

***Board of Trustees
Meeting***

June 7, 2021

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

The Board of Trustees of the San Jacinto Community College District will meet at 5:00 p.m., Monday, June 7, 2021, 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.
- IV. Reconvene in Open Meeting**
- V. Update on COVID Response and Status of Enrollment**
- VI. Discuss 21Forward Scholarship**
- VII. Update on State and Federal Legislative Sessions**
- VIII. Discuss Board Oath of Office and Officers Election Process**
- IX. Review of Calendar**
- X. General Discussion of Meeting Items**
 - a. Clarify Transcript Notation Policy
- XI. Adjournment**

Additional Closed Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the

Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

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

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, June 3, 2021, this notice was posted, in accordance with the provisions of section 551.041 of the Texas Government Code, on the College’s website, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet at 7:00 p.m. on Monday, June 7, 2021 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/board-meeting-agendas

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

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

The form must be completed prior to 11:00 a.m. on June 7, 2021. 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 “Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board” portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

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

**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**

Recognition of the Baseball Team for Advancing to the National Tournament	Allatia Harris
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Recognition of the Softball Team for Advancing to the National Tournament	Allatia Harris
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Recognition of the San Jacinto Community College District Police Department by Lexipol Connect for Excellence in Law Enforcement Policy Management	Teri Zamora
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Faculty Senate Annual Report	Robert Flynn
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V. Student Success Presentations

Texas Higher Education Coordinating Board
Almanac/Accountability System 2020

George González

VI. Communications to the Board of Trustees

VII. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board

VIII. Informative Reports to the Board

- A. San Jacinto College Financial Statements
 - a. San Jacinto College Financial Statements April 2021
 - b. San Jacinto College Monthly Investment Report April 2021
- B. San Jacinto College Foundation Financial Statements
- C. Capital Improvement Program
- D. San Jacinto College Board Building Committee Minutes

ACTION ITEMS

IX. Oath of Office Administered to Recently Elected Trustees

X. Consideration of Approval of Election of Officers for the Board of Trustees

XI. Consideration of Approval of Policy VI.6000.C, Transcript Notation – Second Reading

XII. Consideration of Approval of Policy III.3009.A, Grants Management – Second Reading

XIII. Consideration of Approval of Policy VI.6000.D, Awarding Honorary Degrees – Second Reading

XIV. Consideration of Approval of Policy VI.6000.E, Awarding Posthumous Degrees – Second Reading

XV. Consideration of Rescission of Policy V-L: Policy on College Emergencies/Natural Disasters/Business Continuity and Approval of Policy III.3008.C, Emergency Incidents – Second Reading

XVI. Consideration of Approval of Policy IV.4003.D, Acceptance of Resignation or Retirement - Second Reading

XVII. Consideration of Approval of Memorandum of Understanding with Local Jurisdictions

XVIII. Consideration of Approval of an Interlocal Agreement with La Porte Independent School District

XIX. Consideration of Approval of the Board of Trustees Bylaws

XX. Consideration of Settlement Proposal in Cause No. 2016-83500; In the District Court of Harris County, 234th Judicial District

PURCHASING REQUESTS

XXI. Consideration of Purchasing Requests

CONSENT AGENDA

XXII. Consent Agenda

(Any item placed on the consent agenda shall be removed and taken up as a separate matter, if so requested by any member of the Board, otherwise all items will be voted on with one (1) motion.)

A. Approval of the Minutes for the May 3, 2021, Workshop and Regular Board Meeting

B. Approval of Corrections to the Minutes for the April 5, 2021 Regular Board Meeting

C. Approval of the Budget Transfers

D. Approval of Personnel Recommendations and 2020-2021 Part-Time Hourly Salary Schedule

E. Approval of the Affiliation Agreements

F. Approval of the Next Regularly Scheduled Meeting

XXIII. Items for Discussion/Possible Action

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

XXIV. Adjournment

Closed Session Authority

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

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Brenda Hellyer, Ed.D.

San Jacinto College Financial Statements
April 2021

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

<u>Assets</u>	<u>2021</u>	<u>2020</u>
Current assets:		
Cash and cash equivalents	\$ 108,045,893	\$ 102,769,567
Accounts receivable - taxes	4,476,059	3,183,068
Accounts receivable	12,753,942	14,503,737
Deferred charges	97,135	98,602
Inventories	366,250	356,016
Total current assets	<u>125,739,279</u>	<u>120,910,990</u>
Noncurrent assets:		
Restricted cash and cash equivalents	138,174,714	134,619,037
Capital assets, net	<u>676,019,375</u>	<u>611,811,633</u>
Total noncurrent assets	<u>814,194,089</u>	<u>746,430,670</u>
Total assets	<u>939,933,368</u>	<u>867,341,660</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	20,383,403	25,781,981
Deferred outflow related to OPEB	17,632,637	20,497,036
Deferred outflow related to defeased debt	7,372,983	8,098,856
Total deferred outflows of resources	<u>45,389,023</u>	<u>54,377,873</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	16,715,097	19,788,091
Accrued liabilities	4,400,285	4,857,836
Accrued compensable absences and deferred compensation	2,741,917	2,181,388
Deferred revenues	4,444,124	5,357,923
Total current liabilities	<u>28,301,423</u>	<u>32,185,238</u>
Noncurrent liabilities:		
Net pension liability	45,813,261	49,494,145
Net OPEB liability	107,182,217	95,083,178
Bonds and notes payable	<u>639,697,153</u>	<u>577,235,422</u>
Total noncurrent liabilities	<u>792,692,631</u>	<u>721,812,745</u>
Total liabilities	<u>820,994,054</u>	<u>753,997,983</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	9,070,812	6,771,550
Deferred inflows related to OPEB	26,740,139	36,803,285
Total deferred inflows of resources	<u>35,810,951</u>	<u>43,574,835</u>
<u>Net assets</u>		
Beginning of year - audited	80,169,233	76,748,779
Current year addition	48,348,153	47,397,936
Total net position	<u>\$ 128,517,386</u>	<u>\$ 124,146,715</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2021

11 Unrestricted Funds

	Adjusted Budget	Actual (66.67%)	% Actual to Adjusted Budget	4/30/20	% of 8/31/20 Actual
REVENUES:					
State Appropriations	\$ 42,079,966	\$ 26,097,003	62.02	26,097,251	61.82
Local Taxes - Maintenance & Operations	72,940,110	71,676,841	98.27	69,716,120	97.59
Credit Tuition	63,667,000	57,106,078	89.69	59,039,077	93.87
Credit Exemptions & Waivers	(7,900,000)	(8,232,481)	104.21	(7,478,260)	94.37
Continuing Education					
CPET	480,000	121,973	25.41	88,859	93.40
Maritime Transportation	1,200,000	807,973	67.33	558,834	79.42
Continuing Professional Development (CPD)	4,400,000	3,238,783	73.61	3,146,407	64.40
Continuing Education Exemptions & Waivers	-	(75,808)	-	(30,502)	70.42
Bad Debt	(1,900,000)	(1,266,667)	66.67	(1,133,336)	247.54
Sales & Services	1,535,000	1,042,606	67.92	1,390,658	35.44
Investment Income	500,000	86,226	17.25	970,283	93.77
Total	<u>177,002,076</u>	<u>150,602,527</u>	<u>85.09</u>	<u>152,365,391</u>	<u>85.23</u>
EXPENDITURES:					
Instruction	70,486,543	49,884,124	70.77	51,973,366	70.09
Public Service	5,864,864	4,058,797	69.21	3,862,288	56.66
Academic Support	13,988,125	8,932,125	63.86	9,729,596	70.44
Student Services	16,084,967	9,710,036	60.37	9,298,978	56.43
Institutional Support	45,220,727	26,800,969	59.27	27,659,646	62.73
Physical Plant	21,589,820	10,040,351	46.51	12,253,769	62.82
Total	<u>173,235,046</u>	<u>109,426,402</u>	<u>63.17</u>	<u>114,777,643</u>	<u>65.64</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	3,767,030	2,426,612	64.42	2,405,649	50.06
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 38,749,513</u>		<u>\$ 35,182,099</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2021

Federal Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Grants	\$ 84,417,219	\$ 37,679,978	44.64	\$ 38,874,359	72.17
Total	<u>84,417,219</u>	<u>37,679,978</u>	<u>44.64</u>	<u>38,874,359</u>	<u>72.17</u>
EXPENDITURES:					
Instruction	21,051,390	368,760	1.75	495,337	24.80
Public Service	498,504	157,958	31.69	134,251	63.52
Academic Support	8,062,768	2,520,160	31.26	1,624,292	34.00
Student Services	302,472	114,661	37.91	289,767	77.19
Institutional Support	1,660,916	566,997	34.14	595,037	61.76
Scholarships and Fellowships	51,876,871	33,951,442	65.45	35,735,675	78.81
Physical Plant	964,298	-	-	-	-
Total	<u>84,417,219</u>	<u>37,679,978</u>	<u>44.64</u>	<u>38,874,359</u>	<u>72.17</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	(300,000)	-	-	-
Transfers Out	<u>-</u>	<u>300,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2021

State Restricted Funds

	Adjusted Budget	Actual (66.67%)	% Actual to Adjusted Budget	4/30/20	% of 8/31/20 Actual
REVENUES:					
State Paid Benefits	\$ 11,597,879	\$ 7,872,722	67.88	\$ 7,913,965	69.35
Grants	3,535,832	1,981,550	56.04	1,923,491	63.94
Total	<u>15,133,711</u>	<u>9,854,272</u>	<u>65.11</u>	<u>9,837,456</u>	<u>68.22</u>
EXPENDITURES:					
Instruction	4,579,886	4,120,074	89.96	3,514,336	60.83
Public Service	428,833	235,928	55.02	212,543	62.57
Academic Support	1,922,793	869,528	45.22	828,757	46.10
Student Services	2,100,167	1,181,740	56.27	991,139	59.08
Institutional Support	3,270,490	1,652,452	50.53	2,623,153	85.03
Scholarships and Fellowships	2,831,542	1,794,550	63.38	1,667,528	95.68
Total	<u>15,133,711</u>	<u>9,854,272</u>	<u>65.11</u>	<u>9,837,456</u>	<u>68.22</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2021

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Local Grants	\$ 2,922,011	\$ 1,273,676	43.59	\$ 1,893,736	63.75
Total	<u>2,922,011</u>	<u>1,273,676</u>	<u>43.59</u>	<u>1,893,736</u>	<u>63.75</u>
EXPENDITURES:					
Instruction	32,019	-	-	40,291	99.94
Public Service	216,216	104,047	48.12	110,541	62.96
Academic Support	885,906	285,276	32.20	371,411	61.50
Student Services	50,092	7,951	15.87	33,815	87.40
Institutional Support	47,508	4,377	9.21	5,962	19.28
Scholarships and Fellowships	1,928,750	970,987	50.34	1,489,812	68.57
Physical Plant	250,000	-	-	-	-
Total	<u>3,410,491</u>	<u>1,372,638</u>	<u>40.25</u>	<u>2,051,832</u>	<u>67.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(488,480)	(98,962)	20.26	(112,199)	61.41
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ (45,897)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2021

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Tuition - Credit & Non Credit	<u>\$ 3,000,000</u>	<u>\$ 2,708,066</u>	<u>90.27</u>	<u>\$ 2,788,627</u>	<u>92.64</u>
Total	<u>3,000,000</u>	<u>2,708,066</u>	<u>90.27</u>	<u>2,788,627</u>	<u>92.64</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>3,500,000</u>	<u>3,053,612</u>	<u>87.25</u>	<u>2,494,231</u>	<u>95.99</u>
Total	<u>3,500,000</u>	<u>3,053,612</u>	<u>87.25</u>	<u>2,494,231</u>	<u>95.99</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u><u>\$ (500,000)</u></u>	<u><u>\$ (345,546)</u></u>		<u><u>\$ 294,396</u></u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2021

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 25,284	-	\$ 2,415	-
Total	<u>-</u>	<u>25,284</u>	<u>-</u>	<u>2,415</u>	<u>-</u>
EXPENDITURES:					
Instruction	-	9,804	-	46,837	-
Scholarships and Fellowships	-	-	-	-	-
Total	<u>-</u>	<u>9,804</u>	<u>-</u>	<u>46,837</u>	<u>-</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 15,480</u>		<u>\$ (44,422)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2021

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Auxiliary Services	\$ 2,753,200	\$ 1,314,964	47.76	\$ 2,243,249	82.25
Total	<u>2,753,200</u>	<u>1,314,964</u>	<u>47.76</u>	<u>2,243,249</u>	<u>82.25</u>
EXPENDITURES:					
Non-Instructional Labor	296,951	108,342	36.48	299,536	78.82
Benefits	44,343	227,307	512.61	264,409	70.34
Supplies	361,728	59,191	16.36	328,768	88.05
Travel	162,104	63,922	39.43	112,980	94.22
Contracted Services	391,193	38,167	9.76	188,151	84.13
Capital Outlay	-	7,107	-	-	-
Scholarships and Fellowships	1,178,116	842,624	71.52	938,751	82.12
Utilities	200	-	-	-	-
Total	<u>2,434,635</u>	<u>1,346,660</u>	<u>55.31</u>	<u>2,132,595</u>	<u>81.52</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 318,565</u>	<u>\$ (31,696)</u>		<u>\$ 110,654</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2021

95 Retirement of Indebtedness

	Adjusted Budget	Actual (66.67%)	% Actual to Adjusted Budget	4/30/20	% of 8/31/20 Actual
REVENUES:					
Investment Income	\$ -	\$ 4,438	-	\$ 189,384	77.13
Local Taxes - Debt Service	<u>36,920,763</u>	<u>36,894,576</u>	<u>99.93</u>	<u>36,202,338</u>	<u>97.40</u>
Total	<u>36,920,763</u>	<u>36,899,014</u>	<u>99.94</u>	<u>36,391,722</u>	<u>97.27</u>
EXPENDITURES:					
Institutional Support - Principal	15,980,930	15,980,930	-	11,232,293	89.70
Institutional Support - Interest	<u>24,218,383</u>	<u>15,451,931</u>	<u>63.80</u>	<u>18,920,472</u>	<u>70.67</u>
Total	<u>40,199,313</u>	<u>31,432,861</u>	<u>78.19</u>	<u>30,152,765</u>	<u>76.74</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,278,550)	(2,327,650)	-	(2,293,450)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Adjustment for Debt Principal Payment ¹	<u>(15,980,930)</u>	<u>(15,980,930)</u>	<u>-</u>	<u>(11,232,293)</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ 15,980,930</u>	<u>\$ 23,774,733</u>		<u>\$ 19,764,700</u>	

1

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

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2021

97 Investment in Plant

	Adjusted Budget	Actual (66.67%)	% Actual to Adjusted Budget	4/30/20	% of 8/31/20 Actual
EXPENDITURES:					
Depreciation	\$ 20,500,000	\$ 14,345,135	69.98	\$ 9,893,625	54.28
Total	<u>20,500,000</u>	<u>14,345,135</u>	<u>69.98</u>	<u>9,893,625</u>	<u>54.28</u>
Adjustment for Capital Purchases ¹	<u>-</u>	<u>(448,673)</u>	<u>-</u>	<u>(380,500)</u>	<u>-</u>
TRANSFERS AMONG FUNDS:					
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u><u>\$ (20,500,000)</u></u>	<u><u>\$ (13,896,462)</u></u>		<u><u>\$ (9,513,125)</u></u>	

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

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2021

Consolidated -All Funds
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (66.67%)	% Actual to Adjusted Budget	4/30/20	% of 8/31/20 Actual
REVENUES:					
State Appropriations	\$ 53,677,845	\$ 33,969,725	63.28	\$ 34,011,216	63.43
Local Taxes - Maintenance & Operations	72,940,110	71,676,841	98.27	69,716,120	97.59
Local Taxes - Debt Service	36,920,763	36,894,576	99.93	36,202,338	97.40
Credit Tuition	66,667,000	59,814,144	89.72	61,827,704	93.82
Credit Exemptions & Waivers	(7,900,000)	(8,232,481)	104.21	(7,478,260)	94.37
Continuing Education					
CPET	480,000	121,973	25.41	88,859	93
Maritime Transportation	1,200,000	807,973	67.33	558,834	79.42
Continuing Professional Development	4,400,000	3,238,783	73.61	3,146,407	64.40
Continuing Education Exemptions & Waivers	-	(75,808)	-	(30,502)	70.42
Bad Debt	(1,900,000)	(1,266,667)	66.67	(1,133,336)	247.54
Sales & Services	1,535,000	1,067,890	69.57	1,393,073	35.47
Investment Income	500,000	90,664	18.13	1,159,667	90.58
Investment Income - San Jac Tomorrow Program	-	82,131	-	1,649,531	90.50
Auxiliary Services	2,753,200	1,314,964	47.76	2,243,249	82.25
Grants	87,953,051	39,661,528	45.09	40,797,850	71.74
Local Grants	2,922,011	1,273,676	43.59	1,893,736	63.75
Total	<u>322,148,980</u>	<u>240,439,912</u>	<u>74.64</u>	<u>246,046,486</u>	<u>83.41</u>
EXPENDITURES:					
Instruction	96,149,838	54,382,762	56.56	56,070,167	68.36
Public Service	7,008,417	4,556,730	65.02	4,319,623	57.26
Academic Support	24,859,592	12,607,089	50.71	12,554,056	59.80
Student Services	18,537,698	11,014,388	59.42	10,613,699	57.15
Institutional Support	90,398,954	60,457,656	66.88	61,036,563	81.44
Physical Plant	22,804,118	10,040,351	44.03	12,253,769	62.20
Scholarships and Fellowships	60,137,163	39,770,591	66.13	41,387,246	79.81
Auxiliary Enterprises	2,434,635	1,346,660	55.31	2,132,595	81.52
Depreciation	20,500,000	14,345,135	69.98	9,893,625	54.28
Total	<u>342,830,415</u>	<u>208,521,362</u>	<u>60.82</u>	<u>210,261,343</u>	<u>70.92</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,767,030)	(2,426,612)	64.42	(2,405,649)	47.36
Transfers Out	3,767,030	2,426,612	64.42	2,405,649	47.38
Adjustment for Debt Principal Payment ¹	(15,980,930)	(15,980,930)	-	(11,232,293)	-
Adjustment for Capital Purchases ¹	(425,341)	(448,673)	105.49	(380,500)	29.20
Net Increase (Decrease) in Net Position	<u>\$ (4,275,164)</u>	<u>\$ 48,348,153</u>		<u>\$ 47,397,936</u>	

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
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2021

91 Capital Projects

	Adjusted Budget	Actual (66.67%)	4/30/20
REVENUES:			
Investment Income	\$ -	\$ 82,131	\$ 1,649,531
Total	-	82,131	1,649,531
EXPENDITURES:			
Bond Programs	-	48,547,335	57,927,928
Total	-	48,547,335	57,927,928
Net Increase (Decrease) in Net Position	\$ -	\$ (48,465,204)	\$ (56,278,397)

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2021

93 Generation Park Clear Lake Land Proceeds

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>4/30/20</u>
REVENUES:			
Land Sale Proceeds	\$ -	\$ -	
Total	<u>-</u>	<u>-</u>	<u>-</u>
EXPENDITURES:			
Generation Park	<u>117,078</u>	<u>90,054</u>	<u>4,924,148</u>
Total	<u>117,078</u>	<u>90,054</u>	<u>4,924,148</u>
TRANSFERS AMONG FUNDS:			
Transfers In	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (117,078)</u>	<u>\$ (90,054)</u>	<u>\$ (4,924,148)</u>

San Jacinto College Financial Statements
Monthly Investment Report
April 2021

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Period Ending April 30, 2021

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	April 1, 2021	\$ 258,173,889	\$ 258,173,889
Additions/Subtractions (Net)		(11,953,283)	(11,953,283)
Change in Fair Value*		-	-
Ending Value	April 30, 2021	<u>\$ 246,220,606</u>	<u>\$ 246,220,606</u>

Earnings for the Month of April	\$	16,394
Weighted Average Maturity at Ending Period Date (Days)		1.00
Weighted Average Earnings Rate		0.0799%
Benchmark - One Year Treasury Yield		0.0500%

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

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

Prepared by:



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 Director of Accounting & Financial Services

Reviewed by:



Carin Hutchins
 Associate Vice Chancellor of Finance

Reviewed by:



Teri Zamora
 Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
April 30, 2021

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Short-Term Investments - Cash & Cash Equivalents										
Credit Cards in Transit	Heartland	N/A	N/A	05/01/21	N/A	\$ 39,168	\$ 39,168	0.02%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	05/01/21	N/A	(500,208)	(500,208)	-0.20%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	05/01/21	N/A	9,668,297	9,668,297	3.93%	1	0.04
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	05/01/21	N/A	(34,435)	(34,435)	-0.01%	1	0.00
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	05/01/21	N/A	(2,414)	(2,414)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	05/01/21	N/A	19,825	19,825	0.01%	1	0.00
East West MM Operating Account	East West Bank	0.1000%	N/A	05/01/21	N/A	60,017,161	60,017,161	24.38%	1	0.24
Texas Citizens Bank	Texas Citizens Bank	0.4000%	N/A	05/01/21	N/A	248,748	248,748	0.10%	1	0.00
LSIP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	0.0058%	N/A	05/01/21	N/A	734,332	734,332	0.30%	1	0.00
TexPool - Operating	TexPool	0.0135%	N/A	05/01/21	N/A	2,263,328	2,263,328	0.92%	1	0.01
TexPool - PRIME - Operating	TexPool	0.0830%	N/A	05/01/21	N/A	40,003,234	40,003,234	16.25%	1	0.16
Restricted - Cash & Cash Equivalents										
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0058%	N/A	05/01/21	N/A	1,743,226	1,743,226	0.71%	1	0.01
LSIP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	0.0058%	N/A	05/01/21	N/A	14,506,029	14,506,029	5.89%	1	0.06
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0830%	N/A	05/01/21	N/A	32,499,515	32,499,515	13.20%	1	0.13
TexPool PRIME - 2021 Bond Proceeds NEW 02/18/2021	TexPool	0.0830%	N/A	05/01/21	N/A	85,014,800	85,014,800	34.53%	1	0.35
Grand Total Short-Term Investments and Cash & Cash Equivalents					N/A	<u>\$ 246,220,606</u>	<u>\$ 246,220,606</u>	<u>100.00%</u>		<u>1.00</u>
Weighted Average to Maturity at Ending Period Date (Days)										
CAFR										
Note 4			\$	19,825		Petty cash on hand				0.00
			\$	176,764,464		Investment pools				0.72
				60,265,909		Money market				0.24
				9,170,408		Bank deposits - demand deposits				0.04
				-		U. S. government securities and municipal bonds				
				-		Accrued earnings				
			\$	<u>246,220,606</u>		Total cash, cash equivalents, and investments				<u>1.00</u>

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Inventory Holdings Report
April 30, 2021

Description	Held At	Annualized Interest Rate	Maturity	Par	March 31, 2021 Ending Fair Value	March 31, 2021 Ending Book Value	April 30, 2021 Ending Fair Value	April 30, 2021 Ending Book Value	Change in Fair Value For the Month	April Earnings	September Through April Earnings
Short-Term Investments - Unrestricted Funds											
Demand Deposits											
Credit Cards in Transit											
JPMorgan Accounts Payable Disbursements	Heartland	N/A	05/01/21	N/A	\$ 42,763	\$ 42,763	\$ 39,168	\$ 39,168	\$ (3,595)	N/A	N/A
JPMorgan Operating	JPMorgan Chase Bank	N/A	05/01/21	N/A	(686,882)	(686,882)	(500,208)	(500,208)	186,674	N/A	N/A
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	05/01/21	N/A	6,893,563	6,893,563	9,668,297	9,668,297	2,774,734	N/A	N/A
Petty Cash	JPMorgan Chase Bank	N/A	05/01/21	N/A	(31,116)	(31,116)	(34,435)	(34,435)	(3,319)	N/A	N/A
Sub Total Demand Deposits	Campus Business Offices	N/A	05/01/21	N/A	20,025	20,025	19,825	(2,414)	(1,956)	N/A	N/A
					\$ 6,237,895	\$ 6,237,895	\$ 9,190,233	\$ 9,190,233	\$ 2,952,338	N/A	N/A
Money Market Accounts											
East West MM Operating Account	East West Bank	0.1000%	05/01/21	N/A	\$ 59,012,527	\$ 59,012,527	\$ 60,017,161	\$ 60,017,161	\$ 1,004,634	\$ 4,664	\$ 26,577
Texas Citizens Bank	Texas Citizens Bank	0.4000%	05/01/21	N/A	248,666	248,666	248,748	248,748	82	82	667
Sub Total Money Market Accounts					\$ 59,261,193	\$ 59,261,193	\$ 60,265,909	\$ 60,265,909	\$ 1,004,716	\$ 4,746	\$ 27,244
Pool Accounts											
TexPool - Operating	TexPool	0.0135%	05/01/21	N/A	196,043	196,043	2,263,328	2,263,328	2,065,285	11	1,208
TexPool PRIME - Operating	TexPool	0.0830%	05/01/21	N/A	53,004,291	53,004,291	40,003,234	40,003,234	(13,001,057)	3,234	57,382
LSJP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	0.0058%	05/01/21	N/A	646,700	646,700	734,332	734,332	87,632	3	422
Sub Total Pool Accounts					\$ 53,849,034	\$ 53,849,034	\$ 43,000,894	\$ 43,000,894	\$ (10,848,140)	\$ 3,248	\$ 59,012
Sub Total - Short Term Investments - Unrestricted Funds					\$ 119,348,122	\$ 119,348,122	\$ 112,457,036	\$ 112,457,036	\$ (6,891,086)	\$ 7,994	\$ 86,256
Short-Term Investments - Restricted (Bond) Funds											
Pool Accounts											
LSJP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0058%	05/01/21	N/A	1,810,858	1,810,858	1,743,226	1,743,226	(67,632)	9	848
LSJP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	0.0058%	05/01/21	N/A	14,025,950	14,025,950	14,506,029	14,506,029	480,079	68	3,590
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0830%	05/01/21	N/A	37,979,957	37,979,957	32,499,515	32,499,515	(5,480,442)	2,525	67,330
TexPool PRIME - 2021 Bond Proceeds NEW 02/18/2021	TexPool	0.0830%	05/01/21	N/A	85,009,002	85,009,002	85,014,800	85,014,800	5,798	5,798	14,800
Sub Total Pool Accounts					\$ 138,825,767	\$ 138,825,767	\$ 133,763,570	\$ 133,763,570	\$ (5,062,197)	\$ 8,400	\$ 86,568
Sub Total - Short Term Investments - Restricted (Bond) Funds					\$ 138,825,767	\$ 138,825,767	\$ 133,763,570	\$ 133,763,570	\$ (5,062,197)	\$ 8,400	\$ 86,568
Grand Total					\$ 258,173,889	\$ 258,173,889	\$ 246,220,606	\$ 246,220,606	\$ (11,953,283)	\$ 16,394	\$ 172,824

San Jacinto College Foundation

Statement of Financial Position

As of April 30, 2021

ASSETS	Current Year	Previous Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$1,986,990	\$2,109,019	(\$122,029)
Other Funds	-	-	-
Total Checking/Savings	<u>1,986,990</u>	<u>2,109,019</u>	<u>(122,029)</u>
Accounts Receivable			
Other Receivables	7,500	7,500	0
Pledge Receivables	177,000	120,200	56,800
Special Events Receivables	58,980	0	58,980
Sponsorship Receivable	3,500,000	51,833	3,448,167
Total Accounts Receivables	<u>3,743,480</u>	<u>179,533</u>	<u>3,563,947</u>
Other Current Assets			
Short Term Investments			
Goldman Sachs	13,559,350	11,436,905	2,122,445
Capital Bank CD	0	209,492	(209,492)
Prosperity Bank	0	209,300	(209,300)
Total SJC Short Term Investments	<u>13,559,350</u>	<u>11,855,697</u>	<u>1,703,653</u>
Total Current Assets	<u>19,289,820</u>	<u>14,144,250</u>	<u>5,145,571</u>
TOTAL ASSETS	<u>\$19,289,820</u>	<u>\$14,144,250</u>	<u>\$5,145,571</u>
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	19,509	38,199	(18,690)
Programs Payable	7,039	227,364	(220,325)
Endowments Payable	91,076	132,788	(41,712)
Scholarship Payables	84,654	146,607	(61,953)
Student Success Payables	111,310	156,537	(45,227)
Total Accounts Payable	<u>313,588</u>	<u>701,495</u>	<u>(387,907)</u>
Total Current Liabilities	<u>313,588</u>	<u>701,495</u>	<u>(387,907)</u>
Total Liabilities	313,588	701,495	(387,907)
NET ASSETS			
Net Assets Without Donor Restrictions	4,138,366	3,333,522	804,844
Net Assets With Donor Restrictions	13,995,156	9,425,094	4,570,062
Net Assets	<u>18,133,522</u>	<u>12,758,615</u>	<u>4,987,000</u>
Net Income	842,711	684,140	158,571
Total Net Assets	<u>18,976,232</u>	<u>13,442,755</u>	<u>5,533,477</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$19,289,820</u>	<u>\$14,144,250</u>	<u>\$5,145,571</u>

San Jacinto College Foundation
Statement of Activities
For the Period Ending April 30, 2021

	Current Year	Last Year	Effect on Net Income	Annual Budget	Actual % of Annual Budget
Ordinary Income/Expense					
Income					
Contributions					
Grant Contributions	28,500	22,500	6,000	71,000	40%
Endowments	65,106	47,983	17,123	75,000	87%
Program Sponsorship	112,558	1,350,630	(1,238,072)	275,000	41%
Scholarships	307,398	221,431	85,967	400,000	77%
Total Contributions	<u>513,562</u>	<u>1,642,545</u>	<u>(1,128,983)</u>	<u>821,000</u>	<u>63%</u>
Other Income					
Special Events	4,562	228,764	(224,203)	-	
Investment Income	212,547	221,018	(8,471)	140,000	152%
Realized Gain / (Loss)	25,593	(4,609)	30,201	-	
Unrealized Gain / (Loss)	1,391,730	(222,897)	1,614,627	-	
Total Other Income	<u>1,634,431</u>	<u>222,276</u>	<u>1,412,154</u>	<u>140,000</u>	<u>1167%</u>
Total Income	2,147,993	1,864,821	283,172	961,000	224%
Expense					
Programs					
Scholarships Awarded	699,695	593,794	(105,901)	450,000	155%
Programs Sponsored	524,393	329,210	(195,182)	600,000	87%
Student Success Initiatives	60,786	134,972	74,186	150,000	41%
Total Programs	<u>1,284,873</u>	<u>1,057,977</u>	<u>(226,897)</u>	<u>1,200,000</u>	<u>107%</u>
Supporting Services					
Bad Debt Expense	0	0	0	2,000	0%
Supporting Services					
Foundation Expenses	15,209	43,935	28,726	33,000	46%
Fundraising Expenses	0	72,670	72,670	-	
Sponsorship Expense	5,200	6,100	900	5,000	104%
Total Supporting Services	<u>20,409</u>	<u>122,705</u>	<u>102,296</u>	<u>38,000</u>	<u>54%</u>
Total Expense	<u>1,305,282</u>	<u>1,180,681</u>	<u>(124,601)</u>	<u>1,240,000</u>	<u>105%</u>
Net Ordinary Income	842,711	684,140	158,571	(279,000)	
Other Income / Expenses					
Increase/Decrease in Net Position	<u>\$842,711</u>	<u>\$684,140</u>	<u>\$158,571</u>	<u>(\$279,000)</u>	

