740,000	1,633,421	93.87%	1,906,321	49.50%
Insurance Proceeds - Winter Storm	-	-	-	283,788	100.00%
Investment Income	1,000,000	3,474,651	347.47%	181,457	29.86%
Investment Income - Restricted Funds	-	2,527,530	-	159,987	28.15%
HEERF Lost Revenue	7,600,000	8,138,108	107.08%	8,463,015	1053.87%
Auxiliary Services	2,850,000	2,096,223	73.55%	1,986,890	70.31%
Grants	85,834,528	66,320,769	77.27%	76,223,545	82.82%
Local Grants	5,341,955	4,027,886	75.40%	3,206,565	58.45%
<b>Total Revenues</b>	<b>340,099,938</b>	<b>302,527,831</b>	<b>88.95%</b>	<b>296,347,847</b>	<b>91.30%</b>
<b>Expenditures</b>					
Instruction	86,031,669	70,696,597	82.18%	66,685,255	83.09%
Public Service	612,718	316,847	51.71%	313,956	73.78%
Academic Support	31,456,963	18,072,633	57.45%	15,732,498	73.29%
Student Services	21,849,412	15,617,828	71.48%	14,239,722	73.08%
Institutional Support	112,430,264	82,409,720	73.30%	79,394,494	84.00%
Physical Plant	28,341,340	16,288,712	57.47%	13,936,169	65.61%
Winter Storm	-	-	-	283,788	100.00%
Scholarships and Fellowships	56,527,573	50,896,477	90.04%	62,847,447	91.93%
Auxiliary Enterprises	2,800,458	2,368,675	84.58%	2,047,900	75.89%
Depreciation	26,800,000	20,515,380	76.55%	17,721,712	64.64%
<b>Total Expenditures</b>	<b>366,850,396</b>	<b>277,182,868</b>	<b>75.56%</b>	<b>273,202,940</b>	<b>81.27%</b>
<b>Transfers Among Funds</b>					
Transfers In	(3,789,636)	(2,506,298)	66.14%	(2,507,700)	32.74%
Transfers Out	3,789,636	2,506,298	66.14%	2,507,700	32.74%
Adjustment for Debt Principal Payment <sup>1</sup>	(18,530,600)	(15,155,000)	81.78%	(12,703,426)	100.00%
Adjustment for Capital Purchases <sup>1</sup>	(4,281,996)	(1,924,077)	44.93%	(1,058,886)	25.79%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (3,937,862)</b>	<b>\$ 42,424,040</b>		<b>\$ 36,907,219</b>	

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

# Capital Improvement Program

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Nine Months Ended May 31, 2023

Fund 91 Capital Projects

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	PYYTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Investment Income	\$ -	\$ 2,527,530	-	\$ 159,987	28.15%
<b>Total Revenues</b>	<b>-</b>	<b>2,527,530</b>	<b>0.00%</b>	<b>159,987</b>	<b>28.15%</b>
<b>Expenditures</b>					
SECO-Energy Conservation Projects	3,290,864	2,087,461	63.43%	760,735	0.00%
Bond Program	82,675,170	14,321,804	17.32%	31,285,788	80.58%
<b>Total Expenditures</b>	<b>85,966,034</b>	<b>16,409,265</b>	<b>19.09%</b>	<b>32,046,523</b>	<b>82.54%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (85,966,034)</b>	<b>\$ (13,881,735)</b>		<b>\$ (31,886,536)</b>	

San Jacinto Community College District  
 Statement of Revenues, Expenditures and Changes in Net Position  
 For the Nine Months Ended May 31, 2023

Fund 93 Renewal and Replacement

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Land Sale Proceeds	\$ -	\$ -	-	-	-
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>					
Generation Park	-	-	-	19,018	100.00%
Energy Rebate Fund	217,401	-	-	-	-
<b>Total Expenditures</b>	<b>217,401</b>	<b>-</b>	<b>-</b>	<b>19,018</b>	<b>100.00%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (217,401)</b>	<b>\$ -</b>		<b>\$ (19,018)</b>	

San Jacinto College Monthly Investment Report  
June 2023

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Portfolio Summary Report**  
**Period Ending June 30, 2023**

		<u>Fair Market Value</u>	<u>Book Value</u>
Beginning Value	June 1, 2023	\$ 201,211,726	\$ 201,265,671
Additions/Subtractions (Net)		(9,475,370)	(9,475,370)
Change in Fair Market Value*		(69,568)	-
Ending Value	June 30, 2023	<u>\$ 191,666,788</u>	<u>\$ 191,790,301</u>

Earnings for the Month of June	\$ 812,551
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate	4.9637%
Benchmark - One Year Treasury Yield	5.4000%

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

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

Prepared by:



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 Carol Tillman  
 Assistant Comptroller

Reviewed by:

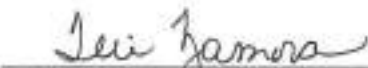


\_\_\_\_\_  
 Andrea DuBois  
 Comptroller



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 Carin Hutchins  
 Associate Vice Chancellor of Finance

Approved by:



\_\_\_\_\_  
 Teri Zamora  
 Vice Chancellor of Fiscal Affairs

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Weighted Average to Maturity**  
**June 30, 2023**

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
<b>Short-Term Investments - Unrestricted Funds</b>										
Demand Deposits										
Credit Cards in Transit	Heartland	N/A	N/A	07/01/23	N/A	\$ (11,735)	(11,735)	-0.01%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	07/01/23	N/A	(596,157)	(596,157)	-0.31%	1	0.00
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	1.710%	N/A	07/01/23	N/A	5,254,659	5,254,659	2.74%	1	0.03
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	07/01/23	N/A	(16,650)	(16,650)	-0.01%	1	0.00
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	N/A	07/01/23	N/A	486	486	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	07/01/23	N/A	19,067	19,067	0.01%	1	0.00
<b>Pool Accounts</b>										
LSJP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	5.2313%	N/A	07/01/23	N/A	67,696,367	67,696,367	35.30%	1	0.35
TexPool - Operating	TexPool	5.0035%	N/A	07/01/23	N/A	980,803	980,803	0.51%	1	0.01
<b>Investments</b>										
US Treasury Note, CUSIP 9128284U1	BNY Mellon	2.625%	06/23/22	06/30/23	\$ 5,000,000	\$ 5,000,000	\$ 4,987,713	2.60%	1	0.03
US Agency Note, CUSIP 313384FA2	BNY Mellon	4.521%	10/21/22	05/01/23	10,000,000	-	-	0.00%	0	0.00
US Agency Note, CUSIP 3130ATXK8	BNY Mellon	4.900%	11/28/22	11/28/23	5,000,000	4,988,800	5,000,500	2.61%	151	0.03
US Agency Note, CUSIP 3130AUNW92	BNY Mellon	4.750%	01/19/23	01/19/24	5,000,000	4,985,216	4,997,497	2.61%	203	0.03
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	01/27/23	09/13/24	5,000,000	4,964,000	5,026,000	2.62%	441	0.03
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	07/13/25	06/13/25	10,000,000	9,951,200	10,000,000	5.21%	714	0.05
Certificate of Deposit, CUSIP 02569ADC3	BNY Mellon	2.700%	07/20/22	07/20/23	243,000	242,645	243,000	0.13%	20	0.00
Certificate of Deposit, CUSIP 89841MAD9	BNY Mellon	2.850%	07/19/22	07/19/23	249,000	248,691	249,000	0.13%	19	0.00
Certificate of Deposit, CUSIP 909657JT8	BNY Mellon	2.750%	07/22/22	07/21/23	249,000	248,645	249,000	0.13%	21	0.00
<b>Short-Term Investments - Restricted (Bond) Funds</b>										
<b>Pool Accounts</b>										
LSJP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	5.2313%	N/A	07/01/23	N/A	-	-	0.00%	1	0.00
LSJP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.2313%	N/A	07/01/23	N/A	11,981,325	11,981,325	6.25%	1	0.06
LSJP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.2313%	N/A	07/01/23	N/A	28,293	28,293	0.01%	1	0.00
LSJP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.2313%	N/A	07/01/23	N/A	3,997	3,997	0.00%	1	0.00
LSJP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.2313%	N/A	07/01/23	N/A	161,228	161,228	0.08%	1	0.00
LSJP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.2313%	N/A	07/01/23	N/A	316,010	316,010	0.16%	1	0.00
LSJP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.2313%	N/A	07/01/23	N/A	20,711	20,711	0.01%	1	0.00
LSJP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.2313%	N/A	07/01/23	N/A	41,731,829	41,731,829	21.76%	1	0.22
LSJP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.2313%	N/A	07/01/23	N/A	5,066,337	5,066,337	2.64%	1	0.03
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.2054%	N/A	07/01/23	N/A	28,401,021	28,401,021	14.81%	1	0.15
<b>Grand Total - Cash, Cash Equivalents, and Investments</b>						<b>\$ 191,666,788</b>	<b>\$ 191,790,301</b>	<b>100.00%</b>		<b>1.00</b>

ACFR, Note 4

Weighted Average to Maturity at Ending Period Date (Days)	
0.01%	\$ 19,067
81.59%	156,387,921
2.43%	4,630,603
15.98%	30,629,197
<b>100.00%</b>	<b>\$ 191,666,788</b>

Petty cash on hand  
Investment pools  
Bank deposits - demand deposits  
U. S. government securities & CDs  
Total cash, cash equivalents, and investments



**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
Cash, Cash Equivalents, and Investments  
Inventory Holdings Report  
June 30, 2023

Description	Held At	Annualized Interest Rate	Maturity	Par	5/31/2023		6/30/2023		6/30/2023		LTD Unrealized Gain/Loss	June Earnings	September through June Earnings
					Ending Fair Market Value	Ending Book Value	Ending Fair Market Value	Ending Book Value	Additions/Subtractions and Change in Fair Market Value For the Month				
<b>Unrestricted Funds</b>													
Demand Deposits													
Credit Cards in Transit													
JPMorgan Accounts Payable Disbursements	Heartland	N/A	07/01/23	N/A	\$ 51,308	\$ 51,308	\$ (11,735)	\$ (11,735)	\$ (65,043)	\$	N/A	\$	N/A
JPMorgan Operating (Payroll Earnings)	JPMorgan Chase Bank	N/A	07/01/23	N/A	(1,082,937)	(1,082,937)	(696,157)	(696,157)	(486,780)	\$	N/A	\$	N/A
JPMorgan Payroll	JPMorgan Chase Bank	1.710%	07/01/23	N/A	6,026,960	6,026,960	5,294,659	5,294,659	(772,301)	\$	N/A	\$	12,761
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	07/01/23	N/A	(19,348)	(19,348)	(16,680)	(16,680)	2,668	\$	N/A	\$	N/A
Payroll Cash	JPMorgan Chase Bank	N/A	07/01/23	N/A	19,067	19,067	19,067	19,067	440	\$	N/A	\$	N/A
Sub Total Demand Deposits	Campus Business Offices	N/A	07/01/23	N/A	\$ 4,995,096	\$ 4,995,096	\$ 4,649,670	\$ 4,649,670	\$ (345,426)	\$	N/A	\$	5,322
Pool Accounts													
TexPool - Operating													
LSP Corporate Overnight Plus Fund - Operating Funds	TexPool	5.0035%	07/01/23	N/A	\$ 766,816	\$ 766,816	\$ 980,803	\$ 980,803	\$ 213,987	\$	NA	\$	6,713
Sub Total Pool Accounts	Lone Star Investment Pool	5.2313%	07/01/23	N/A	\$ 86,697,886	\$ 86,697,886	\$ 67,696,367	\$ 67,696,367	\$ (19,001,519)	\$	NA	\$	336,449
Investments													
US Treasury Note, CUSIP 912828A1	BNY Mellon	2.625%	06/30/23	\$ 5,000,000	\$ 4,989,300	\$ 4,987,713	\$ 5,000,000	\$ 4,987,713	\$ 10,700	\$	12,287	\$	98,440
US Treasury Note, CUSIP 912828N30	BNY Mellon	2.518%	12/31/22	-	-	-	-	-	-	-	-	-	45,182
US Agency Note, CUSIP 313385M60	BNY Mellon	2.144%	10/31/22	-	-	-	-	-	-	-	-	-	17,792
US Agency Note, CUSIP 313500794	BNY Mellon	2.580%	01/16/23	-	-	-	-	-	-	-	-	-	47,237
US Agency Note, CUSIP 313384FA2	BNY Mellon	4.521%	05/01/23	10,000,000	-	-	-	-	-	-	-	-	232,534
US Agency Note, CUSIP 31304TKX6	BNY Mellon	4.900%	11/28/23	5,000,000	4,989,650	4,988,800	4,988,800	5,000,500	(850)	(11,700)	20,417	142,919	
US Agency Note, CUSIP 31304UN62	BNY Mellon	4.750%	07/19/24	5,000,000	4,987,316	4,985,216	4,987,487	4,987,487	(2,100)	(12,261)	19,792	106,620	
US Agency Note, CUSIP 31304V006	BNY Mellon	4.600%	08/13/25	10,000,000	9,994,050	9,992,000	9,994,000	10,000,000	(48,000)	(48,000)	20,216	146,249	
US Agency Note, CUSIP 31304V006	BNY Mellon	4.600%	08/13/25	10,000,000	9,994,050	9,992,000	9,994,000	10,000,000	(48,000)	(48,000)	19,216	146,249	
Certificate of Deposit, CUSIP 02558AD03	BNY Mellon	2.700%	07/20/23	243,000	242,115	243,000	243,000	243,000	530	(395)	603	5,470	
Certificate of Deposit, CUSIP 89841MA09	BNY Mellon	2.850%	07/19/23	249,000	248,201	249,000	248,681	249,000	490	(309)	603	5,470	
Certificate of Deposit, CUSIP 909557J78	BNY Mellon	2.750%	07/21/23	249,000	248,133	248,845	248,845	249,000	512	(355)	582	5,606	
Sub Total Investments				\$ 40,741,000	\$ 20,698,765	\$ 20,752,710	\$ 30,629,197	\$ 30,752,710	\$ 9,930,432	\$	(123,513)	\$	854,270
Sub Total - Short-Term Investments - Unrestricted Funds				\$ 40,741,000	\$ 113,158,563	\$ 113,212,508	\$ 103,956,037	\$ 104,079,550	\$ (9,202,526)	\$	(123,513)	\$	429,953
<b>Restricted (Bond) Funds</b>													
Pool Accounts													
LSP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	5.2313%	07/01/23	N/A	\$	\$	\$ 11,622,556	\$ 11,981,325	\$ 358,769	\$	NA	\$	2,708
LSP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.2313%	07/01/23	N/A	28,170	28,170	28,293	28,293	123	NA	NA	51,522	283,105
LSP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.2313%	07/01/23	N/A	3,980	3,980	3,997	3,997	17	NA	NA	123	17,026
LSP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.2313%	07/01/23	N/A	207,424	207,424	161,228	161,228	(46,196)	NA	NA	17	2,913
LSP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.2313%	07/01/23	N/A	835,463	835,463	316,010	316,010	(519,453)	NA	NA	829	23,919
LSP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.2313%	07/01/23	N/A	20,621	20,621	20,711	20,711	90	NA	NA	2,802	47,636
LSP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.2313%	07/01/23	N/A	41,550,681	41,550,681	41,731,629	41,731,629	181,148	NA	NA	90	15,121
LSP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.2313%	07/01/23	N/A	5,044,345	5,044,345	5,066,337	5,066,337	21,992	NA	NA	181,148	1,495,358
LSP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.2313%	07/01/23	N/A	28,079,923	28,079,923	28,079,923	28,079,923	(342,472)	NA	NA	1,992	1,495,358
Sub Total Pool Accounts	TexPool	5.2654%	07/01/23	N/A	\$ 88,053,163	\$ 88,053,163	\$ 87,710,751	\$ 87,710,751	\$ (342,412)	\$	NA	\$	382,598
Sub Total - Short-Term Investments - Restricted (Bond) Funds				\$ 88,053,163	\$ 88,053,163	\$ 87,710,751	\$ 87,710,751	\$ 87,710,751	\$ (342,412)	\$	NA	\$	382,598
Grand Total - Cash, Cash Equivalents, and Investments				\$ 40,741,000	\$ 201,211,726	\$ 201,211,726	\$ 191,666,786	\$ 191,790,301	\$ (9,544,938)	\$	(123,513)	\$	812,551
													6,835,839

San Jacinto College Monthly Investment Report  
May 2023

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Portfolio Summary Report**  
**Period Ending May 31, 2023**

		<u>Fair Market</u>	<u>Book Value</u>
		<u>Value</u>	<u></u>
Beginning Value	May 1, 2023	\$ 214,832,020	\$ 214,623,594
Additions/Subtractions (Net)		(13,357,923)	(13,357,923)
Change in Fair Market Value*		(262,370)	-
Ending Value	May 31, 2023	<u>\$ 201,211,726</u>	<u>\$ 201,265,671</u>

Earnings for the Month of May	\$	932,467
Weighted Average Maturity at Ending Period Date (Days)		1.00
Weighted Average Earnings Rate		5.3791%
Benchmark - One Year Treasury Yield		5.1800%

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

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

Prepared by:



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 Carol Tillman  
 Assistant Comptroller

Reviewed by:

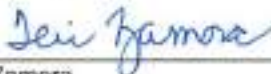


\_\_\_\_\_  
 Andrea DuBois  
 Comptroller



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 Carin Hutchins  
 Associate Vice Chancellor of Finance

Approved by:



\_\_\_\_\_  
 Teri Zamora  
 Vice Chancellor of Fiscal Affairs

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Weighted Average to Maturity**  
**May 31, 2023**

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
<b>Short-Term Investments - Unrestricted Funds</b>										
Demand Deposits										
Credit Cards in Transit	Heartland	N/A	N/A	06/01/23	\$	51,308	51,308	0.03%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	06/01/23	N/A	(1,082,937)	(1,082,937)	-0.54%	1	-0.01
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	N/A	N/A	06/01/23	N/A	6,026,960	6,026,960	2.99%	1	0.03
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	06/01/23	N/A	(19,348)	(19,348)	-0.01%	1	0.00
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	N/A	06/01/23	N/A	46	46	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	06/01/23	N/A	19,067	19,067	0.01%	1	0.00
<b>Pool Accounts</b>										
LSJP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	5.2313%	N/A	06/01/23	N/A	86,697,886	86,697,886	43.08%	1	0.43
TexPool - Operating	TexPool	5.0035%	N/A	06/01/23	N/A	766,816	766,816	0.38%	1	0.00
<b>Investments</b>										
US Treasury Note, CUSIP 9128284U1	BNY Mellon	2.625%	06/23/22	06/30/23	\$	4,989,300	4,987,713	2.48%	30	0.02
US Agency Note, CUSIP 313384FA2	BNY Mellon	4.521%	10/21/22	05/01/23	10,000,000	-	-	0.00%	0	0.00
US Agency Note, CUSIP 3130ATXK8	BNY Mellon	4.900%	11/28/22	11/28/23	5,000,000	4,989,650	5,000,500	2.48%	181	0.02
US Agency Note, CUSIP 3130AUN092	BNY Mellon	4.750%	01/19/23	01/19/24	5,000,000	4,987,316	4,997,497	2.48%	233	0.02
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	01/27/23	09/13/24	5,000,000	4,994,050	5,026,000	2.50%	471	0.02
Certificate of Deposit, CUSIP 02589ADC3	BNY Mellon	2.700%	07/20/22	07/20/23	243,000	242,115	243,000	0.12%	50	0.00
Certificate of Deposit, CUSIP 89841MAD9	BNY Mellon	2.850%	07/19/22	07/19/23	249,000	248,201	249,000	0.12%	49	0.00
Certificate of Deposit, CUSIP 909557JT8	BNY Mellon	2.750%	07/22/22	07/21/23	249,000	248,133	249,000	0.12%	51	0.00
<b>Short-Term Investments - Restricted (Bond) Funds</b>										
<b>Pool Accounts</b>										
LSJP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	5.2313%	N/A	06/01/23	N/A	-	-	0.00%	1	0.00
LSJP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.2313%	N/A	06/01/23	N/A	11,622,556	11,622,556	5.77%	1	0.06
LSJP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.2313%	N/A	06/01/23	N/A	28,170	28,170	0.01%	1	0.00
LSJP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.2313%	N/A	06/01/23	N/A	3,980	3,980	0.00%	1	0.00
LSJP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.2313%	N/A	06/01/23	N/A	207,424	207,424	0.10%	1	0.00
LSJP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.2313%	N/A	06/01/23	N/A	835,463	835,463	0.42%	1	0.00
LSJP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.2313%	N/A	06/01/23	N/A	20,621	20,621	0.01%	1	0.00
LSJP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.2313%	N/A	06/01/23	N/A	41,550,681	41,550,681	20.64%	1	0.21
LSJP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.2313%	N/A	06/01/23	N/A	5,044,345	5,044,345	2.51%	1	0.03
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.2054%	N/A	06/01/23	N/A	28,739,923	28,739,923	14.28%	1	0.14
<b>Grand Total - Cash, Cash Equivalents, and Investments</b>						\$	201,211,726	\$	201,265,671	100.00%

Weighted Average to Maturity at Ending Period Date (Days)

ACFR, Note 4	Weighted Average to Maturity at Ending Period Date (Days)
0.01%	Petty cash on hand
87.23%	Investment pools
2.48%	Bank deposits - demand deposits
10.29%	U. S. government securities & CDs
100.00%	Total cash, cash equivalents, and investments

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
Cash, Cash Equivalents, and Investments  
Inventory Holdings Report  
May 31, 2023

Description	Held At	Annualized Interest Rate	Maturity	Par	4/30/2023		5/31/2023		5/31/2023		LTD Unrealized Gain/Loss	September through May Earnings
					Ending Fair Market Value	Book Value	Ending Fair Market Value	Book Value	and Change in Fair Market Value For the Month	Ending Book Value		
<b>Short-Term Investments - Unrestricted Funds</b>												
Demand Deposits												
Credit Cards in Transit												
JPMorgan Accounts Payable Disbursements	Heartland	N/A	06/01/23	\$ N/A	\$ 104,945	\$ 104,945	\$ 51,308	\$ (53,637)	\$ 51,308	\$ N/A	\$ N/A	\$ N/A
JPMorgan Operating (Payroll Earnings)	JPMorgan Chase Bank	N/A	06/01/23	N/A	(592,224)	(592,224)	(1,082,937)	(490,713)	(1,082,937)	N/A	N/A	N/A
JPMorgan Payroll	JPMorgan Chase Bank	N/A	06/01/23	N/A	7,104,522	7,104,522	6,026,960	(1,077,562)	6,026,960	N/A	N/A	12,761
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	06/01/23	N/A	(19,102)	(19,102)	(19,348)	(236)	(19,348)	N/A	N/A	N/A
Payroll Cash	JPMorgan Chase Bank	N/A	06/01/23	N/A	(19,067)	(19,067)	19,067	18,234	19,067	N/A	N/A	N/A
Sub Total Demand Deposits	Campus Business Offices	N/A	06/01/23	\$ N/A	\$ 6,599,120	\$ 6,599,120	\$ 4,955,096	\$ (1,604,024)	\$ 4,955,096	\$ N/A	\$ N/A	\$ 12,761
<b>Pool Accounts</b>												
TexPool - Operating	TexPool	5.0035%	06/01/23	\$ N/A	\$ 509,164	\$ 509,164	\$ 766,816	\$ 257,652	\$ 766,816	\$ NA	\$ NA	\$ 2,613
LSP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	5.2313%	06/01/23	\$ N/A	\$ 87,120,406	\$ 87,120,406	\$ 86,697,886	\$ (422,520)	\$ 86,697,886	\$ NA	\$ NA	\$ 415,905
Sub Total Pool Accounts				\$ N/A	\$ 87,629,570	\$ 87,629,570	\$ 87,464,702	\$ (164,868)	\$ 87,464,702	\$ NA	\$ NA	\$ 418,518
<b>Investments</b>												
US Treasury Note, CUSIP 9128284U1	BNY Mellon	2.625%	06/30/23	\$ 5,000,000	\$ 4,980,700	\$ 4,987,713	\$ 4,989,300	\$ 8,600	\$ 4,987,713	\$ 1,587	\$ 1,587	\$ 10,937
US Treasury Note, CUSIP 912828N30	BNY Mellon	2.518%	12/31/22	-	-	-	-	-	-	-	-	\$ 45,182
US Agency Note, CUSIP 313385M60	BNY Mellon	2.144%	10/31/22	-	-	-	-	-	-	-	-	\$ 17,792
US Agency Note, CUSIP 313550V94	BNY Mellon	2.580%	01/16/23	-	-	-	-	-	-	-	-	\$ 47,237
US Agency Note, CUSIP 313384FA2	BNY Mellon	4.521%	05/01/23	10,000,000	10,000,000	9,767,467	-	(10,332,533)	9,767,467	(10,332,533)	33,219	
US Agency Note, CUSIP 3130ATKX6	BNY Mellon	4.900%	11/28/23	5,000,000	4,988,400	5,000,500	4,989,650	(8,750)	5,000,500	(10,860)	252,534	
US Agency Note, CUSIP 3130JN692	BNY Mellon	4.750%	01/19/24	5,000,000	4,986,615	4,997,487	4,987,316	(9,289)	4,997,487	(10,161)	122,802	
US Agency Note, CUSIP 3130JN692	BNY Mellon	4.750%	07/20/23	5,000,000	5,016,500	5,000,000	4,997,316	(24,184)	5,000,000	(3,184)	86,625	
US Agency Note, CUSIP 3130JN692	BNY Mellon	4.750%	07/20/23	243,000	243,000	243,115	242,115	900	243,000	(895)	123,572	
Certificate of Deposit, CUSIP 025694DC3	BNY Mellon	2.700%	07/19/23	247,693	247,693	248,201	248,201	508	248,201	(508)	547	
Certificate of Deposit, CUSIP 898411A09	BNY Mellon	2.650%	07/19/23	249,000	249,000	249,000	249,000	0	249,000	0	518	
Certificate of Deposit, CUSIP 909557J78	BNY Mellon	2.750%	07/21/23	249,000	249,000	248,133	248,133	(867)	249,000	(867)	5,024	
Sub Total Investments				\$ 30,741,000	\$ 30,728,602	\$ 30,520,176	\$ 20,698,765	\$ (10,262,370)	\$ 20,752,710	\$ (63,945)	\$ (63,945)	\$ 105,224
Sub Total - Short-Term Investments - Unrestricted Funds				\$ 30,741,000	\$ 124,957,292	\$ 124,748,866	\$ 113,158,563	\$ (12,031,262)	\$ 113,212,508	\$ (63,945)	\$ (63,945)	\$ 536,503
<b>Short-Term Investments - Restricted (Bond) Funds</b>												
Pool Accounts												
LSP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	5.2313%	06/01/23	\$ N/A	\$ 11,571,145	\$ 11,571,145	\$ 11,622,556	\$ 51,411	\$ 11,622,556	\$ NA	\$ NA	\$ 51,411
LSP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.2313%	06/01/23	N/A	28,045	28,045	28,170	125	28,170	NA	NA	125
LSP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.2313%	06/01/23	N/A	3,962	3,962	3,980	18	3,980	NA	NA	18
LSP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.2313%	06/01/23	N/A	443,044	443,044	443,044	(235,620)	207,424	NA	NA	1,728
LSP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.2313%	06/01/23	N/A	831,767	831,767	835,463	3,696	835,463	NA	NA	3,696
LSP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.2313%	06/01/23	N/A	20,530	20,530	20,621	91	20,621	NA	NA	91
LSP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.2313%	06/01/23	N/A	41,366,887	41,366,887	41,550,681	183,794	41,550,681	NA	NA	183,794
LSP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.2313%	06/01/23	N/A	5,022,032	5,022,032	5,044,345	22,313	5,044,345	NA	NA	22,313
LSP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.2313%	06/01/23	N/A	30,997,316	30,997,316	28,739,923	(2,257,393)	28,739,923	NA	NA	(2,257,393)
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.2054%	06/01/23	\$ N/A	\$ 89,874,728	\$ 89,874,728	\$ 88,053,163	\$ (1,821,565)	\$ 88,053,163	\$ NA	\$ NA	\$ 395,964
Sub Total Pool Accounts				\$ N/A	\$ 89,874,728	\$ 89,874,728	\$ 88,053,163	\$ (1,821,565)	\$ 88,053,163	\$ NA	\$ NA	\$ 395,964
Sub Total - Short-Term Investments - Restricted (Bond) Funds				\$ N/A	\$ 214,832,020	\$ 214,623,594	\$ 201,211,726	\$ (13,662,827)	\$ 201,265,671	\$ (63,945)	\$ (63,945)	\$ 932,467
Grand Total - Cash, Cash Equivalents, and Investments				\$ 30,741,000	\$ 307,789,312	\$ 307,372,460	\$ 294,370,326	\$ (11,416,852)	\$ 294,370,326	\$ (127,890)	\$ (127,890)	\$ 1,468,987

San Jacinto College Quarterly Investment Report  
March – May 2023

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Portfolio Summary Report**  
**Quarterly Investment Report - March 1, 2023 to May 31, 2023**

		<u>Fair Market Value</u>	<u>Book Value</u>
Beginning Value	March 1, 2023	\$ 222,683,842	\$ 222,630,009
Additions/Subtractions (Net)		(21,364,338)	(21,364,338)
Change in Fair Market Value*		(107,778)	-
Ending Value	May 31, 2023	<u>\$ 201,211,726</u>	<u>\$ 201,265,671</u>

Earnings for the 3rd Quarter	\$	2,700,030
Weighted Average Maturity at Ending Period Date (Days)		1.00
Weighted Average Earnings Rate for the 3rd Quarter		5.0956%
Benchmark - One Year Treasury Yield - Average		4.8700%

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

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

Prepared by:



\_\_\_\_\_  
Carol Tillman  
Assistant Comptroller

Reviewed by:



\_\_\_\_\_  
Andrea DuBois  
Comptroller

Reviewed by:



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Carin Hutchins  
Associate Vice Chancellor of Finance

Reviewed by:



\_\_\_\_\_  
Teri Zamora  
Vice Chancellor of Fiscal Affairs

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Weighted Average to Maturity**  
**May 31, 2023**

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
<b>Short-Term Investments - Unrestricted Funds</b>										
Demand Deposits										
Credit Cards in Transit										
JP Morgan Accounts Payable Disbursements	Heartland	N/A	N/A	06/01/23	N/A	\$ 51,308	\$ 51,308	0.03%	1	0.00
JP Morgan Operating (Hybrid Earnings)	JP Morgan Chase Bank	N/A	N/A	06/01/23	N/A	(1,082,937)	(1,082,937)	-0.54%	1	-0.01
JP Morgan Payroll	JP Morgan Chase Bank	N/A	N/A	06/01/23	N/A	6,026,960	6,026,960	2.99%	1	0.03
JP Morgan Workmen's Comp	JP Morgan Chase Bank	N/A	N/A	06/01/23	N/A	(19,348)	(19,348)	-0.01%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	06/01/23	N/A	46	46	0.00%	1	0.00
		N/A	N/A	06/01/23	N/A	19,067	19,067	0.01%	1	0.00
Pool Accounts										
LSJP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	5.2313%	N/A	06/01/23	N/A	86,697,886	86,697,886	43.08%	1	0.43
TexPool - Operating	TexPool	5.0035%	N/A	06/01/23	N/A	766,816	766,816	0.38%	1	0.00
Investments										
US Treasury Note, CUSIP 9128284U1	BNY Mellon	2.625%	06/23/22	06/30/23	5,000,000	4,989,300	4,987,713	2.48%	30	0.02
US Agency Note, CUSIP 313384FA2	BNY Mellon	4.521%	10/21/22	05/01/23	10,000,000	-	-	0.00%	-	0.00
US Agency Note, CUSIP 3130ATXK8	BNY Mellon	4.900%	11/28/22	11/28/23	5,000,000	4,989,650	5,000,500	2.48%	181	0.02
US Agency Note, CUSIP 3130AUN092	BNY Mellon	4.750%	01/19/24	01/19/24	5,000,000	4,987,316	4,997,497	2.48%	233	0.02
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	09/13/24	09/13/24	5,000,000	4,994,050	5,026,000	2.50%	471	0.02
Certificate of Deposit, CUSIP 02589ADC3	BNY Mellon	2.700%	07/20/22	07/20/23	243,000	242,115	243,000	0.12%	50	0.00
Certificate of Deposit, CUSIP 89841MAD9	BNY Mellon	2.850%	07/19/22	07/19/23	249,000	248,201	249,000	0.12%	49	0.00
Certificate of Deposit, CUSIP 909557JT8	BNY Mellon	2.750%	07/22/22	07/21/23	249,000	248,133	249,000	0.12%	51	0.00
<b>Short-Term Investments - Restricted (Bond) Funds</b>										
Pool Accounts										
LSJP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	5.2313%	N/A	06/01/23	N/A	-	-	0.00%	1	0.00
LSJP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.2313%	N/A	06/01/23	N/A	11,622,556	11,622,556	5.77%	1	0.06
LSJP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.2313%	N/A	06/01/23	N/A	28,170	28,170	0.01%	1	0.00
LSJP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.2313%	N/A	06/01/23	N/A	3,980	3,980	0.00%	1	0.00
LSJP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.2313%	N/A	06/01/23	N/A	207,424	207,424	0.10%	1	0.00
LSJP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.2313%	N/A	06/01/23	N/A	835,463	835,463	0.42%	1	0.00
LSJP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.2313%	N/A	06/01/23	N/A	20,621	20,621	0.01%	1	0.00
LSJP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.2313%	N/A	06/01/23	N/A	41,550,681	41,550,681	20.64%	1	0.21
LSJP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.2313%	N/A	06/01/23	N/A	5,044,345	5,044,345	2.51%	1	0.03
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.2054%	N/A	06/01/23	N/A	28,739,923	28,739,923	14.28%	1	0.14
<b>Grand Total - Cash, Cash Equivalents, and Investments</b>					\$	\$ 201,211,726	\$ 201,265,671	100.00%		1.00

Weighted Average to Maturity at Ending Period Date (Days)

ACFR, Note 4	Weighted Average to Maturity at Ending Period Date (Days)
0.01%	19,067
87.23%	175,517,865
0.00%	-
2.47%	4,976,029
10.29%	20,698,765
<u>100.00%</u>	<u>201,211,726</u>



SAN JACINTO COMMUNITY COLLEGE DISTRICT  
Cash, Cash Equivalents, and Investments  
Inventory Holdings Report  
3rd Quarter Fiscal Year 2022-2023 Activity

Description	Held At	Annualized Max Interest Rate	Maturity	5/31/2023		2/28/2023		2/28/2023		5/31/2023		LTD Unrealized Gain/Loss	March Through May Earnings	
				Par	Fair Market Value	Book Value	Fair Market Value	Book Value	Fair Market Value					
<b>Short-Term Investments - Unrestricted Funds</b>														
Demand Deposits														
Credit Cards In Transit	Heartland	N/A	06/01/23	\$	(10,724)	\$	(10,724)	\$	51,308	\$	62,032	N/A	N/A	
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	06/01/23	N/A	(716,435)	(716,435)	(716,435)	1,082,937	(1,082,937)	(866,502)	N/A	N/A		
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	N/A	06/01/23	N/A	5,637,254	5,637,254	6,026,960	6,026,960	(19,348)	389,706	N/A	12,761		
JPMorgan Payroll	JPMorgan Chase Bank	N/A	06/01/23	N/A	(32,957)	(32,957)	(32,957)	46	(19,348)	13,609	N/A	N/A		
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	06/01/23	N/A	2,646	2,646	19,067	46	46	(2,600)	N/A	N/A		
Petty Cash	Campus Business Offices	N/A	06/01/23	N/A	4,889,851	4,889,851	4,889,851	4,995,096	4,995,096	96,245	N/A	N/A		
Sub Total Demand Deposits													12,761	
<b>Pool Accounts</b>														
TexPool - Operating	TexPool	5.0055%	06/01/23	\$	283,344	\$	283,344	\$	766,816	\$	483,472	NA	\$	2,613
LSP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	5.2313%	06/01/23	N/A	101,188,841	101,188,841	86,637,886	86,637,886	87,484,702	(14,400,955)	NA	\$	415,905	
Sub Total Pool Accounts														1,201,974
<b>Investments</b>														
US Treasury Note, CUSIP 912828AU1	BNY Mellon	2.625%	06/30/23	5,000,000	4,982,900	4,987,713	4,989,300	4,989,300	4,987,713	26,400	1,597	10,937	32,812	
US Treasury Note, CUSIP 912828N30	BNY Mellon	2.518%	12/31/22	-	-	-	-	-	-	-	-	-	-	
US Agency Note, CUSIP 313365M60	BNY Mellon	2.144%	10/31/22	-	-	-	-	-	-	-	-	-	-	
US Agency Note, CUSIP 313365OT94	BNY Mellon	2.580%	01/16/23	-	-	-	-	-	-	-	-	-	-	
US Agency Note, CUSIP 313364FA2	BNY Mellon	4.521%	05/01/23	9,919,700	9,919,700	9,787,467	9,919,700	9,919,700	9,919,700	(9,919,700)	100	32,219		
US Agency Note, CUSIP 3130ATXK6	BNY Mellon	4.900%	11/28/23	5,000,000	4,989,550	5,000,500	4,989,650	5,000,500	5,000,500	(10,660)	20,417	99,657		
US Agency Note, CUSIP 3130ATXK6	BNY Mellon	4.900%	09/13/24	5,000,000	4,989,550	5,000,500	4,989,650	5,000,500	5,000,500	(10,660)	20,417	61,251		
US Agency Note, CUSIP 3130ATXK6	BNY Mellon	4.975%	09/13/24	5,000,000	4,989,550	5,000,500	4,989,650	5,000,500	5,000,500	(10,660)	20,417	18,856		
Certificate of Deposit, CUSIP 02589A0C3	BNY Mellon	2.700%	07/20/23	245,000	240,712	243,000	242,115	243,000	243,000	(6,885)	547	1,641		
Certificate of Deposit, CUSIP 89841MAD9	BNY Mellon	2.850%	07/19/23	249,000	246,895	249,000	248,201	249,000	249,000	(799)	1,306	1,758		
Certificate of Deposit, CUSIP 9065571T8	BNY Mellon	2.750%	07/21/23	249,000	246,752	249,000	248,133	249,000	249,000	(887)	1,381	675		
Sub Total Investments				30,741,000	30,574,009	30,520,176	30,520,176	30,520,176	30,520,176	(63,945)	(63,945)	105,224	382,727	
Sub Total - Short-Term Investments - Unrestricted Funds				30,741,000	30,574,009	30,520,176	30,520,176	30,520,176	30,520,176	(63,945)	(63,945)	105,224	382,727	
<b>Short-Term Investments - Restricted (Bond) Funds</b>														
<b>Pool Accounts</b>														
LSP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	5.2313%	06/01/23	N/A	9,605,277	9,605,277	9,605,277	9,605,277	9,605,277	2,017,279	NA	51,411	142,284	
LSP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.2313%	06/01/23	N/A	742,439	742,439	742,439	742,439	742,439	(174,289)	NA	1,724	1,724	
LSP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.2313%	06/01/23	N/A	5,630,830	5,630,830	5,630,830	5,630,830	5,630,830	1,728	NA	6,796	6,796	
LSP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.2313%	06/01/23	N/A	758,960	758,960	758,960	758,960	758,960	207,424	NA	3,696	3,696	
LSP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.2313%	06/01/23	N/A	1,493,408	1,493,408	1,493,408	1,493,408	1,493,408	(857,945)	NA	14,311	14,311	
LSP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.2313%	06/01/23	N/A	39,462	39,462	39,462	39,462	39,462	(18,841)	NA	91	91	
LSP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.2313%	06/01/23	N/A	41,027,653	41,027,653	41,027,653	41,550,681	41,550,681	523,028	NA	183,794	523,028	
LSP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.2313%	06/01/23	N/A	32,067,642	32,067,642	32,067,642	5,044,345	5,044,345	(3,327,719)	NA	22,313	44,345	
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.2054%	06/01/23	N/A	85,738,797	85,738,797	85,738,797	88,053,163	88,053,163	2,314,366	NA	395,963	390,269	
Sub Total Pool Accounts														1,122,568
Sub Total - Short-Term Investments - Restricted (Bond) Funds														1,122,568
Grand Total - Cash, Cash Equivalents, and Investments				30,741,000	222,893,842	222,650,009	222,650,009	222,650,009	222,650,009	(21,472,116)	(63,945)	592,466	2,700,030	

San Jacinto College Foundation Financial Statements  
June 2023

**San Jacinto College Foundation**  
Statement of Financial Position  
As of June 30, 2023

	Current Year		Previous Year		Difference		
	Foundation	Student Success Fund	Foundation	Student Success Fund	Foundation	Student Success Fund	Total
<b>ASSETS</b>							
Current Assets							
Checking/Savings							
General Fund	\$2,626,532	-	\$2,366,052	-	260,481	-	260,481
Other Funds	-	-	-	-	-	-	-
Total Checking/Savings	2,626,532	-	2,366,052	-	260,481	-	260,481
Accounts Receivables	2,596,755	-	3,133,700	-	(536,945)	-	(536,945)
Other Current Assets							
Short Term Investments							
Goldman Sachs - SS2 (Endowed)	18,849,527	18,849,527	17,157,515	17,157,515	-	1,692,013	1,692,013
Goldman Sachs - SSF (Non-Endowed)	7,630,579	7,630,579	8,044,512	8,044,512	-	(413,934)	(413,934)
Goldman Sachs - FDN - HOE	503,927	503,927	-	-	503,927	-	503,927
Goldman Sachs - FDN - SSE (Endowed)	1,843,675	1,843,675	1,274,893	1,274,893	568,782	-	568,782
Goldman Sachs - FDN	12,929,200	12,929,200	12,453,414	12,453,414	475,786	-	475,786
Total SIC Short Term Investments	15,276,803	26,480,106	13,728,307	25,202,027	1,548,495	1,278,079	2,826,574
Total Current Assets	20,500,090	26,480,106	19,228,059	25,202,027	1,272,031	1,278,079	2,550,110
<b>TOTAL ASSETS</b>	<b>20,500,090</b>	<b>26,480,106</b>	<b>19,228,059</b>	<b>25,202,027</b>	<b>1,272,031</b>	<b>1,278,079</b>	<b>2,550,110</b>
<b>LIABILITIES &amp; NET ASSETS</b>							
Liabilities							
Current Liabilities							
Accounts Payable							
Grants Payable	102,168	-	37,676	-	64,492	-	64,492
Programs Payable	2,030	-	2,030	-	0	-	0
Endowments Payable	156,066	-	94,571	-	61,495	-	61,495
Scholarship Payables	197,743	2,475,627	410,508	626,266	(212,764)	1,849,361	1,636,596
Student Success Payables	89,384	-	112,584	-	(23,200)	-	(23,200)
Total Accounts Payable	547,391	2,475,627	657,368	626,266	(109,977)	1,849,361	1,739,384
Total Current Liabilities	547,391	2,475,627	657,368	626,266	(109,977)	1,849,361	1,739,384
Total Liabilities	547,391	2,475,627	657,368	626,266	(109,977)	1,849,361	1,739,384
NET ASSETS							
Net Assets Without Donor Restrictions	2,958,894	24,575,762	3,123,592	30,000,253	(164,698)	(5,424,491)	(5,589,189)
Net Assets With Donor Restrictions	15,611,795	-	16,936,527	-	(1,324,731)	-	(1,324,731)
Net Assets	18,570,689	24,575,762	20,060,118	30,000,253	(1,489,429)	(5,424,491)	(6,913,920)
Net Income	1,382,010	(571,283)	(1,489,428)	(55,424,492)	2,871,438	4,853,209	7,724,647
Total Net Assets	19,952,699	24,004,479	18,570,690	24,575,761	1,382,009	(571,282)	810,727
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>\$20,500,090</b>	<b>\$26,480,106</b>	<b>\$19,228,059</b>	<b>25,202,027</b>	<b>1,272,031</b>	<b>1,278,079</b>	<b>2,550,110</b>

# San Jacinto College Foundation

## Statement of Activities

For the Period Ending June 30, 2023

	Current Year			Previous Year			Difference			Actual % of Annual Budget
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	
<b>Ordinary Income/Expense</b>										
<b>Income</b>										
<b>Contributions</b>										
Grant Contributions	162,900	-	162,900	59,800	-	59,800	103,100.00	-	103,100.00	90,000
Endowments	355,856	-	355,856	124,463	-	124,463	231,393	-	231,393	175,000
Program Sponsorship	649,303	-	649,303	375,314	-	375,314	273,989	-	273,989	275,000
Unrestricted	697,378	-	697,378	470,739	-	470,739	226,639	-	226,639	
Scholarships	452,466	-	452,466	648,575	-	648,575	(196,110)	-	(196,110)	400,000
<b>Total Contributions</b>	2,317,903	-	2,317,903	1,678,892	-	1,678,892	639,011	-	639,011	940,000
<b>Other Income</b>										
Special Events	-	-	-	432,090	-	432,090	(432,090)	-	(432,090)	-
Investment Income	508,746	978,922	1,487,668	415,401	607,552	1,022,953	93,345	371,370	464,714	600,000
Realized Gain / (Loss)	(6,448)	(271,761)	(278,209)	32,491	(48,369)	(15,879)	(38,939)	(223,392)	(262,331)	-
Unrealized Gain / (Loss)	597,025	1,711,182	2,308,207	(1,951,967)	(4,726,067)	(6,678,033)	7,275,058	6,437,249	8,986,240	-
<b>Total Other Income</b>	1,099,322	2,418,343	3,517,665	(1,071,985)	(4,166,884)	(5,238,869)	6,897,373	6,585,227	8,756,534	600,000
<b>Total Income</b>	3,417,225	2,418,343	5,835,568	606,908	(4,166,884)	(3,559,977)	7,536,384	6,585,227	9,395,544	1,540,000
<b>Expense</b>										
<b>Programs</b>										
Scholarships Awarded - SSF	-	2,989,626	2,989,626	-	1,257,608	1,257,608	-	1,732,018	1,732,018	2,500,000
Scholarships Awarded - FND	923,382	-	923,382	1,192,149	-	1,192,149	(268,767)	-	(268,767)	1,200,000
Programs Sponsored	295,838	-	295,838	178,067	-	178,067	117,771	-	117,771	600,000
Student Success Initiatives	17,009	-	17,009	50,629	-	50,629	33,620	-	(33,620)	150,000
<b>Total Programs</b>	1,236,229	2,989,626	4,225,855	1,420,845	1,257,608	2,678,453	(117,376)	1,732,018	1,547,403	4,450,000
<b>Supporting Services</b>										
Bad Debt Expense	-	-	-	-	-	-	-	-	-	2,000
<b>Supporting Services</b>										
Foundation Expenses	98,743	-	98,743	55,607	-	55,607	43,136	-	43,136	120,750
Management Expenses	697,378	-	697,378	470,739	-	470,739	226,639	-	226,639	
Fundraising	-	-	-	145,945	-	145,945	(145,945)	-	(145,945)	
Sponsorship Expense	2,865	-	2,865	3,200	-	3,200	(335)	-	(335)	5,000
<b>Total Supporting Services</b>	798,986	-	798,986	675,491	-	675,491	123,495	-	123,495	125,750
<b>Total Expense</b>	2,035,215	2,989,626	5,024,841	2,096,336	1,257,608	3,353,944	6,119	1,732,018	1,670,898	4,577,750
<b>Net Ordinary Income</b>	1,382,010	(571,283)	810,727	(1,489,428)	(5,424,492)	(6,913,920)	2,871,438	4,853,209	7,724,647	(3,037,750)
Other Income / Expenses										
<b>Increase/Decrease in Net Position</b>	\$1,382,010	(\$571,283)	\$810,727	(\$1,489,428)	(\$5,424,492)	(\$6,913,920)	\$2,871,438	\$4,853,209	\$7,724,647	(\$3,037,750)

