

***Board of Trustees  
Meeting***

***June 6, 2022***

**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 5:15 p.m., Monday, June 6, 2022, 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.
- IV. Reconvene in Open Meeting**
- V. Review Draft 2022-2023 Annual Priorities**
- VI. Review Status of Mascot Selection Process**
- VII. Discuss Letters of Intent for 2022-2023 Softball Team**
- VIII. Update on Fiscal Year 2023 Budget**
- IX. Update on Energy Savings Measures**
- X. Update on Summer and Fall Enrollment**
- XI. Update on State and Federal Legislative Sessions**
- XII. Review of Calendar**
- XIII. General Discussion of Meeting Items**
  - a. Additional Purchasing Support Documents

## **XIV. 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, June 1, 2022, 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, June 6, 2022, 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 June 6, 2022. 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**

Clear Horizons Early College High School 2022 Partner of the Year      Laurel Williamson

Recognition of San Jacinto College Phi Theta Kappa Advisor and      Aaron Knight  
Student Awards

Recognition of the Softball Team for Advancing to the      Allatia Harris  
National Tournament

Recognition of the Baseball Team for Advancing to the National Tournament	Allatia Harris
Recognition of Tom Arrington for 1000 Wins as Head Coach	Allatia Harris
Faculty Senate 2021-2022 Update	Sherilyn Reynolds

**V. Student Success Presentations**

Open Books and Distance Learning Report	Niki Whiteside
Texas Higher Education Coordinating Board Almanac/Accountability System 2021 Report	George González

**VI. Communications to the Board of Trustees**

**VII. Public Comment**

**VIII. Informative Reports to the Board**

- A. San Jacinto College Financial Statements
  - a. San Jacinto College Financial Statements April 2022
  - b. San Jacinto College Monthly Investment Report April 2022
- B. San Jacinto College Foundation Financial Statements
- C. Capital Improvement Program
- D. San Jacinto College Board Building Committee Minutes

**ACTION ITEMS**

- IX. Consideration of Approval of Policy III.3001.I, Overtime/Compensatory Time - Second Reading**
- X. Consideration of Approval of Policy III.3000.B, Mental Health Leave for Peace Officers - Second Reading**
- XI. Consideration of Approval of Interlocal Participation Agreement TACCBO Members**
- XII. Consideration of Approval of Non-Credit Course Enrollment Charges**
- XIII. Consideration of Approval of Notification to Texas Higher Education Coordinating Board to Update Distance Learning Offerings**
- XIV. Consideration of Approval of Annual Review of the College’s Investment Policy and Strategy First Reading (Informational Item)**

**PURCHASING REQUESTS**

- XV. Consideration of Purchasing Requests**

**CONSENT AGENDA**

- XVI. 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 May 2, 2022, Workshop and Regular Board Meeting**
- B. Approval of the Budget Transfers**
- C. Approval of Personnel Recommendations, Extra Service Agreements, and 2021-2022 part-time hourly salary schedule**
- D. Approval of the Affiliation Agreements**
- E. Approval of the Next Regularly Scheduled Meeting**

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

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

**XVIII. Adjournment**

**Closed Session Authority**

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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 Financial Statements  
April 2022



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

<u>Assets</u>	<u>2022</u>	<u>2021</u>
Current assets:		
Cash and cash equivalents	\$ 109,486,375	\$ 108,045,893
Accounts receivable - taxes	5,037,790	4,476,059
Accounts receivable	19,643,400	12,753,942
Deferred charges	407,525	97,135
Inventories	550,602	366,250
Total current assets	<u>135,125,692</u>	<u>125,739,279</u>
Noncurrent assets:		
Restricted cash and cash equivalents	111,844,913	138,174,714
Capital assets, net	724,844,175	676,019,375
Total noncurrent assets	<u>836,689,087</u>	<u>814,194,089</u>
Total assets	<u>971,814,779</u>	<u>939,933,368</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	16,771,450	20,383,403
Deferred outflow related to OPEB	22,616,854	17,632,637
Deferred outflow related to defeased debt	5,838,893	7,372,983
Total deferred outflows of resources	<u>45,227,197</u>	<u>45,389,023</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	15,066,943	16,715,097
Accrued liabilities	5,190,786	4,400,285
Accrued compensable absences and deferred compensation	2,399,843	2,741,917
Deferred revenues	4,413,853	4,444,124
Total current liabilities	<u>27,071,424</u>	<u>28,301,423</u>
Noncurrent liabilities:		
Net pension liability	46,145,705	45,813,261
Net OPEB liability	103,762,700	107,182,217
Bonds and notes payable	670,355,269	639,697,153
Total noncurrent liabilities	<u>820,263,674</u>	<u>792,692,631</u>
Total liabilities	<u>847,335,098</u>	<u>820,994,054</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	7,609,539	9,070,812
Deferred inflows related to OPEB	29,602,310	26,740,139
Total deferred inflows of resources	<u>37,211,849</u>	<u>35,810,951</u>
<u>Net assets</u>		
Beginning of year - audited	84,506,750	80,169,233
Current year addition	47,988,279	48,348,153
Total net position	<u>\$ 132,495,029</u>	<u>\$ 128,517,386</u>

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Eight Months Ended April 30, 2022

11 Unrestricted Funds

	Adjusted Budget	Actual (67%)	% Actual to Adjusted Budget	4/30/21	% of 8/31/21 Actual
REVENUES:					
State Appropriations	\$ 41,307,654	\$ 25,610,747	62.00	\$ 26,097,003	62.00
Local Taxes - Maintenance & Operations	73,800,000	72,371,193	98.06	71,676,841	98.61
Credit Tuition	62,500,000	55,932,348	89.49	57,106,078	95.05
Credit Exemptions & Waivers	(9,160,000)	(7,604,590)	83.02	(8,232,481)	95.78
Continuing Education					
CPET	480,000	225,501	46.98	121,973	46.53
Maritime Transportation	1,300,000	979,496	75.35	807,973	69.08
Continuing Professional Development (CPD)	5,925,000	3,192,385	53.88	3,238,783	63.39
Continuing Education Exemptions & Waivers	(154,100)	(40,170)	26.07	(75,808)	74.84
Bad Debt	(1,400,000)	(467,293)	33.38	(1,266,667)	188.91
Sales & Services	1,625,000	1,764,757	108.60	1,042,606	58.97
Insurance Proceeds - Winter Storm	-	235,791	-	-	-
HEERF Revenue Recovery	8,250,000	8,073,333	97.86	-	-
Investment Income	250,000	89,639	35.86	86,226	80.92
Total	<u>184,723,554</u>	<u>160,363,136</u>	<u>86.81</u>	<u>150,602,527</u>	<u>84.38</u>
EXPENDITURES:					
Instruction	73,786,649	54,043,068	73.24	49,884,124	74.04
Public Service	17,849	9,391	52.61	4,058,797	62.66
Academic Support	16,708,410	10,112,456	60.52	8,932,125	68.86
Student Services	16,960,917	9,770,480	57.61	9,710,036	64.83
Institutional Support	48,914,176	28,974,468	59.24	26,800,969	65.72
Physical Plant	24,315,499	12,193,460	50.15	10,040,351	57.89
Winter Storm	286,128	235,791	82.41	-	-
Total	<u>180,989,629</u>	<u>115,339,114</u>	<u>63.73</u>	<u>109,426,402</u>	<u>66.50</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	3,733,925	2,492,662	66.76	2,426,612	70.85
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 42,531,360</u>		<u>\$ 38,749,513</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Eight Months Ended April 30, 2022

Federal Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/21</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Grants	\$ 111,770,811	\$ 71,734,426	64.18	\$ 37,679,978	62.95
Total	<u>111,770,811</u>	<u>71,734,426</u>	<u>64.18</u>	<u>37,679,978</u>	<u>62.95</u>
EXPENDITURES:					
Instruction	732,611	451,756	61.66	368,760	82.98
Public Service	353,069	124,517	35.27	157,958	69.00
Academic Support	9,239,542	2,916,525	31.57	2,520,160	53.73
Student Services	4,885,276	1,377,423	28.20	114,661	20.34
Institutional Support	35,478,669	12,706,807	35.82	566,997	17.27
Scholarships and Fellowships	60,116,305	54,160,031	90.09	33,951,442	67.00
Physcial Plant	965,337	-	-	-	-
Total	<u>111,770,811</u>	<u>71,737,059</u>	<u>64.18</u>	<u>37,679,978</u>	<u>62.92</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(300,000)	-
Transfers Out	-	-	-	300,000	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (2,632)</u>		<u>\$ -</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Eight Months Ended April 30, 2022

State Restricted Funds

	Adjusted Budget	Actual (67%)	% Actual to Adjusted Budget	4/30/21	% of 8/31/21 Actual
REVENUES:					
State Paid Benefits	\$ 11,862,735	\$ 7,804,441	65.79	\$ 7,872,722	66.54
Grants	3,957,908	2,301,845	58.16	1,981,550	83.49
Total	<u>15,820,643</u>	<u>10,106,286</u>	<u>63.88</u>	<u>9,854,272</u>	<u>69.38</u>
EXPENDITURES:					
Instruction	6,521,137	4,213,724	64.62	4,120,074	67.42
Public Service	17,416	17,416	100.00	235,928	65.95
Academic Support	1,607,875	902,540	56.13	869,528	62.55
Student Services	1,455,085	1,167,377	80.23	1,181,740	65.66
Institutional Support	3,086,497	1,695,242	54.92	1,652,452	66.09
Physical Plant	11,446	-	-	-	-
Scholarships and Fellowships	3,121,187	2,109,986	67.60	1,794,550	88.54
Total	<u>15,820,643</u>	<u>10,106,286</u>	<u>63.88</u>	<u>9,854,272</u>	<u>69.46</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Eight Months Ended April 30, 2022

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/21</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Local Grants	\$ 7,925,010	\$ 3,044,237	38.41	\$ 1,273,676	38.50
Total	<u>7,925,010</u>	<u>3,044,237</u>	<u>38.41</u>	<u>1,273,676</u>	<u>38.50</u>
EXPENDITURES:					
Instruction	91,383	87,959	96.25	-	-
Public Service	205,089	121,246	59.12	104,047	65.58
Academic Support	496,897	338,598	68.14	285,276	75.74
Student Services	62,924	19,390	30.81	7,951	63.72
Institutional Support	26,446	6,684	25.27	4,377	12.84
Scholarships and Fellowships	7,258,772	2,601,827	35.84	970,987	36.45
Physical Plant	<u>250,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>8,391,510</u>	<u>3,175,703</u>	<u>37.84</u>	<u>1,372,638</u>	<u>42.29</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(466,500)	(133,762)	28.67	(98,962)	64.56
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 2,297</u>		<u>\$ -</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Eight Months Ended April 30, 2022

27 Texas Public Education Grant

	Adjusted Budget	Actual (67%)	% Actual to Adjusted Budget	4/30/21	% of 8/31/21 Actual
REVENUES:					
Tuition - Credit & Non Credit	\$ 2,900,000	\$ 2,689,585	92.74	\$ 2,708,066	93.85
Total	<u>2,900,000</u>	<u>2,689,585</u>	<u>92.74</u>	<u>2,708,066</u>	<u>93.85</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>2,900,000</u>	<u>3,248,537</u>	<u>112.02</u>	<u>3,053,612</u>	<u>96.78</u>
Total	<u>2,900,000</u>	<u>3,248,537</u>	<u>112.02</u>	<u>3,053,612</u>	<u>96.78</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (558,952)</u>		<u>\$ (345,546)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Eight Months Ended April 30, 2022

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/21</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 25,955	-	\$ 25,284	100.00
Total	<u>-</u>	<u>25,955</u>	<u>-</u>	<u>25,284</u>	<u>100.00</u>
EXPENDITURES:					
Instruction	-	15,139	-	9,804	37.00
Scholarships and Fellowships	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>-</u>	<u>15,139</u>	<u>-</u>	<u>9,804</u>	<u>37.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 10,816</u>		<u>\$ 15,480</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Eight Months Ended April 30, 2022

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/21</u>	<u>% of 8/31/21 Actual</u>
<b>REVENUES:</b>					
Auxiliary Services	\$ 2,865,500	\$ 1,773,823	61.90	1,314,964	65.18
Total	<u>2,865,500</u>	<u>1,773,823</u>	<u>61.90</u>	<u>1,314,964</u>	<u>65.18</u>
<b>EXPENDITURES:</b>					
Labor	480,721	363,688	75.65	108,342	52.63
Benefits	93,263	75,176	80.61	227,307	395.74
Supplies	638,217	320,728	50.25	59,191	45.92
Travel	193,847	95,505	49.27	63,922	31.99
Contracted Services	268,912	153,827	57.20	38,167	55.83
Capital Outlay	-	-	-	7,107	-
Scholarships and Fellowships	1,013,440	796,225	78.57	842,624	70.81
Utilities	200	-	-	-	-
Total	<u>2,688,600</u>	<u>1,805,148</u>	<u>67.14</u>	<u>1,346,660</u>	<u>72.27</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In			-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 176,900</u>	<u>\$ (31,326)</u>		<u>\$ (31,696)</u>	



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Eight Months Ended April 30, 2022

95 Retirement of Indebtedness

	Adjusted Budget	Actual (67%)	% Actual to Adjusted Budget	4/30/21	% of 8/31/21 Actual
REVENUES:					
Investment Income	\$ -	\$ 9,283	-	\$ 4,438	50.81
Local Taxes - Debt Service	<u>36,056,758</u>	<u>35,343,100</u>	<u>98.02</u>	<u>36,894,576</u>	<u>98.63</u>
Total	<u>36,056,758</u>	<u>35,352,382</u>	<u>98.05</u>	<u>36,899,014</u>	<u>98.62</u>
EXPENDITURES:					
Institutional Support - Principal	12,703,426	12,703,426	100.00	15,980,930	100.00
Institutional Support - Interest	<u>26,620,757</u>	<u>16,868,573</u>	<u>63.37</u>	<u>15,451,931</u>	<u>67.76</u>
Total	<u>39,324,183</u>	<u>29,571,999</u>	<u>75.20</u>	<u>31,432,861</u>	<u>81.05</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,267,425)	(2,358,900)	72.19	(2,327,650)	71.15
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Adjustment for Debt Principal Payment <sup>1</sup>	<u>(12,703,426)</u>	<u>(12,703,426)</u>	<u>100.00</u>	<u>(15,980,930)</u>	<u>100.00</u>
Net Increase (Decrease) in Net Position	<u>\$ 12,703,426</u>	<u>\$ 20,842,709</u>		<u>\$ 23,774,733</u>	

1

Per government accounting practices, principal payments included in the expenditure line items above are subsequently deducted from total year-to-date expenditures and reclassified as a reduction to the appropriate 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 Eight Months Ended April 30, 2022

97 Investment in Plant

	Adjusted Budget	Actual (67%)	% Actual to Adjusted Budget	4/30/21	% of 8/31/21 Actual
EXPENDITURES:					
Depreciation	\$ 22,600,000	\$ 15,653,752	69.26	\$ 14,345,135	66.07
Total	<u>22,600,000</u>	<u>15,653,752</u>	<u>69.26</u>	<u>14,345,135</u>	<u>66.07</u>
Adjustment for Capital Purchases <sup>1</sup>	<u>(1,794,480)</u>	<u>(754,356)</u>	<u>42.04</u>	<u>(448,673)</u>	<u>58.22</u>
TRANSFERS AMONG FUNDS:					
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,805,520)</u>	<u>\$ (14,899,396)</u>		<u>\$ (13,896,462)</u>	

<sup>1</sup> Per government accounting practices, capital purchases included in the expenditure line items for fund type 11, federal and state restricted funds, and auxiliary funds are subsequently deducted from total year-to-date expenditures and reclassified as an increase to the appropriate asset line item on the Statement of Net Position.

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Eight Months Ended April 30, 2022

Consolidated -All Funds  
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (67%)	% Actual to Adjusted Budget	4/30/21	% of 8/31/21 Actual
<b>REVENUES:</b>					
State Appropriations	\$ 53,170,389	\$ 33,415,188	62.85	\$ 33,969,725	63.00
Local Taxes - Maintenance & Operations	73,800,000	72,371,193	98.06	71,676,841	98.61
Local Taxes - Debt Service	36,056,758	35,343,100	98.02	36,894,576	98.63
Credit Tuition	65,400,000	58,621,932	89.64	59,814,144	95.00
Credit Exemptions & Waivers	(9,160,000)	(7,604,590)	83.02	(8,232,481)	95.78
Continuing Education					
CPET	480,000	225,501	46.98	121,973	46.53
Maritime Transportation	1,300,000	979,496	75.35	807,973	69.08
Continuing Professional Development	5,925,000	3,192,385	53.88	3,238,783	63.39
Continuing Education Exemptions & Waivers	(154,100)	(40,170)	26.07	(75,808)	74.84
Bad Debt	(1,400,000)	(467,293)	33.38	(1,266,667)	188.91
Sales & Services	1,625,000	1,790,712	110.20	1,067,890	59.55
Insurance Proceeds - Winter Storm	-	235,791	-	-	-
Investment Income	250,000	98,922	39.57	90,664	78.63
Investment Income - San Jac Tomorrow Program	-	93,403	-	82,131	76.93
HEERF Revenue Recovery	8,250,000	8,073,333	97.86	-	-
Auxiliary Services	2,865,500	1,773,823	61.90	1,314,964	65.18
Grants	115,728,718	74,036,272	63.97	39,661,528	63.73
Local Grants	7,925,010	3,044,237	38.41	1,273,676	38.50
Total	<u>362,062,275</u>	<u>285,183,234</u>	<u>78.77</u>	<u>240,439,912</u>	<u>80.60</u>
<b>EXPENDITURES:</b>					
Instruction	81,131,781	58,811,646	72.49	54,382,762	73.53
Public Service	593,423	272,570	45.93	4,556,730	63.09
Academic Support	28,052,724	14,270,120	50.87	12,607,089	64.89
Student Services	23,364,202	12,334,669	52.79	11,014,388	63.47
Institutional Support	126,829,971	72,955,200	57.52	60,457,656	70.81
Physical Plant	25,542,283	12,193,460	47.74	10,040,351	57.89
Winter Storm	286,128	235,791	82.41	-	-
Scholarships and Fellowships	73,396,264	62,120,381	84.64	39,770,591	67.96
Auxiliary Enterprises	2,688,600	1,805,148	67.14	1,346,660	72.27
Depreciation	22,600,000	15,653,752	69.26	14,345,135	66.07
Total	<u>384,485,375</u>	<u>250,652,736</u>	<u>65.19</u>	<u>208,521,362</u>	<u>67.83</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(3,733,925)	(2,492,662)	66.76	(2,726,612)	79.61
Transfers Out	3,733,925	2,492,662	66.76	2,726,612	79.61
Adjustment for Debt Principal Payment <sup>1</sup>	(12,703,426)	(12,703,426)	100.00	(15,980,930)	100.00
Adjustment for Capital Purchases <sup>1</sup>	(1,794,480)	(754,356)	42.04	(448,673)	58.22
Net Increase (Decrease) in Net Position	<u>\$ (7,925,194)</u>	<u>\$ 47,988,279</u>		<u>\$ 48,348,153</u>	

<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 Eight Months Ended April 30, 2022

91 Capital Projects

	Adjusted Budget	Actual (67%)	% Actual to Adjusted Budget	4/30/21	% of 8/31/21 Actual
REVENUES:					
Investment Income	\$ -	\$ 93,403	-	\$ 82,131	76.93
Total	<u>-</u>	<u>93,403</u>	<u>-</u>	<u>82,131</u>	<u>76.93</u>
EXPENDITURES:					
SECO-Energy Conservation Projects	4,625,573	760,735	16.45	-	-
Bond Programs	<u>121,651,762</u>	<u>28,681,954</u>	<u>23.58</u>	<u>48,547,335</u>	<u>56.87</u>
Total	<u>126,277,335</u>	<u>29,442,689</u>	<u>23.32</u>	<u>48,547,335</u>	<u>56.87</u>
Net Increase (Decrease) in Net Position	<u>\$ (126,277,335)</u>	<u>\$ (29,349,285)</u>		<u>\$ (48,465,204)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Eight Months Ended April 30, 2022

93 Generation Park Clear Lake Land Proceeds

	Adjusted Budget	Actual (67%)	% Actual to Adjusted Budget	4/30/21	% of 8/31/21 Actual
REVENUES:					
Land Sale Proceeds	\$ -	\$ -	-	\$ -	-
Total	-	-	-	-	-
EXPENDITURES:					
Generation Park	19,018	19,018	100.00	90,054	91.84
Total	19,018	19,018	100.00	90,054	91.84
TRANSFERS AMONG FUNDS:					
Transfers In	-	-		-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ (19,018)</u>	<u>\$ (19,018)</u>		<u>\$ (90,054)</u>	

San Jacinto College Financial Statements  
Monthly Investment Report  
April 2022

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Portfolio Summary Report**  
**Period Ending April 30, 2022**

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	April 1, 2022	\$ 230,519,253	\$ 230,519,253
Additions/Subtractions (Net)		(9,187,966)	(9,187,966)
Change in Fair Value*		-	-
Ending Value	April 30, 2022	<u>\$ 221,331,287</u>	<u>\$ 221,331,287</u>

Earnings for the Month of April	\$ 73,892
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate	0.3925%
Benchmark - One Year Treasury Yield	2.1000%