2008 Bond Program

Report as of April 30, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
721918 - CC Chiller Optimization	-	350,000	350,000	-	350,000	335,000	-	15,000	95.71%
721919 - CC Install Backup Chiller C26	-	175,000	175,000	-	175,000	12,500	10,500	152,000	13.14%
Sub-total	-	525,000	525,000	-	525,000	347,500	10,500	167,000	68.19%
North									
	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-
South									
Sub-total	-	-	-	-	-	-	-	-	-
District									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,297,602)	328,658	-	328,658	-	-	328,658	-
726907 - Wayfinding Signage	50,000	939,076	989,076	10,924	1,000,000	43,253	629,273	327,474	67.25%
726923 - Replace HVAC, A1	-	350,000	350,000	-	350,000	9,375	28,125	312,500	10.71%
Sub-total	14,676,260	(3,402,579)	11,273,681	(9,595,023)	1,678,658	52,628	657,398	968,632	6.30%
2008 Contingency Supplemental Projects									
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	200,000	-	-	200,000	-
Sub-total	-	200,000	200,000	-	200,000	-	-	200,000	-
Supplemental Projects closed									
Sub-total	-	4,169,567	4,169,567	-	4,169,567	-	4,169,567	-	100.00%
Projects closed									
Sub-total	280,323,740	(1,491,988)	278,831,752	9,595,023	288,426,775	-	288,426,775	-	100.00%
TOTALS	295,000,000	-	295,000,000	-	295,000,000	400,128	293,264,240	1,335,632	99.55%

Generation Park

Report as of April 30, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park - 726601									
904605 - 2015 Revenue Bond - 726601	6,787,977	-	6,787,977	-	6,787,977	-	6,787,977	-	100.00%
929603 - Operational - 726601	8,843,556	-	8,843,556	-	8,843,556	10,665	8,816,532	16,360	99.82%
901609 - 2015 Bond - 726601	6,368,466	-	6,368,466	-	6,368,466	348,942	3,835,674	2,183,850	65.71%
901610 - Generation Park Site Infrastructure - 726601	4,000,000	-	4,000,000	-	4,000,000	100	3,991,275	8,625	99.78%
901610 - Generation Park Parking Lot - 76601A	3,521,892	-	3,521,892	-	3,521,892	100,400	159,600	3,261,892	7.38%
TOTALS	29,521,892	-	29,521,892	-	29,521,892	460,107	23,591,057	5,470,728	81.47%

2015 Bond Program

Report as of April 30, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
731601 - CC Petrochemical Center	52,450,000	(3,305,414)	49,144,586	2,154,564	51,299,150	295,155	50,890,153	113,842	99.78%
71601A - CC Petrochem Process Plant	-	6,349,985	6,349,985	278,392	6,628,377	-	6,628,377	-	100.00%
71601B - CC Petrochem Extended Site Development	-	6,980,912	6,980,912	306,052	7,286,964	194,874	6,133,857	958,234	86.85%
731602 - CC Welcome Center	16,600,000	1,498,375	18,098,375	584,783	18,683,158	22,432	18,470,345	190,382	98.98%
71602A - CC Welcome Center Site Development	-	2,906,100	2,906,100	93,900	3,000,000	62,785	245,211	2,692,004	10.27%
731603 - CC Class Room Building	47,155,000	8,195,219	55,350,219	1,788,440	57,138,659	28,246,521	19,990,910	8,901,228	84.42%
731604 - CC Central Data Closets	2,444,000	(663,779)	1,780,221	57,521	1,837,742	-	1,187,732	650,010	64.63%
731605 - CC Central Access Security	1,852,000	289,991	2,141,991	69,211	2,211,202	104,471	1,117,454	989,277	55.26%
731606 - CC Frels Renovation	1,153,000	2,934,789	4,087,789	132,082	4,219,871	117,342	3,946,868	155,660	96.31%
731607 - CC Davison Building Renovation	14,970,000	(4,787,356)	10,182,644	329,015	10,511,659	158,818	10,249,969	102,873	99.02%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,253,702)	11,431,298	369,361	11,800,659	1,167,683	10,632,976	-	100.00%
71608A - CC McCollum Center Reno Phase II	-	10,483,421	10,483,421	338,733	10,822,154	6,664,157	440,295	3,717,702	65.65%
731609 - CC McCollum North Renovation	2,535,000	1,214,962	3,749,962	121,166	3,871,128	-	126,042	3,745,086	3.26%
731610 - CC Ball Demolition	1,725,000	(125,899)	1,599,101	51,669	1,650,770	100	1,544,390	106,280	93.56%
731611 - CC Anderson Demolition	2,654,000	(236,919)	2,417,081	78,099	2,495,180	52	2,264,185	230,943	90.74%
731612 - CC Stadium and Track Demolition	174,000	(109,420)	64,580	2,087	66,667	-	66,667	-	100.00%
731613 - CC Central DDC Network	1,160,000	356,233	1,516,233	48,992	1,565,225	163,072	1,088,419	313,734	79.96%
731614 - CC Central Plant Upgrades	1,160,000	68,603	1,228,603	39,698	1,268,301	-	1,263,670	4,631	99.63%
Sub-total	170,717,000	18,796,101	189,513,101	6,843,765	196,356,866	37,197,462	136,287,518	22,871,886	88.35%
North									
732601 - NC Cosmetology & Culinary Center	22,845,000	638,019	23,483,019	758,768	24,241,787	213,708	23,343,448	684,632	97.18%
732602 - NC North Data Closets	915,000	(101,577)	813,423	26,283	839,706	56,985	615,579	167,142	80.10%
732604 - NC Lehr Library Demolition	650,000	(434,122)	215,878	6,975	222,854	-	222,854	-	100.00%
732605 - NC North Access/Security	877,000	147,246	1,024,246	33,095	1,057,341	22,050	427,390	607,902	42.51%
732606 - NC Wheeler Renovation	14,300,000	(53,625)	14,246,375	468,471	14,714,846	2,936,314	8,556,171	3,222,361	78.10%
732607 - NC Brightwell Renovation	6,628,000	2,063,151	8,691,151	280,823	8,971,974	4,552,571	3,171,927	1,247,476	86.10%
732608 - NC Spencer Renovation	13,000,000	(2,003,815)	10,996,185	347,150	11,343,335	2,703,877	8,517,496	121,962	98.92%
732609 - NC North DDC Network	580,000	178,117	758,117	24,496	782,613	129,142	548,196	105,275	86.55%
732610 - NC Underground Utility Tunnel	11,600,000	(7,623,969)	3,976,031	128,471	4,104,502	-	4,016,439	88,063	97.85%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-
732613 - NC Burleson Renovation	-	3,803,606	3,803,606	122,900	3,926,506	402,805	3,188,941	334,759	91.47%
Sub-total	78,395,000	(10,386,968)	68,008,032	2,197,431	70,205,463	11,017,451	52,608,440	6,579,572	90.63%

2015 Bond Program

Report as of April 30, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
South									
733601 - SC Engineering & Technology Center	28,400,000	(5,795,907)	22,604,093	730,369	23,334,462	51,255	22,038,055	1,245,152	94.66%
733602 - SC Cosmetology Center	16,213,000	(1,199,010)	15,013,990	485,122	15,499,112	6,200	15,242,000	250,911	98.38%
733603 - SC Longenecker Renovation	22,555,000	(2,274,884)	20,280,116	664,794	20,944,911	271,524	20,147,774	525,613	97.49%
733604 - SC South Data Closets	765,000	(98,044)	666,956	21,550	688,507	113,433	513,892	61,181	91.11%
733605 - SC South Primary Electrical Upgrade	5,800,000	966,625	6,766,625	218,639	6,985,264	201,122	2,734,948	4,049,194	42.03%
733606 - SC South Access/ Security	599,000	105,558	704,558	22,765	727,324	149,655	569,745	7,924	98.91%
733607 - SC South HW/CW Relocation	10,266,000	(6,589,827)	3,676,173	118,782	3,794,955	-	3,460,157	334,798	91.18%
733608 - SC Domestic Water System Rehabilitation	1,160,000	823,696	1,983,696	64,096	2,047,792	136,596	965,968	945,228	53.84%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Renovation	13,803,000	4,948,177	18,751,177	605,876	19,357,053	13,727,372	2,429,713	3,199,967	83.47%
73610A - SC Jones Cenral Plant Relocation	-	10,573,572	10,573,572	341,646	10,915,218	3,419,393	5,345,478	2,150,347	80.30%
733611 - SC Bruce Student Center Renovation	10,400,000	(8,225,107)	2,174,893	70,274	2,245,167	142,809	2,053,019	49,339	97.80%
733612 - SC HVAC Tech	312,000	2,372,314	2,684,314	86,734	2,771,048	6,367	2,707,360	57,321	97.93%
733613 - SC South DDC Network	580,000	178,117	758,117	24,496	782,613	150,358	527,418	104,836	86.60%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,574,163	5,574,163	170,712	5,744,875	269,507	5,295,466	179,902	96.87%
Sub-total	116,438,000	(4,225,556)	112,212,444	3,625,855	115,838,299	18,645,590	84,030,995	13,161,714	88.64%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(27,031,300)	968,700	31,300	1,000,000	123,352	16,816	859,832	14.02%
76603A - MC Maritime Fire Program Relocation	-	1,916,000	1,916,000	84,000	2,000,000	16,952	1,788,345	194,703	90.26%
Sub-total	28,000,000	(25,115,300)	2,884,700	115,300	3,000,000	140,304	1,805,161	1,054,535	64.85%
Generation Park									
726601 - Generation Park	-	6,169,133	6,169,133	199,333	6,368,466	348,942	3,835,674	2,183,850	65.71%
Sub-total	-	6,169,133	6,169,133	199,333	6,368,466	348,942	3,835,674	2,183,850	65.71%
Admin									
736602 - College Development	30,000,000	(29,927,750)	72,250	-	72,250	882	71,368	-	100.00%
736604 - Dist Construction Studies	283,820	35,776	319,596	-	319,596	-	319,596	-	100.00%
76605A - CW Deferred Maintenance	-	11,728,319	11,728,319	378,958	12,107,277	464,080	30,613	11,612,583	4.09%
736606 - Parking Garage	-	20,000,000	20,000,000	-	20,000,000	-	-	20,000,000	-
720100 - Program Management - AECOM	-	11,269,416	11,269,416	(10,537,632)	731,783	225,223	-	506,560	30.78%
720100 - Program Management - Other	-	2,823,009	2,823,009	(2,823,009)	-	-	-	-	-
736601 - Contingency	1,166,180	(1,166,180)	-	-	-	-	-	-	-
Sub-total	31,450,000	14,762,590	46,212,590	(12,981,684)	33,230,906	690,185	421,577	32,119,144	3.35%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	68,039,934	278,989,365	77,970,701	81.65%

Repair and Renovation

Report as of April 30, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
F21004 - CC - Central Misc.	-	27,439	27,439	-	27,439	2,619	10,247	14,573	47%
F21027 - CC - Golf Course Tree Removal	-	23,075	23,075	-	23,075	23,075	-	-	100%
Sub-total	-	50,514	50,514	-	50,514	25,694	10,247	14,573	71%
North									
F21005 - NC - North Misc	-	10,000	10,000	-	10,000	-	-	10,000	-
F21003 - NC - Nail Tech Electrical & Ventilation	-	9,320	9,320	-	9,320	4,819	-	4,501	52%
Sub-total	-	19,320	19,320	-	19,320	4,819	-	14,501	25%
South									
F21006 - SC - South Misc.	-	15,586	15,586	-	15,586	-	5,187	10,399	33%
F21022 - SC - S1 Water Purification System	-	26,186	26,186	-	26,186	26,186	-	-	100%
Sub-total	-	41,772	41,772	-	41,772	26,186	5,187	10,399	75%
District									
F21007 - DIST - Campus Misc.	-	10,000	10,000	-	10,000	-	336	9,664	3%
Sub-total	-	10,000	10,000	-	10,000	-	336	9,664	3%
Contingency (720700) -Major Repairs	200,000	(127,636)	72,364	-	72,364	-	-	72,364	-
Sub-total	200,000	(127,636)	72,364	-	72,364	-	-	72,364	-
Projects Closed									
F21015 - CC - C20 Canopy Repair	-	8,400	8,400	-	8,400	-	8,400	-	100%
F21020 - CC - C11 Tier 1 Upgrade	-	11,490	11,490	-	11,490	-	11,490	-	100%
F21010 - DIST - Maritime Gate & Seat	-	8,492	8,492	-	8,492	-	8,492	-	100%
Sub-total	-	28,382	28,382	-	28,382	-	28,382	-	100%
TOTALS	200,000	22,353	222,353	-	222,353	56,700	44,152	121,501	45%

**BOARD BUILDING COMMITTEE
SAN JACINTO COMMUNITY COLLEGE DISTRICT
May 25, 2021**

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

Members Absent: None

Other Trustees Present: None

Others Present: Brenda Hellyer, Bryan Jones, Deborah Paulson, Genie Scholes, Charles Smith, Ann Kokx–Templet, and Teri Zamora

- I. Dan Mims, Building Committee Chair, called the meeting to order at 4:06 p.m.
- II. Roll call of the Committee members was taken by Dan Mims:
 - Marie Flickinger, present
 - John Moon, Jr., present
 - Erica Davis Rouse, present
- III. Approval of Minutes from the March 17, 2020, Building Committee Meeting
 - D. Mims presented the minutes from the March 17, 2020, Building Committee Meeting.
 - A motion was made by E. Davis Rouse and seconded by J. Moon to accept the minutes as presented.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Discussion led by Bryan Jones)
 - Bond Funds
 - Consideration of Approval to Contract for Generation Park Parking Lot.
 - This item requests approval to contract with the Whiting-Turner Contracting Company for construction of a new parking lot at Generation Park Campus.
 - Competitive Sealed Proposal (CSP) was used for the procurement method, and CSP #21-20 was issued on April 1, 2021. Seventeen responses were received and evaluated with Whiting-Turner Contracting Company selected to offer the College the most value.
 - This project will allow the construction of a 390 space concrete parking lot at Generation Park to accommodate anticipated growth in enrollment. The new parking lot project will include storm drainage, lighting, emergency phone, landscaping, irrigation sleeving, concrete walks, and land clearance.
 - The contract value for this project is \$2,379,000 which includes a 10 percent contingency amount.
 - M. Flickinger inquired about the number of parking spots being added.
 - C. Smith replied that this addition provides a total of approximately 800.
 - M. Flickinger asked about the required spaces needed in order for campus signage on the Beltway to be installed. C. Smith said that this addition will

meet the requirement and that Harris County Toll Road Authority signs were on order and would take approximately six to eight weeks for installation. Texas Department of Transportation signs are awaiting final approval.

- Consideration of Approval to Contract for College-Wide Fire Alarm Upgrade and Integration Services.
 - This item requests approval to contract with Siemens Building Technology for fire alarm upgrade and integration services.
 - Competitive Sealed Proposal was used for the procurement method and CSP #21-18 was issued on April 1, 2021. One response was received and evaluated.
 - This project will consist of implementing a central monitoring station, and all associated hardware, software, materials, labor and programming and will result in a College-wide fire alarm system integration to enable College personnel to monitor status and alarms for every fire alarm system in all buildings throughout the College.
 - The estimated expenditure for this project is \$1,086,525 including contingency funds.
 - B. Hellyer inquired about the upgrade and C. Smith provided a history of the current system noting that the College has four types of systems, two of which are unsupported and the third will expire soon.
- Consideration of Approval to Contract for Direct Digital Controls Network Upgrades, Package VII.
 - This item requests approval to contract with Siemens Industry to provide equipment and installation of Package VII of a building automation/energy management system upgrade project.
 - The College's direct digital control (DDC) system allows remote electronic control of utility systems and provides the ability to balance building comfort with minimal energy usage. Package VII consists of further installation of energy and water meters connected to the Siemens control system, repairs to existing systems found during commissioning of other packages, and completion of Siemens Desigo product upgrades.
 - The scope of this project will include necessary physical components and upgrades to the DDC systems at targeted locations across the College. This work includes upgrading buildings currently running the older Siemens Apogee system to the newer Siemens Desigo user interface. It will also install digital utility meters in other buildings resulting in digital coverage of the top 80 percent of the College footprint. The proposed upgrades will provide the necessary controls to allow the College to optimize energy performance and utility spend.
 - The estimated expenditure for the Package VII is \$400,000 which includes a fourteen percent contingency.
 - E. Davis Rouse asked if this would communicate with the fire alarms.
 - C. Smith noted that the fire alarm system will run independently but can be viewed on the DDC console.
- Consideration of Approval to Contract for Exterior Lighting at Fairmont Parkway Entrance.
 - This item requests approval to contract with Pfeiffer & Son, LTD to install

- exterior lighting at the Fairmont Parkway entrance for the LyondellBasell Center for Petrochemical, Energy, & Technology (CPET) building.
- CSP #20-17 was issued on March 25, 2021 to procure construction and electrical services for this project. Six responses were received and evaluated by a team.
- This project will provide for the installation of new pole mounted luminaires along the walkway linking the main campus to the LyondellBasell Center for Petrochemical, Energy, & Technology building, as well as at the new campus entrance off Fairmont Parkway. These lights will significantly improve exterior lighting in the southern half of the Central Campus.
- The estimated cost of work for this project is \$176,800 including contingency funds.
- Operating Funds
 - Consideration of Approval to Ratify Emergency Purchases Due to Severe Winter Weather.
 - The College was heavily affected by the February 2021 freeze requiring substantial remediation and repairs. The S1 South Campus Science and Allied Health Building suffered two ruptured HVAC coils which led to the air handlers leaking water into the building through the air duct system. It is estimated that the building incurred somewhere between 10,000 to 30,000 gallons of water damaging the ceilings, walls, floors, and furniture with 60 percent of the building affected.
 - The estimated cost for the larger expenditures related to College freeze damage is listed below:
 - \$3.67 million for remediation
 - \$214,000 flooring replacement
 - \$180,000 coil replacement in air handlers
 - \$92,100 furniture repair and/or replacement
 - \$116,452 fire alarm repair
 - The College's Generation Park Building also sustained damage from the freeze when its cooling unit was damaged.
 - The estimated cost of damage at Generation Park is:
 - \$196,000 cooling unit replacement
 - T. Zamora offered that the College's insurance deductible is \$50,000 and that the College plans to submit a claim through FEMA for reimbursement of damages.

V. Project Updates

- Bond Funds (Discussion led by Charles Smith)
 - Safety Metrics
 - There was one safety event noted this month.
 1. Property damage occurred at the Central Campus Classroom Building when a scissor lift that was being raised using a telescoping boom fell. No one was injured, and the cost of the damage will be covered by the contractor.
 - Schedule Updates

- In January 2021, the College approved several Deferred Maintenance Projects. These small improvements are listed on the Bond Master Schedule which will be updated monthly to account for any new projects.
- Due to COVID, the College has experienced shortages in supplies and materials as well as delivery delays which are pushing the building projects behind schedule and affecting the planned completion of the Central Campus Classroom Building, Central Campus McCollum Building, and South Campus Jones Building.
- Progress Updates
 1. Central Campus – CPET Extended Site
 - Construction on the walkway connecting CPET to the main Central Campus is complete except for installation of safety lighting from Fairmont Parkway to Shochler Road and final disposition of a very large pile of dirt which is being used to top dress the old golf course area of the campus in preparation for future development.
 2. Central Campus – Welcome Center Extended Site
 - Contract was awarded and construction is scheduled to begin in the next few weeks. The estimated completion date is fall 2021.
 - A focal point structure for the new gateway is in design.
 3. Central Campus – Classroom Building
 - External fire staircase is nearly complete, and the window frames are in.
 - Waterproofing has been completed on half of the building, and bricking will begin once the rain dissipates.
 - The College hosted a second successful Mass Timber Conference featuring the construction at the Central Campus Classroom Building.
 4. Central Campus – McCollum Building
 - First Phase of the project is completed.
 - Temporary Certificate of Occupancy has been received.
 5. North Campus – Brightwell Building
 - Completion was delayed a couple of weeks to reconfigure the main entrance to incorporate a new handicap ramp.
 6. South Campus – Access Security
 - In order to complete the scopes of work required by the 2018 Security Master Plan, the College will require approximately an additional \$50,000. A reallocation of funds was requested with the understanding that any remaining funds will be moved to the Deferred Maintenance Project account.
 7. South Campus – Sanitary Sewer Rehabilitation (Domestic Water)
 - Shut down for connection is scheduled for the first weekend of June 2021.
 - Project is projected to be completed by mid-July 2021.
 8. South Campus – Jones Building
 - A portion of the second floor was removed to allow the creation of a new south entrance atrium.
 9. South Campus – Chilled Water Infrastructure (Central Plant)
 - The Central Plant was initially built one foot too low to meet the current flood rules. This discovery has delayed the completion of this project by approximately two weeks while it is raised. The engineer is covering the

costs.

10. Maritime Campus – Maritime Davit

- This project will permit the College to continue offering a full spectrum of Coast Guard, BOSIET and STCW training.
- This project is delayed due to contractor issues but will complete early next fiscal year.

11. Campus-Wide - Supplemental Projects

- Masonry repairs and window replacements have been completed.
- Elevator modernization is on schedule.

○ Financial Updates

- 2008 Bond – This report was presented with no comments.
- 2015 Bond – This report was presented, and C. Smith indicated that the remaining spend-out is in progress. A request to reallocate residual funds was discussed in detail and will be brought to the Board of Trustees at the next retreat.
- Generation Park – This report was presented and was noted to have come in under budget. The remaining funds for this project will be used for an enlarged parking lot and mulching to prepare the ground for future building.

● Operating Funds (Discussion led by Bryan Jones)

○ Safety Metrics

- There were two safety incidents reported this month requiring only a doctor's visit.
 1. An employee was struck from behind while operating a motor vehicle. The employee was examined by a doctor and noted to have only suffered a sore shoulder.
 2. An employee sustained a small cut from a putty knife requiring only a Band-aid.
- The College incurred one fire water system failure at the South Campus, but no classes were affected.

○ Schedule Updates

- The report was presented with no comments.

○ Progress Updates

- Minor Projects updates were briefly explained.
- Campus Wayfinding is in the final phase. Campus Deans are working with Facilities Services to ensure that all campus signage is up to date.
- Campus monument signs are completed.

○ Financial Updates

- Repair and Renovation – This report was presented with no comments.

VI. Status of Delegation Of Authority

- Presented with no comments or questions.

VII. Adjournment – The meeting adjourned at 4:59 p.m.

Action Item “IX”
Regular Board Meeting June 7, 2021
Oath of Office Administered to Recently Elected Trustees

ADMINISTRATION RECOMMENDATION/REPORT

No administrative recommendation required. The Oath of Office will be administered to re-elected Trustee Mr. John Moon, Jr. for Trustee Position Five (5), re-elected Trustee Mr. Dan Mims for Trustee Position Six (6), and re-elected Trustee Mr. Keith Sinor for Trustee Position Seven (7).

BACKGROUND

In accordance with Texas Election Code Section 3.004(b), the Board of Trustees, on February 1, 2021, authorized the execution of an Order for Election of San Jacinto Community College District Trustees for a six-year term for Trustee Position Five (5), Trustee Position Six (6), and Trustee Position Seven (7). The election was scheduled to be held on May 1, 2021, with candidates filing from January 13, 2021, through February 12, 2021. The eligible candidates who filed for Positions 5, 6, and 7 were incumbents John Moon, Jr., Dan Mims, and Keith Sinor, respectively.

On March 1, 2021, the Board of Trustees in accordance with Section 2.052 of the Texas Election Code, approved an Order of Cancellation due to all candidates being unopposed. Adoption of the Order of Cancellation allowed the College to cancel the scheduled election to be held on May 1, 2021, and declare each unopposed candidate elected to the office. A copy of the cancellation order was posted on May 1, 2021, at each polling location that would have been used in the election.

The unopposed candidates will be sworn into their elected position today, June 7, 2021, which is after the official canvassing date.

BUDGET INFORMATION

None

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Each new trustee will complete the following:
Attachment 1 – Oath of Office, John Moon Jr.
Attachment 2 – Oath of Office, Dan Mims
Attachment 3 – Oath of Office, Keith Sinor

RESOURCE PERSONNEL

Brenda Hellyer

281-998-6100

brenda.hellyer@sjcd.edu

Form #2204 Rev 9/2017

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SECRETARY OF STATE
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Austin, TX 78711-2887
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OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, John Moon Jr., do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of San Jacinto Community College Board of Trustees Position No. 5 of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of _____

County of _____

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

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

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

Printed or Typed Name

Form #2204 Rev 9/2017

This space reserved for office use

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



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Dan Mims, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of San Jacinto Community College Board of Trustees Position No. 6 of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of _____

County of _____

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

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

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

Printed or Typed Name

Form #2204 Rev 9/2017

This space reserved for office use

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



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Keith Sinor, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of San Jacinto Community College Board of Trustees Position No. 7 of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of _____

County of _____

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

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

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

Printed or Typed Name

Action Item “X”
Regular Board Meeting June 7, 2021
Consideration of Approval of Election of Officers for the Board of Trustees

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve the election of Officers for the Board of Trustees.

BACKGROUND

In accordance with Texas Education Code Section 130.082(d), Officers of the Board shall be elected at the first regular meeting of the Board of Trustees following the regular election of Board members.

The Board shall be authorized to elect the following Officers:

- Chair
- Vice Chair
- Secretary
- Assistant Secretary

Following the May 4, 2019, unopposed Board Election, the Board of Trustees elected the current Officers of the Board at the regular Board Meeting held on June 3, 2019. The current Officers are Marie Flickinger, Chair; John Moon, Jr., Vice Chair; Keith Sinor, Secretary; and Erica Davis Rouse, Assistant Secretary.

On March 1, 2021, the Board of Trustees in accordance with Section 2.052 of the Texas Election Code, approved an Order of Cancellation due to all candidates being unopposed. Adoption of the Order of Cancellation allowed the College to cancel the scheduled election to be held on May 1, 2021, and declare each unopposed candidate elected to the office. Accordingly, the new trustees will be sworn in at the regular Board Meeting on June 7, 2021, and the Officers should be elected immediately thereafter.

BUDGET INFORMATION

None

MONITORING AND REPORTING TIMELINE

According to the Bylaws of the Board of Trustees, Officers are elected for two year terms.

ATTACHMENTS

Attachment 1 – Slate of Officers

The Trustees will propose a slate of Officers on June 7, 2021.

RESOURCE PERSONNEL

Brenda Hellyer

281-998-6100

brenda.hellyer@sjcd.edu

Action Item "X"
Regular Board Meeting June 7, 2021

Consideration of Approval of Election of Officers for the Board of Trustees

ATTACHMENT 1

1. Chair _____

2. Vice Chair _____

3. Secretary _____

4. Assistant Secretary _____

Action Item “XI”
Regular Board Meeting June 7, 2021

Consideration of Approval of Policy VI.6000.C, Transcript Notation – Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve Policy VI.6000.C, Transcript Notation.

BACKGROUND

The attached policy and procedure are to demonstrate the College’s compliance with State laws regarding transcript notation. The proposed procedure will not be approved by the Board and is provided for informational purposes.

IMPACT OF THIS ACTION

This policy and associated procedure were sent to the College community April 1 through April 16, 2021. No comments were received. A clarification has been added to the summary document based on a question during the May 3, 2021 Board meeting. Additionally, “San Jacinto College” is specifically referenced in the policy and procedure. The procedure is provided for informational purposes and will not be voted on.

BUDGET INFORMATION

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 (with clarifications noted in tracked changes)
- Attachment 2 – Policy VI.6000.C, Transcript Notation (proposed policy – track changes)

Informational Items Only:

- Attachment 3 – Procedure VI.6000.C.a, Transcript Notation (proposed procedure – track changes)

RESOURCE PERSONNEL

Laurel Williamson	281-998-6184	laurel.williamson@sjcd.ed
Joanna Zimmermann	281-476-1859	joanna.zimmermann@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: **VI.6000.C**
Proposed Policy Name: **Transcript Notation**
Current Policy Number/Name: N/A

New Procedure Number: **VI.6000.C.a**
Proposed Procedure Name(s): **Transcript Notation**
Current Procedure Number(s)/Name(s): N/A

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

Web Links: (not applicable)

Primary Owner: Deputy Chancellor & President

Secondary Owner: Associate Vice Chancellor, Student Services

Summary:

- These are proposals for a new policy and a new procedure that show the College's compliance with House Bill 449; a policy was not required per the House Bill.
 - The College has been in compliance with this bill since Summer 2019.
- The purpose in requiring institutions to use this notation is so that all colleges and universities in the state of Texas will be notified if a student is no longer eligible to reenroll in a specific institution in the state of Texas due to disciplinary reasons at the institution where the disciplinary outcome occurred. ~~Notations are made to a student's transcript after the student has exhausted the student disciplinary process, which includes the investigatory process and a student's appeal rights.~~
- Distinctions were made between the types of determinations that will result in a transcript notation: disciplinary suspension and expulsion.
- In the procedure, information was provided regarding a student's request to remove a transcript notation.

Policy VI.6000.C, Transcript Notation

Purpose

The purpose of this policy is to show ~~the~~ San Jacinto College's compliance with ~~S~~state laws regarding transcript notation.