San Jacinto College Foundation Financial Statements  
May 2023

**San Jacinto College Foundation**  
Statement of Financial Position  
As of May 31, 2023

	Current Year		Previous Year		Difference		
	Foundation	Student Success Fund	Foundation	Student Success Fund	Foundation	Student Success Fund	Total
<b>ASSETS</b>							
Current Assets							
Checking/Savings							
General Fund	\$2,584,035	-	\$2,153,906	-	430,129	-	430,129
Other Funds	-	-	-	-	-	-	-
Total Checking/Savings	2,584,035	-	2,153,906	-	430,129	-	430,129
Accounts Receivables	2,605,980	-	3,064,720	-	(458,740)	-	(458,740)
Other Current Assets							
Short Term Investments							
Goldman Sachs - SS2 (Endowed)	18,283,140		18,126,637		-	156,503	156,503
Goldman Sachs - SSF (Non-Endowed)	7,396,622		8,491,194		-	(1,094,572)	(1,094,572)
Goldman Sachs - FDN - HOE	501,851		-		501,851		501,851
Goldman Sachs - FDN - SSE (Endowed)	1,774,678		1,358,555		416,123		416,123
Goldman Sachs - FDN	12,658,772		12,981,515		(322,743)		(322,743)
Total SIC Short Term Investments	14,935,301	25,679,762	14,340,070	26,617,831	595,231	(938,069)	(342,838)
Total Current Assets	20,125,316	25,679,762	19,558,696	26,617,831	566,620	(938,069)	(371,449)
<b>TOTAL ASSETS</b>	<b>20,125,316</b>	<b>25,679,762</b>	<b>19,558,696</b>	<b>26,617,831</b>	<b>566,620</b>	<b>(938,069)</b>	<b>(371,449)</b>
<b>LIABILITIES &amp; NET ASSETS</b>							
Liabilities							
Current Liabilities							
Accounts Payable							
Grants Payable	103,168	-	37,676	-	65,492	-	65,492
Programs Payable	2,030	-	2,030	-	0	-	0
Endowments Payable	156,066	-	94,571	-	61,495	-	61,495
Scholarship Payables	197,743	2,475,627	410,507	626,266	(212,764)	1,849,361	1,636,596
Student Success Payables	89,384	-	112,584	-	(23,200)	-	(23,200)
Total Accounts Payable	548,391	2,475,627	657,368	626,266	(108,977)	1,849,361	1,740,384
Total Current Liabilities	548,391	2,475,627	657,368	626,266	(108,977)	1,849,361	1,740,384
Total Liabilities	548,391	2,475,627	657,368	626,266	(108,977)	1,849,361	1,740,384
NET ASSETS							
Net Assets Without Donor Restrictions	2,840,680	24,575,762	3,363,084	30,000,253	(522,404)	(5,424,491)	(5,946,895)
Net Assets With Donor Restrictions	15,730,010	-	16,697,035	-	(967,025)	-	(967,025)
Net Assets	18,570,689	24,575,762	20,060,118	30,000,253	(1,489,429)	(5,424,491)	(6,913,920)
Net Income	1,006,236	(1,371,627)	(1,158,790)	(\$4,008,688)	2,165,026	2,637,061	4,802,088
Total Net Assets	19,576,925	23,204,135	18,901,328	25,991,565	675,597	(2,787,430)	(2,111,832)
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>\$20,125,316</b>	<b>\$25,679,762</b>	<b>\$19,558,696</b>	<b>26,617,831</b>	<b>566,620</b>	<b>(938,069)</b>	<b>(371,449)</b>

# San Jacinto College Foundation

## Statement of Activities

For the Period Ending May 31, 2023

	Current Year			Previous Year			Difference			Foundation Annual Budget	Actual % of Annual Budget
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total		
<b>Ordinary Income/Expense</b>											
<b>Income</b>											
<b>Contributions</b>											
Grant Contributions	120,900	-	120,900	12,400	-	12,400	108,500.00	-	108,500.00	90,000	134%
Endowments	335,714	-	335,714	114,245	-	114,245	221,469	-	221,469	175,000	192%
Program Sponsorship	631,733	-	631,733	273,340	-	273,340	358,393	-	358,393	275,000	230%
Scholarships	455,576	-	455,576	639,219	-	639,219	(183,643)	-	(183,643)	400,000	114%
<b>Total Contributions</b>	1,543,923	-	1,543,923	1,039,204	-	1,039,204	504,719	-	504,719	940,000	164%
<b>Other Income</b>											
Special Events	-	-	-	297,270	-	297,270	(297,270)	-	(297,270)	-	
Investment Income	452,335	887,474	1,339,810	371,933	527,270	899,203	80,403	360,204	440,606	600,000	223%
Realized Gain / (Loss)	(6,448)	(249,934)	(256,382)	33,576	(36,082)	(2,506)	(40,025)	(213,852)	(253,877)	-	
Unrealized Gain / (Loss)	305,831	980,459	1,286,290	(1,297,298)	(3,242,269)	(4,539,568)	4,845,398	4,222,728	5,825,857	-	
<b>Total Other Income</b>	751,718	1,617,999	2,369,717	(594,519)	(2,751,081)	(3,345,600)	4,588,506	4,369,080	5,715,317	600,000	395%
<b>Total Income</b>	2,295,641	1,617,999	3,913,640	444,685	(2,751,081)	(2,306,396)	5,093,225	4,369,080	6,220,036	1,540,000	254%
<b>Expense</b>											
<b>Programs</b>											
Scholarships Awarded - SSF	-	2,989,626	2,989,626	-	1,257,608	1,257,608	-	1,732,018	1,732,018	2,500,000	120%
Scholarships Awarded - FND	924,382	-	924,382	1,185,901	-	1,185,901	(261,519)	-	(261,519)	1,200,000	77%
Programs Sponsored	275,211	-	275,211	166,202	-	166,202	109,008	-	109,008	600,000	46%
Student Success Initiatives	17,009	-	17,009	50,629	-	50,629	33,620	-	(33,620)	150,000	11%
<b>Total Programs</b>	1,216,602	2,989,626	4,206,228	1,402,732	1,257,608	2,660,340	(118,891)	1,732,018	1,545,888	4,450,000	95%
<b>Supporting Services</b>											
Bad Debt Expense	-	-	-	-	-	-	-	-	-	2,000	0%
<b>Supporting Services</b>											
Foundation Expenses	69,939	-	69,939	54,639	-	54,639	15,299	-	15,299	120,750	58%
Fundraising	-	-	-	142,904	-	142,904	(335)	-	(142,904)	5,000	57%
Sponsorship Expense	2,865	-	2,865	3,200	-	3,200	14,984	-	(127,940)	125,750	58%
<b>Total Supporting Services</b>	72,804	-	72,804	200,744	-	200,744	(103,927)	1,732,018	1,417,948	4,577,750	93%
<b>Total Expense</b>	1,289,405	2,989,626	4,279,031	1,603,475	1,257,608	2,861,083	2,165,026	2,637,061	4,802,088	(3,037,750)	
<b>Net Ordinary Income</b>	1,006,236	(1,371,627)	(365,391)	(1,158,790)	(4,008,688)	(5,167,479)	\$2,165,026	\$2,637,061	\$4,802,088	(\$3,037,750)	
Other Income / Expenses											
<b>Increase/Decrease in Net Position</b>	\$1,006,236	(\$1,371,627)	(\$365,391)	(\$1,158,790)	(\$4,008,688)	(\$5,167,479)					

Capital Improvement Program  
June 30, 2023



## 2015 Bond Program

Report as of June 30, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>									
731603 - CC Class Room Building	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	160,224	46,932,305	1,046,130	97.83%
71608A - CC McCollum Center Reno Phase II	-	8,083,421	8,083,421	338,733	8,422,154	165,057	8,136,661	120,436	98.57%
<b>Sub-total</b>	47,155,000	7,278,640	54,433,640	2,127,173	56,560,813	325,281	55,068,966	1,166,566	97.94%
<b>North</b>									
732606 - NC Wheeler Renovation	14,300,000	(4,242,967)	10,057,033	391,191	10,448,224	6,231	9,983,667	458,326	95.61%
732607 - NC Brightwell Renovation	6,628,000	(314,640)	6,313,360	258,531	6,571,891	24,520	6,547,371	-	100.00%
<b>Sub-total</b>	20,928,000	(4,557,607)	16,370,393	649,722	17,020,115	30,751	16,531,038	458,326	97.31%
<b>South</b>									
733605 - SC South Primary Electrical Upgrade	5,800,000	(33,375)	5,766,625	218,639	5,985,264	262,667	5,108,378	614,219	89.74%
733608 - SC Domestic Water System Rehabilitation	1,160,000	823,696	1,983,696	64,096	2,047,792	38,054	1,086,671	923,067	54.92%
733610 - SC Jones Renovation	13,803,000	4,348,177	18,151,177	605,876	18,757,053	253,549	16,518,502	1,985,002	89.42%
73610A - SC Jones Central Plant Relocation	-	9,570,357	9,570,357	344,861	9,915,218	-	8,863,717	1,051,501	89.40%
<b>Sub-total</b>	20,763,000	14,708,855	35,471,855	1,233,472	36,705,327	554,270	31,577,268	4,573,789	87.54%
<b>Maritime</b>									
736603 - MC Maritime Expansion	28,000,000	(27,031,300)	968,700	31,300	1,000,000	30,894	927,984	41,122	95.89%
<b>Sub-total</b>	28,000,000	(27,031,300)	968,700	31,300	1,000,000	30,894	927,984	41,122	95.89%
<b>Generation Park</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>Admin</b>									
76605A - CW Deferred Maintenance	-	30,829,038	30,829,038	427,385	31,256,423	10,231,942	12,598,290	8,426,191	73.04%
736606 - Generation Park Opportunities	-	20,000,000	20,000,000	-	20,000,000	-	-	20,000,000	-
720100 - Program Management - AECOM	-	11,431,567	11,431,567	(11,404,113)	27,454	27,454	-	-	100.00%
736601 - Contingency	1,166,180	18,564,290	19,730,470	-	19,730,470	-	-	19,730,470	-
<b>Sub-total</b>	1,166,180	80,824,895	81,991,075	(10,976,728)	71,014,347	10,259,396	12,598,290	48,156,661	32.19%
<b>Previously Completed and Closed Projects</b>									
<b>Sub-total</b>	306,987,820	(71,223,483)	235,764,337	6,935,061	242,699,398	-	242,699,398	-	100.00%
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>11,200,592</b>	<b>359,402,944</b>	<b>54,396,464</b>	<b>87.20%</b>

## Energy Conservation Project

Report as of June 30, 2023

Project	Base Budget	Budget Adjustments	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>College Wide</b>							
E22001 - UCRM 1 - LED Lighting	811,078	(231,152)	579,926	-	579,926	-	100.00%
E22002 - UCRM 2.1a - A-1 HVAC	10,354	(5,782)	4,572	-	4,572	-	100.00%
E22003 - UCRM 2.1b - CC Chillers	1,526,400	156,744	1,683,144	159,153	1,501,747	22,244	98.68%
E22004 - UCRM 2.1c - NC Chiller	593,600	82,278	675,878	98,890	566,110	10,878	98.39%
E22005 - UCRM 2.1d - Maritime HVAC	33,000	(33,000)	-	-	-	-	-
E22006 - UCRM 2.6a - 35 Acre VFDs	9,946	20,905	30,851	-	30,851	-	100.00%
E22007 - UCRM 2.6b - S-7 & S-9 VFDs	26,452	56,684	83,136	-	83,136	-	100.00%
E22008 - UCRM 3 - Retro-Commissioning	280,000	74,010	354,010	29,817	324,193	-	100.00%
E22009 - UCRM 4.2c - Vending Misers	46,224	(46,224)	-	-	-	-	-
E22010 - UCRM 5.1 - Water Conserving Faucets	112,669	(63,192)	49,477	-	49,477	-	100.00%
E22011 - UCRM 8 - Solar PV	1,175,849	(260,598)	915,251	480,508	434,743	-	100.00%
Utility Assessment Report - 720600	96,546	-	96,546	-	96,546	-	100.00%
E22000 - Contingency Lone Star Loan	-	249,327	249,327	-	-	249,327	-
<b>TOTALS</b>	<b>4,722,118</b>	<b>-</b>	<b>4,722,118</b>	<b>768,368</b>	<b>3,671,302</b>	<b>282,449</b>	<b>94.02%</b>

## Bond Interest Earnings

Report as of June 30, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>College Wide</b>								
732614 - NC - N7, N8 & N9 Roof Replacement (2008 Bond)	-	133,554	133,554	133,554	-	133,554	-	100.00%
732614 - NC - N7, N8 & N9 Roof Replacement	2,587,830	(472,744)	2,115,086	2,115,086	211,624	1,903,461	-	100.00%
733615 - SC - S7 & S9 Roof Replacement	1,737,060	581,484	2,318,544	2,318,544	60,083	2,150,631	107,830	95.35%
<b>TOTALS</b>	<b>4,324,890</b>	<b>242,294</b>	<b>4,567,184</b>	<b>4,567,184</b>	<b>271,708</b>	<b>4,187,646</b>	<b>107,830</b>	<b>97.64%</b>

## Repair and Renovation

Report as of June 30, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
F23001 CC - Central Misc.	-	9,995	9,995	9,995	600	9,395	-	100.00%
F23037 CC - C3 Office Relocation	-	73,325	73,325	73,325	513	72,812	-	100.00%
F23040 CC - Lifecycle Furniture	-	123,166	123,166	123,166	96,492	26,674	-	100.00%
F23057 CC - CPET Worktables	-	6,642	6,642	6,642	5,421	-	1,221	81.62%
F23067 CC - C14.244 Student Sensory Room	-	3,033	3,033	3,033	3,033	-	-	100.00%
F23070 CC - C21.163 Art Gallery Relocation	-	156,270	156,270	156,270	156,270	-	-	100.00%
<b>Sub-total</b>	-	372,431	372,431	372,431	262,330	108,881	1,221	99.67%
<b>North</b>								
F23002 NC - North Misc.	-	10,000	10,000	10,000	-	-	10,000	-
F23028 NC - Primary Electric Repair Design	-	197,655	197,655	197,655	34,840	162,816	-	100.00%
F23072 NC - N33 Air Compressor	-	25,000	25,000	25,000	16,136	-	8,864	64.54%
F23079 NC - N33.202C Lift Blocks	-	1,026	1,026	1,026	1,026	-	-	-
<b>Sub-total</b>	-	233,681	233,681	233,681	52,002	162,816	18,864	91.93%
<b>South</b>								
F23077 SC - S6.211F Replacement Chair	-	9,740	9,740	9,740	9,740	-	-	100.00%
F23084 SC - S.12.218 Cubicle Reconfig	-	7,303	7,303	7,303	-	-	7,303	-
F23085 SC - S6.196 Financial Aid Expansion	-	1,220	1,220	1,220	-	-	1,220	-
<b>Sub-total</b>	-	18,263	18,263	18,263	9,740	-	8,523	53.33%
<b>Generation Park</b>								
<b>Sub-total</b>	-	-	-	-	-	-	-	-
<b>District</b>								
F23004 DIST - Campus Misc.	-	5,000	5,000	5,000	320	3,035	1,645	67.10%
F23010 DIST - CW ADA Compliance	-	58,837	58,837	58,837	11,162	44,967	2,708	95.40%
F23020 DIST - Roof Safety	-	125,077	125,077	125,077	125,000	-	77	99.94%
F23030 DIST - CW Ping Pong Tables	-	13,780	13,780	13,780	-	11,662	2,118	84.63%
F23053 Dist - CW Medical Privacy Rooms	-	15,339	15,339	15,339	4,230	10,577	532	96.53%
F23061 DIST - A2.102 & 112 Noise Canceling Devices	-	7,615	7,615	7,615	-	7,615	-	100.00%
F23062 DIST - A2.208 Workroom Conversion	-	25,000	25,000	25,000	11,041	-	13,959	44.17%
F23069 DIST - M1 Handrail Replacement	-	28,602	28,602	28,602	28,601	-	1	100.00%
F23074 DIST - A2.112 Workstation Lift	-	1,216	1,216	1,216	1,216	-	-	100.00%
F23078 DIST - A1.210 Cubicle Sit to Stand	-	922	922	922	922	-	-	100.00%
F23083 DIST A1.116 Sit to Stand	-	957	957	957	957	-	-	100.00%
<b>Sub-total</b>	-	282,344	282,344	282,344	183,450	77,855	21,040	92.55%
<b>Contingency (720700) - Major Repairs</b>	200,000	(174,240)	25,760	25,760	-	-	25,760	-
<b>Sub-total</b>	200,000	(174,240)	25,760	25,760	-	-	25,760	-

## Repair and Renovation

Report as of June 30, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Projects Closed</b>								
F23011 CC - C34.112 Police Furniture and Move	-	14,522	14,522	14,522	-	14,522	-	100.00%
F23015 CC - C1.151 Corbin Lighting	-	29,568	29,568	29,568	-	29,568	-	100.00%
F23016 CC - C34.116 Furniture	-	6,644	6,644	6,644	-	6,644	-	100.00%
F23024 CC - C26.145 Mirrors	-	7,913	7,913	7,913	-	7,913	-	100.00%
F23027 CC - C45.1328 CPET Furniture	-	-	-	-	-	-	-	-
F23038 CC - C31 Welding Lab Demolition	-	10,108	10,108	10,108	-	10,108	-	100.00%
F23054 CC - C11 and C19 Electrical	-	3,378	3,378	3,378	-	3,378	-	100.00%
F23056 CC - C3 & C11 Access Control	-	13,849	13,849	13,849	-	13,849	-	100.00%
F23012 NC - N17 Wallpaper	-	54,365	54,365	54,365	-	54,365	-	100.00%
F23018 NC - Lab Conversion ECHS	-	18,956	18,956	18,956	-	18,956	-	100.00%
F23025 NC - N17 EMT Doors	-	18,159	18,159	18,159	-	18,159	-	100.00%
F23041 NC - Lifecycle Furniture	-	33,853	33,853	33,853	-	33,853	-	100.00%
F23000 SC - S9 Foundation Repair	-	19,898	19,898	19,898	-	19,898	-	100.00%
F23003 SC - South Misc.	-	9,107	9,107	9,107	-	9,107	-	100.00%
F23007 SC - S1.257 Digital Anatomy Lab Ph2	-	4,332	4,332	4,332	-	4,332	-	100.00%
F23008 SC - S6.122 Career Svc Office Ph2	-	6,074	6,074	6,074	-	6,074	-	100.00%
F23009 SC - S1.253 Computational Research	-	3,502	3,502	3,502	-	3,502	-	100.00%
F23013 SC - S1.255 Lab Furniture	-	5,398	5,398	5,398	-	5,398	-	100.00%
F23042 SC - Lifecycle Furniture	-	28,173	28,173	28,173	-	28,173	-	100.00%
F23068 SC - Picnic Tables	-	2,975	2,975	2,975	-	2,975	-	100.00%
F23045 MT - Lifecycle Furniture	-	-	-	-	-	-	-	-
F23026 GP - G2 Roller Shades	-	9,564	9,564	9,564	-	9,564	-	100.00%
F23044 GP - Lifecycle Furniture	-	-	-	-	-	-	-	-
F23017 DIST - A1.210/212 Cubicles Ext Ph2	-	2,652	2,652	2,652	-	2,652	-	100.00%
F23029 DIST - Wayfinding	-	1,675	1,675	1,675	-	1,675	-	100.00%
F23032 DIST - A1.212 Ext Relations Furniture	-	6,817	6,817	6,817	-	6,817	-	100.00%
F23033 DIST - A2.213c Conference to Office	-	4,546	4,546	4,546	-	4,546	-	100.00%
F23043 DIST - Lifecycle Furniture	-	-	-	-	-	-	-	-
F23046 DIST - A1.210c Furniture Replacement	-	4,572	4,572	4,572	-	4,572	-	100.00%
<b>Sub-total</b>	-	320,600	320,600	320,600	-	320,600	-	100.00%
<b>TOTALS</b>	<b>200,000</b>	<b>1,053,080</b>	<b>1,253,080</b>	<b>1,253,080</b>	<b>507,521</b>	<b>670,151</b>	<b>75,408</b>	<b>93.98%</b>

Capital Improvement Program  
May 31, 2023

## 2015 Bond Program

Report as of May 31, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>									
731603 - CC Class Room Building	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	209,178	46,883,352	1,046,129	98%
71608A - CC McCollum Center Reno Phase II	-	8,083,421	8,083,421	338,733	8,422,154	165,057	8,136,661	120,436	99%
<b>Sub-total</b>	47,155,000	7,278,640	54,433,640	2,127,173	56,560,813	374,235	55,020,013	1,166,565	98%
<b>North</b>									
732606 - NC Wheeler Renovation	14,300,000	(4,242,967)	10,057,033	391,191	10,448,224	6,231	9,983,667	458,326	96%
732607 - NC Brightwell Renovation	6,628,000	(314,640)	6,313,360	258,531	6,571,891	24,520	6,547,371	-	100%
<b>Sub-total</b>	20,928,000	(4,557,607)	16,370,393	649,722	17,020,115	30,751	16,531,038	458,326	97%
<b>South</b>									
733605 - SC South Primary Electrical Upgrade	5,800,000	(33,375)	5,766,625	218,639	5,985,264	384,633	4,986,412	614,219	90%
733608 - SC Domestic Water System Rehabilitation	1,160,000	823,696	1,983,696	64,096	2,047,792	38,054	1,086,671	923,067	55%
733610 - SC Jones Renovation	13,803,000	4,348,177	18,151,177	605,876	18,757,053	253,549	16,518,502	1,985,002	89%
73610A - SC Jones Central Plant Relocation	-	9,570,357	9,570,357	344,861	9,915,218	-	8,863,717	1,051,501	89%
<b>Sub-total</b>	20,763,000	14,708,855	35,471,855	1,233,472	36,705,327	676,236	31,455,302	4,573,789	88%
<b>Maritime</b>									
736603 - MC Maritime Expansion	28,000,000	(27,031,300)	968,700	31,300	1,000,000	19,850	927,478	52,672	95%
<b>Sub-total</b>	28,000,000	(27,031,300)	968,700	31,300	1,000,000	19,850	927,478	52,672	95%
<b>Generation Park</b>									
726601 - Generation Park	-	2,916,497	2,916,497	995,152	3,911,649	-	3,911,649	-	100%
76601B - North Access Road	-	1,025,099	1,025,099	-	1,025,099	-	1,025,099	-	100%
<b>Sub-total</b>	-	3,941,597	3,941,597	995,152	4,936,749	-	4,936,749	-	100%
<b>Admin</b>									
76605A - CW Deferred Maintenance	-	30,829,038	30,829,038	427,386	31,256,424	10,723,202	11,864,516	8,668,706	72%
736606 - Generation Park Opportunities	-	20,000,000	20,000,000	-	20,000,000	-	-	20,000,000	-
720100 - Program Management - AECOM	-	11,431,567	11,431,567	(11,404,113)	27,454	27,454	-	-	100%
736601 - Contingency	1,166,180	18,564,289	19,730,469	-	19,730,469	-	-	19,730,469	-
<b>Sub-total</b>	1,166,180	80,824,894	81,991,074	(10,976,727)	71,014,347	10,750,656	11,864,516	48,399,175	32%
<b>Previously Completed and Closed Projects</b>									
<b>Sub-total</b>	306,987,820	(75,165,079)	231,822,741	5,939,908	237,762,649	-	237,762,649	-	100%
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>11,851,728</b>	<b>358,497,745</b>	<b>54,650,527</b>	<b>87%</b>

## Generation Park

Report as of May 31, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Generation Park - 726601</b>								
904605 - 2015 Revenue Bond - 726601	6,787,977	-	6,787,977	6,787,977	-	6,787,977	-	100%
929603 - Operational - 726601	8,843,556	-	8,843,556	8,843,556	-	8,843,556	-	100%
901609 - 2015 Bond - 726601	6,368,466	(2,456,817)	3,911,649	3,911,649	-	3,911,649	-	100%
901610 - Generation Park Site Infrastructure - 726601	4,000,000	(8,725)	3,991,275	3,991,275	-	3,991,275	-	100%
901610 - Generation Park Parking Lot - 76601A	3,521,892	(800,639)	2,721,253	2,721,253	-	2,721,253	-	100%
901609/10 - North Access Road - 76601B	-	1,725,724	1,725,724	1,725,724	-	1,725,724	-	100%
<b>TOTALS</b>	<b>29,521,892</b>	<b>(1,540,457)</b>	<b>27,981,435</b>	<b>27,981,435</b>	<b>-</b>	<b>27,981,435</b>	<b>-</b>	<b>100%</b>



## Energy Conservation Project

Report as of May 31, 2023

Project	Base Budget	Budget Adjustments	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>College Wide</b>							
E22001 - UCRM 1 - LED Lighting	811,078	(231,191)	579,887	79,211	479,378	21,298	96%
E22002 - UCRM 2.1a - A-1 HVAC	10,354	(5,782)	4,572	-	4,572	-	100%
E22003 - UCRM 2.1b - CC Chillers	1,526,400	156,744	1,683,144	159,153	1,501,747	22,244	99%
E22004 - UCRM 2.1c - NC Chiller	593,600	82,278	675,878	98,890	566,110	10,878	98%
E22005 - UCRM 2.1d - Maritime HVAC	33,000	(33,000)	-	-	-	-	-
E22006 - UCRM 2.6a - 35 Acre VFDs	9,946	20,905	30,851	-	30,851	-	100%
E22007 - UCRM 2.6b - S-7 & S-9 VFDs	26,452	56,684	83,136	-	83,136	-	100%
E22008 - UCRM 3 - Retro-Commissioning	280,000	74,010	354,010	81,856	272,154	-	100%
E22009 - UCRM 4.2c - Vending Misers	46,224	(46,224)	-	-	-	-	-
E22010 - UCRM 5.1 - Water Conserving Faucets	112,669	(63,192)	49,477	-	49,477	-	100%
E22011 - UCRM 8 - Solar PV	1,175,849	(260,598)	915,251	480,508	434,743	-	100%
Utility Assessment Report - 720600	96,546	-	96,546	-	96,546	-	100%
E22000 - Contingency Lone Star Loan	-	249,366	249,366	-	-	249,366	-
<b>TOTALS</b>	<b>4,722,118</b>	<b>-</b>	<b>4,722,118</b>	<b>899,618</b>	<b>3,518,715</b>	<b>303,785</b>	<b>94%</b>

## Bond Interest Earnings

Report as of May 31, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>College Wide</b>								
732614 - NC - N7, N8 & N9 Roof Replacement (2008 Bond)	-	133,554	133,554	133,554	-	133,554	-	100%
732614 - NC - N7, N8 & N9 Roof Replacement	2,587,830	(472,744)	2,115,086	2,115,086	733,879	1,381,207	-	100%
733615 - SC - S7 & S9 Roof Replacement	1,737,060	581,484	2,318,544	2,318,544	107,108	2,103,155	108,281	95%
<b>TOTALS</b>	<b>4,324,890</b>	<b>242,294</b>	<b>4,567,184</b>	<b>4,567,184</b>	<b>840,987</b>	<b>3,617,916</b>	<b>108,281</b>	<b>98%</b>

## Repair and Renovation

Report as of May 31, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
F23001 CC - Central Misc.	-	9,995	9,995	9,995	600	9,395	-	100%
F23027 CC - C45.1328 CPET Furniture	-	22,288	22,288	22,288	5,026	-	17,261	23%
F23037 CC - C3 Office Relocation	-	73,325	73,325	73,325	27,170	46,155	-	100%
F23040 CC - Lifecycle Furniture	-	123,166	123,166	123,166	96,492	26,674	-	100%
F23057 CC - CPET Worktables	-	6,642	6,642	6,642	5,421	-	1,221	82%
F23067 CC - C14.244 Student Sensory Room	-	3,033	3,033	3,033	3,033	-	-	100%
<b>Sub-total</b>	-	238,449	238,449	238,449	137,744	82,223	18,482	92%
<b>North</b>								
F23002 NC - North Misc.	-	10,000	10,000	10,000	-	-	10,000	-
F23028 NC - Primary Electric Repair Design	-	197,655	197,655	197,655	34,840	162,816	-	100%
F23072 NC - N33 Air Compressor	-	25,000	25,000	25,000	-	-	25,000	-
F23079 NC - N33.202C Lift Blocks	-	1,026	1,026	1,026	-	-	1,026	-
<b>Sub-total</b>	-	233,681	233,681	233,681	34,840	162,816	36,026	85%
<b>South</b>								
F23009 SC - S1.253 Computational Research	-	3,502	3,502	3,502	1,901	1,601	-	100%
<b>Sub-total</b>	-	3,502	3,502	3,502	1,901	1,601	-	100%
<b>Generation Park</b>								
<b>Sub-total</b>	-	-	-	-	-	-	-	-
<b>District</b>								
F23004 DIST - Campus Misc.	-	5,000	5,000	5,000	-	2,057	2,943	41%
F23010 DIST - CW ADA Compliance	-	51,947	51,947	51,947	6,980	44,967	-	100%
F23020 DIST - Roof Safety	-	125,000	125,000	125,000	125,000	-	-	100%
F23030 DIST - CW Ping Pong Tables	-	13,780	13,780	13,780	-	11,662	2,118	85%
F23053 DIST - CW Medical Privacy Rooms	-	15,339	15,339	15,339	4,230	10,577	532	97%
F23061 DIST - A2.102 & 112 Noise Canceling Devices	-	7,615	7,615	7,615	7,615	-	-	100%
F23062 DIST - A2.208 Workroom Conversion	-	25,000	25,000	25,000	11,041	-	13,959	44%
F23069 DIST - M1 Handrail Replacement	-	28,602	28,602	28,602	28,601	-	1	100%
F23074 DIST - A2.112 Workstation Lift	-	1,216	1,216	1,216	1,216	-	-	100%
F23083 DIST - A1.116 Sit to Stand	-	957	957	957	-	-	957	-
<b>Sub-total</b>	-	274,455	274,455	274,455	184,683	69,262	20,510	93%
<b>Contingency (720700) - Major Repairs</b>	200,000	(196,109)	3,891	3,891	-	-	3,891	-
<b>Sub-total</b>	200,000	(196,109)	3,891	3,891	-	-	3,891	-

## Repair and Renovation

Report as of May 31, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Projects Closed</b>								
F23011 CC - C34.112 Police Furniture and Move	-	14,522	14,522	14,522	-	14,522	-	100%
F23015 CC - C1.151 Corbin Lighting	-	29,568	29,568	29,568	-	29,568	-	100%
F23016 CC - C34.116 Furniture	-	6,644	6,644	6,644	-	6,644	-	100%
F23024 CC - C26.145 Mirrors	-	7,913	7,913	7,913	-	7,913	-	100%
F23038 CC - C31 Welding Lab Demolition	-	10,108	10,108	10,108	-	10,108	-	100%
F23054 CC - C11 and C19 Electrical	-	3,378	3,378	3,378	-	3,378	-	100%
F23056 CC - C3 & C11 Access Control	-	13,849	13,849	13,849	-	13,849	-	100%
F23012 NC - N17 Wallpaper	-	54,365	54,365	54,365	-	54,365	-	100%
F23018 NC - Lab Conversion ECHS	-	18,956	18,956	18,956	-	18,956	-	100%
F23025 NC - N17 EMT Doors	-	18,159	18,159	18,159	-	18,159	-	100%
F23041 NC - Lifecycle Furniture	-	33,853	33,853	33,853	-	33,853	-	100%
F23000 SC - S9 Foundation Repair	-	19,898	19,898	19,898	-	19,898	-	100%
F23003 SC - South Misc.	-	9,107	9,107	9,107	-	9,107	-	100%
F23007 SC - S1.257 Digital Anatomy Lab Ph2	-	4,332	4,332	4,332	-	4,332	-	100%
F23008 SC - S6.122 Career Svc Office Ph2	-	6,074	6,074	6,074	-	6,074	-	100%
F23013 SC - S1.255 Lab Furniture	-	5,398	5,398	5,398	-	5,398	-	100%
F23042 SC - Lifecycle Furniture	-	28,173	28,173	28,173	-	28,173	-	100%
F23068 SC - Picnic Tables	-	2,975	2,975	2,975	-	2,975	-	100%
F23045 MT - Lifecycle Furniture	-	-	-	-	-	-	-	-
F23026 GP - G2 Roller Shades	-	9,564	9,564	9,564	-	9,564	-	100%
F23044 GP - Lifecycle Furniture	-	-	-	-	-	-	-	-
F23017 DIST - A1.210/212 Cubicles Ext Ph2	-	2,652	2,652	2,652	-	2,652	-	100%
F23029 DIST - Wayfinding	-	1,675	1,675	1,675	-	1,675	-	100%
F23032 DIST - A1.212 Ext Relations Furniture	-	6,817	6,817	6,817	-	6,817	-	100%
F23033 DIST - A2.213c Conference to Office	-	4,546	4,546	4,546	-	4,546	-	100%
F23043 DIST - Lifecycle Furniture	-	-	-	-	-	-	-	-
F23046 DIST - A1.210c Furniture Replacement	-	4,572	4,572	4,572	-	4,572	-	100%
<b>Sub-total</b>	-	317,098	317,098	317,098	-	317,098	-	100%
<b>TOTALS</b>	<b>200,000</b>	<b>871,076</b>	<b>1,071,076</b>	<b>1,071,076</b>	<b>359,168</b>	<b>632,999</b>	<b>78,909</b>	<b>93%</b>

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

Board Committees

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

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

San Jacinto College Foundation (SJCF)

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

**IMPACT OF THIS ACTION**

Board Committees

Chair Marie Flickinger appoints the membership of each committee as follows:

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

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

As Chair, Trustee Flickinger will serve as ex-officio on both committees.

**Action Item “VIII”  
Regular Board Meeting August 7, 2023  
Assignments for Board Committees and  
San Jacinto College Foundation - For Information Only**

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

San Jacinto College Foundation (SJCF)

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

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

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

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

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

None

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Marie Flickinger	281-998-6100	marie.flickinger@sjcd.edu
Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu

**Item “IX”**  
**Regular Board Meeting August 7, 2023**

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

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the Investment Strategy of the College and revisions to the Investment Policy 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 Public Funds Investment Act (PFIA). The Board approved the last revisions on August 8, 2022.

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

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

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

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

The Board of Trustees is required to approve not only the Investment Policy but also the Investment Strategy in a separate action.

The annual Investment Officer Training Report is attached for review.

**IMPACT OF THIS ACTION**

The revisions to the Investment Policy and Strategy are listed in the attached Summary of Changes and include minor updates as part of the annual review.

The updated policy was sent to the College community on June 5, 2023 through June 19, 2023. No comments were received.

**Item "IX"**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval of Investment Strategy and Annual Review and**  
**Approval of the College's Investment Policy - Second Reading**

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

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy III.3001.A, Investment Policy and Strategy (Tracked Changes)
- Attachment 3 – Policy III.3001.A, Investment Policy and Strategy (Clean Version)
- Attachment 4 – Report of Investment Officer Training

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu





## Policies and Procedures Summary of Changes

New Policy Number: **N/A**

Proposed Policy Name: **N/A**

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

New Procedure Number: **N/A**

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

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

Action Recommended for Policy: **Revise**

Action Recommended for Procedures: **N/A**

Web Links:

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-v-o-investment-policy-and-strategy>

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

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

Summary of Changes:

*Policy Changes:*

The current Policy III.3001.A, Investment Policy and Strategy, requires a revision to include:

- Added language per Section 2256.017 of the Public Funds Investment Act

*Procedure Changes:*

N/A



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

### **Purpose**

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

### **Policy**

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

### **Authority**

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

### **Applicability**

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

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

## **OBJECTIVES**

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

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

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

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

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

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

## **STRATEGY**

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

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

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

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

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

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

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

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

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

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

**STANDARD OF CARE – PRUDENT PERSON STANDARD**

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

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

**INVESTMENT TRAINING**

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

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

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

**DELEGATION OF AUTHORITY AND RESPONSIBILITIES**

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

### **Board of Trustees**

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

### **Investment Committee**

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

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

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

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

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

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



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

**PROHIBITED INVESTMENTS**

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

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

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

**DIVERSIFICATION**

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

<b><u>Investment Type</u></b>	<b><u>Max. % in Portfolio</u></b>
US Treasury Obligations	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 <u>Certificate of Deposits (CDs)</u>	20%
FDIC insured brokered CDs	20%
Negotiable CDs	15%
Limit per bank	5%
Local Government Investment Pools	100%
Participation per pool	10% of pool
Commercial Paper	25%
Limit per issuer	5%
Municipal Obligations	50%
Limit per issuer	10%
Limit per geographical region	50%
Corporate Obligations	30%

Limit per issuer | 5%

### **MAXIMUM MATURITIES**

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

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

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

Authorized broker/dealers and financial institutions may include:

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

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

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

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

### **Policy Certification**

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

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

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

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

### **COLLEGE DEPOSITORY**

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

### **COMPLIANCE AUDIT**

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

### **Loss of Rating**

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

### **Monitoring FDIC Status**

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

### **COLLATERALIZATION**

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

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

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

**Authorized Collateral**

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

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

**Voluntary Collateral Pooling Alternative**

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

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

**SAFEKEEPING**

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

**DELIVERY VERSUS PAYMENT**

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

**REPORTING**

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

- a. Description of each investment and depository position;
- b. Book and market values at the beginning and end of the reporting period;
- c. Additions and changes to the market value during the period;
- d. The book and market value of each separately invested asset;
- e. The maturity date of each separately invested asset;

- f. The account, fund, or pooled group fund for which each investment was acquired;
- g. The earnings for the period; and
- h. The overall yield for the portfolio(s) and its benchmark yield for the period designated as 1-Year, 2-Year or 3-Year Treasury yields, as appropriate.

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

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

**INTERNAL CONTROLS**

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

**Cash Flow Forecasting**

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

**INVESTMENT POLICY ADOPTION**

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

**Procedures**

There are no associated procedures with this policy.

Date of Board Approval	<del>August 8, 2022</del> <u>Anticipated August 7, 2023</u>
Effective Date	<del>August 9, 2022</del> <u>Anticipated August 8, 2023</u>
Primary Owner	Vice Chancellor, Fiscal Affairs

Attachment 2 – Tracked Changes

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Secondary Owner	Associate Vice Chancellor, Finance
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## **Policy III.3001.A, Investment Policy and Strategy**

### **Purpose**

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

### **Policy**

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

### **Authority**

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

### **Applicability**

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

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

## **OBJECTIVES**

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

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

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

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

**YIELD:** The College will strive to earn a reasonable market yield within the restrictions imposed by the Policy's safety and liquidity requirements, investment strategies, and state and federal laws governing investment of public funds. The College will design the investment portfolio with the objective of meeting and exceeding the yield of comparable benchmark securities chosen to be commensurate with the College's investment risk constraints



and the cash flow characteristics. The College will utilize the 1-Year, 2-Year, and 3-Year Treasury yields, as appropriate, as benchmarks for the portfolios' performance and risk levels.

## **STRATEGY**

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

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

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

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

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

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

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

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

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

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

**STANDARD OF CARE – PRUDENT PERSON STANDARD**

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

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

**INVESTMENT TRAINING**

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

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

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

**DELEGATION OF AUTHORITY AND RESPONSIBILITIES**

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

### **Board of Trustees**

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

### **Investment Committee**

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

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

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

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

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

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

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

**PROHIBITED INVESTMENTS**

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

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

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

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<b><u>Investment Type</u></b>	<b><u>Max. % in Portfolio</u></b>
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US Agency and Instrumentality Obligations	85%
SEC Registered Money Market Funds	60%
Repurchase Agreements	75%
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Collateralized/Insured Certificate of Deposits (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%
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Limit per issuer	10%
Limit per geographical region	50%
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Limit per issuer | 5%

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- Proof of current Texas State Securities registration (if broker/dealers).

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

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

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

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

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- A. FDIC insurance coverage.
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- 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.
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- a. Description of each investment and depository position;
- b. Book and market values at the beginning and end of the reporting period;
- c. Additions and changes to the market value during the period;
- d. The book and market value of each separately invested asset;
- e. The maturity date of each separately invested asset;



- f. The account, fund, or pooled group fund for which each investment was acquired;
- g. The earnings for the period; and
- h. The overall yield for the portfolio(s) and its benchmark yield for the period designated as 1-Year, 2-Year or 3-Year Treasury yields, as appropriate.

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

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

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

**Cash Flow Forecasting**

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

**INVESTMENT POLICY ADOPTION**

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

**Procedures**

There are no associated procedures with this policy.

Date of Board Approval	Anticipated August 7, 2023
Effective Date	Anticipated August 8, 2023
Primary Owner	Vice Chancellor, Fiscal Affairs

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Secondary Owner	Associate Vice Chancellor, Finance
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## Report of Investment Officer Training For the Year Ended August 31, 2023

Name	Title	Recent Investment Training	Number of Hours	Investment Training Provider
Teri Zamora	Vice Chancellor, Fiscal Affairs	June 30, 2023	5	First Public
Carin Hutchins	Associate Vice Chancellor, Finance	June 6, 2023	5	PFM Asset Management
Andrea DuBois	Comptroller	June 6, 2023	5	PFM Asset Management
Carol Tillman	Assistant Comptroller	February 27, 2023, to March 1, 2023	7	Government Treasurers' Organization of Texas

**Requirement:** The designated Investment Officer(s) shall attend at least the minimum required hours (five) of investment training within six months of assuming their duties and at least the minimum required hours (five) 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.

**Consideration of Approval of Revised Dual Credit Tuition Exemption for Fiscal Year 2024**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the revised dual credit tuition exemption of 75 percent, or the percentage needed to qualify for participation in the Financial Aid for Swift Transfer (FAST) program under House Bill 8, which was approved in the 88<sup>th</sup> Legislative Session and effective fall 2023.

**BACKGROUND**

The Texas Education Code authorizes certain exemptions and waivers to students in various circumstances and meeting specialized criteria. Some exemptions and waivers are mandatory, while others are optional at the discretion of the College.

The list of mandatory and optional exemptions and waivers available to San Jacinto College students was approved for continuation by the Board of Trustees at the March 6, 2023, regular Board meeting. The dual credit exemption of 75 percent was included in the approved list of optional exemptions and totaled \$7.1 million in fiscal year 2022.

House Bill 8 established the FAST program to cover costs for educationally disadvantaged students defined as those who qualify for the national free or reduced-price lunch program enrolled in dual credit courses at participating institutions of higher education. The program is currently being developed by the Texas Higher Education Coordinating Board (THECB) under emergency rulemaking procedures with expected approval in August 2023.

Institutions participating in the FAST program cannot charge more than \$55 per semester credit hour for dual credit enrollment. With the College’s current approved 75 percent dual credit exemption, the rates by residency per semester credit hour (SCH) defined as those who qualify for the national free or reduced-price lunch program are listed below.

	Fall 2023 Tuition Rate	Dual Credit Exemption	Dual Credit Charge
In-district	\$83	75%	\$20.75
Out-of-district	\$144	75%	\$36.00
Out-of-state	\$223	75%	\$55.75

While the in-district and out-of-district dual credit charges are below the \$55 FAST rate, the out-of-state dual credit charge is slightly above it. Accordingly, the College needs to increase the exemption rate for out-of-state dual credit students to 76 percent which equates to a dual credit charge of \$53.52. Ideally the exemption rate should be 75.3 percent; however, the Ellucian Banner system only accepts whole percentages.

**IMPACT OF THIS ACTION**

**Consideration of Approval of Revised Dual Credit Tuition Exemption for Fiscal Year 2024**

The approval of this action will allow the College to be in compliance with the requirements of the FAST program.

With the FAST program, it is anticipated that the FAST rate may change periodically by THECB or that increases in the College’s tuition rates may impact the required exemption rate. In order to stay in compliance with the program’s requirements, the administration is requesting flexibility in establishing the percentages to maintain compliance with the requirements.

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

Out-of-state dual credit enrollment represents 8.5 percent of the total dual credit enrollment. The fiscal impact of a 1 percent increase in the out-of-state exemption rate is expected to be minimal and be offset by revenue from FAST funding.

**MONITORING AND REPORTING TIMELINE**

Monthly budget reports provide ongoing monitoring and reporting of exemptions and waivers.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6100	teri.zamora@sjcd.edu
Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu

**Action Item “XI”**  
**Regular Board Meeting August 7, 2023**

**Consideration of Approval of Amendments to Memorandums of Understanding with  
Independent School Districts for Dual Credit**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees delegate its authority to the Chancellor or her designee to approve amendments to current dual credit and early college high school memorandums of understanding (MOUs) between San Jacinto Community College District (SJCCD) and the various local Independent School Districts (ISDs) in order to implement the Financial Aid for Swift Transfer (FAST) program.

**BACKGROUND**

The FAST program set up by the State of Texas’ new community college funding model provides funding to colleges so they can offer dual credit courses to educationally disadvantaged students at no cost to these students. The program requires that there be no cost of tuition to the school district for these students. The Texas Education Code (TEC) defines “educationally disadvantaged” as those students eligible for the national free or reduced-price lunch program. Current dual credit and early college high school (ECHS) MOUs do not include data sharing about a student’s free or reduced-price lunch qualifying information, which is required for determining a student’s eligibility for the FAST program. This component will be included in the amendments to the MOU’s as will other operational items required for the implementation and administration of the FAST program.

All provisions of the amendments will follow the rules for dual credit partnerships between secondary schools and Texas public colleges as outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D. The amendments to the MOUs will further the College’s dual credit program goals, which align with the goals of the Texas Higher Education Coordinating Board.

