

***Board of Trustees
Meeting***

December 4, 2023

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

The Board of Trustees of the San Jacinto Community College District will meet for a Board workshop at 4:45 p.m., Monday, December 4, 2023, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

The live-stream of this meeting can be accessed as follows:
www.sanjac.edu/board-meeting-videos

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

**BOARD WORKSHOP
AGENDA**

I. Call the Meeting to Order

II. Roll Call of Board Members

III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes:

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

B. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

1. Review Results from the Board's Self-Assessments

IV. Reconvene in Open Meeting

V. Discuss Action Steps from the Board Self-Assessment Process

VI. Review of 2022-2023 Annual Comprehensive Financial Report

VII. Review of Highlights from 2022-2023 Financials

VIII. Review of Candidates for Member of Harris County Appraisal District

IX. Update on Next Steps Related to Senate Bill 17 Compliance

X. Review Course-based Competency-based Education Instructional Modality

XI. Review 2024-2025 Academic Calendar

XII. Update on Issuance of \$4 Million in Bonds

XIII. Review Chancellor Job Description

XIV. Review of Calendar

XV. General Discussion of Meeting Items

A. Additional Purchasing Support Documents

XVI. Adjournment

Additional Closed Session Authority

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

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

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, November 30, 2023, this notice was posted to the College’s website, on a bulletin board located at a place convenient to the public at the administrative building of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

November 30, 2023

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

The Board of Trustees of the San Jacinto Community College District will meet for a regularly scheduled Board meeting at 7:00 p.m. on Monday, December 4, 2023, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

www.sanjac.edu/board-meeting-videos

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

www.sanjac.edu/about/board-trustees/#Board_of_trustees_meetings

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

A link to a public comments form is available at: www.sanjac.edu/request-speak-to-board

The form must be completed prior to 11:00 a.m. on December 4, 2023. After completion of the form, the requestor will be contacted with further instructions. Registered participants will be allotted five minutes to address the Board of Trustees during the "Public Comment" portion of the meeting.

Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

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

**BOARD MEETING
AGENDA**

I. Call the Meeting to Order

II. Roll Call of Board Members

III. Invocation and Pledge to the Flags

IV. Special Announcements, Recognitions, Introductions, and Presentations

A. Recognition of First Annual Welding Competition Students

Presenter: Van Wigginton

B. Recognition of the Fiscal Affairs Department for Receiving the Certificate of Achievement for Excellence in Financial Reporting

Presenter: Teri Zamora

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

Presenter: Teri Zamora

D. Recognition of the External Relations Team

Presenter: Teri Crawford

V. Student Success Presentations

A. Reaching our High School Population

Presenters: Laurel Williamson, George González

VI. Communications to the Board of Trustees

VII. Public Comment

VIII. Informative Reports to the Board

A. San Jacinto College Financial Statements

1. San Jacinto College Monthly Financial Statements October 2023

2. San Jacinto College Monthly Investment Report October 2023

B. San Jacinto College Foundation Financial Statements

1. October 2023

2. Financial Audit Years Ended June 30, 2023 and 2022

C. Capital Improvement Program

ACTION ITEMS

IX. Consideration of Approval of Amendment to the 2023-2024 Budget for Restricted Revenue and Expenses Relating to Federal, State, and Local Grants/Contracts

X. Consideration of Acceptance of the 2022-2023 Annual Comprehensive Financial Report

XI. Consideration of Approval of the 2024-2025 Academic Calendar

XII. Consideration of Approval of the Awarding of a Posthumous Certificate - Gary Williams

XIII. Consideration of Approval of the Awarding of a Posthumous Degree – Jeffery Alberti

XIV. Consideration of Approval of Course-based Competency-based Instructional Modality

XV. Consideration of a Resolution for Casting a Ballot for the Election of a Person to the Board of Directors of the Harris County Appraisal District

XVI. Consideration of Approval of Revisions to 2019-2024 Strategic Plan

XVII. Consideration of Rescission of Policy VI-Y Policy on Historically Underutilized Business Program

XVIII. Consideration of Approval of Policy VI.6004.D, Pregnancy and Parenting - First Reading (Informational Item)

XIX. Consideration of Approval of Policy #, Use of Equipment - First Reading (Informational Item)

PURCHASING REQUESTS

XX. Consideration of Purchasing Requests

CONSENT AGENDA

XXI. 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 November 6, 2023, Workshop and Regular Board Meeting

B. Approval of the Budget Transfers

C. Approval of Personnel Recommendations and Extra Service Agreements

D. Approval of the Affiliation Agreements

E. Approval of the Next Regularly Scheduled Meeting

XXII. Items for Discussion/Possible Action

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

XXIII. Adjournment

Closed Session Authority

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

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

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

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

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Brenda Hellyer, Ed.D.

San Jacinto College Monthly Financial Statements
October 2023

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

<u>Assets</u>	<u>2023</u>	<u>2022</u>
Current assets:		
Cash and cash equivalents	\$ 71,008,375	\$ 60,214,047
Investments	10,376,108	25,523,299
Accounts receivable - taxes	5,256,975	5,838,707
Accounts receivable	24,380,348	22,391,870
Deferred charges	2,782,989	2,654,641
Inventories	434,916	422,438
Total current assets	<u>114,239,711</u>	<u>117,045,003</u>
Noncurrent assets:		
Restricted cash and cash equivalents	77,282,553	85,739,944
Other long term investments	19,922,200	-
Capital assets, net	<u>723,182,074</u>	<u>711,873,102</u>
Total noncurrent assets	<u>820,386,827</u>	<u>797,613,046</u>
Total assets	<u>934,626,538</u>	<u>914,658,048</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	21,400,078	12,486,706
Deferred outflow related to OPEB	16,454,021	19,256,731
Deferred outflow related to defeased debt	4,406,228	5,335,370
Total deferred outflows of resources	<u>42,260,327</u>	<u>37,078,806</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	11,946,602	11,630,478
Accrued liabilities	5,118,624	4,980,629
Accrued compensable absences and deferred compensation	2,522,317	2,429,062
Deferred revenues	306,480	481,186
Total current liabilities	<u>19,894,023</u>	<u>19,521,355</u>
Noncurrent liabilities:		
Net pension liability	49,944,685	20,637,425
Net OPEB liability	93,684,200	112,279,723
Bonds and notes payable	<u>666,016,002</u>	<u>670,819,168</u>
Total noncurrent liabilities	<u>809,644,887</u>	<u>803,736,316</u>
Total liabilities	<u>829,538,910</u>	<u>823,257,671</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	5,790,103	25,055,564
Deferred inflows related to OPEB	34,752,051	18,658,275
Deferred Inflows - Lease Receivable	1,227,296	1,382,492
Total deferred inflows of resources	<u>41,769,451</u>	<u>45,096,331</u>
<u>Net assets</u>		
Beginning of year - audited	83,260,534	79,147,481
Current year addition	22,317,972	4,235,372
Total net position	<u>\$ 105,578,506</u>	<u>\$ 83,382,853</u>

The year-end financial statements for August 31, 2023 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2023-2024.

San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2023

11 Unrestricted Funds

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
State Appropriations	\$ 57,895,750	\$ 27,497,875	47.50%	\$ 9,913,837	24.00%
Local Taxes - Maintenance & Operations	84,770,000	48,665	0.06%	80,254	0.10%
Credit Tuition	66,345,000	38,834,541	58.53%	34,556,858	58.10%
Credit Exemptions & Waivers	(8,400,000)	(4,253,326)	50.63%	(3,741,568)	44.79%
Continuing Education					
CPET	525,000	81,664	15.56%	70,334	13.43%
Maritime Transportation	2,000,000	374,966	18.75%	370,101	17.30%
Continuing Professional Development (CPD)	6,860,000	896,507	13.07%	1,074,061	18.62%
Continuing Education Exemptions & Waivers	(45,000)	(13,702)	30.45%	(6,760)	11.06%
Bad Debt	(1,000,000)	(166,702)	16.67%	(116,667)	16.60%
Sales & Services	1,800,000	360,188	20.01%	279,563	13.18%
Investment Income	6,000,000	798,049	13.30%	391,947	8.72%
Total Revenues	216,750,750	64,458,726	29.74%	42,871,961	21.95%
Expenditures					
Instruction	86,367,253	15,182,149	17.58%	14,401,059	18.15%
Public Service	23,474	361	1.54%	853	2.24%
Academic Support	21,779,672	3,528,554	16.20%	3,168,264	19.66%
Student Services	22,471,867	2,774,296	12.35%	2,137,249	13.23%
Institutional Support	53,201,544	9,497,904	17.85%	7,894,780	16.36%
Physical Plant	28,079,253	2,886,749	10.28%	2,707,284	11.50%
Total Expenditures	211,923,063	33,870,013	15.98%	30,309,536	16.52%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	4,827,687	1,027,219	21.28%	30,675	0.89%
Net Increase (Decrease) in Net Position	\$ -	\$ 29,561,494		\$ 12,531,750	

The year-end financial statements for August 31, 2023 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2023-2024.

San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2023

Federal Restricted Funds

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Grants	\$ 57,442,442	\$ 22,882,374	39.84%	\$ 20,242,297	26.88%
Total Revenues	57,442,442	22,882,374	39.84%	20,242,297	26.88%
Expenditures					
Instruction	1,211,992	175,494	14.48%	82,737	5.83%
Public Service	75,771	30,533	40.30%	36,162	18.56%
Academic Support	8,143,113	927,764	11.39%	349,123	5.00%
Student Services	138,001	76,486	55.42%	820,524	22.24%
Institutional Support	637,632	82,776	12.98%	758,487	4.95%
Physical Plant	1,085,303	-	-	-	-
Scholarships and Fellowships	46,150,629	21,589,321	46.78%	18,195,264	38.56%
Total Expenditures	57,442,442	22,882,374	39.84%	20,242,298	26.88%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -		\$ -	

San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2023

State Restricted Funds

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
State Paid Benefits	\$ 12,215,000	\$ 2,138,141	17.50%	\$ 1,993,380	16.49%
Grants	7,269,781	2,352,785	32.36%	785,264	27.63%
Total Revenues	19,484,781	4,490,926	23.05%	2,778,644	18.61%
Expenditures					
Instruction	7,024,635	1,234,961	17.58%	1,135,585	17.52%
Public Service	4,181	3,167	75.74%	5,162	24.00%
Academic Support	1,864,606	233,919	12.55%	237,902	13.18%
Student Services	1,552,065	305,030	19.65%	272,105	15.27%
Institutional Support	3,082,269	391,854	12.71%	385,096	14.21%
Physical Plant	13,418	-	-	-	-
Scholarships and Fellowships	5,943,607	2,321,995	39.07%	742,793	35.25%
Total Expenditures	19,484,781	4,490,926	23.05%	2,778,644	18.61%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -		\$ -	

San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2023

Local Restricted Funds

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Grants	\$ 7,698,104	\$ 1,845,224	23.97%	\$ 2,117,724	50.28%
Total Revenues	7,698,104	1,845,224	23.97%	2,117,724	50.28%
Expenditures					
Instruction	-	-	-	-	-
Public Service	232,134	27,258	11.74%	30,675	19.29%
Academic Support	1,719,841	45,095	2.62%	566	0.79%
Student Services	6,156	-	-	463	2.63%
Institutional Support	67,235	22,705	33.77%	17	0.03%
Physical Plant	250,000	-	-	-	-
Scholarships and Fellowships	5,982,000	1,792,196	29.96%	2,116,250	51.57%
Total Expenditures	8,257,366	1,887,254	22.86%	2,147,971	48.73%
Transfers Among Funds					
Transfers In	(559,263)	(27,219)	4.87%	(30,675)	16.04%
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	-	\$ (14,810)		\$ 429	

San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2023

27 Texas Public Education Grant

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Tuition - Credit & Non Credit	\$ 3,100,000	\$ 1,854,442	59.82%	\$ 1,665,698	55.91%
Total Revenues	3,100,000	1,854,442	59.82%	1,665,698	55.91%
Expenditures					
Scholarships and Fellowships	3,100,000	2,421,673	78.12%	1,069,927	34.15%
Total Expenditures	3,100,000	2,421,673	78.12%	1,069,927	34.15%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (567,231)		\$ 595,771	

San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2023

28 Private Gifts and Donations

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Grants	\$ -	\$ -	-	\$ -	-
Total Revenues	-	-	-	-	-
Expenditures					
Instruction	-	3,075	-	3,717	11.15%
Institutional Support	-	-	-	-	-
Scholarships and Fellowships	-	-	-	-	-
Total Expenditures	-	3,075	-	3,717	2.75%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (3,075)		\$ (3,717)	

San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2023

Auxiliary Enterprises

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Auxiliary Services	\$ 3,073,000	\$ 713,001	23.20%	\$ 614,982	23.79%
Total Revenues	3,073,000	713,001	23.20%	614,982	21.31%
Expenditures					
Labor	630,437	102,490	16.26%	97,273	13.95%
Benefits	75,563	19,028	25.18%	18,643	14.07%
Supplies	687,348	120,616	17.55%	117,769	23.04%
Travel	185,198	32,077	17.32%	12,678	4.95%
Contracted Services	240,897	25,775	10.70%	84,508	40.72%
Utilities	200	-	-	-	-
Scholarships and Fellowships	1,253,357	333,309	26.59%	325,284	28.27%
Total Expenditures	3,073,000	633,295	20.61%	656,155	22.21%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 79,706		\$ (41,173)	

San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2023

Fund 95 Retirement of Indebtedness

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Local Taxes - Debt Service	\$ 40,100,400	\$ 23,117	0.06%	38,168	0.10%
Investment Income	-	8,428	-	2,294	0.63%
Total Revenues	40,100,400	31,545	0.08%	40,461	0.11%
Expenditures					
Institutional Support - Principal	18,379,936	-	-	-	-
Institutional Support - Interest	24,988,889	3,962,666	15.86%	4,131,675	17.23%
Total Expenditures	43,368,825	3,962,666	9.14%	4,131,675	10.56%
Transfers Among Funds					
Transfers In	(3,268,425)	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment ¹	(18,379,936)	-	-	-	-
Net Increase (Decrease) in Net Position	\$ 18,379,936	\$ (3,931,121)		\$ (4,091,214)	

1

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

San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2023

Fund 97 Investment in Plant

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Expenditures					
Depreciation	\$ 29,800,000	\$ 4,548,918	15.26%	\$ 5,273,924	19.15%
Total Expenditures	29,800,000	4,548,918	15.26%	5,273,924	19.15%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases ¹	(1,994,209)	(66,292)	3.32%	(112,805)	2.41%
Net Increase (Decrease) in Net Position	\$ (27,805,791)	\$ (4,482,626)		\$ (5,161,119)	

¹

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San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2023

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
State Appropriations	\$ 70,110,750	\$ 29,636,016	42.27%	\$ 11,907,217	22.30%
Local Taxes - Maintenance & Operations	84,770,000	48,665	0.06%	80,254	0.10%
Local Taxes - Debt Service	40,100,400	23,117	0.06%	38,168	0.10%
Credit Tuition	69,445,000	40,688,983	58.59%	36,222,557	58.00%
Credit Exemptions & Waivers	(8,400,000)	(4,253,326)	50.63%	(3,741,568)	44.79%
Continuing Education	-	-	-	-	-
CPET	525,000	81,664	15.56%	70,334	13.43%
Maritime Transportation	2,000,000	374,966	18.75%	370,101	17.30%
Continuing Professional Development	6,860,000	896,507	13.07%	1,074,061	18.62%
Continuing Education Exemptions & Waivers	(45,000)	(13,702)	30.45%	(6,760)	11.06%
Bad Debt	(1,000,000)	(166,702)	16.67%	(116,667)	16.60%
Sales & Services	1,800,000	360,188	20.01%	279,563	13.18%
Investment Income	6,000,000	806,477	13.44%	394,241	8.12%
Investment Income - Restricted Funds	-	675,635	-	404,644	11.41%
Auxiliary Services	3,073,000	713,001	23.20%	614,982	23.79%
Grants	64,882,222	25,334,766	39.05%	21,084,940	27.48%
Local Grants	7,528,104	1,745,617	23.19%	2,060,346	35.96%
Total Revenues	347,649,476	96,951,873	27.89%	70,736,413	20.96%
Expenditures					
Instruction	94,603,880	16,595,679	17.54%	15,623,099	17.90%
Public Service	335,560	61,318	18.27%	72,853	17.62%
Academic Support	33,507,231	4,735,332	14.13%	3,755,856	15.04%
Student Services	24,168,090	3,155,812	13.06%	3,230,341	14.92%
Institutional Support	100,357,504	13,957,905	13.91%	13,170,055	12.47%
Physical Plant	29,427,975	2,886,749	9.81%	2,707,284	11.25%
Scholarships and Fellowships	61,176,236	28,125,185	45.97%	22,124,234	39.14%
Auxiliary Enterprises	3,073,000	633,295	20.61%	656,201	22.21%
Depreciation	29,800,000	4,548,918	15.26%	5,273,924	19.15%
Total Expenditures	376,449,477	74,700,193	19.84%	66,613,846	18.98%
Transfers Among Funds					
Transfers In	(4,827,687)	(1,027,219)	21.28%	(30,675)	0.89%
Transfers Out	4,827,687	1,027,219	21.28%	30,675	0.89%
Adjustment for Debt Principal Payment ¹	(18,379,936)	-	-	-	-
Adjustment for Capital Purchases ¹	(1,994,209)	(66,292)	3.32%	(112,805)	2.41%
Net Increase (Decrease) in Net Position	\$ (8,425,856)	\$ 22,317,972		\$ 4,235,372	

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

Capital Improvement Program

San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2023

Fund 91 Capital Projects

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Investment Income	\$ -	\$ 627,575	-	\$ 404,644	11.79%
Total Revenues	-	627,575	-	404,644	11.79%
Expenditures					
SECO-Energy Conservation Projects	686,729	306,088	44.57%	90	-
Bond Program	61,835,911	153,645	0.25%	201,285	1.20%
Total Expenditures	62,522,640	459,733	0.74%	201,375	1.05%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (62,522,640)	\$ 167,842		\$ 203,270	

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

San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2023

Fund 93 Renewal and Replacement

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Interest Earnings	\$ -	\$ 48,060	-	\$ -	-
Total Revenues	-	48,060	-	-	-
Expenditures					
District Energy Rebates	250,229	-	-	-	-
Total Expenditures	250,229	-	-	-	-
Transfers Among Funds					
Transfers In	(1,000,000)	(1,000,000)	100%	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ 749,771	\$ 1,048,060		\$ -	

1

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

San Jacinto College Monthly Investment Report
October 2023

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

		<u>Fair Market Value</u>	<u>Book Value</u>
Beginning Value	October 1, 2023	\$ 162,622,343	\$ 162,821,240
Additions/Subtractions (Net)		15,521,435	15,521,435
Change in Fair Market Value*		12,050	-
Ending Value	October 31, 2023	<u>\$ 178,155,828</u>	<u>\$ 178,342,675</u>

Earnings for the Month of October	\$ 781,703
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate	5.5053%
Benchmark - One Year Treasury Yield	5.4400%

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

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

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Approved by:



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Vice Chancellor of Fiscal Affairs

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

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Short-Term Investments - Unrestricted Funds										
Demand Deposits										
Credit Cards in Transit	Heartland	N/A	N/A	11/01/23	\$ N/A	\$ (3,786)	\$ (3,786)	0.00%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	11/01/23	N/A	(756,318)	(756,318)	-0.42%	1	0.00
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.050%	N/A	11/01/23	N/A	5,432,203	5,432,203	3.05%	1	0.03
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	11/01/23	N/A	(39,172)	(39,172)	-0.02%	1	0.00
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	N/A	11/01/23	N/A	(3,532)	(3,532)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	11/01/23	N/A	18,667	18,667	0.01%	1	0.00
Pool Accounts										
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	#REF!	N/A	11/01/23	N/A	43,937,071	43,937,071	24.64%	1	0.25
TexPool - Operating	TexPool	#REF!	N/A	11/01/23	N/A	655,490	655,490	0.37%	1	0.00
TexPool - PRIME - Operating	TexPool	#REF!	N/A	11/01/23	N/A	24,762,370	24,762,370	13.88%	1	0.14
Investments										
US Agency Note, CUSIP 3130ATXK8	BNY Mellon	4.900%	11/28/22	11/28/23	5,000,000	4,997,200	5,000,500	2.80%	28	0.03
US Agency Note, CUSIP 3130AUM92	BNY Mellon	4.750%	01/19/23	01/19/24	5,000,000	4,991,300	4,997,497	2.80%	80	0.03
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	01/27/23	09/13/24	5,000,000	4,972,600	5,026,000	2.82%	318	0.03
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	06/16/23	06/13/25	10,000,000	9,913,600	10,000,000	5.61%	591	0.06
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	07/13/23	06/13/25	5,000,000	4,990,200	5,027,750	2.82%	591	0.03
Short-Term Investments - Restricted (Bond) Funds										
Pool Accounts										
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	#REF!	N/A	11/01/23	N/A	943,189	943,189	0.53%	1	0.01
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	#REF!	N/A	11/01/23	N/A	25,487	25,487	0.01%	1	0.00
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	#REF!	N/A	11/01/23	N/A	4,072	4,072	0.00%	1	0.00
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	#REF!	N/A	11/01/23	N/A	148,100	148,100	0.08%	1	0.00
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	#REF!	N/A	11/01/23	N/A	202,066	202,066	0.11%	1	0.00
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	#REF!	N/A	11/01/23	N/A	21,099	21,099	0.01%	1	0.00
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	#REF!	N/A	11/01/23	N/A	42,513,320	42,513,320	23.84%	1	0.24
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	#REF!	N/A	11/01/23	N/A	6,161,366	6,161,366	3.45%	1	0.03
TexPool PRIME - 2021 Bond Proceeds	TexPool	#REF!	N/A	11/01/23	N/A	24,269,234	24,269,234	13.61%	1	0.14
Grand Total - Cash, Cash Equivalents, and Investments						\$ 178,155,828	\$ 178,342,675	100.00%		1.00

The year-end balances for August 31, 2023 are not final. They are pending year end closing adjustments and should be complete by mid-December.