Policy

San Jacinto College transcripts will reflect a notation for any student who is ineligible to reenroll for a reason other than an academic or financial reason, including determinations made as a result of the student disciplinary process. Determinations made as a result of the student disciplinary process that render a student ineligible to reenroll at San Jacinto College are disciplinary suspension or expulsion.

Notations for disciplinary suspension will remain on the transcript for the duration of the disciplinary suspension. Notations for expulsion are permanent and will not be removed.

Definitions

Disciplinary Suspension: Separation from ~~the~~ San Jacinto College, due to a student disciplinary process, for a specified period of time or until certain conditions are met.

Expulsion: Permanent separation from San Jacinto ~~the~~ College, due to a student disciplinary process, whereby the student is not eligible for readmission.

Ineligible to Enroll: Student is not allowed to register for and take classes on any San Jacinto College campus or extension center.

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

Associated Procedures

Procedure VI.6000.C.a, Transcript Notation

Date of Board Approval	Anticipated May 3 <u>June 7</u> , 2021
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Effective Date	Anticipated May 4 <u>June 8</u> , 2021
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Primary Owner	Deputy Chancellor & President
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Secondary Owner	Associate Vice Chancellor, Student Services
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Procedure VI.6000.C.a, Transcript Notation

Associated Policy

Policy VI.6000.C, Transcript Notation

Procedures

Under Texas State law, if a student is ineligible to reenroll in a postsecondary educational institution for a reason other than an academic or financial reason, including determinations made as a result of the student disciplinary process, the institution shall include on the student's academic transcript a notation stating that the student is ineligible to reenroll for a reason other than an academic or financial reason.

A student who has been expelled from San Jacinto College (College) is ineligible to reenroll at the College. A student who has received a disciplinary suspension is ineligible to reenroll at the College for the duration of the disciplinary suspension.

Following a student disciplinary hearing and after the affected student has exhausted all College appeal options, the College will apply the appropriate notation to the student's transcript.

If a student withdraws from the College prior to a final resolution of the College's published student disciplinary process, this action may result in the student becoming ineligible to reenroll for a non-academic or non-financial reason. The College must complete the student disciplinary process until a final determination is made. If a final determination of responsibility is made and the student is ineligible to enroll at the College, the College shall include the notation required under this procedure and the related policy on the student's transcript.

Upon request by a student, the College may remove from a student's transcript a notation required under this procedure and related policy if:

- (1) the student becomes eligible to reenroll at the College; or
- (2) the College determines that good cause exists to remove the notation.

A current or former student who desires removal of an adverse notation may seek review of the notation by completing and submitting the [Transcript Notation Review form](#). The request must be in writing and must articulate specific, factual reasons demonstrating that good cause exists to remove the notation. The affected student may submit supporting evidence.

For additional information about transcript notations, refer to the Transcript Notations section of the College catalog or contact Compliance and Judicial Affairs at compliance&judicialaffairs@sjcd.edu.

Definitions

Disciplinary Suspension: Separation from San Jacinto the College, due to a student disciplinary process, for a specified period of time or until certain conditions are met.

Attachment 3

Expulsion: Permanent separation from ~~the~~San Jacinto College, due to a student disciplinary process, whereby the student is not eligible for readmission.

Ineligible to Enroll: Student is not allowed to register for and take classes on any San Jacinto College campus or extension center.

Date of SLT Approval	March 26, 2021
Effective Date	Anticipated May 4 June 8, 2021
Associated Policy	Policy VI.6000.C, Transcript Notation
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

Action Item "XII"
Regular Board Meeting June 7, 2021

Consideration of Approval of Policy III.3009.A, Grants Management - Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve Policy III.3009.A, Grants Management.

BACKGROUND

The purpose of this policy is to ensure that San Jacinto Community College District (SJCCD) adopts and maintains compliance with applicable laws, regulations, and requirements for all grants. Such compliance will include the Uniform Administrative Requirements and Cost Principles and Audit Requirements for Federal Awards (2 C.F.R 200) issued by the U.S. Office of Management and Budget (OMB).

IMPACT OF THIS ACTION

This new policy is established for three purposes:

- to minimize risks associated with non-compliance of grant requirements,
- to ensure that grant applications and proposals are within the scope of SJCCD's strategic goals and priorities, and
- to ensure proper administration and accounting of all restricted funds.

This policy and associated procedure were sent to the College community on April 23, 2021 through May 14, 2021. No comments were received.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy III.3009.A, Grants Management (proposed policy – new)

Informational Items Only:

Attachment 3 – Procedure 2-4 Contracts and Grants (current procedure - rescind)

Attachment 4 – Procedure III.3009.A.a, Grant Pre-Award (proposed procedure - new)

Attachment 5 – Procedure III.3009.A.b, Grant Post-Award (proposed procedure - new)

RESOURCE PERSONNEL

Teri Zamora

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Tomoko Olson

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Policies and Procedures Summary of Changes

New Policy Number: **III.3009.A**

Proposed Policy Name: **Grants Management**

Current Policy Number/Name: N/A

New Procedure Number: **III.3009.A.a and III.3009.A.b**

Proposed Procedure Name(s): **Grant Pre-Award and Grant Post-Award**

Current Procedure Number(s)/Name(s): **Procedure 2-4: Contracts and Grants Office**

Action Recommended for Policy: **New**

Action Recommended for Procedures: **Rescind and New**

Web Links: <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-2-4-contracts-and-grants-office>

Primary Owner: Vice Chancellor, Fiscal Affairs

Secondary Owner: Director, Office of Grants Management

Summary of Changes:

Policy Creation

- New policy to accompany new proposed procedures
- Added a Purpose statement
- Added Policy segment
- Added Definitions
- Identified associated procedures

Procedure Changes

New procedures encompass operational functions of the Office of Grants Management such as streamlining collaborative efforts, compliance of the U. S. Office of Management Budget's Uniform Administrative Requirements for Federal Awards (2 C.F.R. 200, 200.61, and 200.62), and facilitating approvals of applications/proposals.

Policy III.3009.A, Grants Management

Purpose

The purpose of this policy is to ensure that San Jacinto Community College District (College) adopts and maintains compliance with applicable laws, regulations, and requirements for all grants. Such compliance will include the Uniform Administrative Requirements and Cost Principles and Audit Requirements for Federal Awards (2 C.F.R. 200) issued by the U.S. Office of Management and Budget (OMB). Additional purposes are to minimize risks associated with non-compliance of grant requirements, ensure that grant applications and proposals are within the scope of the College's strategic goals and priorities, and ensure proper administration and accounting of all restricted funds.

Policy

The Grants Management Policy establishes classification and management guidelines for application and oversight responsibilities associated with external supplemental funds of all restricted grant programs at the College.

The College is committed to comply with applicable laws, regulations, and requirements for all local, state, and federal grants. Further, the College adheres to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 C.F.R 200) issued by OMB.

The Office of Grants Management (OGM) contributes to the academic mission of the College by providing assistance with grant research, identifying funding resources, developing grant proposals to enhance the College's strategic goals and priorities, overseeing grant compliance, and managing finances for grant awards.

The Grant Principal Investigators (PI) or Project Directors (PD) are ultimately responsible for the preparation, conduct, and administration of the grant award or other sponsored project in compliance with applicable laws and regulations and institutional policy governing the conduct of grants.

Definitions

Grant Principal Investigator (PI)/Project Director (PD): The person designated in a grant proposal as responsible for all grant project development, program and financial administration, facilitation, reporting, and outcomes assessment.

The Office of Management and Budget (OMB): The OMB serves the President of the United States in overseeing the implementation of his or her vision across the Executive Branch and oversees the performance of federal agencies and administers the federal budget.

The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 C.F.R. 200): The Uniform Guidance (2 C.F.R. 200) streamlines and

Attachment 2 – Proposed Policy

consolidates government requirements for receiving and using federal awards so as to reduce administrative burden and improve outcomes.

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

Associated Procedures

Procedure III.3009.A.a, Grant Pre-Award

Procedure III.3009.A.b, Grant Post-Award

Date of Board Approval	Anticipated June 7, 2021
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Effective Date	Anticipated June 8, 2021
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Primary Owner	Vice Chancellor, Fiscal Affairs
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Secondary Owner	Director, Office of Grants Management
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Procedure 2-4: Contracts And Grants

Submission of Grant Proposals

The following is a list of procedures for the development and submission of grant proposals. These procedures have been formulated with the aim of providing faculty and administrators with the support and assistance they may need in the development of grant proposals. Following these procedures ensures that the grants awarded are in compliance with the stipulations and regulations of the agency making the grant and that all grant proposals reflect the mission statement and strategic goals of San Jacinto College.

Questions regarding grant proposals should be referred to Kelly Simons, Resource Development Office at (281)-998-6104. The Resource Development Office should be informed of the status of all grants.

Grant Procedures

In order to facilitate the development and submission of grant proposals to outside agencies, the following procedures should be carefully followed:

- An individual interested in writing a grant proposal must first submit Part A of the Grant Proposal Worksheet. The purpose of this section is to alert Resource Development of possible grant writing activities and to allow them to give feedback and assistance. This part A section must receive recommendation to move forward to the next step of grant development from the campus department chair and/or Resource Development.
- Once this Part A section of the Grant Proposal Worksheet has received a recommendation to proceed, the next step in the process is for the grant initiator to fill out Part B of the Grant Proposal Worksheet. This section of the form along with Part A, will be used as an outline for the development and writing of the grant, and to provide the campus president, coordinator of grants, grants accounting, and the chancellor with an overview of the proposed project to be undertaken. This, and other forms, may be obtained from the Resource Development Office.
- During the actual development and writing of the grant proposal, those involved in the grant project should work as partners with the Resource Development Office. While a major responsibility of this office is to coordinate and maintain uniformity of all grants within the District, it also envisions itself as an informational and technical resource for those who are writing grant proposals.
- When the grant proposal has been completed, it must be submitted with the Final Approval for Proposal Submission form, first to the campus president and second to the Resource Development Office. This office will assume responsibility for securing the necessary District approval signatures.
- The completed grant proposal and the "Final Approval for Proposal Submission" must be submitted to the Resource Development Office a *minimum* of one week prior to the deadline for submission to the funding agency. Proposals submitted after this time, are in jeopardy of not being approved for submission.
- The person submitting the proposal notifies the grant writer or initiator, campus president, and the Resource Development Office if the grant has been awarded by the funding agency and forwards a copy of the contract to this same office.
- The person submitting the proposal obtains approval from the Resource Development Office prior to any changes or amendments to a grant that has been awarded. He or she then sends a copy of the grantor's approval of these changes or amendments to the Resource Development Office and to the Grants Accounting Office.

Attachment 3 – Current Procedure – Rescind

- After the grant has been funded, a mandatory meeting will take place between the Resource Development Office, the Grants Accounting Office, and the person responsible for the grant. At this time the Resource Development Office and the Grants Accounting Office will go over the required reports, billing and invoicing procedures with the person responsible for the grant to ensure that proper communication and funding agency compliance will take place.
- The person identified as project director of the grant obtains approval from the Grants Accounting Office prior to submission of any reports, billings or invoices to the granting agency. A copy of these documents should be forwarded to the Resource Development Office.
- When the final report is due at the end of the contract, the grant project director submits this to both the Resource Development Office and the Grants Accounting Office prior to its submission to the granting agency. A final meeting will take place at the completion of the grant to review the goals and objectives of the grant activities and to discuss future funding opportunities.

Procedure #:	2-4
Procedure Name:	Contracts and Grants
Pages:	2
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Procedure III.3009.A.a, Grant Pre-Award

Associated Policy

Policy III.3009.A, Grants Management

Procedures

The purpose of the Grant Pre-Award Procedure is to ensure that all submitted grant applications/proposals are developed with the approval of the San Jacinto Community College District (College) administration, are designed to meet recognized College strategic goals and/or community needs, and do not create a conflict with other funded or pending initiatives. Additionally, the procedure ensures that the College adopts and maintains compliance with Uniform Administrative Requirements for Federal Awards (2 C.F.R. 200) issued by U.S. Office of Management and Budget (OMB), follows all applicable laws, regulations, and requirements for all grant proposals, and applies proper administration and internal procedures to the grant development process.

A proposal formally seeking grant funding is a request to a funding agency from the College. The College's administration must approve the proposal, and then the Office of Grants Management (OGM) submits the proposal on behalf of the College. Proposals are submitted by and awards are granted to the College and not to individuals serving as a Grant Principal Investigator (PI) or Project Director (PD).

The OGM supports and works with the grant's PI or PD for the successful development and submission of grant proposals. The OGM is also responsible to ensure compliance with all applicable federal, state, or other funding agency specifications, program requirements, or individual Request for Proposal (RFP) procedures. The College charges the OGM to be cognizant of specific grant program budget restrictions, submission terms and conditions, grantor entity submission regulations, and College policies and procedures in the creation of grant proposal submissions. The OGM also supports and works with the San Jacinto College Foundation for the successful development and submission of scholarship and program proposals to grant agencies and foundations.

The OGM ensures that all submitted grant applications are developed with the approval of College administration and are designed to meet recognized College strategic goals and/or community needs. To ensure grant proposals do not create a conflict with other funded or pending initiatives, the OGM has established the following requirements:

- Grant initiatives, projects, collaborations, and other grant-related activities will be coordinated through the OGM;
- Faculty and staff developing a grant application will be responsible for obtaining the written approval of their leadership and submitting required forms to the OGM prior to development of a grant proposal/application.
- Upon approval of the pre-proposal grant initiation forms, OGM's Grants Development Team will assist College personnel with the preparation of grant proposals, will provide

technical assistance, and will ensure compliance with grant guidelines, requirements, internal procedures, and timelines.

- The Grant PI or PD will provide the OGM copies of relevant RFP documentation, proposal applications, application forms, and other pertinent correspondence for all grant applications to be submitted in the name of the College.

Definitions

Grant Principal Investigator (PI)/Project Director (PD): The person designated in a grant proposal as responsible for all grant project development, program and financial administration, facilitation, reporting, and outcomes assessment.

The Office of Management and Budget (OMB): The OMB serves the President of the United States in overseeing the implementation of his or her vision across the Executive Branch and oversees the performance of federal agencies and administers the federal budget.

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. 200): The Uniform Guidance (2 C.F.R. 200) streamlines and consolidates government requirements for receiving and using federal awards so as to reduce administrative burden and improve outcomes.

Date of SLT Approval	April 22, 2021
Effective Date	Anticipated June 7, 2021
Associated Policy	Policy III.3009.A, Grants Management
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Office of Grants Management

Procedure III.3009.A.b, Grant Post-Award

Associated Policy

Policy III.3009.A, Grants Management

Procedures

The purpose of the Grant Post-Award Procedure is to ensure that the grant administrative objectives are achieved through a collaborative effort between the Grant Principal Investigators (PI) or Project Directors (PD), departments and members of leadership participating in grant activities, and the Office of Grants Management (OGM). Many internal and external contributors often participate during the post-award life cycle.

To ensure the effectiveness and efficiency of fiscal and grant operations, as well as proper stewardship of federal funding, the San Jacinto Community College District (College) adopts the US Office of Management and Budget's (OMB) Uniform Administrative Guidance Section 200.61 and 200.62. This guidance requires that recipients of federal funding establish and implement a system of internal controls to provide reasonable assurance that awards are managed in compliance with federal statutes, regulations, and terms and conditions of the awards.

Similarly, state awards will use the required Texas Grant Management Standards (TXGMS), which includes Uniform Assurances and the Standard Financial Management Conditions (Uniform Grant Management Standards (UGMS) developed under Chapter 783 of the Texas Government Code.

The College is committed to providing accurate, high-quality, timely and effective grant services to support its mission of excellence in education. Grant awards are made to the College, not to an individual PI or PD; therefore, the College assumes full legal responsibility for ensuring that all funds received through the award are used for the purposes and intent outlined in the conditions of the grant agreement.

The OGM Grants Accounting Team supports and works with the PI or PD for the successful fiscal management of the grant awards. OGM is responsible to ensure that the College is compliant with financial requirements including documentation, audit, and financial reporting for all restricted grant awards. The PI/PD is ultimately responsible for the overall management of the grant project/program, financials, and completion of all required reports and deliverables. The PI/PD and OGM comply with all applicable federal, state, or other funding source regulations, specific grant program and fiscal requirements, terms, and conditions, other required laws and regulations, and the College's policies and procedures governing grants and contracts. The PI/PD and OGM will follow all applicable laws and regulations to manage the grant awards.

Definitions

Grant Principal Investigator (PI)/Project Director (PD): The person designated in a grant proposal as responsible for all grant project development, program and financial administration, facilitation, reporting, and outcomes assessment.

The Office of Management and Budget (OMB): The OMB serves the President of the United States in overseeing the implementation of his or her vision across the Executive Branch and oversees the performance of federal agencies and administers the federal budget.

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. 200): The Uniform Guidance (2 C.F.R. 200) streamlines and consolidates government requirements for receiving and using federal awards so as to reduce administrative burden and improve outcomes.

Date of SLT Approval	April 22, 2021
Effective Date	Anticipated June 8, 2021
Associated Policy	Policy III.3009.A, Grants Management
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Office of Grants Management

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve Policy VI.6000.D, Awarding Honorary Degrees.

BACKGROUND

The purpose of this policy is to define the parameters through which San Jacinto College will award honorary degrees.

IMPACT OF THIS ACTION

Approval of Policy VI.6000.D, Awarding Honorary Degrees will formalize the Board’s expectations that honorary degrees may be awarded to honor enduring, outstanding service to the College or its constituent communities or to recognize superlative professional achievement in disciplines or fields served by the College’s educational programs.

This policy and associated procedure were sent to the College community on April 23, 2021 through May 14, 2021. No comments were received. Procedures are provided for informational purposes and are not 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-JJ: Policy on Awarding Honorary Degrees (current policy)
- Attachment 3 – Policy VI.6000.D, Awarding Honorary Degrees (proposed policy)

Informational Items Only:

- Attachment 4 – Procedure 6-14: Awarding Honorary Degrees (current procedure)
- Attachment 5 – Procedure VI.6000.D.a, Awarding Honorary Degrees (proposed procedure)

RESOURCE PERSONNEL

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Aaron Knight	281-998-3204	aaron.knight@sjcd.edu
Alexander Okwonna	281-998-7315	alexander.okwonna@sjcd.edu
Van Wigginton	281-542-2000	van.wigginton@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: **VI.6000.D**

Proposed Policy Name: **Awarding Honorary Degrees**

Current Policy Number/Name: **Policy VI-JJ: Policy on Awarding Honorary Degrees**

New Procedure Number: **VI.6000.D.a**

Proposed Procedure Name(s): **Awarding Honorary Degrees**

Current Procedure Number(s)/Name(s): **Procedure 6-14: Awarding Honorary Degrees**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-vi-jj-policy-awarding-honorary-degrees>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-6-14-awarding-honorary-degrees>

Primary Owner: Deputy Chancellor & President

Secondary Owner: Provosts

Summary of Changes:

- Policy:
 - Transition to new policy format

- Procedure:
 - Transition to new procedure format
 - Modified section on which commencement ceremonies honorary degrees can be awarded at

Policy VI-JJ: Policy on Awarding Honorary Degrees

It is the policy of the College that honorary degrees may be awarded to honor enduring, outstanding service to the College or its constituent communities or to recognize superlative professional achievement in disciplines or fields served by the College's educational programs. The College hopes to inspire past, present and future students, faculty, staff, administrators, alumni and members of the community by recognizing individuals that embody the College's values of integrity, excellence, accountability, innovation, community, student success, diversity and collaboration.

Policy #:	VI-JJ
Policy Name:	Policy on Awarding Honorary Degrees
Pages:	1
Adopted Date:	April 2, 2012
Revision/Reviewed Date:	April 2, 2012
Effective Date:	April 2, 2012
Associated Procedure:	6-14

Policy VI.6000.D, Awarding Honorary Degrees

Purpose

The purpose of this policy is to define the parameters through which San Jacinto College will award honorary degrees.

Policy

It is the policy of San Jacinto College that honorary degrees may be awarded to honor enduring, outstanding service to the College or its constituent communities or to recognize superlative professional achievement in disciplines or fields served by the College’s educational programs. The College’s goal is to inspire past, present, and future students, faculty, staff, administrators, alumni and members of the community by recognizing individuals who embody the College’s values of integrity, inclusivity, collaboration, innovation, accountability, sense of community, and excellence.

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

Associated Procedures

Procedure VI.6000.D.a, Awarding Honorary Degrees

Date of Board Approval	Anticipated June 7, 2021
Effective Date	Anticipated June 8, 2021
Primary Owner	Deputy Chancellor & President
Secondary Owner	Provosts

Procedure 6-14: Awarding Honorary Degrees

Qualifications of Honorary Degree Candidates

Individuals may be nominated for an honorary degree for:

- a. enduring, outstanding service to the College or one or more of its constituent communities, or
- b. superlative professional achievement in disciplines or fields served by the College's educational programs.

The awarding of an honorary degree is limited by the following:

- An individual may only be awarded one honorary degree by the College.
- Honorary degree recipients must attend the commencement ceremony during which the degree will be awarded except with the approval of the Board of Trustees.
- Current students and employees are ineligible to receive an honorary degree. Former students and employees may be considered after they have been separated from the College for at least two years.
- Current members of the College Board of Trustees or the San Jacinto College Foundation Board are ineligible to receive an honorary degree. Former trustees and Foundation Board members may be considered after they have been separated from the College for at least five years.
- Current or prospective benefactors or individuals with political, legal, or budgetary authority over San Jacinto College or the San Jacinto College Foundation are ineligible to receive an honorary degree. Monetary contributions to or fundraising efforts on behalf of the College or Foundation may not be considered when determining the merit of an individual's service or achievement.

Awarding of Honorary Degrees

Honorary degrees will be approved by the Board of Trustees and bestowed at a spring campus commencement ceremony. The campus location will be decided by the Board of Trustees.

Recipients will be awarded an honorary degree according to the criteria by which they were nominated and approved.

1. Individuals being honored for enduring, outstanding service to the college or its constituent communities will receive an Honorary Associate Degree of Humane Letters.
2. Individuals being honored for superlative professional achievement in a discipline or field served by the College's educational programs will be awarded an honorary degree appropriate for the discipline or field. For example, achievement in a field served by a technical program at the college will be recognized with an honorary Associate of Applied Science degree; achievement in liberal or fine arts will be recognized with an honorary Associate of Arts degree; achievement in math, science or engineering will be recognized with an honorary Associate of Science degree.

Attachment 4 – Current Procedure

All honorary degrees will be clearly designated and marked as honorary.

Procedure #:	6-14
Procedure Name:	Awarding Honorary Degrees
Pages:	2
Adopted Date:	April 2, 2012
Revision/Reviewed Date:	April 2, 2012
Effective Date:	April 2, 2012
Associated Policy:	VI-JJ

Procedure VI.6000.D.a, Awarding Honorary Degrees

Associated Policy

Policy VI.6000.D, Awarding Honorary Degrees

Procedures

Qualifications of Honorary Degree Candidates

Individuals may be nominated for an honorary degree for:

- a. enduring, outstanding service to the College or one or more of its constituent communities, or
- b. superlative professional achievement in disciplines or fields served by the College's educational programs.

The awarding of an honorary degree is limited by the following:

- An individual may only be awarded one honorary degree by the College.
- Honorary degree recipients must attend the commencement ceremony during which the degree will be awarded.
- Current students and employees are ineligible to receive an honorary degree. Former students and employees may be considered after they have been separated from the College for at least two years.
- Current members of the College Board of Trustees or the San Jacinto College Foundation Board are ineligible to receive an honorary degree. Former trustees and Foundation Board members may be considered after they have been separated from the College for at least five years.
- Current or prospective benefactors or individuals with political, legal, or budgetary authority over San Jacinto College or the San Jacinto College Foundation are ineligible to receive an honorary degree. Monetary contributions to or fundraising efforts on behalf of the College or Foundation may not be considered when determining the merit of an individual's service or achievement.

Awarding of Honorary Degrees

The Board of Trustees will approve honorary degrees that will be bestowed at a commencement ceremony.

Recipients will be awarded an honorary degree according to the criteria by which they were nominated and approved.

1. Individuals being honored for enduring, outstanding service to the College or its constituent communities will receive an honorary Associate of Humane Letters degree.
2. Individuals being honored for superlative professional achievement in a discipline or field served by the College's educational programs will be awarded an honorary

Attachment 5 – Proposed Procedure

degree appropriate for the discipline or field. For example, achievement in a field served by a technical program at the College will be recognized with an honorary Associate of Applied Science degree; achievement in liberal or fine arts will be recognized with an honorary Associate of Arts degree; and achievement in math, science, or engineering will be recognized with an honorary Associate of Science degree.

All honorary degrees will be clearly designated and marked as honorary.

Date of SLT Approval	April 22, 2021
Effective Date	Anticipated June 8, 2021
Associated Policy	Policy VI.6000.D, Awarding Honorary Degrees
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Provosts

**Action Item “XIV”
Regular Board Meeting June 7, 2021
Consideration of Approval of Policy VI.6000.E, Awarding Posthumous Degrees –
Second Reading**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve Policy VI.6000.E, Awarding Posthumous Degrees.

BACKGROUND

The purpose of this policy is to provide guidance to the San Jacinto College community regarding the awarding of posthumous degrees.

IMPACT OF THIS ACTION

Approval of Policy VI.6000.E, Awarding Posthumous Degrees will formalize the Board’s expectations 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.

This policy and associated procedure were sent to the College community on April 23, 2021 through May 14, 2021. No comments were received. Procedures are provided for informational purposes and are not 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-II: Policy on Awarding Posthumous Degrees (current policy)

Attachment 3 – Policy VI.6000.E, Awarding Posthumous Degrees (proposed policy)

Informational Items Only:

Attachment 4 – Procedure 6-13: Awarding Posthumous Degrees (current procedure)

Attachment 5 – Procedure VI.6000.E.a, Awarding Posthumous Degrees (proposed procedure)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: **VI.6000.E**

Proposed Policy Name: **Awarding Posthumous Degrees**

Current Policy Number/Name: **Policy VI-II: Policy on Awarding Posthumous Degrees**

New Procedure Number: **VI.6000.E.a**

Proposed Procedure Name(s): **Awarding Posthumous Degrees**

Current Procedure Number(s)/Name(s): **Procedure 6-13: Awarding Posthumous Degree**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-vi-ii-policy-awarding-posthumous-degrees>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-6-13-awarding-posthumous-degrees>

Primary Owner: Chancellor

Secondary Owner: Deputy Chancellor & President

Summary of Changes:

- Policy:
 - Transition to new policy format

- Procedure:
 - Transition to new procedure format
 - Updated titles
 - Revised step 3 in process to include the Associate Vice Chancellor for Student Services as one of the representative options for notifying family members regarding the posthumous award

Policy VI-II: Policy on Awarding Posthumous Degrees

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.

Policy #:	VI-II
Policy Name:	Policy on Awarding Posthumous Degrees
Pages:	1
Adopted Date:	April 2, 2012
Revision/Reviewed Date:	April 2, 2012
Effective Date:	April 2, 2012
Associated Procedure:	6-13

Policy VI.6000.E, Awarding Posthumous Degrees

Purpose

The purpose of this policy is to provide guidance to the San Jacinto College community regarding the awarding of posthumous degrees.

Policy

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.

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

Associated Procedures

Procedure VI.6000.E.a, Awarding Posthumous Degrees

Date of Board Approval	Anticipated June 7, 2021
Effective Date	Anticipated June 8, 2021
Primary Owner	Chancellor
Secondary Owner	Deputy Chancellor & President

Procedure 6-13: Awarding Posthumous

Degrees

When a student dies prior to completing requirements for a degree at San Jacinto College, the student may be recognized posthumously by the awarding of a degree or a certificate of recognition.

A deceased student is eligible to receive a posthumous degree if the student

- has completed 75% or more of the required courses for the degree;
- was enrolled in classes at the time of death;
- was in good academic and financial standing with the college.

If a deceased student does not qualify for a posthumous degree, the student may be awarded a *Posthumous Certificate of Recognition* for pursuing their education at San Jacinto College if the student

- has attempted at least twelve (12) credit hours at the college;
- was enrolled in classes at the time of death;
- was in good academic and financial standing with the college.

Procedure for Granting Posthumous Awards

1. Upon the request of a student's family or of a college employee following the death of the student, the office of the Dean of Enrollment Services for the student's primary campus will complete a degree audit to determine the student's eligibility to receive a posthumous degree. The status of the degree audit will be forwarded to the Strategic Leadership Team (SLT) and the Chancellor.
2. The Chancellor makes a final recommendation to the Board of Trustees regarding posthumous degrees or posthumous certificates of recognition to be awarded. The disposition of all recommended posthumous awards will be determined by the Board of Trustees.
3. A representative of the Board of Trustees, the Chancellor's office, or the campus President's office should notify the family of the posthumous award. The manner in which the degree or certificate is awarded is at the family's discretion; it may be mailed, or a family member may attend commencement and accept the award on behalf of the student.

Attachment 4 – Current Procedure

Procedure #:	6-13
Procedure Name:	Awarding Posthumous Degrees
Pages:	2
Adopted Date:	April 2, 2012
Revision/Reviewed Date:	April 2, 2012
Effective Date:	April 2, 2012
Associated Policy:	VI-II

Procedure VI.6000.E, Awarding Posthumous Degrees

Associated Policy

Policy VI.6000.E.a, Awarding Posthumous Degrees

Procedure

When a student dies prior to completing requirements for a degree at San Jacinto College, the College may recognize the student posthumously by the awarding of a degree or a certificate of recognition.

A deceased student is eligible to receive a posthumous degree if the student:

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

If a deceased student does not qualify for a posthumous degree, the student may be awarded a Posthumous Certificate of Recognition for pursuing his/her education at San Jacinto College, if the student

- has attempted at least 12 credit hours at the College;
- was enrolled in classes at the time of death; and
- was in good academic and financial standing with the College.

Procedure for Granting Posthumous Awards

1. Upon the request of a student's family or of a College employee following the death of the student, the offices of the Dean of Student Development for the student's primary campus will complete a degree audit to determine the student's eligibility to receive a posthumous degree. The status of the degree audit will be forwarded to the Strategic Leadership Team (SLT) and the Chancellor.
2. The Chancellor makes a final recommendation to the Board of Trustees regarding the awarding of posthumous degrees or posthumous Certificates of Recognition. The Board of Trustees will determine the disposition of all recommended posthumous awards.
3. A representative of the Board of Trustees, the Chancellor's office, the campus Provost's office, or the Associate Vice Chancellor for Student Services' office will notify the family of the posthumous award. The manner in which the degree or certificate is awarded is at the family's discretion; it may be mailed, or a family member may attend commencement and accept the award on behalf of the student.