**IMPACT OF THIS ACTION**

Approval of the amendments to the dual credit MOUs will allow the College to implement the FAST program with its various dual credit partners.

**BUDGET INFORMATION**

All elements related to the operation of the dual credit programs are contained within the fiscal year 2024 budget.

**MONITORING AND REPORTING TIMELINE**

Each agreement shall become effective upon the date of execution of the Amendment and will continue through the expiration of each ISD’s current dual credit and ECHS MOU.

**Action Item “XI”**  
**Regular Board Meeting August 7, 2023**

**Consideration of Approval of Amendments to Memorandums of Understanding with  
Independent School Districts for Dual Credit**

**ATTACHMENTS**

No attachments included.

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Teri Zamora	281-998-6306	teri.zamora@sjcd.edu



Consideration of Approval to Increase Contribution Rate for the Optional Retirement Program

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve an annual contribution rate for employees enrolled in the Optional Retirement Program (ORP) equal to the same percentage of salary contributed for employees enrolled in the Teacher Retirement System (TRS) for fiscal year (FY) 2024 and ensuing years, staying within any State-mandated limit that may be effective for each fiscal year.

**BACKGROUND**

Employees of the College who meet the threshold to participate in a retirement program are eligible for and generally enrolled in the defined benefit plan administered by the Teacher Retirement System of Texas (TRS). Full-time faculty, librarians, and certain professionals and administrators are eligible to elect to be enrolled in the Optional Retirement Program (ORP) in lieu of TRS. The ORP is an individualized defined contribution plan in which each participant selects from a variety of investments offered by employer-selected investment companies.

Contributions to both retirement plans come from three sources – the employee, the College, and the State of Texas. The employee and the State contribution rates are mandated by State statute for both TRS and ORP. The College’s contribution rate for TRS is mandated by statute, but there is some flexibility in additional amounts that the College can contribute to ORP. The recent history of the employers’ contribution rates, which represents the combined State and College contributions, for both TRS and ORP are shown in the table on the next page.

Beginning in fiscal year 2020, to address the large unfunded liability related to the Texas Retirement System, the State began increasing the contribution rates to TRS for the State and the College (employers’ contribution rate). This gradual increase has continued through fiscal year 2023 and is expected to continue into the future. During that same time period, the employers’ contribution rate for ORP has remained unchanged. As a result, the contribution rates from the College to TRS and to ORP have become unequal.

In November 2022, the Board of Trustees approved administration’s recommendation to contribute an equal percentage from the College to each retirement plan for all employees, regardless of the type of plan, retroactive to September 1, 2022.

The College’s ORP contribution rate may be changed a maximum of once every twelve months. The plan, as outlined in the November 2022 Board agenda item, was to review the rate annually during the budget process with the intent to maintain the College’s ORP contribution rate equal to the TRS contribution rate for future fiscal years, dependent on financial capacity and any State-mandated limits or requirements.

The effect of this recommended action will be to approve for the current and future fiscal years the concept of keeping the College’s contributions to TRS and ORP equal. The percentage and cost will be reviewed annually during the budget process, as well as affirming that the resulting rate is within State allowable maximum contribution.

**Action Item “XII”  
Regular Board Meeting August 7, 2023**

**Consideration of Approval to Increase Contribution Rate for the Optional Retirement Program**

For FY 2024, a contribution rate of 4.125 percent of employee salary, which represents the College contribution to the defined contribution plan for employees enrolled in the ORP, will be included in the proposed budget for 2023-2024. The tables below illustrate the changes in the referenced contribution rates.

**Breakdown of the Employers’ (State and College) contribution rates**

<b>TRS</b>	<b>FY15</b>	<b>FY16&amp;17</b>	<b>FY18&amp;19</b>	<b>FY20&amp;21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
State Contribution	3.4	3.4	3.4	3.75	3.875	4.0	4.125
College contribution	3.4	3.4	3.4	3.75	3.875	4.0	4.125
<b>Total Employer Contribution</b>	<b>6.8</b>	<b>6.8</b>	<b>6.8</b>	<b>7.5</b>	<b>7.75</b>	<b>8.0</b>	<b>8.25</b>
<b>ORP</b>							
State Contribution	3.3	3.3	3.3	3.3	3.3	3.3	3.3
College contribution (see below)	3.5	3.5	3.5	3.5	3.5	4.0*	4.125**
<b>Total Employer Contribution</b>	<b>6.8</b>	<b>6.8</b>	<b>6.8</b>	<b>6.8</b>	<b>6.8</b>	<b>7.3</b>	<b>7.425</b>

\*Approved in November 2022 retroactive to September 1, 2022

\*\*Proposed for fiscal year 2024

**Breakdown of the College’s ORP contribution rate**

<b>College's ORP contribution</b>	<b>FY15</b>	<b>FY16&amp;17</b>	<b>FY18&amp;19</b>	<b>FY20&amp;21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
Mandated	3.3	3.3	3.3	3.3	3.3	3.3	3.3
Voluntary	0.2	0.2	0.2	0.2	0.2	0.7*	0.825**
	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>4.0*</b>	<b>4.125**</b>

\* Approved in November 2022 retroactive to September 1, 2022

\*\*Proposed for fiscal year 2024

**IMPACT OF THIS ACTION**

Approval of this action will continue to equalize the College’s contribution rate for all employees eligible for both the defined benefit plan (TRS) and the defined contribution plan (ORP) retirement programs.

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

The estimated annual increase in the College’s retirement contributions from fiscal year 2023 to fiscal year 2024 is approximately \$16,000 and is included in the proposed 2023-2024 operating budget for employee benefits. This is in addition to the increase previously approved for fiscal year 2023 of \$64,000. This cost is anticipated to diminish over time as existing ORP participants retire, and new employees currently tend to choose TRS over ORP. The number of employees participating in ORP has reduced from 136 in March 2020 to 103 in June 2023.

**MONITORING AND REPORTING TIMELINE**

The ORP contribution rate will be reviewed annually during the budget process.

**Consideration of Approval to Increase Contribution Rate for the Optional Retirement Program**

**ATTACHMENTS**

None

**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

**Action Item “XIII”  
Regular Board Meeting August 7, 2023  
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 2023 (Based upon valuations as of January 2023) 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 a rate equal to or in excess of the voter-approval rate would require an election by the voters in the College’s taxing district.

The College does not plan to exceed the voter-approval tax rate when the new tax rate for Tax Year 2023 is recommended and adopted, after receipt of the Certified Taxable Values in mid to late August.

**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 2023. Failure to take this action will require the College to adopt its tax rate by August 28, 2023, leaving insufficient time for required postings and a hearing if necessary.

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

Adoption of the recommendation has no specific budget implications. It is an indication that the College has no plan to raise taxes above the amount that is required to support the fiscal year 2024 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 “XIV”**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval of Revisions to the 2023-2024 Annual Priorities**

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve revisions to the 2023-2024 Annual Priorities for San Jacinto College.

### **BACKGROUND**

The 2023-2024 Annual Priorities were approved by the Board on April 3, 2023. Senate Bill 17 was passed by the Texas legislation in May 2023, which effect diversity, equity, and inclusivity programs at higher education institutions. The recommended changes to the annual priorities are proposed to ensure compliance with the new legislation.

For fiscal year 2023-2024, seven 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. The SLT members will collaborate with their respective members of the Strategic Leadership Communication Council (SLCC) to determine the necessary action plans to implement these priorities. The SLCC 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.

### **IMPACT OF THIS ACTION**

The Board’s formal approval of the 2023-2024 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 2023-2024 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 proposed 2023-2024 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 plan and proposed 2023-2024 Annual Priorities anchor the 2023-2024 budget development process and are the foundation of budget priorities. The Board of Trustees and the SLT are critically aware that the College must remain committed to our strategic plan and student focused priorities, even considering a challenging economic picture.

### **MONITORING AND REPORTING TIMELINE**

A draft of the proposed changes to the 2023-2024 Annual Priorities was reviewed with legal counsel and was discussed with the Board of Trustees at its Strategic Planning Retreat on July 25, 2023. Regular monitoring will occur with the Strategic Leadership Team and periodic updates will be presented to the Board of Trustees.

**Action Item “XIV”**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval of Revisions to the 2023-2024 Annual Priorities**

**ATTACHMENTS**

Attachment 1 – Draft Revisions to the 2023-2024 Annual Priorities

**RESOURCE PERSONNEL**

Brenda Hellyer      281-998-6100      [brenda.hellyer@sjcd.edu](mailto:brenda.hellyer@sjcd.edu)

# San Jacinto College

## 2023-2024 Annual Priorities

- ~~Maintain Our Commitment to Access, Equity, and Inclusivity through the use of disaggregated data, inquiry, self-reflection, and analysis. Explore how existing instruction, student support, business practices, policies, initiatives, and programming address access, equity, and inclusivity. Develop and implement strategies that address student outcomes and enhance the sense of belonging for all students and employees. Implement lessons learned by providing accessible programs for the advancement of students and employees of all backgrounds.~~ Maintain Our Commitment to a Culture of Access, Belonging, and Excellence through the use of disaggregated data, inquiry, self-reflection, and analysis. Explore how existing instruction, student support, business practices, policies, initiatives, and programming promote accessible programs and student completion. Develop and implement strategies that address student outcomes by applying our collective knowledge, perspectives, and understanding of the many communities we serve. Implement lessons learned by providing a welcoming learning environment that fosters a sense of belonging and excellence for the advancement of students and employees of all backgrounds.
- **Expansion of Transfer Opportunities and Awareness:** Improve collaboration with transfer institutions, focusing on institutions that offer exceptional opportunities for students. Review existing institutional- and program-level articulation agreements with an emphasis on benefits to students, scholarships, support strategies, and program placement. Identify and delineate specific courses, barriers, and solutions for success.
- **Career and Workforce Pathways:** Expand workforce programs and develop a responsive talent pipeline. Evaluate curricula to ensure student outcomes reflect workplace culture and employer demand, result in short-term credentials for immediate entry or re-entry into the workforce, and open pathways to certificates and degrees. Strengthen employer relationships, continue sector-based Chancellor's Advisory Councils, and reorganize Program Advisory Committees. Expand hands-on and experiential learning, implement competency-based and credit for prior learning models, strengthen incumbent worker training, and create pathways across noncredit and credit programs.
- **Adaptive Student Support:** Continue to establish a holistic advising system for student career and transfer pathways, offering optimal balance between traditional and virtual student support and specialized advising based on pathways and unique student needs. Refine organizational structure and continue process and technology improvements.
- **Expand Outreach Efforts Through College-Going Opportunities:** Create a strategic enrollment plan to enhance outreach, access, and support for community members who have been historically underrepresented in postsecondary education. Increase participation in Promise @ San Jac and develop responsive strategies to address non-college-going high school graduates. Create recruitment plans for adults who never attended college, did not complete a credential, or who need additional credentials. Design courses that meet the need for entry-level jobs, incumbent worker training, career advancement, basic education, language skills acquisition, and high school equivalency. Establish San Jac Online to market, enroll, and support fully online students.
- **Positioning for the Future:** Respond to workforce demands and challenges in recruitment and retention in today's competitive environment. Expand employee coaching, mentoring opportunities, and knowledge management for critical positions. Build employee and leadership capacity through professional

## Attachment 1

development. Implement actions for sustained organizational wellness, based on employee engagement survey findings. Strengthen employee skills that support a diverse student population.

- **Advance a Culture of Resiliency and Sustainability:** Implement innovative strategies that address regional opportunities and challenges. Demonstrate agility, resiliency, and flexibility through collaboration and proactive anticipation of future challenges. Foster continuous improvement focused on sustainability and aligned to increased student success.

DRAFT



## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the proposed 2023-2024 budget for the San Jacinto Community College District which consists of a balanced Unrestricted Fund budget of \$216,750,750. The total budget also includes a balanced Restricted Fund budget of \$124,116,009 and a balanced Auxiliary budget of \$3,073,000. Depreciation expense of \$29,800,000 is reported as an informational item only.

## **BACKGROUND**

The proposed budget provides operating funds for 2023-2024 (FY24). Official State allocations and current estimates of ad valorem taxes, based on preliminary certified values received from Harris County Appraisal District and tax rate calculations from Harris County Tax Office, are included in the revenue projections, along with the College’s current estimates of other revenues including tuition and enrollment. Conservative projections have been utilized for revenues and are therefore considered reasonably attainable.

### **Highlights of the Unrestricted Fund budget include:**

#### **REVENUES – Overall increase of \$23,420,097 from prior year budget**

- State Allocation
  - New Funding Model effective September 1, 2023
  - Includes both the performance tier funding and an estimate for the Financial Aid for Swift Transfer (FAST)
  - Anticipated increase of \$16,588,097 (40.2%)
  
- Ad valorem Taxes (Maintenance and Operating)
  - Taxable values are projected to increase by 13.2% based on Harris County Appraisal District preliminary certified estimates received on July 25; however, there are more outstanding protests, appeals, litigation, and refunds over prior years.
  - The Board of Trustees approved an increase in the homestead exemption from 1% to 5% in June which will require a reduction in revenue of approximately \$500,000.
  - Budget assumption is that the College will not exceed the voter-approval tax rate.
  - Final adoption of tax rates will be based on final certified tax rolls to be received in late August 2023.
  - Anticipated increase of \$5,270,000 (6.6%)
  
- Net Tuition Revenue
  - Anticipated overall increase in credit tuition revenue of \$2,745,000 (4.3%) due to a 6% increase in tuition rates and anticipated enrollment increase of three percent

**Action Item “XV”**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval of Proposed Budget for 2023-2024**

- Increase in non-credit (Continuing Education) tuition revenue of \$1,360,000 (16.9%) due to projected enrollment increases
- Decrease in deductions for exemptions and waivers of \$297,000 (3.4%)
- Increase in deductions for bad debt expense of \$300,000 (42.9%)
- Higher Education Emergency Relief Fund (HEERF) Transfers
  - Reduction of \$7.6 million due to grant ending in June 2023
- Sales and Services
  - Anticipated net increase of \$60,000 (3.4%)
- Investment Income
  - Budget assumption is that interest earnings will increase due to higher interest rates and purchases of higher yielding investments allowed by the Public Funds Investment Act.
  - Anticipated increase of \$5,000,000 (500%)

**EXPENSES – Overall increase of \$ 23,420,097 from prior year budget**

- Increases by Functional Classification include:

○ Instruction	\$ 6,817,048
○ Academic Support	\$ 491,181
○ Student Services	\$ 793,591
○ Institutional Support	\$12,300,834
○ Operations and Maintenance	\$ 2,261,144
○ Staff Benefits	\$ 700,000
○ Local Cash Match	<u>\$ 56,299</u>
	<u>\$23,420,097</u>
- Collectively, net increases in the functional classifications will provide for the following:
  - Performance based salary increases and related benefits
  - Increase in adjunct faculty contact hour rates and part-time staff hourly pay rates
  - Added new faculty (12) and staff (13) positions
  - Load change for nursing faculty and added market premium for automotive and plumbing instructors
  - Information Technology Services reorganization
  - Continued unrestricted funding for personnel positions (34) and multiple technology and student support initiatives previously funded by HEERF
  - Job evaluation study pay adjustments and related benefits
  - Price increases in utilities, property insurance, and annual departmental contracts
  - Provided resources for new Biotechnology program

**Action Item “XV”**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval of Proposed Budget for 2023-2024**

- Additional new funding requests for instructional supplies, repairs, adjunct pay, and technology
- Provided estimate for FAST tuition payments
- Established capital reserve funds for technology infrastructure improvements, deferred maintenance, repair and renovation, and department capital equipment replacement
- Other considerations:
  - Hiring for open positions will continue to be managed closely by the Strategic Leadership Team.
  - Planning for adequate reserves (days cash on hand) will continue to be a priority.

**Highlights of the Restricted Fund budget include:**

**REVENUES – Overall decrease of \$10,342,131 from prior year budget**

**EXPENSES – Overall decrease of \$10,342,131 from prior year budget**

- Debt Service Taxes
  - Increase of \$2,320,333 (6.1%) due to larger payments related to the most recent bond issues and refinancings in fiscal years 2021 and 2022
- Financial Aid
  - Net increase of \$6,337,310 (11.8%) due to the following:
    - Anticipated increase in enrollment
    - Increase in allocation of Texas Educational Opportunity Grant (TEOG) under House Bill 8 of \$3,674,691 (200.8%)
    - Increase in 21Forward and Promise scholarship programs and other Foundation scholarships of \$2,300,000 (65.7%) attributable to the historical participation and persistence trends and the addition of the 2023 Promise student cohort
- Federal, State, and Local Grants
  - Decrease in federal, state, and local grants of \$19,352,038 (62.3%) due primarily to a decrease in the Department of Education HEERF grant which ended June 30, 2023
  - The College was awarded a local grant of \$1,500,000 from the Houston Endowment to support a new Bachelor of Applied Science in education degree.

**Highlights of the Auxiliary Fund budget include:**

**REVENUES – Overall increase of \$223,000 from prior year budget**

- Bookstore

**Action Item “XV”**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval of Proposed Budget for 2023-2024**

- Decrease in commissions of \$200,000 (20%) due to savings achieved for students utilizing the Open Books Plus program and Open Educational Resources
- Cafeteria
  - Increase of \$64,000 (12.1%) due to an anticipated increase in enrollment and increased number of students on campus
- Contracted Services
  - Increase of \$59,000 (18.4%) related to vending sales, printing activities, and a new beverage contract
- Student Loans and Fees
  - Increase of \$300,000 (30%) due to an anticipated increase in enrollment and use of installment agreements

**EXPENSES – Overall increase of \$272,542**

- Athletics (Sports)
  - Increase of \$126,741 (9.1%) due to higher costs for utilities, housing, and travel
- College/Contracted Services
  - Increase of \$144,596 (23.8%) primarily due to higher food costs, increase in summer camp offerings, and performance management increases
- Institutional Activities/Reserves
  - While the overall budget is approximately the same, a majority of the annual budgeted costs were moved to the unrestricted fund and replaced with a reserve to support unanticipated costs or revenue shortfalls.

**OTHER**

- Depreciation is projected to increase \$3,000,000 (11.2%) due to a net increase in new facilities and related assets and significant capital renewal placed in service during FY23. However, the College does not budget to cover depreciation expense since this is a non-cash transaction.
- For FY24, a contribution rate of 4.125% of employee salary is included in the proposed staff benefits budget for employees enrolled in both the Optional Retirement Program (ORP) and Teacher Retirement System (TRS) plans. This represents an increase of 0.125 percent over the prior year’s contribution rate and keeps the employer contribution rate consistent for both plans.

**Action Item “XV”**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval of Proposed Budget for 2023-2024**

- As required by House Bill 1495, included in the budget, and identified via footnote in the attachment on page 14 are the following:
  - The portion of the Texas Association of Community Colleges membership fee of \$93,093 dedicated to advocacy is estimated to be \$20,480.
  - The portion of the Texas Association of School Boards membership fee of \$800 dedicated to advocacy is estimated to be \$128.

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. It also reflects the College’s commitment to its people (employees) with 66.7% (\$15.6 million) of the unrestricted budget increase allocated to personnel costs. A significant portion of this increase is for the performance based salary increases which will range from 4.25% for valuable to 5.00% for exceptional ratings. Additionally, \$6 million has been allocated for the job evaluation study with the plan to implement these results in November 2023.

The College’s Strategic Plan and Annual Priorities served as guideposts during the budget prioritization process. 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.

As reflected in the FY24 budget, the College is expected to experience increases in State allocations and property tax revenues. Additionally, the College began experiencing noticeable enrollment growth in summer 2023, and the fall 2023 enrollment trends are significantly higher than fall 2022, 2021, and 2020. Even with these positive trends, the College will continue to move forward cautiously in expenditures during the coming year.

### **IMPACT OF THIS ACTION**

Approval of the proposed budget will establish the 2023-2024 budget for the College and comply with section 51.0051 of the Texas Education Code that requires the governing board of each institution to approve a budget on or before September 1 of each year.

### **ATTACHMENTS**

Attachment 1 – Summary of Revenues and Expenses Budget for Fiscal Year 2024 Compared to Fiscal Year 2023

### **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

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
SUMMARY OF REVENUES & EXPENSES BUDGET  
FISCAL YEARS 2024 AND 2023**

**Unrestricted**

<b>Revenues</b>	<b>2023 - 2024</b>	<b>2022 - 2023</b>	<b>Increase / (Decrease)</b>	<b>% Change</b>
State Allocation	54,995,750	41,307,653	13,688,097	33.1%
State Allocation - FAST	2,900,000	0	2,900,000	100.0%
Maintenance & Operating Taxes	84,770,000	79,500,000	5,270,000	6.6%
HEERF Transfers	0	7,600,000	(7,600,000)	(100.0%)
Credit and Non-Credit Tuition, Net	66,285,000	62,183,000	4,102,000	6.6%
Sales and Services	1,800,000	1,740,000	60,000	3.4%
Investment Income	6,000,000	1,000,000	5,000,000	500.0%
<b>Total Unrestricted Revenues</b>	<b>216,750,750</b>	<b>193,330,653</b>	<b>23,420,097</b>	<b>12.1%</b>

<b>Expenses</b>	<b>2023 - 2024</b>	<b>2022 - 2023</b>	<b>Increase / (Decrease)</b>	<b>% Change</b>
Instruction	77,520,084	70,703,036	6,817,048	9.6%
Academic Support	18,460,289	17,969,108	491,180	2.7%
Student Services	17,633,162	16,839,571	793,591	4.7%
Institutional Support	64,104,537	51,803,703	12,300,834	23.7%
Operations & Maintenance	20,394,544	18,133,400	2,261,144	12.5%
Staff Benefits	18,112,000	17,412,000	700,000	4.0%
Cash Match	526,134	469,835	56,299	12.0%
<b>Total Unrestricted Expenses</b>	<b>216,750,750</b>	<b>193,330,653</b>	<b>23,420,097</b>	<b>12.1%</b>

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
SUMMARY OF REVENUES & EXPENSES BUDGET  
FISCAL YEARS 2024 AND 2023**

**Restricted**

<b>Revenues</b>	<b>2023 - 2024</b>	<b>2022 - 2023</b>	<b>Increase / (Decrease)</b>	<b>% Change</b>
Debt Service Taxes	40,100,400	37,780,067	2,320,333	6.1%
State Benefit Appropriations	12,215,000	11,862,735	352,265	3.0%
Financial Aid - Federal, State and Local	60,069,046	53,731,736	6,337,310	11.8%
Grants - Federal, State and Local	11,731,563	31,083,602	(19,352,039)	(62.3%)
<b>Total Restricted Revenues</b>	<b>124,116,009</b>	<b>134,458,140</b>	<b>(10,342,131)</b>	<b>(7.7%)</b>

<b>Expenses</b>	<b>2023 - 2024</b>	<b>2022 - 2023</b>	<b>Increase / (Decrease)</b>	<b>% Change</b>
Debt Service Payments	40,100,400	37,780,067	2,320,333	6.1%
State Funded Benefits	12,215,000	11,862,735	352,265	3.0%
Financial Aid - Federal, State and Local	60,069,046	53,731,736	6,337,310	11.8%
Grants - Federal, State and Local	11,731,563	31,083,602	(19,352,039)	(62.3%)
<b>Total Restricted Expenses</b>	<b>124,116,009</b>	<b>134,458,140</b>	<b>(10,342,131)</b>	<b>(7.7%)</b>

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
SUMMARY OF REVENUES & EXPENSES BUDGET  
FISCAL YEARS 2024 AND 2023**

**Auxiliary**

	2023 - 2024	2022 - 2023	Increase / (Decrease)	% Change
<b>Auxiliary Revenues</b>	3,073,000	2,850,000	223,000	7.8%
<b>Auxiliary Expenses</b>	3,073,000	2,800,458	272,541	9.7%

**Summary (All Funds)**

	2023-2024	2022-2023	Increase/(Decrease)	% Change
<b>Total Revenues</b>	343,939,759	330,638,793	13,300,966	3.9%
<b>Total Expenses</b>	343,939,759	330,589,251	13,350,508	3.9%
<b>Net Revenue</b>	0	49,542	(49,542)	(100.00%)

**Other**

	2023-2024	2022-2023	Increase / (Decrease)	% Change
<b>Depreciation</b>	29,800,000	26,800,000	3,000,000	11.2%



## SAN JACINTO COMMUNITY COLLEGE DISTRICT DETAIL REVENUES BUDGET FISCAL YEARS 2024 AND 2023

	2023 - 2024	2022 - 2023
<b>State Allocation</b>	<b>54,995,750</b>	<b>41,307,653</b>
<b>State Allocation - FAST</b>	<b>2,900,000</b>	<b>0</b>
<b>Maintenance &amp; Operating Taxes</b>	<b>84,770,000</b>	<b>79,500,000</b>
Lost Revenue	0	7,100,000
IDC	0	500,000
<b>HEERF Transfers</b>	<b>0</b>	<b>7,600,000</b>
In District	30,525,768	29,319,000
Out of District	32,369,357	31,090,000
Out of State/Foreign	5,676,350	5,452,000
3-Peat Tuition	873,525	839,000
Gross Credit Tuition	69,445,000	66,700,000
Less: TPEG Transfers	(3,100,000)	(3,100,000)
Less: Exemptions/Waivers	(8,400,000)	(8,670,000)
Less: Bad Debt	(1,000,000)	(700,000)
Credit Tuition, Net	56,945,000	54,230,000
CPET	525,000	525,000
Maritime Transportation	2,000,000	1,500,000
Continuing and Professional Development	6,360,000	6,000,000
Center for Biotechnology	500,000	0
Gross Non-Credit Tuition	9,385,000	8,025,000
Less: NC Exemptions/Waivers	(45,000)	(72,000)
Non-Credit Tuition, Net	9,340,000	7,953,000
<b>Credit and Non-Credit Tuition, Net</b>	<b>66,285,000</b>	<b>62,183,000</b>

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
 DETAIL REVENUES BUDGET  
 FISCAL YEARS 2024 AND 2023**

<b>Unrestricted Revenues</b>	<b>2023 - 2024</b>	<b>2022 - 2023</b>
Departmental Activity	150,000	150,000
Children's Center	375,000	375,000
Sales and Service - Educational	525,000	525,000
Administrative Cost Allowance	463,181	465,000
Facilities Usage	400,000	400,000
Purchasing Rebate	200,000	200,000
Non-Education - Other	211,819	150,000
Sales and Service - Non-Educational	1,275,000	1,215,000
<b>Sales and Services</b>	<b>1,800,000</b>	<b>1,740,000</b>
<b>Investment Income</b>	<b>6,000,000</b>	<b>1,000,000</b>
<b>Total Unrestricted Revenues</b>	<b>216,750,750</b>	<b>193,330,653</b>

## SAN JACINTO COMMUNITY COLLEGE DISTRICT DETAIL REVENUES BUDGET FISCAL YEARS 2024 AND 2023

Restricted Revenues	2023 - 2024	2022 - 2023
<b>Debt Service Taxes (I &amp; S)</b>	<b>40,100,400</b>	<b>37,780,067</b>
<b>Benefits - State Portion</b>	<b>12,215,000</b>	<b>11,862,735</b>
Supplemental Educational Opportunity Grant	923,945	787,004
Pell	39,000,000	39,000,000
Federal Loans - Direct Loan Subsidized	4,685,000	4,250,000
Federal Work Study	737,641	911,950
Student Aid	6,500	7,000
Subtotal - Financial Aid Federal	45,353,086	44,955,954
College Access Loan	20,000	2,500
Texas College Work Study	98,150	87,961
Texas Education Opportunity Grant - Initial	4,837,790	1,350,000
Texas Education Opportunity Grant - Renewal	600,000	413,099
THECB Military Tuition Assistance	4,000	4,000
THECB - Educational Aide Exemption	10,945	0
Texas College Work Study - Mentorship	75,075	68,222
Subtotal - Financial Aid State	5,645,960	1,925,782
Alternative Loans	170,000	250,000
Texas Public Education Grant	3,100,000	3,100,000
21 Forward and Promise Scholarships	5,200,000	3,000,000
Other Foundation Scholarships	600,000	500,000
Subtotal - Financial Aid Local	9,070,000	6,850,000
<b>Financial Aid - Federal, State and Local</b>	<b>60,069,046</b>	<b>53,731,736</b>

# SAN JACINTO COMMUNITY COLLEGE DISTRICT DETAIL REVENUES BUDGET FISCAL YEARS 2024 AND 2023

Restricted Revenues (Continued)	2023 - 2024	2022 - 2023
DOE/THECB/GEER II SSAPIG	40,000	0
DOE/THECB/GEER II Nursing Shortage Reduction	10,000	0
DOE/Title V DHSI	898,626	0
DOE/ Carl Perkins Equitable Access and Opportu...	417,865	0
DOE/THECB/ Carl Perkins Basic - D.C.	224,220	275,040
DOE/THECB/ Carl Perkins Basic - C.C	362,030	444,086
DOE/THECB/ Carl Perkins Basic - N.C.	239,365	293,618
DOE/THECB/ Carl Perkins Basic - S.C.	174,386	213,911
Talent Search	312,275	292,275
HEERF - CRRSAA/Institutional Portion	0	3,500,000
HEERF - CRRSAA/ M.S.I./H.S.I	0	1,000,000
Title V	865,648	1,118,998
Texas Reskilling #2	0	25,000
HEERF - ARPA/Institutional Portion	0	8,000,000
HEERF - ARPA/M.S.I.	0	2,100,000
DOE/ CCAMPIS Program	500,348	632,744
DOE/ Title III HSI STEM	1,147,434	1,378,118
DOE/THECB/GEER/TRUEPlanning	0	20,660
DOE/THECB/GEER/TRUEConsortium	0	250,100
DOE/THECB/GEER Accelerating Credentials	0	6,000
DOE/THECB/GEER WBL Apprenticeships	0	50,000
DOE Upward Bound 6	380,709	366,065
DOE/HGAC AEL	820,000	675,000
<b>Department of Education - Total</b>	<b>6,392,905</b>	<b>20,641,616</b>
Department of Commerce - EDA Renovation	1,000,000	1,000,000
DOL/TWC/Building Construction Trades	90,000	0
Department of Labor H-1B Texas is IT	0	7,252,933
National Science Foundation - TSU-LSAMP	0	50,000
National Science Foundation IUSE H.S.I	427,309	365,546
Small Business Administration/UH/SBDC - FED FY23	0	284,191
Small Business Administration/UH/SBDC - FED FY24	191,310	0
HHS/Skills for Small Business Program	538	0
National Science Foundation/LSAMP/ HCCCA	837,580	0
Subtotal - Grants Federal	8,939,642	29,594,286

## SAN JACINTO COMMUNITY COLLEGE DISTRICT DETAIL REVENUES BUDGET FISCAL YEARS 2024 AND 2023

Restricted Revenues (Continued)	2023 - 2024	2022 - 2023
TWC/Skills for Small Business Program	20,000	0
Partnership w/ Maritime Consortium	230,000	0
TWC SDF Logistic and Aerospace	0	240,000
TWC SDF Evergreen	0	263,000
Pre-Apprenticeship Pilot Program	81,438	100,000
Texas Workforce Commission - Total	331,438	603,000
THECB - Other	9,345	0
Nursing Shortage - Reg	510,019	558,488
Nursing Shortage - Under 70	235,555	293,650
Texas Higher Education Coordinating Board - Total	754,919	852,138
Subtotal - Grants State	1,086,357	1,455,138
Trellis Fdn/SJC Fdn/AIMS 2022-2024	185,000	0
HAS/Consulting Services	12,000	0
Local Grants - Other	3,808	3,178
SSI (SJC Foundation)	54,756	31,000
Houston Endowment/SJC Fdn/Teacher Prep Prog	1,450,000	0
Subtotal - Grants Local	1,705,564	34,178
<b>Grants - Federal, State and Local</b>	<b>11,731,563</b>	<b>31,083,602</b>
<b>Total Restricted Revenues</b>	<b>124,116,009</b>	<b>134,458,140</b>

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
 DETAIL REVENUES BUDGET  
 FISCAL YEARS 2024 AND 2023**

<b>Auxiliary Revenues</b>	<b>2023 - 2024</b>	<b>2022 - 2023</b>
Bookstore	800,000	1,000,000
Cafeteria	594,000	530,000
Contracted Services	379,000	320,000
Student Loans and Fees	1,300,000	1,000,000
<b>Total Auxiliary Revenues</b>	<b>3,073,000</b>	<b>2,850,000</b>

## SAN JACINTO COMMUNITY COLLEGE DISTRICT DETAIL EXPENSES BY CLASSIFICATION FISCAL YEARS 2024 AND 2023

Unrestricted Expenses	2023 - 2024	2022 - 2023
<b>Instruction</b>		
Faculty and Staff Salaries	67,663,071	65,708,287
Departmental Operating Expense	9,857,013	4,994,749
<b>Total Instruction</b>	<b>77,520,084</b>	<b>70,703,036</b>
<b>Academic Support</b>		
Library	2,646,477	2,520,914
Instructional Design Services	782,174	744,759
Distance Education	171,805	164,507
Honors Program	320,879	314,348
Associate VC for College Prep	445,599	411,675
Instructional Support System	1,812,347	1,800,192
Assitant VC Teaching and Learning	455,014	436,512
Assist VC, Instructional and Supp Efficacy Program	198,132	165,021
Academic Support - Other	11,421,060	11,206,341
Open Education Resource	206,801	204,839
<b>Total Academic Support</b>	<b>18,460,289</b>	<b>17,969,108</b>
<b>Student Services</b>		
Admissions & Registration	1,642,716	1,547,225
Student Financial Services	2,703,597	2,237,428
Dual Credit	992,090	941,306
Recruiting	842,198	823,051
Other Student Services	11,452,561	11,290,561
<b>Total Student Services</b>	<b>17,633,162</b>	<b>16,839,571</b>
<b>Institutional Support</b>		
Governance of the Institution	117,319	113,793
Executive Direction & Control	12,130,689	11,892,340
Business & Fiscal Management	6,560,490	6,383,214
General Institutional Expense	20,199,671	12,038,248
Technology	20,881,232	17,191,075
Campus Security	4,215,136	4,185,033
<b>Total Institutional Support</b>	<b>64,104,537</b>	<b>51,803,703</b>

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
DETAIL EXPENSES BY CLASSIFICATION  
FISCAL YEARS 2024 AND 2023**

<b>Unrestricted Expenses (Continued)</b>	<b>2023 - 2024</b>	<b>2022 - 2023</b>
Operation & Maintenance		
Plant Support Services	3,832,442	3,758,474
Building Maintenance	5,158,437	3,762,608
Custodial Services	3,935,065	3,851,065
Grounds Maintenance	1,387,790	1,036,908
Utilities	5,096,591	4,846,590
Fiscal Initiatives & Cap Projects	984,219	877,755
<b>Total Operations &amp; Maintenance</b>	<b>20,394,544</b>	<b>18,133,400</b>
<b>Staff Group Benefits</b>	<b>18,112,000</b>	<b>17,412,000</b>
<b>Local Cash Match</b>	<b>526,134</b>	<b>469,835</b>
<b>Total Unrestricted Expenses</b>	<b>216,750,750</b>	<b>193,330,653</b>



## SAN JACINTO COMMUNITY COLLEGE DISTRICT DETAIL EXPENSES BY CLASSIFICATION FISCAL YEARS 2024 AND 2023

Restricted Expenses	2023 - 2024	2022 - 2023
Debt Service Payments	40,100,400	37,780,067
Benefits - State Portion	12,215,000	11,862,735
<b>Federal, State and Local Financial Aid</b>		
Federal Financial Aid	45,353,086	44,955,954
State Financial Aid	5,645,960	1,925,782
Local Financial Aid	9,070,000	6,850,000
<b>Total Financial Aid - Federal, State, and Local</b>	<b>60,069,046</b>	<b>53,731,736</b>
<b>Federal, State and Local Grants</b>		
Federal Grants	8,939,642	29,594,286
State Grants	1,086,357	1,455,138
Local Grants	1,705,564	34,178
<b>Total Grants - Federal, State, and Local</b>	<b>11,731,563</b>	<b>31,083,602</b>
<b>Total Restricted Expenses</b>	<b>124,116,009</b>	<b>134,458,140</b>

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
 DETAIL EXPENSES BY CLASSIFICATION  
 FISCAL YEARS 2024 AND 2023**

<b>Auxiliary Expenses</b>	<b>2023 - 2024</b>	<b>2022 - 2023</b>
Instructional Programs and Scholarships	468,017	466,017
Sports	1,513,241	1,386,500
College/Contracted Services	753,037	608,441
Institutional Activities	174,205	175,000
Alleviating Campus Food Insecurity	164,500	164,500
<b>Total Auxiliary Expenses</b>	<b>3,073,000</b>	<b>2,800,458</b>

## San Jacinto Community College District Budget Manager Summary Fiscal Year 2023-2024

### UNRESTRICTED

Budget Manager	Labor	Stipends	Part Time	Benefits	Operating	Computer	Total
CCP - Central Campus Provost	21,324,281	806,694	7,768,752	3,815,762	2,328,008	158,499	36,201,996
NCP - North Campus Provost	13,460,034	544,347	4,031,328	2,347,341	1,292,927	18,616	21,694,593
SCP - South Campus Provost	15,482,021	486,011	5,727,461	2,690,917	1,831,969	63,486	26,281,864
GPC - Generation Park Campus	1,738,524	30,588	275,119	303,911	165,275	5,725	2,519,142
MARI - Maritime Campus	1,137,313	45,216	1,042,785	202,784	317,289	2,460	2,747,847
CPD - Continuing Professional Development	2,512,779	65,999	404,905	410,285	3,205,709	76,350	6,676,026
CHOF - Chancellor's Office <sup>1, 2</sup>	629,741	29,800	0	112,249	660,087	0	1,431,877
VCIP - Deputy Chancellor	4,367,905	60,600	687,900	774,849	2,589,016	383,517	8,863,787
SDES - Assoc. VC, Student Services	15,114,806	147,600	454,550	2,496,563	2,241,736	87,250	20,542,505
VCSI - Vice Chancellor Strategic Initiatives	638,162	17,400	25,000	113,787	259,495	376	1,054,220
MARK - Vice Chancellor External Relations	2,106,712	46,777	37,250	375,514	3,399,281	149,878	6,115,412
VCHR - Vice Chancellor Human Resources	2,754,866	61,200	54,000	491,045	813,130	34,800	4,209,041
ITS - Information Technology Services	8,207,603	143,403	203,500	1,370,947	9,389,290	3,557,311	22,872,054
VCFA - Vice Chancellor Fiscal Affairs	9,443,334	453,747	801,525	1,821,551	23,951,985	56,415	36,528,557
AVCF - Assoc. VC, Facilities Services	4,099,686	18,901	212,500	679,997	7,916,438	53,213	12,980,735
AVCI - Assoc. VC, Fiscal Initiatives & Cap Proj	588,416	15,900	31,000	104,498	5,291,280	0	6,031,094
<b>Total</b>	<b>103,606,181</b>	<b>2,974,183</b>	<b>21,757,575</b>	<b>18,112,000</b>	<b>65,652,915</b>	<b>4,647,896</b>	<b>216,750,750</b>

<sup>1</sup> HB 1495 Disclosure - Portion of TACC membership fee of \$93,093 for FY 2024 dedicated to advocacy is estimated to be \$20,480.

<sup>2</sup> HB 1495 Disclosure - Portion of TASB membership fee of \$800 for FY 2024 dedicated to advocacy is estimated to be \$128.

## San Jacinto Community College District Budget Manager Summary Fiscal Year 2023-2024

### RESTRICTED

Budget Manager	Financial Aid	Grants	State Benefits	Debt Service	Total
CCP - Central Campus Provost	0	1,582,653	2,882,848	0	4,465,501
NCP - North Campus Provost	0	793,414	1,673,505	0	2,466,919
SCP - South Campus Provost	0	373,578	1,912,748	0	2,286,326
GPC - Generation Park Campus	0	0	20,662	0	20,662
MARI - Maritime Campus	0	0	136,361	0	136,361
CPD - Continuing Professional Development	0	3,548,377	419,117	0	3,967,494
CHOF - Chancellor's Office	0	0	44,375	0	44,375
VCIP - Deputy Chancellor	0	0	495,289	0	495,289
SDES - Assoc. VC, Student Services	60,069,046	0	1,059,181	0	61,128,227
VCSI - Vice Chancellor Strategic Initiatives	0	0	36,041	0	36,041
MARK - Vice Chancellor External Relations	0	0	189,013	0	189,013
VCHR - Vice Chancellor Human Resources	0	0	219,852	0	219,852
ITS - Information Technology Services	0	0	660,387	0	660,387
VCFA - Vice Chancellor Fiscal Affairs	0	5,433,541	2,004,275	40,100,400	47,538,216
AVCF - Assoc. VC, Facilities Services	0	0	447,217	0	447,217
AVCI - Assoc. VC, Fiscal Initiatives & Cap Proj	0	0	14,129	0	14,129
<b>Total</b>	60,069,046	11,731,563	12,215,000	40,100,400	124,116,009

## San Jacinto Community College District Budget Manager Summary Fiscal Year 2023-2024

### AUXILIARY

<b>Budget Manager</b>	<b>Labor</b>	<b>Stipends</b>	<b>Part Time</b>	<b>Benefits</b>	<b>Operating</b>	<b>Computer</b>	<b>Total</b>
CCP - Central Campus Provost	0	0	0	0	152,000	0	152,000
NCP - North Campus Provost	74,249	0	5,400	13,235	728,897	0	821,781
SCP - South Campus Provost	71,898	0	12,391	13,627	732,387	0	830,303
SDES - Assoc. VC, Student Services	0	0	4,500	0	76,100	0	80,600
VCSI - Vice Chancellor Strategic Initiatives	0	0	0	0	15,000	0	15,000
VCFA - Vice Chancellor Fiscal Affairs	220,435	240	72,980	148,138	723,873	7,650	1,173,316
<b>Total</b>	<b>366,582</b>	<b>240</b>	<b>95,271</b>	<b>175,000</b>	<b>2,428,257</b>	<b>7,650</b>	<b>3,073,000</b>

# San Jacinto Community College District Budget Manager Summary Fiscal Year 2022-2023

## UNRESTRICTED

Budget Manager	Labor	Stipends	Part-Time	Benefits	Operating	Computer	Total
CCP - Central Campus Provost	20,755,954	1,120,839	7,215,071	3,757,627	2,210,418	149,040	35,208,949
NCP - North Campus Provost	13,160,168	403,892	4,007,925	2,378,351	1,221,778	19,466	21,191,579
SCP - South Campus Provost	15,424,022	370,267	5,762,647	2,774,173	1,257,921	56,926	25,645,956
GPC - Generation Park Campus	1,716,244	29,388	76,784	304,950	164,000	7,000	2,298,366
MARI - Maritime Campus	1,041,970	48,216	293,689	192,477	185,689	2,460	1,764,501
CPD - Continuing Professional Development	2,303,760	36,600	380,640	387,813	3,000,484	76,250	6,185,547
CHOF - Chancellor's Office <sup>1</sup>	625,783	29,800	0	115,597	592,087	0	1,363,267
VCIP - Deputy Chancellor	4,327,840	86,400	439,500	795,511	2,619,160	388,367	8,656,778
SDES - Assoc. VC, Student Services	12,355,387	138,601	404,550	2,084,001	1,767,222	85,700	16,835,461
VCSI - Vice Chancellor Strategic Initiatives	494,461	12,600	15,000	91,339	211,555	376	825,331
MARK - Vice Chancellor External Relations	1,945,640	36,300	46,250	311,677	3,329,281	183,000	5,852,148
VCHR - Vice Chancellor Human Resources	2,626,793	63,600	4,000	447,628	963,130	54,800	4,159,951
ITS - Information Technology Services	6,909,627	146,403	203,500	1,183,933	6,385,623	2,766,507	17,595,593
VCFA - Vice Chancellor Fiscal Affairs	8,895,138	457,947	634,138	1,775,709	14,940,606	56,164	26,759,702
AVCF - Assoc. VC, Facilities Services	4,089,385	15,900	212,500	704,406	7,890,862	53,213	12,966,266
AVCI - Assoc. VC, Fiscal Initiatives & Cap Proj	580,472	11,700	0	106,808	5,322,280	0	6,021,260
<b>Total</b>	<b>97,252,641</b>	<b>3,008,453</b>	<b>19,696,194</b>	<b>17,412,000</b>	<b>52,062,095</b>	<b>3,899,269</b>	<b>193,330,653</b>

<sup>1</sup> HB 1495 Disclosure - Portion of TACC membership fee of \$70,584 for FY 2023 dedicated to advocacy is estimated to be \$20,046

# San Jacinto Community College District Budget Manager Summary Fiscal Year 2022-2023

## RESTRICTED

Budget Manager	Financial Aid	Grants	State Benefits	Debt Service	Total
CCP - Central Campus Provost	0	787,537	2,869,410	0	3,656,947
NCP - North Campus Provost	0	1,169,704	1,660,067	0	2,829,771
SCP - South Campus Provost	0	262,578	1,899,310	0	2,161,888
GPC - Generation Park Campus	0	0	20,662	0	20,662
MARI - Maritime Campus	0	0	136,365	0	136,365
CPD - Continuing Professional Developme...	0	11,543,292	405,679	0	11,948,971
CHOF - Chancellor's Office	0	0	44,375	0	44,375
VCIP - Deputy Chancellor	0	0	481,851	0	481,851
SDES - Assoc. VC, Student Services	53,731,736	0	995,743	0	54,727,479
VCSI - Vice Chancellor Strategic Initiatives	0	0	36,041	0	36,041
MARK - Vice Chancellor External Relations	0	34,178	189,013	0	223,191
VCHR - Vice Chancellor Human Resources	0	0	219,852	0	219,852
ITS - Information Technology Services	0	0	646,949	0	646,949
VCFA - Vice Chancellor Fiscal Affairs	0	17,286,313	1,809,510	37,780,067	56,875,890
AVCF - Assoc. VC, Facilities Services	0	0	433,779	0	433,779
AVCI - Assoc. VC, Fiscal Initiatives & Cap ...	0	0	14,129	0	14,129
<b>Total</b>	<b>53,731,736</b>	<b>31,083,602</b>	<b>11,862,735</b>	<b>37,780,067</b>	<b>134,458,140</b>

# San Jacinto Community College District Budget Manager Summary Fiscal Year 2022-2023

## AUXILIARY

Budget Manager	Labor	Stipends	Part-Time	Benefits	Operating	Computer	Total
VCIP - Deputy Chancellor	0	0	0	0	15,000	0	15,000
CCP - Central Campus Provost	0	0	0	0	82,000	0	82,000
NCP - North Campus Provost	70,554	0	5,400	13,405	598,524	0	687,883
SCP - South Campus Provost	68,880	0	12,391	13,707	622,563	0	717,541
CHOF - Chancellor's Office <sup>1</sup>	0	0	0	0	135,000	0	135,000
SDES - Assoc. VC, Student Services	0	0	4,500	0	146,500	0	151,000
VCFA - Vice Chancellor Fiscal Affairs	213,447	240	72,980	148,263	569,455	7,650	1,012,035
<b>Total</b>	<b>352,881</b>	<b>240</b>	<b>95,271</b>	<b>175,375</b>	<b>2,169,042</b>	<b>7,650</b>	<b>2,800,458</b>

<sup>1</sup> HB 1495 Disclosure - Portion of TASB membership fee of \$800 for FY 2023 dedicated to advocacy is estimated to be \$153.