Weighted Average to Maturity at Ending Period Date (Days)			
ACFR, Note 4			
0.01%	\$ 18,667	Petty cash on hand	0.00
80.63%	143,642,865	Investment pools	0.81
2.61%	4,629,396	Bank deposits - demand deposits	0.03
16.76%	29,864,900	U. S. government securities & CDs	0.17
100.00%	\$ 178,155,828	Total cash, cash equivalents, and investments	1.00

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Preliminary Cash, Cash Equivalents, and Investments
Inventory Holdings Report
October 31, 2023

Description	Held At	Annualized Interest Rate	Maturity	Par	9/30/2023 Ending Fair Market Value	9/30/2023 Ending Book Value	10/31/2023 Ending Fair Market Value	10/31/2023 Ending Book Value	Additions/Subtractions and Change in Fair Market Value For the Month	LTD Unrealized Gain/Loss	October Earnings	September through August Earnings
Short-Term Investments - Unrestricted Funds												
Demand Deposits												
Credit Cards in Transit	Heartland	N/A	11/01/23	\$ N/A	\$ 28,761	\$ 28,761	\$ (3,786)	\$ (3,786)	\$ (32,547)	\$ N/A	\$ N/A	\$ N/A
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	11/01/23	N/A	(1,390,742)	(1,390,742)	(756,318)	(756,318)	634,424	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.050%	11/01/23	N/A	4,979,292	4,979,292	5,432,203	5,432,203	452,911	N/A	6,611	12,793
JPMorgan Payroll	JPMorgan Chase Bank	N/A	11/01/23	N/A	(35,673)	(35,673)	(39,172)	(39,172)	(3,499)	N/A	N/A	N/A
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	11/01/23	N/A	(2,056)	(2,056)	(3,532)	(3,532)	(1,476)	N/A	N/A	N/A
Petty Cash	Campus Business Offices	N/A	11/01/23	N/A	19,442	19,442	18,667	18,667	(775)	N/A	N/A	N/A
Sub Total Demand Deposits				\$ N/A	\$ 3,599,024	\$ 3,599,024	\$ 4,648,063	\$ 4,648,063	\$ 1,049,039	\$ N/A	\$ 6,611	\$ 12,793
Pool Accounts												
TexPool - Operating	TexPool	#REF!	11/01/23	\$ N/A	\$ 141,752	\$ 141,752	\$ 655,490	\$ 655,490	\$ 513,738	\$ NA	\$ 5,699	\$ 6,236
TexPool PRIME - Operating	TexPool	#REF!	11/01/23	N/A	4,182,465	4,182,465	24,762,370	24,762,370	20,579,905	NA	82,030	101,027
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	#REF!	11/01/23	N/A	51,761,315	51,761,315	43,937,071	43,937,071	(7,824,244)	NA	219,468	466,225
Sub Total Pool Accounts				\$ N/A	\$ 56,085,532	\$ 56,085,532	\$ 69,354,931	\$ 69,354,931	\$ 13,269,399	\$ NA	\$ 307,197	\$ 573,488
Investments												
US Agency Note, CUSIP 3130ATXK8	BNY Mellon	4.900%	11/28/23	5,000,000	4,993,750	5,000,500	4,997,200	5,000,500	3,450	(3,300)	20,417	40,833
US Agency Note, CUSIP 3130AUM92	BNY Mellon	4.750%	01/19/24	5,000,000	4,986,850	4,997,497	4,991,300	4,997,497	4,450	(6,197)	19,792	39,583
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	09/13/24	5,000,000	4,972,150	5,026,000	4,972,600	5,026,000	450	(53,400)	20,313	40,625
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	06/13/25	10,000,000	9,908,100	10,000,000	9,913,600	10,000,000	5,500	(86,400)	38,432	76,864
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	06/13/25	5,000,000	4,992,000	5,027,750	4,990,200	5,027,750	(1,800)	(37,550)	21,781	43,563
Sub Total Investments				\$ 30,000,000	\$ 29,852,850	\$ 30,051,747	\$ 29,864,900	\$ 30,051,747	\$ 12,050	\$ (186,847)	\$ 120,734	\$ 241,468
Sub Total - Short-Term Investments - Unrestricted Funds				\$ 30,000,000	\$ 89,537,406	\$ 89,736,303	\$ 103,867,894	\$ 104,054,741	\$ 14,330,488	\$ (186,847)	\$ 434,542	\$ 827,749
Short-Term Investments - Restricted (Bond) Funds												
Pool Accounts												
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	#REF!	11/01/23	N/A	893,087	893,087	943,189	943,189	50,102	NA	4,352	8,428
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	#REF!	11/01/23	N/A	27,403	27,403	25,487	25,487	(1,916)	NA	121	246
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	#REF!	11/01/23	N/A	4,053	4,053	4,072	4,072	19	NA	19	38
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	#REF!	11/01/23	N/A	147,398	147,398	148,100	148,100	702	NA	702	1,421
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	#REF!	11/01/23	N/A	201,108	201,108	202,066	202,066	958	NA	958	2,208
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	#REF!	11/01/23	N/A	20,999	20,999	21,099	21,099	100	NA	100	196
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	#REF!	11/01/23	N/A	42,311,787	42,311,787	42,513,320	42,513,320	201,533	NA	201,533	394,605
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	#REF!	11/01/23	N/A	5,136,745	5,136,745	6,161,366	6,161,366	1,024,621	NA	24,621	48,060
TexPool PRIME - 2021 Bond Proceeds	TexPool	#REF!	11/01/23	N/A	24,342,357	24,342,357	24,269,234	24,269,234	(73,123)	NA	114,753	228,861
Sub Total Pool Accounts				\$ N/A	\$ 73,084,937	\$ 73,084,937	\$ 74,287,934	\$ 74,287,934	\$ 1,202,997	\$ NA	\$ 347,161	\$ 684,063
Sub Total - Short-Term Investments - Restricted (Bond) Funds				\$ N/A	\$ 73,084,937	\$ 73,084,937	\$ 74,287,934	\$ 74,287,934	\$ 1,202,997	\$ NA	\$ 347,161	\$ 684,063
Grand Total - Cash, Cash Equivalents, and Investments				\$ 30,000,000	\$ 162,622,343	\$ 162,821,240	\$ 178,155,828	\$ 178,342,675	\$ 15,533,486	\$ (186,847)	\$ 781,703	\$ 1,511,812

The year-end balances for August 31, 2023 are not final. They are pending year end closing adjustments and should be complete by mid-December.

San Jacinto College Foundation Financial Statements
October 2023

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

	Current Year			Previous Year			Difference		
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total
ASSETS									
Current Assets									
Checking/Savings									
General Fund	\$2,727,737	-	\$2,727,737	\$2,384,457	-	\$2,384,457	343,280	-	343,280
Other Funds	-	-	-	-	-	-	-	-	-
Total Checking/Savings	<u>2,727,737</u>	<u>-</u>	<u>2,727,737</u>	<u>2,384,457</u>	<u>-</u>	<u>2,384,457</u>	<u>343,280</u>	<u>-</u>	<u>343,280</u>
Accounts Receivables	2,567,105	-	2,567,105	3,123,370	-	3,123,370	(556,265)	-	(556,265)
Other Current Assets									
Short Term Investments									
Goldman Sachs - SS2 (Endowed)		18,123,597	18,123,597		17,107,616	17,107,616	-	1,015,981	1,015,981
Goldman Sachs - SSF (Non-Endowed)		6,322,913	6,322,913		8,019,662	8,019,662	-	(1,696,749)	(1,696,749)
Goldman Sachs - FDN - HOE	466,003		466,003		-	-	466,003		466,003
Goldman Sachs - FDN-SSE (Endowed)	1,774,098		1,774,098	1,459,614		1,459,614	314,484		314,484
Goldman Sachs - FDN	12,678,677		12,678,677	12,176,930		12,176,930	501,747		501,747
Total SJC Short Term Investments	<u>14,918,778</u>	<u>24,446,509</u>	<u>39,365,287</u>	<u>13,636,544</u>	<u>25,127,277</u>	<u>38,763,822</u>	<u>1,282,234</u>	<u>(680,768)</u>	<u>601,466</u>
Total Current Assets	<u>20,213,620</u>	<u>24,446,509</u>	<u>44,660,129</u>	<u>19,144,371</u>	<u>25,127,277</u>	<u>44,271,649</u>	<u>1,069,249</u>	<u>(680,768)</u>	<u>388,481</u>
TOTAL ASSETS	<u>20,213,620</u>	<u>24,446,509</u>	<u>44,660,129</u>	<u>19,144,371</u>	<u>25,127,277</u>	<u>44,271,649</u>	<u>1,069,249</u>	<u>(680,768)</u>	<u>388,481</u>
LIABILITIES & NET ASSETS									
Liabilities									
Current Liabilities									
Accounts Payable									
Grants Payable	128,124	-	128,124	81,796	-	81,796	46,328	-	46,328
Programs Payable	2,030	-	2,030	2,030	-	2,030	-	-	-
Endowments Payable	189,837	-	189,837	138,756	-	138,756	51,081	-	51,081
Scholarship Payables	314,009	1,522,924	1,836,934	632,145	2,444,903	3,077,048	(318,136)	(921,979)	(1,240,114)
Student Success Payables	140,404	-	140,404	109,159	-	109,159	31,245	-	31,245
Total Accounts Payable	<u>774,404</u>	<u>1,522,924</u>	<u>2,297,329</u>	<u>963,886</u>	<u>2,444,903</u>	<u>3,408,789</u>	<u>(189,482)</u>	<u>(921,979)</u>	<u>(1,111,460)</u>
Total Current Liabilities	<u>774,404</u>	<u>1,522,924</u>	<u>2,297,329</u>	<u>963,886</u>	<u>2,444,903</u>	<u>3,408,789</u>	<u>(189,482)</u>	<u>(921,979)</u>	<u>(1,111,460)</u>
Total Liabilities	774,404	1,522,924	2,297,329	963,886	2,444,903	3,408,789	(189,482)	(921,979)	(1,111,460)
NET ASSETS									
Net Assets Without Donor Restrictions	2,743,610	24,004,011	26,747,620	2,880,223	24,575,762	27,455,985	(136,613)	(571,751)	(708,365)
Net Assets With Donor Restrictions	17,210,998		17,210,998	15,690,466		15,690,466	1,520,531	-	1,520,531
Net Assets	<u>19,954,607</u>	<u>24,004,011</u>	<u>43,958,618</u>	<u>18,570,690</u>	<u>24,575,762</u>	<u>43,146,451</u>	<u>1,383,918</u>	<u>(571,751)</u>	<u>812,167</u>
Net Income	(515,391)	(1,080,426)	(1,595,817)	(390,204)	(\$1,893,387)	(2,283,592)	(125,187)	812,962	687,775
Total Net Assets	<u>19,439,216</u>	<u>22,923,585</u>	<u>42,362,801</u>	<u>18,180,485</u>	<u>22,682,375</u>	<u>40,862,860</u>	<u>1,258,731</u>	<u>241,210</u>	<u>1,499,941</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$20,213,620</u>	<u>\$24,446,509</u>	<u>\$44,660,129</u>	<u>\$19,144,371</u>	<u>25,127,277</u>	<u>\$44,271,649</u>	<u>1,069,249</u>	<u>(680,768)</u>	<u>388,481</u>

San Jacinto College Foundation

Statement of Activities

For the Period Ending October 31, 2023

	Current Year			Previous Year			Difference			Foundation Annual Budget	Actual % of Annual Budget
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total		
Ordinary Income/Expense Income											
Contributions											
Grant Contributions	10,000	-	10,000	-	-	-	10,000	-	10,000	810,000	1%
Endowments	47,948	-	47,948	34,526	-	34,526	13,422	-	13,422	1,200,000	4%
Program Sponsorship	100,507	-	100,507	51,827	-	51,827	48,680	-	48,680	850,000	12%
Scholarships	221,862	-	221,862	215,287	-	215,287	6,576	-	6,576	650,000	34%
Total Contributions	<u>380,317</u>	<u>-</u>	<u>380,317</u>	<u>301,640</u>	<u>-</u>	<u>301,640</u>	<u>78,678</u>	<u>-</u>	<u>78,678</u>	<u>3,510,000</u>	<u>11%</u>
Other Income											
Special Events	8,225	-	8,225	-	-	-	8,225	-	8,225	450,000	2%
Investment Income	149,415	217,699	367,114	116,819	256,143	372,962	32,596	(38,444)	(5,848)	1,200,000	31%
Realized Gain / (Loss)	8,142	(19,921)	(11,778)	(4,417)	(35,669)	(40,086)	12,559	15,748	28,307	-	-
Unrealized Gain / (Loss)	(440,360)	(1,178,177)	(1,618,538)	(196,006)	(295,224)	(491,230)	50,869	(882,954)	(1,127,308)	-	-
Total Other Income	<u>(274,579)</u>	<u>(980,399)</u>	<u>(1,254,978)</u>	<u>(83,603)</u>	<u>(74,750)</u>	<u>(158,353)</u>	<u>104,249</u>	<u>(905,649)</u>	<u>(1,096,624)</u>	<u>1,650,000</u>	<u>-76%</u>
Total Income	105,739	(980,399)	(874,660)	218,036	(74,750)	143,287	182,926	(905,649)	(1,017,947)	5,160,000	-17%
Expense Programs											
Scholarships Awarded - SSF		100,027	100,027		1,818,637	1,818,637		(1,718,611)	(1,718,611)	3,500,000	3%
Scholarships Awarded - FND	477,426	-	477,426	464,770	-	464,770	12,656	-	12,656	900,000	53%
Programs Sponsored	74,358	-	74,358	133,230	-	133,230	(58,871)	-	(58,871)	400,000	19%
Student Success Initiatives	55,970	-	55,970	-	-	-	55,970	-	55,970	150,000	37%
Total Programs	<u>607,754</u>	<u>100,027</u>	<u>707,781</u>	<u>598,000</u>	<u>1,818,637</u>	<u>2,416,637</u>	<u>9,754</u>	<u>(1,718,611)</u>	<u>(1,708,856)</u>	<u>4,950,000</u>	<u>14%</u>
Supporting Services											
Bad Debt Expense	-	-	-	-	-	-	-	-	-	2,000	0%
Supporting Services											
Foundation Expenses	9,375	-	9,375	9,591	-	9,591	(216)	-	(216)	102,500	9%
Fundraising	1,175	-	1,175	-	-	-	1,175	-	1,175	150,000	1%
Sponsorship Expense	2,826	-	2,826	650	-	650	2,176	-	2,176	15,000	19%
Total Supporting Services	<u>13,376</u>	<u>-</u>	<u>13,376</u>	<u>10,241</u>	<u>-</u>	<u>10,241</u>	<u>3,135</u>	<u>-</u>	<u>3,135</u>	<u>267,500</u>	<u>5%</u>
Total Expense	621,130	100,027	721,157	608,241	1,818,637	2,426,878	12,889	(1,718,611)	(1,705,721)	5,219,500	14%
Net Ordinary Income	(515,391)	(1,080,426)	(1,595,817)	(390,204)	(1,893,387)	(2,283,592)	(125,187)	812,962	687,775	(59,500)	
Other Income / Expenses											
Increase/Decrease in Net Position	<u>(\$515,391)</u>	<u>(\$1,080,426)</u>	<u>(\$1,595,817)</u>	<u>(\$390,204)</u>	<u>(\$1,893,387)</u>	<u>(\$2,283,592)</u>	<u>(\$125,187)</u>	<u>\$812,962</u>	<u>\$687,775</u>	<u>(\$59,500)</u>	

**San Jacinto College Foundation Financial Statements
Financial Audit Years Ended June 30, 2023 and 2022**

**SAN JACINTO
COMMUNITY COLLEGE
FOUNDATION, INC.**

FINANCIAL STATEMENTS

Years Ended June 30, 2023 and 2022



CPAs and Professional Consultants

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.
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 SAN JACINTO
COLLEGE

FOUNDATION

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
San Jacinto Community College Foundation, Inc.

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of San Jacinto Community College Foundation, Inc. (the Foundation), which comprise the statement of financial position as of June 30, 2023 and 2022, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of San Jacinto Community College Foundation, Inc. as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Foundation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Foundation's ability to continue as a going concern for one year after the date that the financial statements are available to be issued.

To the Board of Directors
San Jacinto Community College Foundation, Inc.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Foundation's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

The image shows a handwritten signature in black ink that reads "Whitley Penn LLP". The signature is written in a cursive, professional style.

Houston, Texas
November 2, 2023

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.**STATEMENTS OF FINANCIAL POSITION***June 30, 2023 and 2022*

	<u>2023</u>	<u>2022</u>
Assets		
Cash and cash equivalents	\$ 2,627,972	\$ 2,366,052
Pledges receivable, net (Notes 3 and 9)	89,255	126,200
Investments (Note 4)	41,756,908	38,930,334
Pledges receivable with perpetual donor restrictions (Notes 3 and 9)	<u>2,375,901</u>	<u>3,007,500</u>
Total Assets	<u>\$ 46,850,036</u>	<u>\$ 44,430,086</u>
Liabilities and Net Assets		
Liabilities		
Scholarships and programs payable (Note 5)	<u>\$ 3,023,018</u>	<u>\$ 1,283,635</u>
Total Liabilities	<u>3,023,018</u>	<u>1,283,635</u>
Net Assets		
Without donor restrictions (Note 7)	33,134,834	30,437,533
With donor restrictions (Notes 6 and 7)	<u>10,692,184</u>	<u>12,708,918</u>
Total Net Assets	<u>43,827,018</u>	<u>43,146,451</u>
Total Liabilities and Net Assets	<u>\$ 46,850,036</u>	<u>\$ 44,430,086</u>

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
For the Years Ended June 30, 2023 and 2022

	2023		
	Without Donor Restrictions	With Donor Restrictions	Total
Public Support and Revenues			
Contributions (Notes 8 and 9)	\$ 697,378	\$ 1,640,726	\$ 2,338,104
Special events, net costs of direct donor benefits	-	-	-
Interest and dividends, net of investment expenses	1,226,856	260,810	1,487,666
Net change in fair value of investments	1,740,862	289,136	2,029,998
Net assets released from restrictions (Note 6)	4,207,406	(4,207,406)	-
Total Public Support and Revenues	7,872,502	(2,016,734)	5,855,768
Expenses			
Program services	4,224,415	-	4,224,415
Supporting services (Note 8):			
General and administrative	798,986	-	798,986
Fundraising	-	-	-
Total Expenses	5,023,401	-	5,023,401
Changes in Net Assets	2,849,101	(2,016,734)	832,367
Net Assets, Beginning of Year	30,437,533	12,708,918	43,146,451
Prior Period Adjustment	(151,800)	-	(151,800)
Net Assets, End of Year	\$ 33,134,834	\$ 10,692,184	\$ 43,827,018

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
For the Years Ended June 30, 2023 and 2022

	2022		
	Without Donor Restrictions	With Donor Restrictions	Total
Public Support and Revenues			
Contributions (Notes 8 and 9)	\$ 470,739	\$ 1,141,152	\$ 1,611,891
Special events, net costs of direct donor benefits	432,090	-	432,090
Interest and dividends, net of investment expenses	827,382	195,571	1,022,953
Net change in fair value of investments	(5,760,437)	(933,475)	(6,693,912)
Net assets released from restrictions (Note 6)	2,627,823	(2,627,823)	-
Total Public Support and Revenues	<u>(1,402,403)</u>	<u>(2,224,575)</u>	<u>(3,626,978)</u>
Expenses			
Program services	2,678,453	-	2,678,453
Supporting services (Note 8):			
General and administrative	529,529	-	529,529
Fundraising	145,945	-	145,945
Total Expenses	<u>3,353,927</u>	<u>-</u>	<u>3,353,927</u>
Changes in Net Assets	(4,756,330)	(2,224,575)	(6,980,905)
Net Assets, Beginning of Year	35,193,863	14,933,493	50,127,356
Prior Period Adjustment	<u>-</u>	<u>-</u>	<u>-</u>
Net Assets, End of Year	<u>\$ 30,437,533</u>	<u>\$ 12,708,918</u>	<u>\$ 43,146,451</u>

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.**STATEMENTS OF CASH FLOWS***For the Years Ended June 30, 2023 and 2022*

	<u>2023</u>	<u>2022</u>
Cash flows from operating activities:		
Change in net assets	\$ 832,367	\$ (6,980,905)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Net Change in fair value of investments	(2,029,998)	6,693,912
Contributions with perpetual donor restrictions	85,318	(19,623,463)
(Increase) Decrease in pledges receivable	36,945	9,740
Increase (decrease) in scholarships and programs payable	1,739,383	917,886
Net cash provided (used) by operating activities	<u>664,015</u>	<u>(18,982,830)</u>
Cash flows from investing activities:		
Sale (purchase) of investments	(796,576)	(1,898,666)
Net cash provided by (used in) investing activities	<u>(796,576)</u>	<u>(1,898,666)</u>
Cash flows from financing activities:		
Proceeds from contributions with perpetual donor restrictions	394,481	20,124,463
Net cash provided (used) by financing activities	<u>394,481</u>	<u>20,124,463</u>
Net change in cash and cash equivalents	261,920	(757,033)
Cash and cash equivalents at beginning of year	<u>2,366,052</u>	<u>3,123,085</u>
Cash and cash equivalents at end of year	<u>\$ 2,627,972</u>	<u>\$ 2,366,052</u>

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.

NOTES TO FINANCIAL STATEMENTS

Note 1 - Description of Organization

San Jacinto Community College Foundation, Inc. (the Foundation) was organized in the State of Texas on November 4, 1996 to function as a not-for-profit corporation. The duration of the Foundation is perpetual. The Foundation was established to raise private funds for the San Jacinto Community College District (the College) for charitable, scientific, literary, and educational purposes, which are to be administered by the Foundation solely for the benefit of the College, and to account for and enhance the value of funds submitted to it in support of the educational mission of the College.

The Foundation is supported by private gifts, bequests and donations from individuals and private organizations.

Note 2 - Summary of Significant Accounting Policies

A. Financial Statement Presentation

The Foundation reports information regarding its financial position and activities according to two classes of net assets: with donor restrictions and without donor restrictions. Net assets, including endowment funds, and changes therein are classified and reported as follows:

Net assets without donor restrictions - Net assets available for use in general operations and not subject to donor restrictions. The Board of Directors has designated from net assets without donor restrictions, net assets for a board-designated endowment for special purposes.

Net assets with donor restrictions - Net assets that are subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by either action or passage of time. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

In September 2020, the Financial Accounting Standards Board issued Accounting Standards Update ("ASU") 2020-07, *Presentation Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. The standard requires nonprofits to expand their financial statement presentation and disclosure of contributed nonfinancial assets, including in-kind contributions. The standard includes disclosure of information on an entity's policies on contributed nonfinancial assets about monetization and utilization during the reporting period, information on donor-imposed restrictions, and valuation techniques. The new standard, as amended, is to be applied retrospectively, to annual reporting periods beginning after June 15, 2021, and interim periods within annual reporting periods beginning after June 15, 2022. The Organization early adopted the standard on October 1, 2020. The standard did not have a material impact on the financial statements.

B. Public Support and Revenue

Contributions are generally available for unrestricted use unless specifically restricted by the donor. Unconditional promises to give are recorded as received. Unconditional promises to give that are due in the next year are recorded at their net realizable value. Unconditional promises to give that are due in subsequent years are discounted to estimate the present value of future cash flows, if material. An allowance for potentially uncollectable promises is provided based on management's evaluation at year end. As of June 30, 2023 and 2022, no allowance was recorded.

Grants and other contributions of cash and other assets are reported as revenues with donor restrictions if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction and/or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported as net assets released from restrictions in the statements of activities and changes in net assets.

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS (continued)

Note 2 - Summary of Significant Accounting Policies (continued)

B. Public Support and Revenue (continued)

Contributions of donated non-cash assets are recorded at their fair values in the period received. Contributions of donated services that create or enhance non-financial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are recorded at their fair values in the period received. The Foundation receives a significant amount of donated services from unpaid volunteers who assist in fundraising and special projects. No amounts have been recognized in the statements of activities and changes in net assets because the criteria for recognition have not been satisfied.

C. Cash and Cash Equivalents

The Foundation considers all highly liquid investments with an original maturity of three months or less when purchased to be cash equivalents. Cash equivalents held for investment purposes are classified as investments in the statements of financial position and are not considered cash equivalents for the purposes of the statements of cash flows.

D. Investments

Investments are recorded at fair value as described in Note 4. Investment income and realized and unrealized gains and losses from investment transactions are initially recorded as with or without donor restrictions, based on donor-imposed restrictions, if any, and are reflected as net assets released from restrictions in the statements of activities and changes in net assets to the extent amounts become available for use during the period. Investment income is reported net of direct investment related expenses. Realized gains and losses are determined using the specific identification method.

E. Functional Allocation of Expenses

The costs of program and supporting activities have been summarized on a functional basis in the statements of activities and changes in net assets. Expenses directly attributable to a specific functional area are reported as expenses of those functional areas. Salaries and related costs have been allocated across the functional areas based upon time and effort.