Date of SLT Approval	April 22, 2021
Effective Date	Anticipated June 8, 2021
Associated Policy	Policy VI.6000.E, Awarding Posthumous Degrees

Attachment 5 – Proposed Procedure

Primary Owner of
Policy Associated
with the Procedure

Chancellor

Secondary Owner of
Policy Associated
with the Procedure

Deputy Chancellor & President

Action Item “XV”
Regular Board Meeting June 7, 2021

Consideration of Rescission of Policy V-L: Policy on College Emergencies/Natural Disasters/Business Continuity and Approval of Policy III.3008.C, Emergency Incidents – Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees rescind Policy V-L: Policy on College Emergencies/Natural Disasters/Business Continuity and approve Policy III.3008.C, Emergency Incidents.

BACKGROUND

The College is committed to developing, maintaining, and enhancing processes that protect the College community from life safety hazards during emergency incidents and disasters. The College also strives to have processes that allow the College to mitigate damages resulting from a disaster and create plans for expedient and safe return to operations. The attached policy and procedure will update and clarify the College’s expectations during a disaster as well as meet regulatory requirements of State and Federal law.

The proposed procedures will not be approved by the Board and are provided for informational purposes.

IMPACT OF THIS ACTION

Approval of the Emergency Incidents policy will formalize the Board’s expectations for management of the *San Jacinto College Emergency Management Plan (EMP)* and its annexes, maintained by the Office of Emergency Management, which provide basic guidelines for use by College personnel during an emergency incident.

This policy and associated procedure were sent to the College community on April 28, 2021 through May 19, 2021. One comment was received which resulted in a change to the policy (see attachment 3 – track changes).

BUDGET INFORMATION

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 – V-L: Policy on College Emergencies/Natural Disasters/Business Continuity (current policy – rescind)

Attachment 3 – Policy III.3008.C, Emergency Incidents (proposed policy with tracked changes)

Action Item “XV”
Regular Board Meeting June 7, 2021

**Consideration of Rescission of Policy V-L: Policy on College Emergencies/Natural
Disasters/Business Continuity and Approval of Policy III.3008.C, Emergency Incidents –
Second Reading**

Informational Items Only:

Attachment 4 – Procedure III.3008.C.a, Unscheduled Suspension of College Operations
(proposed procedure - new)

Attachment 5 – Procedure III.3008.C.b, Essential Staff (proposed procedure - new)

Attachment 6 – Procedure III.3008.C.c, Instructional Continuity to Make Up Lost
Instructional Time (proposed procedure - new)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: **III.3008.C**

Proposed Policy Name: **Emergency Incidents**

Current Policy Number/Name: **V-L: Policy on College Emergencies/Natural Disasters/Business Continuity -**

New Procedure Number:

III.3008.C.a,

III.3008.C.b,

III.3008.C.c

Proposed Procedure Name(s):

Unscheduled Suspension of College Operations,

Essential Staff,

Instructional Continuity to Make Up Lost Instructional Time

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

Action Recommended for Policy: Rescind and New

Action Recommended for Procedures: New

Web Links:

<http://www.sanjac.edu/policy-v-l-college-emergenciesnatural-disastersbusiness-continuity> (Current Policy V-L)

Primary Owner: Vice Chancellor, Fiscal Affairs

(Procedure III.3008.C.c, Instructional Continuity to Make Up Lost Instructions Time – Primary Owner: Deputy Chancellor and President)

Secondary Owner: Director, Emergency Management

(Procedure III.3008.C.c, Instructional Continuity to Make Up Lost Instructions Time – Secondary Owner: Associate Vice Chancellor, Instructional Innovation and Support)

Summary of Changes:

Policy Creation

- Rescind and replace the policy to the new policy format
- Added a Purpose statement
- Added Policy segment
- Added Definitions
- Identified associated procedures

Procedure Creation

Unscheduled Suspension of College Operations

- Procedure defines types of suspension of college operations, including who should and should not remain on campus

Essential Staff

- Procedure created to define essential staff and staffing during emergency incidents.

Instructional Continuity to Make Up Lost Instructional Time

- Procedure details the process to be followed to make-up lost instructional time.
- Differentiates make-up process based on duration of closure.
- Identifies parties responsible to oversee process.

Policy V-L: Policy on College Emergencies/Natural Disasters/Business Continuity

The details for implementing this policy are found in the college publication Disaster and Event Preparedness for Natural Causes, which provides basic guidelines for use by college personnel during a natural disaster. In addition, the plan will reduce confusion during the chaotic period which typically precedes and follows such a disruption.

Specifically, this plan is intended to:

- Save lives and ensure the health and safety of the SJC community.
- Preserve and protect campus buildings and facilities.
- Preserve the orderly functioning of the College community.
- Restore critical functions to the College and departments so the mission of the College can continue.
- Establish clear lines of authority and coordination within the College and with external constituencies.
- Establish within the College and departments, responsibilities and authority for mitigation, preparation, response and recovery from a hurricane, tornado or severe weather.
- Establish a basis and organization for the College and departments to respond to emergency situations, to include the coordination of disaster operations and the management of critical resources.
- Articulate procedures for the coordination of communications within the College and with external constituencies and stakeholders.
- Ensure that the College returns to a normal operating environment as soon as possible.

The College's Crisis Management Team (CMT), as defined in the plan, will have complete command and control authority for the management and mitigation of events and circumstances impacting the College due to natural causes. Command and control authority by the CMT includes, but is not limited to, directing emergency actions, canceling classes, closing buildings, campus closings, and releasing all but essential employees. The CMT will conduct emergency meetings as necessary (some meetings may be conducted by telephone) to determine the course of action. When activated, CMT members or alternates are on call at all times.

Questions or inquiries regarding the College's Disaster and Event Preparedness Plan for Natural Causes can be directed to the office of the Vice Chancellor for Administration, or the Safety Director.

Attachment 2 – Current Policy

Policy #:	V-L
Policy Name:	Policy on College Emergencies/Natural Disasters/Business Continuity
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Procedures:	3-17-A and 3-17-B

Policy III.3008.C, Emergency Incidents

Purpose

This policy sets guidelines for actions to be taken during natural or man-made events that have the potential to disrupt normal College operations. This policy goes into effect when the College experiences an emergency incident and sets the priorities of the College in all phases of incident management to include mitigation, preparation, prevention, response and, recovery.

Policy

The details for implementing this policy are found in the *San Jacinto College Emergency Management Plan (EMP)* and its annexes, maintained by the Office of Emergency Management, which provide basic guidelines for use by college personnel during an emergency incident.

Specifically, the plan sets the following priorities for the College:

- Save lives and ensure the health and safety of the College community;
- Preserve and protect campus buildings and facilities; and
- Preserve the orderly functioning of the College community.

The College will also maintain plans and processes that will:

- Create and maintain an Incident Management Team (IMT) that can be activated in response to an emergency incident at the direction of the Chancellor or his/her designee;
- Restore critical functions to the College and departments so the mission of the College can continue;
- Establish clear lines of authority and coordination within the College and with external constituencies;
- Establish within the College and departments responsibilities and authority for mitigation, preparation, response, and recovery;
- Establish a basis and organization for the College and departments to respond to emergency situations to include the coordination of disaster operations and the management of critical resources;
- Articulate procedures for the coordination of communications within the College and with external constituencies and stakeholders;
- Ensure that the College returns to a normal operating environment as soon as possible; and
- Maintain a comprehensive business continuity plan that allows the College to resume critical functions using alternate means if a return to normal operating environment is delayed.

The College's IMT, as defined in the EMP, will have command and control authority for the management and mitigation of events and circumstances affecting the College due to the incident for which the IMT has been activated. Command and control authority by the CMT include, but

is not limited to, directing emergency actions, canceling classes, closing buildings, campus closings, and releasing all but essential employees.

Questions or inquiries regarding the College's comprehensive emergency management activities can be directed to the office of the Vice Chancellor for Fiscal Affairs, or the Office of Emergency Management.

Definitions

Emergency Incident: An emergency incident is defined as any event that is outside of normal College operations and has the potential of affecting the business functions of the College or the life and safety of the College community.

Mitigation: Capabilities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident/disaster.

Protection/Preparedness: Capabilities necessary to secure the institution against acts of terrorism and human-caused or natural disasters; *protection* focuses on ongoing actions that protect students, faculty, staff, visitors, networks, and property from a threat or hazard. *Preparedness* is range of deliberate, critical tasks and activities necessary to build, sustain, and improve readiness and the operational capability of the College to respond to and recover from incidents/disasters.

Prevention: Actions taken to avoid, intervene, or stop an imminent crime or threatened or actual mass casualty incident. Prevention is the action the college takes to prevent a threatened or actual incident from occurring and to protect lives and property.

Response: Capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way. These activities include immediate actions to preserve life, property, and the environment; meet basic human needs; maintain the social, economic, and political structure of the affected community; and facilitate the transition to recovery.

Recovery: Capabilities necessary to assist the College in restoring the learning environment.

Authority

[Texas Education Code Section 37.108 mandates the development of an Emergency Management Plan](#)
[Texas Disaster Act of 1975, Sec. 418 mandates the development of an Emergency Management Plan.](#)

Applicability

Each College policy applies to all employees, students, contractors, and visitors to the College, unless stated otherwise by the policy.

Sanctions

Sanctions for violating a policy, unless stated otherwise by the policy, will be commensurate with the severity and/or frequency of the violation and will be administered according to human resources and student disciplinary policy or other applicable policy.

Exclusions

The Chancellor has the authority to sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation without utilizing the procedures outlined in this policy. The Board shall review any temporary exclusions at the next regularly scheduled meeting of the Board. To become permanent, any changes made under this exclusion shall begin the policy review process defined by procedure at the next regularly scheduled meeting of the Board.

Interpretation

The authority to interpret this policy and all policies resides with the Board of Trustees. The Board delegates the day-to-day interpretation of policy to the Chancellor or his/her designee.

Associated Procedures

Procedure III.3008.C.a, Unscheduled Suspension of College Operations

Procedure III.3008.C.b, Essential Staff

Procedure III.3008.C.c, Instructional Continuity to Make Up Lost Instructional Time

Date of Board Approval	Anticipated June 7, 2021
Effective Date	Anticipated June 8, 2021
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director, Emergency Management

Procedure III.3008.C.a, Unscheduled Suspension of College Operations

Associated Policy

Policy III.3008.C, Emergency Incidents

Procedures

Certain circumstance such as severe weather and technological or man-made incidents may require one or more campuses to suspend operations. The College categorizes the suspension of operations due to these circumstances into three types:

- Closure,
- Shutdown, and
- Evacuation.

The College can apply these categories to buildings, campuses, or the entire College as the situation dictates. The decision to implement any type of suspension of operations rests with the Chancellor or his/her designee. When a decision regarding suspension is made, the Incident Management Team (IMT) must designate the type of suspension that is being implemented, its scope, and the beginning date and time to suspend operations.

Additionally, the Chancellor or designee may implement a period of altered operations before, during, or after an incident. The College can continue to offer services through altered operations even if operations at the physical locations are suspended.

Definitions

Altered Operations: The period during which the Chancellor or designee can move College operations to a remote posture. Under altered operations conditions the College remains operational without having to maintain full staffing on site. Employees with job tasks that can be completed remotely continue to work their schedules remotely (remote work can include work from home, alternate College campus or an SLT approved work site). Employees who have job tasks that do not translate effectively to remote work will be directed by their leaders on alternate tasks or, in the case of essential employees, report to work as scheduled. Under altered operations no loss of service or instructional time occurs. SLT may designate certain essential personnel to report on site to manage critical functions to ensure continuity of operations.

Closure: Any natural or human-caused incident that may require a building, a campus, or the entire College to close for business. In this type of suspension, students and staff are made aware that some on-site functions of the College have been suspended. There are no imminent life and safety threats, and faculty/staff may choose to remain in the building or on campus, dependent on the affected area, but students and visitors are required to leave the building or campus. Leaders can request certain essential staff to report to duty to manage continuity of operations procedures.

Attachment 4 - Proposed Procedure

Essential Staff: *Essential staff* are employees who are required to report to their designated work location or to work remotely to ensure the operations of essential functions or departments during an emergency or when the College has suspended operations. Essential staff provide services that relate directly to the health, safety, and welfare of the College, ensure continuity of key operations, and maintain and protect College properties.

Evacuation: Any natural or man-made incident that may require extraordinary disruption of College operations. In this type of suspension, students and staff are made aware that all critical and non-critical functions of the College have been suspended. There are imminent life and safety threats to the campus and all faculty, staff, students, and visitors are required to leave campus. Faculty and staff are not to report to duty until the SLT decides to resume operations.

Partial Suspension: The period during which a building or campus is closed while other parts of the College system remain open and operational. Employees may be directed to work at alternate locations, telecommute, or be assigned alternate work during partial suspensions.

Shutdown: Any natural or man-made incident that may require extended disruption of College operations. In this type of suspension, students and staff are made aware that all non-critical on-site functions of the campus or College have been suspended. There may be life and safety threats to the campus, and faculty, staff, students, and visitors are required to leave campus except for essential personnel. Only Strategic Leadership Team (SLT) members can designate critical functions and request staff to report for duty.

Suspension Period: The period between the announcement of the suspension and the time communicated for employees to return to work. This time period is determined by the Chancellor or his/her designee.

Date of SLT Approval	April 22, 2021
Effective Date	Anticipated June 8, 2021
Associated Policy	Policy III.3008.C, Emergency Incidents
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Emergency Management

Procedure III.3008.C.b, Essential Staff

Associated Policy

Policy III.3008.C, Emergency Incidents

Procedures

Emergencies, such as inclement weather, may arise and the Chancellor or his/her designated representative will make the decision and announcement of any suspension of College operations. Depending on the situation necessitating the suspension, the College may need to maintain essential services and operations needed at that time. During the suspension of operations, essential staff will report to work as directed. Situation permitting, those individuals will be identified in advance and notified by their leader. Some individuals who are required to perform essential services may be allowed to do so remotely.

In most cases, essential staff are expected to be on-site. Those employees identified as essential staff must report to work during the declared incident. Essential staff must notify their leader if they are unable to come to work. Employees who had pre-approved vacation time at the time of the College suspension will be excused and are able to take the vacation hours as planned.

Non-essential staff may be asked to remove themselves from the College at the time of the suspension of College operations and not report to work. Non-essential staff may be asked to report to work, remotely or on-site, if there is specific work that must be performed to meet deadlines. This communication will come from the employee's leader with the approval of his/her SLT leader.

Definitions

Essential Staff: *Essential staff* are employees who are required to report to their designated work location or to work remotely to ensure the operations of essential functions or departments during an emergency or when the College has suspended operations. Essential staff provide services that relate directly to the health, safety, and welfare of the College, ensure continuity of key operations, and maintain and protect College properties.

Non-essential Staff: *Non-essential staff* are employees that are not required to report to their designated work location during an emergency or when the College has suspended operations. Non-essential staff may be asked to report to work if there is specific work that must be performed.

Date of SLT Approval	April 22, 2021
Effective Date	Anticipated June 8, 2021

Attachment 5 - Proposed Procedure

Associated Policy	Policy III.3008.C, Emergency Incidents
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Emergency Management

Procedure III.3008.C.c, Instructional Continuity to Make Up Lost Instructional Time

Associated Policy

Policy III.3008.C, Emergency Incidents

Procedures

In the event circumstances during the course of a scheduled semester cause the loss of instructional minutes, it is necessary for this time to be made up during that semester. The College has developed this procedure to direct the actions of faculty and administrators to both make up lost time and document the process.

- Once the College has reopened in accordance with Policy III.3008.C, Emergency Incidents, the instructional Deans will notify Department Chairs to initiate the recovery and documentation process.
- If less than 5% of the instructional minutes in a part of term is missed, Department Chairs will work directly with the faculty teaching affected classes to ensure all missed time is made up.
- If the instructional minutes lost in the part of term is between 5% and 20%, faculty will document how the lost time was recaptured using the system provided by the College. All documents will be reviewed and approved by the Department Chair and instructional Dean.
- Courses that require *clock hours* will be reviewed by the Department Chair and faculty to determine the feasibility of making up the time in person and a recommendation will be provided to the area Dean.
- If the instructional minutes lost in a part of term is greater than 20%, the Instructional Deans Council will work with the Strategic Leadership Team to make a recommendation regarding how to proceed to make up lost instructional minutes.
- In the event the College facilities are deemed inadequate to hold instruction, the College’s SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) liaison will be contacted to assist in identifying an approved alternate site.

Definitions

Clock hours: The total number of actual hours per week a student spends attending class or other instructional activities that count toward completing a program of study.

Date of SLT Approval	April 22, 2021
Effective Date	Anticipated June 8, 2021
Associated Policy	Policy III.3008.C, Emergency Incidents
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and President

Secondary Owner of Policy Associated with the Procedure Associate Vice Chancellor, Instructional Innovation and Support

**Action Item “XVI”
Regular Board Meeting June 7, 2021**

**Consideration of Approval of Policy IV.4003.D, Acceptance of Resignation or Retirement
– Second Reading**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve Policy IV.4003.D, Acceptance of Resignation or Retirement.

BACKGROUND

The purpose of this policy is to establish a uniform practice for accepting a resignation or retirement.

IMPACT OF THIS ACTION

Approval of Policy IV.4003.D, Acceptance of Resignation or Retirement, will formalize the Board’s authorization to the Chancellor, members of the Strategic Leadership Team (SLT), or a designated senior administrator who is a direct report to the Chancellor or SLT member to accept an employee’s resignation or retirement on behalf of the Board.

This policy and associated procedure were sent to the College community on April 28, 2021 through May 19, 2021. No comments were received. Procedures are provided for informational purposes and are not 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 IV-G-6: Policy on Acceptance of Resignation or Retirement (current policy)

Attachment 3 – Policy IV.4003.D, Acceptance of Resignation or Retirement (proposed policy)

Informational Items Only:

Attachment 4 – Procedure 4-20: Employee Exits (current procedure)

Attachment 5 – Procedure IV.4003.D.a, Employee Exits (proposed procedure)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Acceptance of Resignation or Retirement**

Current Policy Number/Name: **Policy IV-G-6: Policy on Acceptance of Resignation or Retirement**

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

Proposed Procedure Name(s): **Employee Exits**

Current Procedure Number(s)/Name(s): **Procedure 4-20: Employee Exits**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links: <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-iv-g-policies-dismissal-disciplinary-actions>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-4-20-employee-exits>

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- Policy:
 - Transition to new policy format
 - Added designated senior administrator who is a direct report to the Chancellor or SLT member to authorized members who can accept a resignation or retirement notice
 - Added information pertaining to how an employee may submit a resignation or retirement notice, who may accept the resignation or retirement notice, and how the College responds to the notice
 - Updated written notification options from “hand deliver” to “U.S. Certified Mail”
 - Updated language. For example, changed “his or her” to “their”, and “personnel” to “employment”
- Procedure:
 - Transition to new procedure format
 - Transitioned section regarding acceptance of resignation or retirement to the policy
 - Updated section that approved leave under the Family and Medical Leave Act is the only exception in which a leave category can be utilized as a last day of employment
 - Changed the links to point to the exit process web page, working on updating this web page and forms
 - Removed the reference to ‘pagers’
 - Added complete phone numbers instead of extensions

Policy IV-G-6: Policy on Acceptance of Resignation or Retirement

1. INTRODUCTION

This Policy establishes a uniform practice for accepting a resignation or retirement from an employee by the Chancellor or appropriate Strategic Leadership Team (SLT) member.

2. GENERAL POLICY

The San Jacinto College Board of Trustees has authorized the Chancellor and members of the SLT to accept an employee’s resignation or retirement on behalf of the Board. An employee may seek to resign or retire by providing a written notice to his or her leadership via electronic mail, U.S. mail, or hand delivery. The Chancellor or SLT member (or the designated senior administrator who is a direct report to the Chancellor or SLT member) will respond to the employee in writing via electronic mail, U.S. mail, or hand delivery. A response to the employee accepting a resignation or retirement shall specify the effective date of the resignation or retirement. Once accepted, a resignation or retirement cannot be revoked without the consent of the Chancellor. A copy of the notice of resignation or retirement, along with the written acceptance, will be placed in the employee’s personnel file.

Policy #:	IV-G-6
Policy Name:	Policy on Acceptance of Resignation or Retirement
Pages:	1
Adopted Date:	December 16, 2014
Revision/Reviewed Date:	December 16, 2014
Effective Date:	December 16, 2014
Associated Procedure:	4-20

Policy IV.4003.D, Acceptance of Resignation or Retirement

Purpose

This policy establishes a uniform practice for accepting a resignation or retirement.

Policy

The San Jacinto College Board of Trustees (Board) has authorized the Chancellor, members of the Strategic Leadership Team (SLT), or a designated senior administrator who is a direct report to the Chancellor or SLT member to accept an employee’s resignation or retirement on behalf of the Board.

An employee may seek to resign or retire by providing a written notice to his/her leadership via electronic mail, U.S. mail, or U.S. certified mail. The Chancellor, SLT member, or a designated senior administrator who is a direct report to the Chancellor or SLT member will respond to the employee in writing via electronic mail, U.S. mail, or U.S. certified mail. A response to the employee accepting a resignation or retirement will specify the effective date of the resignation or retirement. Once accepted, a resignation or retirement cannot be revoked without the consent of the Chancellor. A copy of the notice of resignation or retirement, along with the written acceptance, will be placed in the employee’s employment file.

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

Associated Procedures

Procedure IV.4003.D.a, Employee Exits

Date of Board Approval	Anticipated June 7, 2021
Effective Date	Anticipated June 8, 2021
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Procedure 4-20: Employee Exits

With the exception of approved sick leave, a resignation date is the last day the employee physically works for the College. A resignation date may not be extended by the use of personal, holiday, and/or vacation leave. Employees who resign or retire and have unused, accrued vacation leave, will be paid for that time at their normal rate of pay up to a maximum of one year's vacation accrual. An employee who is resigning may contact Human Resources for guidance on the exit process. For retirement, the employee should contact Human Resources to confirm the effective date of the retirement.

A uniform practice for accepting a resignation or retirement from an employee by the Chancellor or appropriate Strategic Leadership Team (SLT) member is outlined in [Policy IV-G-6: Policy on Acceptance of Resignation or Retirement](#). Please refer to the policy for specific requirements.

The direct leader of the exiting employee will acknowledge the resignation or retirement. The SLT member or designee will officially accept the separation via email, U.S. mail, or hand delivery. A designee can be appointed by the SLT member via email with a copy sent to Human Resources (hr@sjcd.edu). The designee must be a senior administrator who is a direct report to the Chancellor or SLT member. The official acceptance of the separation will be placed in the employee's personnel file.

Full-time Employees:

The following procedures should be followed when a full-time employee is leaving your department either by voluntary or involuntary separation.

For voluntary separations:

1. Complete an Electronic Personnel Action Form (EPAF) with all pertinent information and the date of departure as soon as you are aware that a separation is taking place.
2. Approval of the EPAF will initiate the employee exit workflow. The workflow will notify the following departments that the employee is exiting and the leader will be asked to collect any property issued to the employee by San Jacinto College.
 - TechSupport to disable network access and to inform the leader of items that need to be collected
 - Purchasing to inform leader to collect cell phone or P-card issued to the employee by this department
 - Facilities to inform leader to collect any keys or other property issued to the employee
 - Marketing to identify if the employee is a website or social media content owner
 - Human Resources to process the termination transaction
3. The exit workflow will also email the employee the [Employee Exit Packet](#) to complete. The Confidential Exit Questionnaire is optional, but employees are encouraged to respond. *Please see below for involuntary separations.*
 - The Confidential Exit Questionnaire may be completed with the leader or by a scheduled appointment with Human Resources.

Attachment 4 – Current Procedure

- While the data on this form may be useful and the employee certainly is encouraged to respond, the completion of this form is optional and may be completed after departure. The information gained may be used to propose changes needed to encourage other productive employees to remain with the College. All responses will be used in a confidential manner to bring about a better workplace.
4. The leader will complete the electronic Employee Exit Checklist via Banner Workflow no later than three work days prior to the last day of employment. The Employee Exit Checklist will enable the leader and the employee to account for and/or return all College property. If there is no immediate leader available, the next leader in the chain of command will assume the responsibility.
 - It will be the responsibility of the leader to ensure that the Employee Exit Checklist is completed in Banner Workflow, and all property is collected and returned to the appropriate department(s).

For involuntary separations, print and complete the [Leader Exit Packet](#) on the last day of employment as soon as the employee has been notified. All pertinent departments should be notified of an involuntary separation via email by the leader so that immediate action can be taken to disable network access and collect all College property. The leader will still submit an EPAF to initiate the employee exit workflow and proceed with the steps listed for voluntary separations. The Confidential Exit Questionnaire should NOT be completed for involuntary separations.

Part-time (Adjunct) Faculty and Part-time Staff:

The following procedures should be taken when a part-time employee is leaving your department either by voluntary or involuntary separation.

For voluntary separations:

1. Complete an Electronic Personnel Action Form (EPAF) with all pertinent information and the date of departure as soon as you are aware that a separation is taking place.
2. Submit a resignation/retirement letter to the Human Resources Office via email (hr@sjcd.edu) or interoffice mail.
3. The [Leader Exit Packet](#) should be used to complete an Employee Exit Checklist during the last day of employment.
 - The Employee Exit Checklist will enable the leader and the employee to account for and/or return all College property. If there is no immediate leader, the next leader in the chain of command will assume the responsibility.
 - a. It will be the responsibility of the leader to ensure that the Employee Exit Checklist is completed and returned to Human Resources and that College property is collected and returned to the appropriate departments.

Attachment 4 – Current Procedure

- b. The Exit Checklist, when completed, signed and returned to Human Resources, will authorize payroll to compile and release the final wages owed. You may contact the departments listed below to find out what property the employee has been issued.

IT issued Phones/Pagers – Coordinator, IT Procurement x2682
All other phones – Purchasing x6117
ITS Issued Laptops – [TechSupport](#) x6137
Keys – Locksmith x2836 or x2775

- The Confidential Exit Questionnaire should be given to the employee.

Please see below for involuntary separations.

- a. While the data on this form may be useful and the employee certainly is encouraged to respond, the completion of this form is optional and may be completed after departure. The information gained may be used to propose changes needed to encourage other productive employees to remain with the College. All responses will be used in a confidential manner to bring about a better workplace.

For involuntary separations, print and complete the [Leader Exit Packet](#) on the last day of employment as soon as the employee has been notified. All pertinent departments should be notified of an involuntary separation via email by the leader so that immediate action can be taken to disable network access and collect all College property. The leader will submit an EPAF to terminate the part-time employee. The Confidential Exit Questionnaire should NOT be completed for involuntary separations.

Procedure #:	4-20
Procedure Name:	Employee Exits
Pages:	3
Adopted Date:	Prior to 2006
Revision/Reviewed Date:	November 19, 2014
Effective Date:	December 16, 2014
Associated Policy:	IV-G-6

Procedure IV.4003.D.a, Employee Exits

Associated Policy

Policy IV.4003.D, Acceptance of Resignation of Retirement

Procedure

With the exception of approved leave under the Family Medical Leave Act (FMLA), a resignation date is the last day the employee physically works for the College. A resignation date may not be extended by the use of personal business, holiday, sick, or vacation leave. Employees who resign or retire and have unused, accrued vacation leave, will be paid for that time at their normal rate of pay up to a maximum of one year's vacation accrual. An employee who is resigning may contact Human Resources for guidance on the exit process. For retirement, the employee should contact Human Resources, Benefits to confirm the effective date of the retirement.

A uniform practice for accepting a resignation or retirement from an employee by the Chancellor, Strategic Leadership Team (SLT) member, or a designee is outlined in the associated policy.

Full-time Employees:

The following procedures should be followed when a full-time employee is leaving a department either by voluntary or involuntary separation:

Voluntary separations:

1. The leader or designee must complete an Electronic Personnel Action Form (EPAF) with all pertinent information and the date of departure when the employee provides the date of separation.
2. Approval of the EPAF will initiate the employee exit workflow. The workflow will notify the following departments that the employee is exiting, and the leader will be asked to collect any property issued to the employee by San Jacinto College. The EPAF notifies:
 - Technical Support to disable network access and to inform the leader of items that need to be collected;
 - Purchasing to inform the leader to collect cell phone or P-card issued to the employee by this department;
 - Facilities to inform leader to collect any keys or other property issued to the employee;
 - Marketing to identify if the employee is a website or social media content owner; and
 - Human Resources to process the termination transaction.

3. The exit workflow will also email the employee to complete the Employee Exit Packet. The Confidential Exit Questionnaire is optional, but employees are encouraged to respond. *Users may reference below for involuntary separations.*
 - The Confidential Exit Questionnaire may be completed with the leader or by a scheduled appointment with Human Resources.
 - While the data on this form may be useful and the employee certainly is encouraged to respond, the completion of this form is optional and may be completed after departure. The information gained may be used to propose changes needed to encourage other productive employees to remain with the College. All responses will be used in a confidential manner to bring about a better workplace.
4. The leader will complete the electronic Employee Exit Checklist via Banner Workflow no later than three workdays prior to the last day of employment. The Employee Exit Checklist will enable the leader and the employee to account for and/or return all College property. If there is no immediate leader available, the next leader in the chain of command will assume the responsibility.
 - It will be the responsibility of the leader to ensure that the Employee Exit Checklist is completed in Banner Workflow, and all property is collected and returned to the appropriate department(s).

Involuntary separations:

Leaders print and complete the Leader Exit Packet on the last day of employment as soon as the employee has been notified. All pertinent departments should be notified of an involuntary separation via email by the leader so that immediate action can be taken to disable network access and collect all College property. The leader will still submit an EPAF on the last day of employment to initiate the employee exit workflow and proceed with the steps listed for voluntary separations. The Confidential Exit Questionnaire should not be completed for involuntary separations.

Part-time (Adjunct) Faculty and Part-time Staff:

The following procedures should be taken when a part-time employee is leaving a department either by voluntary or involuntary separation:

Voluntary separations:

1. Leaders complete an EPAF with all pertinent information and the date of departure as soon as the leader is aware that a separation is taking place.
2. The leader or employee submits a resignation/retirement letter to Human Resources via email (hr@sjcd.edu) or interoffice mail.
3. The Leader Exit Packet should be used to complete an Employee Exit Checklist during the last day of employment.