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

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

Prepared by:




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Carol Tillman  
Assistant Comptroller

Reviewed by:




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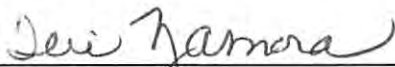
Andrea DuBois  
Comptroller




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Carin Hutchins  
Associate Vice Chancellor of Finance

Approved by:




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Teri Zamora  
Vice Chancellor of Fiscal Affairs



**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Weighted Average to Maturity**  
**April 30, 2022**

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Short-Term Investments - Cash & Cash Equivalents										
Credit Cards in Transit	Heartland	N/A	N/A	05/01/22	N/A	\$ 34,062	\$ 34,062	0.02%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	05/01/22	N/A	(869,176)	(869,176)	-0.39%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	05/01/22	N/A	4,235,239	4,235,239	1.91%	1	0.02
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	05/01/22	N/A	(44,697)	(44,697)	-0.02%	1	0.00
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	N/A	05/01/22	N/A	(1,729)	(1,729)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	05/01/22	N/A	19,086	19,086	0.01%	1	0.00
East West MM Operating Account	East West Bank	0.0500%	N/A	05/01/22	N/A	926	926	0.00%	1	0.00
LSJP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	0.4583%	N/A	05/01/22	N/A	109,266,194	109,266,194	49.37%	1	0.49
TexPool - Operating	TexPool	0.3042%	N/A	05/01/22	N/A	206,563	206,563	0.09%	1	0.00
Restricted - Cash & Cash Equivalents										
LSJP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.4583%	N/A	05/01/22	N/A	1,078,351	1,078,351	0.49%	1	0.00
LSJP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.4583%	N/A	05/01/22	N/A	10,895,092	10,895,092	4.92%	1	0.05
LSJP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	0.4583%	N/A	05/01/22	N/A	811,823	811,823	0.37%	1	0.00
LSJP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	0.4583%	N/A	05/01/22	N/A	179,369	179,369	0.08%	1	0.00
LSJP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	0.4583%	N/A	05/01/22	N/A	846,157	846,157	0.38%	1	0.00
LSJP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	0.4583%	N/A	05/01/22	N/A	1,566,202	1,566,202	0.71%	1	0.01
LSJP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	0.4583%	N/A	05/01/22	N/A	924,892	924,892	0.42%	1	0.00
LSJP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	0.4583%	N/A	05/01/22	N/A	40,027,442	40,027,442	18.08%	1	0.18
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.4443%	N/A	05/01/22	N/A	-	-	0.00%	1	0.00
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.4443%	N/A	05/01/22	N/A	52,155,491	52,155,491	23.56%	1	0.24
Grand Total Short-Term Investments and Cash & Cash Equivalents					N/A	\$ 221,331,287	\$ 221,331,287	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)
	\$ 19,086	Petty cash on hand
98.48%	217,957,576	Investment pools
0.00%	926	Money market
1.52%	3,353,699	Bank deposits - demand deposits
0.00%	-	U. S. government securities and municipal bonds
0.00%	-	Accrued earnings
100.00%	\$ 221,331,287	Total cash, cash equivalents, and investments

SAN JACINTO COMMUNITY COLLEGE DISTRICT  
Cash, Cash Equivalents, and Investments  
Inventory Holdings Report  
April 30, 2022

Description	Held At	Annualized Interest Rate	Maturity	Par	3/31/2022		4/30/2022		Change in Fair Value For the Month	April Earnings	September through April Earnings
					Ending Fair Value	Book Value	Ending Fair Value	Ending Book Value			
<b>Short-Term Investments - Unrestricted Funds</b>											
Demand Deposits											
Credit Cards in Transit											
JP Morgan Accounts Payable Disbursements	Heartland	N/A	05/01/22	N/A	\$ 6,052	\$ 6,052	\$ 34,062	\$ 34,062	\$ 28,010	N/A	N/A
JP Morgan Operating	JP Morgan Chase Bank	N/A	05/01/22	N/A	(1,336,055)	(1,336,055)	(869,176)	(869,176)	486,879	N/A	N/A
JP Morgan Payroll	JP Morgan Chase Bank	N/A	05/01/22	N/A	2,753,637	2,753,637	4,235,239	4,235,239	1,481,602	N/A	N/A
JP Morgan Worker's Comp	JP Morgan Chase Bank	N/A	05/01/22	N/A	(36,827)	(36,827)	(44,697)	(44,697)	(7,870)	N/A	N/A
Petty Cash	JP Morgan Chase Bank	N/A	05/01/22	N/A	(943)	(943)	(1,729)	(1,729)	(796)	N/A	N/A
Sub Total Demand Deposits	Campus Business Offices	N/A	05/01/22	N/A	\$ 17,577	\$ 17,577	\$ 19,086	\$ 19,086	\$ 1,509	N/A	N/A
					\$ 1,403,441	\$ 1,403,441	\$ 3,372,785	\$ 3,372,785	\$ 1,969,344	N/A	N/A
<b>Money Market Accounts</b>											
East West MM Operating Account	East West Bank	0.0500%	05/01/22	N/A	\$ 30,033,898	\$ 30,033,898	\$ 926	\$ 926	\$ (30,032,972)	\$ 926	\$ 8,775
Sub Total Money Market Accounts					\$ 30,033,898	\$ 30,033,898	\$ 926	\$ 926	\$ (30,032,972)	\$ 926	\$ 8,775
<b>Pool Accounts</b>											
TexPool - Operating	TexPool	0.3042%	05/01/22	N/A	\$ 84,456	\$ 84,456	\$ 206,563	\$ 206,563	\$ 122,107	\$ 101	\$ 304
LSIP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	0.4583%	05/01/22	N/A	\$ 86,994,435	\$ 86,994,435	\$ 109,266,194	\$ 109,266,194	\$ 22,271,759	\$ 32,221	\$ 80,560
Sub Total Pool Accounts					\$ 87,078,891	\$ 87,078,891	\$ 109,472,757	\$ 109,472,757	\$ 22,393,866	\$ 32,322	\$ 80,865
					\$ 118,516,230	\$ 118,516,230	\$ 112,846,468	\$ 112,846,468	\$ (5,669,762)	\$ 33,248	\$ 89,640
<b>Short-Term Investments - Unrestricted Funds</b>											
<b>Short-Term Investments - Restricted (Bond) Funds</b>											
<b>Pool Accounts</b>											
LSIP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.4583%	05/01/22	N/A	\$ 1,079,205	\$ 1,079,205	\$ 1,078,351	\$ 1,078,351	\$ (854)	\$ 406	\$ 1,306
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.4583%	05/01/22	N/A	\$ 10,671,159	\$ 10,671,159	\$ 10,895,092	\$ 10,895,092	\$ 223,933	\$ 4,084	\$ 9,283
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	0.4583%	05/01/22	N/A	\$ 811,518	\$ 811,518	\$ 811,823	\$ 811,823	\$ 305	\$ 305	\$ 847
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	0.4583%	05/01/22	N/A	\$ 179,302	\$ 179,302	\$ 179,369	\$ 179,369	\$ 67	\$ 67	\$ 187
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	0.4583%	05/01/22	N/A	\$ 845,838	\$ 845,838	\$ 846,157	\$ 846,157	\$ 319	\$ 319	\$ 883
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	0.4583%	05/01/22	N/A	\$ 1,565,612	\$ 1,565,612	\$ 1,566,202	\$ 1,566,202	\$ 590	\$ 590	\$ 1,634
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	0.4583%	05/01/22	N/A	\$ 924,544	\$ 924,544	\$ 924,892	\$ 924,892	\$ 348	\$ 348	\$ 965
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	0.4583%	05/01/22	N/A	\$ 40,012,371	\$ 40,012,371	\$ 40,027,442	\$ 40,027,442	\$ 15,071	\$ 15,071	\$ 26,442
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.4443%	05/01/22	N/A	\$ 55,913,474	\$ 55,913,474	\$ 52,155,491	\$ 52,155,491	\$ (3,757,983)	\$ 19,454	\$ 61,128
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.4443%	05/01/22	N/A	\$ 112,003,023	\$ 112,003,023	\$ 108,484,819	\$ 108,484,819	\$ (3,518,204)	\$ 40,644	\$ 102,684
Sub Total Pool Accounts					\$ 112,003,023	\$ 112,003,023	\$ 108,484,819	\$ 108,484,819	\$ (3,518,204)	\$ 40,644	\$ 102,684
					\$ 230,519,253	\$ 230,519,253	\$ 221,331,287	\$ 221,331,287	\$ (9,187,966)	\$ 73,892	\$ 192,324
<b>Grand Total</b>											
					\$ 3,372,785	\$ 3,372,785	\$ 3,372,785	\$ 3,372,785	\$ 1,969,344	\$ 33,248	\$ 89,640
					\$ 30,033,898	\$ 30,033,898	\$ 926	\$ 926	\$ (30,032,972)	\$ 926	\$ 8,775
					\$ 30,033,898	\$ 30,033,898	\$ 926	\$ 926	\$ (30,032,972)	\$ 926	\$ 8,775
					\$ 84,456	\$ 84,456	\$ 206,563	\$ 206,563	\$ 122,107	\$ 101	\$ 304
					\$ 86,994,435	\$ 86,994,435	\$ 109,266,194	\$ 109,266,194	\$ 22,271,759	\$ 32,221	\$ 80,560
					\$ 87,078,891	\$ 87,078,891	\$ 109,472,757	\$ 109,472,757	\$ 22,393,866	\$ 32,322	\$ 80,865
					\$ 118,516,230	\$ 118,516,230	\$ 112,846,468	\$ 112,846,468	\$ (5,669,762)	\$ 33,248	\$ 89,640
					\$ 1,079,205	\$ 1,079,205	\$ 1,078,351	\$ 1,078,351	\$ (854)	\$ 406	\$ 1,306
					\$ 10,671,159	\$ 10,671,159	\$ 10,895,092	\$ 10,895,092	\$ 223,933	\$ 4,084	\$ 9,283
					\$ 811,518	\$ 811,518	\$ 811,823	\$ 811,823	\$ 305	\$ 305	\$ 847
					\$ 179,302	\$ 179,302	\$ 179,369	\$ 179,369	\$ 67	\$ 67	\$ 187
					\$ 845,838	\$ 845,838	\$ 846,157	\$ 846,157	\$ 319	\$ 319	\$ 883
					\$ 1,565,612	\$ 1,565,612	\$ 1,566,202	\$ 1,566,202	\$ 590	\$ 590	\$ 1,634
					\$ 924,544	\$ 924,544	\$ 924,892	\$ 924,892	\$ 348	\$ 348	\$ 965
					\$ 40,012,371	\$ 40,012,371	\$ 40,027,442	\$ 40,027,442	\$ 15,071	\$ 15,071	\$ 26,442
					\$ 55,913,474	\$ 55,913,474	\$ 52,155,491	\$ 52,155,491	\$ (3,757,983)	\$ 19,454	\$ 61,128
					\$ 112,003,023	\$ 112,003,023	\$ 108,484,819	\$ 108,484,819	\$ (3,518,204)	\$ 40,644	\$ 102,684
					\$ 112,003,023	\$ 112,003,023	\$ 108,484,819	\$ 108,484,819	\$ (3,518,204)	\$ 40,644	\$ 102,684
					\$ 230,519,253	\$ 230,519,253	\$ 221,331,287	\$ 221,331,287	\$ (9,187,966)	\$ 73,892	\$ 192,324



# San Jacinto College Foundation

## Statement of Activities

For the Period Ending April 30, 2022

	Current Year		Previous Year		Difference		Foundation Annual Budget	Actual % of Annual Budget
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total		
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
Contributions								
Grant Contributions	2,400	-	2,400	38,500	-	38,500	96,000	3%
Endowments	65,094	-	65,094	65,106	-	65,106	75,000	87%
Program Sponsorship	216,678	-	216,678	112,696	-	112,696	275,000	79%
Scholarships	608,800	-	608,800	297,260	-	297,260	400,000	152%
<b>Total Contributions</b>	<b>892,971</b>	<b>-</b>	<b>892,971</b>	<b>513,562</b>	<b>-</b>	<b>513,562</b>	<b>846,000</b>	<b>106%</b>
<b>Other Income</b>								
Special Events	234,375	-	234,375	4,562	-	4,562	185,000	127%
Investment Income	342,604	486,637	829,241	184,732	-	184,732	600,000	57%
Realized Gain / (Loss)	34,412	(27,372)	7,040	25,593	-	25,593	-	-
Unrealized Gain / (Loss)	(1,361,823)	(3,313,809)	(4,675,632)	1,391,730	-	1,391,730	-	-
<b>Total Other Income</b>	<b>(750,433)</b>	<b>(2,854,544)</b>	<b>(3,604,976)</b>	<b>1,606,616</b>	<b>-</b>	<b>1,606,616</b>	<b>785,000</b>	<b>-96%</b>
<b>Total Income</b>	<b>142,539</b>	<b>(2,854,544)</b>	<b>(2,712,005)</b>	<b>2,120,178</b>	<b>-</b>	<b>2,120,178</b>	<b>1,631,000</b>	<b>9%</b>
<b>Expense</b>								
Programs								
Scholarships Awarded - SSF		1,257,608	1,257,608	-	-	-	800,000	148%
Scholarships Awarded - FND	1,186,401	-	1,186,401	699,695	-	699,695	600,000	18%
Programs Sponsored	109,452	-	109,452	524,393	-	524,393	150,000	34%
Student Success Initiatives	50,629	-	50,629	60,786	-	60,786	1,550,000	87%
<b>Total Programs</b>	<b>1,346,481</b>	<b>1,257,608</b>	<b>2,604,089</b>	<b>1,284,873</b>	<b>-</b>	<b>1,284,873</b>	<b>2,000</b>	<b>0%</b>
<b>Supporting Services</b>								
Bad Debt Expense	-	-	-	-	-	-	-	-
<b>Supporting Services</b>								
Foundation Expenses	24,555	-	24,555	15,209	-	15,209	86,000	29%
Fundraising Expenses	-	-	-	-	-	-	85,000	0%
Sponsorship Expense	3,200	-	3,200	5,200	-	5,200	5,000	64%
<b>Total Supporting Services</b>	<b>27,755</b>	<b>-</b>	<b>43,069</b>	<b>20,409</b>	<b>-</b>	<b>20,409</b>	<b>176,000</b>	<b>16%</b>
<b>Total Expense</b>	<b>1,374,237</b>	<b>1,257,608</b>	<b>2,647,158</b>	<b>1,305,282</b>	<b>-</b>	<b>1,305,282</b>	<b>1,728,000</b>	<b>80%</b>
<b>Net Ordinary Income</b>	<b>(1,247,012)</b>	<b>(4,112,152)</b>	<b>(5,359,163)</b>	<b>814,896</b>	<b>-</b>	<b>814,896</b>	<b>(97,000)</b>	
Other Income / Expenses								
<b>Increase/Decrease in Net Position</b>	<b>(1,247,012)</b>	<b>(4,112,152)</b>	<b>(5,359,163)</b>	<b>814,896</b>	<b>-</b>	<b>814,896</b>	<b>(97,000)</b>	

## 2008 Bond Program

Report as of April 30, 2022

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>									
721919 - CC Install Backup Chiller C26	-	252,000	252,000	-	252,000	213,140	14,149	24,711	90.19%
<b>Sub-total</b>	-	252,000	252,000	-	252,000	213,140	14,149	24,711	90.19%
<b>North</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>South</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>District</b>									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,599,324)	26,936	-	26,936	-	-	26,936	-
726907 - Wayfinding Signage	50,000	684,347	734,347	10,924	745,271	6,435	678,191	60,645	91.86%
726923 - Replace HVAC, A1	-	776,250	776,250	-	776,250	724,458	32,468	19,324	97.51%
<b>Sub-total</b>	14,676,260	(3,532,780)	11,143,480	(9,595,023)	1,548,457	730,893	710,659	106,905	93.10%
<b>2008 Contingency Supplemental Projects</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>Supplemental Projects closed</b>									
<b>Sub-total</b>	-	4,504,567	4,504,567	-	4,504,567	-	4,504,567	-	100.00%
<b>Projects closed</b>									
<b>Sub-total</b>	280,323,740	(1,223,787)	279,099,953	9,595,023	288,694,976	-	288,694,976	-	100.00%
<b>TOTALS</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>944,033</b>	<b>293,924,351</b>	<b>131,616</b>	<b>99.96%</b>

## 2015 Bond Program

Report as of April 30, 2022

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>									
731601 - CC Petrochemical Center	52,450,000	(3,424,456)	49,025,544	2,154,564	51,180,108	-	51,180,108	-	100.00%
71601A - CC Petrochem Process Plant	-	6,349,985	6,349,985	278,392	6,628,377	-	6,628,377	-	100.00%
71601B - CC Petrochem Extended Site Development	-	6,680,911	6,680,911	306,053	6,986,964	30,765	6,646,404	309,795	95.57%
731602 - CC Welcome Center	16,600,000	1,291,796	17,891,796	578,549	18,470,345	-	18,470,345	-	100.00%
71602A - CC Welcome Center Site Development	-	2,656,100	2,656,100	93,900	2,750,000	242,429	1,522,715	984,856	64.19%
731603 - CC Class Room Building	47,155,000	7,195,219	54,350,219	1,788,440	56,138,659	4,197,371	45,340,638	6,600,650	88.24%
731604 - CC Central Data Closets	2,444,000	(1,294,164)	1,149,836	37,896	1,187,732	-	1,187,732	-	100.00%
731605 - CC Central Access Security	1,852,000	(404,840)	1,447,160	53,222	1,500,382	6,657	1,254,085	239,640	84.03%
731606 - CC Frels Renovation	1,153,000	2,757,810	3,910,810	130,929	4,041,739	110	4,040,510	1,119	99.97%
731607 - CC Davison Building Renovation	14,970,000	(4,787,356)	10,182,644	329,015	10,511,659	7,939	10,444,260	59,460	99.43%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,253,702)	11,431,298	369,361	11,800,659	323,560	11,440,559	36,540	99.69%
71608A - CC McCollum Center Reno Phase II	-	8,483,421	8,483,421	338,733	8,822,154	272,588	7,685,980	863,586	90.21%
731609 - CC McCollum North Renovation	2,535,000	(598,971)	1,936,029	62,556	1,998,585	-	132,013	1,866,572	6.61%
731610 - CC Ball Demolition	1,725,000	(127,112)	1,597,888	51,669	1,649,557	-	1,649,557	-	100.00%
731611 - CC Anderson Demolition	2,654,000	(301,221)	2,352,779	76,021	2,428,800	-	2,428,800	-	100.00%
731612 - CC Stadium and Track Demolition	174,000	(109,420)	64,580	2,087	66,667	-	66,667	-	100.00%
731613 - CC Central DDC Network	1,160,000	356,233	1,516,233	48,992	1,565,225	12,231	1,537,046	15,948	98.98%
731614 - CC Central Plant Upgrades	1,160,000	64,094	1,224,094	39,576	1,263,670	-	1,263,670	-	100.00%
<b>Sub-total</b>	<b>170,717,000</b>	<b>11,534,327</b>	<b>182,251,327</b>	<b>6,739,955</b>	<b>188,991,282</b>	<b>5,093,650</b>	<b>172,919,466</b>	<b>10,978,166</b>	<b>94.19%</b>
<b>North</b>									
732601 - NC Cosmetology & Culinary Center	22,845,000	(116,422)	22,728,578	736,359	23,464,937	-	23,464,937	-	100.00%
732602 - NC North Data Closets	915,000	(263,487)	651,513	21,051	672,564	-	672,564	-	100.00%
732604 - NC Lehr Library Demolition	650,000	(434,125)	215,875	6,979	222,854	-	222,854	-	100.00%
732605 - NC North Access/Security	877,000	(160,040)	716,960	25,266	742,226	2,250	545,549	194,427	73.80%
732606 - NC Wheeler Renovation	14,300,000	(2,634,938)	11,665,062	386,607	12,051,669	59,574	9,689,812	2,302,283	80.90%
732607 - NC Brightwell Renovation	6,628,000	1,176,926	7,804,926	252,188	8,057,114	40,457	6,531,817	1,484,840	81.57%
732608 - NC Spencer Renovation	13,000,000	(2,130,019)	10,869,981	351,392	11,221,373	3,111	9,337,230	1,881,032	83.24%
732609 - NC North DDC Network	580,000	178,117	758,117	24,496	782,613	1,490	757,149	23,974	96.94%
732610 - NC Underground Utility Tunnel	11,600,000	(7,710,815)	3,889,185	127,254	4,016,439	-	4,016,439	-	100.00%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-
732613 - NC Burselson Renovation	-	3,475,381	3,475,381	114,623	3,590,004	-	3,422,008	167,996	95.32%
<b>Sub-total</b>	<b>78,395,000</b>	<b>(15,619,422)</b>	<b>62,775,578</b>	<b>2,046,215</b>	<b>64,821,793</b>	<b>106,883</b>	<b>58,660,359</b>	<b>6,054,551</b>	<b>90.66%</b>