Functional expenses by natural classification for the year ended June 30, 2023 are as follows:

	2023			
	Program	General and Administrative	Fundraising	Total
Scholarships	\$ 3,913,008	\$ -	\$ -	\$ 3,913,008
Program Sponsorships	294,398	-	-	294,398
Student success initiatives	17,009	-	-	17,009
Contract services	-	84,897	-	84,897
Food	-	3,350	-	3,350
Office expenses	-	51,877	-	51,877
Other	-	48,201	-	48,201
Professional services	-	20,500	-	20,500
Salaries and related costs	-	587,296	-	587,296
Sponsorship of events	-	2,865	-	2,865
Total Expenses by Function	4,224,415	798,986	-	5,023,401
Total Expenses Included in the Expense Section on the Statement of Activities	\$ 4,224,415	\$ 798,986	\$ -	\$ 5,023,401

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS (continued)

Note 2 - Summary of Significant Accounting Policies (continued)

E. Functional Allocation of Expenses (continued)

Functional expenses by natural classification for the year ended June 30, 2022 are as follows:

	2022			
	Program	General and Administrative	Fundraising	Total
Scholarships	\$ 2,449,757	\$ -	\$ -	\$ 2,449,757
Program Sponsorships	178,067	-	-	178,067
Student success initiatives	50,629	-	-	50,629
Bad debt expense	-	-	-	-
Contract services	-	70,004	-	70,004
Food	-	29	-	29
Office expenses	-	42,113	-	42,113
Other	-	10,380	-	10,380
Print and publications	-	-	-	-
Professional services	-	14,800	-	14,800
Salaries and related costs	-	387,085	-	387,085
Sponsorship of events	-	3,200	145,945	149,145
Travel	-	1,918	-	1,918
Total Expenses by Function	2,678,453	529,529	145,945	3,353,927
Total Expenses Included in the Expense Section on the Statement of Activities	\$ 2,678,453	\$ 529,529	\$ 145,945	\$ 3,353,927

F. Use of Estimates

The preparation of financial statements in accordance with GAAP requires management to make certain estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

G. Reclassifications

Certain amounts in the fiscal year 2022 financial statements have been reclassified to conform with the current year presentation.

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS (continued)

Note 3 - Pledges Receivable

Pledges receivable consist of the following at June 30, 2023 and 2022:

Fiscal Year of Pledge Due Date	June 30, 2023	June 30, 2022
2023	\$ -	\$ 73,700
2024	46,755	520,000
2025	510,000	510,000
2026	510,000	510,000
2027	510,000	510,000
2028	510,000	510,000
2029	510,000	500,000
Less: Discount for present value	(131,599)	-
Total Pledges Receivable	\$ 2,465,156	\$ 3,133,700

The amount of pledges receivables that were restricted and unrestricted as of June 30, 2022 and 2021 are as follows:

	June 30, 2023	June 30, 2022
Restricted	\$ 2,375,901	\$ 3,007,500
Unrestricted	89,255	126,200
Total Pledges Receivable	\$ 2,465,156	\$ 3,133,700

Note 4 - Fair Value Measurements

The Foundation has estimated the fair value of financial instruments in accordance with the requirements of fair value reporting. The Foundation utilizes observable market data when available, or models that utilize observable market data. In addition to market information, the Foundation incorporates transaction specific details that, in management's judgment, market participants would utilize in a fair value measurement.

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date (exit price). Inputs used in determining fair value are characterized using a hierarchy that prioritizes inputs depending on the degree to which they are observable. The three levels of the fair value hierarchy are as follows:

Level 1 - Quoted prices in active markets for identical investments.

Level 2 - Other significant observable inputs, including quoted prices for similar investments in active markets or in markets not considered to be active.

Level 3 - Inputs that are not observable from objective sources, including the Foundation's own assumptions in determining the fair value of investments.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS (continued)

Note 4 - Fair Value Measurements (continued)

The following is a description of the valuation methodologies used for assets measured at fair value on a recurring basis at June 30, 2023 and 2022. There have been no changes in the methodologies used at June 30, 2023 from June 30, 2022.

Mutual and exchange traded funds: Valued at the underlying price per unit, which approximates fair value based on the publicly quoted market price of these funds.

Fixed income securities: Valued based on pricing models that consider standard input factors such as observable market data and benchmark yields.

Bank deposit account: Valued at cost, which approximates fair value.

Certificates of deposit: Valued at carrying amount, which approximates fair value.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while management believes the valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The following tables present the Foundation's fair value hierarchy for those assets measured at fair value on a recurring basis as of June 30, 2023:

	2023			
	Level 1	Level 2	Level 3	Total
Mutual funds:				
U.S. Fixed income	\$ 6,575,976	\$ -	\$ -	\$ 6,575,976
U.S. Equity	14,940,400	-	-	14,940,400
Foreign equity	3,225,876	-	-	3,225,876
Exchange traded fund:				
U.S. Equity	333,957	-	-	333,957
Corporate fixed income	-	14,698,589	-	14,698,589
Bank deposit account	-	1,982,110	-	1,982,110
Total	\$ 25,076,209	\$ 16,680,699	\$ -	\$ 41,756,908

The following tables present the Foundation's fair value hierarchy for those assets measured at fair value on a recurring basis as of June 30, 2022:

	2022			
	Level 1	Level 2	Level 3	Total
Mutual funds:				
U.S. Fixed income	\$ 6,644,491	\$ -	\$ -	\$ 6,644,491
U.S. Equity	12,833,333	-	-	12,833,333
Foreign equity	3,483,578	-	-	3,483,578
Exchange traded fund:				
U.S. Equity	343,912	-	-	343,912
Corporate fixed income	-	15,486,421	-	15,486,421
Bank deposit account	-	138,599	-	138,599
Total	\$ 23,305,314	\$ 15,625,020	\$ -	\$ 38,930,334

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.

NOTES TO FINANCIAL STATEMENTS (continued)

Note 4 - Fair Value Measurements (continued)

Investments are exposed to various risks, such as interest rate, market, and credit. Due to the level of risk associated with certain investment securities and the level of uncertainty related to changes in the fair value of investment securities, it is at least reasonably possible that changes in risks in the near term could materially affect the net assets of the Foundation.

Note 5 - Scholarships and Programs Payable

Scholarships and programs payable consist of amounts awarded but not paid. The amounts payable of \$3,023,018 and \$1,283,635 as of June 30, 2023 and 2022, respectively, are expected to be paid within one year.

Note 6 - Net Assets with Donor Restrictions

The Foundations net assets with donor restrictions are available for the following purposes as of June 30:

	<u>2023</u>	<u>2022</u>
Subject to expenses for specified purpose (scholarship and program funds)	\$ 3,038,566	\$ 5,763,426
Subject to restriction in perpetuity (endowment funds)	7,653,618	6,945,492
Total net assets with donor restrictions	<u>\$ 10,692,184</u>	<u>\$ 12,708,918</u>

Net assets of \$4,207,406 and \$2,627,823 were released from donor restrictions during the years ended June 30, 2023 and 2022, respectively, by incurring expenses satisfying the purpose specified by donors.

Note 7 - Endowment Funds

The Foundation’s endowments consist of both donor-restricted endowment funds for scholarships and funds designated by the Board of Directors to function as an endowment for the Promise for Their Future program. Net assets associated with endowments are classified and reported based on the existence or absence of donor-imposed restrictions.

Interpretation of relevant law - The Board of Directors of the Foundation has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies in net assets with donor restrictions (a) the original value of gifts donated to the perpetual endowment, (b) the original value of subsequent gifts to the perpetual endowment, and (c) accumulations to the perpetual endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. In accordance with UPMIFA, the Foundation considers the following factors in making a determination to appropriate or accumulate donor restricted endowment funds: (1) the duration and preservation of the funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and appreciation of investments, (6) other resources of the Foundation, and (7) the investment policies of the Foundation.

Investment and Spending policy - The Foundation has adopted an investment and spending policy for endowment assets that attempts to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. The Foundation’s spending and investment policies work together to achieve this objective. The investment policy establishes an achievable return objective through diversification of asset classes. Actual returns in any given year may vary from this amount.

Strategies employed for achieving objectives - To satisfy its long-term rate of return objectives, the Foundation relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Foundation targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its long-term objective within prudent risk constraints.

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.

NOTES TO FINANCIAL STATEMENTS (continued)

Note 7 - Endowment Funds (continued)

Over the long term, the Foundation expects its endowment assets to grow based on the current spending policy. This is consistent with the Foundation’s objective to maintain the purchasing power of the endowment assets held in perpetuity for a specific term as well as to provide additional real growth through new gifts and investment returns.

Endowment composition - As of June 30, 2023 and 2022, endowment funds consisted of the following:

	2023			
	Without Donor Restrictions	With Donor Restrictions		Total
		Accumulated	Required to be	
		Net Investment Returns	Maintained in Perpetuity	
Donor endowment funds	\$ -	\$ 1,564,216	\$ 7,653,618	\$ 9,217,834
Board-designated endowment funds	18,884,987	-	-	18,884,987
Total Endowment Funds	\$ 18,884,987	\$ 1,564,216	\$ 7,653,618	\$ 28,102,821

	2022			
	Without Donor Restrictions	With Donor Restrictions		Total
		Accumulated	Required to be	
		Net Investment Returns	Maintained in Perpetuity	
Donor endowment funds	\$ -	\$ 1,063,282	\$ 6,945,492	\$ 8,008,774
Board-designated endowment funds	17,195,475	-	-	17,195,475
Total Endowment Funds	\$ 17,195,475	\$ 1,063,282	\$ 6,945,492	\$ 25,204,249

The changes in the endowment net assets for the years ended June 30, 2023 and 2022 are as follows:

	Without Donor Restrictions	Without Donor Restrictions (Mackenzie Scott)	With Donor Restrictions		Total
			Accumulated	Required to be	
			Net Investment Returns	Maintained in Perpetuity	
Endowment net assets as of July 1, 2021	\$ 1,320,483	\$ -	\$ 1,729,739	\$ 5,589,914	\$ 8,640,136
Investment return:					
Investment income	28,715	381,507	195,571	-	605,793
Net depreciation (realized and unrealized)	(55,890)	(3,223,992)	(933,475)	-	(4,213,357)
Contributions	970	20,000,000	-	123,493	20,124,463
Change in donor designations	(1,246,179)	-	175,994	1,232,085	161,900
Expenditures	(10,139)	-	(104,547)	-	(114,686)
Endowment net assets as of June 30, 2022	37,960	17,157,515	1,063,282	6,945,492	25,204,249
Investment return:					
Investment income	-	554,518	260,810	-	815,328
Net appreciation (realized and unrealized)	-	1,137,494	289,136	-	1,426,630
Contributions	-	-	-	394,481	394,481
Change in donor designations	-	-	-	313,645	313,645
Expenditures	(2,500)	-	(49,012)	-	(51,512)
Endowment net assets as of June 30, 2023	\$ 35,460	\$ 18,849,527	\$ 1,564,216	\$ 7,653,618	\$ 28,102,821

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.

NOTES TO FINANCIAL STATEMENTS (continued)

Note 8 - Related Party Transactions

The College provides the Foundation with employees, professional services, and office supplies at no charge. The College also provides office space to the Foundation at no charge. The donated services and facilities from the College for the years ended June 30, 2023 and 2022 was \$697,378 and \$470,724, respectively, and is included as contributions and expenses in the statements of activities.

Note 9 - Concentrations and Credit Risk

Contributions

Donor amounts that exceed 10% of total receivables or contributions are considered significant.

As of June 30, 2023, an unconditional promise to give totaling \$2,500,000 was due from one donor and represented 101% of total unconditional promises to give balance. A contribution of \$500,000 was received during the year ended June 30, 2023 related to this unconditional promise to give.

As of June 30, 2022, an unconditional promise to give totaling \$3,000,000 was due from a donor and represented 96% of total unconditional promises to give balance. A contribution of \$500,000 was received during the year ended June 30, 2022 related to this unconditional promise to give.

Credit Risk

Certain financial instruments subject the Foundation to concentrations of credit risk. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in net values of investment securities will occur in the near term and that such change could materially affect the amounts recorded in the statements of financial position.

Note 10 - Federal Income Taxes

The Foundation is a non-profit corporation as described in Section 501(c)(3) of the Internal Revenue Code (the Code) and is exempt from federal income taxes pursuant to Section 501(a) of the Code. The Foundation is not classified as a private foundation.

GAAP requires the Foundation's management to evaluate tax positions taken by the Foundation and recognize a tax liability if the Foundation has taken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service. Management has analyzed the tax positions taken by the Foundation and has concluded that as of June 30, 2023 and 2022, there are no uncertain positions taken or expected to be taken that would require recognition or disclosure within the financial statements. The Foundation is subject to audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. Management believes that the Foundation is no longer subject to income tax examinations for years prior to 2016.

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.

NOTES TO FINANCIAL STATEMENTS (continued)

Note 11 - Liquidity and Availability of Resources

The following represents the Foundation’s financial assets at June 30, 2023 and 2022, reduced by amounts not anticipated to be available for general expenditure within one year of the statement of financial position date. Financial assets are considered unavailable when not readily available or they are not convertible to cash within one year. Financial assets are available for general expenditure if they do not have donor or other restrictions limiting their use through purpose restrictions.

	<u>2023</u>	<u>2022</u>
Financial assets available within one year:		
Cash and cash equivalents	\$ 2,627,972	\$ 2,366,052
Pledges receivable	46,755	83,700
Investments	41,756,908	38,930,334
Total Financial assets available within one year	<u>44,431,635</u>	<u>41,380,086</u>
Amounts limited to use:		
With donor restrictions -		
Accumulated Net Investment Returns	(5,635,321)	(8,813,426)
With donor restrictions -		
Required to be Maintained in Perpetuity	(7,653,618)	(6,945,492)
Without donor restriction - Board designated quasi-endowment	<u>(18,884,987)</u>	<u>(17,195,475)</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 12,257,709</u>	<u>\$ 8,425,693</u>

The Foundation’s goal is to maintain financial assets to meet 120 days of operating expenses (approximately \$1,674,000). As part of the Foundation’s liquidity management plan, cash in excess of daily requirements is invested in registered investment companies such that amounts can be made available as general expenditures and liabilities become due.

Note 12 - Prior Period Adjustment

During the current fiscal year management reevaluated the present value of the pledge receivables resulting in a prior period adjustment of \$151,800.

Note 13 - Subsequent Events

Management has evaluated subsequent events through November 2, 2023, the date which the financial statements were available to be issued. Management has determined that no subsequent events require recognition in the financial statements.

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2015 Bond Program

Preliminary Report as of October 31, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
731603 - CC Classroom Building	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	169,104	47,030,761	938,794	98.05%
Sub-total	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	169,104	47,030,761	938,794	98.05%
North									
732607 - NC Brightwell Renovation	6,628,000	(314,642)	6,313,358	258,532	6,571,890	18,180	6,553,710	-	100.00%
Sub-total	6,628,000	(314,642)	6,313,358	258,532	6,571,890	18,180	6,553,710	-	100.00%
South									
733608 - SC Domestic Water System Rehabilitation	1,160,000	(99,371)	1,060,629	64,096	1,124,725	33,741	1,086,671	4,313	99.62%
733610 - SC Jones Renovation	13,803,000	2,363,174	16,166,174	605,876	16,772,050	-	16,634,188	137,862	99.18%
733616 - SC BioManufacturing Program	-	750,000	750,000	-	750,000	71,217	1,788	676,995	9.73%
Sub-total	14,963,000	3,013,803	17,976,803	669,972	18,646,775	104,958	17,722,647	819,170	95.61%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(26,631,300)	1,368,700	31,300	1,400,000	22,828	936,050	441,122	68.49%
Sub-total	28,000,000	(26,631,300)	1,368,700	31,300	1,400,000	22,828	936,050	441,122	68.49%
Generation Park									
Sub-total	-	-	-	-	-	-	-	-	-
Admin									
76605A - CW Deferred Maintenance Phase I	-	31,184,038	31,184,038	427,385	31,611,423	11,095,430	16,421,752	4,094,241	87.05%
736610 - CW Deferred Maintenance Phase II	-	2,650,000	2,650,000	-	2,650,000	555,130	-	2,094,870	20.95%
736606 - Generation Park Opportunities	-	20,000,000	20,000,000	-	20,000,000	57,100	-	19,942,900	0.29%
720100 - Program Management - AECOM	-	11,431,567	11,431,567	(11,404,113)	27,454	27,454	-	-	100.00%
736601 - Contingency	1,166,180	19,889,999	21,056,179	-	21,056,179	-	-	21,056,179	-
Sub-total	1,166,180	85,155,604	86,321,784	(10,976,728)	75,345,056	11,735,114	16,421,752	47,188,190	37.37%
Previously Completed and Closed Projects									
Sub-total	327,087,820	(60,418,684)	266,669,136	8,228,484	274,897,620	-	274,897,620	-	100.00%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	12,050,184	363,562,540	49,387,276	88.38%

Interest Earnings

Report as of October 31, 2023 for internal use only

Bond Issue Earnings by FY and Fund Type	2004-2011 Bond Issue Earnings 901612 -901616	2016 & 2019 Bond Issue Earnings 901610	2021 Bond Issue Earnings 901611	2022 Bond Issue Earnings 901617
Prior years Interest Earnings as of 08.31.23	4,468,926	8,419,073	1,736,826	2,117,715
Interest Earning Sept 23	2,209	2,440	114,108	193,071
Interest Earning Oct 23	1,901	2,415	114,753	201,533
Total Earnings *	4,473,035	8,423,927	1,965,686	2,512,320
Budgeted 901610 - Multiple Projects and Salaries & Benefits		8,138,583	-	-
Budgeted 732614 - NC - N7, N8 & N9 Roof Replacement	2,115,086	-	-	-
Budgeted 733615 - SC - S7 & S9 Roof Replacement	2,211,251	-	-	-
Total Budgeted	4,326,337	8,138,583	-	-
Interest Earnings Available	146,698	285,344	1,965,686	2,512,320

* Interest Earnings are calculated on unspent bond proceeds on a monthly basis.

Energy Conservation Project

Preliminary Report as of October 31, 2023

Project	Base Budget	Budget Adjustments	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide							
E22001 - UCRM 1 - LED Lighting	811,078	(231,152)	579,926	-	579,926	-	100.00%
E22002 - UCRM 2.1a - A-1 HVAC	10,354	(5,782)	4,572	-	4,572	-	100.00%
E22003 - UCRM 2.1b - CC Chillers	1,526,400	117,308	1,643,708	-	1,643,708	-	100.00%
E22004 - UCRM 2.1c - NC Chiller	593,600	10,400	604,000	-	604,000	-	100.00%
E22005 - UCRM 2.1d - Maritime HVAC	33,000	(33,000)	-	-	-	-	-
E22006 - UCRM 2.6a - 35 Acre VFDs	9,946	20,905	30,851	-	30,851	-	100.00%
E22007 - UCRM 2.6b - S-7 & S-9 VFDs	26,452	56,684	83,136	-	83,136	-	100.00%
E22008 - UCRM 3 - Retro-Commissioning	280,000	54,010	334,010	-	334,010	-	100.00%
E22009 - UCRM 4.2c - Vending Misers	46,224	(46,224)	-	-	-	-	-
E22010 - UCRM 5.1 - Water Conserving Faucets	112,669	(63,192)	49,477	-	49,477	-	100.00%
E22011 - UCRM 8 - Solar PV	1,175,849	(260,598)	915,251	-	915,251	-	100.00%
Utility Assessment Report - 720600	96,546	-	96,546	-	96,546	-	100.00%
E22000 - Contingency Lone Star Loan	-	380,641	380,641	-	-	380,641	-
TOTALS	4,722,118	-	4,722,118	-	4,341,477	380,641	91.94%

North and South Campus Roof Replacement

Preliminary Report as of October 31, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/Expensed
College Wide								
732614 - NC - N7, N8 & N9 Roof Replacement (2008 Bond)	-	133,554	133,554	133,554	-	133,554	-	100.00%
733615 - SC - S7 & S9 Roof Replacement (901610)	-	108,739	108,739	108,739	6,881	-	101,859	6.33%
Sub-total	-	242,294	242,294	242,294	6,881	133,554	101,859	57.96%
732614 - NC - N7, N8 & N9 Roof Replacement (901612-16)	2,587,830	(472,744)	2,115,086	2,115,086	21,574	1,975,240	118,272	94.41%
733615 - SC - S7 & S9 Roof Replacement (901612-16)	1,737,060	474,191	2,211,251	2,211,251	9,489	2,201,762	-	100.00%
Sub-total	4,324,890	1,447	4,326,337	4,326,337	31,063	4,177,002	118,272	97.27%
TOTALS	4,324,890	243,741	4,568,631	4,568,631	37,944	4,310,556	220,131	95.18%

Repair and Renovation

Report as of October 31, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central								
F24001 CC - Central Misc.	-	15,000	15,000	15,000	-	-	15,000	-
F24007 CC - C45.1322 CPET Worktables	-	5,421	5,421	5,421	5,421	-	-	100.00%
F24014 CC - C45 RO Cover	-	-	-	-	-	-	-	-
F24016 CC - Exterior Wayfinding	-	-	-	-	-	-	-	-
F24020 CC - C1.129 IT Service Desk	-	42,911	42,911	42,911	-	-	42,911	-
F24030 CC - C3 Conference Center Reno	-	-	-	-	-	-	-	-
F24031 CC - C3.Level 3 - Demo Lockers	-	12,673	12,673	12,673	12,673	-	-	100.00%
F24032 CC - C3.142h Renovation	-	-	-	-	-	-	-	-
F24033 CC - C19.365 Science lab Renovation	-	11,595	11,595	11,595	11,595	-	-	100.00%
F24034 CC - C45.1001 Event Stage Renovation	-	24,382	24,382	24,382	24,382	-	-	100.00%
Sub-total	-	111,982	111,982	111,982	54,071	-	57,911	48.29%
North								
F24002 NC - North Misc.	-	10,000	10,000	10,000	-	-	10,000	-
F24009 NC - N17 Wallpaper Removal & Paint	-	111,319	111,319	111,319	111,319	-	-	100.00%
F24010 NC - N12.100 Sensory Room Ph II	-	-	-	-	-	-	-	-
F24012 NC - N24. 103 & 105 Esthetics Lab	-	103,504	103,504	103,504	25,448	-	78,056	24.59%
F24015 NC - N14.112b Legal Resource Center	-	9,621	9,621	9,621	9,621	-	-	100.00%
F24018 NC - N7.2112j & 2118a Private Door	-	-	-	-	-	-	-	-
F24023 NC - N8.112 IT Service Desk	-	63,034	63,034	63,034	53,909	-	9,125	85.52%
F24025 NC - N24.121 Replacement Facial Beds	-	15,715	15,715	15,715	15,715	-	-	100.00%
F24043 NC - Baseball Rebrand and Painting	-	38,708	38,708	38,708	-	-	38,708	-
F24045 NC - N12.205 Card Access Repair	-	4,825	4,825	4,825	-	-	4,825	-
Sub-total	-	356,726	356,726	356,726	216,011	-	140,714	60.55%
South								
F24003 SC - South Misc.	-	10,000	10,000	10,000	594	-	9,406	5.94%
F24008 SC - S1.377 BioManufacturing Lab	-	164,742	164,742	164,742	139,895	8,740	16,107	90.22%
F2408B SC - S1.377 BioMan Lab Phase II	-	-	-	-	-	-	-	-
F2408C SC - S1.377 BioMan Gowning	-	-	-	-	-	-	-	-
F2408D SC - S1.377 BioMan Backfill URC	-	-	-	-	-	-	-	-
F24011 SC - S24.103 Esthetics Lab	-	95,000	95,000	95,000	94,389	-	611	99.36%
F24017 SC - S6.110 Cashier Overhead Light	-	-	-	-	-	-	-	-
F24021 SC - S6.121G & S6.121H Room Reno	-	26,138	26,138	26,138	-	-	26,138	-
F24022 SC - S12.118 IT Service Desk	-	65,760	65,760	65,760	20,207	-	45,553	30.73%
F24028 SC - S1.170 Undergraduate Research	-	-	-	-	-	-	-	-
F24042 SC - Softball Field Rebrand	-	39,054	39,054	39,054	-	-	39,054	-
Sub-total	-	400,694	400,694	400,694	255,085	8,740	136,869	65.84%
Maritime								
F24013 MT - Maritime Gate	-	35,940	35,940	35,940	35,940	-	-	100.00%
F24024 MT - Parking Lot Expansion	-	-	-	-	-	-	-	-
F24035 MT - Maritime Handrail Phase II	-	5,000	5,000	5,000	-	5,000	-	100.00%
F24038 MT - Maritime Access Control Modification	-	8,728	8,728	8,728	8,728	-	-	100.00%
Sub-total	-	49,668	49,668	49,668	44,668	5,000	-	100.00%
Generation Park								
F24005 GP - GEN P Misc.	-	5,000	5,000	5,000	-	-	5,000	-
F24037 GP - G2.221 A&P Lab	-	-	-	-	-	-	-	-
Sub-total	-	5,000	5,000	5,000	-	-	5,000	-

Repair and Renovation

Report as of October 31, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
District								
F24004 DIST - Campus Misc.	-	5,000	5,000	5,000	-	-	5,000	-
F24019 DIST - A1.101b Office Conversion	-	-	-	-	-	-	-	-
F24026 DIST - CW Roof Safety	-	75,000	75,000	75,000	-	-	75,000	-
F24036 DIST - CW Stopper Stations	-	22,955	22,955	22,955	22,955	-	-	100.00%
F24041 DIST - CW Chair Reupholstery	-	19,547	19,547	19,547	19,547	-	-	100.00%
F24006 EDGE - E-1 Lab Furniture	-	-	-	-	-	-	-	-
F24029 EDGE - E1.232 Conference Room	-	9,749	9,749	9,749	9,749	-	-	100.00%
Sub-total	-	132,251	132,251	132,251	52,251	-	80,000	39.51%
Contingency (720700) - Major Repairs	600,000	(569,874)	30,126	30,126	-	-	30,126	-
Sub-total	600,000	(569,874)	30,126	30,126	-	-	30,126	-
TOTALS	600,000	486,447	1,086,447	1,086,447	622,087	13,740	450,620	58.52%

Action Item “IX”
Regular Board Meeting December 4, 2023
Consideration of Approval of Amendment to the 2023-2024 Budget
for Restricted Revenue and Expenses Relating to Federal, State, and Local Grants/Contracts

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an amendment to the 2023-2024 budget for restricted revenue and expenses related to grants/contracts.