Attachment 5 – Proposed Procedures

- The Employee Exit Checklist will enable the leader and the employee to account for and/or return all College property. If there is no immediate leader, the next leader in the chain of command will assume the responsibility.
 - a. The leader is responsible to ensure that the Employee Exit Checklist is completed and returned to Human Resources and that College property is collected and returned to the appropriate departments.
 - b. The Exit Checklist, when completed, signed, and returned to Human Resources, will authorize payroll to compile and release the final wages owed. Leaders may contact the departments listed below to find out what property the employee has been issued.
 - IT issued Phones – Coordinator, IT Procurement - 281-998-6150 ext. 2682
 - All other phones – Purchasing - 281-998-6117
 - ITS Issued Laptops – techsupport@sjcd.edu, 281-998-6137
 - Keys – Locksmith – maintenance.request@sjcd.edu, 281-998-6150 ext. 1854
- The Confidential Exit Questionnaire should be given to the employee.

See below for involuntary separations.

- a. While the data on this form may be useful, and the employee certainly is encouraged to respond, the completion of this form is optional and may be completed after departure. The information gained may be used to propose changes needed to encourage other productive employees to remain with the College. All responses will be used in a confidential manner to bring about a better workplace.

Involuntary separations:

Leaders print and complete the Leader Exit Packet on the last day of employment as soon as the employee has been notified. All pertinent departments should be notified of an involuntary separation via email by the leader so that immediate action can be taken to disable network access and collect all College property. The leader will submit an EPAF on the last day of employment to terminate the part-time employee. The Confidential Exit Questionnaire should not be completed for involuntary separations.

Date of SLT Approval	April 16, 2021
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Effective Date	Anticipated June 8, 2021
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Attachment 5 – Proposed Procedures

Associated Policy	Policy IV.4003.D, Acceptance of Resignation or Retirement
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational Talent and Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Consideration of Approval of Memorandum of Understanding with Local Jurisdictions

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve Memorandums of Understanding (MOU) between San Jacinto College District (SJCCD) and the following local jurisdictions: City of Pasadena, City of La Porte, City of Houston, City of Deer Park, and Harris County, in order to enhance public safety and to promote communication and efficient use of police resources.

BACKGROUND

San Jacinto College operates facilities located in four cities and Harris County, creating overlapping jurisdictions for law enforcement agencies. The law enforcement agencies in these jurisdictions regularly cooperate with the College’s police department to provide and receive services, as needed.

This MOU documents the parameters of cooperation between these agencies related to communication, collaboration, general notifications and assistance, reporting, and coordination of sexual violence investigations and prevention of sexual violence.

IMPACT OF THIS ACTION

The MOU formalizes the general cooperation that regularly occurs between law enforcement agencies. In addition, this MOU specifically addresses the requirements of Texas Education Code 51.289 requiring a formal agreement related to sexual violence issues.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

None

MONITORING AND REPORTING TIMELINE

The term of the MOU is five years, effective upon the date of execution by both parties, and ending on June 30, 2026.

ATTACHMENTS

Attachment 1 - Police MOU Template

RESOURCE PERSONNEL

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**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
SAN JACINTO COLLEGE DISTRICT POLICE DEPARTMENT
AND THE
CITY OF _____ TEXAS POLICE DEPARTMENT**

To enhance public safety and to promote communication and efficient use of police resources, the San Jacinto College (“SJC” or “College”) and the City of _____, Texas Police Department (“_____ PD”) (jointly the “Parties”) enter into the following Memorandum of Understanding. This MOU is intended to satisfy the requirements of the Interlocal Cooperation Contract Act, Texas Government Code Chapter 791, and Section 51.289 of the Texas Education Code.

I. JURISDICTION

The jurisdiction of the San Jacinto College Police Department (“SJC Police” or “College Police”) includes all counties in which the San Jacinto College District owns or leases property. SJC Police has the primary responsibility for law enforcement on all property owned, leased, or rented by the College.

A list of College facilities that are within the _____ PD’s limits is attached as Appendix A. This MOU is designed to address coordination of services in overlapping areas.

A map reflecting _____ PD jurisdictional boundaries is attached as Appendix B.

The map attached to this MOU will be reviewed annually or when significant changes are made to the map.

II. COMMUNICATION AND COLLABORATION

The Parties agree to identify a central point of contact for the other with respect to this MOU. Unless otherwise specified in this MOU, all information-sharing between the Parties described in this MOU will flow between these points of contact. The Parties agree to share a contact list with their point of contact for implementation of this MOU and to notify the Parties of any changes to their points of contact as promptly as possible.

The Parties agree to implement communication protocols with respect to, among other things, public safety radio and recordkeeping systems, and access to time-sensitive information and to coordinate operations to the extent permitted by law. As part of this infrastructure, the Parties agree to develop a plan for a timely response to all emergency calls for service within the jurisdictions covered by this MOU.

The Parties agree to provide each other with basic temporary workspace as may be needed for report-writing, interviews, and other basic operational purposes in furtherance of this MOU.

The Parties agree to engage in outreach and to collaborate with the campus community to promote positive working relationships between law enforcement and students, faculty, staff, and other community members. Outreach may include information made available online through

College and _____ PD websites and/or social media; discussions of campus safety and crime prevention during student orientations and new employee orientations; and the distribution of printed materials to members of the campus community.

III. LAW ENFORCEMENT IN GENERAL

- A) **SJC Property.** SJC Police will enforce all laws, including municipal ordinances, county ordinances, and state laws on all property owned, leased, or rented by the College. SJC Police shall be the first responder and is responsible for the investigation of all crimes occurring on property owned, leased, or rented by the College.
- B) **Notification of Arrests.** SJC Police will notify the _____ PD when SJC Police arrest a person off-campus but within the City of _____ jurisdiction. _____ PD will notify SJC Police when the _____ PD arrest an SJC student or employee.
- C) **Assistance with Serious Crimes.** As may be requested by the SJC Police, the _____ PD agrees to assist the SJC Police with the investigation of violent felony crimes and crimes involving narcotics and with the investigation of complex crimes requiring enhanced resources or manpower. The Parties agree that they may request assistance from, and render assistance to, the other party to respond to or investigate reports of crimes affecting SJC, its students, or its employees.
- D) **Traffic Enforcement and Control.** SJC Police will enforce traffic regulations on campus and on streets adjacent to the campus. Parking violations on streets adjacent to the campus will be the primary responsibility of the SJC Police. Whenever SJC Police needs traffic control or other non-emergency assistance from _____ PD for a scheduled event, the College shall give notice for the request for assistance at the earliest possible date prior the scheduled event.
- E) **Vehicular Accidents and Fatalities.** SJC Police will have primary responsibility for handling accidents occurring on campus. The _____ PD shall have primary responsibility for investigating all fatalities related to vehicular accidents that occur within the jurisdiction of _____.
- F) **Public Gatherings and Protests.** The College respects the right of members of the College community to express their ideas freely and to demonstrate their concerns collectively by orderly means. From time to time, events may take place on the College campuses that may impact the larger community. Timely planning and coordination by the Parties is important to ensure that the event is adequately staffed and that public safety is ensured. The College's point of contact will contact the _____ PD point of contact to initiate planning and coordination. The Parties also may develop event-specific operational procedures, provided that such procedures are consistent with the provisions of this MOU, Section 51.9315 of the Texas Education Code regarding expressive activities on college campuses, and SJC Policy 7003.A and Procedure 7003.A.a.
- G) **Off-Campus Requests for Service.** SJC Police may respond to citizen calls for service within the jurisdictional responsibility of the _____ PD in areas adjacent to college property. All such call requests will be relayed or referred immediately to the _____

PD via phone or radio. SJC Police may respond to requests for assistance from the _____ PD. SJC Police may respond to incidents in areas adjacent to campus to observe incidents under investigation by the _____ PD that involves an SJCD student or employee.

- H) **Stolen Vehicles.** SJC Police will investigate reports of vehicles stolen from campus. Vehicles stolen or recovered from or on city streets near the College will be the primary responsibility of the _____ PD. Vehicles may be removed by College police from city streets when the vehicles are blocking College driveways or are creating hazards.
- I) **_____ PD on Campus.** _____ PD deputies who enter a College facility on official business, whether in uniform or in plainclothes, will notify the on-duty Watch Commander of the SJC Police. If the purpose of the entry is to serve a warrant or subpoena, the _____ PD will coordinate with the SJC Police to minimize disruption to classes and campus operations.
- J) **Arson.** The federal Clery Act requires the College to investigate any fire that is not immediately known to be accidental. The _____ PD agrees to provide the necessary resources to support the College in conducting an investigation of a fire that is not immediately known to be accidental. If the _____ PD assists in conducting the investigation, they will provide a summary of the investigation with a final determination (i.e., arson, suspicious fire, or unknown cause) to the College.

IV. CRIME STATISTICS REPORTING

The Parties agree to coordinate the sharing of information about crimes that may pose a serious threat to the health or safety of the College's campuses and near-campus areas to facilitate the issuance of timely warnings and emergency notifications required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), 20 U.S.C. § 1092(f). The Parties acknowledge that the College need not obtain prior approval or preclearance from _____ PD before issuing a warning or notification.

To enable the College to fulfill its obligations under the Clery Act, the _____ PD shall provide statistics on at least an annual basis to the College Police on all crimes listed in 20 U.S.C. § 1092(f)(1)(F) for which the _____ PD acted as a first responder or had operational responsibility and which occurred on or within a one-mile radius of a campus or building identified on Appendix A. These statistics shall be provided annually on or before September 1 and otherwise as reasonably requested.

V. COORDINATION OF SEXUAL VIOLENCE INVESTIGATIONS AND PREVENTION OF SEXUAL VIOLENCE

The Parties will keep each other informed about current trends and patterns in sexual assaults, dating violence, domestic violence, sexual harassment, and stalking, both on and off campus, by sharing data and analysis. The Parties will meet regularly to share this information.

The Parties agree that they may request assistance from, and render assistance to, the other party to respond to or investigate reports of dating violence, domestic violence, sexual assault, or

stalking. The Parties will develop procedures that provide for a coordinated cross-jurisdictional or multi-jurisdictional response and/or investigation as appropriate. These procedures will provide for coordination of the response to reports of sexual assault, dating violence, domestic violence, sexual harassment, and stalking by clarifying roles and responsibilities based on criteria such as location and type of incident (e.g., misdemeanor or felony) and whether the complainant(s) and suspect(s) are enrolled at different institutions of higher education.

The Parties recognize that, regardless of which agency ultimately takes the lead investigative role in responding to allegations of sexual assault, dating violence, domestic violence, sexual harassment, and stalking, the other Party may be the first responder to a report. Thus each Party has a responsibility to respond in a manner that facilitates an effective law enforcement and institutional response, as well as appropriate treatment of the individual reporting the offense. This includes facilitating sexual assault forensic exams and ensuring the appropriate collection and preservation of evidence regardless of which entity handles the incident. When conducting sexual assault investigations, officers will seek to identify whether there were co-occurring crimes of domestic/dating violence, stalking, strangulation and/or witness intimidation.

The _____ PD will promptly notify the College Police when San Jacinto College students are identified as the victims or suspects of sexual assault, dating violence, domestic violence, sexual harassment, and stalking that occur off campus, so as to coordinate resources to minimize/prevent further victimization, to trigger appropriate institutional investigative action and disciplinary proceedings against alleged offenders as may be appropriate, and to adequately inform the greater campus community of serious ongoing threats to student and employee health and safety. All such notifications to campus authorities will be documented in police incident reports. The College may share personally identifying information only with the consent of the alleged victim, unless disclosure is otherwise permitted or mandated by law. The College shall provide _____ PD with copies of its policies and procedures regarding confidential reporting.

San Jacinto College will inform sexual violence complainants that they have a right to file a criminal complaint, to file a Title IX complaint with the College in lieu of a criminal prosecution, or to pursue both options.

The Parties agree to refrain from making statements to victims or witnesses that would directly or indirectly discourage them from seeking a criminal investigation.

To ensure that proficient investigations are conducted, the Parties agree that all or part of a criminal investigation involving sexual assault, dating violence, domestic violence, or stalking may be transferred to another agency if the Parties agree that another agency has significantly more experience, training, or resources.

The Parties agree, with the reporting party's consent, to provide information to reporting parties and complainants for referrals for support services that are available from municipal and other governmental agencies, law enforcement agencies, institutions of higher education, and community organizations. Support services may include, but are not limited to, mental health services, medical services, legal services, and temporary housing services.

The Parties agree, at the appropriate time and as allowable by federal and state law and College policy, to share relevant documentation and other information created and/or maintained during local law enforcement investigations in all cases where an individual who has reported dating violence, domestic violence, sexual assault, or stalking consents to this information-sharing and the individual and/or an alleged suspect are students or employees of the College.

The Parties agree to share their respective policies and procedures setting out their responsibilities and resources related to support of victims of sexual violence, dating violence, domestic violence, and stalking. San Jacinto College will provide information to the _____ PD regarding the College's obligations under Title IX, regarding the services available to victims of sexual violence under Title IX, and regarding a crime victim's right to make a report to the College regarding an incident.

The Parties agree to seek opportunities for joint training regarding sexual violence prevention and investigation. The Parties agree that their peace officers shall receive trauma-informed training on how to assist and interact with individuals who have experienced sexual assault, dating violence, domestic violence, sexual harassment, or stalking.

VI. TERM

The term of this MOU shall begin on the date this document is signed by the respective individuals authorized to enter into this MOU and shall end on June 30, 2026.

The MOU may be terminated upon 30 days' written notice to the other Party. Upon expiration of the specified term, this Agreement shall continue on a month-to-month basis. This Agreement may be renewed for additional one-year terms upon the mutual agreement of the parties. Any such renewal or extension must be in writing and executed by authorized representatives of the _____ PD and the San Jacinto College.

VII. NON-DISCRIMINATION

The Parties agree that their personnel will comply with applicable Federal, state and local laws, ordinances, and policies, including, but not limited to, Title VI of the Civil Rights Act of 1964, as amended; Title VII of the Civil Rights Act; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination in Employment Act of 1975; the Americans with Disabilities Act; The Family Educational Rights and Privacy Act of 1974; Title IV of the Higher Education Act of 1965, as amended; and the Texas Education Code. The Parties agree that their personnel will not engage in unlawful discrimination against any student, employee, or visitor to the College on the basis of race, religion, color, sex, pregnancy, national origin, disability, age, sexual orientation, sexual or gender identity, marital status, citizenship, veteran status, military service, or any other impermissible or illegal criteria.

VIII. MISCELLANEOUS

- A) Nothing contained in this Section shall be deemed to waive immunities established pursuant to statute or otherwise recognized by law. Nothing contained in this MOU is intended to create third-party rights.

Attachment 1

- B) Nothing in this MOU shall be construed to create a relationship or partnership, joint venture, or agency by or between the Parties. Neither party shall be the agent of the other or have authority to bind the other.
- C) In the event of a lawsuit or legal claim, each Party shall bear financial responsibility for the acts and omissions of its own personnel, including their own attorneys' fees.
- D) Any amendment to the MOU must be in writing and signed by both Parties. No waiver, alteration or modification of any of the provisions of this MOU shall be binding on any Party unless in writing and signed by the Party against whom enforcement of such waiver, alteration, or modification is sought.
- E) Citations of and references to any specific Federal or State statute, administrative regulation, or executive order in this MOU include any amendment to or successor of that statute, regulation, or order and the current version of such statute, regulation, or order.
- F) If any provision of this Agreement becomes or is held violative of any law or is deemed unenforceable, then the invalidity of that provision will not invalidate the remaining provisions. The Parties agree that all remaining provisions of this MOU will remain in effect.
- G) The _____ PD and College agree that no promise or agreement which is not herein expressed has been made to either party and that neither party is relying upon any statement or representation other than the terms stated in this MOU.
- H) This MOU and all acts and performance under this MOU are governed by, construed by, and enforced in accordance with the laws of the State of Texas, without regard to its choice of law provisions. Exclusive venue for any dispute arising under this or relating to this Agreement shall lie in a court of competent jurisdiction in Harris County, Texas. Venue for any claim under this MOU shall be in Harris County, Texas.
- I) All parties agree to cooperate with each other at all times during the term herein in order to achieve the purposes and intent of the MOU. Each party acknowledges and represents that their respective governing body has authorized this MOU.
- J) The parties acknowledge and confirm that this agreement has been entered into pursuant to the authority granted under the Interlocal Cooperation Contract Act of Texas. All terms and provisions herein are to be construed and interpreted consistently with the Act.
- K) The Effective Date is the date that all parties have signed this MOU.

For the City of _____, Texas Police Department Office:

City of _____

Date

Chief of Police
City of _____ Police Department

Date

For the San Jacinto College:

Brenda Hellyer, Chancellor
San Jacinto College

Date

Bruce Caldwell, Chief of Police
San Jacinto College

Date

**Action Item “XVIII”
Regular Board Meeting June 7, 2021
Consideration of Approval of an Interlocal Agreement with
La Porte Independent School District**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an interlocal agreement between San Jacinto Community College District (SJCCD) and La Porte Independent School Districts (LPISD) for advising services.

BACKGROUND

In accordance with Subchapter B, Section 791.011 of the Texas Government Code and Chapter 271 of the Local Government Code, the College may enter into an interlocal contract with another local governmental entity to perform governmental functions and services.

In 2008, the College entered into an agreement with LPISD for shared counselor services. In 2019, the College merged the office of recruiting and the office of shared services to form the office of outreach and recruitment, and former shared educational planners and recruiters are now outreach advisors. With the creation of the office of outreach and recruitment, and the altered operations environment, outreach advisors have continued to serve LPISD through a virtual environment, but LPISD has requested an updated agreement that reflects the new organizational structure for continued support.

IMPACT OF THIS ACTION

SJCCD and LPISD desire to work cooperatively to increase the opportunity for LPISD high school students to receive career exploration and college admissions advising services. The purpose of this interlocal agreement is to assign an SJCCD advisor to provide on-site counseling services at La Porte High School. The current outreach advisor will continue to provide virtual and on-site support to LPISD students through the admissions process, including but not limited to Apply Texas applications, FAFSA/TASFA/scholarship application, TSI testing information, and meningitis record intake. This support will allow for a seamless transition of students from high school to college with the ultimate goal of increasing enrolled students.

The College is in the process of reviewing the shared counselor agreements with other independent school districts, and we will come forward with new interlocal agreements as they are finalized.

BUDGET INFORMATION

None

MONITORING AND REPORTING TIMELINE

The agreement will commence on or after June 7, 2021 and will continue through June 1, 2022 and may be renewed for additional terms if agreed to in writing by both parties.

**Action Item “XVIII”
Regular Board Meeting June 7, 2021
Consideration of Approval of an Interlocal Agreement with
La Porte Independent School District**

ATTACHMENTS

Attachment 1 – Interlocal Agreement

RESOURCE PERSONNEL

Jose DejesusGil	281-998-6150 x1728	jose.dejesusgil@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

AGREEMENT FOR ADVISING SERVICES

Pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, this Interlocal Agreement ("Agreement") is entered into by and between the San Jacinto Community College District ("SJCCD" or "College") and the La Porte Independent School District ("LPISD" or "District") for the purpose of contracting for the performance of governmental functions and services. In consideration of the mutual covenants and conditions in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, SJCCD and LPISD agree to the following:

I. Purpose of the Agreement

SJCCD and LPISD desire to work cooperatively to increase the opportunity for LPISD high school students to receive career exploration and college admissions advising services. The purpose of this Agreement is to assign a SJCCD advisor to provide counseling services at La Porte High School, according to the terms and conditions of this Agreement.

II. Term of Agreement

This Agreement shall be effective from May 3, 2021 through June 1, 2022.

III. Renewal

This Agreement may be renewed for additional terms upon the mutual agreement of the parties. Any such renewal or extension must be in writing and executed by authorized representatives of SJCCD and LPISD.

IV. Termination

This Agreement may be terminated by either party at any time with or without cause by providing to the other party two business days' written notice of intent to terminate. Any termination of this Agreement as permitted by this paragraph shall not relieve either party from completing obligations in progress prior to the effective date of the termination. Notice shall be provided by hand delivery or certified mail, return receipt requested, to the individuals whose names and addresses are indicated on the signature pages of this Agreement.

V. Duties, Services, and Qualifications

A. SJCCD's Rights and Responsibilities

1. SJCCD, through its designated representatives, shall render college advising services in accordance with the guide of ethical practice of the National Association of College Admissions Counseling (NACAC). SJCCD shall provide those services that its advisors are qualified by law to provide and customarily provide and that are consistent with prevailing standards of professional practice.
2. SJCCD agrees to assign at least one qualified advisor to work at La Porte High School up to 10 hours per week during LPISD's fall and spring semesters, according to the

specific dates and hours mutually agreed upon by the parties' designated representatives. The advisors shall be SJCCD employees and shall have the qualifications specified in Paragraph V(A)(7) of this Agreement. The salary and benefits of the advisors shall be borne exclusively by SJCCD. No advisor employed by SJCCD shall be considered an agent, servant, or employee of LPISD. SJCCD is responsible for its advisors' supervision, direction and control, payment of salary, workers' compensation, disability benefits, and like requirements and obligations; LPISD shall have no right or obligation to supervise, direct, or control SJCCD advisors or employees.

3. SJCCD shall designate one or more SJCCD supervisors or administrators to facilitate the rendition of services under this Agreement and to monitor the activities of any assigned advisors. Upon execution of this Agreement, SJCCD shall provide LPISD with a written statement of the names, titles, and contact information for the supervisors or administrators designated pursuant to this paragraph.
4. SJCCD's and LPISD's designated representatives shall confer regarding an appropriate schedule for the provision of services. SJCCD and LPISD recognize that the schedule may change from week to week or month to month depending on the needs of LPISD's students, SJCCD's and LPISD's respective school calendars, and similar considerations. SJCCD does not guarantee that the same advisor will be available during the entire term of this Agreement.
5. SJCCD's and LPISD's designated representatives shall confer at appropriate intervals to develop goals and objectives for the SJCCD advisors working at La Porte High School and to evaluate the services being provided pursuant to this Agreement.
6. The SJCCD advisor's primary function under this Agreement is to assist students in their educational and career development. The advisor shall accomplish this objective by utilizing career exploration program development and counseling, by providing academic advising, and by fostering meaningful interactions between LPHS students, teachers, parents, and administration. The primary responsibilities of SJCCD and its advisors are outlined in Appendix A to this Agreement. The SJCCD advisor will not engage in any state-mandated testing or high school class scheduling nor serve as the primary point of contact for any school-related mental health and/or other behavioral issues that are related to student conduct. The SJCCD advisor will engage only in activities that fulfill the mission of career exploration, the pursuit of higher education, and other activities that are designed to promote increased knowledge of occupational life beyond high school.
7. SJCCD shall select and assign advisors who have the training and skills appropriate for working with high school students. All SJCCD advisors are subject to a criminal history background check by SJCCD. Advisors whose criminal histories include any felony conviction or any offense involving moral turpitude shall not be assigned to LPISD.

8. SJCCD agrees not to discriminate against any LPISD student or parent on the basis of race, religion, color, sex, national origin, disability, citizenship, or HIV/AIDS status.
9. Upon reasonable written notice from LPISD that describes unsatisfactory service, SJCCD's designated representatives will meet with LPISD's designated representative and mutually determine a reasonable remedy, which may include substituting personnel. If the parties are unable to reach an agreement, or if no qualified personnel are available, the parties may terminate this Agreement.
10. If SJCCD's assigned advisor is unavailable to work at La Porte High School due to illness, family illness, or other circumstance requiring a short-term absence, and the period of absence is expected to be less than five consecutive school days, SJCCD may cancel service on those days or assign another qualified SJCCD advisor,, in SJCCD's sole discretion. A temporary substitute assigned pursuant to this paragraph shall possess at least a bachelor's degree, shall have the appropriate training and skills to perform the duties assigned, and shall be subject to a criminal history background check. If the absence is anticipated to be longer than five consecutive school days, then the SJCCD designated representative and LPISD designated representative shall confer and mutually determine a plan for coverage during the advisor's extended absence, which may include substituting personnel. If the parties are unable to reach an agreement, or if no qualified personnel are available, the parties may terminate this Agreement or they may choose to suspend service until the assigned advisor is ready to return to duty.

B. LPISD's Rights and Responsibilities

1. LPISD shall designate one or more supervisors or administrators to facilitate the rendition of services under this Agreement. Upon execution of this Agreement, LPISD shall provide SJCCD with a written statement of the names, titles, and contact information for the supervisors or administrators designated pursuant to this paragraph.
2. LPISD shall provide appropriate and professional space for the SJCCD advisors who are assigned to La Porte High School under this Agreement. The space will include Internet access; and reasonable access to clerical support.
3. LPISD shall arrange for and grant reasonable access to classroom/meeting room(s) for workshops, programs, and related activities appropriate to the fulfillment of this Agreement. LPISD shall provide reasonable access to a computer lab for the SJCCD advisor for the purpose of conducting career testing, Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA) completion/submission, and admissions applications completion.
4. LPISD shall regularly publicize to students, teachers, and parents the availability of the SJCCD advisor and the programs offered through newsletters, flyers, in school announcements, LPISD's web page, press releases and other forms of communication reasonably calculated to inform the school community of the services provided under this Agreement. LPISD shall ensure that the SJCCD advisor receives all high school

communications pertaining to programs and events that are reasonably related to the purpose of this Agreement.

5. LPISD shall provide SJCCD with La Porte High School data and reports, including information relating to demographics and graduation rates and trends, to enable SJCCD to evaluate and measure student and program achievement. Such data and reports shall be made available to SJCCD on a semesterly basis or at other reasonable intervals agreed upon by the parties.
6. LPISD shall provide the SJCCD advisor with copies of all relevant handbooks, campus rules and regulations, and LPISD policies.
7. If LPISD becomes dissatisfied with the appointment of a SJCCD advisor, LPISD shall promptly notify SJCCD's designated representatives in writing. Any objection by LPISD shall be made in good faith. LPISD shall not discriminate against any SJCCD advisor on the basis of the advisor's race, religion, color, sex, national origin, disability, citizenship, or HNI AIDS status.

VI. Payments

The parties agree that all payments made under this Agreement will be in an amount that fairly compensates the performing party for the services or functions performed under this Agreement. The parties acknowledge that this is a non-monetary Agreement and that each party paying for the performance of governmental functions or services pursuant to this Agreement must make those payments from current revenues available to the paying party.

VII. Independent Contractor

It is understood and agreed that LPISD and SJCCD are separate legal entities. The relationship of SJCCD and LPISD is that of independent contractor and client. SJCCD shall have the right to control and shall control the details of the work performed. Nothing in this Agreement shall be construed to create a relationship of partnership, joint venture, partnership, or agency by or between SJCCD and LPISD. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between SJCCD and either LPISD or any employee or agent of LPISD. Neither party shall be the agent of the other or have the authority to bind the other. The parties agree that neither party has responsibility for any conduct of the other party or the other party's employees, agents, students, representatives, or contractors.

VIII. Confidentiality

The SJCCD advisors, supervisors, and administrators who provide services under this Agreement will have access to personally identifiable information about the La Porte High School students who they are serving. SJCCD and LPISD agree that SJCCD's advisors, supervisors, and administrators providing service pursuant to this Agreement have a legitimate educational interest in the records of the students being served. SJCCD and LPISD shall take reasonable steps to ensure that their respective counselors, supervisors, employees, and administrators maintain the confidentiality of all LPISD student information as required by state and federal law, including, but not limited to, the Family

Educational Rights and Privacy Act and the Texas Education Code. This provision shall survive termination or expiration of this Agreement.

IX. Compliance with Applicable Laws

SJCCD and LPISD shall comply with all applicable federal, state, county, and local laws or ordinances.

X. Notice

All notices and other communications required by the terms of this Agreement will be in writing and sent to the parties hereto at the addresses set forth below (and such addresses may be changed upon proper notice to such addressees in the manner as set forth herein). Unless otherwise agreed in writing by the receiving party, notice may be given by: (i) certified or registered mail, postage prepaid, return receipt requested; (ii) reputable overnight carrier, postage prepaid; (iii) fax (with confirmation of transmission by sender's fax machine); or (iv) personal delivery (with written receipt confirming such delivery). Notice will be deemed to have been given (i) two SJCCD business days after mailing; (ii) on the date of personal delivery; or (iii) on the date of transmission of a fax if on a SJCCD business day during normal SJCCD business hours (or, if not, the next succeeding SJCCD business day). Unless otherwise agreed in writing by the receiving party, electronic mail does not constitute official notice under this Agreement. The addresses of the parties for such notices shall be:

To: LPISD

Attn: Purchasing & Contracts Coordinator
1002 San Jacinto Street
La Porte, TX 77571
Email: purchasing@lpisd.org
Fax: (281) 604-7119

To: SJCCD

Contracts & Purchasing Services
Chief Procurement Officer
4620 Fairmont Parkway, A2.208
Pasadena, Texas 77504
Fax: 281-998-6322

With a copy to: **SJCCD**

Jose DejesusGil, Director of Outreach and Recruitment
8060 Spencer Hwy, C-15.125e
Pasadena, TX 77505
Email: Jose.DejesusGil@sjcd.edu

XI. Miscellaneous

- A. If any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws, the legality, validity, or enforceability of the remaining provisions of this Agreement shall not be affected.

- B. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. Venue for any dispute shall be in Harris County, Texas.
- C. Neither SJCCD nor LPISD waives or relinquishes any immunity or defense on behalf of itself, its trustees, officers, employees, volunteers, or agents as a result of the execution of this Agreement or its performance under this Agreement.
- D. This Agreement shall not be modified or amended in any manner except by a writing signed by the parties.
- E. Neither party is responsible or liable under this Agreement for any delay, failure to perform, damages losses or destruction, or malfunction, or any other consequence thereof, caused or occasioned by causes beyond its reasonable control including, but not limited to, natural disasters, governmental actions, utility curtailments, power failures, acts of God, labor disputes, riots, acts of war or epidemics. In such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed.
- F. Neither this Agreement nor any duties or obligations hereunder shall be assignable by either party without the prior written consent of the other party.
- G. No waiver of a breach of any provision of this Agreement shall be construed to be a waiver of any breach of any other provision or be deemed to constitute a continuing waiver of same. No delay in acting with regard to any breach and any provision shall be construed to be a waiver of such breach or requirement that such obligation be performed.
- H. This Agreement is made for the sole benefit of the SJCCD and LPISD and their respective successors and permitted assigns. Nothing in this Agreement shall create or be deemed to create a relationship between the parties to this Agreement and any third person, including a relationship in the nature of a third-party beneficiary or fiduciary
- I. This Agreement constitutes the entire Agreement between the parties regarding the subject matter hereto. The parties expressly warrant and represent that no promise or agreement which is not expressed herein has been made to them in executing this Agreement. No statements or representations outside this Agreement, whether oral or in writing, have been relied upon by any party.