**Action Item “XVI”  
Regular Board Meeting August 7, 2023  
Consideration of Approval of the Awarding of a Posthumous Degree**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the awarding of a posthumous degree to Ahren Rothrock.

**BACKGROUND**

Policy VI.6000.E, Awarding Posthumous Degrees allows the Board of Trustees to approve the award of a posthumous degree or certificate of recognition to honor the achievement of a student who has died prior to completion of degree or certificate requirements. A deceased student is eligible to receive a posthumous degree if the student has completed 75 percent or more of the required courses for the degree, was enrolled in classes at the time of death, and was in good academic and financial standing with the College.

Ahren Rothrock, age 41, passed away on March 27, 2023. He was enrolled in two classes on North Campus in spring 2023. His degree audit indicates that he has completed 94 percent of the courses required for an Associate of Applied Science degree in Engineering Design Graphics – Mechanical. He was in good academic standing with a 3.13 overall grade point average (GPA) and in good financial standing with the College.

**IMPACT OF THIS ACTION**

Approval by the Board of Trustees satisfies the requirements of Policy VI.6000.E, Awarding Posthumous Degrees and meets the requirements of Procedure VI.6000.E.a, Awarding Posthumous Degrees.

The Associate of Applied Science in Engineering Design Graphics – Mechanical will be awarded posthumously to Ahren Rothrock.

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTWS**

Attachment 1 - Obituary of Ahren Rothrock

**RESOURCE PERSONNEL**

Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu
Jesse Bernal	281-476-1875	jesus.bernal@sjcd.edu



## Ahren Michael Rothrock

May 05, 1981 - March 27, 2023

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Ahren Michael Rothrock of New Caney, Texas, passed away at home on March 27, 2023, at the age of 41. He was born on May 5, 1981, in Lafayette, Louisiana to his parents, Walter and Cecelia (Miller)Rothrock.

Ahren leaves behind to cherish his memory, his parents, Walter Ralph Rothrock Jr and Cecelia (Miller) Rothrock; his sister, Mandy Leann (Rothrock) Rans and brother-in-law Trevor Jess Rans; and one nephew, Ivan Jess Rans. Ahren is also survived by one aunt, uncles, several cousins, and countless friends who loved him very much.

Ahren was a Veteran, serving his country in the US Army, in several conflict regions. He was part of the march to Baghdad, Iraq in Operation Freedom, a second tour in Iraq, and also served in Kosovo and Bosnia prior to 9/11. He was attending San Jacinto College studying in the field of engineering design graphics, mechanical specialty, receiving an Associate of Applied Science Degree in the next semester.

Ahren loved to fly helicopters and had earned a commercial pilot's rotary license between two active-duty time periods in the US Army. He enjoyed getting together with his family, closest cousins and friends, and fellow brothers who served in the military. Ahren loved his dog, Kali, she looks for him daily.

Ahren is on final deployment in heaven in the presence of God. He will be missed dearly by all of us who love him so much.

In lieu of flowers, donations can be made in Ahren's honor to: Tunnels to Towers Foundation Camp Hope or

any other military assistant organizations of your choosing.

\*\*Food & Refreshments will be available at 1 PM, prior to the service, and again at the conclusion of the service in McNutt's Texas Hall.

**Action Item “XVII”**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval of Amendment to the 2022-2023 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 2022-2023 budget for restricted revenue and expenses related to grants.

**BACKGROUND**

Federal, state, and local grants may require amendments for receipt of newly awarded grants or changes to existing grants. These amendments should be processed in a timely manner to provide access to funding to meet the objectives set forth within the grant requirements. This budget amendment request includes additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants received during the month of July 2023.

**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 \$260,014 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- 08-07-23  
Attachment 2- Grant Detail- 08-07-23

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	<a href="mailto:teri.zamora@sjcd.edu">teri.zamora@sjcd.edu</a>
Tomoko Olson	281-998-6146	<a href="mailto:tomoko.olson@sjcd.edu">tomoko.olson@sjcd.edu</a>

SAN JACINTO COLLEGE DISTRICT  
Federal, State, and Local Grant Amendments  
August 7, 2023

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>Texas Workforce Commission - San Jacinto College in Partnership with a Maritime Consortium 2023-2024</u>					
<u>(New Grant)</u>					
State Grant Revenue	551047	56700	554200	110000	(241,356)
Supplies	551047	56700	710000	460961	31,481
Student Aid - Scholarships	551047	56700	751009	520235	209,875
					\$ -
 <u>Texas Higher Education Coordinating Board - Open Educational Resources Grant Program</u>					
<u>(New Grant)</u>					
State Grant Revenue	555055	56700	554200	110000	(18,658)
PT - Extra Service Agreement	555055	56700	614200	460911	10,817
Fringe Benefits	555055	56700	650000	460911	974
Contractual Svcs	555055	56700	731000	460911	3,000
Student Aid - Stipends	555055	56700	751140	520235	3,867
					-
					\$ -

Net Increase (Decrease)

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

Grant Funding Summary by Agency:

Texas Workforce Commission	\$	241,356
Texas Higher Education Coordinating Board		18,658
	\$	260,014

August 07, 2023, Board Book – Grant Amendments Detail List

Texas Workforce Commission - San Jacinto College in Partnership with a Maritime Consortium 2023-2024 (New Grant)

The project will provide training to new and current employees of participating businesses during industry downtime. Goals are to update workforce skills that meet U.S. Coast Guard standards, regulations, and certification requirements. Tangible goals are to increase employee retention, performance, and productivity, as well as providing preparation for promotional opportunities. Project participants must be full-time employees from one of the business partners, including Harley Marine Gulf; Gulfstar Industries, LLC; NGL Marine, LLC; and Signet Maritime Corporation.

Texas Higher Education Coordinating Board - Open Educational Resources Grant Program (New Grant)

This project will develop new Open Educational Resources (OER) for CHEM 1305 (Introductory Chemistry). The new resource materials will be developed with embedded videos, created to align with laboratory experiments. The modules will be housed digitally on the OERTX platform and videos linked and uploaded to the instructional streaming media platform, YuJa, that is licensed for College use. The content will be included as part of the San Jacinto College Hub, where faculty and students can access the modules.

**Consideration of Approval of Part-Time Rate Changes, Stipend and Market Premium Changes,  
and Reauthorization of the Full-time Salary Schedules for 2023-2024**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the part-time hourly pay rate changes, stipends and market premium changes, and reauthorization of the full-time salary schedules for 2023-2024.

**BACKGROUND**

This action establishes the salary, pay rates, stipends, and market premiums for fiscal year 2023-2024. Salary schedules are reviewed periodically to provide for market competitiveness.

**IMPACT OF THIS ACTION**

The current part-time hourly rate schedule has been revised with changes indicated in yellow. The revisions to the part-time rates are effective September 1, 2023. The revisions are necessary to attract and retain qualified employees in an increasingly competitive labor market for part-time workers.

Several stipends and market premiums have been revised in order to recruit and retain employees. These changes were implemented in July and August 2023 in preparation for the Fall 2023 semester. The revisions include:

- Addition of a stipend for Commercial Driver License (CDL) Test Examiner effective August 8, 2023
- Addition of a monthly Market Premium for full-time Automotive Technology Instructors and an hourly Market Premium for part-time Automotive Technology Instructors effective July 10, 2023
- Addition of a monthly Market Premium for full-time Biotechnology Instructors and an hourly Market Premium for part-time Biotechnology Instructors effective August 14, 2023
- Addition of a monthly Market Premium for full-time Plumbing Instructors and an hourly Market Premium for part-time Plumbing Instructors effective August 14, 2023

The 2023-2024 salary schedule for stipends and market premiums, including the above revisions, is attached in this recommendation for affirmation.

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.

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

The fiscal impacts of this recommendation have been included in the 2023-2024 budget.

**Consideration of Approval of Part-Time Rate Changes, Stipend and Market Premium Changes,  
and Reauthorization of the Full-time Salary Schedules for 2023-2024**

**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. Additionally, the College is participating in a job evaluation study for faculty and staff. It is anticipated that modifications to the compensation schedules will be recommended to the Board in the fall.

**ATTACHMENTS**

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

**RESOURCE PERSONNEL**

Sandra Ramirez

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Sandra.Ramirez@sjcd.edu

Attachment 1

<b>San Jacinto College District 2023-2024 Salary Rate Table PART-TIME HOURLY RATES</b>			
<b>Position Classification</b>	<b>Position Description</b>	<b>Hourly Rate</b>	<b>New Hourly Rate</b>
<b>Administrative/ Clerical Accounting</b>	Administrative Assistant I	\$ 10.40	\$ 11.50
	Administrative Assistant II (with one year experience)	\$ 12.40	\$ 13.50
	Accounting Assistant	\$ 12.50	\$ 13.50
	Student Account Specialist	\$ 12.50	\$ 13.50
	Payroll Specialist w/Payroll and Banner experience	\$ 17.00	\$ 18.00
	Accounting Specialist (with 3 years experience)	\$ 17.00	\$ 18.00
	Senior Accounting Specialist (AA/AS degree + 3 years experience)	\$ 20.00	\$ 21.00
	Accountant (Bachelor's degree)	\$ 25.00	\$ 26.00
	Senior Accountant (Master's degree in Accounting or CPA license)	\$ 31.50	
<b>Athletics</b>	Athletics Facilities Coordinator	\$ 14.00	\$ 15.00
	Athletics Assistant Coach	\$ 20.00	\$ 21.00
	Athletic Trainer w/ TX license (daily service, practice, and games)	\$ 28.00	\$ 30.00
<b>Center for Petrochemical, Energy, &amp; Technology</b>	Petrochemical Client Preceptors	\$ 57.00	
	API NDT Training Instructor (with level 3 certification)	\$ 75.00	
	API NDT Test Proctor (with level 3 certification)	\$ 75.00	
	Process Safety Certificate Program Subject Matter Expert	\$ 75.00	
<b>Children's Center</b>	Teacher's Aide	\$ 11.50	\$ 12.50
	Assistant Teacher (CDA or 12 hours in early childhood)	\$ 12.50	\$ 13.50
	Cook	\$ 11.00	\$ 12.00
	Children's Center Teacher (with appropriate credentials)	\$ 15.50	\$ 16.50
<b>College Police</b>	Telecommunicator	\$ 17.50	\$ 18.50
<b>Continuing &amp; Professional Development</b>	<i>Development Dimensions International (DDI) Leadership Program</i>		
	DDI Certified Instructor / Facilitator	\$ 70.00	
	Motorcycle Maintenance/Repair Technician	\$ 15.00	\$ 15.50
	Emergency Medical Services / Continuing Education Coordinator	\$ 30.00	
	Variable part-time Instructor rate for classes approved with less than minimum number of students. Reduction of \$4.00 per contact hour for first student below minimum. Reduction of \$3.00 per contact hour for each subsequent student below minimum. All reductions must be approved by CPD Dean or Associate Vice Chancellor.	\$ 50.00	
	Variable part-time Lab Assistant Instructor rate for classes approved with less than minimum number of students. Reduction of \$2.00 per contact hour for each student below minimum. All reductions must be approved by CPD Dean or Associate Vice Chancellor	\$ 32.00	
<b>Departmental Labs</b>	Specialty Lab Assistant I	\$ 11.50	\$ 12.50
	Specialty Lab Assistant II	\$ 14.50	\$ 15.50
<b>Facilities</b>	Groundskeeper	\$ 15.00	
<b>Fine Arts</b>	Student Accompanist	\$ 14.00	\$ 15.00
	Assistant Manager, Theater	\$ 14.00	\$ 15.00
	Theatre Scene Shop Specialist	\$ 15.00	\$ 16.00
	Gallery Specialist	\$ 16.00	\$ 17.00
	Manager, Theater	\$ 16.00	\$ 17.00
	Life-Drawing Model	\$ 17.00	\$ 18.00
	Faculty Accompanist (Faculty with credentials)	\$ 50.00	
<b>Food Service</b>	Cashier I	\$ 10.50	\$ 11.50
	Cashier II	\$ 11.00	\$ 12.00
	Grill Cook I	\$ 12.00	\$ 13.00
	Grill Cook II	\$ 13.00	\$ 14.00
	Team Leader	\$ 14.50	\$ 15.50



# Attachment 1

Position Classification	Position Description	Hourly Rate	New Hourly Rate
<b>Grant Funded</b>	Grant-Funded Basic Tutor (tutor for students not maintaining minimum stated requirements)	\$ 11.00	\$ 12.00
	Grant-Funded Tutor / Mentor (tutor for students not maintaining minimum stated requirements; Mentor for achieving goals and supporting grant program activities)	\$ 12.00	\$ 13.00
	Grant-Funded Retention Specialist	\$ 19.00	\$ 20.00
	Grant-Funded Project Assistant	\$ 15.00	\$ 16.00
	Grant-Funded Training Coordinator	\$ 20.00	\$ 21.00
	Grant-Funded Project Coordinator	\$ 24.00	\$ 25.00
	Grant-Funded Project Manager	\$ 27.00	
	Grant-Funded Project Director	\$ 30.00	
	Grant-Funded Senior Project Director (with SLT approval)	\$ 40.00	
<b>Information Technology / Interactive Learning Centers</b>	Information Technology Intern	\$ 14.00	\$ 15.00
	Computer Lab Assistant I	\$ 11.50	\$ 12.50
	Contact Center Assistant I	\$ 11.50	\$ 12.50
	Help Desk Assistant I	\$ 12.00	\$ 13.00
	Tech Support I	\$ 16.00	\$ 17.00
	Computer Lab Assistant II	\$ 14.50	\$ 15.50
	Contact Center Assistant II	\$ 14.50	\$ 15.50
	Help Desk Assistant II	\$ 16.00	\$ 17.00
	Tech Support II	\$ 22.00	\$ 23.00
	Telecom Specialist - IT	\$ 30.00	
	Database Administrator	\$ 35.00	
	System Administrator	\$ 35.00	
	Network Administrator	\$ 38.00	
	<b>Instructional</b>	Part-time Faculty Instructors - Lecture	\$ 50.00
Part-time Faculty Instructors - Lab		\$ 50.00	
Part-time Faculty Instructors - Private Lessons		\$ 50.00	
Part-time Faculty CPET Lab Commissioning		\$ 50.00	
Part-time Faculty Non-instructional		\$ 35.00	
Part-time Faculty Program Coordinator		\$ 35.00	
Part-time Faculty Professional Development (ad hoc training, non-curriculum)		\$ 20.00	\$ 25.00
Full-time Faculty Non-instructional		\$ 35.00	
Full-time Faculty Externship		\$ 50.00	
Full-time Faculty CPET Lab Commissioning		\$ 50.00	
Full-time Faculty Formula Pay - Lecture		\$ 62.70	
Full-time Faculty Formula Pay - Lab		\$ 62.70	
Independent Study Pay - per student to a maximum of 5		\$ 200.00	
Full-load Adjunct, with approval by appropriate Dean and Provost		Hourly Rate + \$2,500 per semester	
<i>Faculty Advising:</i>			
Faculty Advisor - Student Success course (GUST 0305, EDUC 1100, PSYC 1100)		\$350.00 per course / semester	
Faculty Advisor - EPCC and all other courses		\$ 30.00	
<b>Professional</b>	Administrative Intern	\$ 14.00	\$ 15.00
	Emergency Management Specialist	\$ 14.00	\$ 15.00
	Grant Writer	\$ 15.00	\$ 16.00
	Program Assistant	\$ 15.00	\$ 16.00
	Certification Course Coordinator	\$ 16.00	\$ 16.00
	Librarian w/Bachelor of Library Science	\$ 19.00	\$ 20.00
	Coordinator (w/appropriate credentials)	\$ 20.00	\$ 21.00
	Grant Developer (Bachelor's degree)	\$ 25.00	\$ 26.00
	Procurement Specifications Technical Writer	\$ 25.00	\$ 26.00
	Project Manager	\$ 27.00	
	Business Advisor, SBDC	\$ 28.00	
	Fire and Life-Safety Inspector	\$ 30.00	
	Librarian w/MLS, MLIS or equivalent w/experience	\$ 30.00	
	Winter Mini Coordinator (Librarian/Faculty with credentials)	\$ 50.00	
	Professional Translator (Faculty with credentials in language used)	\$ 50.00	

## Attachment 1

Position Classification	Position Description	Hourly Rate	New Hourly Rate
<b>Student Services</b>	Orientation Leader	\$ 11.00	\$ 12.00
	Student Ambassador	\$ 11.00	\$ 12.00
	Enrollment Specialist	\$ 12.50	\$ 13.50
	Testing Specialist (certified)	\$ 12.50	\$ 13.50
	Financial Aid Specialist	\$ 14.00	\$ 15.00
	Records Specialist	\$ 14.00	\$ 15.00
	Admissions Advisor	\$ 17.00	\$ 18.00
	Educational Planner	\$ 19.00	\$ 21.00
	Financial Aid Advisor	\$ 19.00	\$ 21.00
	Outreach Advisor	\$ 19.00	\$ 21.00
	Program Advisor	\$ 19.00	\$ 21.00
	Banner Student System Services Specialist	\$ 19.00	\$ 21.00
	Mental Health Counseling Intern (enrolled in accredited MSW program)	\$ 22.00	
	Counselor (w/appropriate credentials)	\$ 30.00	
	(Accessibility Services) <i>Hearing Impaired Students</i>		
Transcribers / Note Takers	\$ 10.50	\$ 11.50	
<b>Student Success Centers / Supplemental Instruction</b>	<i>Peer Tutors:</i>		
	Non-Certified Tutors (basic training completed, working towards Level I Certification)	\$ 11.00	\$ 12.00
	Certified Level I - After one long semester with 10 hours training & 25 hours tutoring completed	\$ 12.00	\$ 13.00
	Certified Level II - After two long semesters with 20 hours training & 50 hours tutoring completed	\$ 13.00	\$ 14.00
	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)	\$ 14.00	\$ 15.00
	Certified Tutor, Level III with Associate degree	\$ 15.00	\$ 16.00
	Certified Tutor, Level III with Bachelor's degree	\$ 16.00	\$ 17.00
	Certified Tutor, Level III with Master's degree	\$ 18.00	\$ 19.00
	Faculty Tutor w/credentials	\$ 22.00	\$ 23.00
	Supplemental Instruction Leader I	\$ 11.50	\$ 12.50
Supplemental Instruction Leader II	\$ 14.50	\$ 15.50	
<b>Summer Camps</b>	Camp Director	\$ 50.00	
	Camp Lead Instructor	\$ 37.00	
	Camp Assistant Instructor	\$ 25.00	
	Camp Helper/Monitor	\$ 12.00	
<b>Technical</b>	Toolroom Attendant	\$ 10.50	\$ 11.50
	Tool / Equipment Specialist	\$ 13.00	\$ 14.00
	HVAC Intern	\$ 15.00	\$ 16.00
	Maritime Equipment Technician	\$ 24.00	\$ 25.00

**San Jacinto College District  
2023-2024 Salary Schedule  
Stipends and Market Premiums**

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

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

Stipends	Amount
Bilingual Proficiency	\$50 monthly
Campus Teller	\$100 monthly
Certified Nurse Educator (CNE)	\$1,000 one-time payment
Clinical Coordinator	\$1,000 annually
College-Wide Program Director	\$350 monthly
Commercial Driver License (CDL) Test Examiner	\$150 per test
Program Director	\$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
	<i>{Member of SLT only}</i> \$100 monthly

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

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

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

Air Conditioning	\$5.00 per contact hour
Automotive Technology	\$5.00 per contact hour
Biotechnology	\$5.00 per contact hour
Certified Nurse Aide	\$5.00 per contact hour
Computer Information Technology	\$5.00 per contact hour
Diesel Technology	\$5.00 per contact hour

## Attachment 2

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

Attachment 3

San Jacinto College District 2023 - 2024 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%

## Attachment 4

<b>San Jacinto College District 2023-2024 Salary Range Table Faculty</b>			
	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>NINE MONTH FACULTY</b>			
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
<b>10.5 MONTH FACULTY</b>			
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
<b>TWELVE MONTH FACULTY</b>			
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

**Consideration of Approval of the 2024 Board of Trustees Regularly Scheduled Meeting Dates**

**ADMINISTRATION RECOMMENDATION/REPORT**

The Chancellor recommends the Board of Trustees approve the 2024 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- 2024 Board Meeting Dates

**RESOURCE PERSONNEL**

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



Attachment 1

**San Jacinto College District  
Board of Trustees**

**2024 Board Meeting Dates**

January 29, 2024

March 4, 2024

April 1, 2024

May 6, 2024

June 3, 2024

No July Meeting

August 5, 2024

September 9, 2024  
(September Meeting - Due to Labor Day Holiday)

October 7, 2024

November 4, 2024

December 2, 2024

**Action Item “XX”**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval Memorandum of Understanding with**  
**Galena Park ISD to continue an Early College High School**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a Memorandum of Understanding (MOU) between San Jacinto Community College District (SJCCD) and Galena Park Independent School District (ISD) for the continuation of an early college high school (ECHS).

**BACKGROUND**

In 2014, Galena Park ISD and SJCCD established an Early College High School with a Career and Technical Education (CTE) focus.

All provisions in the MOU will follow the rules for dual credit and early college high school partnerships between secondary schools and Texas public colleges as outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D. The MOU will further the College’s dual credit program goals, which align with the goals of the Texas Higher Education Coordinating Board, which will be included or referenced in the MOU.

**IMPACT OF THIS ACTION**

Approval of this action will allow the College and Galena Park ISD to continue the operation of the early college high school, a four-year high school with an early college program component that is located at the College’s North campus. The ECHS allows eligible GPISD students to earn college credit while simultaneously earning credit toward their high school graduation requirements. The ECHS enrolls approximately 125 students in grade 9 on a yearly basis, with a maximum enrollment not to exceed 500 students in grades 9-12.

Additionally, an amendment to this MOU for the FAST program will be executed in the future as these details are finalized.

**BUDGET INFORMATION**

All elements related to the operation of the early college high school programs are contained within the fiscal year 2024 budget.

**MONITORING AND REPORTING TIMELINE**

The agreement shall become effective upon the date of execution and will continue through August 2025.

**ATTACHMENTS**

Attachment 1 – Draft of the Galena Park ECHS MOU 2023-2025 (Minor changes may occur prior to the agreement being signed.)

**Action Item “XX”**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval Memorandum of Understanding with**  
**Galena Park ISD to continue an Early College High School**

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu



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

The Parties agree to the following:

#### **I. TERM**

This Agreement shall commence on the Effective Date and expire on **August 25, 2025** ("Expiration Date") unless terminated earlier as set forth herein and conditioned upon any approvals required by the Texas Education Agency ("TEA") and the Texas Higher Education Coordinating Board ("THECB"). As used herein, the term "Term" shall mean the time period between the Effective Date and the Expiration Date.

#### **II. WEBSITE**

Both Parties agree to post a copy of this Agreement on their respective internet websites in accordance with 19, Texas Administrative Code § 4.84(c)(11) for dual credit partnerships between public school districts and Texas public institutions of higher education.

#### **III. OVERVIEW**

The College is committed to serving the students and communities of the greater Houston area through collaborative work with public school districts in the College's service area. A major initiative promoting a college-going and college graduation culture is the SJCCD's Early College High School ("ECHS") dual credit program, which complies with Applicable Law (as hereinafter defined), including, without limitation, the laws and regulations set forth by the State of Texas for ECHS programs and dual credit partnerships between secondary schools and Texas public colleges to offer ECHS programs and dual credit courses and programs to qualified students. The term 'partnership' as used in this Agreement refers to the early college high school and dual credit partnerships as described in 19 Texas Administrative Code, Chapter 4,

Subchapters D and G and 19 Texas Administrative Code, Chapter 9, Subchapter H. The applicable statutes and the foregoing regulations authorize Texas public institutions of higher education (as defined in Texas Education Code § 61.003, which includes community colleges) to enter into agreements with secondary schools to offer courses that grant credit toward the student's high school curriculum requirements and college-level credit and, for qualifying students, to combine high school courses and college-level courses during grades 9-12 and complete the students' high school diplomas and either an associate's degree or at least sixty (60) semester hours toward a baccalaureate degree. The Parties agree to enter into this Agreement for the purpose of setting forth the roles and respective obligations of the Parties for the continuing operation of an Early College High School (ECHS) on the SJCCD North campus.

#### **IV. NON-DISCRIMINATION**

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

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

For more information on the College's non-discrimination policy, see [Board Policy IV-B: Policies on Equal Opportunity](#) and [Policy III.3006.D: Sexual Misconduct](#).

For more information on the District non-discrimination policy see, <https://www.galenaparkisd.com/Page/3444>.

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

The Parties acknowledge their respective duties and obligations to enforce their student codes of conduct and policies applicable to both students and staff, as well as investigate and address reports of concerns that implicate state and federal law, including, but not limited to, Title IX of the Education Amendments of 1974. To ensure that both Parties comply with these occasional overlapping obligations, the Parties agree that their designees responsible for discharging these duties will act cooperatively, communicate fully, and share information as permitted by Applicable Law.

#### **V. APPLICABLE LAW**

Both Parties agree to perform their respective obligations and operate the ECHS program in compliance with all applicable Federal, State, and local laws, implementing regulations, executive orders, and interpreting authorities including, but not limited to, the United States Constitution; the Texas

Constitution, the Elementary and Secondary Education Act; the Individuals with Disabilities in Education Act ("IDEA"); the Family Educational Rights and Privacy Act of 1974 ("FERPA"); Title VI of the Civil Rights Act of 1964, as amended; Title VII of the Civil Rights Act; Title IX of the Education Amendments 1972 (20 U.S.C. § 1681 et seq.); Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008; the Age Discrimination Act of 1975; Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq; United States Department of Education requirements; the Texas Education Code, including, without limitation, Sections 28.009, 29.081, 29.908, 130.008, and other provisions governing early college high school programs and dual credit programs, high school and college course requirements and credit, grading, graduation requirements, and credentialing; Chapter 22 (Subchapter B as its relates to immunity and Subchapter C as related to criminal history background checks for services provided on a school district campus); Chapter 39 (accountability); the Texas Government Code, to the extent it applies to the subject matter of this Agreement, including, without limitation Chapter 551 (Open Meetings), Chapter 552 (Public Records), Chapter 573 (Nepotism), and the Chapter 2251 ("Prompt Pay Act"); Texas Labor Code; the record retention laws and conflicts of interest laws under the Texas Local Government Code; Texas Local Government Code, Chapter 271, Subchapter I; Title 19 of the Texas Administrative Code, including without limitation, Chapter 4, Subchapters D and G, and Chapter 9, Subchapter H, Section 102.109 (early college high schools), and Section 129.1027 (optional flexible school days); all TEA and THECB regulations, guidelines, program assurances, and blueprint applicable to early college high school and dual credit programs, courses and coursework, and personnel, including, without limitation, course conformity in accordance with the Lower Division Academic Course Guide Manual ("LDACGM") and the Workforce Education Course Manual ("WECM"); requirements of the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC") applicable to both Parties; any policy statements and guidance issued by TEA and other TEA requirements relating to public schools; any applicable local ordinances, including local building codes and regulations to the extent applicable to the delivery of services under this Agreement; any amendments to or recodification of the aforementioned laws; and the board policies of each of the Parties as they may be applicable to the subject matter of this Agreement (collectively, "Applicable Law").

## **VI. PURPOSE**

In 2014, **Galena Park ISD** and SJCCD established an Early College High School (ECHS) with a Career and Technical Education (CTE) focus. The Parties agree to enter into this Agreement for the purpose of setting forth the roles and respective obligations of the Parties for the continuing operation of the **CTE Early College High School (ECHS)**. The CTE ECHS will provide students with workforce ready training, certifications, and/or an Associate of Applied Science upon completion of high school by combining a four-year high school with an early college program component ("Program") thus allowing eligible students to earn college credit while simultaneously earning credit toward their high school graduation requirements. This Agreement encompasses all programs and initiatives under the ECHS and dual credit program as required by Applicable Law including student learning and support programs. The ECHS will enroll approximately **125** students in grade 9 on a yearly basis, with a maximum enrollment not to exceed **500** students in grades 9-12.

## VII. GOVERNANCE AND ORGANIZATION

- a) The ECHS will establish a Steering Committee consisting of high-level personnel with decision-making authority who meet regularly and report to both SJCCD and the District.
- b) Members of the Steering Committee will include at least 6 cabinet-level representatives from the District. Members of the Steering Committee will include at least the following 6 SJCCD representatives: President and Deputy Chancellor, Associate Vice Chancellor for Student Success, the Dean of Student Development, the Director of Dual Credit, campus Provost. Other appropriate SJCCD campus and district personnel, as determined by SJCCD and the district, may be included.
- c) The Steering Committee will meet at least annually and as needed. The Steering Committee will be charged with the overall oversight of the ECHS. Its responsibilities will include:
  1. Developing and implementing the academic and professional policy as relates to the ECHS;
  2. Developing long-term strategic priorities for the ECHS Program along with a work plan for how to achieve programmatic goals in coordination with District and campus improvement planning
  3. Developing and implementing budgets and financial policy as related to the ECHS;
  4. Insuring adherence to Applicable Law that affects the well-being of students enrolled in ECHS;
  5. Reviewing the Agreement and suggesting revisions as necessary or advisable; Ensuring that annual outcomes-based measures are met;
  6. Providing annual reports to the District's and the College's governing boards, as well as to the public. Reviewing formative data to ensure the ECHS is on-track to meet outcome-based measures; and
  7. Guiding mid-course corrections as needed.
- d) SJCCD will provide a representative to participate in the process of hiring the ECHS Principal, who shall be an employee of the District. The District will provide a representative to participate in the process of hiring the SJCCD Dual Credit Director, who shall be an SJCCD employee. The Dual Credit Director shall serve as SJCCD Liaison with the District as it relates to the ECHS and will cooperate with and facilitate communication between the District and SJCCD. The Dual Credit Director will meet with the ECHS Principal, on-site administrator (if other than the ECHS Principal), and other representatives as may be needed to support the ECHS.
- e) Except for building use policies or as otherwise set forth in this Agreement or required by Applicable Law, policies and procedures relating to the high school portion of the Program and ECHS shall be governed by District policies and regulations. The building use policies and all policies relating to the college courses and services portion of the Program and ECHS shall be governed by the SJCCD policies and procedures. The ECHS Principal will have decision-making authority in matters of budgeting, staffing for non-college level courses, scheduling, student assessment for non-college level courses and requirements, curriculum for non-college level courses, and professional development in congruence with District policy and ECHS procedures. SJCCD, in cooperation with the ECHS Principal, shall be responsible for assessing participating students for readiness for college-level courses and for developing and implementing an evaluation process for measuring the effectiveness of the Program. The Program courses will be

the same college-level courses offered by SJCCD to non- Program students. SJCCD shall be responsible for selecting instructors for college-level courses in accordance with SJCCD faculty credentialing and other requirements, Applicable Law, and SJCCD policies and regulations for supervising instructors of college-level courses.

- f) SJCCD will provide classroom, office, and other space for the ECHS Program at the ECHS Facility as indicated. The District will support the ECHS' day-to-day operational costs, including administrative and staff salaries, transportation, and facility and other school-related expenditures

#### **VIII. ELIGIBLE COURSES**

- a) The Program will include courses that enable participating students the opportunity to complete high school graduation requirements and either earn up to sixty (60) credit hours towards an associate degree and/or 15 to 30 credit hours, as required and applicable, towards a certificate of technology. The Crosswalk (as hereinafter defined) will provide pathways to postsecondary credentials. The Parties acknowledge that some of the Program courses will be for high school credit only but are designed to prepare the student for the dual credit college courses to achieve the purposes of the Program. Any courses offered at the ECHS for dual credit by SJCCD shall be identified as college-level academic courses in the current edition of the LDACGM adopted by the THECB and listed in SJCCD's Core Curriculum, or as college-level workforce education courses in the current edition of WECM adopted by the THECB, or a foreign language course.
- b) Prior to the commencement of the classes, the College and the District will develop a course equivalency crosswalk identifying the available courses and course credits that may be earned under this Agreement, including the number of credits that may be earned for each course completed. The final course equivalency crosswalk ("Crosswalk") will be attached to this Agreement as Appendix B and incorporated herein.
- c) Students should only take college courses listed on their college pathways degree plan listed on Degreeworks.
- d) Specific course offerings for the Program will be determined collaboratively between SJCCD and the District.
- e) A corresponding PEIMS high school course code as identified in the current PEIMS Data Standards manual adopted by the State Board of Education shall be provided by the District indicating the high school course(s) for which high school credit shall also be awarded.
- f) Developmental and remedial courses are not offered for dual credit.
- g) The College and the District agree that SJCCD policies and practices regulating SJCCD dual credit courses will be followed.

#### **IX. STUDENT ELIGIBILITY REQUIREMENTS**

- a) To be eligible for ECHS dual credit enrollment at SJCCD, the high school student must be enrolled full-time in the District and must:
  1. Meet all requirements for standard admission to the College as outlined in the College's current College Catalog, as well as other requirements that may be imposed by the District.



2. Must meet ECHS dual credit admissions and eligibility requirements as required by Applicable Law, including, without limitation, the Texas Success Initiative (TSI) Assessment minimum passing scores established by the THECB.
  3. Must successfully complete established prerequisites for any College course as listed in the course description found in the current College Catalog.
- b) The District shall comply with all recruitment and notification requirements of Chapter 28 of the Texas Education Code and other Applicable Law.
  - c) Beginning June 2023, ECHS students taking the TSIA at SJCCD will not be charged for up to 5 attempts on sections of the Texas Success Initiative Assessment (TSIA). The student's account will be charged for any additional testing attempts at the current SJCCD Board approved cost. The current cost is \$15.00 per section or \$30.00 for the entire assessment. The ISD will cover the cost for the student for any additional testing beyond the 5 attempts.
  - d) The District will work with the College to make certain that all dual credit students are enrolled by the first day of class to help ensure student success.

#### **X. ECHS FACILITIES**

- a) SJCCD will provide a dedicated space on the appropriate campus for the ECHS. This space will include core learning classrooms, administrative and student support areas, and other space as determined by the Parties. As the number of students increases, subject to space requirements of SJCCD for students participating in the regular college program on the campus, additional space may be provided to meet these needs of the ECHS. Non-contiguous classrooms will be utilized for specialized facilities (e.g., science labs, fine arts, physical education) and for college credit classes taught in departmental buildings.
- b) Subject to availability and SJCCD building use and other applicable policies and procedures, SJCCD will provide to students and employees of the ECHS Program reasonable access to all the SJCCD designated campus buildings, including the student center, for meetings, socialization, and cultural events sponsored by and/or associated with the ECHS. Access for facilities, services, and resources will be addressed by the ECHS Steering Committee and SJCCD Dual Credit Office.
- c) Maintenance and operation of SJCCD facilities and campuses is the responsibility of SJCCD and SJCCD personnel. This includes but is not limited to operation, inspection and repair of utilities systems, lights, air conditioning, plumbing, elevators, fire alarm, access control, sidewalks, parking lots, campus and facilities signage, painting, pest management, grounds management, custodial services, and technology infrastructure.
- d) As required, SJCCD personnel will access the SJCCD ECHS facilities and classrooms to perform required maintenance, repairs, and inspections. SJCCD will work with the ECHS to ensure that these activities are conducted during reasonable time frames with minimal interruptions to academic activities.
- e) SJCCD retains the responsibility for assuring compliance with applicable codes, laws, and standards and will carry out tests and services on SJCCD facilities systems to ensure that compliance. ECHS personnel will ensure that the activities within the SJCCD ECHS facilities do not jeopardize the safe use and occupancy of the facility including but not limited to

altering or disabling any fire alarm device, exceeding occupancies, or restricting any exit or access passageways.

- f) College facilities will be unavailable for occupancy on those days specified in the SJCCD academic calendar under “Facilities and/or Utilities Systems Maintenance.” Exceptions to these dates must be discussed with the Dual Credit Director at the start of the semester.
- g) Furniture and related equipment located in SJCCD ECHS spaces and supplied by SJCCD will be repaired, and as necessary, moved between rooms and buildings by SJCCD personnel.
- h) ECHS personnel can make requests for SJCCD facilities and maintenance support through the Facilities Services website: <https://www.sanjac.edu/facilities>.
- i) ECHS students and personnel will follow posting and signage guidelines with respect to SJCCD facilities as set forth in SJCCD policy and the student handbook.
- j) ECHS students will have a District and a SJCCD identification card, which will give them access to SJCCD facilities and resources available to all students enrolled at SJCCD.

#### **XI. TRANSPORTATION**

SJCCD will not provide student transportation. The District will provide students appropriate transportation under State law and District rules and procedures. The District agrees to schedule appropriate transportation to ensure arrival at the College’s campus early enough to allow students to be on time for class. The District will provide students appropriate transportation on days that constitute holidays and days off for the District when the College is open and operating classes.

#### **XII. STUDENT COMPOSITION OF CLASS**

ECHS students enrolled in SJCCD college-level courses may attend classes composed of only ECHS students or may attend classes with regular SJCCD students enrolled in that college-level class.

#### **XIII. FACULTY SELECTION, SUPERVISION, AND EVALUATION**

- a) The District shall select, hire, supervise, and evaluate all high school instructors who teach ECHS high school courses according to District policies and procedures. All ECHS instructors must meet state certification requirements in their subject area to teach in the state of Texas and be designated as highly qualified.
- b) The College shall select, hire, supervise, and evaluate all instructors of ECHS dual credit courses offered by the College, according to College and departmental policies and procedures. These instructors must meet the minimal requirements specified by the SACSCOC and Applicable Law and are subject to approval procedures used by the College to select faculty.
- c) Any non-academic incidents or complaints against Dual Credit Faculty teaching a College course are required to be reported to the Dual Credit Director and the College’s Office of Human Resources to the attention of the Director and/or Employee Relations Officers for investigation.
- d) The School District will designate a specific School District official that is certified as a Title IX Investigator to serve as the authorized liaison for the SJCCD Office of Human Resources. The District official and the College’s representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter.

- e) Each Party shall be responsible for the payment of the salary, benefits, and employment taxes of its respective employees performing services for or at the ECHS.
- f) Payment for any high school faculty teaching college courses at the high school during their regular work day will be paid to the ISD at a rate approved by the Board of Trustees. The ISD may choose how to compensate its high school faculty for their additional work as a college faculty member teaching dual credit students.
- g) The School District shall ensure that SJC instructors teaching at the high school have parking passes, school IDs, and classroom keys issued the week before classes start.
- h) Each Party shall provide professional development opportunities to its own employees in the same or similar manner as provided to its other professional employees. Additionally, professional development for cross-over learning and collaboration will be planned and implemented by the ECHS Principal and the SJCCD Liaison when appropriate.
- i) Required professional development and activities for high school faculty teaching college courses includes:
  - a. Attendance at SJCCD departmental meetings.
  - b. Attendance at New Faculty Orientation as part of the new hire process.
  - c. Completion of new faculty training during new hire process.
  - d. Completion of mandatory SJCCD annual compliance training.
  - e. Completion of course evaluation or assessment.
  - f. Classroom observations or meetings with the department chair.

**XIV. COURSE CURRICULUM, INSTRUCTION AND GRADING**

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

SJC Grade	SJCCD Numerical Range	SJCCD Definition	SJCCD Point Value
A	90-100	Excellent, superior achievement	4
B	80-89	Good, above average achievement	3
C	70-79	Average, acceptable achievement	2
D	60-69	Passing, marginal achievement	1
F	59 and below	Failure, unsatisfactory achievement	0
FX	59 and below	Failure, unsatisfactory achievement due to absences	0

I		Incomplete	0
NG		No Grade Reported	0
W		Withdrawal, not included in 6 drop limit	0
WL		Withdrawal, included in 6 drop limit	0

- d) The primary responsibility for assigning College grades in a course belongs to the SJCCD faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinative. College and District officials will not interfere with the faculty member's responsibility for assigning grades in the college-level course. Any grade appeals will be conducted in accordance with applicable SJCCD policies and procedures.
- e) Beginning with the Fall 2023 semester, final grades shall be submitted by the College to the District's high school in which the student is enrolled at the end of the semester through the secure online dual credit dashboard. The final course grade recorded for the College will be a letter grade. The District is responsible for determining the numerical grade equivalent for their students.
- f) Beginning with the Fall 2023 semester, midterm grades shall be submitted by the College to the District's high school in which the student is enrolled through the secure online dual credit dashboard or through a secure spreadsheet. The midterm grade sent to the District from the College will be a letter grade. The District is responsible for determining the numerical grade equivalent for their students.
- g) The ECHS will be responsible for providing textbooks, equipment, and supplemental materials required for classes at no cost to the student. The College will make every effort to use free or low-cost open educational resources in Program courses. To assist with the success of students enrolled in the Program, the District shall make available to each student the required textbooks and materials on the first day of class. Exceptions must be discussed with the Dual Credit Director and the SJCCD instructional Department Chair and agreed upon by the Parties prior to the first day of class.
- h) The District and SJCCD will develop an articulated four-year course of study plan (grades 9-12) that meets the requirements of Applicable Law, provides a seamless transition for students from grade level to grade level, allows students to transition from a majority of high school classes in grades 9 and 10 to a gradual integration to college-level classes during grades 11 and 12, and represents high levels of rigor, acceleration, and support. SJCCD and the District will collaborate to develop and refine a clear and coherent academic program across the two institutions for curriculum alignment.
- i) ECHS students may be able to earn their high school diploma within a four-year time frame and 60 credit hours towards an Associate degree and/or 15 to 30 credit hours toward a Certificate as required and applicable. ECHS students may also be able to earn the Distinguished Level of Achievement diploma or graduate with any of the five (5) options for endorsements in accordance with Applicable Law. The District shall be responsible for ensuring that high school curriculum courses will meet the requirements of the Texas Essential Knowledge and Skills and other Applicable Law and that the ECHS students are able to meet all high school graduation requirements, including all End of Course examinations, while earning college credit. The District will be responsible for monitoring and ensuring the

quality of instruction for the high school credit courses offered at the ECHS. ECHS students must meet all the regular prerequisites for any college-level course. SJCCD will assess each student for readiness to engage in any college-level course.

#### **XV. ATTENDANCE/CALENDAR**

- a) ECHS Program classes will align with the College Academic Calendar including SJCCD student holidays. ECHS students are required to attend classes at the College on days that constitute holidays or days off or emergency closures for the District when the College is open and operating classes. Exceptions may be arranged through collaboration between the College and the District. When the requested exception involves the final exam schedule for long semester classes, the College Department Chair and Division Dean must be involved in and approve the decision.
- b) The instructional calendar for the high school portion of the ECHS will be based on the District's calendar and comply with all related TEA regulations for attendance. The District will adjust its schedule if necessary to enable the ECHS students to enroll in and attend the college-level courses provided by SJCCD. Where allowed by Applicable Law, including, without limitation, Section 29.0822 of the Texas Education Code and 19 Texas Administrative Code § 129.1027, and further subject to approval of both Parties, the ECHS calendar may vary from that of the District in order to best fit the needs of students and reasonably interrelate with the SJCCD academic calendar.
- c) College courses and exams should take reasonable priority over District activities. All students enrolled in the ECHS are responsible for notifying their college instructor if they are missing any classes and must follow course policies on syllabus concerning attendance.
- d) No changes will be made to the SJCCD scheduled course start and end times established for the semester. SJCCD class times must meet established State requirements for instructional minutes. SJCCD faculty members are not authorized to change the start and end times of their classes to meet scheduling needs of the District.
- e) Students must report regularly and promptly to dual credit Program courses to ensure success. Failure to comply with this College policy may result in receiving a grade of an "FX" which translates to an F for excessive absences. Students are expected to actively participate in class and complete all assigned readings/assignments. Failure to participate may be considered an absence. Students are required to ensure arrival at the College's campus early enough to be on time for class.
- f) The Parties shall comply with Applicable Law in crediting attendance in the Program courses. Each ECHS faculty member will take daily attendance and shall report such attendance for enrollment and funding purposes as required by Applicable Law.
- g) All ECHS students are required to participate in required state, national and federal assessments, which will be administered by the ECHS staff. SJCCD agrees to make reasonable accommodations in course scheduling and attendance so that ECHS students are not penalized in their college credit courses for their participation in the required state, national and federal assessments. The District shall notify SJCCD promptly of the testing and assessment schedule prior to the start of the affected term.

**XVI. WITHDRAWAL FROM COLLEGE COURSES**

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

**XVII. TRANSCRIPTION OF CREDIT**

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

**XVIII. DATA SHARING; CONFIDENTIALITY OF EDUCATIONAL RECORDS**

- a) The College and the District agree that each institution has an educational interest in the educational records and protected student data of the students enrolled in the Program. FERPA allows educational records and protected student data to be exchanged between the College and District for students in the dual credit Program without the consent of either the parents or the student.
- b) Data obtained by either Party will be used solely for the purposes of performing that Party's obligations and as otherwise set forth in this Agreement. The College and the District shall comply with the requirements of the FERPA and its implementing regulations; and shall provide all safeguards for the protection of the confidentiality of student and parent data. Each Party will notify its designated individuals who are authorized to access individual student or employee data for purposes outlined in the Agreement that they must maintain the confidentiality of all personally identifiable data and confidential information.
- c) Both Parties agree that they shall not permit any unauthorized disclosure of confidential student information in contravention of FERPA. Both Parties agree not to share information with third parties unless required or authorized to do so by Applicable Law. While in possession of protected student data, the College and the District shall permit only authorized employees as permitted under FERPA to have access to the data. Both Parties agree to store the data in a secure area and to prevent unauthorized access.
- d) To ensure the continued confidentiality and security of the data protected by FERPA, the College and District shall each independently employ industry best practices, both technically and procedurally to protect the data from unauthorized physical and electronic access.
- e) If the student is under 18, the parents still retain the right under FERPA to inspect and review any education records maintained by the District, including records that the College has disclosed.
- f) The College and the District agree to comply with all FERPA requirements to maintain the privacy of student data. Information on FERPA at the College can be found on the SJCCD website at <https://www.sanjac.edu/student-services/student-concerns/ferpa>.