## 2015 Bond Program

Report as of April 30, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>South</b>									
733601 - SC Engineering & Technology Center	28,400,000	(7,096,179)	21,303,821	691,395	21,995,216	-	21,995,216	-	100.00%
733602 - SC Cosmetology Center	16,213,000	(1,400,208)	14,812,792	478,621	15,291,413	-	15,224,309	67,104	99.56%
733603 - SC Longenecker Renovation	22,555,000	(2,602,250)	19,952,750	651,162	20,603,912	3,948	19,713,278	886,686	95.70%
733604 - SC South Data Closets	765,000	(157,055)	607,945	19,704	627,649	-	627,649	-	100.00%
733605 - SC South Primary Electrical Upgrade	5,800,000	966,625	6,766,625	218,639	6,985,264	56,100	3,046,867	3,882,297	44.42%
733606 - SC South Access/ Security	599,000	128,994	727,994	24,330	752,324	1,875	721,555	28,894	96.16%
733607 - SC South HW/CW Relocation	10,266,000	(6,914,146)	3,351,854	108,303	3,460,157	-	3,460,157	-	100.00%
733608 - SC Domestic Water System Rehabilitation	1,160,000	823,696	1,983,696	64,096	2,047,792	115,257	1,028,671	903,864	55.86%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Renovation	13,803,000	4,348,177	18,151,177	605,876	18,757,053	2,419,580	14,195,068	2,142,405	88.58%
73610A - SC Jones Central Plant Relocation	-	10,573,572	10,573,572	341,646	10,915,218	344,931	8,635,094	1,935,193	82.27%
733611 - SC Bruce Student Center Renovation	10,400,000	(8,269,098)	2,130,902	70,275	2,201,177	219	2,197,853	3,105	99.86%
733612 - SC HVAC Tech	312,000	2,259,762	2,571,762	85,231	2,656,993	-	2,656,993	-	100.00%
733613 - SC South DDC Network	580,000	178,117	758,117	24,496	782,613	100	778,751	3,762	99.52%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,422,005	5,422,005	175,280	5,597,285	2,394	5,591,291	3,600	99.94%
<b>Sub-total</b>	<b>116,438,000</b>	<b>(7,322,988)</b>	<b>109,115,012</b>	<b>3,559,054</b>	<b>112,674,066</b>	<b>2,944,404</b>	<b>99,872,752</b>	<b>9,856,910</b>	<b>91.25%</b>
<b>Maritime</b>									
736603 - MC Maritime Expansion	28,000,000	(27,031,300)	968,700	31,300	1,000,000	160,383	798,709	40,908	95.91%
76603A - MC Maritime Fire Program Relocation	-	1,916,000	1,916,000	84,000	2,000,000	-	1,788,345	211,655	89.42%
<b>Sub-total</b>	<b>28,000,000</b>	<b>(25,115,300)</b>	<b>2,884,700</b>	<b>115,300</b>	<b>3,000,000</b>	<b>160,383</b>	<b>2,587,054</b>	<b>252,563</b>	<b>91.58%</b>
<b>Generation Park</b>									
726601 - Generation Park	-	4,554,666	4,554,666	813,800	5,368,466	-	3,874,763	1,493,703	72.18%
<b>Sub-total</b>	<b>-</b>	<b>4,554,666</b>	<b>4,554,666</b>	<b>813,800</b>	<b>5,368,466</b>	<b>-</b>	<b>3,874,763</b>	<b>1,493,703</b>	<b>72.18%</b>
<b>Admin</b>									
736602 - College Development	30,000,000	(29,928,632)	71,368	-	71,368	-	71,368	-	100.00%
736604 - Dist Construction Studies	283,820	35,776	319,596	-	319,596	-	319,596	-	100.00%
76605A - CW Deferred Maintenance	-	19,786,770	19,786,770	427,385	20,214,155	2,693,653	4,400,415	13,120,087	35.09%
736606 - Generation Park Opportunities	-	20,000,000	20,000,000	-	20,000,000	-	-	20,000,000	-
720100 - Program Management - AECOM	-	11,610,480	11,610,480	(10,878,700)	731,780	263,247	80,480	388,053	46.97%
720100 - Program Management - Other	-	2,823,009	2,823,009	(2,823,009)	-	-	-	-	-
736601 - Contingency	1,166,180	7,641,314	8,807,494	-	8,807,494	-	-	8,807,494	-
<b>Sub-total</b>	<b>31,450,000</b>	<b>31,968,717</b>	<b>63,418,717</b>	<b>(13,274,324)</b>	<b>50,144,393</b>	<b>2,956,900</b>	<b>4,871,859</b>	<b>42,315,634</b>	<b>15.61%</b>
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>11,262,220</b>	<b>342,786,253</b>	<b>70,951,527</b>	<b>83.31%</b>

## Generation Park

Report as of April 30, 2022

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	-	100.00%
929603 - Operational - 726601	8,843,556	-	8,843,556	8,843,556	-	8,843,556	-	100.00%
901609 - 2015 Bond - 726601	6,368,466	(1,000,000)	5,368,466	5,368,466	-	3,874,763	1,493,703	72.18%
901610 - Generation Park Site Infrastructure - 726601	4,000,000	-	4,000,000	4,000,000	-	3,991,275	8,725	99.78%
901610 - Generation Park Parking Lot - 76601A	3,521,892	-	3,521,892	3,521,892	207,770	2,622,145	691,977	80.35%
<b>TOTALS</b>	<b>29,521,892</b>	<b>(1,000,000)</b>	<b>28,521,892</b>	<b>28,521,892</b>	<b>207,770</b>	<b>26,119,716</b>	<b>2,194,406</b>	<b>92.31%</b>



## Energy Conservation Project

Report as of April 30, 2022

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	(134,500)	676,578	-	300	676,278	0.04%
E22002 - UCRM 2.1a - A-1 HVAC	10,354	-	10,354	-	-	10,354	-
E22003 - UCRM 2.1b - CC Chillers	1,526,400	134,500	1,660,900	1,578,982	81,918	-	100.00%
E22004 - UCRM 2.1c - NC Chiller	593,600	71,400	665,000	624,000	41,000	-	100.00%
E22005 - UCRM 2.1d - Maritime HVAC	33,000	-	33,000	-	-	33,000	-
E22006 - UCRM 2.6a - 35 Acre VFDs	9,946	15,614	25,560	24,950	-	610	97.61%
E22007 - UCRM 2.6b - S-7 & S-9 VFDs	26,452	-	26,452	-	-	26,452	-
E22008 - UCRM 3 - Retro-Commissioning	280,000	-	280,000	69,940	209,819	241	99.91%
E22009 - UCRM 4.2c - Vending Misers	46,224	-	46,224	12,414	-	33,810	26.86%
E22010 - UCRM 5.1 - Water Conserving Faucets	112,669	(15,614)	97,055	-	57,027	40,028	58.76%
E22011 - UCRM 8 - Solar PV	1,175,849	(71,400)	1,104,449	480,508	434,743	189,198	82.87%
Utility Assessment Report - 720600	96,546	-	96,546	-	96,546	-	100.00%
E22000 - Contingency Lone Star Loan	-	-	-	-	-	-	-
<b>TOTALS</b>	<b>4,722,118</b>	<b>-</b>	<b>4,722,118</b>	<b>2,790,794</b>	<b>921,354</b>	<b>1,009,970</b>	<b>78.61%</b>

## Bond Interest Earnings

Report as of April 30, 2022

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	2,587,830	(668,334)	1,919,496	1,919,496	120,280	-	1,799,216	6.27%
733615 - SC - S7 & S9 Roof Replacement	1,737,060	668,334	2,405,394	2,405,394	30,525	69,238	2,305,631	4.15%
<b>TOTALS</b>	<b>4,324,890</b>	<b>-</b>	<b>4,324,890</b>	<b>4,324,890</b>	<b>150,805</b>	<b>69,238</b>	<b>4,104,847</b>	<b>5.09%</b>

## Repair and Renovation

Report as of April 30, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
F22001 - CC - Central Misc.	-	13,395	13,395	13,395	6,805	6,558	31	100%
F22029 - CC - Courtyard Drainage	-	28,785	28,785	28,785	24,755	-	4,030	86%
F22033 - CC - Truck Track	-	32,612	32,612	32,612	-	18,539	14,074	57%
F22048 - CC - C45 Tables	-	8,869	8,869	8,869	8,869	-	-	100%
<b>Sub-total</b>	-	83,661	83,661	83,661	40,429	25,097	18,135	78%
<b>North</b>								
F22002 - NC - North Misc	-	11,011	11,011	11,011	-	1,601	9,410	15%
F22012 - NC - N33.114 CIT Lab Move	-	32,113	32,113	32,113	23,907	8,205	-	100%
F22040 - NC - N17 Storage Cabinet	-	5,366	5,366	5,366	5,366	-	-	100%
<b>Sub-total</b>	-	48,489	48,489	48,489	29,273	9,806	9,410	81%
<b>South</b>								
F22003 - SC - South Misc.	-	10,927	10,927	10,927	3,130	315	7,483	32%
F22015 - SC - S8.1026 Photo Lab Upgrade	-	11,187	11,187	11,187	-	11,187	-	100%
F22027 - SC - S8 Podium Stools	-	16,254	16,254	16,254	16,254	-	-	100%
F22038 - SC - S8 Breakroom Renovation	-	13,374	13,374	13,374	10,484	-	2,890	78%
<b>Sub-total</b>	-	51,742	51,742	51,742	29,867	11,502	10,373	80%
<b>Generation Park</b>								
<b>Sub-total</b>	-	-	-	-	-	-	-	-
<b>District</b>								
F22004 - DIST - Campus Misc.	-	10,000	10,000	10,000	336	6,079	3,585	64%
F22007 - DIST - College Wide ADA Compliance	-	150,000	150,000	150,000	97,550	-	52,450	65%
<b>Sub-total</b>	-	160,000	160,000	160,000	97,886	6,079	56,036	65%
<b>Contingency (720700) -Major Repairs</b>	150,000	(125,116)	24,884	24,884	-	-	24,884	-
<b>Sub-total</b>	150,000	(125,116)	24,884	24,884	-	-	24,884	-
<b>Projects Closed</b>								
F22005 - CC - C45 Dow Classroom Tables	-	5,914	5,914	5,914	-	5,914	-	100%
F22009 - CC - C34 Flag Pole Remove and Reloc	-	6,443	6,443	6,443	-	6,443	-	100%
F22010 - CC - CPET Lab Upgrade	-	-	-	-	-	-	-	-
F22016 - CC - C26 Air Compressor	-	-	-	-	-	-	-	-
F22017 - CC - Café Furniture Reupholstering	-	14,413	14,413	14,413	-	14,413	-	100%
F22023 - NC - ILC Window Tint	-	8,160	8,160	8,160	-	8,160	-	100%
F22013 - SC - S7.118/143 Tier 1 Upgrade	-	30,303	30,303	30,303	-	30,303	-	100%
F22018 - SC - Café Furniture Reupholstering	-	6,107	6,107	6,107	-	6,107	-	100%
F22008 - Gen Park Furniture	-	6,216	6,216	6,216	-	6,216	-	100%
<b>Sub-total</b>	-	77,555	77,555	77,555	-	77,555	-	100%
<b>TOTALS</b>	<b>150,000</b>	<b>296,330</b>	<b>446,330</b>	<b>446,330</b>	<b>197,455</b>	<b>130,038</b>	<b>118,837</b>	<b>73%</b>

**BOARD BUILDING COMMITTEE  
SAN JACINTO COMMUNITY COLLEGE DISTRICT  
May 24, 2022**

Members Present: Dan Mims, John Moon, Jr., and Erica Davis Rouse

Members Absent: Marie Flickinger

Other Trustees Present: None

Others Present: Brenda Hellyer (via Zoom), Carin Hutchins, Bryan Jones, Deborah Paulson, Charles Smith, Ann Kokx-Templet, and Teri Zamora

- I. Dan Mims, called the meeting to order at 4:03 p.m.
- II. Roll call of the Committee members was taken by Dan Mims:
  - Marie Flickinger (Ex-officio member), absent
  - John Moon, Jr., present
  - Erica Davis Rouse, present
  - Dan Mims, present
- III. Approval of Minutes from the March 22, 2022, Building Committee Meeting was completed. Motion was made by E. Davis Rouse to accept the minutes and seconded by J. Moon.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Introduction by Bryan Jones - Discussion led by Charles Smith)
  - Bond Funds
    - Consideration of Approval to Generation Park North Road Extension
      - This item requests approval to contract with Tellepsen Builders, L.P. for Generation Park North Road Extension project.
      - CSP #22-31 was issued on March 31, 2022, to procure construction services for this project. Six responses were received and evaluated by a team comprised of representatives from capital projects, facilities services, and Page. Evaluation and ranking of the submittals were based on criteria published in the solicitation. Tellepsen Builders, L.P. received the highest overall score.
      - Approval of this action will allow the construction of an internal campus roadway from West Lake Houston Parkway to the existing parking lot. This connector will improve campus visibility and campus access and contribute to an increase in student population.
        - E. Davis Rouse inquired about plans for a walkway, which was eliminated from the project due to price.
        - C. Smith noted that the College has deferred the walkway addition to an undecided date in the future.
    - Consideration of Approval to Contract for Construction Manager-at-Risk for the Central Campus Marcom Building Capital Renewal Project.
      - This item requests approval to contract for construction manager-at-risk

- (CMR) contract with Tellepsen Builders, L.P. for the Central Campus Marcom (C2 / West Classroom) Building capital renewal project.
- In March 2022, the Chancellor's designee approved the Construction Manager-at-Risk (CMR) methodology for the capital renewal of the Central Campus Marcom building. A two-step procurement process was used for CMR solicitation #22-32.
- A request for qualifications (RFQ), the first step of the process, was issued on March 31, 2022. Submittals were received from five firms and evaluated based on criteria published in the RFQ. All five firms were invited to participate in the second step of the process, which included submission of the price proposal and presentations to the evaluation committee. Two firms withdrew prior to the presentation phase citing project staff availability. Tellepsen Builders, L.P. received the highest overall score of the remaining respondent.
- This action will allow the College to complete the design for the Marcom Building capital renewal and to more accurately assess the cost involved. The 35,000 square foot building was originally constructed in 1966 and has not been materially changed since. The intention is to re-configure the building with only classroom and study spaces that will be used during peak instructional periods and idled when not needed. Plans are to replace the mechanical and plumbing systems which are at their end of life, to update the building to current applicable codes, and to update the instructional areas if funds are available in sufficient amount to cover cost estimates for the completed design.
- The expenditure for this project will consist of a preconstruction fee of \$10,000, an estimated general conditions fee of \$617,698, and the construction management fee of 3.45 percent. The construction management fee will be applied to the final cost of the work. This project is currently funded by an \$8,740,474 reservation in the deferred maintenance portion of the 2015 Bond Program. It is anticipated that supplemental funds will be required.
- Design activities began in March 2022 and are scheduled to be completed in September 2022. Assuming a reconciliation of funding, construction activities could begin in October 2022 and be completed by August 2023.
- This item was presented without further discussion or questions from the Building Committee members.
- Consideration of Approval to Contract for Central Campus C31 Technical Education Building Roofing Project.
  - This item requests approval that the Board of Trustees authorize the Chancellor or her designee to approve a contract with the highest ranked respondent to the formal solicitation issued to replace the roof of the Central Campus C-31 Technical Education Building.
  - In March 2022, the Chancellor's designee approved the competitive sealed proposal (CSP) methodology for the replacement of the roof at building C-31, Technical Education II.
  - CSP #22-37 was issued on May 6, 2022, to procure construction services for this project. Responses will be received on June 16, 2022, and evaluated by a team comprised of representatives from capital projects, facilities services,

and HKS, Inc.

- This action will authorize the Chancellor or her designee to contract with the highest ranked respondent so that materials can be ordered at the lowest potential price and with the quickest possible delivery. This action will lessen some of the supply chain delays that are still plaguing numerous aspects of the construction industry.
- The cost of this project is not expected to exceed \$700,000. The project will be funded from the 2015 Bond Program.
  - D. Mims inquired as to whether the \$700,000 noted for this project is an estimate or an actual project total.
  - C. Smith noted the \$700,000 referenced for this project is an estimate, and if the actual project total exceeds the estimated \$700,000 proposed, the project will not be submitted to the Chancellor for authorization to proceed.
  - B. Hellyer explained the need for the designation of delegation was based on expediency due to the fluctuating pricing demand and shipping delays.
- Operating Funds
  - None.

#### V. Project Updates

- Bond Funds (Discussion led by Charles Smith)
  - Safety Metrics
    - There was only one safety incident of note which was minor property damage which occurred at South Campus Maintenance Building when a sub-contractor, while trenching, accidentally cut a data line that was not encased in concrete. The data line was repaired at the contractor's expense.
  - Schedule Updates
    - The College is nearing completion on the larger Bond projects which is noted by a reduction in man hours worked.
  - Progress Updates
    1. Central Campus – Welcome Center Extended Site
      - Wayfinding signs at the roundabout were installed last week and work on the foundation of the monument is projected to begin next week.
    2. Central Campus – Anderson-Ball Classroom Building
      - The project is complete with the exception of automated solar powered lawnmowers and acoustic trimming.
      - Work continues on the water system with the addition of a new weir wall which will allow the College to adjust the water level in the system as needed for flood control.
    3. Central Campus– McCollum Building
      - Walkways and benches are being added to the east courtyard, and some drainage issues on the west side are being addressed.
      - A card reader is being added for the medical privacy room, and a scissor gate will be installed at C2 and C4.
      - A storefront access is being added to the third-floor faculty overflow offices for safety control.
      - Stairwells will be refurbished, entrance vestibules will be cleaned, and a

walk-off mat will be added.

- E. Davis Rouse inquired as to what a “storefront” access means.
- C. Smith noted that the entrance will require a badge to access offices.

4. Central Campus – Marcom Building C2
  - Design is underway with intent to add windows to the parking lot side of the building and modify the entrance canopy.
  - The interior of the building will be streamlined by eliminating offices and adding classrooms and student study spaces.
  - If the project cost exceeds the College’s expectations, then the College will change the scope of work to include only a mechanical refresh with no cosmetic or functional improvements.
5. North Campus– Industrial Technology Building N19
  - New ductwork and piping additions have been slow but are nearing completion and are expected to be completed in late August 2022.
6. North Campus – Central Plant
  - The routing for the interconnecting pipeline between the central plants at North Campus have been surveyed and an agreement has been met on the line size and path. Plans and specs are projected to be released for solicitation on June 7<sup>th</sup>, 2022, with a recommendation to the Board in October 2022.
7. North Campus –Buildings N7, N8, N9, and N10
  - Roof preparation for roof replacement has been completed and assessment has confirmed that N7, N8, and N9 roofs are at the end of life and need replaced or recovered. The N10 Building roof is significantly worse and will need further evaluation.
8. South Campus – Primary Electrical Phase II Project
  - Trench and duct bank installation were completed along the entire length of Parking Lot 6 along El Franco Lee.
  - A similar connection will be made between the softball area and a switchgear foundation will be set near the Maintenance Building.
  - Permits have been received and additional repair work has begun to correct the water meter installation error made by the previous contractor.
  - The College is cooperating with the City of Houston in their investigation into the water meter installation.
9. South Campus – Maintenance Building
  - The building is complete, furniture will be installed, and the building will be move-in ready by next week.
    - E. Davis Rouse inquired about the material used on the exterior walls.
    - C. Smith reported the material is corrugated steel.
10. South Campus – Buildings S7 and S8 Roofing Project
  - Materials are currently on order and demolition of S7 roof is projected to begin shortly with completion expected in late October 2022.
11. South Campus – Drainage Project
  - Work has begun on a new drainage swale to protect neighboring yards from flooding. Weather permitting, this projected is projected to be completed no later than August 2022.

12. Maritime Campus – Davit Project
  - This project is complete except for a few minor punch list items.
  - Both davits are operational, instructional staff have been trained in their use, and two mariner certification courses have been conducted.
13. Generation Park Campus – Access Road Project
  - The access road project is ready to begin.
14. 2008 Bond Program Projects
  - District Building A1 HVAC Upgrade project is estimated to be completed June 2022.
  - College-wide Wayfinding Project is coming to a close with phase III signage in distribution.
15. LoanSTAR Program Projects
  - These projects are moving slowly and are challenged by longer lead times for materials and services and significant price fluctuations.
  - A contract time extension was approved by the State of Texas.
- Financial Updates
  - All reports were presented without questions or comments.
    - 2008 Bond – nearing completion with \$131,616 left in contingency
    - 2015 Bond
    - Generation Park
    - LoanSTAR
    - Bond Interest Earnings
- Operating Funds (Reported by Bryan Jones)
  - Safety Metrics
    - There was one minor incident noted when an employee pinched a finger in a chain, not requiring medical attention.
  - Schedule Updates
    - Roof Safety Assessment is complete and roof safety measures have begun.
    - Facilities Services is in the process of filling vacant positions and modifying the work schedule of the College’s custodial services to adjust for the College’s summer hours and reduced occupancy.
    - This report was presented with no comments.
  - Progress Updates
    - Minor Projects updates were briefly explained, and the Minor Projects Master Schedule was shared with the Committee.
  - Financial Updates
    - Repair and Renovation – This report was presented with no comments.

VI. Status of Delegation of Authority

- This report was presented with no comments or questions; there are no items pending.

VII. Adjournment – The meeting adjourned at 4:28 p.m.



Consideration of Approval of Policy III.3001.I, Overtime/Compensatory Time – Second Reading

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve Policy III.3001.I, Overtime/Compensatory Time.