(Signatures on next page)

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the Effective Date:

SAN JACINTO COMMUNITY COLLEGE DISTRICT

By: _____ Date: _____
Teri Zamora
Vice Chancellor, Fiscal Affairs

LA PORTE INDEPENDENT SCHOOL DISTRICT

By: Walter D. Jackson Date: 4/14/21
Dr. Walter Jackson
Superintendent

APPENDIX A
Agreement for Advising Services

1. SJCCD and LPISD will confer and reach a mutual agreement on the career assessment instrument to be used by the SJCCD advisor assigned to La Porte High School.
2. SJCCD shall provide career development interventions that address the characteristics and needs of a diverse La Porte High School population.
3. The SJCCD advisor shall coordinate, plan, and implement targeted events and activities on the La Porte High School campus that support student career exploration and development efforts. The advisor shall provide career testing, exploration, and counseling services for individuals and groups. The advisor shall share knowledge and information about college/university admissions requirements. The advisor shall provide academic advising, registration assistance, and assistance in accessing and navigating SJCCD institutional requirements.
4. The SJCCD advisor shall maintain advising records as required by federal and state law.
5. SJCCD shall assess the effectiveness of programs and activities by data comparisons and evaluation and submit an annual report to LPISD.
6. SJCCD shall use reasonable efforts to coordinate and promote the activities, programs, and initiatives for the LPHS Career & College Center and coordinate the activities and efforts with La Porte High School.

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve the updated Board of Trustees Bylaws.

BACKGROUND

The Board of Trustees operates and functions in accordance with State and Federal statutes. The Board of Trustees developed its Bylaws to provide guidance, direction, and clarification on specific functions of the Board. The bylaws of the Board have been in place for many years with periodic revisions. The most recent Board approval of a revision was October 1, 2018.

IMPACT OF THIS ACTION

The proposed revision to the Bylaws clarifies and updates several areas which are notated in track changes. Changes to the Bylaws were discussed with the Board at its workshop on April 5, 2021 and May 3, 2021.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

There are no budgetary implications.

MONITORING AND REPORTING TIMELINE

A review of the Board’s Bylaws will be completed regularly.

ATTACHMENTS

Attachment 1 – Current Bylaws with track changes of revisions
Attachment 2 – Proposed Bylaws – clean version

RESOURCE PERSONNEL

Brenda Hellyer

281-998-6100

brenda.hellyer@sjcd.edu

San Jacinto Community College District

Board of Trustees

Bylaws

The following rules and regulations shall constitute the Bylaws of the San Jacinto Community College District and shall govern the Board of Trustees and the officials of the College.

~~References to Chair are in regards to the title of the officer position and not to the gender of the person holding the office.~~

BOARD REPRESENTATION AND ELECTION

The San Jacinto Community College District (College) Board of Trustees (Board) is comprised of seven members who are elected for six-year terms in accordance with State ~~and Federal~~ statutes. ~~A eCandidate~~ [information's packet](#) will be made available for interested parties based on the election order and the requirements of the Texas Election Code.

To hold the office of Trustee for the College, one must:

1. Be a qualified, registered voter according to the constitution and laws of the State of Texas.
2. Take the oath of office.
3. Serve without compensation.
4. Be a resident, as defined by Texas Election Code §1.015 and applicable law, of one of the independent school districts (ISDs) comprising the San Jacinto Community College Taxing District (College Taxing District) which includes: Channelview, Deer Park, Galena Park, La Porte, Pasadena, or Sheldon and certain areas of Clear Creek, Humble, and Pearland ISDs that are in the College Taxing District.

A person elected to serve as a Board member must remain a resident of the College Taxing District throughout the term of office. A Board member who ceases to reside in the College Taxing District vacates his or her office.

Regularly scheduled elections are held on the uniform election date in May in odd numbered years. The election of Trustees shall be at large by position, and regularly scheduled elections shall typically be for two or three Trustees for staggered terms of Trustee positions. A special election to fill a Board vacancy shall be conducted in the same manner as the College's general election except as may be provided by applicable provisions of the Texas Elections Code. Election of Trustees shall include the number of Trustee positions required to constitute a Board of seven members to serve terms of six years. The Board of Trustees will order the election according to Texas Election Code.

The winning candidate for any position shall obtain a majority of the votes cast in the election for the position. If no candidate receives a majority of the votes cast for all candidates for a position, then the two candidates receiving the highest number of votes shall run against each

Attachment 1

other for the position. The runoff election for all positions shall be held according to the Texas Election Code and shall be ordered, notice given, and held, as for regular elections except as otherwise provided by statute.

Upon election, the Trustee shall take the official oath of office, and file it with the Chair of the Board. The oath may be ~~administered~~administered, and a certificate of the fact given by an authorized person under Section 602.002 of the Government Code.

Any vacancy occurring on the Board through death, resignation, or otherwise, shall be filled by either a special election ordered by the Board to be held on the next uniform election date, or by appointment through a resolution of the Board.

If, upon determining that a vacancy exists, the Board of Trustees determines that it would like to consider filling the vacated Trustee position by appointment, the following procedures will apply:

1. The Board shall provide public notice of the vacancy ~~to the public~~.
2. The Board shall determine and include in the notice a definitive deadline for the period for responding to the ~~announcement notice~~, with the recommended time being at least two weeks ~~and a definitive deadline will be established~~.
3. Persons interested in being appointed to the Board shall submit to the Chancellor of the College a resume, supplemental documents, and a completed ~~standard~~ application form demonstrating that he/she is a resident of the College Taxing District ~~to the Chancellor of the College~~.
4. The Board of Trustees shall review the resumes, supporting supplemental documents, and application form of the applicants and may select a number of candidates to be interviewed.
5. The Board of Trustees shall interview candidates and may make a selection for a candidate or candidates to be brought forward for a vote of the Board.
6. In order for a recommended candidate to move forward as an appointed Trustee, a Board resolution must receive an affirmative vote of at least 80 percent of all current members of the Board of Trustees ~~will be required in the form of a Board resolution~~.

The person appointed to fill the unexpired term shall serve until the next regular election of members to the Board, at which time the position shall be filled by election for a term appropriately shortened to conform to what regularly would have been the length of the term for that position if the term has not otherwise expired.

Board members may be removed from office in accordance to Texas Const., Art. V, §24, Texas Local Government Code §§87.011-87.013, Texas Education Code §44.032, and Texas Education Code §130.0845.

BOARD DUTIES AND RESPONSIBILITIES

The chief duty of the Board is to provide leadership for the mission for the program and welfare of the College and to honor the College's governance structure. In this regard, the Board:

Attachment 1

1. Is expected to preserve the institutional independence and to defend its right to manage its own affairs through its administrators and employees.
2. Shall enhance the public image of the College.
3. Shall interpret the community to the College and interpret the College to the community.
4. Shall nurture the College to achieve its full potential within its role and mission.
5. Shall establish and periodically review the Vision and Mission statements and core values of the College.
6. Shall establish the College's strategic plan and goals consistent with the vision and mission of the College and its focus on student success.
7. Shall provide for financial resources to adequately support the College's institutional goals; accordingly, the Board will approve and authorize the annual budget and amendments, tuition and fees, debt funding, tax rates, real estate transactions, major capital projects, and other significant financial items.
8. Shall appoint the Chancellor (Chief Executive Officer) of the College, conduct periodic evaluations of the Chancellor's performance, and approve the annual contract and compensation of the Chancellor.
9. Shall establish upon recommendation of the Chancellor of the College, the policies which govern the organization and operation.
10. Shall act as an appraisal body of judgment as recommendations may come to it through the administration.
11. Shall complete all State mandated training and periodic training on any other topic relating to higher education the Board considers important.
- ~~11-12.~~ Shall perform other duties authorized by applicable laws or regulations.

The Board possesses and exercises its authority and duties as a collective body and functions only when it is convened in meetings. ~~Unless specifically authorized by prior action of the Board, Except for appropriate duties and functions of the Board Chair, no~~ an individual member may not speak, obligate, or exercise authority in the name of the Board of Trustees unless specifically authorized by prior action of the Board.

The Board functions within the framework of laws, court decisions, attorney general's opinions, and similar mandates and restrictions from external sources. It performs functions as specified by applicable laws and regulations.

The Board formulates and approves policies and delegates to the Chancellor of the College the function of administering policies and regulations. The Board is not involved in administrative details, but the Board's review of administrative procedures and regulations may be undertaken if necessary, to the function of policy formulation. In the absence of appropriate policy, the Chancellor of the College may need to make decisions and exercise authority, but such actions are subject to subsequent review by the Board for determination as to the need for a policy statement.

If citizens bring a concern or complaint to an individual Trustee, the Trustee shall refer the citizen to the College Chancellor, who shall proceed according to appropriate Board policy or

Attachment 1

College procedure. This does not restrict the Board member from bringing the concern or complaint to the Board of Trustees.

STATEMENT OF BOARD CONDUCT

Each Trustee of the Board will strive to support the Vision and Mission statements and core values of the College and, to that end, shall adhere to the following standards:

1. Consistently uphold all applicable laws, rules, policies, and governance procedures.
- ~~1.2.~~ Attend and participate in all regularly scheduled Board meetings insofar as possible, and become well-informed concerning issues to be considered at those meetings.
- ~~2.3.~~ Bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.
- ~~3.4.~~ Work with other Board members to establish effective Board policies, delegate authority for the administration of the College to the Chancellor of the College, and act on behalf of the Board only with the official authorization of a majority of the members of the Board.
- ~~4.5.~~ Work with other Board members to establish effective policies and practices prohibiting unlawful discrimination including conduct that constitutes sexual harassment.
- ~~5.6.~~ Make policy decisions only after full consideration at publicly held Board meetings.
- ~~6.7.~~ Render all decisions based on the available facts and independent judgment, refuse to surrender that judgment to individuals or special interest groups, and abide by and uphold the final majority of the Board.
8. Recognizing that the College adheres to the concepts of free speech and academic freedom, encourage the free expression of opinion by all Board members and seek systematic communications between Board and students, faculty, staff, administrators, and the community. Members should refrain while refraining from communicating with any such parties in a way that could be interpreted as having any official authority outside the meetings of the Board ~~and refraining from any communications among a quorum of Board members outside of the Board meeting.~~
- ~~7.9.~~ Refrain from any communications outside of officially posted Board gatherings among a quorum of Board members or any individual communications that constitute fewer than a quorum of members but the members engaging in the series of communications constitute a quorum of members.
- ~~8.10.~~ Communicate to other Board members and the Chancellor of the College expressions of public reaction to Board policies and College programs.
- ~~9.11.~~ Become informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by State and National community college organizations.
- ~~10.12.~~ Support the employment of those persons best qualified to serve as College faculty, staff, and administrators; insist on a regular and impartial evaluation of all faculty, staff, and administrators; and respect the authority and responsibilities of College employees and external contractors to empower them to work without interference.
- ~~11.13.~~ Work with other Trustees and with the Chancellor in a spirit of harmony and cooperation and in a manner that creates and sustains mutual respect.

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- ~~12.14.~~ Engage in no activity that could create a conflict of interest.
- ~~13.15.~~ Refrain from using the Board position for personal or partisan gain.
- ~~14.16.~~ Identify and disclose any actual or potential conflict of interest (according to Chapter 171 of the Texas Local Government Code and College Policy III.3003.A and Procedure III.3003.A.a, Ethical Conduct and Conflicts of Interest), and act for the general public good regardless of personal relationships or business interests.
- ~~15.17.~~ Take no private action that will compromise the Board or ~~administration,~~ and administration and respect the confidentiality of information that is privileged under applicable law, including all deliberations of the Board in Closed Sessions.
- ~~16.18.~~ Remember always that the first and greatest concern must be the educational welfare of the students attending the College.
- ~~17.19.~~ Refrain from any attempt to influence any operational decision, including but not limited to individual admissions, personnel or purchasing decisions except when such is an issue at a Board meeting; and no Trustee shall have any communications about a grievance with any person with a pending grievance.

The Board of Trustees shall have the authority to censure a Trustee who is found by the Board to have violated the Trustee's duties, the Statement of Board Conduct, or any other provision of these Bylaws. In order for the Board to censure a Trustee, the Trustee must be found to have violated a specific statute or law or the Board Bylaws. Such a finding shall be made to the Board only after an investigation by the Board or the Board's designee. The investigation must include an opportunity for the Board member to respond to the specific allegation(s) that the Trustee has breached. A censure of a Trustee will require a super majority (two thirds) vote of all members of the Board of Trustees. For purposes of this provision, "censure" shall mean a reprimand of a person through means of a written order or resolution for specified conduct.

OFFICERS

The Board shall elect the following officers from among their members: a-Chair, Vice Chair, Secretary, Assistant Secretary, and other officers as deemed necessary.

The election of the officers shall take place at the first regular meeting of the Board of Trustees after the regular election of members of the Board of each election year or at any time thereafter in order to fill a vacancy. Election of officers shall occur immediately following the swearing in of those elected to the Board of Trustees. Officers of the Board shall be elected by a simple majority of the total membership of the Board.

The term of office for each officer shall be two years with no limit as to the number of terms which may be served.

The duties of the officers shall be as follows:

1. The Chair of the Board
 - a. Presides at all meetings of the Board of Trustees.
 - b. Enforces the Bylaws.
 - c. Signs official contracts and documents as required by statute or Board policy.

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- d. Recommends the appointment of all Board committees and chairpersons.
 - e. Performs such other duties as may be required by law or imposed by the Board of Trustees.
 - f. Shall be entitled to vote on all matters coming before the Board of Trustees.
 - g. Speaks on behalf of the Board.
 - f.h. Signs letters of support that do not materially obligate the College financially.
2. Vice Chair of the Board
 - a. Performs the duties of the Chair in the absence of the Chair.
 - b. Performs such other duties as may be required by law or imposed by the Board of Trustees.
3. Secretary
 - a. Serves as the official custodian of the minutes, books, records, and seal of the Board.
 - b. Presides at the meetings in the absence of the Chair and Vice Chair
 - c. Signs official contracts and documents as required by statute or Board policy.
 - d. Performs such other duties as may be required by law or imposed by the Board of Trustees.
4. Assistant Secretary
 - a. Shall act as Secretary in the absence of the Secretary.

COMMITTEES OF THE BOARD AND LIAISON POSITIONS

The Board of Trustees will perform its work as a committee of the whole, and all official actions of the Board shall occur at properly noticed meetings. However, the Board may establish standing or special committees to engage in review and discussion on behalf of the full Board. Committees should engage in activities which encompass the authority of the Board so that the work of the committee enhances the productivity and efficiency of the full Board. The Chair of the Board of Trustees may recommend and establish committees with the authorization of the Board of Trustees.

The Board of Trustees includes two regular standing committees. The committees are:

- a. **Building Committee:** The Building Committee may receive and review recommendations prior to recommending actions to the Board of Trustees for master planning and developing, including facility and infrastructure needs assessment, construction, and other capital improvement projects, budget requirements, bids and awarding contracts, major change orders, and acceptance of completed projects.
- b. **Finance Committee:** The Finance Committee may receive and review recommendations prior to recommending actions to the Board of Trustees for the

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annual audit report, investment policy changes and strategies, budget assumptions and updates, debt analysis, revenue and expense analysis, procurement recommendations, and other fiscal strategies and impacts. The Finance Committee also reviews the action plan, audit reports, and other recommendations from the College's Internal Audit Department.

The term of each standing committee will be for two years with no limit as to the number of terms which may be served. Committee appointments shall occur following the appointment of the Officers of the Board of Trustees.

The Chair, in consultation with the other Trustees, is authorized to appoint committee members and to designate the chairperson of the committees.

The Chair of the Board of Trustees and the Chancellor of the College will serve as ex-officio of each Board committee.

Special committees may be appointed by the Chair of the Board of Trustees on authorization by the Board of Trustees. Such committees shall perform specific duties and when the work of the committee has been completed, the committee shall be automatically discharged. The function of all such special committees shall be fact-finding and advisory, but never legislative or administrative.

No committee shall have power to act unless specifically empowered by the Board of Trustees. If empowered to act, the committee shall report its action to the Board of Trustees at its next regular meeting.

All Trustees are welcome to attend any and all Board committee meetings. A notice of possible quorum shall be posted prior to all committee meetings in accordance with the provisions of the Texas Open Meetings Act.

A standing or special Board committee must have at least two Trustees present in order to advance items to be forwarded to the full Board of Trustees.

Up to three Trustees may serve as liaisons to the San Jacinto College Foundation Board of Directors. The Chair of the Board is authorized to select the liaison(s) and such determination will occur following the appointment of the Officers of the Board of Trustees

MEETINGS

A regular meeting of the Board of Trustees shall be held on the first Monday of each month, at such hour and place as the Chair of the Board of Trustees may designate, provided such regular meetings may be recessed or changed from time to time upon proper notice as the Board of Trustees may direct. ~~Normally~~Generally, a workshop of the Board of Trustees shall be held on the same day as the regular meeting.

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Special or emergency meetings of the Board of Trustees may be called by the Chair of the Board. The purpose of such meetings shall be indicated at the time the special or emergency meeting is called. Written notice of all special or emergency meetings including dates of such meetings shall be given to all members, whenever possible. Emergency meetings may be called without written notice upon a determination by the Board Chair or a majority of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

Strategic planning retreats of the Board of Trustees may be called by the Chair of the Board. The purpose of such retreats shall be indicated at the time a retreat is planned.

Items may be placed on the agenda for meetings of the Board of Trustees by the Chair of the Board, the Chancellor of the College, or by written request sent to the Board Chair by a member of the Board with concurrence provided in writing from a second Board member. The request then shall be sent to the Chancellor of the College.

All official business of the Board of Trustees shall be transacted at regular, special, or emergency meetings, ~~or in limited instances at workshops,~~ of the Board of Trustees and will comply with Chapter 551 of the Texas Government Code (the Open Meetings Act).

Closed ~~or executive sessions~~ meetings will not be held unless the Board of Trustees has first convened in an open meeting for which notice has been given. If, during the open meeting, a closed ~~or executive~~ session is necessary, the presiding officer of the Board of Trustees shall announce that a closed ~~or executive~~ session will be held in accordance with Chapter 551 of the Texas Government Code (the Open Meetings law). All matters considered in a closed meeting are confidential, including conversations and materials. No person shall reveal these matters unless required by law.

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 taken during ~~at~~ either:

- A. The open session portion of the meeting upon the reconvening of the public meeting, or
- B. ~~At the~~ subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

QUORUM NECESSARY FOR TRANSACTION OF BUSINESS

A quorum for the transaction of College business shall consist of a majority of the membership of the Board of Trustees; if there is a belief by the Board that one or more members may need to leave the meeting such that the Board may not be able to maintain a quorum, the Board may adjourn the meeting to a specific time.

ORDER OF BUSINESS

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The order of business for regular meetings of the Board of Trustees will include the following items:

1. Call to Order
2. Roll Call of Board Members
3. Invocation and Pledges to the Flags
4. Special Announcements, Recognitions, Introductions, and ~~Aceolades~~ Presentations
5. Student Success Presentations and Staff Reports
6. Communications to the Board of Trustees
7. Public Comment Hearing of Such Citizens or Groups of Citizens Desiring to be Heard before the Board
8. Informative Reports to the Board and Reports from Board Committees (when applicable)
9. Action Items
10. Purchasing Requests
11. 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, including the approval of Minutes from previous Board Meetings and the date setting of the next regularly scheduled meeting).
12. Items for Discussion/Possible Action (Items removed from the Consent Agenda or Items discussed in Closed Session, will be considered at this time)
13. Adjournment

RULES OF ORDER

The latest edition of Robert's Rules of Order shall govern the Board of Trustees in its deliberations, except where it is inconsistent with these Bylaws or any applicable law. All members of the Board may vote on matters to be decided by the Board unless excused by law.

MINUTES OF THE PROCEEDINGS

Minutes of the proceedings of the Board of the previous meeting ~~s~~ shall be included for approval at the next meeting or within a reasonable time frame for approval by the Board of Trustees. The minutes shall record the name of the person making a motion, the name of a person seconding it, and the vote. Minutes shall be succinct. Their basic function shall be the recording of official actions of the Board. Board members may request inclusion of statements or data that they deem vital to an adequate understanding of the minutes.

The official minutes shall be maintained in the College Chancellor's office.

HEARING OF CITIZENSPUBLIC COMMENT

The Chair of the Board of Trustees will include in the agenda of that meeting an opportunity for members of the public to address the Board of Trustees, provided the citizen ~~files~~ submits a "Request to Provide Public Comment~~Request for Hearing Before the Board of Trustees~~" with the Executive Assistant to the Board or his/her designee, at least eight hours prior to the~~at least ten minutes prior to the~~ start of the posted meeting time.

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For items on the agenda, the time allotted each citizen or organization for ~~discussion-public comment~~ shall be no more than five (5) minutes with an additional five (5) minutes if requested by the Chair or a fellow Trustee, for further clarification and better understanding of an issue. The time allowed for public comment will be doubled for citizens or organizations who address the Board through a translator. Individuals must indicate at the time of signup if they will be accompanied by a translator.

For items not on the agenda, the time allotted each citizen or organization for ~~discussion-public comment~~ shall be no more than five (5) minutes.

~~Discussion-Public comment~~ shall be addressed to the Board Chair and the entire membership of the Board. ~~Discussion-Public comment~~ shall be limited solely to the matter indicated on the “Request to Provide Public Comment~~for Hearing Before the~~

~~Board of Trustees~~”, and the Board Chair shall halt ~~discussion-comments~~ that does not address such matters. Should the speaker fail to restrict his or her comment to the stated subject, he or she shall be given one warning by the Board Chair; if a second warning is required, then the speaker shall forfeit the remaining time allotment.

~~The total time for hearing of citizens shall be no more than 60 minutes at any one meeting. Notwithstanding the general rule regarding speaking time, the Chair of the Board, in consultation with the other Trustees, reserves the right to fix such decrease time limits ~~on discussions as he/she deems appropriate to the occasion and may limit the number of citizens who appear before the Board in opposition or in support of a given issue, when necessary for effective meeting management or if more than ten~~ 10 individuals sign up to address the board. In no case will an individual signed up to comment on an agenda item be given less than two one minutes to address the Board. The Board reserves the right to reorder agenda items, limit or defer public comment on non-agenda items, or continue agenda items to subsequent meetings.~~

Because the policy of the College flows from the Board of Trustees acting as a whole and not from individual members of the Board of Trustees, remarks from citizens must be confined to activities pertaining to the College. Members of the Board of Trustees and/or administration may not comment or deliberate on any issue that is not posted on the agenda for the meeting during a public comment period at the meeting except to but may recite existing policy or a statement of specific factual information in response to an inquiry, or state that the Chancellor or his/her designee may follow-up, when appropriate. Should a citizen or representative of a delegation or an organization wish to use the public comment time as a forum, documentation and evidence will not be required and an official response will not be made.

Should any citizen wish to distribute a handout to the Board of Trustees or audience, this shall be submitted at the time that the Application for Hearing “Request to Provide Public Comment” is completed. Such materials will be distributed by the ~~Executive~~-Assistant to the Board or his/her designee at a time deemed appropriate by the Chair of the Board.

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While citizens are urged to bring College matters to the Board of Trustees, no speech shall be permitted on behalf of any person running for political office, and no such literature pertaining to any form of electioneering will be permitted during the meeting.

The Board will enforce rules of order and decorum during the public comment period to ensure efficient meetings. A citizen's right to address the Board may be withdrawn if the citizen engages in unlawful or disruptive conduct, including interrupting scheduled speakers, speaking out of turn, interfering with the rights of others, using ~~A citizen's right to address the Board may be withdrawn if the citizen uses~~ abusive or indecent language, or engaging in verbal attacks of a Board member or employee of the College, ~~or becomes boisterous or makes unreasonable noise.~~

The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution:

- Employee complaints: Policy IV-I: Policy on Employee Concerns and Grievances and Procedure 3-19: Employee Concerns and Grievances
- Student complaints: Policy VI.6004.C, Student Complaints and Procedure VI.6004.C.a, Student Complaints

Comments regarding matters concerning a complaint or charge against a College employee or Trustee will be heard in closed session unless the individual who is the subject of the charge or complaint requests a public hearing.

CHANCELLOR AS THE CHIEF EXECUTIVE OFFICER

The Chancellor serves as the Chief Executive Officer of the College. The Chancellor reports to and is evaluated by the Board of Trustees and is not a presiding officer or member of the Board. The Board of Trustees establishes the College's vision, mission, core values, and strategic plan. The Chancellor is responsible for implementing the College's strategic direction and ensuring

operations are consistent with the mission, vision, purpose, and core values and in compliance with State and Federal laws and regulations and accreditation guidelines. The Chancellor is also responsible for effectively implementing policies and regulations established by the Board of Trustees.

BOARD SELF-ASSESSMENT PROCESS

The San Jacinto College Board of Trustees recognizes the importance of employing an bi-annual self-assessment questionnaire to evaluate the Board's health and effectiveness. The process for the self-assessment will include each member completing the questionnaire. The results of the questionnaire will be compiled by the Board Secretary or Assistant Secretary. Such results will be distributed to the Board of Trustees and the Chancellor. The Board will schedule a work session to review and discuss its self-evaluation, address areas for follow-up, and set specific goals to pursue. The cycle will repeat itself bi-annually, ~~normally in even number years~~. The

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self- assessment questionnaire will encompass questions regarding ~~normal~~ general areas of Board focus but may include additional questions specifically related to how successful the Board believes itself to have been in addressing its noted concerns or goals from a previous self-evaluation assessment.

REVISIONS OR AMENDMENTS TO THE BYLAWS

Revisions and amendments to these Bylaws must be reviewed at a regularly scheduled Board meeting or workshop. Such revisions or amendments will require the affirmative vote of four (4) Trustees at the next regularly scheduled meeting of the Board of Trustees.

(Effective March 2, 1981. Revised February 3, 1992; May 6, 1996; November 3, 1997; March 5, 2007; June 5, 2017; March 5, 2018; June 4, 2018, October 1, 2018)

San Jacinto Community College District

Board of Trustees

Bylaws

The following rules and regulations shall constitute the Bylaws of the San Jacinto Community College District and shall govern the Board of Trustees and the officials of the College.

BOARD REPRESENTATION AND ELECTION

The San Jacinto Community College District (College) Board of Trustees (Board) is comprised of seven members who are elected for six-year terms in accordance with State statutes. Candidate information will be made available for interested parties based on the election order and the requirements of the Texas Election Code.

To hold the office of Trustee for the College, one must:

1. Be a qualified, registered voter according to the constitution and laws of the State of Texas.
2. Take the oath of office.
3. Serve without compensation.
4. Be a resident, as defined by Texas Election Code §1.015 and applicable law, of one of the independent school districts (ISDs) comprising the San Jacinto Community College Taxing District (College Taxing District) which includes: Channelview, Deer Park, Galena Park, La Porte, Pasadena, or Sheldon and certain areas of Clear Creek, Humble, and Pearland ISDs that are in the College Taxing District.

A person elected to serve as a Board member must remain a resident of the College Taxing District throughout the term of office. A Board member who ceases to reside in the College Taxing District vacates his or her office.

Regularly scheduled elections are held on the uniform election date in May in odd numbered years. The election of Trustees shall be at large by position, and regularly scheduled elections shall typically be for two or three Trustees for staggered terms of Trustee positions. A special election to fill a Board vacancy shall be conducted in the same manner as the College's general election except as may be provided by applicable provisions of the Texas Election Code. Election of Trustees shall include the number of Trustee positions required to constitute a Board of seven members to serve terms of six years. The Board of Trustees will order the election according to Texas Election Code.

The winning candidate for any position shall obtain a majority of the votes cast in the election for the position. If no candidate receives a majority of the votes cast for all candidates for a position, then the two candidates receiving the highest number of votes shall run against each

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other for the position. The runoff election for all positions shall be held according to the Texas Election Code and shall be ordered, notice given, and held, as for regular elections except as otherwise provided by statute.

Upon election, the Trustee shall take the official oath of office, and file it with the Chair of the Board. The oath may be administered, and a certificate of the fact given by an authorized person under Section 602.002 of the Government Code.

Any vacancy occurring on the Board through death, resignation, or otherwise, shall be filled by either a special election ordered by the Board to be held on the next uniform election date, or by appointment through a resolution of the Board.

If, upon determining that a vacancy exists, the Board of Trustees determines that it would like to consider filling the vacated Trustee position by appointment, the following procedures will apply:

1. The Board shall provide public notice of the vacancy.
2. The Board shall determine and include in the notice a definitive deadline for the period for responding to the notice, with the recommended time being at least two weeks.
3. Persons interested in being appointed to the Board shall submit to the Chancellor of the College a resume, supplemental documents, and a completed application form demonstrating that he/she is a resident of the College Taxing District.
4. The Board of Trustees shall review the resumes, supplemental documents, and application form of the applicants and may select a number of candidates to be interviewed.
5. The Board of Trustees shall interview candidates and may make a selection for a candidate or candidates to be brought forward for a vote of the Board.
6. In order for a recommended candidate to move forward as an appointed Trustee, a Board resolution must receive an affirmative vote of at least 80 percent of all current members of the Board of Trustees.

The person appointed to fill the unexpired term shall serve until the next regular election of members to the Board, at which time the position shall be filled by election for a term appropriately shortened to conform to what regularly would have been the length of the term for that position if the term has not otherwise expired.

Board members may be removed from office in accordance to Texas Const., Art. V, §24, Texas Local Government Code §§87.011-87.013, Texas Education Code §44.032, and Texas Education Code §130.0845.