- g) In addition to any other reports to which the Parties have agreed or other reporting requirements expressly set forth herein, the Parties will cooperate on the preparation and submission of the annual and other reports on the progress of the ECHS to be submitted to TEA and as may be required by the THECB. The reports will be provided to each Party and others as deemed appropriate. Data regarding student progress and success will be collected and shared as deemed appropriate.
- h) Data regarding student designation or participation in free and reduced lunch programs at the District will be collected and shared as deemed appropriate and as required for the implementation of the Financial Aid for Swift Transfer (FAST) program.

#### **XIX. ACADEMIC POLICIES AND STUDENT SUPPORT SERVICES**

- a) Students enrolled in the ECHS Program are eligible to utilize the same support services, learning resources, and benefits that are afforded all College students except in limited cases where the service would be duplicative of services provided by the District or where utilizing the College's services would not be applicable to the ECHS student such as College meal plans and mental health counseling.
- b) The School District may access the current College Catalog <https://publications.sanjac.edu/> and the current Student Handbook <https://publications.sanjac.edu/student-handbook/> from the website. All policies in the SJCCD Catalog and Student Handbook apply fully to the ECHS dual credit students enrolled in the Program.
- c) The District will post information and a link to the SJCCD Dual Credit website on the District homepage. Information about SJCCD Dual Credit opportunities will be posted on the individual high school's College/Career or College Resources website.
- d) Both Parties will offer college advising services for dual credit students enrolled in the Program. The District will assign a specific counselor to the ECHS to provide both academic and counseling support. The College and the District will establish common advising strategies and terminology related to dual credit and college readiness and will conduct periodic meetings to review and hone such strategies and terminology. The Educational Planner in the Dual Credit Office offers advising services for dual credit students regarding transferability and applicability to baccalaureate degree plans of all college credit offered and earned and with interpreting their degree plan. In addition, the College advisor can assist dual credit students with navigating SJCCD's policies and procedures. The name of the SJCCD advisor responsible for dual credit is located on the SJCCD Dual Credit web site. In active collaboration with the College, the District shall take whatever actions deemed reasonably necessary by the College to fully comply with the advising mandates delineated in TX SB 25 (2019) and TX SB 1324 (2019).
- e) The College provides a guide to the alignment of high school endorsements, dual credit courses, post-secondary pathways, credentials at the institution, and industry certifications, which can be found on the College's Dual Credit website. An individual pathway for each dual credit student enrolled in the Program will be developed and accessible to the student in Degreeworks.
- f) Tools to assist counselors, students, and families in selecting endorsements offered by the District and choosing Dual Credit courses have been developed by TEA, THECB, and Texas Workforce

Commission. Links to these tools are located on the District web site and the SJCCD Dual Credit web page.

- g) The College and the District shall comply with Applicable Law with respect to a student's disabilities and need for accommodations. If the ECHS class is taught by SJCCD, the College will be responsible for providing the classroom accommodation and the SJCCD Accessibility Counselor will coordinate class accommodations with the District's high school counselor responsible for determining accommodations. If the class is taught by a member of the District faculty, the District's high school will be responsible for providing the classroom accommodations.
- h) The College provides informational sessions for students and parents regarding dual credit opportunities, benefits, cost, and resources. Sessions are available throughout the academic year upon request by the District. The College disseminates the most current dual credit and ECHS information regarding enrollment, resources, and requirements for the Program on the College's dual credit website.

## **XX. STUDENT CONDUCT**

- a) Students enrolled in the ECHS are required to adhere to both the District and SJCCD policies, procedures, and regulations regarding facilities and equipment usage, and both SJCCD and the District's code of student conduct while at SJCCD facilities. The failure of any ECHS Program student to comply with the policies, procedures, and regulations will subject the student to appropriate action taken by the College and the District, including suspension and dismissal from the Program. All disciplinary action, including suspension and dismissal from the ECHS Program shall be in conformity with the codes of conduct of the parties. In the event of a conflict between the policies of the District and SJCCD, the Parties will collaborate to resolve any conflict. Any escalating student behavioral concerns or threats made by ECHS students against ISD or SJCCD properties must be reported to or shared with Compliance and Judicial Affairs or the Dual Credit office in a timely manner so that the College is aware of potential risks and concerns involving SJCCD property and personnel.
- b) Grievance or Complaint procedures for handling student complaints regarding college courses are applicable to all students including those enrolled in dual credit courses. Dual credit students with general complaints, discrimination or harassment complaints, or complaints alleging sexual harassment, sexual assault, dating violence, domestic violence or stalking shall follow the complaint procedures as stated in the College's Code of Student Conduct at <https://publications.sanjac.edu/student-handbook/complaint-procedures/>. A student may report a grievance or complaint at the following link: [https://cm.maxient.com/reportingform.php?SanJacCollege&layout\\_id=0](https://cm.maxient.com/reportingform.php?SanJacCollege&layout_id=0).

## **XXI. ACCIDENTS/EMERGENCIES**

Due to federally mandated reporting and procedural requirements applicable specifically to higher education institutions, the procedures set forth in this section will apply in the event any ECHS student, instructor, or administrator experiences a physical, mental, or emotional crisis including behavior, or a threat thereof, that is law-violating or that may pose a threat to the safety and welfare



of the SJCCD college community. Incidents or behaviors that may affect the safety and welfare of a student or students will also follow the provisions of this section. If such an event occurs while the individual is on SJCCD property or attending an SJCCD-sponsored event or activity off campus, the response to such incidents will be based on SJCCD policies, procedures, regulations, and guidelines. If such an event occurs while the individual is not on SJCCD property or attending a District-sponsored event or activity off campus, the response to such incidents will be based on District policies, procedures, regulations, and guidelines. Accordingly, while on the College's property, the policies and procedures of SJCCD related building use, emergency response, and safety of shall apply, to the extent applicable. The District shall notify the SJCCD Office of Emergency Services at the start of the semester of any planned drills or exercises conducted by the District conducted on SJCCD property. Both Parties agree to share all information regarding the event as soon as safely possible utilizing the agreed upon reporting processes.

## **XXII. CONCEALED HANDGUN NOTICE**

Pursuant to Texas Senate Bill 11 (2019 Regular Session of the Legislature), and in accordance with SJCCD Policy III.3000.A: Campus Carry, a holder of a valid license to carry who is age 21 or older is authorized to possess a concealed handgun on SJCCD property. The policy also identifies certain campus locations and activities that a valid licensed to carry holder may be excluded from carrying a handgun due to previously existing State of Texas Statutes or exclusion zones identified by the College including the areas designated for the ECHS. More information can be found at <https://www.sanjac.edu/policy-iii3000a-campus-carry>.

## **XXIII. FUNDING**

- a) State funding for dual credit courses is available to both the District and the College based on the current agreement between the Commissioner of Education and the Commissioner of Higher Education.
- b) Students enrolled in the ECHS will not be directly charged for costs associated with the Program for tuition and fees, textbooks, administration of a college placement exam, or fees required by SJCCD for other students enrolled in SJCCD.
- c) ECHS Students enrolled in college courses at SJCCD campuses or at the high school location will be charged the appropriate SJCCD tuition and/or fee rate based on the residency requirements under Applicable Law. SJCCD will waive a portion of the student's tuition as approved by the Board of Trustees for college courses taken for dual credit. As of Fall 2023, the current waiver is 75% of tuition and fees for in-district and out-of-district students, and 76% of tuition and fees for out-of-state students. The remaining tuition and fees will be paid by the District to SJCCD.
- d) The College's Board of Trustees reserves the right to adjust tuition and fees or waivers as deemed necessary or advisable during the year and will provide written notice to the District prior to any adjustments to tuition, fees, or waivers being made. Upon receipt of this notice, the District shall have the option of terminating this Agreement, without liability or penalty upon thirty (30) days written notice to SJCCD.

- e) The District will act as the third-party sponsor and will be responsible for remission of payment to SJCCD for District students enrolled in the Program including dual credit student tuition, fees, and books/materials as set forth in this Agreement. The District will provide a primary and secondary point of contact with appropriate contact information. SJCCD will process and remit the invoice after the official day of record for the specified term via email to the designated primary and secondary contact and any other personnel or departments desired by the District. Payment for invoiced amounts should be made to San Jacinto Community College District, to the address listed below, within 45-days of the billing date:

San Jacinto Community College District  
Attn: Accts. Receivable  
4624 Fairmont Parkway Ste. A2-214  
Pasadena, TX. 77504

SJCCD Invoicing Contact:

Primary: Morgan West [morgan.west@sjcd.edu](mailto:morgan.west@sjcd.edu) 281-991-2665

Secondary: Esmeralda Parrales [esmeralda.parrales@sjcd.edu](mailto:esmeralda.parrales@sjcd.edu) 281-998-6145

- f) Physical Education is not part of the Associate Degree plan but part of the high school graduation requirements. SJCCD will not be responsible for instruction in physical education. The District may utilize a designated area of the SJCCD North campus facility for providing that instruction. Because PHED courses are not required for a degree at SJCCD, the dual credit tuition waiver will not apply to the tuition for these courses and the District will pay the full-price of tuition for any ECHS students taking these courses at the appropriate tuition rate based on each student's residency status.
- g) The costs for textbooks and/or instructional materials for ECHS dual credit courses shall be the responsibility of the District, not SJCCD. The required supplies will be available to ECHS students prior to the first day of class to help facilitate student success.
- h) The District, not SJCCD, will be responsible for costs associated with students re-taking a class.
- i) Students who re-take classes because of failure or to obtain a higher grade, as well as those who take classes beyond the prescribed Associate degree plan will pay tuition and fees at the rate assigned to dual credit students not enrolled in the ECHS while they are considered dual credit students.
- j) Payment for high school faculty teaching college courses at the high school during their regular workday will be paid to the ISD at a rate approved by the College Board of Trustees. The ISD may choose how to compensate its high school faculty for their additional work as a college faculty member teaching dual credit students in connection with the college courses described herein.

#### **XXIV. PROGRAM GOALS**

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

the Parties include in the Crosswalk an alignment of endorsements described in Texas Education Code § 28.025 and the courses offered under the Program that apply toward those endorsements.

#### **XXV. LIABILITY; INSURANCE**

- a) To the extent permitted by Applicable Law, the District does hereby agree to release SJCCD and its trustees, employees, agents, officers, and representatives (collectively "College Parties") from any and all claims, losses, liabilities, damages, and debts arising from or caused by any act or omission of the District or any of its trustees, employees, agents, officers and representatives (collectively "District Parties"). To the extent permitted by Applicable Law, the College does hereby agree to release the District Parties from any and all claims, losses, liabilities, damages, and debts arising from or caused by any act or omission of the College or any of the College Parties.
- b) Each Party shall carry general liability insurance to cover against claims, liabilities, losses, and damages resulting from that Party's presence on SJCCD property and participation in the Program under this Agreement. Each Party shall cause its insurance policy to contain a waiver of subrogation against the other Party. Each Party shall carry other insurance as that Party deems advisable to protect against claims or liabilities that may result from participation in the Program under this Agreement.

#### **XXVI. TERMINATION OF AGREEMENT**

- a) Termination for Convenience. This Agreement may be terminated by either Party, with or without cause, upon thirty (30) days prior written notice to the other Party. Notwithstanding the foregoing, in the event of such termination, any District students taking SJCCD college courses for dual credit at the time this Agreement is effectively terminated will be allowed to complete those courses notwithstanding the termination of this Agreement.
- b) Termination for Cause. In the event that either Party defaults in its obligations under this Agreement, the other Party may terminate the Agreement for cause and pursue any remedies under law or in equity. Notwithstanding the foregoing, except for Exigent Circumstances, the defaulting Party shall have thirty (30) days from notice of default in which to cure the default before the Party alleging the default terminates and pursues its remedies. For purposes of this Agreement, the term "Exigent Circumstances" shall mean (collectively and individually) any act, omission, failure, or breach that in the reasonable discretion of the Party alleging the breach or default may (I) pose a threat to the safety or well-being of persons; (II) pose imminent danger to the premises of the other Party; (III) constitute a violation of Applicable Law; and/or (IV) result in the imposition of fines or penalties, for the other Party.
- c) Fiscal Funding Out. Notwithstanding anything in this Agreement regarding either Party allocating funds to undertake its responsibilities under this Agreement or to make payments under this Agreement, such obligations constitute a commitment of revenues for the current fiscal year only and does not create an impermissible debt. In the event that either the District's Board of Trustees or the College's Board of Trustees fails to obtain and appropriate funds for any fiscal year during the Term, despite its best efforts, then an event of non-appropriation ("Non-Appropriation") shall be deemed to have occurred. If a Non-Appropriation occurs, then: (i) the Party will provide immediate notice of such Non-Appropriation to the other Party and provide

written notice of such failure by its governing body at least forty-five (45) days prior to the end of the then current fiscal year or if Non-Appropriation has not occurred by such date, immediately upon Non-Appropriation; and (ii) this Agreement shall terminate on the last day of the fiscal year for which funds were appropriated without penalty or expense to either Party except for any amounts owed during the period prior to the next fiscal year for which funds were not allocated.

- d) Discontinuance of ECHS. The District and SJCCD agree to comply with the requirements of Applicable Law for discontinuing operations of the ECHS. During the teach-out period transitioning from full operation to the discontinued program, SJCCD and the District will continue to meet all of the required elements of an early college high school program and provide full support for all students enrolled in the ECHS. During the teach-out period, no new or additional students will be enrolled in the ECHS in grades that have been phased out. If the ECHS has only ninth and/or ninth and tenth grade cohorts, the Program will be closed down at the end of the school year in which the decision is made to discontinue operations. If the ECHS has eleventh and/or eleventh and twelfth grade cohorts, operation will continue through the graduation date for the eleventh-grade cohort. During this time, services may continue to be offered for enrolled ninth and tenth grade students through scheduled graduation for the cohort(s); however, a continuation of services is not required.

## **XXVII. GENERAL PROVISIONS**

- a) No Personal Liability; No Third-Party Liability; No Waiver. Nothing in this Agreement may be construed as creating any personal liability on the part of any officer, director, employee, or agent of SJCCD or the District, and the Parties expressly agree that the execution of this Agreement does not create any personal liability on the part of any officer, director, employee or agent of SJCCD or the District. These provisions are solely for the benefit of the Parties hereto and not for the benefit of any person or entity not a party to this Agreement. No provisions shall be deemed a waiver of any defenses available by law, including, but not limited to, governmental immunity.
- b) Integrated Agreement; Modification. This Agreement, including any and all appendices and exhibits, contains the entire agreement between the Parties with respect to the early college high school and dual credit Program between the Parties and the subject matter herein and cannot be amended or modified except by written agreement signed by the Party against whom enforcement of the amendment or modification is sought.
- c) Governing Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the state of Texas, without regard to its choice of law or conflicts of law provisions. Exclusive venue for any proceeding or action with respect to this Agreement shall lie in a court of competent jurisdiction in the Harris County, Texas.
- d) Severability. The unenforceability, invalidity, or illegality of any provision shall not render any other provisions of this Agreement unenforceable, invalid, or illegal.
- e) Counterparts; Electronic Signatures and Transmission. This Agreement may be executed in two or more identical counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Parties consent to electronic signatures affixed to documents as though they had been physically signed. Additionally, the Parties consent to the electronic transmission of documents and communication, including any notices required under this Agreement.

- f) Relationship of the Parties. In the performance of their respective duties hereunder, the Parties hereto and their respective employees and agents, are at all times acting and performing as independent contractors of each other (notwithstanding the foregoing, employees of SJCCD and the District may teach college courses as adjunct professors of SJCCD, or through some other teaching arrangement, if such arrangement is approved in advance by the Parties). No Party will have the authority to act for or bind another Party in any respect or to incur or assume any expense, debt, obligation, liability, tax, or responsibility on behalf of or in the name of another Party hereto. Neither Party shall have control over the other Party with respect to its hours, times, employment, etc.

Executed as of the Effective Date:

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_  
Dr. Brenda Hellyer, Chancellor

Date: \_\_\_\_\_

**GALENA PARK INDEPENDENT SCHOOL DISTRICT**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix A**

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

**Program Goals**

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

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

- SJCCD Institutional Research Office creates an ISD portfolio for each ISD with pertinent student data, including retention, course A-C success, and completion of certificates and/or degrees; all data are disaggregated by race and ethnicity, gender, and age.



## **Appendix B**

This Appendix B is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and the **Galena Park** Independent School District as of the agreed upon Effective Date. Prior to the commencement of the classes, the College and the District will develop a final course equivalency crosswalk identifying the available courses and course credits that may be earned under this Agreement, including the number of credits that may be earned for each course completed.

### **Crosswalk of Galena Park ISD Courses and SJCCD Courses**

**Appendix C**

**School District Title IX Investigator/Coordinator**

As stated above, **Galena Park** Independent School District (“District”) will designate a specific District official that is certified as a Title IX Investigator to serve as the authorized liaison for SJCCD Office of Human Resources. The District official and the College’s representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter. Any capitalized terms not otherwise defined in this Appendix shall have the meaning set forth in the Agreement between the Parties.

The District Liaison contact information is as follows:

District Name:

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High School Name:

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Liaison’s Name:

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Position Title:

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Contact Phone Number:

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Email:

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## Appendix D

This Appendix D is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and the **Galena Park** Independent School District.

The TEA Early College High School (ECHS) Blueprint provides foundational principles and standards for innovative partnerships with colleges and universities. The Blueprint contains mandatory design elements and requirements for meeting outcomes-based measures on data indicators related to access, attainment, and achievement that must be met annually. More information can be found at [https://tea.texas.gov/sites/default/files/2020-21%20ECHS Blueprint 6.8.20 Final.pdf](https://tea.texas.gov/sites/default/files/2020-21%20ECHS%20Blueprint%206.8.20%20Final.pdf) and at <https://www.galenaparkisd.com/Page/8412> on the **Galena Park** ECHS web site.

### Benchmark 1: Target Population

The Early College High School shall serve, or include plans to scale up to serve, students in grades 9 through 12, and shall target and enroll students who are at risk of dropping out of school as defined by statute (Texas Education Code (TEC) 29.908) and the Public Education Information Management System (PEIMS) and who might not otherwise go to college.

- Written lottery procedures
- Written admission policy, and enrollment application
- Written recruitment plan, including a timeline of recruitment and enrollment events, and recruitment materials for distribution at feeder middle schools and other appropriate locations in the community
- Brochures and marketing in Spanish, English, and/or other relevant languages
- Written communication plan for targeting identified audiences (e.g. parents, community members, school boards, higher education personnel, etc.)

### Benchmark 2: Partnership Agreement

The Early College High School shall have a current, signed memorandum of understanding (MOU), interlocal agreement (ILA) for each school year that:

- Defines partnership between the school district(s) and the institution(s) of higher education (IHE) and addresses topics including, but not limited to, the ECHS location, transferability, and applicability of college credit between a 2-year and 4-year institution; the allocation of costs for tuition, fees, and textbooks; and student transportation;
- States that the school district or charter in which the student is enrolled shall pay for college tuition (for all dual credit courses, including retakes), fees (including TSI administration fees), and required textbooks to the extent those charges are not waived by the partner IHE;
- Defines an active partnership between the school district(s) and the IHE(s), which shall include joint decision-making procedures that allow for the planning and implementation of a coherent program across institutions; and
- Includes a data-sharing agreement that promotes collaborative interventions with processes for collecting, sharing, and reviewing program and student data to assess the progress of students served by the ECHS.
- Final, signed, and executed MOU/ILA or similar agreement

### **Benchmark 3: P-16 Leadership Initiatives**

The school district and institution(s) of higher education (IHE) partners shall develop and maintain a leadership team that meets regularly (e.g. quarterly or monthly) to address issues of design, implementation, ongoing implementation, and sustainability. Membership should include the Early College High School leader and individuals with decision-making authority from the district(s) and IHE(s).

- ECHS/IHE leadership meeting agendas
- School board and board of regents' presentations
- Description of each member and role in committee
- Document(s) outlining the strategic priorities for the current academic year and/or long-term priorities of the ECHS partnership

### **Benchmark 4: Curriculum and Support**

The Early College High School shall provide a rigorous course of study that enables a participating student to receive a high school diploma and complete the Texas Higher Education Coordinating Board's (THECB) core curriculum (as defined by Title 19 of the Texas Administrative Code (TAC) 4.28), obtain certifications, or earn an associate degree, or earn at least 60 credit hours toward a baccalaureate degree during grades 9-12. The ECHS shall provide students with academic, social, and emotional support in their course of study.

- Crosswalk aligning high school and college courses, grades 9 through 12, which enables a student to earn an associate degree or 60 college credit hours toward a baccalaureate degree
- Calendar of family outreach events
- Professional learning community agendas
- Advisory/study skills curriculum material
- Master schedules

### **Benchmark 5: Academic Rigor and Readiness**

The Early College High School shall administer a Texas Success Initiative (TSI) college placement exam (as defined by TAC 4.53) to all accepted ECHS students to assess college readiness, design individual instructional support plans, and enable students to begin college courses based on their performance on the exam.

- Calendar of TSI scheduled test administration dates, sign-up process, and intervention expectations
- Aggregate reports of TSI exam performance
- Tutoring and bridge program schedules
- Bridge program curriculum

### **Benchmark 6: School Design**

The Early College High School must provide a full-day program (i.e., full day as defined in PEIMS) at an autonomous high school (i.e., a high school with ECHS leader assigned to ECHS responsibilities who has

scheduling, hiring, and budget authority), an IHE liaison with decision-making authority, and a highly qualified staff with support and training.

- Mentor/induction program plans
- Annual training or professional development plan with ECHS and IHE faculty
- ECHS leader/liaison meeting agendas and informational handouts

**Action Item “XXI”  
Regular Board Meeting August 7, 2023  
Consideration of Approval of Memorandum of Understanding with  
Friendswood ISD for Dual Credit**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a Memorandum of Understanding (MOU) between San Jacinto Community College District (SJCCD) and Friendswood Independent School District (ISD) for the continuation of dual credit courses.

**BACKGROUND**

Friendswood ISD approached San Jacinto College in 2022 to establish an MOU to provide technical dual credit courses for their students at the Central and Maritime campuses. This MOU will allow the College to continue to partner with Friendswood ISD to offer dual credit opportunities to their students.

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

**IMPACT OF THIS ACTION**

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

Additionally, an amendment to this MOU for the FAST program will be executed in the future as these details are finalized.

**BUDGET INFORMATION**

All elements related to the operation of the dual credit programs are contained within the fiscal year 2024 budget.

**MONITORING AND REPORTING TIMELINE**

The agreement shall become effective upon the date of execution and will continue through August 2025.

**ATTACHMENTS**

Attachment 1 – Draft of the Friendswood ISD Dual Credit MOU (Minor changes may occur prior to the agreement being signed.)

**Action Item “XXI”  
Regular Board Meeting August 7, 2023  
Consideration of Approval of Memorandum of Understanding with  
Friendswood ISD for Dual Credit**

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
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This Memorandum of Understanding (“Agreement”) is by and between the **San Jacinto Community College District**, a public community college established under Chapter 130 of the Texas Education Code, an institution of higher education under Section 61.003 of the Texas Education Code, and political subdivision of the State of Texas (“SJCCD” or “College”) and the **Friendswood Independent School District**, a public school district established by law and political subdivision of the State of Texas (“Friendswood ISD” or “District”) as of the effective date of **August 7, 2023** (“Effective Date”). Individually, SJCCD or Friendswood ISD shall be referred to herein as “Party” and collectively, as “Parties.”

The Parties agree to the following:

#### **I. TERM**

This Agreement shall commence on the Effective Date and expire on **August 15, 2025** (“Expiration Date”) unless terminated earlier as set forth herein and conditioned upon any approvals required by the Texas Education Agency (“TEA”) and the Texas Higher Education Coordinating Board (“THECB”). As used herein, the term “Term” shall mean the time period between the Effective Date and the Expiration Date.

#### **II. WEBSITE**

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

#### **III. OVERVIEW**

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



student's high school curriculum requirements and college-level credit. 19 TAC § 9.143 requires dual credit programs to comply with the rules set forth in 19 TAC, Chapter 4, Subchapter D, Rule § 4.84 for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students.

#### **IV. NON-DISCRIMINATION**

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

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

For more information on the College's non-discrimination policy, see [Board Policy IV-B: Policies on Equal Opportunity](#) and [Policy III.3006.D: Sexual Misconduct](#).

For more information on the District non-discrimination policy see, Board Policy <https://www.myfisd.com/explore-fisd/district-handbooks-and-policies/nondiscrimination-and-title-ix>.

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

The Parties acknowledge their respective duties and obligations to enforce their student codes of conduct and policies applicable to both students and staff, as well as investigate and address reports of concerns that implicate state and federal law, including, but not limited to, Title IX of the Education Amendments of 1974. To ensure that both Parties comply with these occasional overlapping obligations, the Parties agree that their designees responsible for discharging these duties will act cooperatively, communicate fully, and share information as permitted by Applicable Law.

#### **V. APPLICABLE LAW**

Both Parties agree to perform their respective obligations and operate the ECHS program in compliance with all applicable Federal, State, and local laws, implementing regulations, executive orders, and interpreting authorities including, but not limited to, the United States Constitution; the Texas Constitution, the Elementary and Secondary Education Act; the Individuals with Disabilities in Education Act ("IDEA"); the Family Educational Rights and Privacy Act of 1974 ("FERPA"); Title VI of the Civil Rights Act of 1964, as amended; Title VII of the Civil Rights Act; Title IX of the Education Amendments 1972 (20 U.S.C. § 1681 et seq.); Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008; the Age Discrimination Act of 1975; Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq; United States Department of Education requirements; the Texas Education Code, including, without limitation, Sections 28.009, 29.081, 29.908,

130.008, and other provisions governing early college high school programs and dual credit programs, high school and college course requirements and credit, grading, graduation requirements, and credentialing; Chapter 22 (Subchapter B as it relates to immunity and Subchapter C as related to criminal history background checks for services provided on a school district campus); Chapter 39 (accountability); the Texas Government Code, to the extent it applies to the subject matter of this Agreement, including, without limitation Chapter 551 (Open Meetings), Chapter 552 (Public Records), Chapter 573 (Nepotism), and the Chapter 2251 (“Prompt Pay Act”); Texas Labor Code; the record retention laws and conflicts of interest laws under the Texas Local Government Code; Texas Local Government Code, Chapter 271, Subchapter I; Title 19 of the Texas Administrative Code, including without limitation, Chapter 4, Subchapters D and G, and Chapter 9, Subchapter H, Section 102.109 (early college high schools), and Section 129.1027 (optional flexible school days); all TEA and THECB regulations, guidelines, program assurances, and blueprint applicable to early college high school and dual credit programs, courses and coursework, and personnel, including, without limitation, course conformity in accordance with the Lower Division Academic Course Guide Manual (“LDACGM”) and the Workforce Education Course Manual (“WECM”); requirements of the Southern Association of Colleges and Schools Commission on Colleges (“SACSCOC”) applicable to both Parties; any policy statements and guidance issued by TEA and other TEA requirements relating to public schools; any applicable local ordinances, including local building codes and regulations to the extent applicable to the delivery of services under this Agreement; any amendments to or recodification of the aforementioned laws; and the board policies of each of the Parties as they may be applicable to the subject matter of this Agreement (collectively, “Applicable Law”).

## **VI. PURPOSE**

The Parties agree to enter into this Agreement for the purpose of setting forth the roles and respective obligations of the Parties for the establishment and operation of the Program for eligible students, which will allow the students to earn college credit while simultaneously earning credit toward their high school graduation requirements. This Agreement encompasses all programs and initiatives under the dual credit programs as required by Applicable Law. An additional agreement is required by TEA for early college high schools.

## **VII. ELIGIBLE COURSES**

- a) Any courses offered for dual credit by SJCCD shall be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the THECB and listed in SJCCD’s Core Curriculum, or as college-level workforce education courses in the current edition of Workforce Education Course Manual (WECM) adopted by the THECB, or a foreign language course.
- b) Courses offered for dual credit by SJCCD to Friendswood ISD will be in the following technical programs: Maritime Technology/Transportation, Automotive Technology, and Petrochemical, Energy, and Technology.

- c) Prior to the commencement of the classes, the College and the District will develop a course equivalency crosswalk identifying the available courses and course credits that may be earned under this Agreement, including the number of credits that may be earned for each course completed. The final course equivalency crosswalk (“Crosswalk”) will be attached to this Agreement as Appendix B and incorporated herein.
- d) Students should only take college courses listed on their college pathways degree plan listed on Degreeworks.
- e) Specific course offerings for the Program will be determined collaboratively between SJCCD and the District.
- f) A corresponding PEIMS high school course code as identified in the current PEIMS Data Standards manual adopted by the State Board of Education shall be provided by the District indicating the high school course(s) for which high school credit shall also be awarded.
- g) Developmental and remedial courses are not offered for dual credit.
- h) The College and the District agree that SJCCD policies and practices regulating dual credit courses will be followed.

### **VIII. STUDENT ELIGIBILITY REQUIREMENTS**

- a) To be eligible for dual credit enrollment at SJCCD, the high school student must:
  1. Meet all requirements for standard admission to the College as outlined in the College’s current College Catalog, as well as other requirements that may be imposed by the District.
  2. Must meet dual credit admissions and eligibility requirements as required by Applicable Law including, without limitation, the Texas Success Initiative (TSI) Assessment minimum passing scores established by the THECB.
  3. Must successfully complete established prerequisites for any College course as listed in the course description found in the current College Catalog.
- b) The District shall comply with all recruitment and notification requirements of Chapter 28 of the Texas Education Code and other Applicable Law.
- c) Students taking the TSIA at San Jacinto College will not be charged for their first attempt on any section of the Texas Success Initiative Assessment (TSIA). Students will be charged for any additional testing attempts at the current SJCCD Board-approved cost. The current cost is \$15.00 per section or \$30.00 for the entire assessment. The ISD or student will cover the cost of any additional attempts.
- d) The District will work with the College to make certain that all dual credit students are enrolled by the first day of class to help ensure student success.

### **IX. LOCATION OF CLASSES**

The location of the dual credit Program courses will be held at the College’s campus, high school campus or an approved instructional site in accordance with SACSCOC standards. The College will comply with Applicable Law for offering courses at a distance. In addition, college courses taught electronically shall comply with the THECB’s adopted Principles of Good Practice for Courses Offered Electronically. The College shall be responsible for the maintenance and operations at the SJCCD

campus(es). For college classes taught at or on ISD facilities, the ISD shall be responsible for maintenance and operation at those facilities. Students must comply with all SJCCD policies, rules, and regulations relating to conduct while on College property.

#### **X. TRANSPORTATION**

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

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

#### **XI. STUDENT COMPOSITION OF CLASS**

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

#### **XII. FACULTY SELECTION, SUPERVISION, COMPENSATION, AND EVALUATION**

- a) The College shall select, hire, supervise, and evaluate all instructors of dual credit courses offered by the College, according to College and departmental policies and procedures. These instructors must meet the minimum requirements specified by the SACSCOC and Applicable Law and are subject to approval procedures used by the College to select faculty.
- b) Any non-academic incidents or complaints against Dual Credit Faculty teaching a College course are required to be reported to the Dual Credit Director and the College's Office of Human Resources to the attention of the Director and/or Employee Relations Officers for investigation.
- c) The School District will designate a specific School District official that is certified as a Title IX Investigator to serve as the authorized liaison for San Jacinto College Office of Human Resources. The District official and the College's representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter.
- d) The College shall be responsible for the payment of the salary, benefits, and employment taxes of its employees performing services for or at the high school.
- e) Each Party shall provide professional development opportunities to its own employees in the same or similar manner as provided to its other professional employees. Additionally, professional development for cross-over learning and collaboration will be planned and implemented by the ISD and the SJCCD Liaison when appropriate.

#### **XIII. COURSE CURRICULUM, INSTRUCTION, AND GRADING**

- a) The College shall ensure that all dual credit courses meet the same standards as any other College course with respect to the curriculum, materials, instruction, and method of student evaluation. These standards shall be upheld regardless of the student composition of the dual credit class.

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

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

- d) The College shall ensure that college courses taught for dual credit at any site for general college credit are substantially equivalent with respect to the contact hour requirements, curriculum, materials, instruction, and method/rigor of student evaluation. These standards must be reasonably upheld regardless of the student composition of the class.
- e) The primary responsibility for assigning College grades in a course belongs to the SJCCD faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinant. College and District officials will not interfere with the faculty member's responsibility for assigning grades in the college-level course. Any grade appeals will be conducted in accordance with applicable SJCCD policies and procedures.
- f) Final grades shall be submitted by the College to the District's high school in which the student is enrolled at the end of the semester through the secure online dual credit dashboard. The final course grade recorded for the College will be a letter grade. The ISD is responsible for determining the numerical grade equivalent for their students.
- g) Students or the District will be responsible for their own textbooks, equipment, and supplemental materials required for classes. The College will make every effort to use free or low-cost open educational resources in Program courses. To assist with their success, required textbooks and materials must be available to each registered student on the first day of class. Exceptions must be discussed with the Dual Credit Director and the SJCCD instructional Department Chair and agreed upon by the Parties prior to the first day of class.

#### **XIV. ATTENDANCE / CALENDAR**

- a) Dual Credit classes will align with the College Academic Calendar including SJCCD student holidays. Dual Credit students are required to attend classes at the College on days that constitute holidays or days off or emergency closures for the District when the College is open and operating classes. Exceptions may be arranged through collaboration between the College and the District. When the requested exception involves the final exam schedule for long semester classes, the College Department Chair and Division Dean must be involved in and approve the decision.
- b) College courses and exams should take reasonable priority over District activities. Dual Credit students are responsible for notifying their college instructor if they are missing any classes and must follow course policies on syllabus concerning attendance.
- c) No changes will be made to the SJCCD scheduled course start and end times established for the semester. SJCCD class times must meet established State requirements for instructional minutes. SJCCD faculty members are not authorized to change the start and end times of their classes to meet the scheduling needs of the District.
- d) Students must report regularly and promptly to courses to ensure success. Failure to comply with this College policy may result in receiving a grade of an "FX" which translates to an F for excessive absences. Students are expected to actively participate in class and complete all assigned readings/assignments. Failure to participate may be considered an absence. Students are required to ensure arrival at the College's campus early enough to be on time for class.
- e) The Parties shall comply with Applicable Law in crediting attendance in the Program courses.
- f) All high school students are required to participate in required state, national and federal assessments administered by the ISD. SJCCD agrees to make reasonable accommodations in course scheduling and attendance so that students are not penalized in their college credit courses for their participation in the required state, national and federal assessments. The District shall notify SJCCD promptly of the testing and assessment schedule prior to the start of the affected term.

#### **XV. WITHDRAWAL FROM COLLEGE COURSES**

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

#### **XVI. TRANSCRIPTION OF CREDIT**

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

#### **XVII. DATA SHARING; CONFIDENTIALITY OF EDUCATIONAL RECORDS**

- a) The College and the District agree that each institution has an educational interest in the educational records and protected student data of the students enrolled in the Program. FERPA allows educational records and protected student data to be exchanged between the College and District for students in the dual credit Program without the consent of either the parents or the student.
- b) Data obtained will be used solely for the purposes described in the Agreement. The College and the District will notify designated individuals authorized to access the individual student or employee data for purposes outlined in the Agreement that they must maintain the confidentiality of all personally identifiable data and confidential information.
- c) Both Parties agree that they shall not permit any unauthorized disclosure of confidential student information in contravention of FERPA. Both Parties agree not to share information with third parties unless authorized to do so by Applicable Law. While in possession of protected student data, the College and the District shall permit only authorized employees as permitted under FERPA to have access to the data. Both Parties agree to store the data in a secure area and to prevent unauthorized access.
- d) To ensure the continued confidentiality and security of the data protected by FERPA, the College and District shall each independently employ industry best practices, both technically and procedurally to protect the data from unauthorized physical and electronic access.
- e) If the student is under 18, the parents still retain the right under FERPA to inspect and review any education records maintained by the District, including records that the College has disclosed.
- f) The College and the District agree to comply with all FERPA requirements to maintain the privacy of student data. Information on FERPA at the College can be found on the SJCCD website at <https://www.sanjac.edu/student-services/student-concerns/ferpa>.
- g) Data regarding student designation or participation in free and reduced lunch programs at the District will be collected and shared as deemed appropriate and as required for the implementation of the Financial Aid for Swift Transfer (FAST) program.

#### **XVIII. ACADEMIC POLICIES AND STUDENT SUPPORT SERVICES**

- a) Students in dual credit Program courses are eligible to utilize the same support services, learning resources, and benefits that are afforded all College students except in limited cases where the service would be duplicative of services provided by the District or where utilizing the College's services would not be applicable to the ECHS student such as College meal plans and mental health counseling.
- b) The School District may access the current College Catalog <https://publications.sanjac.edu/> and the current Student Handbook <https://publications.sanjac.edu/student-handbook/> from the website. All policies in the SJCCD Catalog and Student Handbook apply fully to dual credit students enrolled in the Program.
- c) The District will post information and a link to the SJCCD Dual Credit website on the ISD homepage. Information about SJCCD Dual Credit opportunities will be posted on the individual high school's College/Career or College Resources website.
- d) Both Parties will offer college advising services for dual credit students enrolled in the Program. The College and the District will establish common advising strategies and terminology related to dual credit and college readiness and will conduct periodic meetings to review and hone such

strategies and terminology. The College offers advising services for dual credit students regarding transferability and applicability to baccalaureate degree plans of all college credit offered and earned and with interpreting their degree plan. In addition, the College advisor can assist dual credit students with navigating SJCCD's policies and procedures. The name of the SJCCD advisor responsible for dual credit is located on the SJCCD Dual Credit website. In active collaboration with the College, the District shall take whatever actions deemed reasonably necessary by the College to fully comply with the advising mandates delineated in TX SB 25 (2019) and TX SB 1324 (2019).

- e) The College provides a guide to the alignment of high school endorsements, dual credit courses, post-secondary pathways, credentials at the institution, and industry certifications, which can be found on the College's Dual Credit website. An individual pathway for each dual credit student enrolled in the Program will be developed and accessible to the student in Degreeworks.
- f) Tools to assist counselors, students, and families in selecting endorsements offered by Humble ISD and choosing Dual Credit courses have been developed by TEA, THECB, and Texas Workforce Commission. Links to these tools are located on the Humble ISD website and the SJCCD Dual Credit web page.
- g) The College and the District shall comply with Applicable Law with respect to a student's disabilities and need for accommodations. Students needing accommodations for SJCCD courses must meet with the Accessibility Services office. If the class is taught at SJCCD, the College will be responsible for providing the classroom accommodation and the SJCCD Accessibility Counselor will coordinate class accommodations with the District's high school counselor responsible for determining accommodations. If the class is taught by a member of the District faculty or at the District high school, the District's high school will be responsible for providing the classroom accommodations.
- h) The College provides informational sessions for students and parents regarding dual credit opportunities, benefits, costs, and resources. Sessions are available throughout the academic year upon request by the District. The College disseminates the most current dual credit information regarding enrollment, resources, and requirements for the Program on the College's dual credit website.

## **XIX. STUDENT CONDUCT**

- a) Students enrolled in the dual credit program at SJCCD are required to adhere to both the District and SJCCD policies, procedures, and regulations regarding facilities and equipment usage, and both SJCCD and the District's code of student conduct while at SJCCD facilities. The failure of any student to comply with the policies, procedures, and regulations will subject the student to appropriate action taken by the College and the District, including suspension and dismissal from the Program. All disciplinary action, including suspension and dismissal from the Program shall be in conformity with the codes of conduct of the parties. In the event of a conflict between the policies of the District and SJCCD, the Parties will collaborate to resolve any conflict. Any escalating student behavioral concerns or threats made by dual credit students against ISD or SJCCD properties must be reported to or shared with the Office of Student Rights and Responsibilities or the Dual Credit office in a timely manner so that the College is aware of potential risks and concerns involving SJCCD property and personnel.



- b) Grievance or Complaint procedures for handling student complaints regarding college courses are applicable to all students including those enrolled in dual credit courses. Dual credit students with general complaints, discrimination or harassment complaints, or complaints alleging sexual harassment, sexual assault, dating violence, domestic violence or stalking shall follow the complaint procedures as stated in the College's Code of Student Conduct at <https://publications.sanjac.edu/student-handbook/complaint-procedures/>. A student may report a grievance or complaint at the following link: [https://cm.maxient.com/reportingform.php?SanJacCollege&layout\\_id=0](https://cm.maxient.com/reportingform.php?SanJacCollege&layout_id=0).

## **XX. ACCIDENTS/EMERGENCIES**

Due to federally mandated reporting and procedural requirements applicable specifically to higher education institutions, the procedures set forth in this section will apply in the event any Dual Credit student, instructor, or administrator experiences a physical, mental, or emotional crisis including behavior, or a threat thereof, that is law-violating. Incidents or behaviors that may affect the safety and welfare of a student or students will also follow the provisions of this section. If such an event occurs while the individual is on SJC property or attending an SJC-sponsored event or activity off campus, the response to such incidents will be based on SJC policies, procedures, regulations, and guidelines. If such an event occurs while the individual is not on SJCCD property or attending a District-sponsored event or activity off campus, the response to such incidents will be based on District policies, procedures, regulations, and guidelines. Accordingly, while on SJC property, the policies and procedures of SJC related building use, emergency response, and safety of shall apply, to the extent applicable. Both Parties agree to share all information regarding the event as soon as safely possible utilizing the agreed upon reporting processes.

## **XXI. CONCEALED HANDGUN NOTICE**

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

## **XXII. FUNDING**

- a) State funding for dual credit courses is available to both the ISD and the College based on the current agreement between the Commissioner of Education and the Commissioner of Higher Education.
- b) Students enrolled in college courses at SJCCD campuses or at the high school location will be charged the appropriate SJCCD tuition and/or fee rate based on the residency requirements under Applicable Law. SJCCD will waive a portion of the student's tuition as approved by the Board of Trustees for college courses taken for dual credit. The remaining tuition and fees will be paid by the student to SJCCD. As of Fall 2023, the current waiver is 75% of tuition and fees for in-district and out-of-district students, and 76% of tuition and fees for out-of-state students.

- c) The College’s Board of Trustees reserves the right to adjust tuition and fees as deemed necessary or advisable during the year and will provide written notice to the District prior to any adjustments to tuition and fees being made. Upon receipt of this notice, the District shall have the option of terminating this Agreement, without liability or penalty upon thirty (30) days written notice to SJCCD.
- d) The costs for textbooks and/or materials for dual credit courses shall be the responsibility of the District or the student, not SJCCD. The required supplies will be available to students prior to the first day of class and should be purchased prior to classes starting to help facilitate student success.
- e) The District or the student, not SJCCD, will be responsible for costs associated with students re-taking a class including students who re-take classes because of failure or to obtain a higher grade, as well as those who take classes beyond the prescribed Associate degree plan.
- f) If the District will act as the third-party sponsor and will be responsible for remission of payment to SJCCD for District students enrolled in the **Program including dual credit student tuition, fees, and books/materials as set forth in this Agreement**. The District will provide a primary and secondary point of contact with appropriate contact information. SJCCD will process and remit the invoice after the official day of record for the specified term via email to the designated primary and secondary contact and any other personnel or departments desired by the District. Payment for invoiced amounts should be made to San Jacinto Community College District, to the address listed below, within 45-days of the billing date:

San Jacinto Community College District  
Attn: Accts. Receivable  
4624 Fairmont Parkway Ste. A2-214  
Pasadena, TX. 77504

SJCCD Invoicing Contact:  
Primary: Morgan West [morgan.west@sjcd.edu](mailto:morgan.west@sjcd.edu) 281-991-2665  
Secondary: Esmeralda Parrales [esmeralda.parrales@sjcd.edu](mailto:esmeralda.parrales@sjcd.edu) 281-998-6145

**XXIII. PROGRAM GOALS**

In accordance with Applicable Law, including Texas Education Code § 28.009, SJCCD has developed specific program goals that align with the statewide goals and are listed in Appendix A. Additionally, the Parties include in the Crosswalk an alignment of endorsements described in Texas Education Code § 28.025 and the courses offered under the Program that apply toward those endorsements.

**XXIV. LIABILITY; INSURANCE**

- a) To the extent permitted by Applicable Law, the District does hereby agree to release SJCCD and its trustees, employees, agents, officers, and representatives (collectively “College Parties”) from any and all claims, losses, liabilities, damages, and debts arising from or caused by any act or omission of the District or any of its trustees, employees, agents, officers and representatives (collectively “District Parties”). To the extent permitted by Applicable Law, the College does hereby agree to release the District Parties from any and all claims, losses,

liabilities, damages, and debts arising from or caused by any act or omission of the College or any of the College Parties.

- b) Each Party shall carry general liability insurance to cover against claims, liabilities, losses, and damages resulting from that Party's presence on SJCCD property and participation in the Program under this Agreement. Each Party shall cause its insurance policy to contain a waiver of subrogation against the other Party. Each Party shall carry other insurance as that Party deems advisable to protect against claims or liabilities that may result from participation in the Program under this Agreement.

## **XXV. TERMINATION OF AGREEMENT**

- a) Termination for Convenience. This Agreement may be terminated by either Party, with or without cause, upon 30 days prior written notice to the other Party. Notwithstanding the foregoing, in the event of such termination, any Humble ISD students taking SJCCD college courses for dual credit at the time this Agreement is effectively terminated will be allowed to complete those courses notwithstanding the termination of this Agreement.
- b) Termination for Cause. In the event that either Party defaults in its obligations under this Agreement, the other Party may terminate the Agreement for cause and pursue any remedies under law or in equity. Notwithstanding the foregoing, except for Exigent Circumstances, the defaulting Party shall have thirty (30) days from notice of default in which to cure the default before the Party alleging the default terminates and pursues its remedies. For purposes of this Agreement, the term "Exigent Circumstances" shall mean (collectively and individually) any act, omission, failure, or breach that in the reasonable discretion of the Party alleging the breach or default may (I) pose a threat to the safety or well-being of persons; (II) pose an imminent danger to the premises of the other Party; (III) constitute a violation of Applicable Law; and/or (IV) result in the imposition of fines or penalties, for the other Party.
- c) Fiscal Funding Out. Notwithstanding anything in this Agreement regarding either Party allocating funds to undertake its responsibilities under this Agreement or to make payments under this Agreement, such obligations constitute a commitment of revenues for the current fiscal year only and does not create an impermissible debt. In the event that either the District's Board of Trustees or the College's Board of Trustees fails to obtain and appropriate funds for any fiscal year during the Term, despite its best efforts, then an event of non-appropriation ("Non-Appropriation") shall be deemed to have occurred. If a Non-Appropriation occurs, then: (i) the Party will provide immediate notice of such Non-Appropriation to the other Party and provide written notice of such failure by its governing body at least 45 days prior to the end of the then current fiscal year or if Non-Appropriation has not occurred by such date, immediately upon Non-Appropriation; and (ii) this Agreement shall terminate on the last day of the fiscal year for which funds were appropriated without penalty or expense to either Party except for any amounts owed during the period prior to the next fiscal year for which funds were not allocated.