**BACKGROUND**

The current Policy on Overtime/Compensatory Time (Policy IV-E-2) requires minor updates to meet the new required format and content standards and current business practices. The procedures have also been revised for the new format and content standards and current business practices.

**IMPACT OF THIS ACTION**

The updated policy and procedures were sent to the College community on April 29, 2022 through May 16, 2022. Comments from three employees were received, resulting in clarification with respect to the defined work week (see attachment 3 tracked changes). All other edits are grammatical and are also captured in tracked changes.

The associated procedures support implementation of the policy and are attached for informational purposes and will not be voted on.

**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 the Overtime/Compensatory Time Policy and Procedures will be periodically evaluated by administration and the College's internal and external auditors.

**ATTACHMENTS**

Attachment 1 - Summary of Changes

Attachment 2 - Policy IV-E-2, Policy on Overtime/Compensatory Time (current policy)

Attachment 3 - Policy III.3001.I, Overtime/Compensatory Time (proposed policy)

Informational Items Only:

Attachment 4 - Procedure 4-16, Overtime/Compensatory Time (current procedure)

Attachment 5 - Procedure III.3001.I.a, Overtime/Compensatory Time (proposed procedure)

**RESOURCE PERSONNEL**

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## Policies and Procedures Summary of Changes

New Policy Number: **III.3001.I**

Proposed Policy Name: **Overtime/Compensatory Time**

Current Policy Number/Name: **IV-E-2, Policy on Overtime/Compensatory Time**

New Procedure Number: **III.3001.I.a**

Proposed Procedure Name(s): **Overtime/Compensatory Time**

Current Procedure Number(s)/Name(s): **Procedure 4-16: Overtime/Compensatory Time**

Action Recommended for Policy: **Revise**

Action Recommended for Procedures: **Revise**

Web Links:

[Policy IV-E: Policies on Benefits | San Jacinto College](#)

[Procedure 4-16: Overtime / Compensatory Time | San Jacinto College](#)

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

Secondary Owner: **Manager, Payroll**

Summary of Changes:

*Policy Changes:*

- Updates for required policy format and content
- Revisions for current business practices
- Clarification of the work week hours

*Procedure Changes:*

- Updates for required procedure format and content
- Revisions for current business practices



**Policy IV-E-2: Policy on Overtime/Compensatory Time**

Eligible (nonexempt) employees of the college are entitled to receive overtime pay at the rate of one and one-half times the regular rate, or compensatory time off at 1-1/2 hours for each hour worked over forty working hours per week. The 40-hour work week begins at midnight Sunday and extends through midnight the following Sunday, unless otherwise defined by the administration.

<b>Policy #:</b>	<b>IV-E-2</b>
<b>Policy Name:</b>	<b>Policy on Overtime/Compensatory Time</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>March 2, 1981</b>
<b>Revision/Reviewed Date:</b>	<b>September 7, 1993 and January 18, 1997</b>
<b>Effective Date:</b>	<b>March 2, 1981; September 7, 1993 and January 18, 1997</b>
<b>Associated Procedure:</b>	<b><a href="#">4-16</a></b>



**Policy #III.3001.I, Overtime/Compensatory Time**

**Purpose**

The purpose of this policy is to communicate the College’s overtime/compensatory time compensation practice for non-exempt employees.

**Policy**

Non-exempt employees of the eCollege are entitled to receive overtime pay at the rate of one and one-half times the regular rate for each hour worked over forty40 working hours per week. Employees may elect to receive the premium portion of overtime as compensatory time off. When employees select this compensatory time off option, the first hour worked over forty40 working hours per week is paid at straight time and the one-half hour premium will accrue as compensatory leave. -The forty40-hour work week begins at midnight Sunday 12:00 a.m. Monday and extends through midnight 11:59 p.m. the following Sunday, unless otherwise defined by the administration.

**Definitions**

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

**Exempt:** -An employee classification not eligible for overtime compensation under the provisions of the federally governed Fair Labor Standards Act.

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

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

**Associated Procedures**

Procedure #III.3001.I.a, Overtime/Compensatory Time

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Date of Board Approval	Anticipated June 6, 2022
Effective Date	Anticipated June 7, 2022
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Manager, Payroll

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**Procedure 4-16: Overtime/Compensatory Time**

Employees may be asked to work overtime from time to time in order to carry out the functions of the college. Overtime will be rotated, when possible, among employees who wish to work overtime. Proper notice will be given, if practicable, whenever overtime is anticipated.

Overtime pay is earned for hours worked over forty during a work week. Hours accounted for under vacation time, court appearances or holiday pay are considered a day worked for purposes of calculating overtime. There is no extra pay for employees scheduled to work Saturdays or Sunday's as part of a work week.

Overtime must be approved in advance and only a supervisor can authorize overtime. Clear and accurate records must be kept by supervisors. Any overtime earned during a pay period must be turned in during that pay period. Time sheets and other records must be kept a minimum of four year.

An employee may elect to be awarded compensatory time in lieu of overtime pay. The choice must be made at the time payroll records are submitted each pay period. Compensatory time off may be taken in collaboration with the supervisor so as to not disrupt the efficient functioning of the college. No more than eighty hours of compensatory time may be accumulated during any fiscal year and any compensatory time earned, but unused by the payroll cut-off deadline in August at the end of any fiscal year will be paid. The fiscal year runs from September 1 till August 31 of the next year.

A non-exempt employee who is "called out" to work outside his or her regular 40-hour work schedule will be compensated for a minimum of two hours or actual time worked, whichever is greater. However, there is no compensation for being "on call" or "on standby" to be called to work.

<b>Procedure #:</b>	<b>4-16</b>
<b>Procedure Name:</b>	<b>Overtime / Compensatory Time (Non-exempt Employees)</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	<b>August 27, 2015</b>
<b>Effective Date:</b>	
<b>Associated Policy:</b>	<b><u><a href="#">IV-E-2</a></u></b>



## Procedure #III.3001.I, Overtime/Compensatory Time

### Associated Policy

Policy #III.3001.I.a, Overtime/Compensatory Time

### Procedures

Non-exempt ~~E~~employees may be asked to work overtime to carry out the functions of the College. Overtime will be rotated, when possible, among employees. Appropriate notice will be given, if practicable, whenever overtime is anticipated.

Overtime pay is earned for hours worked over ~~40~~forty during a work week. Hours submitted as vacation, jury duty or holiday pay are considered a day worked for purposes of calculating overtime. ~~The College does not provide~~There is no extra pay for employees scheduled to work Saturday or Sunday as part of a scheduled work week.

Overtime must be authorized in advance by an employee's leader. In reviewing timesheets, leaders should ensure time reported by employees in Web Time Entry (WTE) is accurate. Any overtime earned during a pay period must be submitted in the pay period in which it was earned.

An employee may elect to be awarded compensatory time in lieu of overtime pay. Employees have the opportunity to change their selection between compensatory time and overtime pay three times per year in January, May, and September. A new employee may elect compensatory time within 10 days of their date of hire. Compensatory time off may be taken with the leader's approval.

No more than ~~80~~eighty hours of compensatory time may be accumulated during any College fiscal year (September 1 through August 31). ~~The College will pay~~€compensatory time earned, but unused by the Payroll department's cut-off deadline in August. ~~will be paid.~~

A non-exempt employee who is "called out" to work outside of their regular ~~forty~~40-hour work schedule will be compensated for a minimum of two hours or actual time worked, whichever is greater. However, ~~the College does not provide~~there is no compensation for being "on call" or "on standby" to be called to work.

### Definitions

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

Attachment 5 – Proposed Procedure

**Exempt:** -An employee classification not eligible for overtime compensation under the provisions of the federally governed Fair Labor Standards Act.

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

**Web Time Entry:** -Electronic method to record time worked for non-exempt employees.

**Called Out:** –Employee is requested to perform required job duties outside the employee’s assigned schedule.

**On Call/On Standby:** -An employee who is required to be available for work if needed outside of the employee’s assigned schedule but is not actually working. The employee may be at home or another location and is allowed to leave a message where they can be reached.

Date of SLT Approval	April 14, 2022
Effective Date	May 17, 2022
Associated Policy	Policy # <a href="#">III.3001.I</a> , Overtime/Compensatory Time
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Manager, Payroll

**Action Item “X”**  
**Regular Board Meeting, June 6, 2022**  
**Consideration of Approval of Policy III.3000.B, Mental Health Leave for**  
**Peace Officers – Second Reading**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve new Policy III.3000.B, Mental Health Leave for Peace Officers.

**BACKGROUND**

Texas Senate Bill 1375 requires all agencies who are authorized to employ peace officers to develop and adopt a policy allowing the use of mental health leave by the peace officers employed by the agency who experience a traumatic event in the scope of that employment.

**IMPACT OF THIS ACTION**

The policy was sent to the College community on April 29, 2022 through May 16, 2022. No comments were received. Edits made after the first reading are grammatical and are captured in track changes on the attachments.

The procedures are contained with the policy, as described in Texas Government Code 614.015.

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

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1 - Summary of Changes

Attachment 2 - Policy III.3000.B, Mental Health Leave for Peace Officers

**RESOURCE PERSONNEL**

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Sabrina Naulings	281-542-2064	sabrinanaulings@sjcd.ed

## Policies and Procedures Summary of Changes

New Policy Number: **III.3000.B**  
Proposed Policy Name: **Mental Health Leave for Peace Officers (new)**  
Current Policy Number/Name: **N/A**

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

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

Primary Owner: **Vice Chancellor, Fiscal Affairs**  
Secondary Owner: **Chief of Police**

### Summary of Changes:

#### *Policy Changes:*

- Enacts new policy, as required by Texas SB1359
- Establishes process for peace officers who experience a traumatic event within the scope of employment the ability to request and receive mental health leave

#### *Procedure Changes:*

- Per SB 1359, the procedures are contained within the policy

## Policy #III.3000.B, Mental Health Leave for Peace Officers

### Purpose

The purpose of this policy is to document the College's provision of mental health leave for peace officers who experience a traumatic event in the scope of employment.

### Policy

All licensed peace officers employed by San Jacinto College who experience a traumatic event within the scope of their employment at the College are eligible for mental health leave in compliance with Texas Government Code 614.015.

### Procedures

1. Upon experiencing a traumatic event, a peace officer may make a verbal or written request for mental health leave to their leader.
2. The leader may approve up to three (3) working days of mental health leave for the requesting officer, per traumatic event. The leader shall notify the Chief of Police via the chain of command. The Chief shall then notify the Vice Chancellor Fiscal Affairs, in writing, of the request regardless of approval.
3. If a peace officer requests more than three (3) working days of mental health leave under this policy, the additional days shall be approved by the College's Vice Chancellor of Human Resources ~~(VCHR)~~. ~~The VCHR may approve u~~Up to an additional four (4) working days of mental health leave may be approved when supporting documents are provided. Examples of supporting documentation include:
  - a. Physician note
  - b. Therapist/Counselor note
  - c. Peer Support Team Recommendation
4. A peace officer is entitled to take approved mental health leave without a deduction in salary or other compensation, and without use of other types of available leave.
5. Any requests for mental health leave shall be confidential. ~~Such requests, including approval or denial of the request, shall remain confidential and provide anonymity for a peace officer who takes mental health leave.~~

## Resources

While peace officers are free to utilize any resource of their choosing, San Jacinto College partners the University of Texas Employee Assistance Program to offer confidential counseling, assessments and other referrals for benefits eligible faculty and staff and their dependents. ~~They are~~The Program is available for 24/7 crisis situations and ~~has~~have a network of state-wide licensed mental health and substance abuse clinicians. These services can be accessed by calling (512) 471-3366 Monday-Friday), 512-471-3399 (after hours), or ~~their~~on the Program website, <https://eap.utexas.edu/>.

## Definitions

**Peace Officer:** A full-time employee employed by the College in a police officer or police leadership position who is licensed by the Texas Commission on Law Enforcement (TCOLE).

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

## Associated Procedures

~~None~~There are no associated procedures with this policy.

Date of Board Approval	Anticipated June 6, 2022
Effective Date	Anticipated June 7, 2022
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Chief of Police



**Action Item "XI"**  
**Regular Board Meeting June 6, 2022**

**Consideration of Approval of Interlocal Participation Agreement TACCBO Members**

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve an interlocal participation agreement between San Jacinto Community College District and participating members of the Texas Association of Community College Business Officers (TACCBO) organization.

## **BACKGROUND**

TACCBO is organized to contribute to the advancement of higher education, specifically to promote the professional advancement of the offices of business and fiscal affairs amongst community colleges in Texas. TACCBO membership is open to all community colleges in the state of Texas, and the College has been a member since 2002.

All purchasing representatives involved in TACCBO were invited to participate in an interlocal agreement, and the following TACCBO members are already participating parties:

- Alvin Community College
- College of the Mainland
- Collin College
- Grayson College
- McLennan College
- Navarro College
- Tarrant County College District
- Temple College
- Trinity Valley Community College
- Tyler Junior College

The College may enter into an interlocal contract with another local governmental entity to perform governmental functions and services in accordance with Texas Government Code, Subchapter B, §791.011 and Texas Local Government Code, Chapter 271. Use of an interlocal contract between two or more such parties is one of the approved methods of procurement for the College in accordance with Texas Education Code §44.031(4).

## **IMPACT OF THIS ACTION**

Approval of this interlocal agreement will be beneficial to the College's taxpayers through the anticipated savings of competitively bid contracts. We will be able to purchase various goods and services from vendors under present and future contracts utilized by all interlocal participants.

## **BUDGET INFORMATION**

Approval of this agreement has no direct budget impact. All costs and savings will be realized through approved purchases in the current 2021-2022 fiscal year budget and subsequent year budgets.

**Action Item “XI”**  
**Regular Board Meeting June 6, 2022**

**Consideration of Approval of Interlocal Participation Agreement TACCBO Members**

**MONITORING AND REPORTING TIMELINE**

The interlocal agreement is effective on June 7, 2022 and shall remain effective until terminated.

**ATTACHMENTS**

Attachment 1 – Interlocal Agreement

**RESOURCE PERSONNEL**

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Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

## Attachment 1

### INTERLOCAL AGREEMENT

This agreement made and entered into this 7th day of June, 2022, by and between San Jacinto Community College District (hereinafter called "SJCCD") and participating members of the Texas Association of Community College Business Officers, (hereinafter called "TACCBO Member") each acting by and through its duly authorized officials:

WHEREAS, SJCCD and the participating TACCBO Member are both governmental entities engaged in the purchase of goods and services, which is a recognized governmental function;

WHEREAS, SJCCD and TACCBO Member wish to enter into an Interlocal Agreement pursuant to Chapter 791 of the Texas Government Code (hereinafter "Interlocal Cooperation Act") to set forth the terms and conditions upon which SJCCD and TACCBO Member may purchase various goods and services commonly utilized by each entity;

WHEREAS, participation in an interlocal agreement will be highly beneficial to the taxpayers of SJCCD and TACCBO Member through the anticipated savings to be realized and is of mutual concern to the contracting parties;

WHEREAS, SJCCD and TACCBO Member have current funds available to satisfy any fees owed pursuant to this Agreement.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises, covenants and obligations as set forth herein; SJCCD and TACCBO Member agree as follows:

1. SJCCD and TACCBO MEMBER may cooperate in the purchase of various goods and services commonly utilized by the participants, where available and applicable, and may purchase goods and services from vendors under present and future contracts;
2. SJCCD and TACCBO MEMBER shall each be individually responsible for payments directly to the vendor and for the vendor's compliance with all conditions of delivery and quality of purchased items under such contracts. SJCCD and TACCBO MEMBER shall each make their respective payments from current revenues available to the paying party;
3. The Agreement shall be in full force and effect until terminated by either party;
4. Notwithstanding anything herein to the contrary, participation in this Agreement may be terminated by either party upon thirty (30) days written notice to another participating entity;
5. The undersigned officer and/or agents of the party(ies) hereto are duly authorized officials and possess the requisite authority to execute this Agreement on behalf of the parties hereto;
6. This Agreement may be executed separately by the participating entities, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.



**Action Item “XII”**  
**Regular Board Meeting June 6, 2022**  
**Consideration of Approval of Non-Credit Course Enrollment Charges**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the schedule of charges for existing non-credit courses and delegate authority to the Chancellor to establish new non-credit courses and corresponding course enrollment charges offered during Fiscal Year 2023 based on market rates, in accordance with Texas Higher Education Coordinating Board (THECB) Guidelines for Instructional Programs in Workforce Education.

**BACKGROUND**

To meet rapidly evolving demand for workforce courses and to meet employer needs, new courses are under development throughout the fiscal year. Tuition and fees are set by reviewing operating costs related to specific course offerings as well as reviewing competitor pricing.

**IMPACT OF THIS ACTION**

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

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

This approval allows non-credit courses to move forward in a timely manner to support the annual budgeted revenues.

**MONITORING AND REPORTING TIMELINE**

Budget reports are presented monthly.

**ATTACHMENTS**

Attachment 1 – Listing of Non-Credit Courses and Corresponding Charges

**RESOURCE PERSONNEL**

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Teri Zamora	281-998-6306	teri.zamora@sjcd.edu

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Subject	Area	FY2022 Charge	FY2023 Charge	22-23 Delta	Course No.	Title	Contact Hrs
ACNT	Accounting	\$735.00	\$735.00	\$0.00	55030	CPP Mastery Exam Prep	32
ACNT	Accounting	\$640.00	\$640.00	\$0.00	55035	Acct Specialist Fast Track	56
ACNT	Accounting	\$960.00	\$960.00	\$0.00	55036	Payroll Specialist Fast Track	80
ACNT	Accounting	\$845.00	\$845.00	\$0.00	55038	QuickBooks Complete w/Excel	80
AERM	Composites Technician Track	N/A	\$2,135.00	N/A	55000	Composites Technician Track	101
AIRP	FAA 107 (Drone Test Prep)	N/A	\$169.00	N/A	55012	FAA 107 (Drone Test Prep)	16
BMGT	Business	N/A	\$600.00	N/A	55022	PM Fast Track	25
BMGT	Project management	\$735.00	\$725.00	(\$10.00)	55102	PM Cert Program Fast Track	56
BMGT	Business	N/A	\$730.00	N/A	55102	PM Ready Certification	72
BMGT	Business	\$735.00	\$665.00	(\$70.00)	55198	Transitioning to Supervisor	64
BMGT	Business	N/A	\$560.00	N/A	TBD	Leadership Coaching	16
BUSG	Business	\$455.00	\$575.00	\$120.00	55022	Entrepreneurship Fast Track	48
BUSG	Business	N/A	\$450.00	N/A	TBD	Banking Fundamentals	32
BUSG	Business	N/A	\$800.00	N/A	TBD	Business Core Competencies	64
COMG	Languages	\$275.00	\$175.00	(\$100.00)	55072	ESL-Advanced A	32
COMG	Languages	\$275.00	\$175.00	(\$100.00)	55073	ESL-Advanced B	32
COMG	Languages	\$275.00	\$175.00	(\$100.00)	55074	ESL-Beginning A	32
COMG	Languages	\$275.00	\$175.00	(\$100.00)	55075	ESL-Beginning B	32
COMG	Languages	\$275.00	\$175.00	(\$100.00)	55076	ESL-High Intermediate A	32
COMG	Languages	\$275.00	\$175.00	(\$100.00)	55077	ESL-High Intermediate B	32
COMG	Languages	\$275.00	\$175.00	(\$100.00)	55078	ESL-Intermediate A	32
COMG	Languages	\$275.00	\$175.00	(\$100.00)	55079	ESL-Intermediate B	32
COMG	Business	\$460.00	\$515.00	\$55.00	59692	Credible Customer Service	48
CPMT	Computers/IT	\$935.00	\$1,320.00	\$385.00	55015	Google IT Certification	120
CSIR	Telecommunications	N/A	\$1,975.00	N/A	55009	CompTIA Security +	40
CSIR	Telecommunications	\$2,000.00	\$2,000.00	\$0.00	55012	Fiber Network Technician	32
CSME	Cosmetology	\$660.00	\$660.00	\$0.00	55040	App of Eyelash Extensions I	96
CSME	Cosmetology	\$865.00	\$865.00	\$0.00	55041	Orientation Eyelash Extensions	144
CSME	Cosmetology	\$590.00	\$590.00	\$0.00	55042	Principle of Eyelash Extensions	80
CVOP	Commercial Driving	\$2,000.00	\$2,075.00	\$75.00	53000	Professional Truck Driver One	126
CVOP	Commercial Driving	\$1,955.00	\$2,150.00	\$195.00	53001	Professional Truck Driver Two	120
DFTG	Industrial Mechanic/Maint	\$285.00	\$285.00	\$0.00	55032	Blueprint Reading for Machining	24
DFTG	Industrial Mechanic/Maint	\$180.00	\$180.00	\$0.00	55037	Blueprint Reading for CNC	12
DFTG	Industrial Mechanic/Maint	\$240.00	\$240.00	\$0.00	55038	GDT for CNC	16
ECRD	Health Occupations	\$505.00	\$530.00	\$25.00	55000	EKG Technician	52
EDTC	Health Occupations	\$155.00	\$215.00	\$60.00	55008	Student Success Skills	18
ELPT	Programmable Logic	\$550.00	\$550.00	\$0.00	55043	Introduction to PLCs-Siemens	40
EMSP	Health Occupations	\$80.00	\$125.00	\$45.00	55008	CPR for Healthcare Providers	8
EMSP	Health/Maritime	\$800.00	\$850.00	\$50.00	55019	Medical Care Provider	24
EMSP	Health/Maritime	\$100.00	\$150.00	\$50.00	55052	First Aid & CPR (BST Part 2)	8
FIRS	Maritime	\$500.00	\$575.00	\$75.00	55001	Basic Fire Fighting (BST Pt 1)	16