BOARD DUTIES AND RESPONSIBILITIES

The chief duty of the Board is to provide leadership for the mission of the College and to honor the College's governance structure. In this regard, the Board:

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1. Is expected to preserve the institutional independence and to defend its right to manage its own affairs through its administrators and employees.
2. Shall enhance the public image of the College.
3. Shall interpret the community to the College and interpret the College to the community.
4. Shall nurture the College to achieve its full potential within its role and mission.
5. Shall establish and periodically review the Vision and Mission statements and core values of the College.
6. Shall establish the College's strategic plan and goals consistent with the vision and mission of the College and its focus on student success.
7. Shall provide for financial resources to adequately support the College's institutional goals; accordingly, the Board will approve and authorize the annual budget and amendments, tuition and fees, debt funding, tax rates, real estate transactions, major capital projects, and other significant financial items.
8. Shall appoint the Chancellor (Chief Executive Officer) of the College, conduct periodic evaluations of the Chancellor's performance, and approve the annual contract and compensation of the Chancellor.
9. Shall establish upon recommendation of the Chancellor of the College, the policies which govern the organization and operation.
10. Shall act as an appraisal body of judgment as recommendations may come to it through the administration.
11. Shall complete all State mandated training and periodic training on any other topic relating to higher education the Board considers important.
12. Shall perform other duties authorized by applicable laws or regulations.

The Board possesses and exercises its authority and duties as a collective body and functions only when it is convened in meetings. Except for appropriate duties and functions of the Board Chair, an individual member may not speak, obligate, or exercise authority in the name of the Board of Trustees unless specifically authorized by prior action of the Board.

The Board functions within the framework of laws, court decisions, attorney general's opinions, and similar mandates and restrictions from external sources. It performs functions as specified by applicable laws and regulations.

The Board formulates and approves policies and delegates to the Chancellor of the College the function of administering policies and regulations. The Board is not involved in administrative details, but the Board's review of administrative procedures and regulations may be undertaken if necessary, to the function of policy formulation. In the absence of appropriate policy, the Chancellor of the College may need to make decisions and exercise authority, but such actions are subject to subsequent review by the Board for determination as to the need for a policy statement.

If citizens bring a concern or complaint to an individual Trustee, the Trustee shall refer the citizen to the College Chancellor, who shall proceed according to appropriate Board policy or College procedure. This does not restrict the Board member from bringing the concern or complaint to the Board of Trustees.

STATEMENT OF BOARD CONDUCT

Each Trustee of the Board will strive to support the Vision and Mission statements and core values of the College and, to that end, shall adhere to the following standards:

1. Consistently uphold all applicable laws, rules, policies, and governance procedures.
2. Attend and participate in all regularly scheduled Board meetings insofar as possible and become well-informed concerning issues to be considered at those meetings.
3. Bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.
4. Work with other Board members to establish effective Board policies, delegate authority for the administration of the College to the Chancellor of the College, and act on behalf of the Board only with the official authorization of a majority of the members of the Board.
5. Work with other Board members to establish effective policies and practices prohibiting unlawful discrimination including conduct that constitutes sexual harassment.
6. Make policy decisions only after full consideration at publicly held Board meetings.
7. Render all decisions based on the available facts and independent judgment, refuse to surrender that judgment to individuals or special interest groups, and abide by and uphold the final majority of the Board.
8. Recognizing that the College adheres to the concepts of free speech and academic freedom, encourage the free expression of opinion by all Board members and seek systematic communications between Board and students, faculty, staff, administrators, and the community. Members should refrain from communicating with any such parties in a way that could be interpreted as having any official authority outside the meetings of the Board.
9. Refrain from any communications outside of officially posted Board gatherings among a quorum of Board members or any individual communications that constitute fewer than a quorum of members but the members engaging in the series of communications constitute a quorum of members.
10. Communicate to other Board members and the Chancellor of the College expressions of public reaction to Board policies and College programs.
11. Become informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by State and National community college organizations.
12. Support the employment of those persons best qualified to serve as College faculty, staff, and administrators; insist on a regular and impartial evaluation of all faculty, staff, and administrators; and respect the authority and responsibilities of College employees and external contractors to empower them to work without interference.
13. Work with other Trustees and with the Chancellor in a spirit of harmony and cooperation and in a manner that creates and sustains mutual respect.
14. Engage in no activity that could create a conflict of interest.
15. Refrain from using the Board position for personal or partisan gain.
16. Identify and disclose any actual or potential conflict of interest (according to Chapter 171 of the Texas Local Government Code and College Policy III.3003.A and Procedure

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- III.3003.A.a, Ethical Conduct and Conflicts of Interest), and act for the general public good regardless of personal relationships or business interests.
17. Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law, including all deliberations of the Board in Closed Sessions.
 18. Remember always that the first and greatest concern must be the educational welfare of the students attending the College.
 19. Refrain from any attempt to influence any operational decision, including but not limited to individual admissions, personnel or purchasing decisions except when such is an issue at a Board meeting; and no Trustee shall have any communications about a grievance with any person with a pending grievance.

The Board of Trustees shall have the authority to censure a Trustee who is found by the Board to have violated the Trustee's duties, the Statement of Board Conduct, or any other provision of these Bylaws. In order for the Board to censure a Trustee, the Trustee must be found to have violated a specific statute or law or the Board Bylaws. Such a finding shall be made to the Board only after an investigation by the Board or the Board's designee. The investigation must include an opportunity for the Board member to respond to the specific allegation(s) that the Trustee has breached. A censure of a Trustee will require a super majority (two thirds) vote of all members of the Board of Trustees. For purposes of this provision, "censure" shall mean a reprimand of a person through means of a written order or resolution for specified conduct.

OFFICERS

The Board shall elect the following officers from among their members: Chair, Vice Chair, Secretary, Assistant Secretary, and other officers as deemed necessary.

The election of the officers shall take place at the first regular meeting of the Board of Trustees after the regular election of members of the Board of each election year or at any time thereafter in order to fill a vacancy. Election of officers shall occur immediately following the swearing in of those elected to the Board of Trustees. Officers of the Board shall be elected by a simple majority of the total membership of the Board.

The term of office for each officer shall be two years with no limit as to the number of terms which may be served.

The duties of the officers shall be as follows:

1. The Chair of the Board
 - a. Presides at all meetings of the Board of Trustees.
 - b. Enforces the Bylaws.
 - c. Signs official contracts and documents as required by statute or Board policy.
 - d. Recommends the appointment of all Board committees and chairpersons.
 - e. Performs such other duties as may be required by law or imposed by the Board of Trustees.
 - f. Shall be entitled to vote on all matters coming before the Board of Trustees.

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- g. Speaks on behalf of the Board.
 - h. Signs letters of support that do not materially obligate the College financially.
2. Vice Chair of the Board
- a. Performs the duties of the Chair in the absence of the Chair.
 - b. Performs such other duties as may be required by law or imposed by the Board of Trustees.
3. Secretary
- a. Serves as the official custodian of the minutes, books, records, and seal of the Board.
 - b. Presides at the meetings in the absence of the Chair and Vice Chair
 - c. Signs official contracts and documents as required by statute or Board policy.
 - d. Performs such other duties as may be required by law or imposed by the Board of Trustees.
4. Assistant Secretary
- a. Shall act as Secretary in the absence of the Secretary.

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- b. **Finance Committee:** The Finance Committee may receive and review recommendations prior to recommending actions to the Board of Trustees for the annual audit report, investment policy changes and strategies, budget assumptions and updates, debt analysis, revenue and expense analysis, procurement recommendations, and other fiscal strategies and impacts. The Finance

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Committee also reviews the action plan, audit reports, and other recommendations from the College's Internal Audit Department.

The term of each standing committee will be for two years with no limit as to the number of terms which may be served. Committee appointments shall occur following the appointment of the Officers of the Board of Trustees.

The Chair, in consultation with the other Trustees, is authorized to appoint committee members and to designate the chairperson of the committees.

The Chair of the Board of Trustees and the Chancellor of the College will serve as ex-officio of each Board committee.

Special committees may be appointed by the Chair of the Board of Trustees on authorization by the Board of Trustees. Such committees shall perform specific duties and when the work of the committee has been completed, the committee shall be automatically discharged. The function of all such special committees shall be fact-finding and advisory, but never legislative or administrative.

No committee shall have power to act unless specifically empowered by the Board of Trustees. If empowered to act, the committee shall report its action to the Board of Trustees at its next regular meeting.

All Trustees are welcome to attend any and all Board committee meetings. A notice of possible quorum shall be posted prior to all committee meetings in accordance with the provisions of the Texas Open Meetings Act.

A standing or special Board committee must have at least two Trustees present in order to advance items to be forwarded to the full Board of Trustees.

Up to three Trustees may serve as liaisons to the San Jacinto College Foundation Board of Directors. The Chair of the Board is authorized to select the liaison(s) and such determination will occur following the appointment of the Officers of the Board of Trustees

MEETINGS

A regular meeting of the Board of Trustees shall be held on the first Monday of each month, at such hour and place as the Chair of the Board of Trustees may designate, provided such regular meetings may be recessed or changed from time to time upon proper notice as the Board of Trustees may direct. Generally, a workshop of the Board of Trustees shall be held on the same day as the regular meeting.

Special or emergency meetings of the Board of Trustees may be called by the Chair of the Board. The purpose of such meetings shall be indicated at the time the special or emergency meeting is called. Written notice of all special or emergency meetings including dates of such meetings shall be given to all members, whenever possible. Emergency meetings may be called without

Attachment 2

written notice upon a determination by the Board Chair or a majority of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

Strategic planning retreats of the Board of Trustees may be called by the Chair of the Board. The purpose of such retreats shall be indicated at the time a retreat is planned.

Items may be placed on the agenda for meetings of the Board of Trustees by the Chair of the Board, the Chancellor of the College, or by written request sent to the Board Chair by a member of the Board with concurrence provided in writing from a second Board member. The request then shall be sent to the Chancellor of the College.

All official business of the Board of Trustees shall be transacted at regular, special, or emergency meetings of the Board of Trustees and will comply with Chapter 551 of the Texas Government Code (the Open Meetings Act).

Closed meetings will not be held unless the Board of Trustees has first convened in an open meeting for which notice has been given. If, during the open meeting, a closed session is necessary, the presiding officer of the Board of Trustees shall announce that a closed session will be held in accordance with Chapter 551 of the Texas Government Code (the Open Meetings law). All matters considered in a closed meeting are confidential, including conversations and materials. No person shall reveal these matters unless required by law.

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 meeting, then such final action, final decision or final vote shall be taken during either:

- A. The open session portion of the meeting upon the reconvening of the public meeting, or
- B. a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

QUORUM NECESSARY FOR TRANSACTION OF BUSINESS

A quorum for the transaction of College business shall consist of a majority of the membership of the Board of Trustees; if there is a belief by the Board that one or more members may need to leave the meeting such that the Board may not be able to maintain a quorum, the Board may adjourn the meeting to a specific time.

ORDER OF BUSINESS

The order of business for regular meetings of the Board of Trustees will include the following items:

1. Call to Order
2. Roll Call of Board Members

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3. Invocation and Pledges to the Flags
4. Special Announcements, Recognitions, Introductions, and Presentations
5. Student Success Presentations and Reports
6. Communications to the Board of Trustees
7. Public Comment
8. Informative Reports to the Board and Reports from Board Committees (when applicable)
9. Action Items
10. Purchasing Requests
11. 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, including the approval of Minutes from previous Board Meetings and the date of the next regularly scheduled meeting).
12. Items for Discussion/Possible Action (Items removed from the Consent Agenda or Items discussed in Closed Session, will be considered at this time)
13. Adjournment

RULES OF ORDER

The latest edition of Robert's Rules of Order shall govern the Board of Trustees in its deliberations, except where it is inconsistent with these Bylaws or any applicable law. All members of the Board may vote on matters to be decided by the Board unless excused by law.

MINUTES OF THE PROCEEDINGS

Minutes of the proceedings of the Board of the previous meeting shall be included for approval at the next meeting or within a reasonable time frame for approval by the Board of Trustees. The minutes shall record the name of the person making a motion, the name of a person seconding it, and the vote. Minutes shall be succinct. Their basic function shall be the recording of official actions of the Board. Board members may request inclusion of statements or data that they deem vital to an adequate understanding of the minutes.

The official minutes shall be maintained in the College Chancellor's office.

PUBLIC COMMENT

The Chair of the Board of Trustees will include in the agenda of that meeting an opportunity for members of the public to address the Board of Trustees, provided the citizen submits a "Request to Provide Public Comment" with the Executive Assistant to the Board or his/her designee, at least eight hours prior to the start of the posted meeting time.

For items on the agenda, the time allotted each citizen or organization for public comment shall be no more than five (5) minutes with an additional five (5) minutes if requested by the Chair or a fellow Trustee, for further clarification and better understanding of an issue. The time allowed for public comment will be doubled for citizens or organizations who address the Board through a translator. Individuals must indicate at the time of signup if they will be accompanied by a translator.

Attachment 2

For items not on the agenda, the time allotted each citizen or organization for public comment shall be no more than five (5) minutes.

Public comment shall be addressed to the Board Chair and the entire membership of the Board. Public comment shall be limited solely to the matter indicated on the "Request to Provide Public Comment", and the Board Chair shall halt comments that do not address such matters. Should the speaker fail to restrict his or her comment to the stated subject, he or she shall be given one warning by the Board Chair; if a second warning is required, then the speaker shall forfeit the remaining time allotment.

Notwithstanding the general rule regarding speaking time, the Chair of the Board, in consultation with the other Trustees, reserves the right to decrease time limits when necessary for effective meeting management or if more than ten individuals sign up to address the board. In no case will an individual signed up to comment on an agenda item be given less than two minutes to address the Board. The Board reserves the right to reorder agenda items, limit or defer public comment on non-agenda items, or continue agenda items to subsequent meetings.

Because the policy of the College flows from the Board of Trustees acting as a whole and not from individual members of the Board of Trustees, remarks from citizens must be confined to activities pertaining to the College. Members of the Board of Trustees and/or administration may not comment or deliberate on any issue that is not posted on the agenda for the meeting but may recite existing policy or a statement of specific factual information in response to an inquiry, or state that the Chancellor or his/her designee may follow-up, when appropriate. Should a citizen or representative of a delegation or an organization wish to use the public comment time as a forum, documentation and evidence will not be required and an official response will not be made.

Should any citizen wish to distribute a handout to the Board of Trustees or audience, this shall be submitted at the time that the "Request to Provide Public Comment" is completed. Such materials will be distributed by the Assistant to the Board or his/her designee at a time deemed appropriate by the Chair of the Board.

While citizens are urged to bring College matters to the Board of Trustees, no speech shall be permitted on behalf of any person running for political office, and no such literature pertaining to any form of electioneering will be permitted during the meeting.

The Board will enforce rules of order and decorum during the public comment period to ensure efficient meetings. A citizen's right to address the Board may be withdrawn if the citizen engages in unlawful or disruptive conduct, including interrupting scheduled speakers, speaking out of turn, interfering with the rights of others, using abusive or indecent language, or engaging in verbal attacks of a Board member or employee of the College.

The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution:

Attachment 2

- Employee complaints: Policy IV-I: Policy on Employee Concerns and Grievances and Procedure 3-19: Employee Concerns and Grievances
- Student complaints: Policy VI.6004.C, Student Complaints and Procedure VI.6004.C.a, Student Complaints

CHANCELLOR AS THE CHIEF EXECUTIVE OFFICER

The Chancellor serves as the Chief Executive Officer of the College. The Chancellor reports to and is evaluated by the Board of Trustees and is not a presiding officer or member of the Board. The Board of Trustees establishes the College's vision, mission, core values, and strategic plan. The Chancellor is responsible for implementing the College's strategic direction and ensuring operations are consistent with the mission, vision, purpose, and core values and in compliance with State and Federal laws and regulations and accreditation guidelines. The Chancellor is also responsible for effectively implementing policies and regulations established by the Board of Trustees.

BOARD SELF-ASSESSMENT PROCESS

The San Jacinto College Board of Trustees recognizes the importance of employing an annual self-assessment questionnaire to evaluate the Board's health and effectiveness. The process for the self-assessment will include each member completing the questionnaire. The results of the questionnaire will be compiled by the Board Secretary or Assistant Secretary. Such results will be distributed to the Board of Trustees and the Chancellor. The Board will schedule a work session to review and discuss its self-evaluation, address areas for follow-up, and set specific goals to pursue. The cycle will repeat itself annually. The self-assessment questionnaire will encompass questions regarding general areas of Board focus but may include additional questions specifically related to how successful the Board believes itself to have been in addressing its noted concerns or goals from a previous self-evaluation assessment.

REVISIONS OR AMENDMENTS TO THE BYLAWS

Revisions and amendments to these Bylaws must be reviewed at a regularly scheduled Board meeting or workshop. Such revisions or amendments will require the affirmative vote of four (4) Trustees at the next regularly scheduled meeting of the Board of Trustees.

(Effective March 2, 1981. Revised February 3, 1992; May 6, 1996; November 3, 1997; March 5, 2007; June 5, 2017; March 5, 2018; June 4, 2018, October 1, 2018)

Action Item "XX"
Board Meeting June 7, 2021
Consideration of Settlement Proposal in
Cause No. 2016-83500; In the District Court of
Harris County, 234th Judicial District

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends the approval of a proposed settlement for Cause No. 2016-83500; In the District Court of Harris County, 234th Judicial District.

BACKGROUND

This lawsuit involves a current San Jacinto College employee. The court has denied summary judgment, and the case is scheduled to go to trial in late June unless settled. This matter has been extensively discussed with the College's insurance carrier, AIG, and AIG has indicated that it wants to settle this case. The administration along with advice from legal counsel believes that the proposed settlement is an acceptable resolution to a bona fide dispute to avert the expense and inconvenience of trial. The proposed settlement will result in the employee signing a settlement agreement that releases, discharges, and forever holds the College harmless from any and all claims that were asserted or could have been asserted based on their employment to date, in exchange for a negotiated sum. The proposed settlement acknowledges that this is a compromise of a disputed claim and is not an admission of liability by either party.

IMPACT OF THIS ACTION

Approval by the Board of Trustees will provide for closure and resolution of a pending legal matter prior to trial. The settlement will be funded as soon as administratively possible after the Board's approval on June 7, 2021.

As noted above, insurance carrier AIG has requested that the College settle this case for the amount negotiated.

BUDGET INFORMATION

These types of settlement costs are typically not budgeted, but adequate funds have been established under the Vice Chancellor of Fiscal Affairs non-departmental budget. The College has exceeded the deductible on its employer liability coverage provided by the insurance carrier, AIG; therefore, the proposed settlement costs will be borne entirely by our insurance carrier.

MONITORING AND REPORTING TIMELINE

Final documents will be prepared by legal counsel and the settlement will be funded by the College's insurance carrier as soon as possible after the Board's approval.

ATTACHMENTS

None

**Action Item “XX”
Board Meeting June 7, 2021
Consideration of Settlement Proposal in
Cause No. 2016-83500; In the District Court of
Harris County, 234th Judicial District**

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
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**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
June 7, 2021**

PURCHASE REQUESTS AND CONTRACT RENEWALS

Purchase Request #1		
Contract for Generation Park New Parking Lot (pgs. 2-3)	\$	2,379,000
 Purchase Request #2		
Contract for College-Wide Fire Alarm Upgrade and Integration Services (pgs. 4-5)		1,086,525
 Purchase Request #3		
Contract for Direct Digital Controls Network Upgrades, Package VII (pgs. 6-7)		400,000
 Purchase Request #4		
Contract for Exterior Lighting at Fairmont Parkway Entrance (pgs. 8-10)		176,800
 Purchase Request #5		
Renew Contract for Disaster Recovery Services (pgs. 11-12)		3,000,000
 Purchase Request #6		
Renew Contract for Landscaping Services (pg. 13)		670,000
 Purchase Request #7		
Contract for Vacuum Truck Principles and Operations Training (pgs. 14-15)		237,000
 Purchase Request #8		
Purchase Phone System Upgrades (pgs. 16-17)		180,000
 Purchase Request #9		
Amend the Contract for Collection of Delinquent Ad Valorem Taxes (pgs. 18-20)		-
 Purchase Request #10		
Ratify Emergency Purchases Due to Severe Winter Weather (pgs. 21-23)		3,667,043
 Purchase Request #11		
Additional Funds for Technology Purchases (pgs. 24-25)		<u>388,000</u>
 TOTAL OF PURCHASE REQUESTS		<u><u>\$12,184,368</u></u>

Purchase Request #1
Regular Board Meeting June 7, 2021

Consideration of Approval to Contract for Generation Park New Parking Lot

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with the Whiting-Turner Contracting Company for construction of a new parking lot at Generation Park.

BACKGROUND

On February 1, 2021 the Board delegated to the Chancellor or her designee the authority to approve the method of procurement best suited for each construction or renovation project. On March 3, 2021 the Chancellor's designee approved the competitive sealed proposals (CSP) methodology for construction of new parking lot at Generation Park. Detailed project plans and specifications developed by Page Southerland Page, Inc. were used as part of the public solicitation package required by Texas Government Code §2269.151.

CSP #21-20 for this project was issued on April 1, 2021. Seventeen (17) responses were received and evaluated by a team comprised of representatives from capital projects and facilities services, architect Page Southerland Page, Inc., and AECOM, the program manager for this project. The evaluation and ranking of the submittals were based on criteria published in the solicitation. The Whiting-Turner Contracting Company received the highest overall score and was determined to be capable of executing this project.

IMPACT OF THIS ACTION

This project will allow the construction of a 390-space concrete parking lot at Generation Park to accommodate anticipated growth in enrollment. The new parking lot project will include storm drainage, lighting, emergency phone, landscaping, irrigation sleeving, concrete walks, and land clearance.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The contract value for this project is \$2,379,000 which includes a ten percent contingency amount and will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Construction activities will begin upon execution of a contract for services and are expected to be completed during the 2021 calendar year. This project will be monitored by capital projects personnel and program management will be provided by AECOM.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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

ATTACHMENT NO. 1

**CSP 21-20 Generation Park - New Parking Lot
Evaluation Summary**

Criteria Descriptions	Maximum Value	Angel Brothers	CMC Development & Construction Corp	Digg Commercial	Flintco, LLC	Four Seasons Development	Golden Sands General Contractors	Gutier LLC	Jerdon Enterprise LP	Johnson Fence & Masonry LLC	Main Lane Industries, Ltd.	McCarthy Building Companies	Millennium Projects Solutions, INC	Slate Construction, LLC	Stewart Builders, Inc.	Whiting-Turner Contracting Company	TLC Construction Contract Services	Vaughn Construction
Proposed Contract Amount	90	52.08	81.74	46.97	78.59	46.90	73.75	47.82	67.18	74.72	53.76	48.48	76.60	82.27	68.58	83.13	52.97	72.44
General Information, Management Plan, Schedule	90	50.00	52.00	39.00	61.00	43.00	44.00	50.00	35.00	41.00	48.00	59.00	48.00	55.00	56.00	58.00	56.00	62.00
History, Experience, and References	75	62.00	51.00	53.00	55.00	38.00	48.00	54.00	31.00	50.00	55.00	62.00	56.00	57.00	57.00	63.00	62.00	62.00
Safety Record and Program	30	25.00	25.00	23.00	29.00	10.50	6.00	21.00	16.00	25.00	23.50	27.00	18.50	22.00	24.00	27.00	24.00	25.50
Financial Records	15	18.75	10.25	8.00	16.50	8.00	9.00	11.25	14.75	8.25	15.00	15.50	11.00	10.75	18.00	15.00	17.75	11.00
Total	300	207.83	219.99	169.97	240.09	146.40	180.75	184.07	163.93	198.97	195.26	211.98	210.10	227.02	223.58	246.13	212.72	232.94

Final Ranking			
Vendor Name		Total Score	Price Proposal
1	Whiting-Turner Contracting Company	246.13	\$ 2,163,000.00
2	Flintco, LLC	240.09	\$ 2,288,000.00
3	Vaughn Construction	232.94	\$ 2,482,500.00
4	Slate Construction, LLC	227.02	\$ 2,185,753.00
5	Stewart Builders, Inc.	223.58	\$ 2,622,000.00
6	CMC Development & Construction Corp	219.99	\$ 2,200,000.00
7	TLC Construction Contract Services	212.72	\$ 3,394,462.59
8	McCarthy Building Companies	211.98	\$ 3,709,396.80
9	Millennium Projects Solutions, INC	210.10	\$ 2,347,500.00
10	Angel Brothers	207.83	\$ 3,453,000.00
11	Johnson Fence & Masonry LLC	198.97	\$ 2,406,677.80
12	Main Lane Industries, Ltd.	195.26	\$ 3,344,560.50
13	Gutier LLC	184.07	\$ 3,760,560.00
14	Golden Sands General Contractors	180.75	\$ 2,438,313.96
15	Digg Commercial	169.97	\$ 3,760,560.00
16	Jerdon Enterprise LP	163.93	\$ 2,676,510.00
17	Four Seasons Development	146.40	\$ 3,833,750.00

Purchase Request #2
Regular Board Meeting June 7, 2021
Consideration of Approval to Contract for College-Wide
Fire Alarm Upgrade and Integration Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Siemens Building Technology for fire alarm upgrade and integration services.

BACKGROUND

On February 1, 2021 the Board authorized the competitive sealed proposals (CSP) procurement method for fire alarm upgrade and integration services. Detailed project plans and specifications developed by ACR Engineering, Inc. were used as part of the documentation package required for public solicitation in accordance with the Texas Government Code §2269.151.

CSP #21-18 was issued on April 1, 2021 to procure construction services for this project. One (1) response was received and evaluated by a team comprised of representatives from capital projects and facilities services, ACR Engineering, Inc., and AECOM. Evaluation of the submittal received was based on the criteria published in the solicitation. Siemens Building Technology was determined responsive and capable of executing this project.

IMPACT OF THIS ACTION

This project will consist of implementing a central monitoring station, and all associated hardware, software, materials, labor and programming and will result in a College-wide fire alarm system integration to enable College personnel to monitor status and alarms for every fire alarm system in all buildings throughout the College. Reasonable replacement of no-longer supported panels or ancillary equipment may be required.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this project is \$1,086,525 including contingency funds and will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Construction activities will begin upon execution of a contract for services and are expected to be completed during the 2021 calendar year. This project will be monitored by capital projects and facilities services personnel and program management will be provided by AECOM.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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

ATTACHMENT NO. 1

**CSP 21-18 College-Wide Fire Alarm
Upgrade and Integration Services**

Evaluation Summary

Criteria Descriptions	Maximum Value	Siemens Building Technology
Proposed Contract Amount	90	90.00
General Information, Management Plan, and Schedule	30	11.00
Technical Solution	90	58.00
History, Experience, and References	45	16.00
Safety Record and Program	15	2.00
Financial Records	30	19.00
Total	300	196.00

Final Ranking

	Vendor Name	Total Score	Base Price Proposal + Alternate
1	Siemens Building Technology	196.00	\$ 944,802.00

**Purchase Request #3
Regular Board Meeting June 7, 2021
Consideration of Approval of Contract
for Direct Digital Controls Network Upgrades, Package VII**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve Siemens Industry, Inc. to provide equipment and installation for Package VII of a building automation/energy management system upgrade project.

BACKGROUND

The College's direct digital control (DDC) system allows remote electronic control of utility systems and provides the ability to balance building comfort with minimal energy usage. Package VII consists of further installation of energy and water meters connected to the Siemens control system, repairs to existing systems found during commissioning of other packages, and completion of Siemens Desigo product upgrades.

The installation and upgrades to the DDC system will be completed by Siemens, the firm who installed the building automation systems in many campus buildings. Siemens has a contract through the Sourcewell cooperative contracts program to provide facilities control and automation materials, installation and related services, contract number 031517-SIE, which complies with the competitive procurement requirement in Texas Education Code §44.031 and permitted through Texas Government Code §791.001(g).

IMPACT OF THIS ACTION

The scope of this project will include necessary physical components and upgrades to the DDC systems at targeted locations across each of the three main campuses and District. This work includes upgrading buildings currently running the older Siemens Apogee system to the newer Desigo user interface. It will also install digital utility meters in other buildings resulting in digital coverage of the top 80 percent of the College footprint. The proposed upgrades will provide the necessary controls to allow the College to optimize energy performance and utility spend.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for the Package VII is \$400,000 which includes a fourteen percent contingency. This expenditure will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

These services are estimated to be completed within 180 calendar days from issuance of contract. This project will be monitored by the College's capital projects personnel and program management will be provided by AECOM.

ATTACHMENTS

None

**Purchase Request #3
Regular Board Meeting June 7, 2021
Consideration of Approval of Contract
for Direct Digital Controls Network Upgrades, Package VII**

RESOURCE PERSONNEL

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Genie Freeman-Scholes

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**Purchase Request #4
Regular Board Meeting June 7, 2021
Consideration of Approval to Contract for
Exterior Lighting at Fairmont Parkway Entrance**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Pfeiffer & Son, LTD to install exterior lighting at the Fairmont Parkway entrance for the LyondellBasell Center for Petrochemical, Energy, & Technology (CPET) building.

BACKGROUND

On February 1, 2021, the Board authorized the competitive sealed proposals (CSP) procurement method for the Exterior Lighting at the CPET Fairmont Parkway Entrance project. Detailed project plans and specifications developed by ACR Engineering, Inc. were used as part of the documentation package required for public solicitation of construction proposals in accordance with the Texas Government Code §2269.151.

CSP #20-17 was issued on March 25, 2021 to procure construction and electrical services for this project. Six (6) responses were received and evaluated by a team comprised of representatives from ACR Engineering, Inc., the design engineering firm and AECOM, the program manager for this project. The evaluation and ranking of the submittals were based on criteria published in the solicitation. Pfeiffer & Son, LTD received the highest overall score and was determined to be capable of executing this project.

IMPACT OF THIS ACTION

This project will provide for the installation of new pole mounted luminaires along the walkway linking the main campus to the LyondellBasell Center for Petrochemical, Energy, & Technology building, as well as at the new campus entrance off Fairmont Parkway. These lights will significantly improve exterior lighting in the southern half of the Central campus.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated cost of work for this project is \$176,800 including contingency funds and will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Construction activities will begin upon execution of a contract and are expected to be completed during the 2021 calendar year. This project will be monitored by capital projects staff, with program management provided by AECOM.