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$2,714 so the net impact on the College budget is zero.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1- Budget Amendments- 12-11-23
Attachment 2- Grant Detail- 12-11-23

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu
Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant/Contract Amendments
December 4, 2023

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>San Jacinto College Foundation - Student Success Initiatives Fall 2023 Awards (Additional Funds)</u>					
Local Grant Revenue	571069	56700	554300	110000	(2,714)
Supplies	571069	56700	710000	466207	2,714
					\$ -
					\$ -

Net Increase (Decrease)

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

Grant Funding Summary by Agency:

San Jacinto College Foundation	\$ 2,714
	\$ 2,714

December 4, 2023, Board Book – Grant/Contract Amendments Detail List

San Jacinto College Foundation - Student Success Initiatives Fall 2023 Awards (Additional Funds)

San Jacinto College Foundation invites faculty and staff to submit proposals designed to support Student Success projects. Preference is given to proposals that directly engage students and focus upon maximizing the probability of academic success. These grants are pilot projects and if successful, may be implemented college-wide dependent upon available funding. This request is for additional funds to complete one of the projects submitted.

Action Item “X”
Regular Board Meeting December 4, 2023

Consideration of Acceptance of the 2022-2023 Annual Comprehensive Financial Report

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve acceptance of the annual comprehensive financial report and the independent auditor’s reports for the fiscal year ended August 31, 2023.

BACKGROUND

The annual comprehensive financial report (ACFR) for the fiscal year ended August 31, 2023, and the independent auditor’s reports thereon are presented for Board review and acceptance. The independent auditing firm of Whitley Penn LLP has issued an unmodified or “clean” opinion on the College’s financial statements and federal and state assistance programs.

The College is required to meet the reporting quality standards of the Texas Higher Education Coordinating Board as presented in its annual financial reporting requirements manual. For the 2022-2023 ACFR, the College has elected to meet the higher quality standards of the Government Finance Officers Association (GFOA) with a goal to qualify the report for the GFOA Certificate of Achievement for Excellence in Financial Reporting. The GFOA certificate is only awarded to government units and public employee retirement systems whose annual comprehensive financial reports achieve the highest standards in government accounting and financial reporting.

IMPACT OF THIS ACTION

Acceptance by the Board of Trustees satisfies requirements of the State of Texas, the Texas Higher Education Coordinating Board, and the U.S. Government. According to the requirements, the College must have its accounting records audited annually by a firm of independent certified public accountants and the related audit opinion must be accepted by the Board of Trustees. Acceptance by the Board of Trustees will allow the College to meet reporting and filing timelines.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budget impact.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

A draft of the San Jacinto College 2022-2023 Annual Comprehensive Financial Report is provided under separate cover.

Action Item "X"
Regular Board Meeting December 4, 2023

Consideration of Acceptance of the 2022-2023 Annual Comprehensive Financial Report

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu
Andrea DuBois	281-998-6141	andrea.dubois@sjcd.edu

Action Item “XI”
Regular Board Meeting December 4, 2023
Consideration of Approval of the 2024-2025 Academic Calendar

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the proposed 2024-2025 Academic Calendar.

BACKGROUND

An academic calendar is approved annually, providing dates for college functions, activities, and due dates. The development of the academic calendar is a process that takes several months. It begins with discussions with the local independent school districts about their proposed calendars in order to eliminate conflicts and establish, to the extent possible, consistency in holiday breaks and coordination around opening and closing dates for the terms. Development also includes reviewing the semester start dates of other colleges in the Gulf Coast region. Calendar development is led by an internal committee consisting of faculty, staff, and administrators to ensure that schedule conflicts and internal priorities are addressed.

IMPACT OF THIS ACTION

The proposed calendar is in compliance within the parameters of the opening date as set by the Texas Common Calendar for the fall 2024, spring 2025, and summer 2025 semesters. Classes for fall 2024 begin on August 19, 2024 and January 13, 2025 for spring 2025. Other local community colleges have not published dates for fall and spring start dates at this time. The school districts have not finalized and approved their calendars, but we have verified key holidays and beginning dates. The dates for the December 2024 and May 2025 commencement ceremonies are tentatively set for December 13, 2024 and May 9, 2025. The proposed winter holiday break is from December 23, 2024 through January 1, 2025, and includes eight working days as usual.

This calendar also includes a full week of holiday break for Thanksgiving during the week of November 25 through December 1 for students, faculty, and staff. This change aligns with the College’s school district partners which provide this week off for their students. This practice by the school districts has caused additional attendance concerns for the College’s dual credit population (representing nearly 23 percent of our fall enrollment). Additionally, many other students are absent during this time.

To address the instructional hours lost by these two additional holidays, the academic calendar has been revised to start earlier in August. This change results in two extra holidays for faculty and staff bringing the total of annual number of employee holidays to 25. This is within the holidays provided by other community colleges in the Gulf Coast region which ranges from 23 days to 28 days.

BUDGET INFORMATION

No budgetary impact.

Action Item “XI”
Regular Board Meeting December 4, 2023
Consideration of Approval of the 2024-2025 Academic Calendar

MONITORING AND REPORTING TIMELINE

The academic calendar is monitored closely during the year. Occasionally dates for operational activities such as registration open or close, maintenance, etc., may need to be amended. Such operational changes will not require Board approval. Conversely, any modifications to semester start or end dates or holidays will be brought back to the Board of Trustees. A simplified version of the academic calendar for regular use by students has been developed also.

ATTACHMENTS

Attachment 1 - Draft 2024-2025 Academic Calendar

Attachment 2 - Draft 2024-2025 Simplified Student Key Academic Calendar Dates

Attachment 3 - Academic Calendar Constituent Group Roster

RESOURCE PERSONNEL

Laurel Williamson

281-998-6182

Laurel.Williamson@sjcd.edu

Kevin McKisson

281-669-4711

Kevin.McKisson@sjcd.edu

DRAFT VERSION 2
11/21/2023

San Jacinto College
Academic Calendar
2024-2025

SUBJECT TO CHANGE

Fall 2024 (Term 202510) 16 Week, Take2, Weekend, All Parts of Term	
February 15, 2024 (TH)	Campus-Based and Foundation Scholarship Application opens for Fall 2024 (202510)
March 25, 2024 (M)	Open SOS and Course Finder for View Access Only
April 1, 2024 (M)	Registration opens for Fall 2024 (202510) (All Students & Applicants)
April 15, 2024 (M)	Priority Deadline for Campus-Based and Foundation Scholarships for Fall 2024 (202510)
June 10, 2024 (M)	Fall 2024 (202510) Installment Payment Plan Available Installment Payment Plan Due Dates: August 19, 2024 (M) September 16, 2024 (M) October 14, 2024 (M) November 18, 2024 (M) All payments due by 6:00 PM
June 27, 2024 (TH)	Financial Aid Deadline for Fall 2024 (202510)
June 30, 2024 (SU)	Deadline for Campus-Based and Foundation Scholarships for Fall 2024 (202510)
August 3-4, 2024 (SA 9PM - SU 3 AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching
August 5-9, 2024 (M-F)	New Faculty Academy Blitz
August 8, 2024 (TH)	Payment Deadline for ALL registrations through August 8, 2024 at 6:00 pm. Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.
August 9, 2024 - November 11, 2024 (F-SU)	Registration Continues for Fall 2024 (202510) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid by the end of the next business day.
August 12-17, 2024 (M-SA)	Blackboard Maintenance
August 12-16, 2024 (M-F)	College Community Week
August 19, 2024 (M)	Full Semester (1), First Twelve-Week (12A), First Eight-Week (8A), Six-Week (6A), First Five-Week (5A), & First Four-Week (4A), Classes Begin
August 19, 2024 (M)	Installment Payment Plan Due Date by 6:00 PM
August 30, 2024 (F)	Fourteen-Week Weekend (14S) Classes Begin
Aug. 30, 2024 Noon - Sept. 1, 2024 1:00 AM (F-SU)	Banner Down-Fiscal End-of-Year Processing
August 31 - September 2, 2024 (SA-M)	Facilities & Utility System Maintenance
September 1, 2024 (SU)	Banner Reopens at 1:00 AM
September 2, 2024 (M)	Labor Day Holiday (No Classes Held)
September 3, 2024 (T)	Fourteen-Week (14), Take2 Thirteen-Week (13B) Classes Begin
September 6, 2024 (F)	Thirteen-Week Weekend Full Term (1W) & Six-Week Weekend (6AS) Classes Begin
September 6-8, 2024 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable) Includes OS Patching
September 13, 2024 (F)	First Four-Week (4A) Ends (Last Day of Finals)
September 16, 2024 (M)	Installment Payment Plan Due Date by 6:00 PM
September 16, 2024 (M)	Second Twelve-Week (12B) & Second Four-Week (4B) Classes Begin
September 20, 2024 (F)	First Five-Week (5A) Ends (Last Day of Finals)
September 23, 2024 (M)	Second Five-Week (5B) Classes Begin
September 27, 2024 (F)	Six-Week (6A) Ends (Last Day of Finals)
September 30, 2024 (M)	Ten-Week (10) Classes Begin
October 5-6, 2024 (SA 9PM - SU 3 AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching
October 9, 2024 (W)	First Eight-Week (8A) Ends (Last Day of Finals)
October 11, 2024 (F)	Second Four-Week (4B) Ends (Last Day of Finals)
October 13, 2024 (SU)	Six-Week Weekend (6AS) Ends (Last Day of Finals)
October 14, 2024 (M)	Second Eight-Week (8B) & Third Four-Week (4C) Classes Begin
October 14, 2024 (M)	Installment Payment Plan Due Date by 6:00 PM
October 17, 2024 (TH)	Last Day to submit name to be included in December Commencement Program
October 18, 2024 (F)	Seven-Week Weekend (7BS) Classes Begin
October 18-20, 2024 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable)
October 25, 2024 (F)	Second Five-Week (5B) Ends (Last Day of Finals)
October 28, 2024 (M)	Third Five-Week (5C) Classes Begin
October 30, 2024 (W)	Deadline for Campus-Based and Foundation Scholarships for Spring 2025 (202520)
November 2 - 3, 2024 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching
November 8, 2024 (F)	First Twelve-Week (12A) & Third Four-Week (4C) End (Last Day of Finals)
November 11, 2024 (M)	Fourth Four-Week (4D) Classes Begin
November 15-17, 2024 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable)
November 18, 2024 (M)	Installment Payment Plan Due Date by 6:00 PM
November 25 - December 1, 2024 (Inclusive) (M-SU)	Thanksgiving Holidays (No Classes Held November 25 - December 1)
November 25 - December 1, 2024 (Inclusive) (M-SU)	Facilities & Utility System Maintenance
December 6, 2024 (F)	Take2 Thirteen-Week (13B) & Third Five-Week (5C) End (Last Day of Finals)
December 7-8, 2024 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching
December 8, 2024 (SU)	Fourteen-Week Weekend (14S), Thirteen-Week Weekend Full Term (1W) & Seven-Week Weekend (7BS) End (Last Day of Finals)
December 13, 2024 (F)	Full Semester (1), Fourteen Week (14); Second Twelve-Week (12B), Ten-Week (10), Second Eight-Week (8B), Fourth Four-Week (4D) End (Last Day of Finals)
December 13, 2024 (F) 7:00 PM (TENTATIVE)	College-wide Commencement - Minute Maid Park
December 15, 2024 (SU)	Grades due for Final Parts of Term (1, 14, 12B, 10, 8B, 4D) by 4:00 PM
December 23, 2024 - January 1, 2025 (M-W)	Winter Holidays - Admin. Offices Closed (no non-instructional activity, Dec. 23, 2024 - January 1, 2025)
December 23, 2024 - January 1, 2025 (M-W)	Facilities & Utility System Maintenance
Please consult the Fall 2024 (202510) Online Schedule of Classes for Registration & Payment Times, Refund Dates, Drop Deadlines, Grades Due, Final Exam Schedule and possible additional part-of-term information or changes.	

Spring 2025 (Term 202520) Winter Mini Term, Spring Term, Take2, Weekend, All Parts of Term	
September 6-8, 2024 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable) Includes OS Patching
September 23, 2024 (M)	Open SOS and Course Finder for View Access Only
September 30, 2024 (M)	Registration opens for Spring 2025 (202520) (All Students & Applicants)
September 30 - December 12, 2024 (M-TH)	Registration Opens for Winter Mini 2024 (202520) (All Students & Applicants)
October 5-6, 2024 (SA 9 PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching
October 18-20, 2024 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable)
October 30, 2024 (M)	Deadline for Campus-Based and Foundation Scholarships for Spring 2025 (202520)
November 2-3, 2024 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching
November 4, 2024 (M)	Spring 2025 (Term 202520) Installment Payment Plan Available Installment Payment Plan Due Dates: January 21, 2025 (T) February 17, 2025 (M) March 10, 2025 (M) April 21, 2025 (M) All payments due by 6:00 PM
November 15 - 17, 2024 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable)
December 7-8, 2024 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching
December 12, 2024 (TH)	Payment Deadline by 6:00 PM for Winter Mini 2024 (202520)
December 13-15, 2024 (F-SU)	Registration Continues And Payment Due on Day of Registration for Winter Mini 2024
December 16, 2024 (M)	Winter Mini Term (3) Classes Begin
December 25, 2024 (W)	Winter Mini Holiday (No Classes Held)
January 1, 2025 (W)	Winter Mini Holiday (No Classes Held)
January 2, 2025 (TH)	Winter Mini Term (3) Ends (Last Day of Finals)
January 2, 2025 (TH)	Registration Payment Deadline by 6:00 PM for ALL registrations through January 2, 2025 for Spring 2025 (202520). Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.
January 2-3, 2025 (TH-F)	New Faculty Academy Blitz
January 3 - April 13, 2025 (F-SU)	Registration Continues for Spring 2025 (202520) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid by the end of the next business day.
January 4-5, 2025 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching
January 6-9, 2025 (M-TH)	Blackboard Maintenance
January 6-10, 2025 (M-F)	College Community Week
January 13, 2025 (M)	Full Semester (1), First Twelve-Week (12A), First Eight-Week (8A), Six-Week (6A), First Five-Week (5A), & First Four-Week (4A) Classes Begin
January 17, 2025 (F)	First Six-Week Weekend (6AS) Classes Begin/Fifteen-Week Weekend (15S) Classes Begin
January 20, 2025 (M)	Martin Luther King Jr., Holiday (No Classes Held)
January 21, 2025 (T)	Installment Payment Plan Due Date by 6:00 PM
January 27, 2025 (M)	Take2 Thirteen-Week (13B) Classes Begin
January 31, 2025 (F)	Thirteen-Week Weekend Full Term (1W) Classes Begin
February 1-2, 2025 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching
February 6, 2025 (TH)	College Community Day (No Classes Held Day & Evening)
February 7, 2025 (F)	First Four-Week (4A) Ends (Last Day of Finals)
February 7-9, 2025 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable)
February 10, 2025 (M)	Second Four-Week (4B) & Second Twelve-Week (12B) Classes Begin
February 14, 2025 (F)	First Five-Week (5A) Ends (Last Day of Finals)
February 15, 2025 (SA)	Campus-Based and Foundation Scholarship Application opens for Fall 2025 (202610)
February 17, 2025 (M)	Installment Payment Plan Due Date by 6:00 PM
February 17, 2025 (M)	Ten-Week (10B) Classes Begin/Second Five-Week (5B) Classes Begin
February 21, 2025 (F)	Six-Week (6A) Ends (Last Day of Finals)
February 23, 2025 (SU)	First Six-Week Weekend (6AS) Ends (Last Day of Finals)
March 1-2, 2025 (SA 9M - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching
March 5, 2025 (W)	First Eight-Week (8A) Ends (Last Day of Finals)
March 7, 2025 (F)	Second Four-Week (4B) Ends (Last Day of Finals)
March 10, 2025 (M)	Second Eight-Week (8B) & Third Four-Week (4C) Classes Begin
March 10, 2025 (M)	Installment Payment Plan Due Date by 6:00 PM
March 14, 2025 (F)	Seven-Week Weekend (7BS) Classes Begin
March 17-23, 2025 (Inclusive) (M-SU)	Spring Break (No Classes Held, March 17-23)
March 17-23, 2025 (M-SU)	Facilities & Utility System Maintenance
March 27, 2025 (TH)	Last Day to submit name to be included in May Commencement Program
March 28, 2025 (F)	Second Five-Week (5B) Ends (Last Day of Finals)
March 28-30, 2025 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable)
March 31, 2025 (M)	Third Five-Week (5C) Classes Begin
April 5-6, 2025 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching
April 11, 2025 (F)	Third Four-Week (4C) & First Twelve-Week (12A) End (Last Day of Finals)
April 14, 2025 (M)	Fourth Four-Week (4D) Classes Begin
April 15, 2025 (T)	Priority Deadline for Campus-Based and Foundation Scholarships for Fall 2025 (202610)
April 18, 2025 (F)	Spring holiday (No Weekend Classes - April 18-20)
April 18-20, 2025 (F-SU)	Facilities & Utility System Maintenance
April 21, 2025 (M)	Installment Payment Plan Due Date by 6:00 PM
April 25-27, 2025 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable)
May 2, 2025 (F)	Ten-Week (10B) & Third Five-Week (5C) & Take2 Thirteen-Week (13B) End (Last Day of Finals)
May 3-4, 2025 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching
May 4, 2025 (SU)	Thirteen-Week Weekend Full Term (1W), Fifteen-Week Weekend (15S) & Seven-Week Weekend (7BS) End (Last Day of Finals)
May 9, 2025 (F)	Full Semester (1), Second Twelve-Week (12B), Second Eight-Week (8B), Fourth Four-Week (4D) End (Last Day)
May 9, 2025 (F) (TENTATIVE)	College-Wide Commencement - NRG Stadium; 7:00 PM
May 11, 2025 (SU)	Grades due for Final Parts of Term (1, 12B, 8B, 4D) by 4:00 PM
Please consult the Spring 2025 (202520) Online Schedule of Classes for Registration & Payment Times, Refund Date, Drop Deadlines, Final Exam Schedule, Grades Due, and possible additional part-of-term information or changes.	