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Subject	Area	FY2022 Charge	FY2023 Charge	22-23 Delta	Course No.	Title	Contact Hrs
HPRS	Education	\$115.00	\$115.00	\$0.00	55007	CPD HESI A2 Test Prep	8
HRPO	Human Resources	\$580.00	\$580.00	\$0.00	55022	HR Fast Track Cert Program	80
INTW	Computers	N/A	\$3,850.00	N/A	55027	CompTIA Technician Suite 1	40
INTW	Computers	N/A	\$3,850.00	N/A	55027	CompTIA Technician Suite 2	40
ITSC	Computer Concepts	N/A	\$250.00	N/A	55018	Computer Concepts	16
ITSC	Basic Business Applications	\$420.00	\$420.00	\$0.00	55045	Basic Business Applications	32
ITSW	Computer/IT	\$155.00	\$155.00	\$0.00	55002	Excel-One Day	7
ITSW	Computer/IT	\$155.00	\$155.00	\$0.00	55003	PowerPoint-One Day	7
ITSW	Computer/IT	\$155.00	\$155.00	\$0.00	55026	Excel: One Day-Intermediate	7
ITSW	Computer/IT	N/A	\$155.00	N/A	55065	Excel: One Day-Advanced	7
LMGT	Maritime	\$900.00	\$975.00	\$75.00	55010	Cargo Handling (Op Level)	40
LMGT	Logistics	\$400.00	\$400.00	\$0.00	55019	Certified Logistics Associate	35
LMGT	Logistics	\$400.00	\$400.00	\$0.00	55020	Certified Logistics Technician	35
LMGT	Logistics	\$100.00	\$100.00	\$0.00	55021	Intro to Business Logistics	7
MARI	Maritime	\$1,000.00	\$1,000.00	\$0.00	55000	MEECE	40
MARI	Maritime	\$300.00	\$900.00	\$600.00	55002	RPPEW	8
MARI	Maritime	\$300.00	\$300.00	\$0.00	55003	Rose Point ECS Training	8
MARI	Maritime	\$300.00	\$500.00	\$200.00	55004	Basic Training Revalidation	8
MARI	Maritime	\$4,000.00	\$4,000.00	\$0.00	55005	OICEW Instrumentation	160
MARI	Maritime	\$4,000.00	\$4,000.00	\$0.00	55006	Elect Machine & Basic Elect	160
MARI	Maritime	\$4,000.00	\$3,500.00	(\$500.00)	55007	OICEW-Diesel Engine	160
MARI	Maritime	\$500.00	\$500.00	\$0.00	55008	Company Security Officer	16
MARI	Maritime	\$4,000.00	\$3,500.00	(\$500.00)	55013	OICEW-Auxiliary Machinery	40
MARI	Maritime	\$1,500.00	\$1,500.00	\$0.00	55015	Tank Ship Liquefied Gases	60
MARS	Maritime	\$2,000.00	\$2,000.00	\$0.00	55000	Adv Handling & Stowage	80
MARS	Maritime	\$400.00	\$400.00	\$0.00	55003	App Mate Western Routes	8
MARS	Maritime	\$1,500.00	\$1,600.00	\$100.00	55004	GMDSS	70
MARS	Maritime	\$2,500.00	\$2,500.00	\$0.00	55005	Terrestrial/Coastal Navigation	120
MARS	Maritime	\$1,000.00	\$1,100.00	\$100.00	55006	Advanced Stability	40
MARS	Maritime	\$150.00	\$200.00	\$50.00	55007	Visual Communications	8
MARS	Maritime	\$2,500.00	\$2,500.00	\$0.00	55008	Celestial Navigation (OP)	120
MARS	Maritime	\$4,000.00	\$4,000.00	\$0.00	55010	DDE 1000/4000 HP	160
MARS	Maritime	\$900.00	\$900.00	\$0.00	55011	Electronic Navigation	40
MARS	Maritime	\$300.00	\$500.00	\$200.00	55014	RPNW (Lookout only)	8
MARS	Maritime	\$700.00	\$800.00	\$100.00	55015	Automatic Radar Plotter Aid	40
MARS	Maritime	\$3,500.00	\$3,250.00	(\$250.00)	55017	QMED-Oiler	120
MARS	Maritime	\$2,000.00	\$2,200.00	\$200.00	55018	Basic Ship & Steer Control Sys	40
MARS	Maritime	\$3,200.00	\$3,700.00	\$500.00	55019	Advanced Shiphandling	80
MARS	Maritime	\$1,000.00	\$1,000.00	\$0.00	55020	Engine Room Resource Mgmt	40
MARS	Maritime	\$500.00	\$575.00	\$75.00	55022	Search and Rescue (Mgmt Level)	16
MARS	Maritime	\$400.00	\$475.00	\$75.00	55023	Search & Rescue (Op Level)	16

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Subject	Area	FY2022 Charge	FY2023 Charge	22-23 Delta	Course No.	Title	Contact Hrs
MARS	Maritime	\$800.00	\$950.00	\$150.00	55024	Ship Const & Basic Stab Op Level	40
MARS	Maritime	\$1,500.00	\$1,500.00	\$0.00	55025	Ship Management	40
MARS	Maritime	\$1,000.00	\$1,000.00	\$0.00	55026	TOAR	8
MARS	Maritime	\$2,700.00	\$2,000.00	(\$700.00)	55028	Watchkeeping Op Level	80
MARS	Maritime	\$500.00	\$500.00	\$0.00	55029	Profic In Surv Craft Refresher	16
MARS	Maritime	\$650.00	\$750.00	\$100.00	55030	Qualified Assessor	24
MARS	Maritime	\$750.00	\$750.00	\$0.00	55034	Crewmem Tow Vess Subchap M	40
MARS	Maritime	N/A	\$1,500.00	N/A	55036	Able Seafarer Engine ASE	36
MARS	Maritime	\$700.00	\$800.00	\$100.00	55079	Automatic Radar Plotter Aid	40
MART	Maritime	\$500.00	\$500.00	\$0.00	55000	Vessel & Company Security Officer	16
MART	Maritime	\$1,200.00	\$1,500.00	\$300.00	55001	Master 100 Tons/Mate 200 Tons	80
MART	Maritime	\$400.00	\$500.00	\$100.00	55002	Upgrade Master 100 to 200 GRT	24
MART	Maritime	\$400.00	\$500.00	\$100.00	55003	Upgrade to Apprentice Mate	16
MART	Maritime	\$800.00	\$900.00	\$100.00	55004	Able Bodied Seaman	40
MART	Maritime	\$1,000.00	\$1,100.00	\$100.00	55005	Electronic Chart ECDIS	40
MART	Maritime	\$600.00	\$700.00	\$100.00	55006	Bridge Resource Management	24
MART	Maritime	\$400.00	\$650.00	\$250.00	55007	Radar Observer-Inland	32
MART	Maritime	\$600.00	\$800.00	\$200.00	55008	Radar Observer-Unlimited	40
MART	Maritime	\$700.00	\$875.00	\$175.00	55009	Proficiency in Survival Craft	32
MART	Maritime	\$225.00	\$250.00	\$25.00	55010	Radar Observer Recertification	8
MART	Maritime	\$900.00	\$1,000.00	\$100.00	55011	Tank Barge Dangerous Liquids	40
MART	Maritime	\$300.00	\$300.00	\$0.00	55014	Pers Survival Tech (BST Pt 3)	12
MART	Maritime	\$100.00	\$125.00	\$25.00	55016	Safety & Social Res (BST Pt 4)	4
MART	Maritime	\$250.00	\$300.00	\$50.00	55018	VPDSD	8
MART	Maritime	\$1,600.00	\$1,850.00	\$250.00	55019	Apprentice Mate	120
MART	Maritime	\$750.00	\$750.00	\$0.00	55020	Basic Safety Refresher	24
MART	Maritime	\$950.00	\$950.00	\$0.00	55021	Leadership & Managerial Skills	36
MART	Maritime	\$300.00	\$325.00	\$25.00	55022	Leadership and Teamwork	8
MART	Maritime	\$900.00	\$1,000.00	\$100.00	55023	Tankerman PIC-Tankship	40
MART	Maritime	\$225.00	\$225.00	\$0.00	55025	Radar Obs (Inland/GIWW)Recent	8
MCHN	Sheet Metal	N/A	\$790.00	N/A	55008	Manual Machining	64
MCHN	Industrial Mechanic / Maintenance	\$1,145.00	\$1,145.00	\$0.00	55013	CNC Mill Complete	96
MCHN	Industrial Mechanic / Maintenance	\$1,145.00	\$1,145.00	\$0.00	55013	CNC Lathe Complete	96
MCHN	Industrial Mechanic / Maintenance	\$750.00	\$690.00	(\$60.00)	55028	Intermediate CNC HAAS Lathe	48
MCHN	Industrial Mechanic / Maintenance	\$750.00	\$705.00	(\$45.00)	55029	Intermediate CNC HAAS Mill	48
MCHN	Industrial Mechanic / Maintenance	\$240.00	\$240.00	\$0.00	55042	Basic Math for Machining	16
MCHN	Industrial Mechanic / Maintenance	\$240.00	\$240.00	\$0.00	55043	Geometry for Machining	16
MDCA	Health Occupations	\$1,175.00	\$1,175.00	\$0.00	55001	Medical Office Professional	90
MFGT	Industrial Mechanic/Maintenance	\$315.00	\$315.00	\$0.00	55001	Hand & Power Tools for Machining	21
MFGT	Industrial Mechanic/Maintenance	\$90.00	\$90.00	\$0.00	55002	Metals & Materials for CNC	6
MFGT	Industrial Mechanic/Maintenance	\$315.00	\$315.00	\$0.00	55003	PMI for CNC	21



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Subject	Area	FY2022 Charge	FY2023 Charge	22-23 Delta	Course No.	Title	Contact Hrs
NFND	Business	\$365.00	\$295.00	(\$70.00)	55000	Mentoring GPS: Train-the-Trainer	8
NFND	Education	N/A	\$95.00	N/A	59000	Conversation Spanish: Beginners	TBD
NFND	Education	\$555.00	\$455.00	(\$100.00)	59002	GED Preparation: Tutorial	96
NFND	Education	\$300.00	\$200.00	(\$100.00)	59003	GED Preparation: Math	36
NFND	Education	\$205.00	\$150.00	(\$55.00)	59004	GED Prep: Soc Stud/Sci	24
NFND	Education	\$300.00	\$200.00	(\$100.00)	59005	GED Prep: Language Arts	36
NFND	Transportation	\$245.00	\$345.00	\$100.00	59032	Motorcycle-Basic Rider Course	19
NFND	Lifelong Learning	\$80.00	\$80.00	\$0.00	59058	Retirement Planning Today	9
NFND	Lifelong Learning	\$40.00	\$35.00	(\$5.00)	59076	Tai Chi	4
NFND	Transportation	\$180.00	\$220.00	\$40.00	59134	Motorcycle-One Day License Course	9
NFND	Lifelong Learning	\$70.00	\$70.00	\$0.00	59242	Cake Deco 1: Build Buttercream	8
NFND	Lifelong Learning	N/A	\$35.00	N/A	59246	First Time Homebuyers	TBD
NFND	Lifelong Learning	\$70.00	\$70.00	\$0.00	59298	Cake Deco 2: Flowers & Cake Des	8
NFND	Lifelong Learning	\$70.00	\$70.00	\$0.00	59299	Cake Deco 3: Gum Paste & Fond	8
NFND	Lifelong Learning	N/A	\$35.00	N/A	59344	Latin Dancing	6
NFND	Lifelong Learning	N/A	\$70.00	N/A	59361	Wedding Cake Workshop	TBD
NFND	Lifelong Learning	N/A	\$110.00	N/A	59437	Bridal and Floral Seminar	TBD
NFND	Computer/IT	varies with voucher	varies with voucher	N/A	59553	Pearson Vue Test Voucher	4
NFND	Lifelong Learning	N/A	\$35.00	N/A	59591	Reiki 1-Intro to Reiki	TBD
NFND	Lifelong Learning	\$70.00	\$35.00	(\$35.00)	59609	Pilates	4
NFND	Lifelong Learning	\$40.00	\$35.00	(\$5.00)	59612	Gentle Yoga	4
NFND	Maritime	\$200.00	\$225.00	\$25.00	59623	Management of Medical Care	4
NFND	Aerospace	\$250.00	\$250.00	\$0.00	59645	Edge Center Core (Pre-Track)	44
NFND	Aerospace	\$2,070.00	\$2,165.00	\$95.00	59648	Composites Tech Track-Edge Center	102
NFND	Aerospace	\$1,750.00	\$1,800.00	\$50.00	59650	Aero Mech Tech Track-Part 1	87
NFND	Aerospace	\$1,965.00	\$975.00	(\$990.00)	59651	Aerospace Quality Introduction	103
NFND	Aerospace	\$1,330.00	\$1,370.00	\$40.00	59682	Aero Mech Tech-Part 2	78
NFND	Aerospace	\$305.00	\$305.00	\$0.00	59694	Aerospace Career Building	20
NFND	Aerospace	\$615.00	\$615.00	\$0.00	59695	Aerospace Engineering Drawings	41
NFND	Aerospace	\$190.00	\$190.00	\$0.00	59696	Aerospace Fasteners	13
NFND	Aerospace	\$450.00	\$450.00	\$0.00	59697	Aerospace Precision Measure	30
NFND	Aerospace	\$500.00	\$500.00	\$0.00	59698	Aerospace Safety	34
NFND	Aerospace	\$175.00	\$180.00	\$5.00	59699	Basic Aerospace Mftg Skills	12
NFND	Aerospace	\$225.00	\$225.00	\$0.00	59701	Power Tools in Aerospace	15
NFND	Aerospace	\$279.00	\$270.00	(\$9.00)	59718	sUAS/Drone Flight Operations	21
NFND	Aerospace	\$1,250.00	\$1,250.00	\$0.00	59723	AERO NDT Insp Crse Tech Track	86
NFND	Aerospace	N/A	\$35.00	N/A	59724	Chi Kung/Qi Kong	TBD
NFND	Aerospace	N/A	\$310.00	N/A	59747	Advanced Drone Topics	16
NFND	Aerospace	N/A	\$325.00	N/A	59748	Advanced Drone Flight Ops	TBD

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Subject	Area	FY2022 Charge	FY2023 Charge	22-23 Delta	Course No.	Title	Contact Hrs
NFND	Lifelong Learning	N/A	\$140.00	N/A	59753	Event Planning 101	12
NFND	Lifelong Learning	N/A	\$65.00	N/A	59754	Ukulele for Beginners	TBD
NFND	Aerospace	N/A	\$1,010.00	N/A	59762	Comprehensive Drone Course	64
NFON	Accounting	\$109.00	\$109.00	\$0.00	57000	Accounting Fundamentals-ONLINE	24
NFON	Business	\$109.00	\$109.00	\$0.00	57004	Admin Assistant Apps-ONLINE	24
NFON	Business	\$115.00	\$115.00	\$0.00	57005	Admin Assistant Fund-ONLINE	24
NFON	Human Resources	\$115.00	\$115.00	\$0.00	57009	Diff People, Success wi-ONLINE	24
NFON	Education	\$109.00	\$109.00	\$0.00	57025	GED Preparation-ONLINE	24
NFON	Health Occupations	\$109.00	\$109.00	\$0.00	57058	Medical Terminology-ONLINE	24
NFON	Computer/IT	\$110.00	\$110.00	\$0.00	57067	A+ Certification, Basic-ONLINE	ED2GO
NFON	Computer IT	\$199.00	\$199.00	\$0.00	57071	Comp Skills Workplace-ONLINE	ED2GO
NFON	Accounting	\$115.00	\$115.00	\$0.00	57094	Accounting Fund II-ONLINE	24
NFON	Life Long Learning	\$199.00	\$199.00	\$0.00	57107	A to Z Grant Writing-ONLINE	ED2GO
NFON	Business	\$109.00	\$109.00	\$0.00	57117	Effective Bus Writing-ONLINE	24
NFON	Health Occupations	\$109.00	\$109.00	\$0.00	57123	Vet Assistant, Become-ONLINE	24
NFON	Health Occupations	\$109.00	\$109.00	\$0.00	57125	VetAsst II:Canine-ONLINE	24
NFON	Health Occupations	\$109.00	\$109.00	\$0.00	57143	Human Anat/Physiology-ONLINE	ED2GO
NFON	Health Occupations	\$109.00	\$109.00	\$0.00	57184	Vet Asst III: Skills-ONLINE	24
NFON	Computer IT	\$115.00	\$115.00	\$0.00	57222	C# Prog, Inter-ONLINE	ED2GO
NFON	Computer/IT	\$115.00	\$115.00	\$0.00	57292	Inter PHP & MySQL-ONLINE	ED2GO
NFON	Health Occupations	\$115.00	\$115.00	\$0.00	57295	Explore Medical Coding-ONLINE	ED2GO
NFON	Lifelong Learning	\$109.00	\$109.00	\$0.00	57308	Writing Essentials-Online	24
NFON	Health Occupations	\$109.00	\$109.00	\$0.00	57315	Explore Pharmacy Tech-Online	24
NFON	Computer/IT	\$119.00	\$119.00	\$0.00	57332	SQL, Intermediate-ONLINE	ED2GO
NFON	Computer IT	\$115.00	\$115.00	\$0.00	57365	Create WordPress Web-ONLINE	ED2GO
NFON	Computer/IT	\$115.00	\$115.00	\$0.00	57366	Mobile Apps w/ HTML5-ONLINE	ED2GO
NFON	Computer/IT	\$109.00	\$109.00	\$0.00	57393	Photoshop CC, Intro-ONLINE	ED2GO
NFON	Computer/IT	\$129.00	\$129.00	\$0.00	57396	Excel 2016, Intro-ONLINE	ED2GO
NFON	Computer/IT	\$109.00	\$109.00	\$0.00	57397	Intro to Lightroom CC-ONLINE	ED2GO
NFON	Computer/IT	\$129.00	\$129.00	\$0.00	57398	Excel 2016, Intermediate-ONLINE	ED2GO
NFON	Computer/IT	\$324.00	\$324.00	\$0.00	57403	MS Office 2016 Suite-ONLINE	ED2GO
NFON	Accounting	\$199.00	\$199.00	\$0.00	57407	Accounting Fund Series-ONLINE	ED2GO
NFON	Computer/IT	\$129.00	\$129.00	\$0.00	57411	Excel 2016, Advanced-ONLINE	48
NFON	Health Occupations	\$220.00	\$220.00	\$0.00	57422	Medical Term Series-ONLINE	ED2GO
NFON	Computer/IT	\$324.00	\$324.00	\$0.00	57423	Excel 2016 Series-ONLINE	ED2GO
NFON	Computer/IT	\$129.00	\$129.00	\$0.00	57424	Intro to QuickBooks-ONLINE	ED2GO
NFON	Education	\$199.00	\$199.00	\$0.00	57428	GRE Preparation Series-ONLINE	48
NFON	Health Occupations	\$299.00	\$299.00	\$0.00	57437	Vet Assistant Series-ONLINE	72
NFON	Computer/IT	\$199.00	\$199.00	\$0.00	57441	SQL Series-ONLINE	ED2GO
NFON	Computer/IT	\$199.00	\$199.00	\$0.00	57445	Java Programming Series-ONLINE	ED2GO
NFON	Lifelong Learning	\$109.00	\$109.00	\$0.00	57446	Romance Writing-Online	24