## **XXVI. GENERAL PROVISIONS**

- a) No Personal Liability; No Third-Party Liability; No Waiver. Nothing in this Agreement may be construed as creating any personal liability on the part of any officer, director, employee or agent of SJCCD or Humble ISD, and the Parties expressly agree that the execution of this Agreement does not create any personal liability on the part of any officer, director, employee or agent of SJCCD or Humble ISD. These provisions are solely for the benefit of the Parties hereto and not

for the benefit of any person or entity not a party to this Agreement. No provisions shall be deemed a waiver of any defenses available by law, including, but not limited to, governmental immunity.

- b) Integrated Agreement; Modification. This Agreement, including any and all appendices and exhibits, contains the entire agreement between the Parties with respect to the dual credit Program and the subject matter herein and cannot be amended or modified except by written agreement signed by the Party against whom enforcement of the amendment or modification is sought.
- c) Governing Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the state in which the Premises are located, without regard to its choice of law or conflicts of law provisions. Exclusive venue for any proceeding or action with respect to this Agreement shall lie in a court of competent jurisdiction in the Harris County, Texas.
- d) Severability. The unenforceability, invalidity, or illegality of any provision shall not render any other provisions of this Agreement unenforceable, invalid, or illegal.
- e) Counterparts; Electronic Signatures and Transmission. This Agreement may be executed in two or more identical counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Parties consent to electronic signatures affixed to documents as though they had been physically signed. Additionally, the Parties consent to the electronic transmission of documents and communication, including any notices required under this Agreement.
- f) Relationship of the Parties. In the performance of their respective duties hereunder, the Parties hereto and their respective employees and agents, are at all times acting and performing as independent contractors of each other (notwithstanding the foregoing, employees of SJCCD and the District may teach college courses as adjunct professors of SJCCD, or through some other teaching arrangement, if such arrangement is approved in advance by the Parties). No Party will have the authority to act for or bind another Party in any respect or to incur or assume any expense, debt, obligation, liability, tax, or responsibility on behalf of or in the name of another Party hereto. Neither Party shall have control over the other Party with respect to its hours, times, employment, etc.

Executed as of the Effective Date:

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_  
Dr. Brenda Hellyer, Chancellor

Date: \_\_\_\_\_

**FRIENDSWOOD INDEPENDENT SCHOOL DISTRICT**

By: \_\_\_\_\_  
Thad J. Roher, Superintendent

Date: \_\_\_\_\_

**Appendix A**

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

**Program Goals**

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

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

<ul style="list-style-type: none"><li>• Analysis of performance in subsequent course work.</li></ul>	<p>Metric:</p> <ul style="list-style-type: none"><li>• SJCCD analyzes enrollment, completion, and success data of dual credit students by ISD. SJCCD analyzes success data for all students by course, by student, by instructor, and by mode of delivery.</li><li>• SJCCD Institutional Research Office creates an ISD portfolio for each ISD with pertinent student data, including retention, course A-C success, and completion of certificates and/or degrees; all data are disaggregated by race and ethnicity, gender, and age.</li></ul>
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## **Appendix B**

Appendix B is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and the Friendswood Independent School District. Prior to the commencement of the classes, the College and the District will develop a final course equivalency crosswalk identifying the available courses and course credits that may be earned under this Agreement, including the number of credits that may be earned for each course completed.

### **Crosswalk of Friendswood ISD Courses and SJCCD Courses**



**Appendix C**

**School District Title IX Investigator/Coordinator**

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

The School District Liaison contact information is as follows:

School District Name:

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High School Name:

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Liaison’s Name:

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Position Title:

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Contact Phone Number:

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Email:

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**Action Item “XXII”**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval of Memorandum of Understanding with**  
**Sheldon ISD to Continue Sheldon Early College High School**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a Memorandum of Understanding between San Jacinto Community College District (SJCCD) and Sheldon Independent School District (ISD) for the continuation of an early college high school (ECHS).

**BACKGROUND**

In 2012, Sheldon ISD and SJCCD established an early college high school. The ECHS allows eligible Sheldon ISD students to earn college credit while simultaneously earning credit toward their high school graduation requirements. The ECHS enrolls approximately 125 students in grade 9 on a yearly basis, with a maximum enrollment not to exceed 500 students in grades 9-12. Students enrolled in Sheldon Early College High School during 9<sup>th</sup> and 10<sup>th</sup> grade attend classes in a dedicated area at CE King High School. Students in 11<sup>th</sup> and 12<sup>th</sup> grade attend classes at the College’s North campus.

All provisions in the MOU will follow the rules for dual credit and early college high school partnerships between secondary schools and Texas public colleges as outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D. The MOU will further the College’s dual credit program goals, which align with the goals of the Texas Higher Education Coordinating Board, which will be included or referenced in the MOU.

**IMPACT OF THIS ACTION**

Approval of this action will allow the College and Sheldon ISD to continue the operation of the early college high school, a four-year high school with an early college program component that is located at CE King High School and the College’s North campus.

Additionally, an amendment to this MOU for the FAST program will be executed in the future as these details are finalized.

**BUDGET INFORMATION**

All elements related to the operation of the Early College High School programs are contained within the fiscal year 2024 budget.

**MONITORING AND REPORTING TIMELINE**

The agreement shall become effective upon the date of execution and will continue through August 2025.

**Action Item “XXII”  
Regular Board Meeting August 7, 2023  
Consideration of Approval of Memorandum of Understanding with  
Sheldon ISD to Continue Sheldon Early College High School**

**ATTACHMENTS**

Attachment 1 – Draft of Sheldon ECHS MOU 2023-2025 (Minor changes may occur prior to the agreement being signed.)

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu



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

The Parties agree to the following:

#### **I. TERM**

This Agreement shall commence on the Effective Date and expire on **August 25, 2025** ("Expiration Date") unless terminated earlier as set forth herein and conditioned upon any approvals required by the Texas Education Agency ("TEA") and the Texas Higher Education Coordinating Board ("THECB"). As used herein, the term "Term" shall mean the time period between the Effective Date and the Expiration Date.

#### **II. WEBSITE**

Both Parties agree to post a copy of this Agreement on their respective internet websites in accordance with 19, Texas Administrative Code § 4.84(c)(11) for dual credit partnerships between public school districts and Texas public institutions of higher education.

#### **III. OVERVIEW**

The College is committed to serving the students and communities of the greater Houston area through collaborative work with public school districts in the College's service area. Sheldon ISD is committed to fostering a culture of lifelong learners who will enrich the quality of life in the Sheldon ISD community through the creation of a rigorous and engaging environment that ensures student opportunity. A major initiative promoting a college-going and college graduation culture is the partnership between Sheldon ISD and San Jacinto Community College District to establish the Sheldon Early College High School ("ECHS") dual credit program. This dual credit program complies with Applicable Law (as hereinafter defined), including, without limitation, the laws and regulations set forth by the State of Texas for ECHS programs and dual credit partnerships between secondary schools and Texas public colleges to offer ECHS programs and dual credit courses and programs to qualified students. The term 'partnership' as used in this Agreement refers to the early college high school and dual credit partnerships as described in 19 Texas Administrative Code,

Chapter 4, Subchapters D and G and 19 Texas Administrative Code, Chapter 9, Subchapter H. The applicable statutes and the foregoing regulations authorize Texas public institutions of higher education (as defined in Texas Education Code § 61.003, which includes community colleges) to enter into agreements with secondary schools to offer courses that grant credit toward the student's high school curriculum requirements and college-level credit and, for qualifying students, to combine high school courses and college-level courses during grades 9-12 and complete the students' high school diplomas and either an associate's degree or at least sixty (60) semester hours toward a baccalaureate degree. The Parties agree to enter into this Agreement for the purpose of setting forth the roles and respective obligations of the Parties for the continuing operation of an Early College High School (ECHS) with the SJCCD North campus.

#### **IV. NON-DISCRIMINATION**

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

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

For more information on the College's non-discrimination policy, see [Board Policy IV-B: Policies on Equal Opportunity](#) and [Policy III.3006.D: Sexual Misconduct](#).

For more information on the District non-discrimination policy see, [https://www.sheldonisd.com/apps/pages/index.jsp?uREC\\_ID=1376782&type=d&pREC\\_ID=2033074](https://www.sheldonisd.com/apps/pages/index.jsp?uREC_ID=1376782&type=d&pREC_ID=2033074).

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

The Parties acknowledge their respective duties and obligations to enforce their student codes of conduct and policies applicable to both students and staff, as well as investigate and address reports of concerns that implicate state and federal law, including, but not limited to, Title IX of the Education Amendments of 1974. To ensure that both Parties comply with these occasional overlapping obligations, the Parties agree that their designees responsible for discharging these duties will act cooperatively, communicate fully, and share information as permitted by Applicable Law.

#### **V. APPLICABLE LAW**

Both Parties agree to perform their respective obligations and operate the ECHS program in compliance with all applicable Federal, State, and local laws, implementing regulations, executive orders, and interpreting authorities including, but not limited to, the United States Constitution; the Texas Constitution, the Elementary and Secondary Education Act; the Individuals with Disabilities in Education Act ("IDEA"); the Family Educational Rights and Privacy Act of 1974 ("FERPA"); Title VI of the Civil Rights

Act of 1964, as amended; Title VII of the Civil Rights Act; Title IX of the Education Amendments 1972 (20 U.S.C. § 1681 et seq.); Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008; the Age Discrimination Act of 1975; Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq; United States Department of Education requirements; the Texas Education Code, including, without limitation, Sections 28.009, 29.081, 29.908, 130.008, and other provisions governing early college high school programs and dual credit programs, high school and college course requirements and credit, grading, graduation requirements, and credentialing; Chapter 22 (Subchapter B as its relates to immunity and Subchapter C as related to criminal history background checks for services provided on a school district campus); Chapter 39 (accountability); the Texas Government Code, to the extent it applies to the subject matter of this Agreement, including, without limitation Chapter 551 (Open Meetings), Chapter 552 (Public Records), Chapter 573 (Nepotism), and the Chapter 2251 ("Prompt Pay Act"); Texas Labor Code; the record retention laws and conflicts of interest laws under the Texas Local Government Code; Texas Local Government Code, Chapter 271, Subchapter I; Title 19 of the Texas Administrative Code, including without limitation, Chapter 4, Subchapters D and G, and Chapter 9, Subchapter H, Section 102.109 (early college high schools), and Section 129.1027 (optional flexible school days); all TEA and THECB regulations, guidelines, program assurances, and blueprint applicable to early college high school and dual credit programs, courses and coursework, and personnel, including, without limitation, course conformity in accordance with the Lower Division Academic Course Guide Manual ("LDACGM") and the Workforce Education Course Manual ("WECM"); requirements of the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC") applicable to both Parties; any policy statements and guidance issued by TEA and other TEA requirements relating to public schools; any applicable local ordinances, including local building codes and regulations to the extent applicable to the delivery of services under this Agreement; any amendments to or recodification of the aforementioned laws; and the board policies of each of the Parties as they may be applicable to the subject matter of this Agreement (collectively, "Applicable Law").

## VI. PURPOSE

In 2012-2013, SJCCD and Sheldon ISD agreed to establish an ECHS to be operated on the North Campus and at CE King High School. The ECHS provides concurrent enrollment for academic dual credit consisting of a course of study combining high school courses and college courses during grades 9 through 12 for students who are at risk of dropping out of school, who wish to accelerate completion of the high school program, and who might not otherwise go to college. The Parties agree to enter into this Agreement for the purpose of setting forth the roles and respective obligations of the Parties for the continuing operation of the **Early College High School** (ECHS). This Agreement encompasses all programs and initiatives under the ECHS and dual credit program as required by Applicable Law including student learning and support programs. The ECHS will enroll approximately **125** students in grade 9 on a yearly basis, with a maximum enrollment not to exceed **500** students in grades 9-12. The 9<sup>th</sup> and 10<sup>th</sup> grade Sheldon ECHS students will attend classes at Sheldon Early College High School located on CE King High School campus, and the 11<sup>th</sup> and 12<sup>th</sup> grade students will attend classes at SJCCD's North Campus.

## VII. GOVERNANCE AND ORGANIZATION

- a) The ECHS will establish a Leadership Team consisting of high-level personnel with decision-making authority who meet regularly and report to both SJCCD and the District. Members of

the Leadership Team will include at least 6 representatives from the District including the following or similar positions: Superintendent, Deputy Superintendent or designee responsible for ECHS design or curriculum decisions, ECHS Dean, Director of Advanced Academics, ECHS Counselor, Coordinator of Dual Credit, and/or Parent representative. Members of the Leadership Team will include at least the following 6 SJCCD representatives: President and Deputy Chancellor, Associate Vice Chancellor for Student Services, the Dean of Dual Credit Partnerships, the Director of Dual Credit, the Coordinator of Dual Credit, and the campus Provost. Other appropriate SJCCD campus and district personnel, as determined by SJCCD and the district, may be included.

- b) The Leadership Team will meet at least annually and as needed. The Leadership Team will be charged with the overall oversight of the ECHS. Its responsibilities will include:
1. Establish and maintain the role each member will play in the design, governance, operations, accountability, curriculum development, professional development, outreach, sustainability, monitoring, and continuous improvement of the ECHS.
  2. Collectively develop an MOU and review annually for necessary revisions.
  3. Define shared responsibility (between the school district and the IHE) for meeting annual outcomes-based measures (OBMs) and providing annual reports to district and IHE boards, as well as to the public.
  4. Monitor progress on meeting the Blueprint design elements, including reviewing formative data to ensure the ECHS is on-track to meet OBMs.
  5. Guide mid-course corrections as needed.
- c) SJCCD will provide a representative to participate in the process of hiring the ECHS Principal, who shall be an employee of the District. The District will provide a representative to participate in the process of hiring the SJCCD Dual Credit Director, who shall be an SJCCD employee. The Dual Credit Director shall serve as SJCCD Liaison with the District as it relates to the ECHS and will cooperate with and facilitate communication between the District and SJCCD. The Dual Credit Director will meet with the ECHS Principal, on-site administrator (if other than the ECHS Principal), and other representatives as may be needed to support the ECHS.
- d) Except for building use policies or as otherwise set forth in this Agreement or required by Applicable Law, policies and procedures relating to the high school portion of the Program and ECHS shall be governed by District policies and regulations. The building use policies and all policies relating to the college courses and services portion of the Program and ECHS shall be governed by the SJCCD policies and procedures. The ECHS Principal will have decision-making authority in matters of budgeting, staffing for non-college level courses, scheduling, student assessment for non-college level courses and requirements, curriculum for non-college level courses, and professional development in congruence with District policy and ECHS procedures. SJCCD, in cooperation with the ECHS Principal, shall be responsible for assessing participating students for readiness for college-level courses and for developing and implementing an evaluation process for measuring the effectiveness of the Program. The Program courses will be the same college-level courses offered by SJCCD to non- Program students. SJCCD shall be responsible for selecting instructors for college-level courses in accordance with SJCCD faculty credentialing and other requirements, Applicable Law, and SJCCD policies and regulations for supervising instructors of college-level courses.

- e) SJCCD will provide classroom and other space for the ECHS Program at the ECHS Facility as indicated. The District will support the ECHS' day-to-day operational costs, including administrative and staff salaries, transportation, and facility and other school- related expenditures

### **VIII. ELIGIBLE COURSES**

- a) The Program will include courses that enable participating students the opportunity to complete high school graduation requirements and earn up to sixty (60) credit hours towards an associate degree. The Crosswalk (as hereinafter defined) will provide pathways to postsecondary credentials. The Parties acknowledge that some of the Program courses will be for high school credit only but are designed to prepare the student for the dual credit college courses to achieve the purposes of the Program. Any courses offered at the ECHS for dual credit by SJCCD shall be identified as college-level academic courses in the current edition of the LDACGM adopted by the THECB and listed in SJCCD's Core Curriculum, or as college-level workforce education courses in the current edition of WECM adopted by the THECB, or a foreign language course.
- b) Prior to the commencement of the classes, the College and the District will develop a course equivalency crosswalk identifying the available courses and course credits that may be earned under this Agreement, including the number of credits that may be earned for each course completed. The course equivalency crosswalk ("Crosswalk") will be attached to this Agreement as Appendix B and incorporated herein. Additional updates to the crosswalk in Appendix B will be made available on the District's and SJCCD's websites.
- c) Students should only take college courses listed on their college pathways degree plan listed on Degreeworks.
- d) Specific course offerings for the Program will be determined collaboratively between SJCCD and the District.
- e) A corresponding PEIMS high school course code as identified in the current PEIMS Data Standards manual adopted by the State Board of Education shall be provided by the District indicating the high school course(s) for which high school credit shall also be awarded.
- f) Developmental and remedial courses are not offered for dual credit.
- g) The College and the District agree that SJCCD policies and practices regulating dual credit courses will be followed.

### **IX. STUDENT ELIGIBILITY REQUIREMENTS**

- a) To be eligible for ECHS dual credit enrollment at SJCCD, the high school student must attend school full time in the District and must:
  1. Meet all requirements for standard admission to the College as outlined in the College's current College Catalog, as well as other requirements that may be imposed by the District.
  2. Must meet ECHS dual credit admissions and eligibility requirements as required by Applicable Law, including, without limitation, the Texas Success Initiative (TSI) Assessment minimum passing scores, exemptions, or waivers as established by the THECB.



3. Must successfully complete established prerequisites for any College course as listed in the course description found in the current College Catalog.
- b) The District shall comply with all recruitment and notification requirements of Chapter 28 of the Texas Education Code and other Applicable Law.
- c) Beginning June 2023, students taking the TSIA at SJCCD will not be charged for up to 5 attempts on sections of the Texas Success Initiative Assessment (TSIA). Students or the ISD will be charged for any additional testing attempts at the current SJCCD Board approved cost. The current cost is \$15.00 per section or \$30.00 for the entire assessment. The ISD will cover the cost of any additional testing beyond the 5 attempts.
- d) The District will work with the College to make certain that all dual credit students are enrolled by the first day of class to help ensure student success by utilizing timelines developed by the District and SJCCD.

## **X. ECHS FACILITIES**

- a) The 9<sup>th</sup> and 10<sup>th</sup> grade years of the ECHS will be located in a dedicated area on the premises of CE King High School and will serve as a small learning community. The high school facility includes core learning classrooms, as well as administrative and student support areas and will maintain the goal of creating a college culture. The ISD will provide workspace at the facility for high school faculty and College instructors involved in the Program. In addition to the designated facility, the ECHS students will have access and use of the high school library, cafeteria, College and Career Center, fine arts facilities, athletic facilities, and extra-curricular activities as needed and appropriate. The ISD shall be responsible for maintenance and operations at the high school, including the designated facility.
- b) Subject to availability and SJCCD building use and other applicable policies and procedures, SJCCD will provide to students of the ECHS Program reasonable access to all the SJCCD designated campus buildings, including the student center, for meetings, socialization, and cultural events sponsored by and/or associated with the ECHS. Access for facilities, services, and resources will be addressed by the ECHS Leadership Team and SJCCD Dual Credit Office.
- c) Maintenance and operation of SJCCD facilities and campuses is the responsibility of SJCCD and SJCCD personnel. This includes but is not limited to operation, inspection and repair of utilities systems, lights, air conditioning, plumbing, elevators, fire alarm, access control, sidewalks, parking lots, campus and facilities signage, painting, pest management, grounds management, custodial services, and technology infrastructure.
- d) SJCCD retains the responsibility for assuring compliance with applicable codes, laws, and standards and will carry out tests and services on SJCCD facilities systems to ensure that compliance.
- e) College facilities will be unavailable for occupancy on those days specified in the SJCCD academic calendar under "Facilities and/or Utilities Systems Maintenance." Exceptions to these dates must be discussed with the Dual Credit Director at the start of the semester.
- f) ECHS students will follow posting and signage guidelines with respect to SJCCD facilities as set forth in SJCCD policy and the student handbook.
- g) ECHS students will have a District and a SJCCD identification card, which will give them

access to SJCCD facilities and resources available to all students enrolled at SJCCD.

## **XI. TRANSPORTATION**

SJCCD will not provide student transportation. The District will provide students with appropriate transportation under State law and District rules and procedures and will cover the cost of the transportation. The District agrees to schedule appropriate transportation to ensure arrival at the College's campus early enough to allow students to be on time for class. The District will provide students with appropriate transportation on days that constitute holidays or days off for the District when the College is open and operating classes.

## **XII. STUDENT COMPOSITION OF CLASS**

ECHS students enrolled in SJCCD college-level courses may attend classes composed of only ECHS students or may attend classes with regular SJCCD students enrolled in that college-level class. Dual credit classes offered through and for the ECHS will have a student minimum enrollment that is comparable to the minimum enrollment requirement of non-designated dual credit courses offered at SJCCD.

## **XIII. FACULTY SELECTION, SUPERVISION, AND EVALUATION**

- a) The District shall select, hire, supervise, and evaluate all high school instructors who teach ECHS high school courses according to District policies and procedures. All ECHS instructors must meet state certification requirements or be working toward state certification in their subject area to teach in the state of Texas and be designated as highly qualified.
- b) The College shall select, hire, supervise, and evaluate all instructors of ECHS dual credit courses offered by the College, according to College and departmental policies and procedures. These instructors must meet the minimal requirements specified by the SACSCOC and Applicable Law and are subject to approval procedures used by the College to select faculty.
- c) Any non-academic incidents or complaints against Dual Credit Faculty teaching a College course are required to be reported to the Dual Credit Director and the College's Office of Human Resources to the attention of the Director and/or Employee Relations Officers for investigation.
- d) The School District will designate a specific School District official that is certified as a Title IX Investigator to serve as the authorized liaison for the SJCCD Office of Human Resources. The District official and the College's representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter.
- e) Each Party shall be responsible for the payment of the salary, benefits, and employment taxes of its respective employees performing services for or at the ECHS.
- f) Payment for any high school faculty teaching college courses at the high school during their regular work day will be paid to the ISD at a rate approved by the Board of Trustees. The ISD may choose how to compensate its high school faculty for their additional work as a college faculty member teaching dual credit students.
- g) The ISD shall ensure that SJC instructors teaching at the high school have parking passes, school IDs, and classroom keys issued the week before classes start.

- h) Each Party shall provide professional development opportunities to its own employees in the same or similar manner as provided to its other professional employees. Additionally, professional development for cross-over learning and collaboration will be planned and implemented by the ECHS Dean and the SJCCD Liaison when appropriate.
- i) Required professional development and activities for high school faculty teaching college courses includes:
  - a. Attendance at SJCCD departmental meetings.
  - b. Attendance at New Faculty Orientation as part of the new hire process.
  - c. Completion of new faculty training during new hire process.
  - d. Completion of mandatory SJCCD annual compliance training.
  - e. Completion of course evaluation or assessment.
  - f. Classroom observations or meetings with the department chair.
- j) When a college instructor from SJCCD is absent from teaching a college course to ECHS students located at the High School, SJCCD is responsible, to the best of its ability, for ensuring that qualified substitute instructors employed by SJCCD conduct class. SJCCD will communicate with the appropriate District personnel, the Dual Credit offices, and with the substitute. SJCCD will, to the best of its ability, ensure that substitutes have met the ISD security clearance required of regularly scheduled SJCCD instructors of ECHS students at the High School Facility.

**XIV. COURSE CURRICULUM, INSTRUCTION AND GRADING**

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

SJC Grade	SJCCD Numerical Range	SJCCD Definition	SJCCD Point Value
A	90-100	Excellent, superior achievement	4
B	80-89	Good, above average achievement	3
C	70-79	Average, acceptable achievement	2
D	60-69	Passing, marginal achievement	1
F	59 and below	Failure, unsatisfactory achievement	0
FX	59 and below	Failure, unsatisfactory achievement due to absences	0
I		Incomplete	0
NG		No Grade Reported	0

W		Withdrawal, not included in 6 drop limit	0
WL		Withdrawal, included in 6 drop limit	0

- d) The primary responsibility for assigning College grades in a course belongs to the SJCCD faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinant. College and District officials will not interfere with the faculty member's responsibility for assigning grades in the college-level course. Any grade appeals will be conducted in accordance with applicable SJCCD policies and procedures.
- e) Beginning with the Fall 2023 semester, final grades shall be submitted by the College to the District's high school in which the student is enrolled at the end of the semester through the secure online dual credit dashboard. The final course grade recorded for the College will be a letter grade. The District is responsible for determining the numerical grade equivalent for their students.
- f) Beginning with the Fall 2023 semester, midterm grades shall be submitted by the College to the District's high school in which the student is enrolled through the secure online dual credit dashboard or through a secure spreadsheet. The midterm grade sent to the District from the College will be a letter grade. The District is responsible for determining the numerical grade equivalent for their students.
- g) Beginning in the Fall of 2023, the District has adopted the following letter grade conversion for ECHS students.

SJC Letter Grade	ISD Numerical Grade
A	95
B	85
C	77
D	73
F	65
FX	65

- h) The ECHS will be responsible for providing textbooks, equipment, and supplemental materials required for classes at no cost to the student. The College will make every effort to use free or low-cost open educational resources in Program courses. To assist with the success of students enrolled in the Program, the District shall make available to each student the required textbooks and materials on the first day of class. Exceptions must be discussed with the Dual Credit Director and the SJCCD instructional Department Chair and agreed upon by the Parties prior to the first day of class.
- i) The District and SJCCD will develop an articulated four-year course of study plan (grades 9-12) that meets the requirements of Applicable Law, provides a seamless transition for students from grade level to grade level, allows students to transition from a majority of high school classes in grades 9 and 10 to a gradual integration to college-level classes during grades 11 and 12, and represents high levels of rigor, acceleration, and support. SJCCD and the District will collaborate to develop and refine a clear and coherent academic program across the two institutions for curriculum alignment.
- j) ECHS students may be able to earn their high school diploma within a four-year time frame and 60 credit hours towards an Associate degree. ECHS students may also be able to earn the Distinguished Level of Achievement diploma or graduate with any of the five (5) options for

endorsements in accordance with Applicable Law. The District shall be responsible for ensuring that high school curriculum courses will meet the requirements of the Texas Essential Knowledge and Skills and other Applicable Law and that the ECHS students are able to meet all high school graduation requirements, including all End of Course examinations, while earning college credit. The District will be responsible for monitoring and ensuring the quality of instruction for the high school credit courses offered at the ECHS. ECHS students must meet all the regular prerequisites for any college-level course. SJCCD will assess each student for readiness to engage in any college-level course.

## **XV. ATTENDANCE/CALENDAR**

- a) SJCCD courses taught at the high school will align with the College Academic Calendar including SJCCD student holidays. ECHS students are required to attend classes at the College on days that constitute holidays or days off or emergency closures for the District when the College is open and operating classes. Exceptions may be arranged through collaboration between the College and the District. When the requested exception involves the final exam schedule for long semester classes, the College Department Chair and Division Dean must be involved in and approve the decision.
- b) The instructional calendar for the high school portion of the ECHS will be based on the District's calendar and comply with all related TEA regulations for attendance. The District will adjust its schedule if necessary to enable the ECHS students to enroll in and attend the college-level courses provided by SJCCD. Where allowed by Applicable Law, including, without limitation, Section 29.0822 of the Texas Education Code and 19 Texas Administrative Code § 129.1027, and further subject to approval of both Parties, the ECHS calendar may vary from that of the District in order to best fit the needs of students and reasonably interrelate with the SJCCD academic calendar.
- c) College courses and exams should take reasonable priority over District activities. All students enrolled in the ECHS are responsible for notifying their college instructor if they are missing any classes and must follow course policies on syllabus concerning attendance.
- d) No changes will be made to the SJCCD scheduled course start and end times established for the semester. SJCCD class times must meet established State requirements for instructional minutes. SJCCD faculty members are not authorized to change the start and end times of their classes to meet scheduling needs of the District.
- e) Students must report regularly and promptly to dual credit Program courses to ensure success. SJCCD will notify the District if they become aware that a student has accumulated excessive absences so that support can be provided. Failure to comply with this College policy may result in receiving a grade of an "FX" which translates to an F for excessive absences. Students are expected to actively participate in class and complete all assigned readings/assignments. Failure to participate may be considered an absence. Students are required to ensure arrival at the College's campus early enough to be on time for class.
- f) The Parties shall comply with Applicable Law in crediting attendance in the Program courses. Each ECHS faculty member will take daily attendance and shall report such attendance for enrollment and funding purposes as required by Applicable Law.
- g) All ECHS students are required to participate in required state, national and federal assessments, which will be administered by the ECHS staff (TEC, Subchapter B, Chapter 39). SJCCD agrees to

make reasonable accommodations in course scheduling and attendance so that ECHS students are not penalized in their college credit courses for their participation in the required state, national and federal assessments. The District shall notify SJCCD promptly of the testing and assessment schedule prior to the start of the affected term.

#### **XVI. WITHDRAWAL FROM COLLEGE COURSES**

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

#### **XVII. TRANSCRIPTION OF CREDIT**

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

#### **XVIII. DATA SHARING; CONFIDENTIALITY OF EDUCATIONAL RECORDS**

- a) The College and the District agree that each institution has an educational interest in the educational records and protected student data of the students enrolled in the Program. FERPA allows educational records and protected student data to be exchanged between the College and District for students in the dual credit Program without the consent of either the parents or the student.
- b) Data obtained by either Party will be used solely for the purposes of performing that Party's obligations and as otherwise set forth in this Agreement. The College and the District shall comply with the requirements of the FERPA and its implementing regulations; and shall provide all safeguards for the protection of the confidentiality of student and parent data. Each Party will notify its designated individuals who are authorized to access individual student or employee data for purposes outlined in the Agreement that they must maintain the confidentiality of all personally identifiable data and confidential information.
- c) Both Parties agree that they shall not permit any unauthorized disclosure of confidential student information in contravention of FERPA. Both Parties agree not to share information with third parties unless required or authorized to do so by Applicable Law. While in possession of protected student data, the College and the District shall permit only authorized employees as permitted under FERPA to have access to the data. Both Parties agree to store the data in a secure area and to prevent unauthorized access.
- d) To ensure the continued confidentiality and security of the data protected by FERPA, the College

and District shall each independently employ industry best practices, both technically and procedurally to protect the data from unauthorized physical and electronic access.

- e) If the student is under 18, the parents still retain the right under FERPA to inspect and review any education records maintained by the District, including records that the College has disclosed.
- f) The College and the District agree to comply with all FERPA requirements to maintain the privacy of student data. Information on FERPA at the College can be found on the SJCCD website at <https://www.sanjac.edu/student-services/student-concerns/ferpa>.
- g) In addition to any other reports to which the Parties have agreed or other reporting requirements expressly set forth herein, the Parties will cooperate on the preparation and submission of the annual and other reports on the progress of the ECHS to be submitted to TEA and as may be required by the THECB. The reports will be provided to each Party and others as deemed appropriate. Data regarding student progress and success will be collected and shared as deemed appropriate.
- h) Data regarding student designation or participation in free and reduced lunch programs at the District will be collected and shared as deemed appropriate and as required for the implementation of the Financial Aid for Swift Transfer (FAST) program.

#### **XIX. ACADEMIC POLICIES AND STUDENT SUPPORT SERVICES**

- a) Students enrolled in the ECHS Program are eligible to utilize the same support services, learning resources, and benefits that are afforded all College students except in limited cases where the service would be duplicative of services provided by the District or where utilizing the College's services would not be applicable to the ECHS student such as College meal plans and mental health counseling. These services include but are not limited to tutoring, career and academic advising, student engagement and activities, supplemental instruction, academic and financial workshops, student success workshops, leadership programs, and transfer initiatives.
- b) The School District may access the current College Catalog <https://publications.sanjac.edu/> and the current Student Handbook <https://publications.sanjac.edu/student-handbook/> from the website. All policies in the SJCCD Catalog and Student Handbook apply fully to the ECHS dual credit students enrolled in the Program.
- c) The District will post information and a link to the SJCCD Dual Credit website on the District homepage. Information about SJCCD Dual Credit opportunities will be posted on the individual high school's College/Career or College Resources website.
- d) Both Parties will offer college advising services for dual credit students enrolled in the Program. The District will assign a specific counselor to the ECHS to provide both academic and counseling support. The College and the District will establish common advising strategies and terminology related to dual credit and college readiness and will conduct periodic meetings to review and hone such strategies and terminology. The Educational Planner in the Dual Credit Office offers advising services for dual credit students regarding transferability and applicability to baccalaureate degree plans of all college credit offered and earned and with interpreting their degree plan. In addition, the College advisor can assist dual credit students with navigating SJCCD's policies and procedures. The name of the SJCCD advisor responsible for dual credit is located on the SJCCD Dual Credit website. In active collaboration with the College, the District shall take whatever

actions deemed reasonably necessary by the College to fully comply with the advising mandates delineated in TX SB 25 (2019) and TX SB 1324 (2019).

- e) The College provides a guide to the alignment of high school endorsements, dual credit courses, post-secondary pathways, credentials at the institution, and industry certifications, which can be found on the College's Dual Credit website. An individual pathway for each dual credit student enrolled in the Program will be developed and accessible to the student in Degreeworks.
- f) Tools to assist counselors, students, and families in selecting endorsements offered by the District and choosing Dual Credit courses have been developed by TEA, THECB, and Texas Workforce Commission. Links to these tools are located on the District website and the SJCCD Dual Credit web page.
- g) The College and the District shall comply with Applicable Law with respect to a student's disabilities and need for accommodations. If the ECHS class is taught by SJCCD, the College will be responsible for providing the classroom accommodation and the SJCCD Accessibility Counselor will coordinate class accommodations with the District's high school counselor responsible for determining accommodations. If the class is taught by a member of the District faculty, the District's high school will be responsible for providing the classroom accommodations.
- h) The College provides informational sessions for students and parents regarding dual credit opportunities, benefits, costs, and resources. Sessions are available throughout the academic year upon request by the District. The College disseminates the most current dual credit and ECHS information regarding enrollment, resources, and requirements for the Program on the College's dual credit website.
- i) The District will begin preparing ECHS students for success by requiring completion of a mandatory bridge program, which will provide an intensive focus in core subject areas based on individual student needs, college entrance exam preparation, literacy skills, and introductory college readiness skills ("Bridge Program"). The Bridge Program builds the foundational academic and study skills needed for student success in rigorous college-level courses. In addition to serving rising 9<sup>th</sup> grade and 10<sup>th</sup> grade students, the Bridge Program will also support students in meeting TSIA testing requirements and preparing for the transition to the SJCCD campus in the 11<sup>th</sup> and 12<sup>th</sup> grades.
- j) All ECHS students will be taught AVID college readiness strategies, and District ECHS instructors will use AVID methodologies to support the acquisition of college readiness skills and the development of a college-going culture. Using AVID resources and strategies, students will cultivate academic behaviors critical for college success including organization, time management, note-taking structures, and individual and peer study skills. Students also will build "college knowledge" by learning about topics such as the college admission process and requirements, grade point averages, transcripts, degree plans, class registration, and college grading practices. As AVID-trained teachers, the ECHS staff will be prepared to fulfill the role of mentor/advisor for their students. Teacher mentors/advisors will meet individually with students to oversee their academic progress, monitor grading and matriculation decisions, and advise students on making positive post-graduation plans with the support of the counseling staff from the ECHS and the SJCCD educational planner.

## **XX. STUDENT CONDUCT**

- a) Students enrolled in the ECHS are required to adhere to both the District and SJCCD policies,



procedures, and regulations regarding facilities and equipment usage, and both SJCCD and the District's code of student conduct while at SJCCD facilities. The failure of any ECHS Program student to comply with the policies, procedures, and regulations will subject the student to appropriate action taken by the College and the District, including suspension and dismissal from the Program. All disciplinary action, including suspension and dismissal from the ECHS Program shall be in conformity with the codes of conduct of the parties. In the event of a conflict between the policies of the District and SJCCD, the Parties will collaborate to resolve any conflict. Any escalating student behavioral concerns or threats made by ECHS students against ISD or SJCCD properties must be reported to or shared with Compliance and Judicial Affairs or the Dual Credit office in a timely manner so that the College is aware of potential risks and concerns involving SJCCD property and personnel.

- b) Grievance or Complaint procedures for handling student complaints regarding college courses are applicable to all students including those enrolled in dual credit courses. Dual credit students with general complaints, discrimination or harassment complaints, or complaints alleging sexual harassment, sexual assault, dating violence, domestic violence or stalking shall follow the complaint procedures as stated in the College's Code of Student Conduct at <https://publications.sanjac.edu/student-handbook/complaint-procedures/>. A student may report a grievance or complaint at the following link: [https://cm.maxient.com/reportingform.php?SanJacCollege&layout\\_id=0](https://cm.maxient.com/reportingform.php?SanJacCollege&layout_id=0).

## **XXI. ACCIDENTS/EMERGENCIES**

Due to federally mandated reporting and procedural requirements applicable specifically to higher education institutions, the procedures set forth in this section will apply in the event any ECHS student, instructor, or administrator experiences a physical, mental, or emotional crisis including behavior, or a threat thereof, that is law-violating or that may pose a threat to the safety and welfare of the SJCCD college community. Incidents or behaviors that may affect the safety and welfare of a student or students will also follow the provisions of this section. If such an event occurs while the individual is on SJCCD property or attending an SJCCD-sponsored event or activity off campus, the response to such incidents will be based on SJCCD policies, procedures, regulations, and guidelines. If such an event occurs while the individual is not on SJCCD property or attending a District-sponsored event or activity off campus, the response to such incidents will be based on District policies, procedures, regulations, and guidelines. Accordingly, while on the College's property, the policies and procedures of SJCCD related building use, emergency response, and safety of shall apply, to the extent applicable. The District shall notify the SJCCD Office of Emergency Services at the start of the semester of any planned drills or exercises conducted by the District conducted on SJCCD property. Both Parties agree to share all information regarding the event as soon as safely possible utilizing the agreed upon reporting processes.

## **XXII. CONCEALED HANDGUN NOTICE**

Pursuant to Texas Senate Bill 11 (2019 Regular Session of the Legislature), and in accordance with SJCCD Policy III.3000.A: Campus Carry, a holder of a valid license to carry who is age 21 or older is

authorized to possess a concealed handgun on SJCCD property. The policy also identifies certain campus locations and activities that a valid licensed to carry holder may be excluded from carrying a handgun due to previously existing State of Texas Statutes or exclusion zones identified by the College including the areas designated for the ECHS. More information can be found at <https://www.sanjac.edu/policy-iii3000a-campus-carry>.

### XXIII. FUNDING

- a) State funding for dual credit courses is available to both the District and the College based on the current agreement between the Commissioner of Education and the Commissioner of Higher Education.
- b) Students enrolled in the ECHS will not be directly charged for costs associated with the Program for tuition and fees, textbooks, administration of a college placement exam, or fees required by SJCCD for other students enrolled in SJCCD.
- c) ECHS Students enrolled in college courses at SJCCD campuses or at the high school location will be charged the appropriate SJCCD tuition and/or fee rate based on the residency requirements under Applicable Law. SJCCD will waive a portion of the student's tuition as approved by the Board of Trustees for college courses taken for dual credit. As of Fall 2023, the current waiver is 75% of tuition and fees for in-district and out-of-district students, and 76% of tuition and fees for out-of-state students. The remaining tuition and fees will be paid by the District to SJCCD.
- d) The College's Board of Trustees reserves the right to adjust tuition and fees or waivers as deemed necessary or advisable during the year and will provide written notice to the District prior to any adjustments to tuition, fees, or waivers being made. Upon receipt of this notice, the District shall have the option of terminating this Agreement, without liability or penalty upon thirty (30) days written notice to SJCCD.
- e) The District will act as the third-party sponsor and will be responsible for remission of payment to SJCCD for District students enrolled in the Program including dual credit student tuition, fees, and books/materials as set forth in this Agreement. The District will provide a primary and secondary point of contact with appropriate contact information. SJCCD will process and remit the invoice after the official day of record for the specified term via email to the designated primary and secondary contact and any other personnel or departments desired by the District. Payment for invoiced amounts should be made to San Jacinto Community College District, to the address listed below, within 45-days of the billing date:

San Jacinto Community College District  
Attn: Accts. Receivable  
4624 Fairmont Parkway Ste. A2-214  
Pasadena, TX. 77504

SJCCD Invoicing Contact:

Primary: Morgan West [morgan.west@sjcd.edu](mailto:morgan.west@sjcd.edu) 281-991-2665

Secondary: Esmeralda Parrales [esmeralda.parrales@sjcd.edu](mailto:esmeralda.parrales@sjcd.edu) 281-998-6145

- f) Physical Education is not part of the Associate Degree plan but may be part of the high school graduation requirements. SJCCD will not be responsible for instruction in physical education. The

District may utilize a designated area of the SJCCD North campus facility for providing that instruction. Because PHED courses are not required for a degree at SJCCD, the dual credit tuition waiver will not apply to the tuition for these courses and the District will pay the full-price of tuition for any ECHS students taking these courses at the appropriate tuition rate based on each student's residency status.

- g) The costs for textbooks and/or instructional materials for ECHS dual credit courses shall be the responsibility of the District, not SJCCD. The required supplies will be available to ECHS students prior to the first day of class to help facilitate student success.
- h) The District, not SJCCD, will be responsible for costs associated with students re-taking a class.
- i) Students who re-take classes because of failure or to obtain a higher grade, as well as those who take classes beyond the prescribed Associate degree plan will pay tuition and fees at the rate assigned to dual credit students not enrolled in the ECHS while they are considered dual credit students.
- j) Payment for high school faculty teaching college courses at the high school during their regular workday will be paid to the ISD at a rate approved by the College Board of Trustees. The ISD may choose how to compensate its high school faculty for their additional work as a college faculty member teaching dual credit students in connection with the college courses described herein.

#### **XXIV. PROGRAM GOALS**

In accordance with Applicable Law, including Texas Education Code § 28.009, SJCCD has developed specific program goals that align with the statewide goals and are listed in Appendix A. Additionally, the Parties include in the Crosswalk an alignment of endorsements described in Texas Education Code § 28.025 and the courses offered under the Program that apply toward those endorsements.

#### **XXV. LIABILITY; INSURANCE**

- a) To the extent permitted by Applicable Law, the District does hereby agree to release SJCCD and its trustees, employees, agents, officers, and representatives (collectively "College Parties") from any and all claims, losses, liabilities, damages, and debts arising from or caused by any act or omission of the District or any of its trustees, employees, agents, officers and representatives (collectively "District Parties"). To the extent permitted by Applicable Law, the College does hereby agree to release the District Parties from any and all claims, losses, liabilities, damages, and debts arising from or caused by any act or omission of the College or any of the College Parties.
- b) Each Party shall carry general liability insurance to cover against claims, liabilities, losses, and damages resulting from that Party's presence on SJCCD property and participation in the Program under this Agreement. Each Party shall cause its insurance policy to contain a waiver of subrogation against the other Party. Each Party shall carry other insurance as that Party deems advisable to protect against claims or liabilities that may result from participation in the Program under this Agreement.

**XXVI. TERMINATION OF AGREEMENT**

- a) Termination for Convenience. This Agreement may be terminated by either Party, with or without cause, upon thirty (30) days prior written notice to the other Party. Notwithstanding the foregoing, in the event of such termination, any District students taking SJCCD college courses for dual credit at the time this Agreement is effectively terminated will be allowed to complete those courses notwithstanding the termination of this Agreement.
- b) Termination for Cause. In the event that either Party defaults in its obligations under this Agreement, the other Party may terminate the Agreement for cause and pursue any remedies under law or in equity. Notwithstanding the foregoing, except for Exigent Circumstances, the defaulting Party shall have thirty (30) days from notice of default in which to cure the default before the Party alleging the default terminates and pursues its remedies. For purposes of this Agreement, the term “Exigent Circumstances” shall mean (collectively and individually) any act, omission, failure, or breach that in the reasonable discretion of the Party alleging the breach or default may (I) pose a threat to the safety or well-being of persons; (II) pose imminent danger to the premises of the other Party; (III) constitute a violation of Applicable Law; and/or (IV) result in the imposition of fines or penalties, for the other Party.
- c) Fiscal Funding Out. Notwithstanding anything in this Agreement regarding either Party allocating funds to undertake its responsibilities under this Agreement or to make payments under this Agreement, such obligations constitute a commitment of revenues for the current fiscal year only and does not create an impermissible debt. In the event that either the District’s Board of Trustees or the College’s Board of Trustees fails to obtain and appropriate funds for any fiscal year during the Term, despite its best efforts, then an event of non-appropriation (“Non- Appropriation”) shall be deemed to have occurred. If a Non-Appropriation occurs, then: (i) the Party will provide immediate notice of such Non-Appropriation to the other Party and provide written notice of such failure by its governing body at least forty-five (45) days prior to the end of the then current fiscal year or if Non-Appropriation has not occurred by such date, immediately upon Non-Appropriation; and (ii) this Agreement shall terminate on the last day of the fiscal year for which funds were appropriated without penalty or expense to either Party except for any amounts owed during the period prior to the next fiscal year for which funds were not allocated.
- d) Discontinuance of ECHS. The District and SJCCD agree to comply with the requirements of Applicable Law for discontinuing operations of the ECHS. During the teach-out period transitioning from full operation to the discontinued program, SJCCD and the District will continue to meet all of the required elements of an early college high school program and provide full support for all students enrolled in the ECHS. During the teach-out period, no new or additional students will be enrolled in the ECHS in grades that have been phased out. If the ECHS has only ninth and/or ninth and tenth grade cohorts, the Program will be closed down at the end of the school year in which the decision is made to discontinue operations. If the ECHS has eleventh and/or eleventh and twelfth grade cohorts, operation will continue through the graduation date for the eleventh-grade cohort. During this time, services may continue to be offered for enrolled ninth and tenth grade students through scheduled graduation for the cohort(s); however, a continuation of services is not required.

**XXVII. GENERAL PROVISIONS**

- a) No Personal Liability; No Third-Party Liability; No Waiver. Nothing in this Agreement may be

construed as creating any personal liability on the part of any officer, director, employee, or agent of SJCCD or the District, and the Parties expressly agree that the execution of this Agreement does not create any personal liability on the part of any officer, director, employee or agent of SJCCD or the District. These provisions are solely for the benefit of the Parties hereto and not for the benefit of any person or entity not a party to this Agreement. No provisions shall be deemed a waiver of any defenses available by law, including, but not limited to, governmental immunity.