Summer 2025 (202530) May Mini Term-May, Summer I-June, Summer II-July, Weekend, All Parts of Term		
May 12, 2025 through August 8, 2025 (Administrative Offices Closed Friday at Noon)		
February 1-2, 2025 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching	
February 15, 2025 (SA)	Campus-Based and Foundation Scholarship Applications open for Fall 2025 (202610)	
February 7-9, 2025 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable)	
February 10, 2025 (M)	Open SOS and Course Finder for View Access Only	
February 17 - April 24, 2025 (M-TH)	Registration Opens for Classes Beginning May 12, 2025	
February 17 - May 8, 2025 (M-TH)	Registration Opens for Classes Beginning June 2, 2025 and July 7, 2025	
March 1-2, 2025 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching	
March 28-30, 2025 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable)	
April 5-6, 2025 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching	
April 7, 2025 (M)	Summer 2025 (202530) Installment Payment Plan Available Installment Payment Plan Due Dates: June 9, 2025 (M) June 23, 2025 (M) (All payments due by 6:00 PM) July 7, 2025 (M) July 21, 2025 (M)	
April 15, 2025 (T)	Priority Deadline for Campus-Based and Foundation Scholarships for Fall 2025 (202610)	
April 24, 2025 (TH)	Registration Payment Deadline by 6:00 PM for Classes Beginning May 12, 2025. Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.	
April 25-27, 2025 (F 9PM - SU 3 PM)	Banner Maintenance (Banner & SOS unavailable)	
April 25 - May 11, 2025 (F-SU)	Registration Continues And Payment Due on Day of Registration for classes beginning May 12, 2025.	
May 3-4, 2025 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching	
May 8, 2025 (TH)	Registration Payment Deadline by 6:00 PM for ALL registrations through May 8, 2025 for Summer 2025 (202530). Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.	
May 9 - June 1, 2025 (F-SU)	Registration Continues for Classes beginning on June 2, 2025 (202530) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid by the end of the next business day.	
May 9 - July 6, 2025 (F-SU)	Registration Continues for Classes beginning on July 7, 2025 (202530) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid by the end of the next business day.	
May 12, 2025 (M)	May Mini (3), First Eight-Week (8), Eleven-Week (11) & Thirteen-Week (13) Classes Begin	
May 16, 2025 (F)	Weekend Twelve-Week Full Term (1W) Classes Begin	
May 16, 2025 (F)	Administrative Offices Closed Every Friday at Noon through August 8, 2025	
May 16-18, 2025 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable)	
May 19, 2025 (M)	Twelve-Week (12) Classes Begin	
May 26, 2025 (M)	Facilities & Utility System Maintenance	
May 26, 2025 (M)	Memorial Day Holiday (No Classes Held)	
May 30, 2025 (F)	May Mini (3) Ends (Last Day of Finals)	
June 2, 2025 (M)	Full Ten-Week Semester (1), First Five-Week (5A), Second Eight-Week (8A) Classes Begin	
June 7-8, 2025 (9PM SA - 3 AM SU)	Banner Maintenance (Banner & SOS unavailable) OS Patching	
June 9, 2025 (M)	Installment Payment Plan Due Date due by 6:00 PM	
June 13-15, 2025 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable)	
June 19, 2025 (TH)	Juneteenth National Independence Day Holiday (No Classes Held)	
June 23, 2025 (M)	Installment Payment Plan Due Date due by 6:00 PM	
June 26, 2025 (TH)	Financial Aid Application Priority Deadline for Fall 2025 (202610)	
July 3, 2025 (TH)	First Five-Week (5A) & First Eight-Week (8) End (Last Day of Finals)	
July 4, 2025 (F)	Independence Day Holiday - (No Classes Held July 4)	
July 5-6, 2025 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching	
July 7, 2025 (M)	Second Five-Week (5B) Classes Begin	
July 7, 2025 (M)	Installment Payment Plan Due Date by 6:00 PM	
July 11-13, 2025 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable) OS Patching	
July 21, 2025 (M)	Installment Payment Plan Due Date by 6:00 PM	
July 24, 2025 (TH)	Second Eight-Week (8A) & Eleven-Week (11) End (Last Day of Finals)	
July 30, 2025 (W)	Deadline for Campus-Based and Foundation Scholarships for Fall 2025 (202610)	
August 2-3, 2025 (SA 9PM - SU 3 AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching	
August 3, 2025 (SU)	Weekend Full Term (1W) Ends (Last Day of Finals)	
August 7, 2025 (TH)	Full Semester (1), Thirteen-Week (13), Twelve-Week (12), Second Five-Week (5B) End (Last Day of Finals)	
August 10, 2025 (SU)	Grades due for Final Parts of Term (1, 13, 12, 5B) by 4:00 PM	
Please consult the Summer 2025 (202530) Online Schedule of Classes for Registration & Payment Times, Refund Dates, Drop Deadlines, Final Exam Schedule, Grades Due, and possible additional part-of-term information or changes.		
Date(s)	Holidays	
September 2, 2024 (No Classes Held Sept. 2)	Labor Day	1
November 25 - December 1, 2024 (No Classes Held Nov. 25-Dec. 1, 2024)	Thanksgiving	5
December 23, 2024 - January 1, 2025	Winter Break	8
January 20, 2025 (No Classes Held January 20)	Martin Luther King, Jr. Day	1
March 17-23, 2025 (No Classes Held March 17-23)	Spring Break	5
April 18, 2025 (No Classes Held April 18-20)	Spring Holiday	1
May 26, 2025 (No Classes Held)	Memorial Day	1
June 19, 2025 (No Classes Held)	Juneteenth National Independence Day	1
July 4, 2025 (No Classes Held)	Independence Day Holiday	1
Floating Holiday	To be scheduled with employee leader approval	1
Total Holidays 2024-2025		25

Fall 2025 (202610) – TENTATIVE (not Board approved) DO NOT PRINT IN ANY PUBLICATIONS	
Fall Semester 2025 (Term 202610)	
March 24, 2025 (M)	Open SOS and Course Finder for View Access Only
March 31, 2025 (M) - Last Part of Term	Registration (All Students & Applicants)
August 11-16, 2025 (M-SA)	Blackboard Maintenance
August 11-15, 2025 (M-F)	College Community Week
August 18, 2025 (M)	Regular Classes Begin
December 12, 2025 (F)	Regular Classes End

Simplified Student Academic Calendar - 2024-2025

FALL 2024

April 1 -	Registration for Fall Opens
August 8 -	Fall Payment Deadline / PAYGO begins
August 12 -	Faculty Return
August 19 -	Fall Term Begins
September 2 -	Labor Day Holiday
September 3 -	Take2 Term Begins
September 30 -	Registration for Spring and Winter Mini Term Opens
October 14 -	Second 8 Week Classes Begin
Nov. 25 - Dec. 1	Thanksgiving Holidays
Dec. 9 - Dec. 13	Final Exams
December 13 -	Fall Term Ends
December 13 -	Fall Commencement at Minute Maid Park
December 16 -	Winter Mini Term Begins
Dec. 23 - Jan. 1	Winter Break Holidays
January 2 -	Winter Mini Finals

SPRING 2025

September 30 -	Registration for Spring and Winter Mini Term Opens
January 2 -	Spring Payment Deadline / PAYGO begins
January 6 -	Faculty Return
January 13 -	Spring Term Begins
January 20 -	Martin Luther King, Jr. Holiday
January 27 -	Take2 Term Begins
February 6 -	College Community Day - No Day or Evening Classes
February 17 -	Registration for Summer Term Opens
March 10 -	Second 8 Week Classes Begin
March 17 - 23	Spring Break Holidays
April 18 -	Spring Holiday
May 6 - May 9	Final Exams
May 9 -	Spring Term Ends
May 9 -	Spring Commencement at NRG

SUMMER 2025

February 17 -	Registration for Summer Term Opens
April 24 -	Summer Payment Deadline / PAYGO begins
May 12 -	May Mini Term Begins
May 26 -	Memorial Day Holiday
May 30 -	May Mini Term Ends

Attachment 2

June 2 -	First Five Week Term Begins
June 19 -	Juneteenth Holiday
July 3 -	First Five-Week Ends
July 4 -	Independence Day Holiday
July 7 -	Second 5 Week Term Begins
August 7 -	Second 5 Week Term Ends

Academic Calendar Development Committee and Constituent Groups (2024-2025)

Please be sure to communicate any calendar issues and solicit feedback from your constituent groups to bring to the committee.

SLT Sponsor: Laurel Williamson

Constituent Groups	Members	Campus*
Committee Chair	Kevin McKisson	D
Administrative Organization	Teddy Farias	D
Auxiliary Services	Matt Prasifka	D
Banner Student System Services	April Kearns	D
Business Office/Finance	Carin Hutchins	D
Business Office/Finance	Lauren Bellenger	D
Center for Teaching & Learning	Rachel Garcia	D
Contact Center	Ernesto Wallmark	D
Continuing & Professional Development	Sarah Janes	D
Curriculum/Catalog Manager/Developer	Ann Pearson	D
Deans (Academic)	DeRhonda McWaine	C
Deans (Administration)	Joseph Hebert	S
Deans (Health Sciences)	Rhonda Bell	C
Deans (Technical)	James Ragaisis	C
Director (Instruction)	Kelly Mizell	GP
Advising, Counseling & Transfer (ACT)	Jessie Bernal	C
Facilities and Construction	Bryan Jones / Ron Andell	D
Faculty Member Central	Julie Groesch (English)	C
Faculty Member North	Melissa Menendez (Culinary)	N
Faculty Member South	Bryan Corbin (English)	S
Faculty Member Gen Park	Doug Simmons (History)	GP
Faculty Member Maritime	Ken Tidwell	M
Faculty Senate Representative	Patrizio Amezcua (Government)	D
Financial Aid	JoEllen Price	D
Foundation (Scholarships)	Tammy McAdams	D
Human Resources	Shanna Dement	D
Information Technology Services	Linda Pennington	D
Assoc. Vice Chancellor, Inst Eff, Assessment, Acred	Chris Duke	D
Institutional Research	George Gonzalez	D
Asst. Vice Chancellor, Instruct Innov/Support	Niki Whiteside	D
Marketing	Amanda Fenwick	D
Police	Sabrina Naulings	D
Provosts	J. Aaron Knight	S
Records Management	Joan Rondot	D
Staff Organization	Elizabeth Garcia	D
Student Representative	Sabrina Arocha	D
Associate Vice Chancellor of Student Services	Joanna Zimmermann	D
Weekend College & Evening Division	Chris Crumley	C

*C (Central); D (District); N (North); S (South); GP (Generation Park)

Action Item “XII”
Regular Board Meeting December 4, 2023

Consideration of Approval of the Awarding of a Posthumous Certificate – Gary Williams

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a posthumous certificate of recognition for Gary Williams.

BACKGROUND

Policy VI.6000.E Awarding Posthumous Degrees and Procedure VI.6000.E.a, Awarding Posthumous Degrees allow San Jacinto College to award a degree or certificate of recognition to deceased students who meet the following criteria:

- 1) Student has completed 75% or more of the required courses for the degree;
- 2) Student was in classes at the time of death; and
- 3) Student was in good academic and financial standing with the College.

It is the policy of the College that posthumous degrees or certificates of recognition may be awarded to honor the accomplishment of its students who have died prior to completion of degree or certificate requirements.

To be recognized with a posthumous degree, the deceased student must have met 75 percent or more of the required courses for the degree. If a deceased student does not qualify for a posthumous degree, the student may be awarded a posthumous certificate of recognition for the completion of at least 12 credit hours.

Gary Williams completed 45 percent (27 credit hours) of the courses required for an Associate of Applied Science - Mental Health Clinical/Counseling Psychology degree. Gary was registered in classes at the time of his death in July 2020 and is in good standing with the College. He meets the criteria for a posthumous certificate of recognition.

IMPACT OF THIS ACTION

Information was verified by the College’s Registrar. The proposed certificate will be presented to the family of Gary Williams.

BUDGET INFORMATION

No budgetary impact.

ATTACHMENTS

None.

RESOURCE PERSONNEL

Laurel Williamson	281-998-6182	Laurel.Williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	Joanna.Zimmermann@sjcd.edu
Kevin McKisson	281-669-4711	Kevin.McKisson@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the awarding and posting of a posthumous degree for Jeffery Alberti.

BACKGROUND

Policy VI.6000.E Awarding Posthumous Degrees and Procedure VI.6000.E.a, Awarding Posthumous Degrees allow San Jacinto College to award a degree or certificate of recognition to deceased students who meet the following criteria:

- 1) Student has completed 75% or more of the required courses for the degree;
- 2) Student was in classes at the time of death; and
- 3) Student was in good academic and financial standing with the College.

It is the policy of the College that posthumous degrees or certificates of recognition may be awarded to honor the achievement of its students who have died prior to completion of degree or certificate requirements.

Jeffery Alberti completed 90 percent of the courses required for an Associate of Applied Science - Mental Health Clinical/Counseling Psychology degree. Jeffery was registered in classes at the time of his death in April 2023 and in good standing with the College. He meets all the criteria for a posthumous degree.

IMPACT OF THIS ACTION

Information was verified by the College’s Registrar. The proposed degree will be posted posthumously to Jeffery Alberti’s academic record. The proposed award, with Board approval, will be presented to a family member at the December 17, 2023 commencement ceremony.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

Eminent approval is necessary in order to complete the posting prior to the commencement ceremony on December 17, 2023.

ATTACHMENTS

None.

RESOURCE PERSONNEL

Laurel Williamson	281-998-6182	Laurel.Williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	Joanna.Zimmermann@sjcd.edu
Kevin McKisson	281-669-4711	Kevin.McKisson@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the addition of course-based competency-based education as an instructional modality for San Jacinto College courses offered towards the completion of a certificate.

BACKGROUND

The College proposes offering course-based competency-based education (CB-CBE) as an instructional modality that students may complete toward certain certificates. The College plans to offer a new, innovative learning opportunity through which students may earn credit more efficiently by leveraging their individual knowledge, skills, abilities, and experience to accelerate their progress through selected courses and programs. The initial CB-CBE implementation will include four programs, with the intent for the College to continue to scale up CB-CBE opportunities for our students.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) defines a competency as “a clearly defined and measurable statement of the knowledge, skill, and ability a student has acquired in a designated program.” SACSCOC further defines that students will “progress in competency-based program by demonstrating achievement of specific skills or knowledge.” Competency-based education initiatives represent a shift in the educational model away from time-based measures of student learning (semester credit hour and seat time) to performance-based measures of student learning (assessment of student competency).

Given the response by industry and the benefits to students, the College is developing five workforce certificates in four programs via CB-CBE:

- Child Development Early Childhood Education Certificate of Technology (1)
- Construction Management Certificate of Technology (2)
- Global Logistics and Supply Chain Management Certificate of Technology (1)
- Medical Laboratory Assistant Occupational Certificate (1)

Over the last two years, the College consulted with the nation’s leading CBE organization, the Competency-Based Education Network (C-BEN), to guide the work in developing these programs. C-BEN is a network of institutions, employers, and experts who are focused solely on improving the field of CBE in higher education. They have a "quality framework" developed by leaders in the field and are the only organization authorized to use this "quality framework" to consult with institutions on the development of CBE. C-BEN’s work with the College included a two-day intensive retreat with key stakeholders to identify the College’s vision for CBE, value propositions, strategies for overcoming barriers, and model design. In addition, the consultants worked with identified faculty in the four programs to develop program level competencies and assessments. The College team continued to build the implementation plan based on these sessions.

**Action Item “XIV”
Regular Board Meeting December 4, 2023
Consideration of Approval of Course-based Competency-based
Education Instructional Modality**

IMPACT OF THIS ACTION

This action by the Board of Trustees would allow the administration to take the next steps in the implementation process which includes continued program development and submission of the proposal to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). San Jacinto College conservatively anticipates admitting 110 students during the first year of implementation.

Implementation and operational design will continue throughout the spring 2024 semester. Considerations to address are many including registration, payment, grade posting, course transition, assessment, training, and marketing. Additionally, the College will continuously evaluate, assess, change, and expand as needed to meet the workforce needs of the community and student demand.

BUDGET INFORMATION (including any staffing implications)

The College anticipates that the flexibility and potential acceleration of student completion offered through this CB-CBE model will support and expand the performance funding measures provided by House Bill 8 (HB8), the new funding model for Texas community colleges. The new funding model is based on measurable, student-focused outcomes, and data.

Based on initial projections, the programs are anticipated to more than cover the additional costs beginning in year two once State appropriations are received for the student completions. As the program grows, it is projected to continue to cover additional positions and costs as each are assessed to be needed.

MONITORING AND REPORTING TIMELINE

SACSCOC requires member institutions to seek institutional approval to implement the first program at the institution for which 50 percent or more of the credit hours for the program may be earned by students via CB-CBE. The College plans to submit a request to SACSCOC for approval in December 2023. SACSCOC approval should occur June 2024, and the College anticipates implementation to occur in fall 2024.

THECB does not have any additional or different institutional reporting requirements prior to the implementation of CB-CBE program(s).

San Jacinto College will review progress and outcomes of the CB-CBE programs regularly through advisory committee meetings, and there will be regular updates to the Strategic Leadership Team about progress, challenges, and next steps in implementation. The instructional programs and CB-CBE modality will be reviewed as part of the College’s program review process. As appropriate, updates will be provided to the Board of Trustees.

**Action Item “XIV”
Regular Board Meeting December 4, 2023
Consideration of Approval of Course-based Competency-based
Education Instructional Modality**

ATTACHMENTS

None.

RESOURCE PERSONNEL

Laurel V. Williamson	281-998-6182	laurel.williamson@sjcd.edu
Shelley Rinehart	281-922-3447	shelley.rinehart@sjcd.edu
Rhonda Bell	281-476-1858	rhonda.bell@sjcd.edu
Heather Rhodes	281-459-7106	heather.rhodes@sjcd.edu
Chris Duke	281-998-6203	chris.duke@sjcd.edu

Action Item “XV”
Regular Board Meeting December 4, 2023
Consideration of a Resolution for Casting a Ballot for the Election
of a Person to the Board of Directors of the Harris County Appraisal District

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees select and approve a nominee, through resolution, to serve as a member of the Harris County Appraisal District (HCAD) Board of Trustees, representing school districts, other than Houston Independent School District, and the junior college districts.

BACKGROUND

Senate Bill 359 (SB 359), passed by the 83rd Texas Legislature became effective on June 14, 2013, and provided for participation by community college districts located in Harris County, in the selection of an appraisal district director.

There are four community college districts in Harris County: San Jacinto, Houston, Lone Star, and Lee. These four entities collectively have one vote in the election for the HCAD Board representative. The one vote is determined by a canvassing of votes for the four community colleges by the Chief Appraiser. The vote to be cast is for the person who receives the most votes from the four entities. If the four votes result in a tie, the winner will be determined by the Chief Appraiser by a random drawing. The deadline for the governing body of entities to file a copy of the resolution that appoints a representative to the HCAD Board is December 15, 2023.

Nominations for Bruce A. Austin and Martina Lemond Dixon were received for the HCAD Board representing school districts, other than Houston Independent School District, and the community college districts.

IMPACT OF THIS ACTION

Adoption of the proposed Resolution will cast the College’s ballot for a member of the HCAD Board of Trustees for the two-year term ending December 31, 2025.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budget implication.

MONITORING AND REPORTING TIMELINE

The Resolution will be filed immediately following approval.

Action Item “XV”
Regular Board Meeting December 4, 2023
Consideration of a Resolution for Casting a Ballot for the Election
of a Person to the Board of Directors of the Harris County Appraisal District

ATTACHMENTS

- Attachment 1 – A Resolution of the Board of Trustees of the San Jacinto Community College District casting its ballot for the election of a person to the Board of Directors of the Harris County Appraisal District
- Attachment 2 – Certification of Ballot for Board of Directors Harris County Appraisal District
- Attachment 3 – October 26, 2023, Letter from Chief Appraiser Roland Altinger
- Attachment 4 – Biography – Bruce A. Austin
- Attachment 5 – Biography – Martina Lemond Dixon

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	Brenda.Hellyer@sjcd.edu
Teri Zamora	281-998-6306	Teri.Zamora@sjcd.edu
Carin Hutchins	281-998-6109	Carin.Hutchins@sjcd.edu

RESOLUTION

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
SAN JACINTO COMMUNITY COLLEGE DISTRICT
CASTING ITS BALLOT FOR THE ELECTION OF A PERSON
TO THE BOARD OF DIRECTORS OF THE
HARRIS CENTRAL APPRAISAL DISTRICT

WHEREAS, the chief appraiser of the Harris Central Appraisal District, has delivered to the presiding officer of the board of trustees of this junior college district the names of those persons duly nominated as candidates to serve in that position on the board of directors of the Harris Central Appraisal District, representing and to be filled by the junior college districts participating in said appraisal district; and

WHEREAS, this junior college district deems it appropriate and in the public interest to cast its vote for the candidate of its choice to fill such position; now, therefore

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SAN JACINTO COMMUNITY COLLEGE DISTRICT:

Section 1. That the facts and recitations set forth in the preamble of this resolution be, and they are hereby, adopted, ratified, and confirmed.

Section 2. That San Jacinto Community College District does hereby cast its vote for _____, to fill the position on the board of directors of the Harris Central Appraisal District, representing and to be filled by the junior college districts participating in the appraisal district.

Section 3. That the presiding officer be, and he or she is hereby, authorized and directed to deliver or cause to be delivered an executed or certified copy of this resolution to the chief appraiser of the Harris Central Appraisal District no later than December 15, 2023.

PASSED AND APPROVED this 4th day of December, 2023.

Chair, Board of Trustees

ATTEST:

Secretary, Board of Trustees

(For Use by Junior College Districts)

CERTIFICATION OF BALLOT
FOR BOARD OF DIRECTORS
HARRIS CENTRAL APPRAISAL DISTRICT

I, _____, certify that on the 4th day of
December 2023, the Board of Trustees of San Jacinto Community College District did by
resolution cast its ballot for the following nominee to serve as a member of the Board of
Directors of the Harris Central Appraisal District.

(Place an "X" in the square next to the candidate of your choice.)

Bruce A. Austin []

Martina Lemond Dixon []

I further certify that a true and correct copy of the resolution casting such ballot is attached
hereto.

WITNESS MY HAND this 4th day of December 2023.

Chair, Board of Trustees

ATTEST:

Secretary, Board of Trustees



Harris Central Appraisal District
Interoffice Memorandum

OFFICE OF THE CHIEF APPRAISER

TO: Presiding Officers of Taxing Units
Served by the Harris Central Appraisal District

FROM: Roland Altinger, Chief Appraiser

SUBJECT: Election of Board of Directors of the
Harris Central Appraisal District

DATE: October 26, 2023

The nomination period for board candidates representing the small cities, school districts, junior college districts and conservation and reclamation districts closed October 15, 2023. The names of all candidates officially nominated to me on or before that date are reflected on the enclosed "Certification of Ballot" forms.

Candidates for contested positions are listed alphabetically on the ballots in the manner required by the Texas Tax Code.

Mike Sullivan was the only person nominated for the board position representing cities other than the City of Houston.

Bruce A. Austin and Martina Lemond Dixon are nominees for the position representing school districts other than Houston Independent School District and the junior college districts.

Alan Bentson, Jonathan Cowen, Michael Crayton, Bob Milner and Eugene Newson are nominees for the position representing the conservation and reclamation districts.

To assist you in the election procedure, I have enclosed a Certification of Ballot and a suggested form of resolution for casting your vote for the candidate representing your type of taxing unit. ***Ballot forms for all four types of units are enclosed to make you aware of all nominees, even though only taxing units of a particular type may vote in the election applicable to that type of unit.*** The governing body of each taxing unit is entitled to one vote for the candidate of its choice from the names appearing on the appropriate Certification of Ballot. Please note, the junior college districts vote collectively. Each board of trustees for the respective junior college districts may file a vote by resolution with the chief appraiser, however, the collective vote of the junior college districts will thereafter be cast for the candidate who receives the most votes from among the junior college districts.

Each governing body must cast its vote for one of the nominees, formally adopt a resolution naming the person for whom it votes, and submit a certified copy to the chief appraiser. ***The vote must be by resolution.*** The resolution, or a certified copy thereof, together with the completed Certification of Ballot, must be delivered to Roland Altinger, Chief Appraiser, 13013 Northwest Freeway, Houston, Texas 77040, or mailed to P. O. Box 920975, Houston, Texas 77292-0975 ***to arrive before 5:00 p.m. on December 15, 2023.*** The outside of the envelope should be marked "Ballot for Board of Directors." Ballots that arrive after that day and time will not be counted. ***Resolutions and Certification of Ballot may be submitted via e-mail to cguerra@hcad.org. However, if they are submitted via e-mail, the original must also be mailed to the address shown above via regular first-class mail.***

Prior to December 20, 2023, the chief appraiser will count the votes, declare the results, and notify the winners, the nominees, and the presiding officers of each taxing unit. A tie vote will be resolved by a method of chance chosen by the chief appraiser.

These procedures do not apply to Harris County, the City of Houston, or the Houston Independent School District. Those units will select their board member by adopting a resolution appointing such member by December 15, 2023, and delivering an original or certified copy to the Office of the Chief Appraiser.

If you have questions about the board selection process, please call me at 713/957-5299.

Sincerely,



Roland Altinger, RPA
Chief Appraiser

Attachments

c: HCAD Board Members
Tax Assessors
Attorneys

Bruce A. Austin

Curriculum Vitae

Dedicated and community focused, experienced in results-oriented management, social services, workforce development, education, economic development, housing development, planning, public policy, data analytics and geographic information systems, financial management.

EDUCATION

Juris Doctor (JD), May 1980 – Thurgood Marshall School of Law, Texas Southern University, TSU

Masters of Public Administration (MPA) , May 1980– Texas Southern University (TSU)

B.A. in Political Science May 1978 – Texas Southern University

Further Study:

Office of Personnel Management -- Budget Execution (40hrs); Budget Formulation (40hrs); The Federal Budget Process (40hrs); U.S. Department of Agriculture Graduate School - Types of Government Contracts: Selection, Negotiation and Administration (14hrs); Contracting for Services; Procedures, Operations, Problems (14hrs). VM/CMS System Operation and IDMS course (50hrs); Massachusetts Institute of Technology, The Cambridge Institute, Special Program for Key Executives Making Information Systems Decisions. (John J. Donovan) [Computer Connectivity];, John F. Kennedy School of Government, Boston (Community and Economic Development).