Attachment 1

Subject	Area	FY2022 Charge	FY2023 Charge	22-23 Delta	Course No.	Title	Contact Hrs
NFON	Business	\$299.00	\$299.00	\$0.00	57447	Stock Trading Suite-ONLINE	72
NFON	Computer/IT	\$199.00	\$199.00	\$0.00	57450	QuickBooks 2017 Series-ONLINE	ED2GO
NFON	Computer IT	\$199.00	\$199.00	\$0.00	57451	C# Programming Series-ONLINE	ED2GO
NFON	Education	\$299.00	\$299.00	\$0.00	57454	Speed Spanish Series-ONLINE	72
NFON	Business	\$299.00	\$299.00	\$0.00	57458	Admin Assistant Suite-ONLINE	72
NFON	Business	\$299.00	\$299.00	\$0.00	57463	Entrepreneurship Suite-ONLINE	72
NFON	Health Occupations	\$60.00	\$60.00	\$0.00	57466	Cert Energy Medicine-ONLINE	ED2GO
NFON	Lifelong Learning	\$299.00	\$299.00	\$0.00	57467	Healthy Living Suite-ONLINE	72
NFON	Computer/IT	\$199.00	\$199.00	\$0.00	57468	WordPress Web Series-ONLINE	ED2GO
NFON	Logistics/Supply Chain	\$299.00	\$299.00	\$0.00	57470	Supply Chain Suite-ONLINE	72
NFON	Health Occupations	\$115.00	\$115.00	\$0.00	57471	Become PhysTherapy Aide-ONLINE	24
NFON	Human Resources	\$299.00	\$299.00	\$0.00	57472	HR Mgmt Suite-ONLINE	72
NFON	Computer/IT	\$299.00	\$299.00	\$0.00	57473	Front End Develop Suite-ONLINE	ED2GO
NFON	Computer/IT	\$109.00	\$109.00	\$0.00	57474	Introduction to XML-ONLINE	ED2GO
NFON	Computer/IT	\$299.00	\$299.00	\$0.00	57475	Java Developer Suite-ONLINE	ED2GO
NFON	Computer/IT	\$199.00	\$199.00	\$0.00	57476	PHP and MySQL Series-ONLINE	ED2GO
NFON	Computer/IT	\$199.00	\$199.00	\$0.00	57477	Visual Basic Series-ONLINE	ED2GO
NFON	Health Occupations	\$68.00	\$68.00	\$0.00	57478	Cert in Meditation-ONLINE	ED2GO
NFON	Computer IT	\$395.00	\$395.00	\$0.00	57479	Acct with Excel Suite-ONLINE	ED2GO
NFON	Lifelong Learning	\$125.00	\$125.00	\$0.00	TBD	Online Adult Drug Offender Test	10
NUPC	Patient Care Technician	N/A	\$685.00	N/A	55000	Patient Care Technician	60
NURA	Health Occupations	\$1,055.00	\$1,055.00	\$0.00	55000	Certified Medication Aide	144
NURA	Health Occupations	\$615.00	\$890.00	\$275.00	55006	Certified Nurse Aide Training	68
NURA	Health Occupations	\$650.00	\$570.00	(\$80.00)	55010	Certified Nurse Aide Clinical	60
OSHT	Safety	\$2,260.00	\$2,320.00	\$60.00	55016	Cert Occ Safety-COSS	40
OSHT	Safety	\$940.00	\$715.00	(\$225.00)	55024	Safe Supervisor	24
OSHT	Safety	\$90.00	\$170.00	\$80.00	55026	OSHA 10-Construction	10
OSHT	Safety	\$2,320.00	\$2,320.00	\$0.00	55027	Cert Occup Safety Manager	40
OSHT	Safety	\$290.00	\$390.00	\$100.00	TBD	OSHA 30	38
PLAB	Phlebotomy	\$490.00	\$495.00	\$5.00	55000	Phlebotomy Technician Basic	48
PLAB	Phlebotomy	\$840.00	\$840.00	\$0.00	55001	Phlebotomy Tech Practicum	112
POFI	Computer/IT	\$155.00	\$155.00	\$0.00	55002	Word: One Day	7
POFI	Computer/IT	\$155.00	\$155.00	\$0.00	55009	Word: One Day-Intermediate	7
POFI	Computer/IT	\$1,280.00	\$1,280.00	\$0.00	55021	Digital Literacy-IC3	96
POFI	Computer/IT	\$950.00	\$950.00	\$0.00	55035	MOS Applications	80
POFT	Computer/IT	\$190.00	\$190.00	\$0.00	55004	Keyboarding on the PC	16
POFT	Human Resources	\$1,000.00	\$1,000.00	\$0.00	55058	Train the Trainer	40
SCIT	Maritime	\$950.00	\$975.00	\$25.00	55000	Advanced Meteorology	40
SCIT	Maritime	\$850.00	\$900.00	\$50.00	55001	Meteorology (Operational)	40
VFFT	Firefighting	\$800.00	\$850.00	\$50.00	55000	Advanced Fire Fighting	32
VFFT	Firefighting	\$500.00	\$500.00	\$0.00	55001	Adv Fire Fighting Refresher	16

Subject	Area	FY2022 Charge	FY2023 Charge	22-23 Delta	Course No.	Title	Contact Hrs
VFFT	Firefighting	\$1,200.00	\$1,200.00	\$0.00	55002	Combined Basic & Advanced Firefighting	40
VFFT	Firefighting	\$375.00	\$375.00	\$0.00	55003	Adv Fire Fighting Revalidation	8
WLDG	Welding	\$312.00	\$312.00	\$0.00	55060	Intro Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	\$312.00	\$312.00	\$0.00	55061	Adv Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	\$312.00	\$312.00	\$0.00	55062	Intermediate Pipe Welding	128
WLDG	Welding	\$312.00	\$312.00	\$0.00	55063	Intro Gas Tungs Arc Weld (GTAW)	128
WLDG	Welding	\$312.00	\$312.00	\$0.00	55064	Adv Gas Tunds Arc Weld (GTAW)	128
WLDG	Welding	\$312.00	\$312.00	\$0.00	55065	Intro Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	\$312.00	\$312.00	\$0.00	55066	Adv Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	\$312.00	\$312.00	\$0.00	55067	Advanced Pipe Welding	128
WLDG	Welding	\$312.00	\$312.00	\$0.00	55068	Intro Gas Tungs Arc Weld (GTAW)	128
WLDG	Welding	\$312.00	\$312.00	\$0.00	55069	Gas Metal Arc Welding (GMAW)	128
WLDG	Welding	\$312.00	\$312.00	\$0.00	55070	Intro Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	\$312.00	\$312.00	\$0.00	55071	Adv Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	\$312.00	\$312.00	\$0.00	55072	Intermediate Pipe Welding	128
WLDG	Welding	\$312.00	\$312.00	\$0.00	55073	Advanced Pipe Welding	128
WLDG	Welding	\$312.00	\$312.00	\$0.00	55074	Intro Gas Tungs Arc Weld (GTAW)	128
WLDG	Welding	\$312.00	\$312.00	\$0.00	55075	Adv Gas Tunds Arc Weld (GTAW)	128
WLDG	Welding	\$312.00	\$312.00	\$0.00	55076	Intro Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	\$312.00	\$312.00	\$0.00	55078	Advanced Pipe Welding	128
WLDG	Welding	\$312.00	\$312.00	\$0.00	55079	Advanced Pipe Welding	128
WLDG	Welding	\$312.00	\$312.00	\$0.00	55080	Adv Shielded Metal Arc Welding (SMAW)	128

Represents Price Increase from FY22 to FY23
Represents a new course offering for FY23
Represents Price Decrease from FY22 to FY23

**Action Item “XIII”  
Regular Board Meeting June 6, 2022**

**Consideration of Approval of Notification to Texas Higher Education Coordinating Board to  
Update Distance Learning Offerings**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve notification to the Texas Higher Education Coordinating Board (THECB) to update distance learning degree and certificate offerings by San Jacinto College.

**BACKGROUND**

Distance learning offerings at San Jacinto College have continued to grow in response to demand from students for courses in online and hybrid delivery formats. As an outcome of this growth, it is necessary for San Jacinto College to provide an updated notification to THECB identifying those areas in which San Jacinto College offers 50 percent or more of the course work required for such degrees and certificates in a distance learning modality.

**IMPACT OF THIS ACTION**

This action complies with the requirements of THECB. Furthermore, this action aligns with the College’s strategic goal of student success and our dedication to creating a learning environment that provides intentional and comprehensive support services and resources, innovative teaching strategies and delivery methods, and affordable course materials.

**BUDGET INFORMATION**

There is no budgetary impact to this action.

**MONITORING AND REPORTING TIMELINE**

The Instructional Innovation and Support division will provide continuous monitoring of alternative delivery options to provide notifications to agencies as required.

**ATTACHMENTS**

Attachment 1 - Report of Distance Learning Awards by Program for THECB – June 2022

**RESOURCE PERSONNEL**

Laurel Williamson	281-998-6182	Laurel.Williamson@sjcd.edu
Niki Whiteside	281-991-2660	Niki.Whiteside@sjcd.edu

Attachment 1  
 Report of Distance Learning Awards by Program for THECB  
 June 2022

Award	Program	100% Online	50% Online	100% Hybrid	50% Hybrid
Associate of Applied Science	Accounting	X			
Level 2 Certificate	Accounting	X			
Certificate of Technology	Biomedical Clinical Equipment Technician				X
Level 2 Certificate	Biomedical Clinical Equipment Technician				X
Occupational Certificate	Biomedical Clinical Equipment Technician				X
Associate of Applied Science	Biomedical Clinical Equipment Technician		X		X
Associate of Arts	Business	X			
Occupational Certificate	Business Management	X			X
Associate of Applied Science	Business Management - Management	X			
Level 2 Certificate	Business Management - Management	X			
Occupational Certificate	Business Management - Marketing Foundations of Marketing	X			
Certificate of Technology	Business Management - Retail Management	X			X
Associate of Applied Science	Business Management Entrepreneur	X			
Certificate of Technology	Business Management Entrepreneur	X			
Level 2 Certificate	Business Management Entrepreneur	X			
Certificate of Technology	Business Management Speciality	X			
Certificate of Technology	Business Office Systems and Support (BOSS) AA	X			
Associate of Applied Science	Business Office Systems and Support (BOSS) EAA	X			
Level 2 Certificate	Business Office Systems and Support (BOSS) EAA	X			
Occupational Certificate	Business Office Systems and Support OA	X			
Advanced Technical Certificate	Cancer Data Management	X			
Associate of Applied Science	Cancer Data Management	X			
Occupational Certificate	Child Development	X			
Associate of Applied Science	Child Development/Early Childhood Education	X			
Certificate of Technology	Child Development/Early Childhood Education	X			
Associate of Applied Science	CIT, Applications Programming Speciality	X			
Certificate of Technology	CIT, Applications Programming Speciality	X			
Occupational Certificate	CIT, Beginning Network Administration Cisco Specialty			X	
Associate of Applied Science	CIT, Cloud Computing		X		
Occupational Certificate	CIT, Computer Information Technology Foundations	X			X
Associate of Applied Science	CIT, Desktop Support and Microsoft Network Administration	X			X
Certificate of Technology	CIT, Desktop Support and Microsoft Network Administration	X			X
Associate of Applied Science	CIT, Information Technology Cyber Security Speciality	X			X
Certificate of Technology	CIT, Information Technology Cyber Security Speciality	X			X
Associate of Applied Science	CIT, Networking Administration CISCO		X		X
Certificate of Technology	CIT, Networking Administration CISCO		X		X
Associate of Applied Science	CIT, Web Applications Development		X		
Associate of Arts	Communications	X			
Associate of Science	Computer Science	X			
Associate of Applied Science	Construction Management 4-Sector Specialty	X			

Attachment 1  
 Report of Distance Learning Awards by Program for THECB  
 June 2022

Award	Program	100% Online	50% Online	100% Hybrid	50% Hybrid
Certificate of Technology	Construction Management 4-Sector Specialty	X			
Associate of Applied Science	Construction Management Industrial Project Management Specialty	X			
Certificate of Technology	Construction Management Industrial Project Mgmt Spclty	X			
Associate of Applied Science	Construction Management Technology	X			
Associate of Applied Science	Criminal Justice	X			X
Certificate of Technology	Criminal Justice	X			X
Level 2 Certificate	Criminal Justice	X			X
Occupational Certificate	Criminal Justice	X			X
Occupational Certificate	Culinary Arts-Chef Training/Restaurant Mgmt.		X		
Associate of Applied Science	Culinary Arts-Pastry Chef Specialty		X		
Associate of Applied Science	Culinary Arts-Restaurant Management		X		
Certificate of Technology	Educational Aide	X			
Occupational Certificate	Educational Aide	X			
Associate of Applied Science	Electrical Technology		X		X
Level 2 Certificate	Electrical Technology				X
Occupational Certificate	Electrical Technology				X
Associate of Applied Science	Engineering Design Graphics Architectural/Civil/Structural Speciality				X
Certificate of Technology	Engineering Design Graphics Architectural/Civil/Structural Speciality				X
Level 2 Certificate	Engineering Design Graphics Architectural/Civil/Structural Speciality				X
Associate of Applied Science	Engineering Design Graphics Mechanical Speciality				X
Associate of Applied Science	Engineering Design Graphics Mechanical Speciality				X
Certificate of Technology	Engineering Design Graphics Mechanical Speciality				X
Level 2 Certificate	Engineering Design Graphics Mechanical Speciality				X
Associate of Applied Science	Engineering Design Graphics Petro/Industrial Speciality				X
Associate of Applied Science	Engineering Design Graphics Petro/Industrial Speciality				X
Certificate of Technology	Engineering Design Graphics Petro/Industrial Speciality				X
Level 2 Certificate	Engineering Design Graphics Petro/Industrial Speciality				X
Associate of Applied Science	Engineering Design Graphics, Architectural/Civil, Structural Speciality				X
Certificate of Technology	Engineering Design Graphics, Architectural/Civil, Structural Speciality				X
Level 2 Certificate	Engineering Design Graphics, Architectural/Civil, Structural Speciality				X
Associate of Applied Science	Environmental Health and Safety Technology		X		
Associate of Arts	General Studies	X			
Associate of Applied Science	Global Logistics and Supply Chain Management	X			
Certificate of Technology	Global Logistics and Supply Chain Management	X			
Associate of Applied Science	Health Information Management	X			
Associate of Applied Science	Health Science Medical Assisting		X		X
Associate of Applied Science	Health Science Pharmacy Technician		X		X
Associate of Applied Science	HVAC, Air Conditioning Technology				X
Certificate of Technology	HVAC, Air Conditioning Technology				X
Occupational Certificate	HVAC, Air Conditioning Technology			X	

Attachment 1  
 Report of Distance Learning Awards by Program for THECB  
 June 2022

Award	Program	100% Online	50% Online	100% Hybrid	50% Hybrid
Associate of Applied Science	HVAC, Commercial Air Conditioning Technology				X
Certificate of Technology	HVAC, Commercial Air Conditioning Technology				X
Level 2 Certificate	HVAC, Commercial Air Conditioning Technology				X
Occupational Certificate	HVAC, Commercial Air Conditioning Technology			X	
Associate of Applied Science	Instrumentation Technology		X		
Associate of Science	Mathematics	X			
Certificate of Technology	Medical Billing	X			
Level 2 Certificate	Medical Coding	X			
Enhanced Skills Certificate	Medical Imaging, Mammography				X
Associate of Applied Science	Mental Health Clinical and Counseling Psychology	X			X
Occupational Certificate	Mental Health Technician		X		
Level 2 Certificate	Mental Health, Substance Abuse Counseling	X			X
Occupational Certificate	Mental Health, Substance Abuse Counseling	X			X
Occupational Certificate	Mental Health, Substance Abuse Prevention Specialist	x			
Associate of Science	Natural Science	X			
Associate of Applied Science	Paralegal		X		
Occupational Certificate	Pipefitting Technology			X	
Associate of Applied Science	Process Technology		X		X
Associate of Applied Science	Real Estate				X
Associate of Applied Science	Real Estate	X			
Certificate of Technology	Real Estate	X			X
Occupational Certificate	Real Estate	X			X
Level 2 Certificate	Real Estate Advanced	X			
Associate of Arts	Social and Behavioral Sciences	X			
Associate of Arts in Teaching	Teaching - Early Childhood to 6th Grade	X			
Associate of Arts in Teaching	Teaching - Grades 7 to 12	X			
<b>Total Count</b>		<b>60</b>	<b>16</b>	<b>4</b>	<b>49</b>



**Item “XIV”**  
**Regular Board Meeting June 6, 2022**  
**Consideration of Approval of Annual Review of the College’s Investment Policy and Strategy -**  
**First Reading (Informational Item)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the attached revisions to the Investment Policy and Strategy of the College. The Board of Trustees will not vote on this item but is creating awareness that the policy revision is being considered and input is being gathered.

**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 2, 2021.

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.

**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 6, 2022. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on August 8, 2022.

**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)

**Item "XIV"**  
**Regular Board Meeting June 6, 2022**

**Consideration of Approval of Annual Review of the College's Investment Policy and Strategy -  
First Reading (Informational Item)**

**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 minor revisions which include:

- Update list of designated Investment Officers
- Other minor edits

*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 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; ~~Director, Accounting and Financial Services;~~ Comptroller;



and Assistant Comptroller.

### **Board of Trustees**

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

### **Investment Committee**

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

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

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

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

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

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

### **ETHICS AND CONFLICTS OF INTEREST**

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

## AUTHORIZED INVESTMENTS

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

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

## **MAXIMUM MATURITIES**

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

## **AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

The College shall make all investments transactions with a broker/dealer authorized by the Board or its Investment Committee. The College will review and adopt the authorized list at least annually. The Board or Investment Committee does not need to approve banks utilized for time or demand accounts, but the bank must provide all required information to the Investment Officer(s) prior to the transaction. The list shall contain no fewer than three to five broker/dealers to assure a competitive process. ~~to~~ 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 reporting 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	<u>Anticipated</u> August <del>28</del> , 202 <del>1</del> <u>2</u>
Effective Date	<u>Anticipated</u> August <del>30</del> , 202 <del>1</del> <u>2</u>
Primary Owner	Vice Chancellor, Fiscal Affairs

Attachment 2 – Track 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 SEC registered investment adviser to act as an Investment Officer for the College in assisting College staff with all provisions of this Policy.

### **ETHICS AND CONFLICTS OF INTEREST**

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

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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.
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Local Government Investment Pools	100%
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Limit per issuer	10%
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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.

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- 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.



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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	Anticipated August 8, 2022
Effective Date	Anticipated August 9, 2022
Primary Owner	Vice Chancellor, Fiscal Affairs

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Secondary Owner	Associate Vice Chancellor, Finance
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**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
PURCHASE RECAP  
June 6, 2022**

**PURCHASE REQUESTS AND CONTRACT RENEWALS**

Purchase Request #1		
Approval to Contract for Generation Park North Road Extension (pgs. 2-5)	\$	2,194,406
 Purchase Request #2		
Approval to Contract for Construction Manager-at Risk (pgs. 6-8) for Central Campus Marcom Building Capital Renewal Project		627,698
 Purchase Request #3		
Approval to Contract for Central Campus C-31 Technical Education Building (pg. 9) Roofing Project		700,000
 Purchase Request #4		
Approval to Contract for Customer Relationship Management Solution (pgs. 10-12)		770,000
 Purchase Request #5		
Approval to Renew the Contract for Landscaping Services (pg.13)		610,000
 Purchase Request #6		
Approval to Purchase Police Vehicles (pg.14)		202,124
 Purchase Request #7		
Approval of Additional Funds for Maintenance (pg. 15) Repair, and Operational Supplies		200,000
 Purchase Request #8		
Approval of Additional Funds for Uninterruptable Power Supplies (pg. 16)		115,000
 Purchase Request #9		
Approval of Additional Funds for Gasoline and Diesel Fuel (pg. 17)		75,000
 Purchase Request #10		
Approval to Contract for Web-Based Human Resources (pg. 18) Organizational and Talent Development Services		34,500
 Purchase Request #11		
Approval to Contract for Disaster Recovery and Restoration Services (pgs. 19-20 )		<u>6,000,000</u>
 <b>TOTAL OF PURCHASE REQUESTS</b>		<b><u><u>\$11,528,728</u></u></b>

**Purchase Request #1**  
**Regular Board Meeting June 6, 2022**

**Consideration of Approval to Contract for Generation Park North Road Extension**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Tellepsen Builders, L.P. for the Generation Park north road extension project.

**BACKGROUND**

In March 2022, the Chancellor's designee approved the competitive sealed proposal (CSP) methodology for the Generation Park north road extension project. Detailed project plans and specifications developed by Page Southerland Page, Inc. (Page) were used as part of the documentation package required for public solicitation of construction proposals in accordance with the Texas Government Code §2269.151.

CSP #22-31 was issued on March 31, 2022 to procure construction services for this project. Six responses were received and evaluated by a team comprised of representatives from capital projects, facilities services, and Page. Evaluation and ranking of the submittals were based on criteria published in the solicitation. Tellepsen Builders, L.P. received the highest overall score.

Final pricing for this project came in above the project estimate. The original plans and specifications for this project included both a roadway extension on the north side of the Generation Park Campus and a walkway project on the south side of the Campus. As a result of the higher price, the walkway was deleted from the project scope.

**IMPACT OF THIS ACTION**

Approval of this action will allow the construction of an internal campus roadway from West Lake Houston Parkway to the existing parking lot. This connector will improve campus visibility and campus access and contribute to an increase in student population.

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

Pending successful contract negotiations, the estimated expenditure for this project \$2,194,406 including contingency funds and will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Construction activities will begin upon execution of a contract for services and are expected to be completed by June 1, 2023. This project will be monitored by capital projects staff.