- b) Integrated Agreement; Modification. This Agreement, including any and all appendices and exhibits, contains the entire agreement between the Parties with respect to the early college high school and dual credit Program between the Parties and the subject matter herein and cannot be amended or modified except by written agreement signed by the Party against whom enforcement of the amendment or modification is sought.
- c) Governing Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the state of Texas, without regard to its choice of law or conflicts of law provisions. Exclusive venue for any proceeding or action with respect to this Agreement shall lie in a court of competent jurisdiction in the Harris County, Texas.
- d) Severability. The unenforceability, invalidity, or illegality of any provision shall not render any other provisions of this Agreement unenforceable, invalid, or illegal.
- e) Counterparts; Electronic Signatures and Transmission. This Agreement may be executed in two or more identical counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Parties consent to electronic signatures affixed to documents as though they had been physically signed. Additionally, the Parties consent to the electronic transmission of documents and communication, including any notices required under this Agreement.
- f) Relationship of the Parties. In the performance of their respective duties hereunder, the Parties hereto and their respective employees and agents, are at all times acting and performing as independent contractors of each other (notwithstanding the foregoing, employees of SJCCD and the District may teach college courses as adjunct professors of SJCCD, or through some other teaching arrangement, if such arrangement is approved in advance by the Parties). No Party will have the authority to act for or bind another Party in any respect or to incur or assume any expense, debt, obligation, liability, tax, or responsibility on behalf of or in the name of another Party hereto. Neither Party shall have control over the other Party with respect to its hours, times, employment, etc.

Executed as of the Effective Date:

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Dr. Brenda Hellyer, Chancellor

**SHELDON INDEPENDENT SCHOOL DISTRICT**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix A**

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

**Program Goals**

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

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

- SJCCD Institutional Research Office creates an ISD portfolio for each ISD with pertinent student data, including retention, course A-C success, and completion of certificates and/or degrees; all data are disaggregated by race and ethnicity, gender, and age.



## **Appendix B**

This Appendix B is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and the **Sheldon** Independent School District as of the agreed upon Effective Date. Prior to the commencement of the classes, the College and the District will develop a final course equivalency crosswalk identifying the available courses and course credits that may be earned under this Agreement, including the number of credits that may be earned for each course completed.

### **Crosswalk of Sheldon ISD Courses and SJCCD Courses**

**Appendix C**

**School District Title IX Investigator/Coordinator**

As stated above, **Sheldon** Independent School District ("District") will designate a specific District official that is certified as a Title IX Investigator to serve as the authorized liaison for SJCCD Office of Human Resources. The District official and the College's representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter. Any capitalized terms not otherwise defined in this Appendix shall have the meaning set forth in the Agreement between the Parties.

The District Liaison contact information is as follows:

District Name:

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High School Name:

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Liaison's Name:

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Position Title:

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Contact Phone Number:

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Email:

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## Appendix D

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

The TEA Early College High School (ECHS) Blueprint provides foundational principles and standards for innovative partnerships with colleges and universities. The Blueprint contains mandatory design elements and requirements for meeting outcomes-based measures on data indicators related to access, attainment, and achievement that must be met annually. More information can be found at <https://www.texasccrsm.org/models/echs> and at <https://sites.google.com/apps.sheldonisd.com/sheldonisdechs/home> on the **Sheldon** ECHS web site.

### Benchmark 1: Target Population

The Early College High School shall serve, or include plans to scale up to serve, students in grades 9 through 12, and shall target and enroll students who are at risk of dropping out of school as defined by statute (Texas Education Code (TEC) 29.908) and the Public Education Information Management System (PEIMS) and who might not otherwise go to college.

1. The ECHS recruitment and enrollment processes shall identify, recruit, and enroll the subpopulations of at-risk students (as defined by Texas Education Code (TEC) §29.081 and PEIMS), including, but not limited to, students who have not passed two or more subjects in the foundation curriculum during a semester in the preceding or current school year, students who are of limited English proficiency, or students who have failed a state-administered assessment. Enrollment decisions shall not be based on state assessment scores, discipline history, teacher recommendations, parent or student essays, minimum grade point average (GPA), or other criteria that create barriers for student enrollment.
2. The ECHS shall identify, recruit, and enroll subpopulations (in addition to those who are at risk as defined by PEIMS) that are historically underrepresented in college courses (e.g., first generation college goers, students of low socioeconomic status, English learners, and students with disabilities). The ECHS shall coordinate activities with feeder middle school(s), and higher education partner(s) shall coordinate with the ECHS to participate in recruitment activities to target promotional efforts at priority populations. Enrollment of target student populations should be representative of a district's demographic make-up.
3. The ECHS shall clearly document recruitment and enrollment policies and practices, refining and improving them annually based on data reviews.
4. Recruitment and enrollment processes (including marketing and recruitment plans, materials, and timelines) shall include input from key stakeholders (e.g., parents, community members, higher education partners) and target student populations as described in 1 and 2 above and shall include regular activities to educate students, counselors, principals, parents, and school board and community members.
5. For any ECHS at capacity, the ECHS shall use either a performance-blind, open-access lottery system that encourages and considers applications from all students (all students have an equal opportunity for acceptance, regardless of background or academic performance) or a weighted lottery that favors students who are at risk or who are part of the targeted subpopulations for

the ECHS. Districts are encouraged to standardize lottery practices across campuses implementing the Texas College and Career Readiness School Models (CCRSM).

Products:

- Written lottery procedures
- Written admission policy, and enrollment application
- Written recruitment plan, including a timeline of recruitment and enrollment events, and recruitment materials for distribution at feeder middle schools and other appropriate locations in the community
- Brochures and marketing in Spanish, English, and/or other relevant languages
- Written communication plan for targeting identified audiences (e.g. parents, community members, school boards, higher education personnel, etc.)

### **Benchmark 2: Partnership Agreement**

The Early College High School shall have a current, signed memorandum of understanding (MOU), interlocal agreement (ILA) for each school year that:

- Defines partnership between the school district(s) and the institution(s) of higher education (IHE) and addresses topics including, but not limited to, the ECHS location, transferability, and applicability of college credit between a 2-year and 4-year institution; the allocation of costs for tuition, fees, and textbooks; and student transportation;
- States that the school district or charter in which the student is enrolled shall pay for college tuition (for all dual credit courses, including retakes), fees (including TSI administration fees), and required textbooks to the extent those charges are not waived by the partner IHE;
- Defines an active partnership between the school district(s) and the IHE(s), which shall include joint decision-making procedures that allow for the planning and implementation of a coherent program across institutions; and
- Includes a data-sharing agreement that promotes collaborative interventions with processes for collecting, sharing, and reviewing program and student data to assess the progress of students served by the ECHS.
- Final, signed, and executed MOU/ILA or similar agreement

### **Benchmark 3: P-16 Leadership Initiatives**

The school district and institution(s) of higher education (IHE) partners shall develop and maintain a leadership team that meets regularly (e.g. quarterly or monthly) to address issues of design, implementation, ongoing implementation, and sustainability. Membership should include the Early College High School leader and individuals with decision-making authority from the district(s) and IHE(s). All ECHSs must implement and meet the following requirements:

1. The ECHS shall establish a leadership team that includes high-level personnel with decision-making authority who meet regularly and report to each organization. Regularly scheduled meetings must address the following topics:
  - Identify members and the role each member will play in the design, governance, operations, accountability, curriculum development, professional development, outreach, sustainability, and continuous monitoring and improvement of the ECHS

- Assume shared responsibility (between the school district and the IHE) for annually reviewing the MOU/ILA or similar agreement for necessary revisions
  - Assume shared responsibility (between the school district and the IHE) for meeting annual outcomes-based measures and providing annual reports to their district and IHE boards, as well as to the public.
  - Monitor progress on meeting the Blueprint, including reviewing formative data to ensure the ECHS is on-track to meet outcomes-based measures
  - Guide mid-course corrections as needed
2. The leadership team shall develop long-term strategic priorities for the ECHS program along with a work plan for how to achieve programmatic goals in coordination with district and campus improvement planning. The leadership team shall include and meet regularly—in person and/or virtually—with the leaders from the district and IHE who have decision-making authority to execute changes toward this end.
  3. Sustainability structures shall be identified and implemented to address and minimize the challenges of staff turnover and potential fluctuations in funding.

Products:

- ECHS/IHE leadership meeting agendas
- School board and board of regents' presentations
- Description of each member and role in committee
- Document(s) outlining the strategic priorities for the current academic year and/or long-term priorities of the ECHS partnership

#### **Benchmark 4: Curriculum and Support**

The Early College High School shall provide a rigorous course of study that enables a participating student to receive a high school diploma and complete the Texas Higher Education Coordinating Board's (THECB) core curriculum (as defined by Title 19 of the Texas Administrative Code (TAC) 4.28), obtain certifications, or earn an associate degree, or earn at least 60 credit hours toward a baccalaureate degree during grades 9-12. The ECHS shall provide students with academic, social, and emotional support in their course of study.

1. The ECHS shall provide a course of study that enables participating students the opportunity to complete high school graduation requirements and earn an associate degree or at least 60 semester credit hours toward a baccalaureate degree. A four-year crosswalk must be in place detailing how students will progress toward this goal, including alignment of high school and college level courses. This crosswalk must provide pathways to postsecondary credentials, including Level 1 and/or Level 2 certificate, completion of the Texas Core Curriculum, an associate degree, or a baccalaureate degree and must follow the courses and fields of study listed in the THECB Lower Division Academic Course Guide Manual (ACGM) and/or the Workforce Education Course Manual (WECM).
2. The campus may implement multiple dual enrollment delivery models.
3. The ECHS shall collaborate with their college partner(s) to support students in their course of study.
4. The ECHS shall provide a variety of opportunities for students to earn college credit (e.g., a portfolio approach may include dual credit, Advanced Placement (AP), International

Baccalaureate (IB), OnRamps, CLEP assessments, and local articulation agreements for specific courses in partnership with a local college) with applicability of college credits in mind.

5. The ECHS shall biannually implement structured data review processes designed to identify student strengths and weaknesses and develop individual instructional support plans. The ECHS, in conjunction with the college/university dual credit program specialist(s), shall collaborate and create a plan for students off-track for success in the ECHS program. Support systems shall include infrastructure, resources, and personnel to enable every possibility to retain the student in the ECHS program so that students can obtain high school and college credit.

Products:

- Crosswalk aligning high school and college courses, grades 9 through 12, which enables a student to earn an associate degree or 60 college credit hours toward a baccalaureate degree
- Calendar of family outreach events
- Professional learning community agendas
- Advisory/study skills curriculum material
- Master schedules

### **Benchmark 5: Academic Rigor and Readiness**

The Early College High School shall administer a Texas Success Initiative (TSI) college placement exam (as defined by TAC 4.53) to all accepted ECHS students to assess college readiness, design individual instructional support plans, and enable students to begin college courses based on their performance on the exam.

1. The ECHS shall provide a TSI assessment to accepted students as early as incoming 9th graders (however, not as a prerequisite for admissions to the ECHS).
2. The ECHS is a TSI assessment site, or is in the process of becoming a TSI assessment site, allowing frequent testing and access to raw data that can be used to identify student weaknesses, and create tailored interventions and individualized instructional plans to improve student readiness and success.
3. The ECHS provides a bridge program (an intensive academic preparation program that provides opportunities to strengthen academic skills necessary for high school and college readiness) to prepare students for TSI and provide academic interventions for those who do not pass TSI.

Products:

- Calendar of TSI scheduled test administration dates, sign-up process, and intervention expectations
- Aggregate reports of TSI exam performance
- Tutoring and bridge program schedules
- Bridge program curriculum

### **Benchmark 6: School Design**

The Early College High School must provide a full-day program (i.e., full day as defined in PEIMS) at an autonomous high school (i.e., a high school with ECHS leader assigned to ECHS responsibilities who has scheduling, hiring, and budget authority), an IHE liaison with decision-making authority, and a highly qualified staff with support and training.

1. The ECHS location shall be:

- On a college or university campus, or
  - In a high school—as a standalone high school campus or in a smaller learning community within a larger high school.
2. ECHS staff shall include:
    - An ECHS leader who has autonomy for course and instructor scheduling, staff and faculty hiring, and budget development
    - An IHE liaison with decision-making authority who interacts directly and frequently (in-person or virtually) with the ECHS leader and the dual credit provider
    - Highly qualified ECHS teachers who work directly with the ECHS students, which may include high school faculty who must meet faculty requirements that are set by the regional accrediting association of the community college and/or university to teach college-level courses, instructors for virtual college courses, and instructors for Advanced Placement and International Baccalaureate courses.
    - Counseling/advising staff who may be provided by, or shared with, the IHE partner who support the ECHS students, through activities, such as: coordinating with the IHE for registration, monitoring of students' high school and college transcripts, monitoring of high school and college courses to ensure programmatic requirements for both the high school and the partnering institution are met, and planning for future credentials and career entry.
  3. The ECHS students shall be cohorted for core classes to the extent possible; this does not exclude non-ECHS students from enrolling in the same class.
  4. The ECHS shall implement an annual professional development plan (i.e, calendar of events/activities) for teachers and staff, focused on research-based instructional strategies for increasing rigor and college- and career-readiness, is based on needs assessment of student data, and include both high school and dual credit teachers. Professional development should include, but is not limited to:
    - A mentoring and induction program for newly hired staff, providing them with the instructional and interpersonal skills and capacities needed for success in an ECHS.
    - Opportunities for ECHS teachers and higher-education faculty to receive extensive training and support through regularly scheduled formative peer observations and collaboration opportunities with IHE faculty.
    - Opportunities for joint training among ECHS and higher-education college advisors and faculty (e.g., course requirements and addressing the social and emotional needs of students).
  5. ECHS campuses not located on a college or university campus shall provide students with frequent use of IHE academic and support facilities, such as libraries, labs, advising center, career center, cultural facilities, and sports facilities.

Products:

- Mentor/induction program plans
- Annual training or professional development plan with ECHS and IHE faculty
- ECHS leader/liaison meeting agendas and informational handouts

**Action Item “XXIII”**  
**Regular Board Meeting August 7, 2023**

**Consideration of Approval Authorizing the Chancellor to Negotiate and Execute Alliance Agreement with National Institute for Bioprocessing Research and Training**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees delegate its authority to the Chancellor or her designee to negotiate and execute an agreement with the National Institute for Bioprocessing Research and Training (NIBRT).

**BACKGROUND**

The College has explored options for providing both credit and non-credit training to students to prepare them for employment in the biomanufacturing industry, which is a highly technical growth industry in the Houston region, the state of Texas, and various parts of the United States. NIBRT is a world-wide leader in providing specifically designed curriculum to facilitate the delivery on a growing list of relevant topics within the area of biotechnology, with many specifically in the area of biomanufacturing. This repository of training modules is continuously updated and supplemented with new topics.

Under the contemplated NIBRT agreement, they will provide license to the College to use the NIBRT trademark, know-how, and course materials for the College to be the exclusive provider of training for bioprocessing in the specified multi-state region. They will also provide set-up and quality control services.

This expenditure is procured utilizing the sole source method.

**IMPACT OF THIS ACTION**

Approval by the Board of Trustees will provide the College with a well-developed and maintained curriculum source to facilitate needed trainings to support the preparation of our students for careers in the biomanufacturing industry.

**BUDGET INFORMATION**

All elements related to the agreement with NIBRT have been included in the proposed fiscal year 2024 budget.

**MONITORING AND REPORTING TIMELINE**

The specifics of the final agreement will be reported to the Board when executed.

**ATTACHMENTS**

No attachments included.



**Action Item “XXIII”**  
**Regular Board Meeting August 7, 2023**

**Consideration of Approval Authorizing the Chancellor to Negotiate and Execute Alliance Agreement with National Institute for Bioprocessing Research and Training**

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6100	<a href="mailto:brenda.hellyer@sjcd.edu">brenda.hellyer@sjcd.edu</a>
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**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
PURCHASE RECAP  
August 7, 2023**

<b>PURCHASE REQUESTS AND CONTRACT RENEWALS</b>		
<i>Purchase Requests</i>	<i>Page No.</i>	<i>Amounts</i>
Purchase Request #1 Consideration of Approval of Annual Renewals and Expenditures	3-11	\$ 44,083,150
Purchase Request #2 Consideration of Approval of Purchasing Cooperatives	12-14	700
Purchase Request #3 Consideration of Approval of Expenditure Limits for Professional Services Pool	15-16	4,250,000
Purchase Request #4 Consideration of Approval to Award Architectural Services Pool	17-19	1,000,000
Purchase Request #5 Consideration of Approval to Contract for North Campus Electrical Infrastructure Upgrade	20-21	3,000,120
Purchase Request #6 Consideration of Delegation of Authority to Contract for South Campus Parking Lot No. 9 Reconstruction Project	22	2,700,000
Purchase Request #7 Consideration of Approval to Contract for Media Buying & Placement Services	23-25	2,870,000
Purchase Request #8 Consideration of Approval to Contract for Carpet & Flooring Services	26-27	200,000
Purchase Request #9 Consideration of Approval to Purchase Subscription IT Support Services	28	1,554,304
Purchase Request #10 Consideration of Approval to Renew the Contracts for Flood Insurance	29	255,126
Purchase Request #11 Consideration of Approval for Additional Funds for City Utility Fees and Permits	30	200,000

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
PURCHASE RECAP  
August 7, 2023**

**PURCHASE REQUESTS AND CONTRACT RENEWALS**

<i>Purchase Requests</i>	<i>Page No.</i>	<i>Amounts</i>
Purchase Request #12		
Consideration of Approval to Purchase Graduation Event License	31	160,000
Purchase Request #13		
Consideration of Approval to Purchase Adobe Creative Cloud Licenses	32-33	130,000
Purchase Request #14		
Consideration of Approval of Additional Funds for Printing Services	34	75,000
Purchase Request #15		
Consideration of Approval of Additional Funds for Promotional Items	35	25,000
Purchase Request #16		
Consideration of Approval of Additional Funds for Engineering Services for the Utility Interconnection Assessment of Central Campus Solar PV Project	36-37	140,000
<b>TOTAL OF PURCHASE REQUESTS</b>		<b><u><u>\$ 60,643,400</u></u></b>

**Purchase Request #1**  
**Regular Board Meeting August 7, 2023**  
**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 that exceed \$100,000 from existing suppliers utilizing operational, grants, auxiliary and Bond program budget funds during the 2023-2024 fiscal year. Approved funds will not be expended before the beginning of the 2023-2024 fiscal year. Bond funds may be expended in subsequent fiscal years.

All contract terms that expire prior to the end of the fiscal year shall be reviewed prior to the expiration to determine whether to discontinue, exercise available any remaining renewal options, extend until a new contract has been competitively bid and agreement executed, or utilize an existing contract that meets public procurement bidding requirements. Cooperative contracts are provided for informational purposes and may be replaced with updated or alternate cooperative contracts for the specified vendor as needed to provide the best value for the College. If an alternate cooperative contract is unavailable, use of the specified vendor shall be discontinued.

***Auxiliary Services*** ***\$450,000***

Ben E. Keith Company to provide food distribution services procured through request for proposal (RFP) 19-27. The new term expires August 31, 2024 and is the fifth year of a possible five-year contract. The estimated annual expenditure is \$450,000.

***Continuing and Professional Development (CPD)*** ***\$160,000***

United Training Commercial LLC to provide Online IT Training Services for continuing and professional development (CPD) procured through RFP 20-08. The new term expires August 11, 2024 and is the fourth year of a possible five-year contract. The estimated annual expenditure is \$160,000.

***External Relations*** ***\$850,000***

Greater Houston Partnership to provide advertising services and community partnership opportunities procured through sole source numbers 1404 and 1572. The estimated annual expenditure is \$150,000.

Houston Chronicle to provide advertising services for marketing and legal notices posted by the College procured through sole source number 1194. The estimated annual expenditure is \$450,000.

OpenFortune to provide advertising services for marketing procured through sole source number 1588. The estimated annual expenditure is \$250,000.

**Purchase Request #1**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval of Annual Renewals and Expenditures**

***Facilities Services and Construction***

***\$11,875,000***

A-Rocket Moving & Storage to provide moving services procured through RFP 21-26. The new term expires September 16, 2024 and is the third year of a possible five-year contract. The estimated annual expenditure is \$100,000.

Blue Northern Air Conditioning Inc., to provide heating, ventilation and air conditioning equipment supplies and services. Services procured through Region 5 ESC that expires June 30, 2024. The estimated annual expenditure is \$200,000.

CenterPoint Energy Resources to provide natural gas in the regulated portion of the market as a sole source provider. The estimated annual expenditure is \$100,000.

City of Houston to provide water and sewer services, impact fees, boiler renewals, permits, and inspection fees, as a sole source provider. The estimated annual expenditure is \$600,000.

City of Pasadena to provide trash removal, water, and sewer services as a sole source provider in a restricted market. The estimated annual expenditure is \$400,000.

Constellation NewEnergy, Inc., brokered by Tradition Energy, to provide electricity services procured through OMNIA Partners contract 2018-017 that expires March 31, 2024. The estimated annual expenditure is \$3,700,000.

Construction Masters of Houston to provide job order contracting (JOC) services procured through Choice Partners contract 20/017MR-05 that expires February 25, 2024. The estimated annual expenditure is \$900,000.

D7 Roofing & Metal LLC to provide roof repair services procured through RFP 22-08. The new term expires November 1, 2024 and is the fourth year of a possible five-year contract. The estimated annual expenditure is \$200,000.

Dealers Electrical Supply Company to provide electrical supplies procured through BuyBoard contract number 657-21 that expires November 30, 2024. The estimated annual expenditure is \$200,000.

Enterprise Fleet Management to provide leased fleet vehicles procured through E&I contract CNR-01399 that expires December 31, 2026. The estimated annual expenditure is \$175,000.

ESA Energy Systems Associates, Inc. to provide strategic energy management consultant and design services procured through RFP 19-20. The new term expires August 31, 2024 and is the final year of this contract. The estimated annual expenditure is \$150,000.

Exelon Corporation (dba, Constellation NewEnergy, Inc. – Gas Division, LLC), brokered by Tradition Energy, to provide natural gas in the non-regulated portion of the market procured through OMNIA Partners contract 2018-017 that expires March 31, 2024. The estimated annual expenditure is \$500,000.

**Purchase Request #1**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval of Annual Renewals and Expenditures**

Garrett/Gowan, Inc. to provide heating, ventilation, and air conditioning (HVAC) equipment, repair, and maintenance services procured through Choice Partners contract 22/049MF-10 that expires September 20, 2023, with three one-year renewal options remaining. The estimated annual expenditure is \$600,000.

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 Partners contract R192002 that expire March 31, 2025, and E&I contract CNR01496 that expires December 31, 2024. The estimated annual expenditure is \$600,000.

HVAC Mechanical Services of Texas Ltd, dba Hunton Services, to provide HVAC maintenance services procured through Choice Partners contract 22/049MF-11 that expires September 20, 2026. The estimated annual expenditure is \$300,000.

JAK Environmental LLC to provide exterior building and parking lot pressure washing services procured through BuyBoard contract number 657-21 that expires November 30, 2024. The estimated annual expenditure is \$200,000.

Jamail & Smith to provide JOC services procured through BuyBoard contract number 581-19 that expires March 31, 2024. The estimated annual expenditure is \$250,000.

Johnson Controls, Inc. to provide maintenance and energy management systems, products, and services procured through GSA contracts GS 07F 190CA that expires August 31, 2025, and GS 06F 0060P that expires July 13, 2024. The estimated expenditure is \$200,000.

Lone Star Boilers, LLC to provide repairs and maintenance services for HVAC boilers procured through BuyBoard contract number 638-21 that expires February 29, 2024. The estimated annual expenditure is \$200,000.

Millennium Project Solutions to provide JOC services procured through Choice Partners contract 20/017MR-14 that expires February 25, 2024. The estimated annual expenditure is \$500,000.

Prism Electric to provide electrical maintenance services procured through RFP 20-28. The new term expires August 31, 2024 and is the fourth year of a possible five-year contract. The estimated annual expenditure is \$300,000.

Siemens Industry, Inc. to provide maintenance and energy management systems, products and services procured through GSA contract GS-07F-217CA that expires August 31, 2025 and TIPS contract #220104 that expires March 31, 2027; to provide fire and intrusion alarm monitoring services and life safety systems procured through Sourcewell contract 030421-SIE that expires April 22, 2025; to provide fire protection system inspections and supplies procured through GSA GS07F-217CA that expires August 31, 2025. The estimated annual expenditure is \$800,000.

**Purchase Request #1**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval of Annual Renewals and Expenditures**

Suncoast Resources Inc. to provide gasoline and diesel fuel. Fuel purchases are exempt from competitive sourcing per Texas Education Code §44.031(a). The estimated annual expenditure is \$300,000.

Texas Liqua Tech Services, Inc. to provide roof repair services procured through RFP 22-08. The new term expires November 1, 2024 and is the third year of a possible five-year contract. The estimated annual expenditure is \$200,000.

Waste Management to provide waste disposal services procured through RFP 23-02. The new term expires October 4, 2024 and is the third year of a possible five-year contract. The estimated annual expenditure is \$200,000.

*Fiscal Affairs* **\$3,473,200**

Anaplan Inc to provide budget software services procured through RFP 20-17. The current term expires August 31, 2024 and is the fourth year of a possible five-year contract. The estimated annual expenditure is \$138,000.

Claims Administrative Services, Inc. to provide workers' compensation insurance procured through an interlocal agreement. The estimated annual expenditure is \$502,200.

Harris Central Appraisal District (HCAD) to provide property appraisal services procured through sole source 1115. The estimated annual expenditure is \$ 878,000.

Rogers, Morris, & Grover, LLP to provide legal services. Legal services are exempt from competitive bidding pursuant to Texas Education Code §44.031(f). The estimated annual expenditure is \$100,000.

Spalding, Nichols, Lamp, Langlois LLC (formally Karczewski, Bradshaw, Spalding Law Group) to provide legal services. Legal services are exempt from competitive bidding pursuant to Texas Education Code §44.031(f). The estimated annual expenditure is \$100,000.

Texas Association of School Boards (TASB) Risk Management Fund for unemployment compensation insurance procured through an interlocal agreement. The estimated annual expenditure is \$225,000.

Thompson & Horton LLP to provide legal services. Legal services are exempt from competitive bidding pursuant to Texas Education Code §44.031(f). The estimated annual expenditure is \$450,000.

TouchNet Information Systems Inc. (including Heartland Payment Systems Inc.) to provide merchant card services procured through RFP 20-14. The new term expires August 31, 2024 and is the fourth year of a possible five-year contract. The estimated annual expenditure is \$450,000.

**Purchase Request #1**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval of Annual Renewals and Expenditures**

TouchNet Information Systems Inc. to provide student payment center software procured through RFP 17-10. The term expires August 31, 2024 and is the final year of a seven-year contract. The estimated annual expenditure is \$280,000.

United States Department of Veteran Affairs (Veteran Affairs DMC) for veteran student tuition refunds procured through sole source 1524. The estimated annual expenditure is \$200,000.

Whitley Penn, LLP to provide financial audit services procured through RFQ 20-23. The term expires June 7, 2024 and is the fourth year of a possible five-year contract. The estimated annual expenditure is \$150,000.

***General Operations*** ***\$5,620,000***

AAAH Regional Acquisition LLC dba First Class Transportation to provide charter bus services procured through RFP 20-30. The new term expires August 31, 2024 and is the fourth year of a possible five-year contract. The estimated annual expenditure is \$150,000.

Airgas LLC to provide welding and medical gases procured through E&I contract CNR01362 that expires September 30, 2024. The estimated annual expenditure is \$115,000.

Amazon Capital Services (Amazon Business) to provide a wide array of supplies and books procured through Choice Partners contract 22/045KN-01 that expires August 16, 2024, with three one-year renewal options remaining. The estimated annual expenditure is \$200,000.

Brand IQ to provide promotional items procured through RFP 21-08. The new term expires February 1, 2025 and is the fourth year of a possible five-year contract. The estimated annual expenditure is \$125,000.

College Board to provide Texas Success Initiative (TSI) Assessment tests procured through sole source 1384. The estimated annual expenditure is \$100,000.

Crabtree GLOBO LLC dba GLOBO Language Solutions LLC to provide sign language and video remote interpreting services procured through RFP 22-39. The new term expires August 8, 2024 and is the second year of a possible five-year contract. The estimated annual expenditure is \$350,000.

DatamanUSA LLC to provide temporary staffing services procured through RFP 22-06. The new term expires November 4, 2024 and is the third year of a possible four-year contract. The estimated annual expenditure is \$450,000.

Furniture Marketing Group, Inc. (FMG) and Facility Interiors (FI) to provide furniture and installation services procured through multiple cooperative contracts, of which the primary contract is OMNIA Partners contract 2020000606 that expires December 31, 2024. The estimated annual expenditure is \$500,000.



**Purchase Request #1**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval of Annual Renewals and Expenditures**

Gaumard Scientific Co. to provide science and lab supplies and equipment, through Choice Partners contract #20/051SG-04 that expires September 15, 2024. The estimated annual expenditure is \$300,000.

Konica Minolta Premier Finance and Konica Minolta USA to provide leased copiers procured through the State of Texas Department of Information Resources (DIR) contract DIR-CPO-4439 that expires October 04, 2024. The estimated annual expenditure is \$300,000.

Laerdal Medical Corporation to provide science and lab supplies and equipment through BuyBoard contract #704-23 that expires May 31, 2026. The estimated annual expenditure is \$600,000.

Meador Staffing Services, Inc. to provide temporary staffing services procured through RFP 22-06. The new term expires November 4, 2024 and is be the third year of a possible four-year contract. The estimated annual expenditure is \$800,000.

ODP Business Solutions, formerly Office Depot, to provide general office supplies procured through Purchasing Solutions Alliance contract 21-202-OD that expires October 31, 2026. The estimated annual expenditure is \$400,000.

Pocket Nurse to provide science and lab supplies and equipment procured through BuyBoard contract #704-23 that expires May 31, 2026, and OMNIA Partners Contract #R190201 that expires June 30, 2024. The estimated annual expenditure is \$400,000.

Sheldon Independent School District to provide dual credit and early college high school (ECHS) instructors procured through an interlocal agreement. The estimated annual expenditure is \$130,000.

The Spearhead Group to provide temporary staffing services procured through RFP 22-06. The new term expires November 4, 2024 and is the third year of a possible four-year contract. The estimated annual expenditure is \$300,000.

Verizon Wireless to provide wireless service for phones, wi-fi devices, and tablets procured through DIR contract DIR-TELE-CTSA-003 that expires November 11, 2029, and GSA contract GS-35F-0382T that expires December 02, 2023. The estimated annual expenditure is \$250,000.

VWR International (including Ward's Natural Science and Sargent Welch) to provide science and lab supplies and equipment procured through BuyBoard contract 653-21 that expire October 31, 2024, and E&I contract CNR01459 that expires on June 30, 2028. The estimated annual expenditure is \$150,000.

***Office of Grants Management*** ***\$436,250***

Houston Community College as a subrecipient for the National Science Foundation Louis Stokes Alliances for Minority Participation grant. The estimated annual expenditure is \$336,000.

**Purchase Request #1**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval of Annual Renewals and Expenditures**

William Marsh Rice University as a subrecipient for the National Science Foundation/Hispanic Serving Institution grant. The estimated annual expenditure is \$100,250.

***Instructional Innovation & Support*** ***\$1,340,000***

iBridge Group, Inc. to provide the annual software license and maintenance for the Blackboard online class delivery and web support services procured through DIR-TSO-4236. The estimated annual expenditure is \$1,200,000.

Leapfrog Technologies, Inc. to provide the CourseLeaf catalog tool (CAT) and Curriculum Information Management (CIM) system software programs and the curriculum processes support services. The estimated annual expenditure is \$140,000.

***Information Technology Services (ITS)*** ***\$19,134,200***

Amazon Web Services Inc (AWS) to provide cloud server operations and EC2 servers procured through DIR contract DIR-TSO-4221 that expires June 9, 2025, and DIR-TSO-2733 that expires October 10, 2023. The estimated annual expenditure is \$132,000.

AT&T to provide campus interconnect and telephone services procured through DIR contract DIR-TELE-CTSA-002 that expires November 05, 2029. The estimated annual expenditure is \$360,000.

Avaya Inc. to provide phone system maintenance and support procured through DIR contract DIR-CPO-4644 that expires August 19, 2026. The estimated annual expenditure is \$250,000.

B&H Foto and Electronics to provide photo supplies and equipment procured through E&I contract E&I00221 that expires September 20, 2027. The estimated annual expenditure is \$150,000.

Carahsoft Technology Corporation to provide professional services, IT software, and Salesforce licenses for Customer Relationship Management (CRM) procured through DIR contract DIR-TSO-4162 that expires August 8, 2024, and DIR-TSO-4288 that expires February 21, 2025. The estimated annual expenditure is \$310,000.

CDW Government Inc. to provide annual software maintenance licenses, computer supplies, and equipment, procured through E&I CNR0439 contract that expires July 31, 2027, and OMNIA Partners contract R210401 that expires May 31, 2024. The estimated annual expenditure is \$125,000.

Comcast to provide internet connectivity procured through OMNIA contract 01-98 (formally National Cooperative Purchasing Alliance (NCPA)) that expires July 31, 2024. The estimated annual expenditure is \$160,000.

**Purchase Request #1**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval of Annual Renewals and Expenditures**

CompuCycle Inc. to provide for laptop delivery, retrieval, recovery, and disposal services through the TIPS contract #200105 that expires May 31, 2028. The estimated annual expenditure is \$195,000.

Cornerstone OnDemand, Inc. to provide talent management software including recruiting, learning, and performance procured through DIR contract DIR-CPO-5036 that expires November 15, 2024. The estimated annual expenditure is \$200,000.

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 \$1,900,000.

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 \$1,200,000.

Ellucian to provide annual software licenses and maintenance for the Banner software system, Banner functional and technical consultation, and Banner data implementation services procured through the Texas A&M Corpus Christi Texas Connection Consortium inter-agency agreement. The estimated annual expenditure is \$1,300,000.

Fibertown Houston, LLC to provide cloud interconnect services procured through RFP 22-42A. The term expires September 30, 2025 and is the second year of a possible five-year contract. The estimated annual expenditure is \$125,000.

First American Commercial Bankcorp Inc. to provide computer equipment leasing procured through RFP 19-21. The term expires August 31, 2024 and is the fifth year of a possible seven-year contract. The estimated annual expenditure is \$3,500,000.

Hyland Software Inc. to provide ImageNow software procured through sole source 1468 and Intelligent Capture for Transcripts software maintenance and support procured through Sourcewell contract 090320-HYL. The estimated annual expenditure is \$115,000.

Layer 3 Communications, LLC to provide software, hardware, products, and services for telephone, servers, network, and wireless equipment procured through DIR contracts DIR-TSO-4231 that expires September 14, 2023, which is expected to renew for another term and DIR-CPO-4864 that expires January 26, 2024; TIPS contract 230105 that expires May 31, 2028; and OMNIA Partners contract 01-155 that expires November 30, 2025. The estimated annual expenditure is \$4,171,200.

Modern Campus Inc. dba Destiny Solutions to provide online registration software services procured through RFP 18-08. The new term expires August 31, 2024 and is the final year of this contract. The estimated annual expenditure is \$200,000.

Network Cabling Services (NCS) to provide audio video equipment, cabling and installation services for district-wide projects procured through BuyBoard contract 644-21 that expire May 31,

**Purchase Request #1**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval of Annual Renewals and Expenditures**

2024, and DIR contract DIR-CPO-4782 that expires June 07, 2026. The estimated annual expenditure is \$1,500,000.

RealThink LLC to provide CIO services for the information technology services department. The contract expires September 10, 2024. The estimated annual expenditure is \$360,000.

SHI Government Solutions Inc. to provide maintenance, peripherals, and supplies procured through Sourcewell contract 081419, TIPS contract 230105, and DIR contract DIR TSO-4317 that expire October 30, 2024, May 31, 2028, and April 04, 2024, respectively. The estimated annual expenditure is \$385,000.

Southern Computer Warehouse (SCW) to provide computer supplies and equipment procured through BuyBoard contract 661-22 that expires December 31, 2024, and TIPS contracts 2000105, 210103, and 2000904 that expire May 31, 2028, March 31, 2023, and November 30, 2023, respectively. The estimated annual expenditure is \$200,000.

TeamDynamix to provide service desk information technology services management services procured through RFP 23-09. The current term expires February 28, 2026 and is the second year of a possible five year contract. The estimated annual expenditure is \$180,000.

Texas A&M University Corpus Christi consortium for maintenance of the Ellucian Banner, DegreeWorks, E-Learning, and Recruiter software modules, and consulting services to support Banner XE and Pathways procured through an interagency contract. The estimated annual expenditure is \$2,266,000.

***Lease Agreements*** **\$369,500**

Apartments are leased to provide housing for student athletes on scholarship. Lease agreements are twelve-month terms due to availability and requirements specific to each complex. Leasing of real property is exempt from competitive bidding requirements per the Texas Education Code Chapter 44.

Hawthorne at Preston LLC	\$184,400
Greystar Domain Town Center	\$185,100

***Library Services*** **\$375,000**

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 \$225,000.

Yankee Book Peddler Inc., to provide library books and supplies. Library purchases are exempt from competitive bidding per Texas Education Code §44.0311(c) and §130.0101. The combined estimated annual expenditure is \$150,000.

**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 2023-2024.

**BACKGROUND**

The College participates in various purchasing cooperative programs, group purchasing organizations, government purchasing alliances, interlocal agreements both in and out of the State of Texas. The purpose of the cooperatives is to provide competitive pricing for quality products and services for public institutions belonging to the cooperatives. This allows the College to take advantage of leveraged buying by pooling the purchasing volume of multiple governmental and educational institutions with the aim to obtain the best value. Contracts awarded through these cooperatives are competitively procured in compliance with Texas Education Code §44.031 and are permitted through Texas Government Code §791.011. Most of these agreements also comply with the Code of Federal Regulations (CFR) §2 CFR 200 which is required when spending federal funds.

**IMPACT OF THIS ACTION**

Use of a cooperative to source a purchase is strictly optional. Utilizing these competitively bid contracts saves time and money as these contracts are readily available for use when a need arises and precludes the requirement to initiate a formal solicitation process. Purchases through the cooperatives complies with State bidding laws and College purchasing policies.

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

Goods and services purchased through the cooperatives will be procured utilizing various unrestricted, grant, auxiliary, and bond program funds. Several of the cooperative agencies and respective contracts offer a patronage rebate back to the College based on the cooperative's net income or for qualifying purchases. The cumulative earned rebate in fiscal year 2022-2023 from use of these cooperative contracts was \$111,853.

Texas Education Code §44.0331 requires 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 2023-2024 operating budget. The other co-ops listed do not require a fee to use their services and contracts.

Region 5 Education Service Center	\$600
Texas Comptroller of Public Accounts	\$100

**MONITORING AND REPORTING TIMELINE**

None

## **ATTACHMENTS**

Attachment 1 - Purchasing Cooperative Contract Programs

## **RESOURCE PERSONNEL**

Damon Harris  
Angela Klaus

281-998-6103  
281-998-6327

damon.harris@sjcd.edu  
angela.klaus@sjcd.edu

## Attachment 1

### Purchasing Cooperative Contract Programs and Interlocal Purchasing Agreements

- City of Houston and Metropolitan Transit Authority (Interlocal Agreement)
- Claims Administrative Services (CAS)
- Educational & Institutional (E&I) Cooperative Purchasing
- El Paso County Community College District (Interlocal Agreement)
- Equalis Group Purchasing Program
- First Choice Cooperative (FCC)
- Harris County Department Education (HCDE) – Choice Partners
- Houston-Galveston Area Council (H-GAC)
- National Cooperative Purchasing Alliance (NCPA), obtained by Omnia
- OMNIA Partners
- Provista
- Purchasing Solutions Alliance (PSA)
- Region 2 Education Service Center (ESC) – GoodBuy
- Region 4 ESC – OMNIA Partners, Public Sector
- Region 5 ESC – Southeast Texas Purchasing
- Region 8 ESC – Texas Interlocal Purchasing System (TIPS)
- Region 19 ESC – Allied States Cooperative
- Savvik Buying Group
- Sourcewell
- State of Texas Cooperative Purchasing – Texas SmartBuy
  - (Including Texas Industries for the Blind and Handicapped (TIBH), Texas Correctional Industries (TCI), term contracts, State Travel Management Program (STMP), Texas Multiple Award Schedules (TXMAS))
- Tarrant County Cooperative Purchasing Program
- Texas Association of Community College Business Officers Member Institutions (Interlocal Agreement)
- Texas Association of School Boards (TASB) – BuyBoard
- Texas Comptroller of Public Accounts (ESBD Reporting)
- Texas Department of Information Resources (DIR)
- Texas Investment Provider Selection Committee (TIPSC)
- U.S. General Services Administration (GSA)
  - (Limited to the Cooperative Purchasing Program for purchases of IT, security, and law enforcement products/services; or the Disaster Purchasing Program)

**Consideration of Approval of Expenditure Limits for Professional Services Pool**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure limits to the pool for professional services consisting of engineers and construction technical consultants.

**BACKGROUND**

In April 2023, request for qualifications (RFQ) No. 23-27 was issued to procure professional services in compliance with §2254 of the Texas Government Code. In June 2023, the Board of Trustees approved the award of twenty-one firms as listed below to the pool of professional services:

- ACR Engineering, Inc.
- Alliance Geotechnical Group, Inc.
- Alpha Testing, Inc.
- Armko Industries, Inc.
- Dally + Associates
- E&C Engineering
- Engineered Air Balance Co., Inc.
- Ensign Haynes Whaley
- Facility Programming and Consulting
- HTS, Inc. Consultants
- Infrastructure Associates, Inc.
- JPM Survey Group, LP
- Page Southerland Page, Inc.
- Technical Air Balance Texas
- Terracon Consultants, Inc.
- Walter P. Moore
- West Belt Surveying, Inc.
- Wrightson, Johnson, Haddon, & Williams Inc.
- WSP USA Buildings Inc.
- Wylie Consulting Engineers
- Zero Six Consulting, LLC

**IMPACT OF THIS ACTION**

Engineers and construction-related technical services are required for various construction and facility upgrade projects. Pre-approved expenditure limits for each firm reduces the time required for the development and execution of projects by six weeks or more.

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

Separate contracts will be issued with firms on an “as-needed” basis. The requested firm expenditure authorization is \$250,000 for ACR Engineering, Inc. and \$200,000 for all other firms. The total expenditure of this request is \$4,250,000; however, the College does not guarantee any firms will be engaged for any projects, and funds required for each engagement will be allocated from an approved project or 2023-2024 operating budgets.

**MONITORING AND REPORTING TIMELINE**

Firms will be engaged by facilities and capital projects staff on an “as-needed” basis.



**Purchase Request #3**  
**Regular Board Meeting August 7, 2023**

**Consideration of Approval of Expenditure Limits for Professional Services Pool**

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a pool of architects to provide services for various construction and renovation projects.

### **BACKGROUND**

Architectural services are required to develop designs, construction drawings, and contract documents for construction and renovation projects. Such services are classified as professional services pursuant to §2254 of the Texas Government Code and are awarded based on firms' qualifications.

The previous pool of architects was approved by the Board in June of 2016. In compliance with §2254 of the Texas Government Code, request for qualifications (RFQ) No. 23-26 was issued on April 18, 2023, to refresh this pool. This allows potential new firms to be considered and validates the qualifications of existing providers. Twenty responses were received and evaluated by a team comprised of capital projects and facilities services staff. Based on the evaluation team's scores, it was determined that the needs of the College would be best served by awarding to five firms:

- HKS, Inc.
- Huitt-Zollars, Inc.
- M. Arthur Gensler Jr. & Associates, Inc.
- Page Southerland Page, Inc.
- Pfluger Associates, LP.

### **IMPACT OF THIS ACTION**

Approval of this request will grant the College administration authority to negotiate contracts for future project services based with members of the pool. Assignments will be based on the appropriate match of firm capabilities with project needs as determined by subject matter experts within the College.

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

Separate contracts will be issued with firms on a per project basis. Estimated expenditure with each firm is \$200,000. The total expenditure of this request is \$1,000,000; however, the College does not guarantee any firms will be engaged for any projects. Funds required for each engagement will be allocated from either an approved project budget or 2023-2024 operating budgets.

### **MONITORING AND REPORTING TIMELINE**

Architectural services firms will be engaged on an "as-needed" basis. The award term for the pool of architectural services firms will be for approximately five years.

**Purchase Request #4**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval to Award Architectural Services Pool**

**ATTACHMENTS**

Attachment 1 – Ranking

**RESOURCE PERSONNEL**

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**RFQ 23-26**  
**Architect Services**  
**Attachment 1 – Tabulation**

**QUALIFICATIONS**

#	Vendors	Section 1: Firm Experience	Section 2: Personnel Experience	Section 3: Project Understanding	Section 4: References	Total Points
	<i>Total Points</i>	<i>30.00</i>	<i>30.00</i>	<i>30.00</i>	<i>10.00</i>	<i>100.00</i>
<b>1</b>	<b>Huitt-Zollars</b>	<b>26.25</b>	<b>27.00</b>	<b>26.25</b>	<b>6.32</b>	<b>85.82</b>
<b>2</b>	<b>Page</b>	<b>26.25</b>	<b>25.50</b>	<b>25.50</b>	<b>6.50</b>	<b>83.75</b>
<b>3</b>	<b>HKS, Inc.</b>	<b>22.50</b>	<b>24.38</b>	<b>24.38</b>	<b>7.42</b>	<b>78.67</b>
<b>4</b>	<b>Gensler</b>	<b>21.50</b>	<b>21.75</b>	<b>23.25</b>	<b>7.42</b>	<b>73.91</b>
<b>5</b>	<b>Pfluger Associates, LP</b>	<b>21.50</b>	<b>21.75</b>	<b>23.25</b>	<b>6.81</b>	<b>73.30</b>
6	IBI Group, Inc.	22.20	20.85	21.38	7.41	71.83
7	Joiner Architects, Inc.	21.50	21.38	20.45	6.94	70.26
8	corgan	18.00	20.25	20.07	7.96	66.28
9	Ziegler Cooper Architects	18.50	20.25	19.50	5.88	64.12
10	GPD Group	19.25	18.38	19.70	6.31	63.63
11	OConnell Robertson	17.25	19.50	19.62	6.91	63.28
12	PBK, Inc.	20.51	16.13	20.45	5.88	62.95
13	AUTOARCH Architects, LLC	16.65	18.75	20.03	7.28	62.71
14	DLR Group	19.20	17.48	18.00	6.38	61.05
15	THR3E Design, LLC	18.26	17.63	16.32	7.75	59.95
16	Collaborate PM LLC	17.00	17.63	18.38	6.34	59.34
17	English + Associates Architect	17.25	16.88	15.00	8.00	57.13
18	RdLR Architects	15.75	14.63	17.45	6.44	54.26
19	Powers Brown Architecture	15.50	15.38	15.75	5.68	52.30
20	Prozign Architects	16.76	14.25	15.20	5.23	51.43

**Purchase Request #5**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval to Contract for North Campus**  
**Electrical Infrastructure Upgrade**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Pfeiffer & Son, LTD for the North Campus Electrical Infrastructure Upgrade.