HONORS / AWARDS

Presidential Management Intern (DOJ)

Public Service Fellow (1977 -1978)

Nominated U. S. Navy Sailor of the Year

American Legion Boys State

State Finalist - American Legion Oratorical Contest

Eagle Scout

Pi Alpha Alpha, The National Honor Society for Public Affairs & Administration

Alpha Phi Alpha Fraternity, Incorporated

GOVERNMENTAL WORK EXPERIENCE

Active Duty: United States Navy, USS TRIPOLI LPH-10, Naval Regional Medical Center Guam	1972 - 1976
Ready Reserve – Inactive-- Naval Beach Group TWO, Detachment 206, Washington D. C. Administrative Supervisor (Special Assignment at Chief of Naval Information Speech Bureau-Pentagon); Chief of Naval Operations Component 106 OPNAV 106 Pentagon, Washington, Chief of Naval Operations Component 106 (OPNAV 106) Pentagon, Washington, D.C. (Administrative Personnel Supervisor -- 6 personnel, developed training modules for Naval Reserve Center, Washington, D. C.);Personnel Mobilization Team 1510: Houston, Texas (Administrative Supervisor); Office of Naval Research/Naval Research Lab: Washington, D.C. Supervisor; Commander Submarine Squadron Detachment 110: Houston, Texas - Administrative Supervisor; Military Sealift Command Gulf 110: Houston, Texas - Administrative Supervisor; USS Robert A. Owens (DD-827) SELRES Administrative Personnel Services;	1977 - 1984
Representative Ben T. Reyes, Administrative Assistant	1976- 1979
Representative El Franco Lee, Administrative Assistant	1979- 1980
U.S. Department of Justice, Washington, DC, Presidential Management Intern (Fellows), Attorney-Advisor, Management Analyst, Budget Analyst, Deputy U.S. Marshal, Personnel Analyst, Staff Assistant to Deputy AG for Administration	1980 -1984
Harris County Precinct One-Downtown & Willardville Camp, Special and Executive Assistant, Legislative Policy Analyst	October 1984 - October 1991
Harris County Community & Economic Development Department, <i>Director</i> (<i>Community Development, Housing Authority, Workforce Development, Agriculture Extension</i>)	1991 - 2002
Harris County Precinct One– <i>Special Assistant</i>	2002 - 2016
Liaison: County Departments: Harris County Appraisal District, Tax Office and Metropolitan Transit Authority during tenure with Commissioner El Franco Lee.	
University of Houston-Clear Lake and Texas Southern University, Adjunct Professor, Public Administration	1985 - 2012
<u>WORK TITLE/POSITION/LOCATION</u>	
Retired from Harris County Commissioner’s Office-Precinct One	December 31, 2016

CIVIC-RELATED EXPERIENCES

- County Board Appointee: Main Street Market Square Redevelopment Authority d/b/a Downtown Redevelopment Authority, TIRZ Three
- Houston Community College Board 1989 – 2013
- Board Chair, Julia C. Hester House
- Director At-Large, Association of Community College Trustees (ACCT), Former Region Director, Southwestern Region ACCT and Joint Commission on Federal Relations
- Houston Area Urban League: Board of Directors
- Texas Association of Black Personnel in Higher Education; Board of Directors
- Harris County Black Caucus and Harris County Center for Policy Studies; Board of Directors and Executive Director
- American Society of Public Administration (1999-2001); President, Houston Chapter

HIGHER EDUCATION ACADEMIC EXPERIENCES

University of Houston - Clear Lake, Houston, Tx, Government Personnel Management Systems, Expert Systems, Management Information Systems and Decision Support Systems.

Texas Southern University, Instructed courses entitled: Government Budgeting, Information Systems, Essentials of Public Finance. and Public Finance Portfolio Management, Intergovernmental Relations, Public Policy Analysis, Community Development, Introduction to Public Administration, Administrative Law, Regulations and Politics and Computer Applications in Public Administration and Government Budgeting and Financial Management.

LANGUAGES

English (native)

PERSONAL INTERESTS

Public Policy, Painting, Reading



Martina Lemond Dixon

Martina is Chief Executive Officer at C3 Building Solutions. In 2019, she was elected to the Harris Central Appraisal District Board where she was elected to serve as Secretary and is now currently serving as Chairman of the HCAD Board. She also serves on the Lone Star Investment Pool Board.

Martina has also served on the Lake Houston Family YMCA Board, the Humble ISD Education Foundation Board, and on the Humble ISD PTA Council's Executive Board. She was the Leadership Lake Houston 2014 Class President, which is a program sponsored by Partnership Lake Houston. She was elected to the School Board at the American Community School in Abu Dhabi in 2008. She has 14 years of teaching experience in public schools, eight of which were in Galena Park ISD.

Martina lives in Kingwood with her husband, Scott, and they have four children, daughter Cassidy, a graduate of Howard University, son Alec, a graduate of The University of Alabama, daughter Sydney, a sophomore at Spelman College, and son Ian, a 12th grader at Kingwood High School. She and her family have lived in Humble ISD for 24 years. As an interfaith family, the Dixons are members of St. Martha Catholic Church and Lakewood Church.

Martina is Chair of the Board and Superintendent Evaluation Committee and serves on the Audit Committee, Advocacy Committee and as the TASB Delegate Annual Meeting representative.

Martina has an M.A. in Educational Leadership and a Post Baccalaureate in Construction Management from LSU and a B.A. in Communications from Auburn University.

Action Item “XVI”
Regular Board Meeting December 4, 2023
Consideration of Approval of Revisions to 2019-2024 Strategic Plan

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revisions to the 2019-2024 Strategic Plan.

BACKGROUND

The 2019-2024 Strategic Plan was approved by the Board of Trustees on May 3, 2019. The Strategic Plan consists of the values, vision and mission statements, underlying assumptions, strategic goals, and strategies.

In order to comply with Senate Bill (SB) 17, relating to prohibiting diversity, equity, and inclusion programs and activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, changes and clarifications are recommended to the underlying assumptions, strategic goals, and strategies. Changes are not recommended for the values, vision, and mission.

The focus will continue to be on advancing the strategies required to achieve the College’s strategic goals. The strategic goals will continue to be Student Success, Workforce and Economic Development, Our People, Operational Excellence, and Outreach and Partnerships. The current Strategic Plan also includes four underlying assumptions which should be considered as all decisions related to the Strategic Plan and Annual Priorities are evaluated. The four underlying assumptions are: Equity, Collaborative Communication, Continuous Improvement, and Continue One-College Alignment. The underlying assumption on equity has been modified to emphasize the College’s commitment to access, belonging, and excellence.

IMPACT OF THIS ACTION

Overall, the focus of the College will not change but has been clarified with these revisions. The proposed revisions have been reviewed and supported by the members of the Strategic Leadership Team (SLT). This formal action by the College’s Board to approve the revisions to the 2019-2024 Strategic Plan will allow for the changes to be shared and communicated with the San Jacinto College community. The revised Strategic Plan will continue as the anchor for the development of the College’s Annual Priorities for fiscal year 2024-2025. The Annual Priorities align the work of the employees with the College’s vision, mission, and Strategic Plan and will guide the development of individual performance plans for all full-time employees in the next planning cycle.

The planning process for a new Strategic Plan is being developed with an anticipated Board approval by the end of the 2024 calendar year with implementation beginning in 2025.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Action Item “XVI”
Regular Board Meeting December 4, 2023
Consideration of Approval of Revisions to 2019-2024 Strategic Plan

The proposed College’s 2019-2024 Strategic Plan will be used to monitor our budget allocations for the remainder of the 2023-2024 and will be the anchor for the next budget development process and annual priorities setting. The Board of Trustees and the SLT are critically aware that the College must remain committed to our Strategic Plan and student focused priorities.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Values

Attachment 2 – Vision and Mission Statements

Attachment 3 – Proposed Updates to the 2019-2024 Strategic Plan Underlying Assumptions

Attachment 4 – Proposed Updates to the 2019-2024 Strategic Plan Strategic Goals

Attachment 5 – Proposed Updates to the 2019-2024 Strategic Goal Strategies

RESOURCE PERSONNEL

Brenda Hellyer

281-998-6100

brenda.hellyer@sjcd.edu

Values

Integrity: We Act Honorably and Ethically

“We conduct ourselves in ways that are professional, instill confidence, and promote trust.”

Inclusivity: We Grow through Understanding

“We respect and learn from the diversity of our cultures, experiences, and perspectives.”

Collaboration: We Are Stronger Together

“We believe in the power of working together.”

Innovation: We Embrace New Possibilities

“We anticipate change, explore opportunities, and create continuously evolving solutions.”

Accountability: We Are Responsible Individually and Collectively

“We take ownership for our commitments and outcomes.”

Sense of Community: We Care for Those We Serve

“We demonstrate concern for the well-being and success of our students, our communities, and our people.”

Excellence: We Strive for Outstanding Results

“We take risks, we assess our work, and we aspire to improve the quality of everything we do.”

Vision

San Jacinto College will advance the social and economic mobility of all members of our community. We will be known for our excellence in teaching and learning, our intentional student-centered support, and our commitment to every student. We will be the preferred workforce and economic development partner in the region and a champion for lifelong learning. San Jacinto College will inspire students to explore opportunities, define their educational and career paths, and achieve their goals and dreams.

Mission

San Jacinto College is focused on student success, academic progress, university transfer, and employment. We are committed to opportunities that enrich the quality of life in the communities we serve.

San Jacinto College
2019-2024 Strategic Plan
Underlying Assumptions

Underlying the College’s Strategic Plan are four assumptions.

Equity Access, Belonging, and Excellence: The College strives to achieve equity access for our students and community. Equity Access calls for ~~just and fair inclusion in~~ a learning culture in which all can participate, prosper, and reach their full potential. We serve the ~~diverse~~ populations in our community by providing ~~access to~~ quality education that fosters a sense of belonging and excellence, and that advances our students from all socioeconomic and cultural backgrounds. In our decisions, we ask the question: “How does this affect equity access and opportunity for our students and our community?”

Collaborative Communication: The College will foster open, transparent, and collaborative communication across the College that will support the mission, vision, and strategic initiatives of the College. Effective and active communication is the responsibility of each employee.

Continuous Improvement: The College will ensure that students have the opportunity to complete their educational goals through continuously improving processes, systems, and programs. The College will constantly adapt to remove barriers and create efficiencies to manage opportunities and challenges.

Continue One-College Alignment: The College operates as a single entity. As such, the College’s campuses, centers, programs, and services demonstrate unity of purpose, standards, and beliefs. All areas and departments of the College are expected to work in a collaborative manner by focusing on providing students with a consistent, quality experience across the entire College. Common policies, procedures, and practices will guide the College as it implements the Strategic Plan.

**San Jacinto College
2019-2024 Strategic Plan
The College Strategic Goals**

- 1. Student Success**
- 2. Workforce and Economic Development**
- 3. Our People**
- 4. Operational Excellence**
- 5. Outreach and Partnerships**

Student Success: San Jacinto College holds student success as its foundational goal that informs and guides all aspects of the institution. Our credit and non-credit instructional programs maintain high standards and ensure currency in career and transfer programs that allow students to explore, define, and achieve their goals. We are dedicated to creating a learning environment that provides intentional and comprehensive support services and resources, innovative teaching strategies and delivery methods, and affordable course materials. Our faculty, staff, and administrators are dedicated to the goal of student success: serving every student in a learning environment dedicated to fostering a sense of belonging and excellence. ~~culture of equity and achievement.~~

Workforce and Economic Development: San Jacinto College will advance area economic prosperity by serving as the hub for local and regional workforce development initiatives. By collaborating with business and industry, we will anticipate, create, and deliver superior experiential training that upskills and equips our region with an agile and adaptable workforce. It is our goal to ensure that each student enters the workforce with the competencies, knowledge, and experience needed for career advancement that supports continuous industry innovation.

Our People: San Jacinto College is committed to attracting, developing, and retaining quality and diverse employees who are passionate about our educational mission. To serve the needs of our communities, the College requires highly effective performance, achievement, and teamwork. Our commitment to professional development and learning is supported by a partnership with employees to advance knowledge, creativity, and capabilities. All employees are responsible for their commitment to excellence and inclusion through a system that clearly defines expectations, responsibilities, accomplishments, and rewards.

Operational Excellence: San Jacinto College consistently pursues transparent, agile, efficient, and effective operational practices and maintains standards that promote and encourage excellence throughout the College's operations. Evaluation of current practices is encouraged, new ideas are heard and considered, and all decisions are made in the best interests of our students. Continuous improvement is required to address the College's current and future challenges and to facilitate ongoing initiatives.

Outreach and Partnerships: San Jacinto College engages in partnerships with educational institutions, community groups, nonprofit organizations, governmental entities, businesses, and industries. By leveraging these partnerships, the College will reach all segments of our communities to provide educational opportunities. Through collaboration, we expand our capacity to meet the needs of our students and partners.

**San Jacinto College
2019-2024 Strategic Plan
Strategies**

Goal 1: Student Success

- Strategy 1: Establish clearly defined pathways to the credentials needed for high-paying, entry-level careers.
- Strategy 2: Establish associate degree transfer pathways that ensure courses apply toward completion of bachelor's degrees.
- Strategy 3: Provide a rigorous teaching and learning environment that challenges and supports students through a curriculum that respects the differences and varied perspectives of all backgrounds, reflects equity, diversity, and inclusivity.
- Strategy 4: Provide support services and seamless processes and systems from entry to completion through an effective array of services and personalized academic and career planning.
- Strategy 5: Continue development of programs and strategies that reduce time to completion and lower the costs of course materials.
- Strategy 6: Eliminate barriers, both internal and external, that prevent students from entering college and achieving their educational goals.

Goal 2: Workforce and Economic Development

- Strategy 1: Ensure workforce certification and training are leading edge, meet the current and future needs of local and regional business and industry, and support students in achieving gainful employment and career advancement.
- Strategy 2: Optimize the membership and expand the charge of program advisory committees and industry sector advisory councils. This provides strategic leadership at the CEO and senior management level and leadership at the practitioner and operations level.
- Strategy 3: Collaborate with industry to create nationally recognized Centers of Innovation and Training that support specific industry development and workforce needs.
- Strategy 4: Work with regional economic development organizations to advance workforce training, programs, and initiatives.
- Strategy 5: Develop stackable industry certification courses that can be configured to complement a variety of professional and workforce needs. Enhance credit pathways by offering students industry certification.
- Strategy 6: Expand internship and apprenticeship programs that deliver the experiential learning students need to gain employment and career advancement. Develop innovative internships in which part-time credit and non-credit students can participate.

Goal 3: Our People

Strategy 1: Attract and retain employees that promote an ~~inclusive~~ culture of belonging and excellence, creating a work environment that nurtures and develops employees ~~to their full potential~~ of all backgrounds.

Strategy 2: Advance the organizational culture through a change management strategic model, readiness, high team and individual performance, and improved effectiveness.

Strategy 3: Cultivate organizational agility to ensure innovation and differentiation in higher education.

Strategy 4: Create a robust learning and development environment that expands knowledge, skills, and abilities for long-term strategic alignment, continuity planning, and opportunities for succession.

Strategy 5: Build effective teams that deliver innovative solutions through diverse experiences and contributions.

Strategy 6: Identify and develop high potential employees to grow and sustain the talent pipeline in key technical, professional, leadership, and executive positions.

Goal 4: Operational Excellence

Strategy 1: Optimize the use of College resources to fund and facilitate strategic initiatives while maintaining fiscal viability and sustainability.

Strategy 2: Base daily decision-making on those items that encourage and advance the student success agenda.

Strategy 3: Remove barriers that hinder forward movement for students, employees, and external partnerships.

Strategy 4: Operate the College in a manner that bolsters the image and maintains the public trust.

Strategy 5: Prioritize and address current needs while envisioning and coordinating requirements for the future.

Goal 5: Outreach and Partnerships

Strategy 1: Lead and strengthen work with school districts, other community colleges, and universities to expedite successful completion, transfer, and entry into the workforce.

Strategy 2: Create strategies that reach new student populations.

Strategy 3: Develop partnerships that help the College provide services that promote accessible opportunities and equitable-fair outcomes.

Strategy 4: Advance partnerships that further economic development efforts in the region.

Strategy 5: Identify external funding opportunities that support initiatives that benefit the College, the community, and the regional economy.

Strategy 6: Offer students activities, events, and opportunities that further their education and personal development through new experiences and expand their understanding of equity, diversity, and inclusivity ~~belonging and excellence~~.

Action Item “XVII”
Regular Board Meeting December 4, 2023

Consideration of Rescission of Policy VI-Y Historically Underutilized Business Program

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the rescission of Policy VI-Y Historically Underutilized Business Program under the exclusion provided for immediate rescission of a policy.

BACKGROUND

The policy and its associated procedure were originally developed in 2001 to align with the State of Texas’ Historically Underutilized Business (HUB) program. While the College has utilized this policy and procedure to guide expansion in advertising, event attendance, and other efforts for expanding outreach to vendors, the College has not had a structured program of preference for historically underutilized businesses.

The contents of the policy and procedure are outdated and in need of revision, and also raise concern regarding compliance with some provisions of Texas Senate Bill 17 (SB 17). The intent at this time is to rescind the policy and its associated procedure in advance of the January 1, 2024, SB 17 implementation timeline. Through this action, the policy will be rescinded by the Board, and the Strategic Leadership Team (SLT) has rescinded the procedure contingent on this action.

A new procedure describing the College’s current and ongoing outreach efforts will be drafted and will be included as part of the College’s Policy on Purchasing (Policy V-B) which is being revised. The new procedure will focus on expanding outreach to current and potential vendors and broadening and deepening the registered vendor pool. The efforts to expand the College’s procurement solicitations remain intact and will be documented in the new procedure also.

The College’s continued focus on expanding outreach to potential and current vendors has resulted in continuous growth in supplier diversity. In the most recent year studied, fiscal year 2023, \$17.6 million (20%) of all College purchases were made with vendors identifying as minority or women owned businesses. An additional \$12.5 million (15%) of all College purchases were made with vendors identifying as a small business. To maintain momentum in expanding the College’s pool of suppliers, simplified processes are being developed for vendors and additional trainings are planned for department employees.

IMPACT OF THIS ACTION

The rescission of the Policy on Historically Underutilized Business will ensure compliance in this area with SB 17.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Rescission of the policy does not have budget or staffing implications.

MONITORING AND REPORTING TIMELINE

Action Item “XVII”
Regular Board Meeting December 4, 2023

Consideration of Rescission of Policy VI-Y Historically Underutilized Business Program

Due to the legal aspect that is being addressed by this rescission, the Policy and related Procedure will not be distributed to the College community for comments.

The new procedure, which will be aligned with the revised Policy on Purchasing, will be drafted for review and implementation and will be distributed to the College community for feedback.

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy VI-Y: Policy on Historically Underutilized Business Program

Informational Items Only:

Attachment 3 – Procedure 3-15: Historically Underutilized Business Program

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: N/A

Proposed Policy Name: N/A

Current Policy Number/Name: **Policy VI-Y Policy on Historically Underutilized Business Program**

New Procedure Number: To be determined

Proposed Procedure Name(s): N/A

Current Procedure Number(s)/Name(s): **Procedure 3-15: Historically Underutilized Business Program**

Action Recommended for Policy: **Rescind**

Action Recommended for Procedures: **Rescind**

Web Links:

<https://sanjac.edu/about/policies-procedures/VI-Y-Policy-on-Historically-Underutilized-Business-Program.pdf>

<https://sanjac.edu/about/policies-procedures/3-15-Historically-Underutilized-Business-Program.pdf>

Primary Owner: Chief Procurement Officer

Secondary Owner: Vice Chancellor, Fiscal Affairs

Summary of Changes:

Policy Changes

- Rescind in compliance with Senate Bill (SB) 17

Procedure Changes

- Rescind in compliance with SB 17

Policy VI-Y: Policy on Historically Underutilized Business Program

The San Jacinto College District is committed to developing, maintaining, and enhancing participation by historically underutilized business enterprises in all phases of the District's procurement processes and, to the greatest extent feasible, to support their efforts to compete for purchases of equipment, supplies, services, and construction projects.

The District shall encourage all vendors, suppliers, contractors, and professionals doing business with the District to support the common goal of equal opportunity for all citizens. In the expenditure of District funds, neither the District nor its contractors, suppliers, or vendors of goods and services shall discriminate on the basis of race, color, creed, religion, national origin, sex, age, or handicap on any matter related to awarding of purchases, contracts, and subcontracts.

The District shall make a good faith effort to solicit the participation of historically underutilized owned businesses in the procurement of goods and services and construction projects. The District reserves the right to make any special provisions consistent with laws and Board policy with the goal of fairness to all prospective vendors.

Policy #:	VI-Y
Policy Name:	Policy on Historically Underutilized Business Program
Pages:	1
Adopted Date:	March 5, 2001
Revision/Reviewed Date:	
Effective Date:	March 5, 2001
Associated Procedure:	3-15

Procedure 3-15: Historically Underutilized Business Program

"Historically Underutilized Business" means a business enterprise, of a category defined below, with its principal place of business in Texas and that does not exceed specified size standards, that is formed for the purpose of making a profit. The business enterprise must be majority-owned by one or more persons who: (a) are members of Economically Disadvantaged Groups who suffer the effects of discriminatory practices due to their identification as members of such groups, and (b) have a proportionate interest and demonstrate active participation in the control, operation, and management of the enterprise's affairs.

"Economically Disadvantaged Groups" mean and include:

- a. Black Americans - includes persons having origins in any of the Black racial groups of Africa;
- b. Hispanic Americans - includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
- c. American Women - includes all women of any ethnicity except American Women specified in (a), (b), (d), and (e) of this subparagraph;
- d. Asian Pacific Americans - includes persons whose origins are in Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, the Northern Marianas, and Subcontinent Asian Americans which includes persons whose origins are from India, Pakistan, Bangladesh, Sri Lanka, Bhutan or Nepal; and
- e. Native Americans - includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians.

"Categories of Historically Underutilized Business Enterprises" mean and include:

- a. A corporation in which at least 51% of all classes of the shares of stock or other equitable securities are owned by one or more persons described above;
- b. A sole proprietorship that is 100% owned by a person described above;
- c. A partnership in which at least 51% of the assets and interests in the partnership are owned by one or more persons described above;
- d. A joint venture in which each entity in the joint venture is an historically underutilized business;
- e. A supplier contract between an historically underutilized business and a prime contractor under which the historically underutilized business is directly involved in the manufacture or distribution of the supplies or materials or otherwise warehouses and ships the supplies; or
- f. A business, other than described in subparagraphs (a) through (e) above, which is a legally recognized business organization under the laws of the State of Texas, provided that at least 51% of the assets and interest and 51% of any classes of stock and equitable securities are owned by one or more persons described above.

Procedure #:	3-15
Procedure Name:	Historically Underutilized Business Program
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	VI-Y

Action Item “XVIII”
Regular Board Meeting December 4, 2023
Consideration of Approval of Policy VI.6004.D, Pregnancy and Parenting - First Reading
(Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new Policy VI.6004.D, Pregnancy and Parenting. The Board of Trustees will not vote on this item but is creating awareness that the policy is temporarily effective under the authority granted to the Chancellor by the Board under Policy II.2000.A, and input is in the process of being gathered from the College community.

BACKGROUND

Pregnant students and student parents are protected by Title IX, a federal law that prohibits sex discrimination. Students who are pregnant or experiencing pregnancy-related conditions are entitled to academic adjustments and modifications, lactation break time and space, and time off/excused absences when necessary for pregnancy-related conditions. Title IX prohibits educational institutions from discriminating against students based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions.

The Texas Education Code (TEC) provides protection for pregnant students as well as those who are parents or guardians of children under the age of 18. Specifically, Senate Bill 412 (SB 412) which became law with the Texas 88th Legislative Session which created TEC Section 51.982 specifically to safeguard the students’ rights by prohibiting actions such as requiring a leave of absence, withdrawal, participation in alternate programs, changes of their chosen major or educational program, and any discrimination related to their parenting status or matters associated with pregnancy or parenting. Colleges are required to provide reasonable accommodations to pregnant students including allowing for make-up work, additional time to complete work, and excused absences related to the pregnancy. If in good academic standing, pregnant students may take a leave of absence from the College. Institutions of higher education must adopt a policy for students on pregnancy and parenting discrimination that includes a designated point of contact, is easily accessible, and is made available to employees of the institution.