**ATTACHMENTS**

Attachment 1 – Generation Park North Road Map  
Attachment 2 – Tabulation

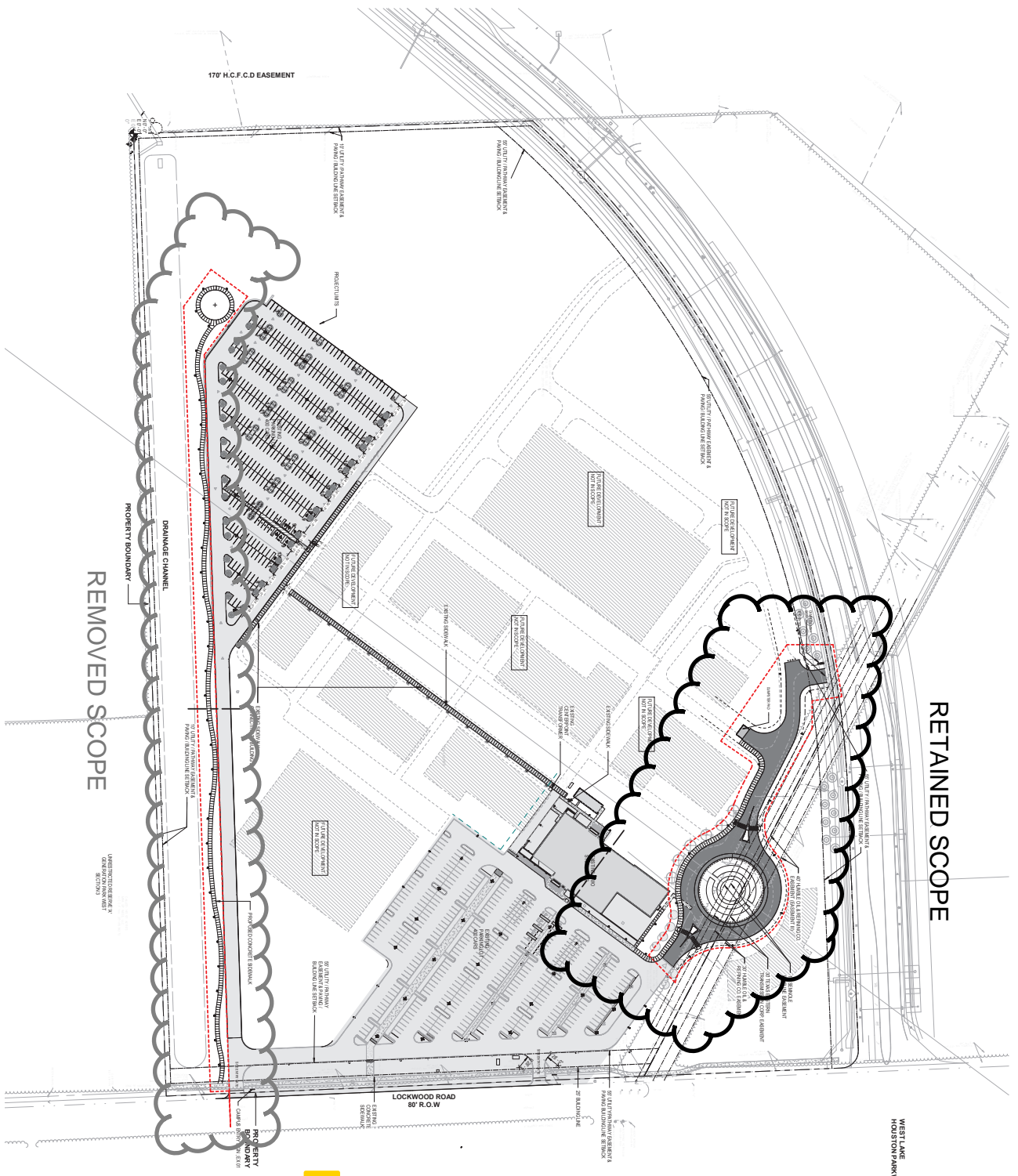
**Purchase Request #1**  
**Regular Board Meeting June 6, 2022**

**Consideration of Approval to Contract for Generation Park North Road Extension**

**RESOURCE PERSONNEL**

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

1 ARCHITECTURAL - SITE PLAN OVERALL  
 SCALE: 1" = 80'-0"



EXISTING  
 FUTURE DEVELOPMENT

- SITE PLAN GENERAL NOTES**
1. REFER TO ALL PLANNING NOTES AND SPECIFICATIONS FOR REQUIREMENTS AND CODES.
  2. ALL CONCEPTS TO BE SHOWN ON THIS PLAN ARE SUBJECT TO APPROVAL BY THE CITY OF HOUSTON.
  3. REFER TO ALL SPECIFICATIONS AND NOTES FOR MATERIALS AND FINISHES.
  4. REFER TO ALL SPECIFICATIONS AND NOTES FOR UTILITIES AND SERVICES.



**SAN JACINTO COMMUNITY COLLEGE  
 GENERATION PARK CAMPUS - NORTH ROAD EXT.**  
 13455 LOCKWOOD RD, HOUSTON, TEXAS 77044

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**AS-101**

ARCHITECTURAL - SITE PLAN OVERALL

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**Attachment 2**

**CSP 22-31 GENERATION PARK NORTH ROAD EXTENSION □  
TABULATION**

<b>Stated Criteria</b>	<b>Maximum Value</b>	<b>CMC Development &amp; Construction Corp</b>	<b>Corestone Construction Services</b>	<b>FMG Construction Group, LLC</b>	<b>Millennium Projects Solutions, Inc.</b>	<b>Tellepsen Builders, LP</b>	<b>TWL, LLC</b>
General	51.0	31.0	27.0	40.0	43.0	44.0	37.0
History and Experience	<b>45.0</b>	23.0	29.0	31.0	31.0	42.0	36.0
Safety	<b>27.0</b>	22.5	16.0	15.5	19.0	25.0	21.5
Financial	<b>27.0</b>	10.0	9.0	10.0	12.0	22.5	9.0
Base Price Proposal	<b>150.0</b>	135.2	147.5	150.0	138.1	122.2	133.8
Total with Base Price Proposal	<b>300.0</b>	<b>221.7</b>	<b>228.5</b>	<b>246.5</b>	<b>243.1</b>	<b>255.7</b>	<b>237.3</b>

<b>Final Ranking</b>			
	<b>Vendor Name</b>	<b>Total Score</b>	<b>Price Proposal</b>
1	Tellepsen Builders, LP	255.7	1,798,647.00
2	FMG Construction Group, LLC	246.5	1,465,000.00
3	Millennium Projects Solutions, Inc.	243.1	1,591,756.00
4	TWL, LLC	237.3	1,642,307.50
5	Corestone Construction Services	228.5	1,489,826.09
6	CMC Development & Construction Corp	221.7	1,625,000.00

**Purchase Request #2**  
**Regular Board Meeting June 6, 2022**

**Consideration of Approval to Contract for Construction Manager-at-Risk  
for the Central Campus Marcom Building Capital Renewal Project**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a construction manager-at-risk (CMR) contract with Tellepsen Builders, L.P. for the Central Campus Marcom (C-2 / West Classroom) Building capital renewal project.

**BACKGROUND**

In March 2022, the Chancellor's designee approved the Construction Manager-at-Risk (CMR) methodology for the capital renewal of the Central Campus Marcom building. A two-step procurement process was used for CMR solicitation #22-32 in accordance with the Texas Government Code §2269.251. Each step was evaluated and ranked using a numerical assessment.

A request for qualifications (RFQ), the first step of the process, was issued on March 31, 2022. Submittals were received from five firms and evaluated based on criteria published in the RFQ. All five firms were invited to participate in the second step of the process, which included submission of the price proposal and presentations to the evaluation committee. Two firms withdrew prior to the presentation phase citing project staff availability. Tellepsen Builders, L.P. received the highest overall score of the remaining respondents.

**IMPACT OF THIS ACTION**

This action will allow the College to complete the design for the Marcom Building capital renewal and to more accurately assess the cost involved. The 35,000 square foot building was originally constructed in 1966 and has not been materially changed since. The intention is to re-configure the building with only classroom and study spaces that will be used during peak instructional periods and idled when not needed. Extensive modernization is required to replace the mechanical and plumbing systems which are at their end of life, to update the building to current applicable codes, and to update the instructional areas. If there are not sufficient funds available to complete all the desired improvements, the scope will be limited to a mechanical refresh to preserve the building for future renewal.

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

The expenditure for this project will consist of a preconstruction fee of \$10,000, an estimated general conditions fee of \$617,698, and the construction management fee of 3.45 percent. The construction management fee will be applied to the final cost of the work. This project is currently funded by an \$8,740,474 reservation in the deferred maintenance pool of the 2015 Bond Program. It is anticipated that supplemental funds will be required.

**MONITORING AND REPORTING TIMELINE**

Design activities began in March 2022 and are scheduled to be completed in September 2022. Assuming a reconciliation of funding, construction activities could begin in October 2022 and be completed by August 2023. Completion of the project is expected to require a total of nine (9) months.

**Purchase Request #2**  
**Regular Board Meeting June 6, 2022**

**Consideration of Approval to Contract for Construction Manager-at-Risk  
for the Central Campus Marcom Building Capital Renewal Project**

A guaranteed maximum price for the cost of work will be presented to the Board for consideration upon completion of design and the subcontracting process by the construction manager. This project will be monitored and managed by capital projects personnel.

**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

**Attachment 1**

**CMR 22-32 CONSTRUCTION MANAGER-AT-RISK  
CAPITAL RENEWAL CENTRAL CAMPUS MARCOM(C-2) BUILDING  
TABULATION**

**QUALIFICATIONS SUMMARY**

<b>Contractor</b>	<b>Total Score</b>	<b>Average Score</b>	<b>Weight</b>	<b>Final Score</b>
Tellepsen Builders, L.P.	249.00	83.00	40%	33.20
The Whiting-Turner Contracting Company	214.00	71.33	40%	28.53
Morganti Texas, Inc.	208.00	69.33	40%	27.73
Westfall Constructors, Ltd.*	197.00	65.67	40%	26.27
Sterling Structures*	177.00	59.00	40%	23.60

\* Firms withdrew from consideration

**PRESENTATION SUMMARY**

<b>Contractor</b>	<b>Total Score</b>	<b>Average Score</b>	<b>Weight</b>	<b>Final Score</b>
Tellepsen Builders, L.P.	223.00	74.33	30%	22.30
The Whiting-Turner Contracting Company	226.00	75.33	30%	22.60
Morganti Texas, Inc.	173.00	57.67	30%	17.30

**PRICING SUMMARY**

<b>Contractor</b>	<b>Pre-Con Fee</b>	<b>Fee</b>	<b>Total Fee Based on Cost of Work</b>	<b>Total General Conditions for 12 Months</b>	<b>Total Cost</b>
<b>Estimated Cost of Work \$6,750,000</b>					
Tellepsen Builders, L.P.	\$ 10,000	3.45%	\$ 232,875	\$ 617,698	\$ 860,573
The Whiting-Turner Contracting Company	\$ 35,000	6.30%	\$ 425,250	\$ 500,170	\$ 960,420
Morganti Texas, Inc.	\$ 32,763	2.50%	\$ 168,750	\$ 485,818	\$ 687,331

<b>Contractor</b>	<b>Total Score</b>	<b>Average Score</b>	<b>Weight</b>	<b>Final Score</b>
Tellepsen Builders, L.P.	239.61	79.87	30%	23.96
The Whiting-Turner Contracting Company	214.70	71.57	30%	21.47
Morganti Texas, Inc.	300.00	100.00	30%	30.00

<b>FINAL SCORES - RANKED</b>		
<b>#</b>	<b>Contractor</b>	<b>Score</b>
1	Tellepsen Builders, L.P.	79.46
2	Morganti Texas, Inc.	75.03
3	The Whiting-Turner Contracting Company	72.60

**Purchase Request #3**  
**Regular Board Meeting June 6, 2022**  
**Consideration of Approval to Contract for Central Campus**  
**C-31 Technical Education Building Roofing 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 formal solicitation issued to replace the roof of the Central Campus C-31 Technical Education Building.

**BACKGROUND**

In March 2022, the Chancellor’s designee approved the competitive sealed proposal (CSP) methodology for the replacement of the roof at C-31 Technical Education Building. Detailed project plans and specifications developed by HKS, 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.

CSP #22-37 was issued on May 6, 2022 to procure construction services for this project. Responses will be received on June 16, 2022 and evaluated by a team comprised of representatives from capital projects, facilities services, and HKS, 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 materials can be ordered at the lowest potential price and with the quickest possible delivery. This action will lessen some of the supply chain delays that are still plaguing numerous aspects of the construction industry.

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

The cost of this project is not expected to exceed \$700,000. The project will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

This purchase will be monitored by capital projects staff.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

**Consideration of Approval to Contract for Customer Relationship Management Solution**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with TargetX for a Customer Relationship Management (CRM) solution for the College.

**BACKGROUND**

Among the priorities in the San Jacinto College Strategic Plan 2019-2024, is the transformation of our advising systems to a technology-mediated advising model to support a more intensive and personalized case management model. Within the Title V grant, the College proposed to improve student and faculty communication with a CRM solution with the ability to assign advisors based on pathway, manage early alerts and interventions, implement a student communication plan, connect students to the appropriate resources/staff members, and manage prospects and applicants through the enrollment funnel.

Request for proposals #22-04 was issued on February 16, 2022, to procure a CRM solution. Nine (9) responses were received and evaluated by an evaluation committee comprised of representatives from grants, instructional departments, ITS, marketing, and student services. Negotiations began with the highest ranked firm, but it was determined their proposed solution would not address all of the College's needs. Negotiations ceased and the committee engaged with the second ranked firm, TargetX. The solution proposed by TargetX utilizes and will be incorporated with a separate software platform, Salesforce, which the College will procure separately.

**IMPACT OF THIS ACTION**

An institutional CRM will allow the College to use one platform to track and personalize student communication, bridge the gap between faculty and staff advising notes, and use just in time interventions based on data points.

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

The total expenditure for the initial three-year term is \$770,000. Year one, including implementation, is \$340,000 and will be funded from the HEERF grant. Future year expenditures are \$215,000 per year, to be funded by the institutional unrestricted budget of subsequent years.

**MONITORING AND REPORTING TIMELINE**

The initial three-year award term will commence on or after June 7, 2022, with renewal options of two (2) one-year terms.

**ATTACHMENTS**

Attachment 1 - Tabulation

**Consideration of Approval to Contract for Customer Relationship Management Solution**

**RESOURCE PERSONNEL**

Joanna Zimmermann	281- 476-1863	joanna.zimmermann@sjcd.edu
Jessica Tello	281-998-6150 x1126	jessica.tello@sjcd.edu
Karen Allen	281-998-6106	karen.allen@sjcd.edu

## Attachment 1

### RFP 22-04 CRM EVALUATION RESULTS

#### QUALIFICATIONS SUMMARY

Vendor	Points (Max 60)	RFP Weight	Final Score	Shortlist
EAB Global, Inc.	40.36	30%	20.18	Yes
Servio Consulting, LLC	39.91	30%	19.95	Yes
TargetX	51.56	30%	25.78	Yes
Technolutions	45.84	30%	22.92	Yes
Crowe LLP	35.08	30%	17.54	No
Element451	35.05	30%	17.53	No
Alithya Zero2Ten	34.45	30%	17.22	No
Asesoftware Inc	21.31	30%	10.66	No

#### PRESENTATIONS SUMMARY

Vendor	Points (Max 80)	RFP Weight	Final Score
EAB Global, Inc.	37.11	40%	18.56
Servio Consulting, LLC	65.11	40%	32.56
TargetX	77.00	40%	38.50
Technolutions	50.89	40%	25.44

#### PRICING SUMMARY

Vendor	Points (Max 60)	RFP Weight	Final Score	Total Price 5 Years
EAB Global, Inc.	57.06	30%	28.53	\$ 657,243.00
Servio Consulting, LLC	36.53	30%	18.26	\$ 1,026,651.25 *
TargetX	24.12	30%	12.06	\$ 1,554,751.25 *
Technolutions	60.00	30%	30.00	\$ 625,000.00

\*Price proposal includes estimated cost of software platform, Salesforce, procured separately.

Vendor	Final Score
Technolutions**	78.37
<b>TargetX</b>	<b>76.34</b>
Servio Consulting, LLC	70.77
EAB Global, Inc.	67.27

\*\*Negotiated with highest ranked firm and determined the solution proposed would not meet all of the College's needs



**Purchase Request #5**  
**Regular Board Meeting June 6, 2022**

**Consideration of Approval to Renew the Contract for Landscaping Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees renew a contract with Yellowstone Landscape for general landscaping services for the facilities services department.

**BACKGROUND**

Yellowstone Landscape (Yellowstone) provides general landscaping services, which includes labor and equipment to service the Central, South, North, Maritime, and Generation Park campuses and the District buildings, as well as field and lot mowing. Yellowstone also performs larger projects that are not included in the scheduled recurring services such as mulching, tree trimming, shoreline, and creek cleanup as needed.

Request for proposals #18-19 was issued on March 2, 2018, to procure landscaping services. The Board approved the original contract with Yellowstone on June 4, 2018.

**IMPACT OF THIS ACTION**

Outsourcing some of the landscaping services is necessary due to the limited size of the College's grounds-keeping staff. Renewal of the contract will continue to augment the existing in-house staff to maintain the aesthetics of the grounds by performing essential lawn maintenance duties to preserve service levels in accordance with the College's grounds-keeping standards.

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

The estimated annual expenditure for this request is \$610,000 and will be funded from the facilities services department's 2021-2022 operating budget and subsequent year budget.

**MONITORING AND REPORTING TIMELINE**

This renewal will exercise the final of four one-year renewal options available. The new contract term will be June 5, 2022, through June 4, 2023.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ron Andell	281-452-2016	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the purchase of four completely outfitted new police vehicles for the police department.

## **BACKGROUND**

The police department needs to replace four police vehicles. Vehicles in the police department fleet are generally under manufacturer warranty for five years. Maintenance and major repair costs are minimized when vehicle warranties are in effect. Repair costs have risen steadily as the fleet ages. Over the past three years the police department has spent more than \$38,000 annually on vehicle repairs. Nine vehicles in the fleet exceed the five-year service mark and result in costly repairs to keep the fleet fully operational.

Holiday Ford and Defenders' Supply have a contract through the Tarrant County cooperative contract program through which we can procure four (4) new police vehicles with complete police upfitting, contract #2020-174 & 2019-181 respectively. These contracts comply with competitive procurement requirements in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

## **IMPACT OF THIS ACTION**

Recently two vehicles were removed from the fleet and sent to auction because required repair costs exceeded the value of the vehicle. Due to this reduction, there is no replacement unit available when a police unit is out of service for repairs. More stress is placed on the vehicles that remain in service due to the necessity for use that sometimes reaches twenty-four hours a day and contributes to a shorter usable life.

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

The expenditure for this request is \$202,124 and will be funded from the police department's 2021-2022 operating budget.

## **MONITORING AND REPORTING TIMELINE**

None

## **ATTACHMENTS**

None

## **RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Sabrina Naulings	281-998-6150 x 1651	sabrina.naulings@sjcd.edu
Teresa Browder	281-998-6322	teresa.browder@sjcd.edu

**Purchase Request #7**  
**Regular Board Meeting June 6, 2022**  
**Consideration of Approval of Additional Funds for Maintenance,**  
**Repair, and Operational Supplies**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of maintenance, repair and operational (MRO) equipment and supplies from Grainger for the facilities services department.

**BACKGROUND**

Grainger is utilized college-wide for the procurement of various MRO items including safety and janitorial supplies and equipment. Grainger has a contract through the OMNIA Partners cooperative contracts program to provide maintenance, repair and operational equipment and supplies, contract #R192002, and complies with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

**IMPACT OF THIS ACTION**

The facilities services department procures many critical parts, components, materials, and supplies through Grainger. These purchases support the maintenance and operation of the College's physical resources allowing for continued support of the institution's educational programs, support services, and other mission-related activities. Departments other than facilities services also utilize Grainger to fulfill their operational needs. Grainger is a reliable source for a wide variety of equipment and supplies essential for regular day-to-day operations.

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

In August 2021, the Board approved an expenditure of \$550,000 to procure items from Grainger. This request will increase the total amount approved by \$200,000 to a total of \$750,000. This expenditure will be funded, in part, from the facilities services department's 2021-2022 operating budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ron Andell	281-542-2016	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6348	genevieve.scholes@sjcd.edu

**Consideration of Approval of Additional Funds for Uninterruptable Power Supplies**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of uninterruptable power supplies (UPS) from Solid IT Networks, Inc. for the College.

**BACKGROUND**

The College's information technology services department utilizes UPS systems to provide battery backup to critical technology when electrical power fails. These systems are deployed in key technology rooms at various district locations. They also serve to protect expensive components from other electrical events. These systems are designed to temporarily sustain the power, and thus operational readiness of the equipment connected, until either commercial or generator power is restored. The existing UPS systems at North and Central campus are nearly twenty years old and require replacement. The UPS systems at South campus were replaced in 2020.

Solid IT Network, Inc. has a contract through the Texas Interlocal System (TIPS) program to provide technology solutions, products and services, through Contract Number TIPS #210101, and complies with the competitive procurement requirement in § 44.031 of the Texas Education Code and is permitted through § 791.001(g) of the Texas Government Code.

**IMPACT OF THIS ACTION**

New UPS systems will be installed at North and Central campus, replacing aged and end-of-life equipment. Completion of this action will ensure that power outages at those campuses have limited impact on critical technology equipment. In addition, these systems help ensure the business continuity of operations at those campuses and reduces the risk of unplanned outages due to ordinary losses of power.

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

The estimated expenditure for this request is \$115,000 and will be funded from the ITS operations 2021-2022 operational budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Allen Bourque	281-998-3494	allen.bourque@sjcd.edu
Karen Allen	281-998-6106	karen.allen@sjcd.edu

**Purchase Request #9**  
**Regular Board Meeting June 6, 2022**

**Consideration of Approval of Additional Funds for Gasoline and Diesel Fuel**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of gasoline and diesel fuel supplies from Suncoast Resources Inc. for the facilities services department.