**BACKGROUND**

In February 2021 the Board delegated authority to approve the method of procurement best suited for each construction or renovation project to the Chancellor or her designee. On May 2, 2023, the Chancellor’s designee approved the competitive sealed proposals (CSP) methodology for the North Campus Electrical Infrastructure Upgrade. Detailed plans and specifications developed by ACR Engineering, Inc. were used as part of the documentation package required for public solicitation of construction proposals in accordance with the Texas Government Code §2269.151.

On June 1, 2023, CSP No. 23-30 was issued to solicit construction services for this project. Two responses were received and evaluated by a team comprised of representatives from capital projects and facilities services. The evaluation and ranking of the submittals were based on criteria published in the solicitation. Pfeiffer & Son, LTD received the highest overall score.

**IMPACT OF THIS ACTION**

Execution of this project will improve the reliability of North Campus electrical service, strengthen service against windstorms, and provide reliable electricity for another generation of students. The project includes replacement and relocation of the primary service equipment, as well as the relocation of overhead electrical lines to underground duct banks. Ancillary scope includes relocation of the replacement of end-of-life substations at Buildings N7 and N12.

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

The estimated expenditure for this project is \$3,000,120 including contingency funds and will be funded from the 2015 Bond Program Deferred Maintenance account.

**MONITORING AND REPORTING TIMELINE**

Required equipment will be ordered upon execution of the contract for construction, with construction activities scheduled based on the anticipated delivery of such equipment and the needs of the College. Based on current lead-times, the completion of construction is anticipated by Spring Break of 2025. This project will be managed by capital projects staff.

**ATTACHMENTS**

Attachment 1 – Tabulation

**RESOURCE PERSONNEL**

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

**CSP 23-30**  
**North Campus Electrical Upgrade**  
**Attachment 1 – Tabulation**

**QUALIFICATIONS**

#	Vendors	Section 1: Staffing, Plan, Schedule & Relationship	Section 2: History, Experience, & References	Section 3: Safety	Section 4: Financial Letter & Statements	Total Points
	<i>Total Points</i>	<i>15</i>	<i>15</i>	<i>10</i>	<i>10</i>	<i>50</i>
1	Pfeiffer & Son, LTD	14.15	13.46	5.97	9.42	<b>43.00</b>
2	The Brandt Companies, LLC	8.63	9.34	7.96	7.50	<b>33.43</b>

**FINAL SCORES**

#	Vendors	Qualification Score	Price Score	Price Value	Final Score
	<i>Total Points</i>	<i>50</i>	<i>50</i>		<i>100</i>
1	Pfeiffer & Son, LTD	43.00	50.00	\$2,499,405.00	<b>93.00</b>
2	The Brandt Companies, LLC	33.43	34.93	\$3,578,011.00	<b>68.36</b>

**Purchase Request #6**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Delegation of Authority to Contract for South Campus**  
**Parking Lot No. 9 Reconstruction Project**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to approve a contract with the highest ranked respondent to the public solicitation for the P9 parking lot reconstruction project at the South Campus.

**BACKGROUND**

In February 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or renovation project. In June 2023, the Chancellor's designee approved the competitive sealed proposal (CSP) solicitation method for this construction project. Detailed project plans and specifications developed by Page Southerland Page, Inc. are being used as part of the documentation package required for public solicitation of construction proposals in accordance with the Texas Government Code §2269.151.

CSP No. 23-34 is anticipated to be issued on or around July 31, 2023, to procure construction services for this project. Each response received will be evaluated by a team comprised of representatives from capital projects, facilities services, and Page Southerland Page, Inc. Evaluation and ranking of the submittals will be based on criteria published in the solicitation.

**IMPACT OF THIS ACTION**

Approval of this action will authorize the Chancellor or her designee to contract with the highest ranked respondent so that construction can be expedited to minimize adverse impacts on the Fall semester student experience.

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

The cost of this project is not expected to exceed \$2,700,000. The project will be funded from the 2015 Bond program Deferred Maintenance line.

**MONITORING AND REPORTING TIMELINE**

This project will be managed by Capital Projects staff.

**ATTACHMENTS**

None.

**RESOURCE PERSONNEL**

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

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Steel Advertising for media buying and placement services for the external relations department.

### **BACKGROUND**

The external relations department utilizes an external agency for media buying and placement services to maximize digital and traditional advertising opportunities for the College. Houston is a top eight designated market area (DMA) and is, therefore, an expensive market in which to purchase media. With more than forty colleges, universities, and institutions offering higher education credentials vying for available advertising inventory in Houston, it is imperative that the College partner with an agency who has connections in the market to reach our target audience, promote enrollment and completion, maximize our budget and secure added value media.

The College's media footprint in the Houston DMA includes placements in English and Spanish, across radio, television, and digital platforms. The College utilizes previous media preferences surveys, agency intel tools, as well as audience and demographic studies to make informed decisions about the best placement for college-advertising that delivers a broad mix of media supporting the College brand while generating enrollment.

By utilizing an external agency for media buying and placement services, the College can receive additional value through leveraging with other agency clients and using agency software products. These software products allow agencies to identify opportunities and monitor the various media outlets to ensure they are delivering advertising as specified, within budget, and on time.

Request for proposals (RFP) No. 23-20 was issued on May 1, 2023, to procure media buying and placement services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Sixteen responses were received and evaluated by a team comprised of representatives from marketing, public relations, and outreach and recruiting who determined the proposal submitted by Steel Advertising will provide the best value to the College.

### **IMPACT OF THIS ACTION**

Steel Branding has extensive experience in buying and placing media in the Houston DMA. The external relations department will work with Steel Advertising to develop a strategic and integrated media plan to promote the College in the digital space, and on television and radio, which complement other marketing tactics being conducted in house. Steel Advertising and the team assigned by the external relations department will determine the appropriate key performance indicators for each campaign and will monitor and refine tactics to maximize the allotted budget. Through conversations with their media partners, Steel Advertising has also indicated they can secure an added value of 49 percent (175+ million impressions) for the College. This significantly increases our reach and frequency in the market, within the established annual budget.



**Purchase Request #7**  
**Regular Board Meeting August 7, 2023**

**Consideration of Approval to Contract for Media Buying & Placement Services**

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

The estimated annual expenditure is \$2,870,000 and will be funded from the marketing department's 2023-2024 operating budget and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

The initial term will commence on October 1, 2023 through August 31, 2025 with three one-year renewal options.

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Amanda Fenwick	281-998-6160	amanda.fenwick@sjcd.edu
Melissa Fuqua	281-998-6378	melissa.fuqua@sjcd.edu

**RFP 23-20**  
**RFP Media Buying & Placement Services**  
**Attachment 1 – Tabulation**

**QUALIFICATIONS**

#	Vendors	Section 1: Experience of Firm	Section 2: Experience of Personnel	Section 3: Scope Understanding	Section 4: Media Buying Plan	Section 5: References	Section 6: Price Proposal	Total Points	Short List
	<i>Total Points</i>	20	10	25	20	10	15	100	
1	<b>Steel Advertising</b>	18.32	8.68	22.10	17.20	8.00	7.04	<b>81.34</b>	<b>Yes</b>
2	<b>The Davis Group, Inc.</b>	15.60	7.68	21.30	16.18	8.00	7.28	<b>76.04</b>	<b>Yes</b>
3	<b>Love Advertising</b>	16.60	8.30	20.25	16.24	6.82	7.80	<b>76.01</b>	<b>Yes</b>
4	<b>Carlberg Branding &amp; Advertising</b>	16.80	8.08	18.10	15.04	8.60	7.52	<b>74.14</b>	<b>Yes</b>
5	MediaComp, Inc.	13.76	6.96	17.25	12.44	7.60	6.49	64.50	No
6	Versa Creative	11.84	6.28	15.85	12.20	7.00	9.15	62.32	No
7	EducationDynamics	16.08	8.04	16.75	10.48	6.52	3.41	61.28	No
8	Gilbreath Communications, Inc.	14.48	6.60	16.75	13.56	2.40	6.26	60.05	No
9	mediate.ly	13.36	7.28	19.50	12.64	0.40	4.67	57.85	No
10	AdCellerant d_b_a Techint Labs	12.80	6.80	16.10	12.56	4.32	5.02	57.60	No
11	RO2 Media	11.84	6.92	16.00	10.96	5.40	5.48	56.60	No
12	AlwaysOn Digital, LLC	10.40	4.92	13.60	12.16	6.36	7.30	54.74	No
13	AUDIENCEX	12.80	6.60	15.80	12.24	0.00	4.90	52.34	No
14	Strategies 360	11.96	6.60	14.72	11.88	0.80	4.75	50.71	No
15	VisionPoint Marketing	12.44	4.20	16.50	8.40	0.00	3.20	44.74	No
16	Texas Street Media, LLC	5.60	1.60	8.00	6.00	4.00	1.80	27.00	No

**FINAL SCORES**

#	Shortlist Vendors	Qualification	Presentation	Final Score
	<i>Total Points</i>	100	20	120
1	<b>Steel Advertising</b>	<b>81.34</b>	<b>18.88</b>	<b>100.22</b>
2	Love Advertising	76.01	17.00	93.01
3	The Davis Group, Inc.	76.04	14.00	90.04
4	Carlberg Branding & Advertising	74.14	10.84	84.98

**Purchase Request #8**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval to Contract for Carpet and Flooring Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with AGC Carpet Company for carpet and flooring services for the facilities services department.

**BACKGROUND**

The College maintains building flooring surfaces in order to provide proper acoustics, appropriate appearance, and safe walking and working surfaces. When flooring surfaces wear to the point of needing replacement or remodeling, the College requires services of an outside flooring contractor to repair or replace the floor covering.

Request for proposals (RFP) No. 23-29 was issued on May 25, 2023, to procure carpet and flooring services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Four responses were received and evaluated by a team comprised of representatives from facilities services who determined the proposal submitted by AGC Carpet Company will provide the best value to the College.

**IMPACT OF THIS ACTION**

Properly maintained floors are important for safe operational use and contribute to the aesthetically pleasing image that the College is committed to maintaining. Approval of this contract will allow the College to maintain appropriate and safe flooring surfaces, repair unsafe and damaged conditions, and improve the appearance of College's facilities.

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

The estimated annual expenditure is \$200,000 and will be funded from the facilities services department's 2023-2024 operating budget.

**MONITORING AND REPORTING TIMELINE**

The initial one-year award term will commence on August 8, 2023, with four one-year renewal options.

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ron Andell	281-998-6016	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**RFP 23-29**  
**Carpet & Flooring Services**  
**Attachment 1 – Tabulation**

**FINAL SCORES**

#	Vendors	Section 1: Project Understanding	Section 2: Experience	Section 3: Quality of Flooring	Section 4: References	Price Score	Total Points
	<i>Total Points</i>	25	20	15	10	30	100
1	AGC Carpet Company	16.67	12.00	7.00	5.33	25.09	<b>66.09</b>
2	Azteca Designs, Inc.	19.17	17.33	11.00	6.00	7.89	<b>61.39</b>
3	Texan Floor Service	8.33	8.00	6.00	6.67	25.51	<b>54.51</b>
4	Giant Floor and Wall Covering	5.00	4.00	3.00	5.33	30.00	<b>47.33</b>

**Purchase Request #9**  
**Regular Board Meeting August 7, 2023**

**Consideration of Approval to Purchase Subscription IT Support Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the purchase of support services from Gartner, Inc. for the information technology services (ITS) department.

**BACKGROUND**

Gartner, Inc. is a technological research and consulting firm that shares its research through consulting, executive programs, and conferences. Gartner, Inc. has historically provided services to the College that include professional development and strategic planning support for ITS leaders and staff, impartial vendor assessments that assist in product review and selection, contract review services, peer connections, conferences, and student access to Gartner, Inc.'s online technology research library.

Gartner, Inc. has a contract through the Texas Department of Information Resources (DIR) cooperative contracts program to provide consulting support services, contract DIR-TSO-4099, which complies with competitive procurement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

**IMPACT OF THIS ACTION**

Approval of this request will allow Gartner, Inc. to continue to provide research and consulting services to the ITS department over the next three years.

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

The three-year expenditure for this request is \$1,554,304 and will be funded from the ITS department 2023-2024 operating budget and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

The three-year term will commence on September 1, 2023 through August 31, 2026.

**ATTACHMENTS**

None.

**RESOURCE PERSONNEL**

Rob Stanicic	281-929-4673	rob.stanicic@sjcd.edu
Karen Allen	281-998-6106	karen.allen@sjcd.edu

**Purchase Request #10**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval to Renew the Contracts for Flood Insurance**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the contract renewal of flood insurance policies for all campus buildings through Rick Tinker Insurance Agency.

**BACKGROUND**

All flood insurance policies are issued through the National Flood Insurance Program (NFIP) which standardizes the premium charged by agents for flood insurance coverage. The College has historically purchased the NFIP insurance policies to supplement the flood insurance coverage included in the College's property insurance policy and to offset the higher deductibles associated with the property insurance policy. The additional insurance is also designed to offset the escalating repair costs to buildings and provide coverage for contents damaged by rising water.

Request for proposals (RFP) No. 20-27 was issued April 7, 2020, to procure flood insurance. The Board approved the original contract with Rick Tinker Insurance Agency on June 15, 2020.

**IMPACT OF THIS ACTION**

Approval of this expenditure will authorize Rick Tinker Insurance Agency to assess the flood risk for each of the College's buildings and present recommendations for appropriate coverage levels. Unlike other types of property insurance policies, flood insurance policies are issued on an individual building basis which provides greater flexibility in maximizing cost avoidance relative to the assessed risk for each building.

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

The estimated annual premium for this request is \$255,126 and will be funded from the safety, health, environment and risk management (SHERM) department's 2022-2023 and subsequent operating budgets.

**MONITORING AND REPORTING TIMELINE**

The renewal term will be August 19, 2023 through August 19, 2024, which is the fourth year of a possible five-year award.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
Karen Allen	281-998-6106	karen.allen@sjcd.edu

**Consideration of Approval for Additional Funds for City Utility Fees and Permits**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for city utility fees and permits from the City of Houston.

**BACKGROUND**

In August 2022, the Board of Trustees approved 2022-2023 expenditures for water and sewer services with the City of Houston. The College's use of these services has exceeded the estimated amount. Additionally, increase in expenditure is needed for the use of radio towers. There were 73 radios on hand, and due to the life serviceability of these radios, new devices were needed to assure continued service. New radios were purchased and received, increasing the total handheld and mobile units to 139. During this transition of the new devices the old units remain operational, which increase the use of radio towers.

City of Houston provides impact fees, boiler renewals, permits, inspection fees, water, and sewer services as a sole source in a restricted market and is exempt from competitive bidding per Texas Education Code §44.031(j).

**IMPACT OF THIS ACTION**

The use of police radio is an important part of every officer's day. The police radio is the main source of contact with dispatchers and other officers in emergencies situations. It is one of the most important tools and the main lifeline in volatile, hostile situations for officers. Failure to have properly operational police radios may result in vicarious liability in addition to longer response times for service calls.

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

In August 2022, the Board approved an expenditure of \$400,000 for utility fees, permits, inspections, water, and sewer services. This request will increase the total amount approved by \$200,000 to a total of \$600,000. This expenditure will be funded from the facilities services and police department's 2022-2023 operating budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Sabrina Naulings	281-542-2064	sabrina.naulings@sjcd.edu
Ron Andell	281-542-2016	ron.andell@jscd.edu
Genie Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve an event license contract with the Houston Astros as the venue for the December 2023 graduation ceremony.

**BACKGROUND**

This is a licensing agreement with the Houston Astros to host the College’s fall commencement ceremony at Minute Maid Park on Sunday, December 17, 2023, at 2:00 PM. This will be the ninth San Jacinto College commencement event held at Minute Maid Park and will serve Summer and Fall 2023 semester graduates. The venue can accommodate guest seating of 10,000. Previous commencement attendance at this venue averaged 8,000 guests, 1,200 graduation participants, and 300 faculty.

Leasing of an event venue is precluded from the competitive bidding requirements mandated by Chapter 44 of the Texas Education Code.

**IMPACT OF THIS ACTION**

The Fall 2023 commencement ceremony will host an estimated 1,200 student participants and their guests. Approval of this agreement will provide the College with an appropriately sized venue that can accommodate graduates, faculty, and guests for the fall ceremony.

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

The estimated expenditure for this request is \$160,000. This expenditure will be funded from the student services department’s 2023-2024 operating budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Joanna Zimmermann	281-476-1873	joanna.zimmermann@sjcd.edu
Jesus Bernal	281-476-1875	jesus.bernal@sjcd.edu
Damon Harris	281-998-6103	damon.harris@sjcd.edu



**Purchase Request #13**  
**Regular Board Meeting August 7, 2023**

**Consideration of Approval to Purchase Adobe Creative Cloud Licenses**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the purchase of Adobe creative cloud licenses from JourneyEd.com Inc. for district-wide use.

**BACKGROUND**

In August 2022, the Board of Trustees approved the final year of an agreement with JourneyEd.com Inc. procured through invitation for bid (IFB) No. 20-33 for Adobe Creative Cloud. This suite of products is 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. Continued use of Adobe's Creative Cloud for Enterprise suite is needed for the College's faculty, staff, and students on college-owned computers, including home-use benefits for select students identified by dependent courses.

JourneyEd.com Inc. has a contract with El Paso County Community College (El Paso College) for Adobe creative cloud licenses, and the College has an interlocal agreement with El Paso College. Use of an interlocal contract between two or more local governmental entities is one of the approved methods of procurement for the College in accordance with Texas Education Code §44.031(4).

**IMPACT OF THIS ACTION**

Approval of this purchase will allow the College to continue using Adobe creative cloud products to meet existing and new instructional and administrative needs, provide select availability for student use at home, and allow the information technology services (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 annual expenditure for this request is \$130,000 and will be funded from the ITS department's 2023-2024 operating budget.

**MONITORING AND REPORTING TIMELINE**

El Paso College's agreement has an initial term of three years, with an option to extend for an additional three years, for a maximum term of six years. This request will utilize year one of the initial three-year term, and San Jacinto College services would take place September 1, 2023 through August 31, 2024.

**ATTACHMENTS**

None

**Purchase Request #13**  
**Regular Board Meeting August 7, 2023**

**Consideration of Approval to Purchase Adobe Creative Cloud Licenses**

**RESOURCE PERSONNEL**

Allen Bourque	281-922-3494	allen.bourque@sjcd.edu
Karen Allen	281-998-6106	karen.allen@sjcd.edu

**Purchase Request #14**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval of Additional Funds for Printing Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of printing services from TEnterprises dba 1Vision (1Vision) for the printing of collaterals, signs, and banners for the College.

**BACKGROUND**

In December 2022, the Board of Trustees approved expenditures for printing services with 1Vision. The College's use of these services has exceeded the estimated amount due to multiple print projects which created above normal printing requirements. Projects include the launch of the new mascot, the Promise program, and the College's new website.

Request for proposals (RFP) No. 21-05 was issued in October 2020 to procure printing services for collaterals, signs, and banter. The Board approved a contract award with 1Vision in December 2020.

**IMPACT OF THIS ACTION**

The marketing department produces hundreds of print pieces each year, ranging from recruiting collateral materials to safety signage. Printing services are necessary in aiding the College's recruiting initiatives to ensure enrollment retention and brings awareness to the College and its programs in the community. Printing is utilized for many other purposes such as communicating requirements, safety reminders, and signage for events on campuses.

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

In December 2022, the Board approved an expenditure of \$125,000 for printing services. This request will increase the total amount approved by \$75,000 to a total of \$200,000. This expenditure will be funded by various departments' 2022-2023 operating budget.

**MONITORING AND REPORTING TIMELINE**

The current term is January 25, 2023 through January 24, 2024, which is the second of four one-year renewal options.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Janet Cowey	281-991-2603	janet.cowey@sjcd.edu
Melissa Fuqua	281-998-6378	melissa.fuqua@sjcd.edu

**Purchase Request #15**  
**Regular Board Meeting August 7, 2023**  
**Consideration of Approval of Additional Funds for Promotional Items**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of promotional items from Brand IQ for college-wide use.

**BACKGROUND**

In August 2022, the Board of Trustees approved expenditures for promotional items with Brand IQ. The College's need of promotional items has exceeded the estimated amount due to the purchase of t-shirts promoting the College's new mascot, t-shirts for the MindTrekks event, polo shirts for commencement staff, and high quantities of various items such as banners, lanyards, and tote bags.

Request for proposals (RFP) No. 21-08 was issued in November 2020 to procure promotional items for all departments. The Board approved a contract award with Brand IQ in February 2021.

**IMPACT OF THIS ACTION**

Promotional items are a positive and effective tool for advertising and reaching prospective students, and the ability to keep providing promotional items is a necessary part of marketing the College's brand.

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

In August 2022, the Board approved an expenditure of \$100,000 for promotional items. This request will increase the total amount approved by \$25,000 to a total of \$125,000. This expenditure will be funded from the various departments' 2022-2023 operating budget.

**MONITORING AND REPORTING TIMELINE**

The current term is February 2, 2023 through February 1, 2024, which is the second of four one-year renewal options.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Amanda Fenwick	281-998-6160	amanda.fenwick@sjcd.edu
Melissa Fuqua	281-998-6378	melissa.fuqua@sjcd.edu

**Purchase Request #16**  
**Regular Board Meeting August 7, 2023**

**Consideration of Approval of Additional Funds for Engineering Services for the  
Utility Interconnection Assessment of Central Campus Solar PV Project**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the contract with Power Tech Engineers, Inc. (Power Tech) for assistance in gaining approval from CenterPoint Energy (CenterPoint) to interconnect the existing solar photovoltaic (Solar PV) system at Central Campus to the CenterPoint Distributed Generation Portal.

**BACKGROUND**

In June 2020, the College's general contractor, Tellepsen Builders, executed a Design Build agreement with Sunfinity LLC (Sunfinity) for the installation and start-up of a Solar PV system as part of the Central Campus Anderson-Ball Building renovation project. In May 2021, Sunfinity submitted their plans for the Solar PV system to the City of Pasadena and CenterPoint. In July 2021, Sunfinity received comments back from CenterPoint and adjusted their design drawings accordingly. In November 2021, Sunfinity submitted amended plans and the completed request for interconnection and parallel operation to the CenterPoint Distributed Generation Portal. On December 14, 2021, CenterPoint responded to the College's representative indicating they had reviewed and approved the design as submitted. Based on this response, a purchase order was issued to CenterPoint for the required interconnection study.

From December 2021 through March 2023, Sunfinity, the College, and ACR Engineering (ACR) engaged in correspondence and meetings with CenterPoint in an effort to meet the interconnection criteria. In March 2023, the College contracted with a specialist consultant, Power Tech, to assist ACR in identifying and resolving any remaining CenterPoint concerns. The original contract value with Power Tech was less than the Board approval threshold. On July 14, 2023, Power Tech informed the College they anticipated a need for an additional scope and funds to complete the project, increasing the contract value over the Board approval threshold.

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

**IMPACT OF THIS ACTION**

Approval of this request will allow for the completion of all remaining simulations and calculations reasonably anticipated from CenterPoint, to gain approval for the Solar PV system to be brought online, saving the College approximately \$40,000 per year in electrical costs. To date, the inability to operate the system has cost the College approximately \$62,000 in additional energy charges.

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

The estimated total expenditure for this request, including previously received services, is \$140,000 and will be funded from the 2015 Bond Program.

**Purchase Request #16**  
**Regular Board Meeting August 7, 2023**

**Consideration of Approval of Additional Funds for Engineering Services for the  
Utility Interconnection Assessment of Central Campus Solar PV Project**

**MONITORING AND REPORTING TIMELINE**

Capital projects staff is monitoring this project.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Item "A"**  
**Regular Board Meeting August 7, 2023**

**Approval of the Minutes for the June 5, 2023, Workshop and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the June 5, 2023, Workshop and Regular Board Meeting.

## San Jacinto College District Board Workshop June 5, 2023

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 5:30 p.m., Monday, June 5, 2023, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

### MINUTES

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr. Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Mandi Reiland, Teri Zamora
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Chair Flickinger called the workshop to order at 5:30 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Board Chair Flickinger conducted a roll call of the Board members:  Michelle Cantú Wilson Erica Davis Rouse Marie Flickinger Dan Mims John Moon, Jr. Keith Sinor (absent) Dr. Ruede Wheeler Larry Wilson
<b>III.</b>	<b>Update on State and Federal Legislative Sessions and the Texas Commission on Community College Finance</b>	Brenda provided an update on the State and Federal legislative sessions.  On the Federal side, Dr. Alexis Rudd, professional staff with the Senate Committee on Commerce, Science, and Transportation with ranking member Ted Cruz, came to the San Jac Maritime Center for a tour and conversation on Thursday, May 25 with Dr. Ken Tidwell. She previously worked with Senator Roger Wicker from Mississippi and assisted with creating the authorization for the Maritime Centers of Excellence program.



		<p>We continue to work with members of Congress to fund the Maritime Centers of Excellence program.</p> <p>On the State side, the regular session of the Texas Legislature ended on May 29, 2023. Governor Abbott immediately called the legislature back to a special session dealing with the topics of property tax relief and the border. On Tuesday, May 30, the House passed its version of property tax relief and migrant smuggling and then adjourned the House from the special session pending messages, bill signing, and administrative tasks.</p> <p>The Senate will continue to meet regarding the priorities listed by the Governor, but because the House has adjourned, the House chamber cannot meet for the rest of the special session. This leaves the Senate with two options: accept the version of bills the House passed or not pass any bills this special session. In news reports, it does appear that the Governor favors the House version of the property tax bills.</p> <p><b>House Bill (HB) 8</b> – This is the authorizing bill for the new funding model for community colleges. It passed unanimously in the Senate after passing with only one nay vote in the House. HB 8 is on its way to the Governor’s desk to be signed. It is noncontroversial and barring any issues, should be signed. The Texas Higher Education Coordinating Board has assembled a team to work out the details of the bill and Teri Zamora is serving on that committee.</p> <p><b>Senate Bill (SB) 15</b> – This bill is related to requiring students in public higher education institutions who compete in athletic competitions to compete based on their biological sex at birth. This bill has passed both the House and Senate and is on its way to the Governor for signature.</p> <p><b>SB 17</b> – This is known as the Diversity, Equity, and Inclusion (DEI) bill and prohibits institutions of higher education from having DEI offices or policies. Brenda has a call with Lisa Brown to get clarification on what this bill will mean for the College.</p> <p>Erica Davis Rouse questioned if SB17 will conflict with federal requirements.</p>
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		<p>Brenda responded that there were some exceptions for institutions with federal programs and grants. We are working on getting clarification on what these exceptions mean specifically. San Jacinto College has several federal contracts so we will have to monitor how this affects that work.</p> <p><b>SB 412</b> – This bill creates protections for pregnant or parenting students. Students must be allowed a leave of absence with access to course materials and the ability to make up tests due to pregnancy or parenting interference. The bill requires a policy and requires the institution to create a point of contact for a student requesting protection or accommodation. This bill was signed by the Governor on May 19, 2023, and goes into effect on September 1, 2023.</p> <p>Erica inquired if the College currently has a policy for pregnant students. Brenda responded that we do not currently have a policy.</p> <p><b>SB 1887</b> – This bill requires early college high schools (ECHS) to enroll students in either an applied associate degree program or an academic associate degree program with an embedded field of study to ensure that students complete a degree that will either be directly applicable to the workforce or will transfer and count toward a bachelor's degree. The College already has ECHS programs that align with this requirement but will be monitoring this.</p> <p><b>Texas State Technical College (TSTC)</b> – There were multiple bills filed to allow TSTC to expand campuses into areas outside of their current ten locations. None of these expansions are in the College’s area. There was also a bill to expand statewide that did not pass.</p> <p>TSTC had requested a funding endowment of \$1.5 billion to create a Manufacturing and Technical Workforce Operations Fund for capital projects and equipment purchases related to educational programs offered by TSTC and the Lamar State Colleges. This request did not receive approval.</p> <p>Larry Wilson asked where TSTC’s nearest competition to the College is located.</p>
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		<p>Brenda responded there is a TSTC campus by Wharton Community College.</p> <p><b>HB3</b> – This is a school safety bill. There was concern if this bill would impact ECHS located on college campuses, so we are waiting for guidance around this.</p> <p>The Texas Legislature will continue meeting in multiple special sessions. The first was already called as reported above. We are hearing that several more will be called to finish work not completed in the regular session.</p>
<p><b>IV.</b></p>	<p><b>Update on Enrollment</b></p>	<p>Teri provided an update on summer and fall enrollment. The College’s headcount enrollment is currently up 7.3 percent compared to summer 2022 and down 2.2 percent compared to summer 2020. Enrollment for the past four years was illustrated to show the difference between pre-COVID and post-COVID enrollment numbers.</p> <p>She also provided an update on fall enrollment. The College’s headcount enrollment is up 11.6 percent compared to last year and down 3.3 percent compared to fall 2020. The College is up more in contact hours due to the 12-hour requirement for the Promise Program.</p> <p>Dr. Ruede Wheeler asked how the next Promise Program cohort is looking. Brenda responded that the numbers are currently up. We currently have approximately 5,000 high school graduates in the application process. We will have more data on the Promise Program in September.</p> <p>Erica asked if Promise students receive financial support if they take courses in the summer. Brenda responded that as long as they remain in good standing by taking at least twelve credit hours during the previous Fall and Spring semesters, then Promise will also fund them to attend in the summer.</p> <p>Erica asked if we are close to the projections that the administration had for the Promise Program when implementing it. Teri responded that more students in the first cohort did not qualify for financial aid which ended up increasing costs to the program. The final outcome will depend on the number of students who persist and complete the Promise Program.</p>

		<p>Brenda added that there are also extra dollars being funded for the Texas Education Opportunity Grant (TEOG) with the passing of HB 8, so we are looking at how to use these funds in addition to Promise dollars in the San Jacinto College Foundation to assist with the finding model.</p> <p>Brenda commented on course delivery modalities. This summer, the College is approximately 15 percent face-to-face in academic courses and in the high 60's for technical courses. For the fall semester, we are over 60 percent face-to-face in academic courses which is an increase from last fall.</p>
<p>V.</p>	<p><b>Update on Development of Fiscal Year 2024 Budget</b></p>	<p>Teri Zamora presented on the Fiscal Year (FY) 2024 Budget. She reviewed budget goals and assumptions.</p> <p><b>Goals</b></p> <ul style="list-style-type: none"> <li>• Ensure long term viability of the College to serve students and the community</li> <li>• Facilitate stable College workforce via Performance Management process and commensurate pay increases</li> <li>• Support recommendations from the Job Evaluation Study for faculty and staff</li> <li>• Support growth in student support services, enrollment, and completion</li> <li>• Provide internal deferred maintenance and instructional equipment funding</li> <li>• Absorb continuing Higher Education Emergency Relief Funds (HEERF) positions and operating costs</li> <li>• Adjust hourly rates to remain competitive for adjunct and part-time staff pay</li> </ul> <p><b>Assumptions</b></p> <ul style="list-style-type: none"> <li>• Achieve clarity in coming months in revenue streams such as state allocations (new funding model) and property tax revenues (awaiting final tax base)</li> <li>• Align strategic spending with annual priorities for fiscal year 2024</li> </ul> <p>The College is currently participating in a job evaluation study for staff grades 32 and below and faculty.</p>

		<p>Preliminary information from this study should be received over the summer. The intent is to make competitive pay adjustments and reset paygrades and pay structures that are assigned to the various salary grades. Recommendations will be evaluated with the intent to implement as much as possible on November 1, 2023.</p> <p>Teri provided highlights of the new State funding model. This model has two finding formulas: base tier formula providing base funding for colleges with full-time equivalent enrollment less than 5,000 and performance tier formula which rewards outcomes aligned with regional and state education and workforce needs. The model also establishes the Financial Aid for Swift Transfer (FAST) program to cover costs for educationally disadvantaged students enrolled in dual credit courses at participating institutions of higher education. Participation in FAST means the College will receive an allotment for dual credit students who are eligible to receive free and reduced lunch. The funding model also increases allotment of TEOG and allows Pell funds to be used as matching funds for TEOG funds.</p> <p>Teri provided an overview of the budget timing with a Board strategic planning retreat being held in July and approval of the budget occurring at the August Board Meeting.</p>
<p><b>VI.</b></p>	<p><b>Discuss Proposal to Increase Residential Homestead Exemption</b></p>	<p>Brenda explained that a request to increase the residential homestead exemption is included in tonight’s Board action items. As Teri and Brenda have been reviewing property tax valuations, they continued to see residential valuations increasing substantially. The College has increased the senior and disabled exemption several times, but there have been no changes to the residential homestead exemption. The residential exemption requirement for community colleges allows for a minimum \$5,000 exemption or one percent of assessed value. The original thought was to increase the \$5,000 minimum to help the lower value property owners in the College’s taxing district, but we found that is not allowed.</p> <p>Teri explained she researched other options and compared San Jacinto College’s residential homestead exemption to other local community college. She provided an overview of her findings. The College was lower on the homestead</p>

		<p>exemption percentage compared to what other colleges allowed but has the highest value on the over 65 and disabled exemption. The proposal is to increase the homestead exemption to five percent or \$5,000, whichever is greater and review the homestead exemption rate annually. Five percent was chosen as a starting point and should be monitored annually. Teri provided a breakdown of how this proposal will affect homestead exemptions over the broad range of appraised home values.</p> <p>The Board members were supportive of this item.</p>
<b>VII.</b>	<b>Discuss Board Oath of Office and Officers Election Process</b>	<p>Brenda explained the flow of the Board meeting and when the Oath of Office and officers' election process will take place. Mrs. Erica Davis Rouse will be sworn in first as position one, and Dr. Michelle Cantú Wilson will be sworn in next. Each incoming and outgoing board member's guests will have reserved seating.</p>
<b>VIII.</b>	<b>Review of Calendar</b>	<p>Brenda reviewed the calendar with the Board and asked them to let Mandi Reiland know if they would like to attend any of the listed events.</p>
<b>IX.</b>	<b>General Discussion of Meeting Items</b>	<p>Larry Wilson asked for clarification on the purchase request to approve the renewal of contract for bookstore operations and he asked what the College makes from this contract.</p> <p>Brenda responded that we receive approximately \$1.2 million in bookstore commission revenue.</p> <p>Teri replied that this purchase request is for the amount that will cover the funds returned to Barnes and Noble for the purchases by students that are funded through various sources but mostly restricted financial aid funds on behalf of students.</p> <p>Brenda added that we are doing a one year extension with the intention that in the fall we will have a better handle and do a reassessment of bookstore operations and will likely start a bidding process.</p> <p>Larry also asked about Purchase Request 8 on catering services.</p> <p>Brenda replied that during the budget development process, expenses to be used for catering are estimated but this year we hosted a College-wide employee celebration event that was not planned prior to budget adoption.</p>

<b>X.</b>	<b>Adjournment</b>	Chair Flickinger adjourned the meeting at 7:02 p.m.
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**San Jacinto College District  
Regular Board Meeting Minutes**

**June 5, 2023**

**The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, June 5, 2023, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas for a regularly scheduled Board Meeting.**

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

**Chancellor:** Brenda Hellyer

**Others Present:**

Vanessa Ayala Medina	Oscar González	Mandi Reiland
Garrett Ballard	Paola Gonzalez Fusilier	Heather Rhodes
Rhonda Bell	Trey Hall	Shelley Rinehart
Danielle Bible	Jennifer Halvorson	Willie Rios
Robert Cage	Steven Halvorson	Bobby Rouse
Teri Crawford	Damon Harris	Eddy Ruiz
Crystal Dávila	Ana Hernandez	Joe Soto
Gloria Davis	Amy Hinojosa	Rob Stanicic
Kim DeLauro	Angel Hinojosa	Joe Stephens
Destry Dokes	Bo Hopper	Ken Tidwell
Chris Duke	Carin Hutchins	Sonia Townsend
Dianne Duron	Charlotte Jackson	Victor Trevino III
Jonathan Estrada	Bryan Jones	Daniel Villanueva Jr.
Amanda Fenwick	Sallie Kay Janes	Roger Watkins
Johnny Fusilier	Matt Keim	Karen Wheeler-Hall
Jerry Garcia	Timeteo Modrow	Niki Whiteside
Rachel Garcia	Courtney Morris	Van Wigginton
Andy Garcia	Kevin Morris	Laurel Williamson
Lara Garib	Andrea Nguyen	Charles Wilson
Melissa Garza	Marin Perez	Infa Wilson
Scott Gernander	Kyle Pierce	Brock Wilson
Robert Glover	JR Ragaisis	Teri Zamora
George González	Sandra Ramirez	

**Call the Meeting to order:** Chair Flickinger called the regular meeting of the Board of Trustees to order at 7:05 p.m.



Note: There were issues with the streaming services, so the Board meeting was streamed but unable to record.

**Roll Call of Board Members:**

Chair Flickinger conducted a roll call of the Board members:

Erica Davis Rouse  
Marie Flickinger  
Dan Mims  
John Moon, Jr.  
Keith Sinor (absent)  
Dr. Ruede Wheeler  
Larry Wilson

Newly elected trustee, Dr. Michelle Cantú-Wilson was in attendance and was sworn in as a new Board member later in this meeting.

**Invocation and Pledges to the Flags:**

The invocation was given by Dr. Laurel Williamson. The pledges to the American flag and the Texas flag were led by Larry Wilson

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

1. Dr. Brenda Hellyer recognized the elected officials in attendance.

**Student Success Presentations:**

1. George González presented on the Texas Higher Education Coordinating Board Almanac.

**Communications to the Board:**

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

1. May Opportunity News
2. June Opportunity News
3. Summer 2023 Senior Focus

**Public Comment:**

There were no citizens signed up to speak before the Board.

**Informative Reports:**

Chair Flickinger indicated such reports were available in the Board documents and online.

- A. San Jacinto College Financial Statements
  - a. San Jacinto College Monthly Financial Statements April 2023
  - b. San Jacinto College Monthly Investment Report April 2023
- B. San Jacinto College Foundation Financial Statements
- C. Capital Improvement Program
- D. San Jacinto College Board Building Committee Minutes

**Statement of Officer and Oath of Office Administered to**

Judge Joe Stephens swore in re-elected Trustee, Erica Davis Rouse, for Position 1. Representative Ana Hernandez swore in newly elected Trustee, Dr. Michelle Cantú-Wilson, for Position 2.

**Recently Elected Trustees**

**Motion 10274  
Consideration of  
Approval of Election  
of Officers for the  
Board of Trustees**

Motion was made by Larry Wilson, seconded by John Moon, Jr., for approval of the election of the current slate of officers for the Board of Trustees.

Chair – Marie Flickinger  
Vice Chair – John Moon, Jr.  
Secretary – Keith Sinor  
Assist Secretary – Erica Davis Rouse

Motion Carried.

Yeas: Cantú-Wilson, Davis Rouse, Flickinger, Mims, Moon, Jr., Wilson  
Nays: None

**Motion 10275  
Consideration of  
Approval of a  
Resolution Bestowing  
the Title of Trustee  
Emeritus on Dr.  
Ruede M. Wheeler**

Motion was made by John Moon, Jr., seconded by Larry Wilson, for approval of a Resolution Bestowing the Title of Trustee Emeritus on Dr. Ruede M. Wheeler.

Motion Carried.

Yeas: Cantú-Wilson, Davis Rouse, Flickinger, Mims, Moon, Jr., Wilson  
Nays: None

Provost Van Wigginton provided comments about Dr. Ruede Wheeler and presented him with a College Monument Award.

**Motion 10276  
Consideration of  
Approval of  
Amendment to the  
2022-2023 Budget for  
Restricted Revenue  
and Expenses  
Relating to Federal  
and State Grants**

Motion was made by Erica Davis Rouse, seconded by Larry Wilson, for approval of Amendment to the 2022-2023 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Motion Carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Wilson  
Nays: None

**Motion 10277  
Consideration of  
Approval of Policy  
IV.4000.P Tuition  
Reimbursement and  
Spouse/Dependent  
Tuition Discount –  
Second Reading**

Motion was made by Erica Davis Rouse, seconded by Dan Mims, for approval of Policy IV.4000.P Tuition Reimbursement and Spouse/Dependent Tuition Discount – Second Reading.

Motion Carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Wilson  
Nays: None

**Motion 10278  
Consideration of a  
Resolution to  
Approve Increase in  
Ad Valorem Tax  
Homestead  
Exemption**

Motion was made by John Moon, Jr., seconded by Dan Mims, for approval of a Resolution to Approve Increase in Ad Valorem Tax Homestead Exemption.

Motion Carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Wilson  
Nays: None

**Motion 10279  
Consideration of  
Approval  
Memorandum of  
Understanding with  
Clear Creek ISD to  
Continue the Clear  
Horizons Early  
College High School**

Motion was made by Larry Wilson, seconded by Dan Mims, for approval Memorandum of Understanding with Clear Creek ISD to Continue the Clear Horizons Early College High School.

Motion Carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Wilson  
Nays: None

**Consideration of  
Approval of Annual  
Review of the  
College's Investment  
Policy and Strategy -  
First Reading  
(Informational Item)**

Consideration of Approval of Annual Review of the College's Investment Policy and Strategy - First Reading (Informational Item)

No vote required.

**Motion 10280  
Consideration of  
Purchasing Requests**

Motion was made by Dr. Michelle-Cantú-Wilson, seconded by Erica Davis Rouse, for approval of the purchasing requests.

Purchase Request #1 Consideration of Approval to Award Professional Services Pool	\$-
Purchase Request #2 Consideration of Approval of Additional Funds for Central Campus Marcom Capital Renewal	150,000
Purchase Request #3 Consideration of Approval of Additional Funds for Interior LED Lighting Retrofit Project	75,000
Purchase Request #4 Consideration of Approval to Renew the Contract for Bookstore Operations	6,000,000
Purchase Request #5	

Consideration of Approval to Contract for Mass Communication and Emergency Notification Services	226,227
Purchase Request #6 Consideration of Approval to Purchase Electronic Access Control	200,000
Purchase Request #7 Consideration of Approval to Purchase Portable Radios	134,756
Purchase Request #8 Consideration of Approval of Additional Funds for Catering Services	100,000
Purchase Request #9 Consideration of Approval of Funds for Customer Relationship Management Solution Contract	215,000
Purchase Request #10 Consideration of Approval of Additional Funds for Fortune Cookie Marketing Campaign	<u>150,000</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$7,250,983</b>

Motion Carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Wilson  
Nays: None

**Motion 10281  
Consent Agenda**

Motion was made by Larry Wilson, seconded by John Moon, Jr., to approve the consent agenda.

- A. Approval of the Minutes for the May 1, 2023, Workshop and Regular Board Meeting
- B. Approval of the Minutes for the May 16, 2023, Special Board Meeting
- C. Approval of the Budget Transfers
- D. Approval of Personnel Recommendations, 2022-2023 Part-Time Hourly Rate Schedule, and Extra Service Agreements
- E. Approval of the Affiliation Agreements
- F. Approval of the Next Regularly Scheduled Meeting on August 7, 2023

Motion Carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Wilson  
Nays: None

**Items for Discussion/  
Possible Action**      There were no additional items discussed.

**Adjournment:**              Chair Flickinger adjourned the meeting at 7:45 p.m.

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve budget transfers for May and June 2023 which have been made in accordance with appropriate accounting procedures.

## **BACKGROUND**

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

## **IMPACT OF THIS ACTION**

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

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

This request is a reclassification of existing authorizations.

## **MONITORING AND REPORTING TIMELINE**

None

## **ATTACHMENTS**

Attachment 1 – May Budget Transfers

Attachment 2 – June Budget Transfers

## **RESOURCE PERSONNEL**

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

SAN JACINTO COLLEGE DISTRICT  
 Budget Transfers Related to Fiscal Year 2022-23  
 for May 2023

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 1,129	\$ 4,400
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 4,400	\$ 22,893
STUDENT SERVICES	\$ -	\$ 112,533
INSTITUTIONAL SUPPORT	\$ 130,751	\$ 424,366
PHYSICAL PLANT	\$ 427,912	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	<b>\$ 564,192</b>	<b>\$ 564,192</b>

SAN JACINTO COLLEGE DISTRICT  
 Budget Transfers Related to Fiscal Year 2022-23  
 for June 2023

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 421,810	\$ 165,862
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 11,595	\$ 179,979
STUDENT SERVICES	\$ 694	\$ 326,423
INSTITUTIONAL SUPPORT	\$ 230,371	\$ 83,442
PHYSICAL PLANT	\$ 199,637	\$ 108,400
AUXILIARY ENTERPRISES	\$ -	\$ -
	<b>\$ 864,107</b>	<b>\$ 864,107</b>



**RECOMMENDATION**

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

**North Campus**

Department

Affiliation Entity

Nursing

The University of Texas at Tyler (Affiliation Agreement)

Nursing

The University of Texas at Tyler (Program Agreement)

Medical Assisting

Summerwood Family Clinic

Medical Assisting

Houston Methodist Physician Organization

Medical Assisting

Gulf Coast Urology

Health Information Management

UTMB

Health Information Management

The Methodist Hospital

**South Campus**

Department

Affiliation Entity

Occupational Therapy Assistant

CHI St. Luke’s Health Baylor College of Medicine Medical Center

Vocational Nursing and LVN/Paramedic to RN Transition

Clear Creek ISD

Physical Therapy Assistant

Functional Pathways

Physical Therapy Assistant

Premier Pediatric Therapy

Physical Therapy Assistant

Theramedic Rehab

Pharmacy Technician

Revive RX

Pharmacy Technician

Pearland Unicare Pharmacy

Occupational Therapy Assistant

RiverKids Pediatric Home Health

**Central Campus**

Department

Affiliation Entity

**Item “D”  
Regular Board Meeting August 7, 2023  
Approval of the Affiliation Agreements**

Eye Care Technology	Pasadena Eye Associates
Medical Imaging	The Breast & Imaging Center
Medical Laboratory	East Houston Medical Center
Nursing	Liberty Dayton Medical Center
Respiratory Care	Methodist Hospital
Surgical Technology	ROC ASC, LLP
<b><u>District-wide</u></b>	
<u>Department</u>	<u>Affiliation Entity</u>
Allied Health Programs	HCA Gulf Coast Division, Inc.

**RATIONALE**

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

**FISCAL IMPLICATIONS TO THE COLLEGE**

N/A

**CONTACT PERSONNEL**

Daniel J. Snooks, Attorney		
Laurel Williamson	281-998-6184	laurel.williamson@sjcd.edu

**Item “E”**  
**Regular Board Meeting August 7, 2023**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, September 11, 2023.