IMPACT OF THIS ACTION

Approval of this policy and related procedures brings the College into compliance with the requirements of TEC §51.982 (SB412) and confirms a pregnant or parenting student’s rights under Title IX. Senate Bill 412 requires a policy to be effective prior to the Spring 2024 semester. In order to comply with this legislation, the policy and procedure were implemented in December 2023. The Chancellor exercised this authority according to Policy II.2000.A. Permanent affirmation of the change will follow the standard policy review process at the next regularly scheduled meetings of the Board with approval anticipated on January 29, 2024.

The proposed policy and procedures were sent to the College community on November 27,

Action Item “XVIII”
Regular Board Meeting December 4, 2023
Consideration of Approval of Policy VI.6004.D, Pregnancy and Parenting - First Reading
(Informational Item)

2023. Comments will be reviewed, and any changes, if appropriate, will be addressed prior to adoption. The Board’s second reading of this policy is anticipated on January 29, 2024. Procedures are provided for informational purposes and are not voted on by the Board of Trustees.

BUDGET INFORMATION

All elements related to the policy are contained within the fiscal year 2024 budget.

MONITORING AND REPORTING TIMELINE

The new policy and procedure are anticipated to become effective December 12, 2023 under the Chancellor’s authority granted by Policy II.2002.A. This policy and procedure are required to be effective for the Spring 2024 semester and are required to be posted on the College website by January 15, 2024. The Board will be notified of any changes that require its action.

ATTACHMENTS

- Attachment 1 – Summary of Changes
- Attachment 2 – Proposed Policy VI.6004.D, Pregnancy and Parenting

Informational Items Only:

- Attachment 3 – Proposed Procedure VI.6004.D.a, Pregnancy and Parenting Accommodations
- Attachment 3 – Proposed Procedure VI.6004.D.b, Student Lactation Access

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: **Policy VI.6004.D**

Proposed Policy Name: **Pregnancy and Parenting**

Current Policy Number/Name: N/A

New Procedure Number: *To be determined by the Chancellor's Office*

Proposed Procedure Name(s):

Procedure VI.6004.D.a, Pregnancy and Parenting Accommodations

Procedure VI.6004.D.b, Student Lactation Access

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

Action Recommended for Policy: New

Action Recommended for Procedures: New

Web Links:

[Texas Ed. Code. § 51.982 \(SB 412\)](#)

Primary Owner: Deputy Chancellor & President

Secondary Owner: Associate Vice Chancellor, Student Services

Summary:

- This policy and procedure were developed to be in compliance with [Texas Ed. Code. § 51.982](#) and Senate Bill 412 (SB 412) which were approved by the 88th session of the Texas Legislature.
- Policy and Procedure are required to be effective for Spring 2024 semester and are required to be posted on the College website by January 15, 2024.
- This policy and associated procedures were developed in collaboration with legal counsel.

Policy IV.6004.D, Pregnancy and Parenting

Associated Procedure

Procedure IV.6004.D.a, Pregnancy and Parenting Accommodations

Procedure IV.6004.D.b, Student Lactation Access

Purpose

This Policy provides rules and procedures for the San Jacinto College (“College”) to comply with state and federal laws prohibiting discrimination against pregnant and parenting persons. The College complies with the mandates of Title IX of the Education Amendments of 1972 (“Title IX”), the Family and Medical Leave Act of 1993, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act (Section 504), and the Texas Commission on Human Rights Act, as applicable.

Policy

The College is committed to maintaining and strengthening a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy or parental status, is prohibited.

This Policy provides for the protection and equal treatment of students who are pregnant, have pregnancy-related conditions, and/or are parents. This Policy applies to all aspects of the College’s programs, including but not limited to, admissions, educational programs and activities, and extracurricular activities.

The Pregnant or Parenting student may start an interactive process with the Title IX Coordinator or Deputy Coordinators by visiting the Title IX webpage or the Accessibility Services webpage, or by emailing either TitleIX@sjcd.edu or accessibility.services@sjcd.edu.

Student Rights and Accommodations

The College and its instructors, staff, and other employees shall not require a pregnant or parenting student to take a leave of absence, withdraw from, or limit their studies or activities due solely to pregnancy, childbirth, or related conditions.

Pursuant to Title IX, the College treats Pregnancy and Pregnancy-Related Conditions as justification for a student to request a leave of absence for as long as deemed medically necessary by a student’s physician.

The benefits and services provided to pregnant and parenting students shall be no less than those provided to students with temporary medical conditions.

A pregnant student’s college-provided housing (e.g., student-athletes who are utilizing college-provided housing) will not be altered based on pregnancy status unless requested by the pregnant student.

Pregnant and parenting students cannot be channeled into an alternative program or school against their wishes based on their pregnancy status.

To the extent possible, the College will take reasonable steps to ensure that upon return from leave, the student will be reinstated to their program in the same status as when the leave began.

Students are encouraged to request Pregnancy and Parenting-Related Reasonable Accommodations in advance whenever possible, which may include, but are not limited to:

- Changes to protect the health and safety of the Pregnant Person and/or their pregnancy (such as allowing the person to maintain a safe distance from hazardous substances).
- Extra breaks during class, work, or other activities to use the restroom.
- Excusal of medically necessary absences (including exceptions to class attendance requirements set by the faculty, department, or division) to the extent allowable and/or reasonable.
- Leave of absence when medically necessary.

The above accommodations may be applied retroactively if warranted based on an individualized assessment of the circumstances.

Absences for reasons related to a student's pregnancy, childbirth, or any resulting medical status or condition will be excused absences. Coursework missed as a result of these absences must be completed within the normal time allowed per College policy. Students with a medical basis for an extension should promptly contact the College's Accessibility Services office to request additional time or assistance with access to instructional materials, if needed.

Lactation Access

Breastfeeding persons must be granted reasonable time and space to express breast milk in a location that is private, clean, and reasonably accessible. Bathroom stalls do not satisfy this requirement. An appropriate lactation facility should be located within a reasonable distance of the person's location and be available for up to a year following childbirth. Break time should be adjusted to account for the distance to the nearest lactation facility.

Family-friendly Assistance and Flexibility

Instructors are encouraged to work with Parenting Persons to consider their parenting obligations and needs, which may include, but are not limited to, meeting with the child's school officials, closure of a school or childcare facility, family-related health issues (including physical, behavioral, or emotional health concerns), routine healthcare and bereavement.

Students are encouraged to work in advance with their instructors to request excused time off for routine infant and child healthcare matters. Child health emergencies of parenting students should be excused to the same degree as student healthcare emergencies, with an opportunity to make up missed work and participation points as applicable. Generally, children are not allowed in the workplace or in class.

If students require additional support to resolve infant and child health care matters, they may contact the Title IX Office or Student Support Services for information and resources.

Reporting Violations

Any member of the College community may report a violation of this Policy to any supervisor, manager, or the Title IX Coordinator or Deputy Coordinators. Employees are responsible for promptly forwarding such reports to the Title IX Coordinator or Deputy Coordinators.

A Pregnant or Parenting Person alleging Pregnancy Discrimination or other form of Sexual Harassment may file a formal complaint with the Title IX Coordinator or Deputy Coordinators.

Privacy

In addition to requirements under The Family Educational Rights and Privacy Act of 1974 (FERPA), employees will regard all information associated with pregnant and parenting accommodation requests as private and will not disclose this information to anyone, unless there is a business or academic need to know.

Harassment and Retaliation

Harassment based on a student's Pregnancy or Pregnancy-Related Condition, or breastfeeding is unlawful and prohibited. Examples of conduct related to pregnancy or parenting status that may amount to harassment include, but are not limited to:

- Sexual comments or denigrating jokes about a pregnancy;
- Negative stereotyping;
- Comments about an individual's intellectual or physical ability to complete coursework or commitment to their education or future profession based on their pregnancy or parenting status;
- Spreading rumors about sexual activity;
- Making sexual propositions or gestures; and/or
- Withholding or threatening to withhold academic benefits due to pregnancy or parenting status.

Instructors, staff, and other College employees are prohibited from retaliating against students or employees for exercising the rights articulated by this Policy, including imposing or threatening to impose negative educational outcomes due to requesting leave or accommodation, filing a complaint, or otherwise exercising their rights under this Policy.

Definitions

Fundamental Alteration – Any academic accommodation, adjustment/auxiliary aid, or service that would fundamentally affect or change the nature of a program or course being taught or that fundamentally alters the essential requirements of instruction or course requirements is not considered a reasonable academic accommodation. The College is not required to alter or modify a course or program to the extent that it changes the fundamental nature of that course or program.

Attachment 2 – Proposed Policy

Instructor – College employee responsible for teaching classes or supervising academic work including, but not limited to, faculty, adjunct faculty, and graduate teaching assistants.

Medical Necessity – Determination made by a health care provider of a student’s or employee’s choosing.

Parenting Person – Person with the legal or voluntary responsibility to ensure the safety and well-being of a child under the age of 18 years and includes birth and non-birth parents, adopting parents, fostering parents, legal guardians, spouses and domestic partners of a parent or legal guardian, stepparents, siblings with significant caregiving responsibility (such as during absence or incapacitation of primary caregiver), kinship placement and acting in place of a parent.

Pregnancy and Pregnancy-Related Conditions – Health conditions including but not limited to childbirth, false pregnancy, miscarriage, termination of pregnancy, conditions arising in connection with pregnancy, recovery from any of these conditions, and medically necessary child healthcare within a reasonable time postpartum in accordance with federal law.

Pregnancy Discrimination – Treating an individual affected by Pregnancy or a Pregnancy-Related Condition less favorably than similar individuals not so affected and includes a failure to provide legally mandated leave or accommodations.

Pregnant Person or Birth-Parent – An individual who is or was pregnant. This Policy and its pregnancy-related protections apply to all pregnant persons regardless of gender identity or expression.

Reasonable Accommodations – Changes in the education or workplace activities that enable a person with a Pregnancy or Pregnancy-Related Condition to continue to pursue their studies and/or occupation and enjoy equal benefits of the College.

Undue Burden/Hardship – Any academic accommodation, adjustment/auxiliary aid, or service that would result in a significant financial or administrative burden or expense constitutes an undue burden/hardship and is not considered a Reasonable Accommodation. Factors to consider in determining whether there is an undue burden/hardship include:

- the overall size of the program or activity with respect to the number of employees, number and type of facilities, and size of budget;
- the type of operation, including the composition and structure of the workforce;
- and the nature and cost of the accommodation needed.

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

Date of Board Approval	This policy is effective as of December 12, 2023 (pending review of feedback from the College community), under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process at the next regularly scheduled meetings of the Board.
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Attachment 2 – Proposed Policy

	(First reading on December 4, 2023) Anticipated January 29, 2024
Effective Date	Anticipated December 12, 2023
Associated Procedure	Procedure IV.6004.D.a, Pregnancy and Parenting Accommodations Procedure IV.6004.D.b, Student Lactation Access
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

Procedure IV.6004.D.a, Pregnancy and Parenting Accommodations

Associated Policy

Policy IV.6004.D, Pregnancy and Parenting

Procedures

Nothing in this Procedure requires modification to the essential elements of any academic program.

The Pregnant or Parenting student may start an interactive process with the Title IX Coordinator or Deputy Coordinators by visiting the Title IX webpage or the Accessibility Services webpage, by emailing either TitleIX@sjcd.edu or accessibility.services@sjcd.edu or by calling 281-478-2756.

Instructor and activity supervisors may refer pregnancy and parenting accommodation requests for assistance to the Title IX Coordinator or Deputy Coordinators which will follow an interactive process as outlined below:

- Utilizing existing processes in place for accommodation requests, the Title IX Coordinator or Deputy Coordinators will ask the student to confirm accommodation requests in writing and to specify which instructor(s) and/or department(s) should receive the request.
- Upon confirming appropriate documentation, the Title IX Coordinator or Deputy Coordinators will send an accommodation notice including the requests for accommodations to the instructor along with guidance on pregnancy and parenting accommodations. The Title IX Coordinator or Deputy Coordinators will coordinate with the instructor to explore options for Reasonable Accommodation(s).
- Instructors who have questions or concerns about an accommodation notice and/or believe that the accommodation(s) would result in a Fundamental Alteration or Undue Burden/Hardship must request a consultation with the Title IX Coordinator or Deputy Coordinators. The consultation can be requested to discuss their concerns, engage in an interactive process to further understanding and collaboration with the student in providing accommodation(s) and/or to discuss whether alternative accommodations are appropriate.
- The Title IX Coordinator or Deputy Coordinators will process medical documentation of the diagnosis and any dates of absence based on medical necessity.
- The Title IX Coordinator or Deputy Coordinators may consult with other administrators such as department leaders to determine if other College resources may be available to address the accommodation request.
- Note that a change in accommodation may be necessary due to the progression of the pregnancy. Any request for a change in an existing accommodation must be submitted with appropriate documentation for the adjustment to the Title IX Coordinator or Deputy Coordinators.

A pregnant or parenting student with a concern that they have been denied a reasonable accommodation (either by not receiving an accommodation that was already approved or by denial of a request for a reasonable accommodation) or that they have experienced harassment or retaliation due to their request may share their concern or file a formal complaint with the Title IX Coordinator or Deputy Coordinators.

Attachment 3 – Proposed Procedure – Informational Item

Should a Pregnancy or Pregnancy-Related Condition cause a temporary or permanent disability (such as anemia, gestational diabetes, preeclampsia, postpartum depression, etc.), students are encouraged to seek additional disability-related accommodations through their respective Accessibility Services Coordinator.

Date of SLT Approval	November 16, 2023
Effective Date	Anticipated December 12, 2023
Associated Policy	Policy IV.6004.D, Pregnancy and Parenting
Primary Owner of Policy Associated with Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with Procedure	Associate Vice Chancellor, Student Services

Procedure IV.6004., Student Lactation Access

Associated Policy

Policy IV.6004.D, Pregnancy and Parenting

Procedure

- A. Students should inform the Title IX Coordinator or Deputy Coordinator as soon as possible of their need for a lactation space. Reasonable notice provides the College time to ensure all necessary arrangements are made.
- B. Once the Title IX Coordinator or Deputy Coordinator is notified of the need for a lactation room, the leader will notify Accessibility Services.
- C. Accessibility Services will coordinate any logistical requirements needed to provide reasonable accommodations for the nursing student.
- D. The nursing student will be allowed a flexible schedule for nursing.
- E. The College will provide a clean, private room that locks (not a public restroom) in reasonable proximity to the instructional area, where the student can express milk in privacy. The room will be furnished appropriately and will have a chair, table, adequate ventilation, and an accessible electrical outlet for the pump.
- F. It is the student’s responsibility to ensure the location is clean after each use.

Date of SLT Approval	November 16, 2023
Effective Date	Anticipated December 12, 2023
Associated Policy	Policy IV.6004.D, Pregnancy and Parenting
Primary Owner of Policy Associated with Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with Procedure	Associate Vice Chancellor, Student Services

Consideration of Approval of Policy #, Use of Equipment - First Reading (Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revisions to the College's Policy on Use of Equipment. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered. New numbering will be added prior to the second reading.

BACKGROUND

The current policy on use of equipment requires minor updates to meet the new required format and content standards and current business practices. Procedures have also been developed to guide employees when there is a need to utilize College-owned resources off of College property.

IMPACT OF THIS ACTION

The updated policy and procedures will be sent to the College community on December 4, 2023. 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 January 29, 2024.

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.

ATTACHMENTS

Attachment 1 - Summary of Changes

Attachment 2 - Policy VI-L Policy on Use of Equipment

Attachment 3 - Policy #, Use of Equipment (proposed policy)

Informational Items Only:

Attachment 4 - Procedure #, Use of Equipment Procedures (proposed procedure)

RESOURCE PERSONNEL

Teri Zamora

281-998-6306

teri.zamora@sjcd.edu

Bryan Jones

281-998-6343

bryan.jones@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: To be determined
Proposed Policy Name: **Use of Equipment**
Current Policy Number/Name: **Policy VI-L, Policy on Use of Equipment**

New Procedure Number: To be determined
Proposed Procedure Name(s): **Use of Equipment**
Current Procedure Number(s)/Name(s): N/A

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

Web Links:
<https://sanjac.edu/about/policies-procedures/VI-L-Policy-on-Use-of-Equipment.pdf>

Primary Owner: Vice Chancellor, Fiscal Affairs

Secondary Owner: Associate Vice Chancellor, Facilities Services

Summary of Changes:

Policy Changes

- Update to new format
- Update to new employee reporting structure
- Clarify definition of equipment

Procedure Changes

- Develop appropriate procedure for the new policy since no procedure had been in place previously.
- Supply guidance regarding how to remain in compliance with policy for different types of equipment.
- Create repository for storage of approvals of off-campus use of equipment.

Policy VI-L: Policy on Use of Equipment

Equipment belonging to San Jacinto College District should not be removed from the campus. Certain items that are used by the faculty for off-campus events should be checked out for that purpose after approval has been obtained from the campus President.

Policy #:	VI-L
Policy Name:	Policy on Use of Equipment
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	
Effective Date:	March 2, 1981
Associated Procedure:	

Policy #, Use of Equipment

Purpose

The College shall control the usage of College-owned equipment.

Policy

Equipment classified as fixed assets belonging to San Jacinto College should not be removed from its assigned usage or storage location without proper permission. Certain items that are used by College employees for off-premises events should be checked out for that purpose after approval has been obtained from the respective leadership chain, including the Fixed Asset Custodian and Strategic Leadership Team (SLT) member.

Definitions

Equipment: Any College-owned device or material purchased for use in execution of College operations, primarily identified as an item of tangible personal property with a useful life exceeding two years and an acquisition cost of \$5,000 or more.

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 #, Use of Equipment

Procedure 2-3-a, Individual Responsibilities for Computing Resources

Procedure III.3008.A.a, Use of College-Owned or Leased Vehicle.

Date of Board Approval	Anticipated January 29, 2024
Effective Date	Anticipated January 30, 2024
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Associate Vice Chancellor, Facilities Services

Procedure #, Use of Equipment

Associated Policy

Policy #, Use of Equipment

Purpose

The College shall control the location and usage of College-owned equipment. This procedure is established by the College to provide guidance to faculty and staff on the various aspects of fixed asset equipment management.

Procedures

In accordance with the College's standards for ethical conduct, employees shall protect and preserve public property and equipment and not use it for any unauthorized purpose.

Specifically, equipment classified as fixed assets belonging to San Jacinto College should not be removed from its assigned usage or storage location without specific business need and proper approval. This includes equipment which has been purchased or donated, is operable or inoperable, or has been declared as surplus or scrap.

Use of College property is restricted to purposes related to the College's mission, whether the property is physically located on or off College premises. College-owned equipment should not be loaned to individuals or organizations not connected with the College. Violations of this procedure may result in disciplinary action.

In accordance with Procedure III.3001.H.a, Fixed Assets, the College designates and trains Fixed Asset Custodians who are ultimately responsible for the following: affix College asset tags to equipment and provide pictures and location of equipment to Comptroller's Office; know the location of all equipment in their inventory and ensure that equipment is adequately safeguarded and secured from possible theft and other hazards; report all changes in equipment location to the Comptroller's Office which is critical for proper stewardship and accurate inventory control practices; assure that assigned equipment is utilized for College business purposes only and is located within College property; prepare appropriate forms requesting the transfer or disposal of all equipment; participate in the biennial annual inventory process; and exercise reasonable custodial care over the safeguarding of equipment to prevent the theft and loss of College property.

Off-Campus Use

1. Equipment may not be removed from College premises until a College property tag has been verified to be affixed and Authorization Form for Off-Premise Use (Form) is completed, submitted, and approval has been obtained from the respective leadership chain, including the Fixed Asset Custodian and Strategic Leadership Team (SLT) member. The form is available on the College website and from the Comptroller's Office.

Attachment 4 – Proposed Procedure

2. The employee checking out College property is responsible for completing and forwarding the approved form to the Comptroller's office via email at FixedAssets@sjcd.edu.
3. The College Comptroller will maintain a repository to store Forms after SLT approval and will request updated authorizations at appropriate intervals.
4. Use of property may be authorized for a period of up to 12 months for assets that are routinely used off-premises. Subsequent periods not to exceed 12 months must be authorized by completing a new authorization form. Approval may be revoked at any time at the discretion of the individual giving the approval or an appropriate College administrator.
5. Employees approved to use College property off-premises will be responsible for the safety and security of the property, and for reporting any property damage as soon as reasonably possible to the Fixed Asset Custodian, College's Comptroller and the Director of Safety Health and Emergency Risk Management.
6. Equipment utilized for specific off-premises instructional needs are exempt from this procedure if equipment is used during instruction or for functional and safety verification of operation by authorized and experienced departmental staff. Examples of this would include instructional truck and bus assets, sea-worthy maritime assets and other transportation assets where off premises business, instruction, and or testing is required.
7. College-owned or leased vehicles checked out by College employees should follow specific vehicle use processes as outlined in Procedure III.3008.A.a, Use of College-Owned or Leased Vehicle.
8. Laptop computers issued by or checked out from IT in support of College business or for travel should follow specific IT processes as outlined in Procedure 2-3-a, Individual Responsibilities for Computing Resources.
9. Assigned custodians of mobile devices such as laptop computers, tablets, cellular phones, and other related peripherals should follow specific processes as outlined in Procedure 2-3-a, Individual Responsibilities for Computing Resources.
10. Individuals who have checked out College property for off-premises use may be required to return property to College location for any physical inventory.

Definitions

Equipment: Any College-owned device or material purchased for use in execution of College operations, primarily identified as an item of tangible personal property with a useful life exceeding two years and an acquisition cost of \$5,000 or more.

Fixed Asset Custodians: Department leaders delegated the responsibility for safeguarding and maintaining the integrity of the assets.

Attachment 4 – Proposed Procedure

Date of SLT Approval	November 29, 2023
Effective Date	Anticipated January 30, 2024
Associated Policy	Policy #, Use of Equipment
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Facilities Services

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
December 4, 2023**

PURCHASE REQUESTS AND CONTRACT RENEWALS		
<i>Purchase Requests</i>	<i>Page No.</i>	<i>Amounts</i>
Purchase Request #1		
Consideration of Delegation of Authority to Purchase Benchtop Bioreactors	2	\$ 383,000
Purchase Request #2		
Consideration of Approval of Additional Funds for Landscaping Services	3	300,000
Purchase Request #3		
Consideration of Approval to Renew the Contract for Printing Services	5	200,000
Purchase Request #4		
Consideration of Approval to Purchase Graduation Event License	6	130,000
Purchase Request #5		
Consideration of Approval to Contract for Steel Supplies	7	120,000
 TOTAL OF PURCHASE REQUESTS		 <u><u>\$ 1,133,000</u></u>

Purchase Request #1
Regular Board Meeting December 4, 2023
Consideration of Delegation of Authority to Purchase Benchtop Bioreactors

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to approve the purchase of various benchtop bioreactors.

BACKGROUND

The College has been preparing to provide both credit and non-credit training for the growing biomanufacturing industry. In August 2023, the Board authorized the operational budget for this new program. The program identified a need for a variety of benchtop bioreactors to support the curriculum. Benchtop bioreactors are flexible, modular, systems that support distinct types of cell cultures under a wide range of conditions for research and instructional purposes. In October 2023, the Board allocated funds from existing 2015 Bond Contingency funds to support the program, including the purchase of equipment.

Request for proposals #24-07 was issued on November 16, 2023, for the purchase of new and previously owned benchtop bioreactors, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Sequential purchases will be made to acquire the best value offerings to fulfill the instructional requirements of the program until the allocated funds are depleted.