**BACKGROUND**

Facilities services manages the bulk fuel purchases in support of both facilities services fleet operations, as well as police, support, and educational department uses. Currently, fuel is purchased through Suncoast Resources with a past average category spend approaching \$100,000. Due to rapidly increasing fuel costs additional expenditure approval is being requested to offset the increased fuel prices.

Gasoline and diesel fuel supplies are exempt from competitive procurement pursuant to Texas Education Code §44.031(a).

**IMPACT OF THIS ACTION**

Increasing fuel costs impact college educational and support operations. The College utilizes bulk fuel purchases to ensure fuel availability for its police, ITS, auxiliary services, and facilities services fleet vehicles. It also supports educational programs such as Truck Driving, Automotive Technologies, Maritime, Sports, and others. Fuel purchases are critical to the efficient operations of educational and support activities for the College.

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

In August 2021, the Board approved an expenditure of \$150,000 for gasoline and diesel fuel supplies. This request will increase the total amount approved by \$75,000 to a total of \$225,000. This expenditure will be funded from the facilities services department's 2021-2022 operating budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
John Maslonka	281-542-2029	john.maslonka@sjcd.edu
Genie Freeman-Scholes	281-998-6348	genevieve.scholes@sjcd.edu

**Purchase Request #10**  
**Regular Board Meeting June 6, 2022**

**Consideration of Approval to Contract for Web-Based Human Resources  
Organizational and Talent Development Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Gartner, Inc. (Gartner) for web-based, human resources organizational and talent development services for the human resources organizational and talent development department.

**BACKGROUND**

In August 2021, the Board approved an expenditure of \$360,000 for Gartner’s subscription support services utilized by the ITS department. Gartner also provides web-based human resources organizational and talent development services, advisory services, and a vast amount of research that can be utilized by the human resources staff to develop first-rate organizational and talent development programs for the College.

Gartner has a contract through the DIR cooperative contracts program to provide web-based, human resources organizational and talent development services via contract number DIR-TSO-4099, which complies with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001 (g).

**IMPACT OF THIS ACTION**

The College’s human resources organizational and talent development organization (HR-OTD) is currently redesigning its leadership and employee development programs. Gartner’s web-based human resource services, which includes a research library and advisory services, will be of tremendous value in developing the most proficient programs for the College. Gartner will also be able to advise HR-OTD on knowledge management and employee engagement programs.

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

In August 2021, the Board approved an expenditure of \$360,000 for Gartner subscription support services. This request will increase the total Board approved amount by \$34,500 to a total of \$394,500. This expenditure will be funded from the human resource services department’s 2021-2022 operating budget.

**MONITORING AND REPORTING TIMELINE**

The one-year award term will commence on July 1, 2022 and conclude on June 30, 2023.

**RESOURCE PERSONNEL**

Ron Sanchez	281-998-6369	ronald.sanchez@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

**Consideration of Approval to Contract for Disaster Recovery and Restoration Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract for disaster recovery and restoration services with Mooring USA and Facilities Sources Dura Pier Facilities Services for the facilities services, emergency management, and the safety, health, environment, and risk management (SHERM) departments.

**BACKGROUND**

Twelve firms with cooperative contracts for disaster recovery and restoration services were identified and their qualifications were reviewed. The College sent questionnaires to each of the firms requesting additional information about their capabilities. Six firms submitted responses and were evaluated by a committee of representatives from facility services, emergency management, and SHERM. Mooring USA and Facilities Sources Dura Pier Facilities Services were the two highest-ranked firms. Each has a contract through TIPS cooperative contracts program to provide disaster recovery and restoration services, contract numbers 19050301/19050302 respectively. These contracts comply with competitive procurement requirements in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

It is in the College's best interest to have an indefinite delivery, indefinite quantity contract in place for disaster recovery services in the event of an emergency. Use of such a contract removes barriers when transitioning from emergency mode to restoration and recovery mode, expediting the return to normal operations. Mooring USA has demonstrated the ability to supply the necessary trades and equipment to provide emergency response and restoration services for incidents including, but not limited to fire, water, weather, contamination, and other natural or manmade disasters. Mooring USA was instrumental in the College's recovery from the winter storm in 2021.

**IMPACT OF THIS ACTION**

Disaster recovery operations are necessary to efficiently restore the campuses to operational levels. Emergency response and restoration services occur in a stressful, fast-paced environment that require detailed documentation for federal, state, and local reimbursement programs as well as insurance claims. Having a contract in place allows the College to secure services from specialized teams without delay to ensure the work meets the College's standards and is completed timely to prevent further damages.

If faced with major damage across multiple campuses, having two firms under contract provides the College flexibility and the breadth of resources to respond quickly. These contracts would only be activated in the case an emergency.

**Consideration of Approval to Contract for Disaster Recovery and Restoration Services**

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

When the College seeks reimbursement from the Federal Emergency Management Agency, it is required we have a Board approved contract with a not to exceed value in place. To ensure we have adequate capacity and the ability to quickly respond, we are recommending a contract ceiling value of \$3,000,000 for each firm. Expenditures related to these contracts would be funded from an emergency project budget established for that event.

**MONITORING AND REPORTING TIMELINE**

The initial contact term would be three years commencing June 7, 2022 through June 6, 2025, with two optional one-year renewals.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ali Shah	281-542-2029	ali.shah@sjcd.edu
Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
Genevieve Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu



**Item "A"**  
**Regular Board Meeting June 6, 2022**

**Approval of the Minutes for the May 2, 2022, Workshop and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the May 2, 2022, Workshop and Regular Board Meeting.

## San Jacinto College District Board Workshop May 2, 2022

The Board of Trustees of the San Jacinto Community College District met at 5:15 p.m., Monday, May 2, 2022, 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> Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Melissa Mihalick (attorney – via conference call), Sandra Ramirez, Mandi Reiland, Laurel Williamson, Teri Zamora
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Board Chair, Marie Flickinger, called the workshop to order at 5:16 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Board Chair Flickinger conducted a roll call of the Board members:  Erica Davis Rouse Marie Flickinger Dan Mims John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson
<b>III.</b>	<b>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal</b>	Board Chair Flickinger adjourned to closed session at 5:18 p.m.  The Board members listed above as attending, Chancellor Brenda Hellyer, Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for the closed session. Laurel Williamson attended a portion of the closed session as indicated below.

	<b>Matters and Personnel Matters</b>	<p>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.</p> <ul style="list-style-type: none"> <li>• Conference call with attorney Melissa Mihalick</li> </ul> <p>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.</p> <ul style="list-style-type: none"> <li>• Laurel Williamson attended this portion of the closed session.</li> </ul>
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	Board Chair Flickinger reconvened to open meeting at 6:07 p.m.
<b>V.</b>	<b>Notification of Program Closure, AAS Automotive Collision Repair</b>	<p>A copy of the action item and back up documentation from when this closure was first brought to the Board last fall was distributed to the Board members.</p> <p>Dr. Laurel Williamson provided an overview of what led to the recommendation to close the AAS Automotive Collision Repair program. She explained the interest in this program has decreased, and the certificate program offered does not provide entry level jobs in our region. Conversations have been had with employers in our region, and we are learning that this field is more on-the-job training with certificates and degrees not being required. The College will likely have a crosswalk with the Kirk Lewis Career and Technical High School where we will accept some of their entry level courses for student’s credits to be in the College’s Auto Technician Program on Central Campus.</p> <p>Laurel added that another issue the College has had with the Automotive Collision Repair program is not having enough faculty who are interested in recruiting for this program. The College will provide a teach-out plan with some part-time instructors teaching the 24 students currently completing the program. Regarding employees, there is one tool room attendant who will be affected by this closure and will be moved to the Central Campus Auto Technology Program.</p> <p>Dr. Brenda Hellyer commented that the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and Texas Higher Education Coordinating</p>

		<p>Board (THECB) will be notified if the Board approves this closure.</p> <p>Erica Davis Rouse asked what will happen to the space that currently houses the Automotive Collision Repair program. Brenda responded that the space is in an old building that will be used for maintenance.</p> <p>Teri Zamora added that the buildings are being assessed to see which ones can be used and which need to be demolished.</p>
<p><b>VI.</b></p>	<p><b>Update on Development of Fiscal Year 2023 Budget</b></p>	<p>Teri provided an update on the plan for the Fiscal Year 2023 (FY2023) Unrestricted Budget. The goal for this year’s budget is to ensure long term viability of the College to serve students and the community, facilitate a stable College workforce using the performance management process, and support growth in student enrollment. There is some uncertainty in the College’s revenue streams, so we will be spending strategically. The College will be scaling up the Promise Program for all 2022 area high school graduates and continue coordinating the College budget with federal COVID relief funds.</p> <p>Teri provided an overview of the budget plan. The Board will be asked to approve the annual priorities in June. Revenue scenarios continue to develop, so the recommendation is to delay the budget approval to August. Remaining Higher Education Emergency Relief Fund (HEERF) will be used in 2023 to cover required expenses, fund new initiatives, and serve as general revenue support.</p> <p>Teri covered the revenue estimation plan. The College’s State Allocation will remain the same as FY2022, we anticipate an increase on Maintenance &amp; Operations tax (M&amp;O) due to new properties and an increase percentage on growth and valuations. Teri explained that the new tax projected assessment was received from the county at the end of April and showed an overall increase of 9.06 percent. The county is not certain if there will be a growth in percentage appeals due to the increase being higher than previous years. The HEERF revenue recovery is still being reviewed and will be finalized by the end of May. Tuition is also still being finalized.</p> <p>Erica asked what the HEERF revenue recovery number is based on.</p>

		<p>Teri explained that the fiscal year budget being discussed is compared to pre-pandemic years, 2019 and 2020, to determine loss of revenue.</p> <p>Keith Sinor asked what the deadline for using the HEERF funds is. Teri responded that the funds must be used by May 2023.</p> <p>Brenda asked if the 9.06 percent tax increase is mostly residential. Teri responded that for San Jacinto College the residential tax increase was 16 percent, apartments increased 15 percent, commercial increased 11 percent, and industrial increased 10.7 percent. There were also vacant properties which were negative and balanced out to 9.06 percent.</p> <p>Brenda explained that summer enrollment is open. The College enrollment is currently down in academics, but technical programs are seeing increases compared to last summer's enrollment. Most students are still signing up for online academic courses.</p>
<b>VII.</b>	<b>Update on Budget Requests using Bond Interest Earnings</b>	<p>Teri provided an update on budget requests using bond interest earnings. She explained that once the cash balances that are in reserves were analyzed, we had \$4.3 million in interest earnings on past bond issuances. We had initially portioned out \$2.5 million for roof replacement on buildings 7, 8, and 9 on the North Campus and \$1.7 million for replacing the roofs on buildings 7 and 9 on the South Campus. The roofs on South Campus were assessed first, and we learned the cost of replacement of the roof is \$2.4 million. This cost was higher than what was estimated, due to the condition of the roofs. The roofs on North Campus are being assessed, and we anticipate they will not need a total replacement, which should cost less than the budgeted \$2.5 million and will even out the increased cost for the South Campus roof replacements. If these repairs do exceed the budgeted \$1.9 million, this will be brought to the Board.</p> <p>The Board members had no questions regarding this item.</p>
<b>VIII.</b>	<b>Update on State and Federal Legislative Sessions</b>	<p>Brenda provided an update on the State and Federal legislative sessions. On the Federal side, the Omnibus Appropriations Act was approved and includes \$585,000 in Community Project Funding for the College's EDGE Center. Congressman Troy Nehls sponsored this initiative. Teri</p>

		<p>Crawford was made the contact for this appropriation and is working on how to receive the funding.</p> <p>San Jacinto College submitted a Community Grant Request for Cyber Security to Congresswoman Sylvia Garcia’s office. If accepted, the grant would provide funding for a Cyber Security Center Director along with training for faculty and competitions for students. House and Senate conferees continue to work to reconcile their respective versions of the America COMPETES Act of 2022 containing a \$200 million community college maritime training grants program authored by Representative Sylvia Garcia. Senator John Cornyn is also a conferee, so the College has reached out to his office for support for this grant program. The Fiscal Year 2023 Appropriations process has also started.</p> <p>On the State side, the Commission on Community College Finance continues its work in the work groups. The Commission will have a hearing of the full Commission on June 21, 2022, to start working through recommendations.</p> <p>The Texas Association of Community Colleges met in April and have come up with recommendations focused on the work groups. These recommendations are being worked with the Commissioner on Higher Education and the Community College Association of Texas Trustees (CCATT) to make sure the trustees are in alignment to help align the recommendations coming from the commission. Brenda met with Representative Bonnen, and he felt it is important for community colleges to be able to document their recommendations and align. There was a unanimous vote out of the TACC presidents on these recommendations. Brenda will bring more updates as they are available.</p> <p>One of the big recommendations is asking the State to define their strategy that they want for dual credit, what they want the performance measures to be, and what they think the funding model needs to be. Also on the State side, hearings for the interim charges begin this week in the House and Senate. Interim Charge reports are due by the middle of October 2022.</p>
<b>IX.</b>	<b>Review of Calendar</b>	<p>Brenda reminded the Board about Spring Commencement and asked them to let the Chancellor’s Office know if they plan to attend so transportation can be coordinated. She reviewed upcoming events and asked the Board members to let Mandi</p>

		<p>Reiland know if they would like to attend any of the listed events.</p> <p>Erica will be out of town and is unable to attend the June Board meeting.</p>
<b>X.</b>	<b>General Discussion of Meeting Items</b>	<p>Brenda asked if the Board members had any questions about items in the Board book.</p> <p>Erica asked for clarification on a purchase request regarding the length of the Oracle subscription. She also asked if the Texas A&amp;M Corpus Christi is a co-op.</p> <p>Teri explained that the College is entering into a four-year contract for a Hosted Oracle Subscription Access License, which will support the transition of our Banner ERP system from being hosted on-site on the College’s servers, to being hosted by Ellucian-managed cloud services. For this purchase we participate in the Texas A&amp;M Corpus Christi inter-agency agreement for Banner software license maintenance through the Texas Connection Consortium. This type of agreement is in accordance with the Texas Education Code 44.031 and Texas Government Code 791.001.</p> <p>Dan Mims asked if the College is no longer using Banner. Teri responded that the College will still use Banner, but it will be in the cloud. We will be able to remove a majority of the servers in the server room due to converting to the cloud. This is being done to provide more security and to assist with having access to the network in the event of closure due to inclement weather.</p> <p>Brenda informed the Board that the faculty contracts are in the personnel section of the Board book. Once reviewed, those will go out May 10, 2022.</p>
<b>XI.</b>	<b>Adjournment</b>	<p>Board Chair Flickinger adjourned the meeting at 6:43 p.m.</p>

**San Jacinto College District  
Regular Board Meeting Minutes**

**May 2, 2022**

**The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, May 2, 2022, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas for a regular Board Meeting.**

**Board of Trustees:** Erica Davis Rouse, Assistant Secretary  
Marie Flickinger, Chair  
Dan Mims  
John Moon, Jr., Vice Chair  
Keith Sinor, Secretary  
Dr. Ruede Wheeler  
Larry Wilson

**Chancellor:** Brenda Hellyer

**Others Present:**

Teri Crawford	Courtney Morris
Kimberly DeLauro	Samantha Nava
Destry Dokes	Alexander Okwonna
Chris Duke	JR Ragaisis
Teddy Farias	Sandra Ramirez
Rebecca Goosen	Mandi Reiland
Amanda Green	Sherilyn Reynolds
Kevin Hale	Shelley Rinehart
Allatia Harris	Martha Robertson
Bo Hopper	Randy Snyder
Carin Hutchins	Rob Stanicic
Sallie Kay Janes	Niki Whiteside
Robert Jeter III	Van Wigginton
Matt Keim	Chris Wild
Aaron Knight	Laurel Williamson
Ann Kokx-Templett	Teri Zamora
Floyd McConnell	Joanna Zimmermann
Robert Merino	

**Call the Meeting to order:** Chair Flickinger called the Regular Meeting of the Board of Trustees to order at 7:01 p.m.

**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  
Dr. Ruede Wheeler  
Larry Wilson

**Moment of Silence,  
Invocation, and  
Pledges to the Flags:**

The moment of silence to honor employees who passed away and the invocation was given by Sandra Ramirez. The pledges to the American flag and the Texas flag were led by Keith Sinor.

**Special  
Announcements,  
Recognitions,  
Introductions, and  
Presentations:**

1. Dr. Alexander Okwonna recognized the San Jacinto College Debate Team and faculty member Floyd McConnell.

**Student Success  
Presentations:**

1. The student success presentation, Financial Aid & Scholarship Focus Report, was presented by Teri Crawford and Robert Merino.

**Communications to  
the Board:**

The following items were reviewed and distributed to the Board as communication items.

1. A thank you was sent to the Board from the family of Jimmy Lea for the plant sent in his memory.
2. A thank you was sent to the Board from the family of Cade Varnado for the plant sent in his memory.
3. May Opportunity News

**Public Comment:**

There was one citizen that signed up to speak before the Board:

1. Robert Jeter III

**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 Financial Statements March 2022
  - b. San Jacinto College Monthly Investment Report March 2022
- B. San Jacinto College Foundation Financial Statements
- C. Capital Improvement Program

**Motion 10196  
Consideration of  
Rescission of  
Resolution  
Authorizing  
Delegation of  
Authority to the  
Chancellor during**

Motion was made by Larry Wilson, seconded by Dan Mims, for approval of Rescission of Resolution Authorizing Delegation of Authority to the Chancellor during Altered Operations for COVID-19.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Sinor, Wheeler, Wilson

**Altered Operations for COVID-19**

Nays: None

**Motion 10197  
Consideration of Program Closure, AAS Automotive Collision Repair**

Motion was made by Keith Sinor, seconded by Dr. Ruede Wheeler, for approval of Program Closure, AAS Automotive Collision Repair.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Sinor, Wheeler, Wilson

Nays: None

**Consideration of Approval of Policy #, Overtime/Compensatory Time - First Reading (Informational Item)**

Consideration of Approval of Policy #, Overtime/Compensatory Time - First Reading (Informational Item)

No vote required.

**Consideration of Approval of Policy #, Mental Health Leave for Peace Officers - First Reading (Informational Item)**

Consideration of Approval of Policy #, Mental Health Leave for Peace Officers - First Reading (Informational Item)

No vote required.

**Motion 10198  
Consideration of Purchasing Requests**

Motion was made by Dan Mims, seconded by Keith Sinor, for approval of the purchasing requests.

Purchase Request #1	
Additional Funds for Renovation of Building N-19	\$208,000
Purchase Request #2	
Approval to Extend Contract for Electricity	-
Purchase Request #3	
Additional Funds for Hosted Oracle Subscription Access License	1,594,799
Purchase Request #4	
Upgrade Navigation Simulation Labs	280,080
Purchase Request #5	
Contract for Dispatch Console Upgrade Project	259,266
Purchase Request #6	
Purchase Microscopes	229,696
Purchase Request #7	

Purchase HVAC Equipment and Services	200,000
Purchase Request #8 Purchase Used School Buses	150,000
Purchase Request #9 Purchase Competency-Based Education Consulting Services	<u>124,585</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$3,046,426</b>

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Sinor, Wheeler, Wilson  
Nays: None

**Motion 10199  
Consent Agenda**

Motion was made by Dr. Ruede Wheeler, seconded by Larry Wilson, to approve the consent agenda.

- A. Approval of the Minutes for the April 4, 2022, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, 2021-2022 Stipends and Market Premiums Schedule, Extra Service Agreements (ESA), 2022-2023 Faculty Contract Recommendations
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting on June 6, 2022

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Sinor, Wheeler, Wilson  
Nays: None

**Items for Discussion/  
Possible Action**

There were no additional items discussed.

**Adjournment:**

Chair Marie Flickinger adjourned the meeting at 7:32 p.m.

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve budget transfers for April 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 – 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 2021-22  
 for April 2022

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 261,651	\$ 178,216
PUBLIC SERVICE	\$ 75	-
ACADEMIC SUPPORT	\$ 16,823	\$ 108,424
STUDENT SERVICES	\$ -	\$ 107
INSTITUTIONAL SUPPORT	\$ -	\$ 3,249
PHYSICAL PLANT	\$ 11,448	-
AUXILIARY ENTERPRISES	\$ -	-
	<b>\$ 289,997</b>	<b>\$ 289,997</b>

**RECOMMENDATION**

The administration recommends that the Board of Trustees approve the following Affiliation Agreements:

**District-Wide**

Department

Nursing

Affiliation Entity

Thrive Skilled Pediatric Care, LLC

**North Campus**

Department

Medical Assisting

Affiliation Entity

Houston Renal Group

Health Information Management

Patient Care Injury Clinic

Health Information Management

Connally Memorial Medical Center

Health Information Management

St. Elizabeth’s Family Practice

**South Campus**

Department

Personal Trainer

Affiliation Entity

YMCA of Greater Houston

Pharmacy Technician

UTMB at Galveston

**Central Campus**

Department

Eye Care Technology

Affiliation Entity

Eye Care Experts

Medical Imaging

RapidCare Emergency

**RATIONALE**

The Affiliation Agreements were reviewed by the College’s external legal counsel.

**FISCAL IMPLICATIONS TO THE COLLEGE**

N/A

**CONTACT PERSONNEL**

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**Item “E”**  
**Regular Board Meeting June 6, 2022**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, August 8, 2022.