IMPACT OF THIS ACTION

Approval of this action will authorize the Chancellor or her designee to approve the purchase of benchtop bioreactors that offer the best value. Ideally, these offerings will include used equipment costing an estimated 40 to 60 percent less than new systems, but these have a limited window of availability. Obtaining this authority in advance ensures that the College will be able to acquire suitable equipment within the restricted windows of availability.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The cost of these acquisitions should not exceed \$383,000. The project is funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

This project will be managed by Capital Projects and BioManufacturing Program staff.

ATTACHMENTS

None.

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Nicole Bradley	281-998-3548	nicole.bradley@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

Purchase Request #2
Regular Board Meeting December 4, 2023

Consideration of Approval of Additional Funds for Landscaping Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for general landscaping services from Yellowstone Landscape (Yellowstone) and Rotolo Consultants (Rotolo) for the facilities services department.

BACKGROUND

In May 2023, the Board approved contracts with Yellowstone, Rotolo, and Paige Management to provide general landscaping services, which include labor and equipment to service each of the campuses and district administration grounds. The contractors also perform other projects not included in the scheduled recurring services such as field mowing, mulching, tree trimming, and creek and shoreline cleanup when needed. Additional funding is needed for Rotolo due to an increase in areas to be serviced at Generation Park, and for Yellowstone due to several landscaping refresh projects and large-scale non-standard projects to improve the overall appearance of the College locations.

Request for proposals #23-23 was issued in February 2023 to procure landscaping services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a).

IMPACT OF THIS ACTION

Outsourcing these landscaping services is necessary due to the limited size of the College's grounds-keeping staff. Each contractor continues to augment the existing in-house staff to maintain the grounds by performing essential lawn maintenance duties to preserve service levels in accordance with the College's grounds-keeping standards. Restoration and maintenance of landscaping is necessary to ensure an aesthetically pleasing and attractive campus image.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In May 2023, the Board approved an accumulative expenditure of \$850,000 for three landscaping services contracts. This request increases the approved amount by \$300,000 and the allocation of the additional funding is as follows: Yellowstone by \$250,000 for a total of \$790,557, and Rotolo by \$50,000 for a total of \$332,702. These expenditures will be funded from the facilities services department's 2023-2024 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The current contract terms are June 5, 2023, through June 4, 2024, with four one-year renewal options.

ATTACHMENTS

None

Purchase Request #2
Regular Board Meeting December 4, 2023
Consideration of Approval of Additional Funds for Landscaping Services

RESOURCE PERSONNEL

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

Purchase Request #3
Regular Board Meeting December 4, 2023
Consideration of Approval to Renew the Contract for Printing Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with T Enterprises dba 1Vision (1Vision) for printing collaterals, signs, and banners for the College.

BACKGROUND

1Vision has provided printing services to the College for several years, has responded commendably to both advance and short notice orders, and operates 24 hours, 7 days a week as needed for quick turnarounds. 1Vision provides a single point of contact to coordinate orders, high quality printing, and web-based software where the College can upload and proof files.

Request for proposals #21-05 was issued in October 2020 to procure printing services for collaterals, signs, and banners, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The Board approved the original contract with 1Vision on December 7, 2020.

IMPACT OF THIS ACTION

The marketing department produces hundreds of print pieces each year, ranging from recruiting collateral materials to safety signage. Printing services are necessary in aiding the College's recruiting initiatives to ensure enrollment retention and brings awareness to the College and its programs in the community. Printing is utilized for many other purposes such as communicating requirements, safety reminders, and signage for events on campuses.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$200,000 and will be funded by various department's 2023-2024 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the third of four one-year renewal options available. The new contract term will be January 25, 2024 through January 24, 2025.

ATTACHMENTS

None

RESOURCE PERSONNEL

Janet Cowey	281-991-2603	janet.cowey@sjcd.edu
Melissa Fuqua	281-998-6378	melissa.fuquqa@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an event license with SMG/NRG Park, as the venue for the May 2024 graduation ceremony.

BACKGROUND

This is a licensing agreement with SMG to host the College’s spring commencement ceremonies at NRG Stadium in NRG Park on Tuesday, May 14, 2024. This will be the ninth college commencement event held at NRG Stadium. Previous ceremonies included approximately 8,700 guests and over 1,000 graduation participants.

Leasing of an event venue is precluded from the competitive bidding requirements mandated by Chapter 44 of the Texas Education Code.

IMPACT OF THIS ACTION

Approval of the licensing agreement will facilitate access to a large facility and allow the College to conduct one commencement ceremony for all graduates.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for the license fee and event expenses will not exceed \$130,000. This expenditure will be funded from the Student Services 2023-2024 operating budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Joanna Zimmermann	281-476-1873	joanna.zimmermann@sjcd.edu
Jesus Bernal	281-476-1875	jesus.bernal@sjcd.edu
Damon Harris	281-998-6103	damon.harris@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with North Shore Supply Company (North Shore) for steel supplies for the College welding technology departments.

BACKGROUND

Texas industries and communities are growing, especially in the petrochemical areas. As construction rates rise, so does the demand for talented welders. The College’s welding technology program is designed to meet the needs of the welding industry and provides instruction for all positions on carbon and stainless-steel plates and pipes, requiring the purchase of steel supplies for instructional use.

Invitation for bids #24-03 was issued on October 5, 2023, to procure steel supplies, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Five responses were received, and it was determined that the bid submitted by North Shore would provide the best value to the College.

IMPACT OF THIS ACTION

Approval of this request will provide the College with a reliable source for steel supplies and will accommodate the fluctuations inherent in the steel market regarding availability and pricing. North Shore has been providing steel supplies to the College for twenty-four years at competitive rates and receives satisfactory approval ratings from the welding technology departments. They will supply products which include structural steel and steel pipe on an as needed basis for the programs.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$120,000 and will be funded from the welding technology department’s 2023-2024 operating budget, and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The initial one-year award term will commence on January 28, 2024, through January 27, 2025, with four one-year renewal options.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

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Durrell Dickens	281-998-6150	durrell.dickens@sjcd.edu
Melissa Fuqua	281-998-6378	melissa.fuqua@sjcd.edu

IFB 24-03
Steel Supplies
Attachment 1 – Price Tabulation

#	Vendors	Total Price of 13 Comparable Items Bid		% of Total Desired Items Bid
1	North Shore Supply Company Inc	\$ 1,748.20		100%
2	ICOSAGON LLC	\$ 1,799.68		70%
3	Steel Supply, L.P.	\$ 1,996.56		100%
4	OGMIS Group Inc	\$ 4,735.03		52%
5	Met International Trading Company Inc.	\$ 5,406.53		100%

Item "A"
Regular Board Meeting December 4, 2023

Approval of the Minutes for the November 6, 2023, Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the November 6, 2023, Workshop and Regular Board Meeting.

San Jacinto College District Board Workshop November 6, 2023

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 4:45 p.m., Monday, November 6, 2023, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

MINUTES

	Board Workshop Attendees:	Board Members: Marie Flickinger, Dr. Michelle Cantú-Wilson, Erica Davis Rouse, Dan Mims, John Moon, Jr. Keith Sinor, Larry Wilson Chancellor: Brenda Hellyer Other: Sandra Ramirez, Mandi Reiland, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Chair Flickinger called the workshop to order at 4:47 p.m.
II.	Roll Call of Board Members	Board Chair Flickinger conducted a roll call of the Board members: Dr. Michelle Cantú-Wilson Erica Davis Rouse, Assistant Secretary Marie Flickinger, Chair Dan Mims John Moon, Jr., Vice Chair Keith Sinor, Secretary Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.074, and 551.076 of the Texas Open Meetings Act, for the following purposes: Legal Matters, Personnel Matters, and Security Matters.	Chair Flickinger adjourned to closed session at 4:49 p.m. The Board members listed above as attending and Chancellor Brenda Hellyer were present for the closed session. Other attendees are noted below. a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law. Only Board members and Chancellor Hellyer attended this portion. b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or

		<p>employee or to hear complaints or charges against a public officer or employee.</p> <ul style="list-style-type: none"> • Chancellor Evaluation - Only Board members and Chancellor Hellyer attended this portion. • Personnel Item - Board members, Chancellor Hellyer, Teri Zamora, Sandra Ramirez, and Mandi Reiland attended this portion. <p>c. Security Matters - To consider the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit. - Board members, Chancellor Hellyer, Teri Zamora, Sandra Ramirez, and Mandi Reiland attended this portion.</p>
IV.	Reconvene in Open Meeting	Chair Flickinger reconvened to open meeting at 6:02 p.m.
V.	Review Annexation Resolution	Dr. Brenda Hellyer provided background on the need for the annexation resolution and explained it was discovered that the 35 acres of land at the South Campus purchased by the College in 2002 was not recorded properly into the College’s taxing district. This property lies within the College’s service area, but also within Clear Creek ISD, thus excluding it from automatic inclusion in the College’s taxing district. There will be an action item during tonight’s Board Meeting to approve the annexation of this territory owned by the College and a resolution will also need to be signed.
VI.	Update on Job Evaluation Study Rollout and Full-time Salary Schedules	<p>Sandra Ramirez provided an update on the job evaluation study rollout and updated salary schedules. A handout to show the timeline and phases of the rollout was distributed to the Board. Sandra provided an overview of the phases of the rollout that have been completed.</p> <p>She explained that on October 30, letters went out via email to over 1,341 employees informing them of the changes to their pay and salary grade. Changes in pay were implemented November 1. Sandra provided an overview of the updated salary schedules for full-time staff and administrators currently in salary grades 32 and below and full-time faculty. The new salary grades are being brought to the Board for approval this evening. The College will review salary grades for faculty and staff annually to remain current in relation to the current market values. The job evaluation study has received positive feedback from the College including 26 emails from employees thanking</p>

		<p>the Board and Strategic Leadership Team (SLT). All employees submitting questions to Human Resources have received a response. Additionally, an online Frequently Asked Questions (FAQ) document has been created and is updated based on questions received.</p>
VII.	Discuss Board Self-Evaluation Process	<p>Brenda explained the Board self-assessment is usually done in June but was postponed with the transition of Board members this year. She asked the Board to review the example provided to them and let her know if any changes are needed to the questions.</p> <p>The Board members had no changes.</p> <p>This assessment will be sent to the Board to fill out and submit next week, and there will be a discussion and report out during the December workshop.</p>
VIII.	Update on Next Steps Related to Senate Bill 17 Compliance	<p>Sandra provided an update on next steps related to Senate Bill (SB) 17 compliance. She provided an overview of what College employees cannot do in order to stay compliant with SB17, found in Texas Education Code Section 51.3525(b)(1). The College was required to adopt policies and procedures to address violations of the prohibitions listed in the Texas Education Code referenced above. The following policies and procedures were revised to comply with the SB17 requirement:</p> <ul style="list-style-type: none"> • Policy on Termination or Demotion of Contractual Employees • Policy on Termination or Demotion of Non-Contractual Employees • Policy on Employee Performance and Counseling <p>These policies are being provided to the Board today for second reading. Changes are also being made to the 2019-2024 Strategic Plan to have language compliant with SB17. A handout with the current and updated language was distributed to the Board. Sandra provided an overview of the changes. There were no changes to the values, vision, or mission. The document with the final changes will be brought to the Board for approval in December. We are still working with Lisa Brown on guidelines for conferences, memberships, and training.</p> <p>Brenda added that the College is working with Lisa on a</p>

		<p>guidance document. The Faculty Senate was also asked to gather questions to be addressed during training.</p> <p>Dr. Michelle Cantú Wilson complimented the language change and stated it makes it clear what the College’s efforts are and feels the words “access” and “belonging” read better than “equity.”</p> <p>Brenda added that the College is also conducting focus groups to determine what access and belonging mean to employees College-wide.</p>
<p>IX.</p>	<p>Update on Supplier Diversity Purchasing Reports for Fiscal Years 2022 and 2023</p>	<p>Teri Zamora introduced Damon Harris, Chief Procurement Officer. Damon provided an overview of the supplier diversity purchasing reports for fiscal years (FY) 22 and 23. He covered key elements including the process to obtain data for the Minority/Women Business Enterprises (MWBE) report and different types of classifications mentioned throughout the report. This report is only representative of the spend with suppliers that the College has set up as a vendor in Banner and does not capture the contracts with sub-contractors which are managed by our general contractor. In FY24, a new requirement has been added to the publicly advertised solicitations for general contractors to track and report spend with subcontractors along with the subcontractors’ diversity classifications.</p> <p>Teri clarified this means if one large contractor got the contract and engaged several sub-contractors, we would only show the funds that were given to the main contractor.</p> <p>Damon provided an overview of the chart found on slides three and four of his presentation illustrating the total amount and percentage of total paid in each classification in FY22 compared to FY23 and explained what caused the changes. He provided an overview of slide five which illustrates funds that were paid to MWBE owned businesses, small businesses, and non-MWBE owned businesses.</p> <p>He explained that MWBE has increased from 15 percent in FY22 to 17 percent in FY23. Spending with small businesses has decreased by four percent in FY23 compared to FY22. Damon provided a chart to illustrate how spending by race/ethnicity compares in FY22 to FY23. One highlight is the spending with Hispanic</p>

		<p>businesses in FY23 increased by \$5 million compared to FY22. He informed the Board of the in-person and virtual events he and his team have been attending to encourage more MWBE and small business vendors to partner with the College. The College has added 492 new vendors since March 2023.</p> <p>The Board complimented Damon and his team for their work on this.</p> <p>Erica Davis Rouse asked Damon if he is receiving any type of recurring feedback about doing business with San Jacinto College while speaking to vendors throughout the community.</p> <p>Damon responded the most consistent feedback he is receiving is regarding how cumbersome navigating the College’s solicitation platform is. He and his team are looking at other user friendly options.</p> <p>Michelle offered to meet with Damon to introduce him to the Houston Community College Business Plan Competition.</p>
X.	Discuss Change to Schedule for Receipt of State Appropriations	<p>Teri provided an overview of the change to the schedule for receipt of State Appropriations. Historically, the College received funding over a 10-pay schedule. The updated system will be a 3-pay system with fewer payments and the College will receive half of its allotment in October then 25 percent payments in both February and June. This improves the College’s cash flow since it will receive more dollars sooner. The financial comparisons will be odd this year due to this change but will be comparable again by next year.</p>
XI.	Notification of Program Closure, Personal Trainer Program	<p>Brenda notified the Board and explained that the Personal Trainer Program has struggled with enrollment due to there being no need for this credential to get into personal training. The students who were enrolled in the program were contacted about completing the program and there was no interest. A letter has been sent to Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to notify them of our intent to close the program.</p>
XII.	Review of Calendar	<p>Brenda reviewed the calendar and asked the Board members to let Mandi Reiland know if they would like to</p>

		<p>attend any events. The Board members received a list of who will be seated at their tables for State of the College. Brenda asked them to review the list and let her know of any questions.</p> <p>Michelle pointed out the December Board meeting is the night before the Texas Higher Education Coordinating Board Higher Education Leadership Conference. It was determined it would be best to move the Board meeting from December 11 to December 4 to allow for travel to the conference. Brenda and Teri will confirm with the auditors and let the Board know when the date is updated.</p>
XIII.	General Discussion of Meeting Items	<p>Brenda reviewed the Delegation of Authority summary and provided an update on an awarded contract for the roof life extension project at North Campus. The contract was awarded to Atlas Universal Roofing, Inc. in the amount of \$362,553. She informed the Board members there will be another delegation of approval requested tonight for a project at Generation Park due to it being time sensitive.</p> <p>Brenda informed the Board members that the second reading of the proposed updates to the Outside Employment policy are on the meeting agenda for this evening and asked Sandra to provide an overview of some feedback the College has received on this policy. Sandra stated eight comments were received and explained how these comments have been addressed in updates made to the policy.</p>
XIV.	Adjournment	Chair Flickinger adjourned the meeting at 6:57 p.m.

San Jacinto Community College District
Regular Board Meeting Minutes
November 6, 2023

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m. for a regularly scheduled Board meeting on Monday, November 6, 2023, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

Attendance

Members: Dr. Michelle Cantú-Wilson, Marie Flickinger, John Moon, Jr., Dan Mims, Erica Davis Rouse, Keith Sinor, Larry Wilson

Chancellor: Dr. Brenda Hellyer

Others Present: Amy Arrowood, Rhonda Bell, Teri Crawford, Matt Crow, Destry Dokes, Chris Duke, Amanda Fenwick, Rachel Garcia, Allatia Harris, Damon Harris, Jerry Ivins, Sallie Kay Janes, Matt Keim, Aaron Knight, DeRhonda McWaine, Lamar McWaine, Kevin Morris, Alexander Okwonna, Joe Pena, Joellen Price, JR Ragaisis, Mandi Reiland, Shelley Rinehart, Kelly Saenz, Chuck Smith, Janice Sullivan, Ken Tidwell, Melissa Trevizo, Niki Whiteside, Van Wigginton, Chris Wild, Laurel Williamson, Teri Zamora

I. Call the Meeting to Order

Chair Flickinger called the regular meeting of the Board of Trustees to order at 7:07 p.m.

II. Roll Call of Board Members

Chair Flickinger conducted a roll call of the Board members.

Dr. Michelle Cantú-Wilson
Erica Davis Rouse, Assistant Secretary
Marie Flickinger, Chair
Dan Mims
John Moon, Jr., Vice Chair
Keith Sinor, Secretary
Larry Wilson

III. Invocation and Pledge to the Flags

The invocation was given by Dr. Allatia Harris. The pledges to the American and Texas flags were led by John Moon, Jr.

IV. Special Announcements, Recognitions, Introductions, and Presentations

1. Van Wigginton recognized Dr. Jerry Ivins for being named as the Texas Education Theatre Association Educator of the Year.

2. Dr. Allatia Harris recognized Coach Kelly Saenz for admission to Eastern Kentucky University's Hall of Fame.
3. Dr. Allatia Harris recognized Captain Amy Arrowood for being named Marine Log's Top Women in Maritime for 2023.
4. Board Members Dr. Michelle Cantú-Wilson and Dan Mims provided an update on the recent Association of Community College Trustees (ACCT) Leadership Congress. They also recognized the College and Board of Trustees for receiving the ACCT Western Region Equity Award.

V. Student Success Presentations

Shelley Rinehart and Dr. Sallie Kay Janes presented on Career and Workforce Pathways.

VI. Communications to the Board of Trustees

1. Dr. Michelle Cantú-Wilson appointed to National Assessment Governing Board.
2. Marie Flickinger was recently recognized as the inaugural honoree of the first annual gala by the St. Luke the Evangelist Catholic Church.
3. Dan Mims reelected as the Association of Community College Trustees Western Region Chair.
4. A thank you was sent to the Board from Kistner Patton for the plant sent in memory of her grandson.
5. A thank you was sent to the Board from Rusty and Brenda Hellyer for the plant sent in memory of his mother.
6. Included at each Board members place at the dais was the November Opportunity News, Fall 2023 Career Focus, and Fall 2023 Senior Focus.

VII. Public Comment

There were no citizens desiring to speak before the Board.

VIII. Informative Reports to the Board

Chair Flickinger indicated such reports were available in the Board documents and online.

- A. San Jacinto College Financial Statements
 1. San Jacinto College Monthly Financial Statements September 2023
 2. San Jacinto College Monthly Investment Report September 2023
- B. San Jacinto College Foundation Financial Statements - September 2023
- C. Capital Improvement Program as of September 30, 2023
- D. San Jacinto College Building Committee Minutes for October 17, 2023

IX. Consideration of Approval of Amendment to the 2023-2024 Budget for Restricted Revenue and Expenses Relating to Federal, State, and Local Grants/Contracts

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Motion 10310:

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

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor, Wilson
Nays: None

- X. Consideration of Approval of Policy IV.4003.C, Outside Employment – Second Reading

Motion 10311:

Motion moved by Dan Mims and motion seconded by Keith Sinor. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor, Wilson
Nays: None

- XI. Consideration of Approval of Employee Relations Related Policies - Second Reading

Motion 10312:

Motion moved by Larry Wilson and motion seconded by John Moon, Jr. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor, Wilson
Nays: None

- XII. Consideration of Authorization of the Full-time Salary Schedules for 2023-2024

Motion 10313:

Motion moved by John Moon, Jr. and motion seconded by Erica Davis Rouse. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor, Wilson
Nays: None

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

Motion 10314:

Motion moved by Keith Sinor and motion seconded by Dan Mims. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Flickinger, Mims, Moon, Jr., Sinor, Wilson
Nays: None

- XIV. Consideration of Approval of Annexation of Territory Owned by the College Located in the Clear Creek ISD Taxing District

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Motion 10315:

Motion moved by Larry Wilson and motion seconded by John Moon, Jr. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Flickinger, Mims, Moon, Jr., Sinor, Wilson

Nays: None

XV. Consideration of Purchasing Requests

Purchase Request #1 - Consideration of Delegation of Authority to Contract for Generation Park Expansion Building
\$4,000,000

Purchase Request #2 - Consideration of Delegation of Authority to Contract for South Campus Biomanufacturing HVAC Modifications
300,000

Purchase Request #3 - Consideration of Approval of Additional Funds and Contract Renewal for Turnkey Magazine Services
1,650,000

Purchase Request #4 - Consideration of Approval of Additional Funds and Contract Renewal for Semi-Tractor and Bus Repair
300,000

Purchase Request #5 - Consideration of Approval to Contract for Water Chemical Treatment Services
150,000

Purchase Request #6 - Consideration of Approval to Renew the Contract for Apprenticeship Training Services
148,548

TOTAL OF PURCHASE REQUESTS \$ 6,548,548

Motion 10316:

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

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor, Wilson

Nays: None

XVI. Consent Agenda

- A. Approval of the Minutes for the October 2, 2023, Workshop, Public Tax Hearing, and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, Extra Service Agreements, and Educational Advancement Incentives
- D. Approval of the Affiliation Agreements

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E. Approval of the Next Regularly Scheduled Meeting on December 11, 2023

It was determined after approval that the next Board meeting needed to be rescheduled to December 4, 2023 to accommodate trustee schedules.

Motion 10317:

Motion moved by Larry Wilson and motion seconded by Keith Sinor. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor, Wilson

Nays: None

XVII. Items for Discussion/Possible Action

There were no additional items discussed.

XVIII. Adjournment

Chair Flickinger adjourned the meeting at 7:53 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for October 2023 which have been made in accordance with appropriate accounting procedures.

BACKGROUND

Adoption of the budget by the Board of Trustees prior to September 1 of each year serves as the authorization to expend funds for the next fiscal year. The budget is adopted by functional classification (or cost elements: Instruction, Public Service, Academic Support, Student Services, Institutional Support, and Operation and Maintenance of Plant) as defined by the National Association of College and University Business Officers (NACUBO). Realizing that the budget is a living document that reflects the evolving needs of the College in terms of meeting goals and objectives, occasional movement of budgeted funds between cost elements is desirable and warranted. The budget transfers under consideration represent previously authorized expenditures that are requested to be reclassified from one cost element to another cost element.

IMPACT OF THIS ACTION

Approval of the budget transfers allows the College to more effectively utilize existing resources in fulfilling its instructional objectives.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – October 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 2023-24
 for October 2023

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 394,410	\$ 29,702
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 2,607	\$ 394,410
STUDENT SERVICES	\$ 1,745	\$ 586
INSTITUTIONAL SUPPORT	\$ 586	\$ 3,423
PHYSICAL PLANT	\$ 28,773	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	\$ 428,121	\$ 428,121

RECOMMENDATION

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

South Campus

Department

Pharmacy Technician

Affiliation Entity

Family Pharmacy

Occupational Therapy Assistant

Moody Neurorehabilitation Institute

Central Campus

Department

Respiratory Care

Affiliation Entity

Harris County Hospital District dba Harris Health System

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

CONTACT PERSONNEL

Daniel J. Snooks, Attorney

Laurel Williamson

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laurel.williamson@sjcd.edu

Item “E”
Regular Board Meeting December 4, 2023
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, January 29, 2024.