ATTACHMENTS

Attachment 1 – Tabulation

**Purchase Request #4
Regular Board Meeting June 7, 2021
Consideration of Approval to Contract for
Exterior Lighting at Fairmont Parkway Entrance**

RESOURCE PERSONNEL

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ATTACHMENT NO. 1

**CSP 21-17 CPET Exterior Lighting at CPET Fairmont Parkway Entrance
Evaluation Summary**

Criteria Descriptions	Maximum Value	Pfeiffer & Son, LTD	Prism Electric Inc	The Brandt Companies, LLC	Generocity Services, Inc.	K.R. Allen Construction, LLC	Millennium Projects Solutions, Inc.
Proposed Contract Amount	90	83.99	82.97	80.47	90.00	85.12	48.69
General Informatoin, Management Plan, and Schedule	90	75.00	66.00	71.00	62.00	61.00	52.00
History, Experience, and References	75	65.00	64.00	64.00	52.00	41.00	38.00
Safety Record and Program	30	25.00	32.50	31.50	25.00	25.00	25.00
Financial Records	15	14.00	14.00	11.00	14.00	11.00	14.00
Total	300	262.99	259.47	257.97	243.00	223.12	177.69

Final Ranking

	Vendor Name	Total Score	Base Price Proposal
1	Pfeiffer & Son, LTD	262.99	\$ 176,800
2	Prism Electric Inc	259.47	\$ 178,970
3	The Brandt Companies, LLC	257.97	\$ 184,532
4	Generocity Services, Inc.	243.00	\$ 165,000
5	K.R. Allen Construction, LLC	223.12	\$ 174,460
6	Millennium Projects Solutions, Inc.	177.69	\$ 305,000

Purchase Request #5
Regular Board Meeting June 7, 2021

Consideration of Approval to Renew Contract for Disaster Recovery Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with Mooring USA for disaster recovery services for the College.

BACKGROUND

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

Request for proposals #17-18 was issued in April 26, 2017 to procure disaster recovery services. The Board approved the original contract with Mooring USA in September 11, 2017.

IMPACT OF THIS ACTION

Disaster recovery operations are necessary to efficiently restore the campuses to operational levels. Mitigation services occur in a stressful, fast-paced environment and the services require detailed documentation for federal, state, and local reimbursement programs as well as insurance claims. Continued use of this contract will allow the College to secure services from specialized teams to ensure the work meets the College's standards, is completed in a timely fashion, and is thoroughly documented for reimbursement purposes. Mooring USA will conduct operations in compliance with federally mandated regulations, including procurement practices, required contractual provisions, and record retention.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In the case of an emergency where the College seeks reimbursement from the Federal Emergency Management Agency, a Board approved, maximum contract value must be approved. The facilities services, emergency management, and the safety, health, environment and risk management departments request a not to exceed expenditure of \$3,000,000 be approved for use in case of emergency. The scope of work required in any event will be paid from an emergency project budget established for that event.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the third and final contract renewal. The new contract term will be July 1, 2021 through June 30, 2022.

Purchase Request #5
Regular Board Meeting June 7, 2021
Consideration of Approval to Renew Contract for Disaster Recovery Services

ATTACHMENTS

None

RESOURCE PERSONNEL

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Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
Genevieve Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Purchase Request #6
Regular Board Meeting June 7, 2021

Consideration of Approval to Renew the Contract for Landscaping Services

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

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

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$670,000 and will be funded from the facilities services department's 2020-2021 operating budget and 2021-2022 budget, once approved.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the third of four one-year renewal options available. The new contract term will be June 5, 2021 through June 4, 2022.

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ron Andell	281-998-6016	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Purchase Request #7
Regular Board Meeting June 7, 2021
Consideration of Approval to Contract for Vacuum Truck Principles
and Operations Training

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Reliant Workforce Solutions, LLC for vacuum truck principles and operations training for the Continuing & Professional Development (CPD) department.

BACKGROUND

Reliant Workforce Solutions, LLC will provide three vacuum truck training courses that will include both principles and operational instruction for CPD workforce training. These courses will also incorporate non-technical training to include safety, assessment programming, and employee success skills as well.

Request for proposals #21-22 was issued on May 3, 2021, to procure vacuum truck principles and operations training services. One response was received and evaluated by a team comprised of representatives from the CPD department who determined the proposal submitted by Reliant Workforce Solutions, LLC was responsive, and the firm is capable of executing these services.

IMPACT OF THIS ACTION

Reliant Workforce Solutions, LLC will provide the required subject matter experts who are able to teach the curriculum beyond the current offerings of San Jacinto College. Training opportunities associated with Texas Workforce Commission Skills Development Fund (TWC SDF) grant will provide site-specific, customized training opportunities for Texas businesses and their employees to increase the skill level and wages of the Texas workforce.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure is \$237,000 and will be funded from the TWC SDF Grant.

MONITORING AND REPORTING TIMELINE

The contract term will be for services beginning June 8, 2021 through the end of the grant period, which is March 31, 2022.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Kenneth Tidwell	281-478-3684	kenneth.tidwell@sjcd.edu
Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

Attachment No. 1

Project Name: Vacuum Truck Principles and Operations Training

Project Number: #21-22

Number of Evaluators: 5

Stated Criteria	Points Available	Reliant Workforce Solutions, LLC
Qualifications and Experience of the Firm	100	93
Qualifications and Experience of Personnel	75	61
Project Understanding and Management	125	113
Potential Risks	50	39
Price Proposal	150	150
Total (100 x 5 Evaluators)	500	456
		Total Points Received

Final Ranking	
Vendor Name	Total Score
Reliant Workforce Solutions, LLC	456

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of a phone system upgrade from Enterprise Systems for the information technology Services (ITS) department.

BACKGROUND

The College utilizes a phone system from Avaya Inc which is the primary voice communications platform for the College used extensively by the contact center, instruction, student support, and administrative services. The phone system also supports remote student and administrative support services by allowing employees to make calls directly from their laptop using installed software provided by Avaya.

The current version of the phone system was last updated in 2017 and has reached the end of its support life. Upgrading to Avaya's Aura Platform 8.1.X ensures continued support from Avaya for the College's phone system as well as providing access to many new capabilities that include:

- Push notifications through Apple's Push Notification service (APN) to iOS apps such as Avaya Workplace Client for iOS;
- Enhanced security features that support Microsoft Active Directory 2019 and OAuth authentication with Office 365; and
- Improved prioritization of emergency calls.

ITS has solicited a turnkey quote to upgrade the system hardware and software to a supported platform. Enterprise Systems has a contract through the TIPS cooperative contracts program to provide telephone and communications data systems, contract #210303, that complies with competitive procurement requirements in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

IMPACT OF THIS ACTION

Approval of this request will result in the purchase and installation of updated hardware and software to the current phone system and will provide security and product updates necessary to continue safe and reliable operations of this system as well as providing access to new features that support enhanced security and communication.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$180,000 and will be funded from the Higher Education Emergency Relief Funds (HEERF).

MONITORING AND REPORTING TIMELINE

None

Purchase Request #8
Regular Board Meeting June 7, 2021
Consideration of Approval to Purchase Phone System Upgrades

ATTACHMENTS

None

RESOURCE PERSONNEL

Allen Bourque	281-922-3494	allen.bourque@sjcd.edu
Ann Kokx-Templett	281-998-6103	ann.kokx-templet@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

Purchase Request #9
Regular Board Meeting June 7, 2021
Consideration of Approval to Amend the Contract
For Collection of Delinquent Ad Valorem Taxes

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an amendment to the contract with Danny J. Snooks, Attorney at Law, to collect delinquent ad valorem taxes, penalties and interest on behalf of the College. The term of the contract shall be extended through June 30, 2022.

BACKGROUND

In accordance with Section 6.30 of the Texas Property Tax Code, San Jacinto Community College District has contracted with Danny Snooks, Attorney at Law, to collect its delinquent taxes since 2007. In accordance with the Texas Property Tax Code, Mr. Snooks' services are compensated by the delinquent taxpayer based on an additional penalty of twenty percent (20%) of the taxes, penalty and interest paid. Mr. Snooks is responsible for all collection and processing expenses. Additionally, he has invested resources in technology, staff, and other systems in order to perform these collection efforts.

IMPACT OF THIS ACTION

It is recommended that the contract for collection of delinquent taxes be amended and extended pursuant to the terms of the contract approved by the Board in April 2007. Continuation of these services will result in the recovery of additional delinquent ad valorem taxes and the related penalty and interest.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Continuation of these services will result in the recovery of additional delinquent ad valorem taxes and the related penalty and interest which are general revenue of the College.

MONITORING AND REPORTING TIMELINE

Performance under this contract will continue to be monitored throughout the term of the contract.

ATTACHMENTS

Attachment 1 – Contract Amendment

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

**AMENDMENT TO
CONTRACT FOR THE COLLECTION OF
DELINQUENT TAXES**

The State of Texas §
 §
County of Harris §

San Jacinto Community College District ("SJCCD"), a political subdivision of the State of Texas, acting by and through its Board of Trustees, desires to renew and continue the "Contract for the Collection of Delinquent Taxes" initially executed April 2, 2007 between SJCCD and the Law Office of Daniel J. Snooks, Daniel J. Snooks, Attorney at Law, associates and assigns, of Houston, Texas (the "Law Firm") and extended by agreed amendment through June 30, 2021 (the "Delinquent Tax Collection Contract"). The Parties agree to amend the Delinquent Tax Collection Contract according to the following:

I.

Subject to the Amendments below, the Parties agree to renew and extend the term of the Delinquent Tax Collection Contract with the Law Firm for an additional one year. Unless otherwise amended or extended, the Delinquent Tax Collection Contract shall terminate June 30, 2022.

II.

During the term, SJCCD shall have the right to terminate this Delinquent Tax Collection Contract for any of the following reasons:

- A. SJCCD, in its sole discretion, determines the Law Firm's performance is unacceptable, and upon written notice of the performance deficiencies and 30 calendar days to cure, performance remains unacceptable;
- B. Daniel J. Snooks assigns the services to another attorney, or ceases or is unable to personally perform the obligations of the Delinquent Tax Collection Contract;
- C. The merger of the Law Firm with another; or
- D. The dissolution of the Law Firm.

In the case of such termination, the Law Firm shall be entitled to receive and retain all compensation due up to the date of termination.

III.

After this contract expires at the end of its term or is otherwise terminated, the Law Firm shall have six months to bring to judgment or otherwise resolve or nonsuit all suits the Law Firm filed on behalf of SJCCD before the expiration or termination of the Delinquent Tax Collection Contract. During such six-month period, the Law Firm will be entitled to compensation in accordance with part III of Delinquent Tax Collection Contract for delinquent taxes, penalty and interest actually collected and paid to SJCCD's Collector of Taxes for which the Law Firm filed suit prior to the expiration of this Delinquent Tax Collection Contract.

IV.

In accordance with Texas Government Code Chapter 2252, Subchapter F, Contractor certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, the Government of Iran, the Government of Sudan, or a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Contractor further certifies and verifies that, pursuant to Texas Government Code Chapter 2270, neither Contractor, nor any affiliate, subsidiary, or parent company of Contractor, if any (the "Contractor Companies "), boycotts Israel, and Contractor agrees that Contractor and Contractor Companies will not boycott Israel during the term of this Agreement.

San Jacinto Community College District
4624 Fairmont Parkway, Suite 202
Pasadena, Texas 77504
(281) 998-6150

Daniel J. Snooks
Attorney at law
11550 Fuqua, Suite 490
Houston, Texas 77034

By: _____
Teri Zamora
Vice Chancellor, Fiscal Affairs

By: _____
Daniel J. Snooks
Attorney at law

Date: _____

Date: _____

Consideration of Approval to Ratify Emergency Purchases Due to Severe Winter Weather

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees ratify purchases made under the Chancellor's delegated authority related to damages sustained from the severe winter weather in February 2021.

BACKGROUND

On February 12, 2021, Governor Abbott issued a state-wide disaster declaration in response to the severe winter weather in Texas. His emergency proclamation, in accordance with Section 418.014 of the Texas Government Code waived the enforcement of any statute or administrative rule regarding contracting or procurement that would impede our ability to cope with the declared disaster.

On February 19, 2021, the federal government declared Texas Severe Winter Storm disaster (DR-4586-TX) for the entire state of Texas. As a result of the storm, the College campuses and surrounding areas experienced snow, sub-freezing temperatures, prolonged periods of electricity outages, and lack of water. This resulted in damage to numerous buildings and equipment across the College, ranging from minor to significant.

Pursuant to §44.031 (h) of the Texas Education Code, if college equipment or part of a college facility or personal property is destroyed or severely damaged, or as a result of an unforeseen catastrophe or an emergency, contracts for the replacement or repair of the equipment or facility may be made by methods other than those prescribed in this section.

The College purchasing procedure Section 2014 authorizes the College to proceed with the repair and replacement of College facilities and equipment to prevent further damage and avoid the disruption of classes and operations.

IMPACT OF THIS ACTION

This action will ratify the purchase of goods and services that were essential to support the mitigation and restoration operations undertaken to prevent further damage and commence repairs cause by the storm. The list of expenditures that exceeded \$25,000 with any supplier made under this delegation is listed on Attachment 1. The requested Board approval amount only includes expenditures that would have otherwise required separate Board approval.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated total is \$3,667,043 and was funded from several departmental operating budgets. It is anticipated the majority of this expense will be covered by the College's insurance policy.

Consideration of Approval to Ratify Emergency Purchases Due to Severe Winter Weather

MONITORING AND REPORTING TIMELINE

The transactions occurred between February 15, 2021 and are ongoing until all repairs are completed.

ATTACHMENTS

Attachment 1 – Delegation of Authority Summary

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Ann Kokx-Templett	281-998-6103	ann.kokx-templet@sjcd.edu

**Suppliers with Severe Winter Storm Expenses Exceeding \$25,000
Not Requiring Board Approval**

Supplier	Building	Description of Purchase	Amount Spent or Pending Invoices	Explanation	PO #s
Aggreko	G2	Chiller rental	\$ 45,000	Below threshold for approval	P0150334
FMG / Facility Interiors	S1 & S12	Furniture removal, storage, installation and laminate replacement	\$ 92,099	Previously approved in annual spend total	P0150186, 227, 234,253,355,428 & 723
Grainger	Multiple	Misc. supplies	\$ 27,095	Previously approved in annual spend total	P0150033
Gulf Coast Boilers	S1 & C45	Chiller coils replacement	\$ 35,000	Below threshold for approval	P0150086 & P0150539
Network Cabling Services	S1 & S12	Technology repairs	\$ 78,908	Previously approved in annual spend total	P0150289,314, 315
NAH Covington	N16	Repair floor damage (estimate)	\$ 25,000	Below threshold for approval	P0150335 & Pending

Suppliers with Severe Winter Storm Expenses Requiring Board Approval

Supplier	Building	Description of Purchase	Amount Spent or Pending Invoice	Amount Previously Approved in annual spend total	Amount Requiring Approval	PO #s
Gowan Inc.	S1	Chiller inspection and repair	\$ 180,000	\$ -	\$ 180,000	P0150233
Johnson Controls	G2	Chiller assessment & replacement	\$ 195,641	\$ -	\$ 196,000	P0150816 & P0150272
Mooring USA	S1 & S12	Emergency mitigation	\$ 3,200,000	\$ 750,000	\$ 2,450,000	Pending
Mooring USA (JOC)	S1	Building repair	\$ 470,543	\$ -	\$ 470,543	P0150521
Siemens	Multiple	Fire and sprinkler system repairs	\$ 116,452	\$ 867,500	\$ 116,500	P0150043,044,235,537
Texan Floor Service	Multiple	Carpet and tile replacement	\$ 214,790	\$ 200,000	\$ 214,000	Multiple
ETS	S1 & C19	Elevator repair and testing	\$ 39,475	\$ 140,000	\$ 40,000	P0150082 & P0150256
				Total Approval Request	\$ 3,667,043	

Purchase Request #11
Regular Board Meeting June 7, 2021

Consideration of Approval of Additional Funds for Technology Purchases

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of technology equipment and services from Layer3 Communications, LLC for the information technology services (ITS) department.

BACKGROUND

The College utilizes firewalls at the district and campus locations to monitor incoming and outgoing network traffic to decide whether to allow or block specific traffic based on a defined set of security rules.

ITS began replacing its ageing Juniper firewalls with next generation Palo Alto firewalls in 2020. Palo Alto firewalls offer virtual private network (VPN) capabilities that allow staff to conduct work remotely and students to access online learning resources installed onsite at the College using a dedicated encrypted connection. As such, ITS also replaced its legacy VPN with Palo Alto's Global Protect VPN product in 2021. To ensure consistent firewall technology and capabilities across remaining locations, ITS is seeking additional Board approval to complete the replacement of remaining legacy firewalls.

Layer3 Communications, LLC has a contract through the Texas Department of Information Resources (DIR) cooperative contracts program to provide technology equipment and services, contract #DIR-TSO-3972, and complies with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

IMPACT OF THIS ACTION

Replacement of aging firewalls with next generation technology will build upon current access controls to the College's network and layered cyber defenses by adding enhanced threat detection and other advancements. These enhancements are necessary due to the increased reliance on remote instruction, learning, and work and the adaptation in teaching and work modalities in response to the COVID pandemic. In addition, as the current firewalls are nearing the end of their useful life, these replacements will also provide for the continued reliability of the existing defenses.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In August 2020, the Board approved an expenditure of \$915,000 for technology equipment and services. This request will increase the total amount approved by \$388,000 to a total of \$1,303,000. This request is for a five-year term. This expenditure will be funded from the Higher Education Emergency Relief Fund (HEERF) for the first two years, and from the department's operating budget for the subsequent three years.

Purchase Request #11
Regular Board Meeting June 7, 2021
Consideration of Approval of Additional Funds for Technology Purchases

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Allen Bourque	281-922-3494	allen.bourque@sjcd.edu
Ann Kokx-Templett	281-998-6103	ann.kokx-templet@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

Item "A"
Regular Board Meeting June 7, 2021
Approval of the Minutes for the May 3, 2021
Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the May 3, 2021, Workshop and Regular Board Meeting.

San Jacinto College District Board Workshop May 3, 2021

The Board of Trustees of the San Jacinto Community College District met by videoconference at 5:00 p.m., Monday, May 3, 2021, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this workshop was made available to the public via a live-stream. At least a quorum of the Board was present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

MINUTES

	<p>Board Workshop Attendees:</p>	<p>Board Members: Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Dr. Ruede Wheeler, Larry Wilson Absent: Keith Sinor Chancellor: Brenda Hellyer Other: Bo Hopper, Matt Keim, Paul Lamp (via conference call), Micki Morris (via conference call), Sandra Ramirez, Mandi Reiland, Van Wigginton, Laurel Williamson, and Teri Zamora</p>
	<p>Agenda Item:</p>	<p>Discussion/Information</p>
<p>I.</p>	<p>Call the Meeting to Order</p>	<p>Board Chair, Marie Flickinger, called the workshop to order at 5:01 p.m.</p>
<p>II.</p>	<p>Roll Call of Board Members</p>	<p>Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor (absent), Dr. Ruede Wheeler, Larry Wilson</p>
<p>III.</p>	<p>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters and Personnel Matters</p>	<p>Chair Flickinger adjourned to closed session at 5:02 p.m.</p> <p>Board members and Chancellor Hellyer were present for the entirety of the closed session.</p> <p>Teri Crawford, Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for portions of the closed session. Attorney Micki Morris was contacted via conference call for a consultation. Attorney Paul Lamp was contacted via conference call for a consultation.</p> <p>a. Legal Matters - For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law.</p>

		<p>a. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.</p>
IV.	Reconvene in Open Meeting	<p>Chair Flickinger reconvened to open meeting at 6:29 p.m.</p> <p>Laurel Williamson and Van Wigginton joined the meeting.</p>
V.	Update on COVID Response and Status of Enrollment	<p>Dr. Brenda Hellyer provided an update on the COVID response. We are continuing to monitor local, state, and federal conditions and guidance and are continuously updating FAQ's for students and employees. We monitor the Harris County positivity rate along with the Houston area hospitals positivity rate. We have communicated that staff and administrators will return on site at 100 percent effective June 1. Faculty will return to pre-COVID schedules beginning with the Summer term. The Board of Trustees will resume regular face-to-face (f2f) meetings on June 7. The College will restore the 4 ½ day, 40-hour summer work week from June 1 to July 31. The College began gathering employee and student vaccination status on a voluntary basis via the pre-screening forms. The current employee rate of vaccination is 39 percent, and the student rate is 24 percent.</p> <p>Teri Zamora presented a chart with trigger points for COVID protocol reversals. The chart included trigger points, measures, and actions once those measures are met. As the COVID situation has evolved over the last 15 months, these trigger points have been revised and are continuing to be reconsidered. She explained that social distancing will be relaxed over the next month, so we will be able to manage employees coming back 100% on June 1. We anticipate being able to remove the pre-screening form in the summer and re-assessing the face covering requirements in the fall. We are having events at the College campuses and are resuming limited travel. All events, rentals, and travel are vetted by the Office of Emergency Management and Strategic Leadership Team (SLT) member prior to approval. Regarding commencement, we currently have 900 students scheduled to attend the morning ceremony and 680 attending the afternoon ceremony.</p> <p>Marie Flickinger asked how this number compares with the number of graduates two years ago.</p>

		<p>Brenda responded we would have had approximately 1,000 graduates participating two years ago. We are inviting graduates from last year (spring 2020) to participate this year since their ceremony was virtual due to COVID. The morning program is for academic degrees and the afternoon is for STEM and technical degrees.</p> <p>Teri Z. provided an update on COVID emergency funding. Response and relief funds that were allocated to the College in December and the Recovery Act funds received in March will all be handled together in a bucket. A total of \$4.5 million will be distributed during the summer to students as emergency funds. We anticipate approximately \$10 million next fall and \$10 million next spring. These funds will be given to students as cash payments. We had approximately \$19 million institutional funds in December and will receive approximately \$21 million Recovery Act funds. Teri Z. provided an overview of the categories the SLT is considering allocating some of these institutional funds to. As we would with grants, the College will hire someone to oversee the allocation of relief funds to make sure we are compliant with all the rules and processes. We will allocate \$5 to \$6 million to lost revenue. Any revenue that we did not generate this year that we can prove we would have generated two years ago can be rolled into the FY2022 unrestricted budget.</p> <p>Brenda provided an overview of positions the College will be hiring with grant monies but reiterated we need to make sure to spend wisely so we do not fill positions long-term that we cannot fund once emergency funds run out.</p> <p>Brenda covered plans for summer and fall course options. For summer 2021, we plan approximately 48 percent of courses will be offered f2f and 52 percent will remain online. Enrollment is currently up 8 percent compared to last summer but is down 13 percent compared to summer 2019. Of the academic offerings, approximately 14 percent of students have enrolled f2f and hybrid and 54 percent of technical registrants have enrolled f2f and hybrid. Section counts are larger for summer 2021 at 2,259 in comparison to 1,748 in summer 2019.</p> <p>For fall, we plan to offer 60 percent f2f and 40 percent online courses. Enrollment is currently down 21 percent from last fall and 36 percent compared to fall 2019. We are down in</p>
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		<p>recent high school graduates’ applications, so we have a lot of recruiting and student support efforts put into place. Of the academic offerings, approximately 42 percent of students have enrolled f2f and hybrid and 68 percent of technical registrants have enrolled f2f and hybrid.</p>
<p>VI.</p>	<p>Update on State and Federal Legislative Sessions</p>	<p>Brenda provided an update on the State and Federal legislative sessions. On the Federal side, we are still moving forward with earmarks. Congressman Nehls’ office has moved forward with the aerospace training request, and several Republican Senators, including Texas Senators Cornyn and Cruz, have signed a “Dear Colleague” letter stating that they oppose bringing earmarks back. However, we have heard from Senator Cornyn’s staff that they are open to improving the process, so funds are being used responsibly.</p> <p>On the Maritime Center of Excellence, we have been requesting \$30 million for the program through FY 2022 appropriations. This week the program benefited from a bipartisan group of 17 members of Congress led by Congresswoman Sylvia Garcia who signed on to a request for this appropriations level. We will continue tracking this request.</p> <p>On the State side, the Senate and the House have differences between their budget bills. There are differences for community colleges around their hold harmless funding and the weights are an issue. There had been a hope for an amendment to modify the weights to agree with the recommendations from the community colleges. This did not happen, so the Conference Committee has been named to try to merge the House and Senate versions.</p> <p>Brenda explained that last week, she and Teri Crawford had multiple meetings to discuss the hold harmless for community colleges as well as the weights for the success points. Additionally, today, Comptroller Glenn Hegar released an update on the available general revenue, and it is expected to increase by \$3.12 billion in additional available funds for general spending. We are waiting for an assessment of that means for the State budget and community college funding.</p> <p>The TRUE (Texas Reskilling and Upskilling through Education) initiative for workforce training is moving forward. The Community College Finance Commission bill, sponsored by Senator Larry Taylor, has been moving forward</p>

		<p>also. The Governor’s office has informed the community colleges that he is proposing an amendment that allows his office to appoint the Chair of this Commission. In the current version of the bill, the Governor would appoint a community college CEO, or a business partner, or someone who understands community college finance. The Governor’s amendment would allow the same appointments for the Lt. Governor and the Speaker of the House. The way the bill was originally written would have allowed community colleges to have five representatives on the commission and with the amendment there will be two or three. The details are still evolving. Brenda asked the Board to review the legislative session summary and let her know if they have any questions.</p>
<p>VII.</p>	<p>Update on Diversity Progress – Additional Data</p>	<p>Sandra Ramirez presented an update on the employee diversity progress. The purpose of this updated presentation is to provide clarification on questions that were asked on her original employee diversity progress presentation back in March.</p> <p>Sandra explained that this data is tracked for two purposes:1) the College has a strategic goal of “Our People” which is focused on our commitment to acquiring, developing, and retaining quality and diverse employees who are passionate about our educational mission and 2) due to our federal contracts, the College is required to annually track this data and provide an Affirmative Action report from a compliance standpoint.</p> <p>Sandra provided an overview of the full-time faculty new hire data. There was no change on the new hire full-time faculty data but for Affirmative Action reporting, the analysis looks at only new employees to the College. This presentation includes additional information to capture both new-to-the-college and part-time to full-time transfers in response to a question about new full-time faculty hires being low in 2020.</p> <p>The data on full-time faculty was updated to include department chairs in the full-time faculty count for fall 2013 throughfall 2020. The data on part-time faculty was updated to capture unduplicated numbers to stay consistent with the rest of the report. The March version of this presentation showed duplicated part-time faculty numbers. The full-time administrator’s data was updated to include SLT members.</p>

		<p>Erica Davis Rouse asked where we should be with Hispanic administrators.</p> <p>Sandra responded that we do not have a goal for administrators. The only Affirmative Action plan goal we still have is to hire individuals in faculty positions who are two or more races or are Asian.</p> <p>Erica responded that we are meeting our mandated goal but questioned if we are meeting our goal as an institution to have accurate representation of our student population.</p> <p>Sandra responded that we do not have a specific goal for Hispanic for faculty, but we do have an institutional goal of progressing in that area. It also depends on the available workforce and we are waiting on the 2021 census data.</p> <p>Brenda added that we are expanding our recruitment efforts to make sure we reach diverse candidates for our hiring pools.</p>
<p>VIII.</p>	<p>Review Proposed Updates to Board Bylaws</p>	<p>Brenda reviewed the updates to the Board bylaws and explained the Board received a summary of changes that includes the key eliminates that are being modified. These changes included grammatical changes and clarifications around Board representation, the procedural processes around filling a vacated Trustee position, and the duties of the Board and their responsibility. There will be training for the Board around walking quorum communication efforts in June or August.</p> <p>The biggest change on the bylaws is around public comments. The original document references hearing of citizens but should say public comments, so this language was changed to be consistent throughout the document. We had a limit of 60 minutes for public comments, which is no longer allowed, so this has been updated to be compliant. We are recommending keeping the same eight-hour notice requirement if someone would like to speak to the Board which has been implemented during COVID. The self-assessment of the Board has also been modified to be from bi-annual to annual. Brenda asked the Board to review the changes, and the plan is that the bylaws will be brought forward for approval at the June Board meeting.</p>

IX.	Review Updates to Faculty Senate Constitution	Brenda reviewed the updates to the Faculty Senate Constitution. She explained the Faculty Senate made changes to their constitution and the Board were provided a summary of changes along with the updated constitution as an informational item. The changes include clarifying and organizing the document and expanding its members to include Generation Park. Brenda and Sandra worked with the Faculty Senate on these changes and are comfortable with the recommended changes.
X.	Review of Calendar a. Spring Commencement b. 60th Anniversary	Brenda reviewed the calendar with the Board. She explained the Board schedule for commencement and asked them to let Mandi know if there are changes. She announced that May 18 is the Aspen watch party and recommended where she would like Board members to attend the watch party. There will be an SLT member at each location, and lunch will be provided. The State required annual Cybersecurity Training is due on June 7. Mandi will email the link to watch the video tomorrow. She recommended having a Board retreat on June 25. All Board members present agreed this date works. Brenda proposed to move the August 30 board meeting to September 13 to kick off the official 60 th Anniversary activities. All Board members present were comfortable with this recommendation.
XI.	General Discussion of Meeting Items	There was no additional discussion.
XII.	Adjournment	Chair Flickinger adjourned the workshop at 7:22 p.m.

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

May 3, 2021

The Board of Trustees of the San Jacinto Community College District met by videoconference at 7:00 p.m., Monday, May 3, 2021, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this meeting was available to the public via a live stream. At least a quorum of the Board was present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the Governor.

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

Absent: Keith Sinor, Secretary

Chancellor: Brenda Hellyer

Others Present: Teri Crawford
Bo Hopper
Matt Keim
Robert Merino
Sandra Ramirez
Mandi Reiland
Laurel Williamson
Teri Zamora

Call the Meeting to order: Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:29 p.m.

Roll Call of Board Members: Chair Marie Flickinger conducted a roll call of the Board members:

Erica Davis Rouse
Dan Mims
John Moon, Jr.
Keith Sinor – (absent)
Dr. Ruede Wheeler
Larry Wilson

Invocation and Pledges to the Flags: The invocation was given by Dr. Laurel Williamson. The pledges to the American flag and the Texas flag were led by Erica Davis Rouse.

Special Announcements, Recognitions, Introductions, and Presentations:

1. Mandi Reiland read an announcement regarding the meeting process.
2. Teri Crawford recognized Brookstone Construction for its donation to the San Jacinto College Foundation.

Student Success Presentations:

1. Dr. Laurel Williamson and Robert Merino provided an overview of financial aid and scholarships.

Communications to the Board:

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

1. A thank you was sent to the Board from Rob Stanicic, for the plant sent in memory of his mother-in-law.
2. A thank you was sent to the Board from the family of Charlie Bolton for the plant sent in his memory.
3. A thank you was sent to the Board from the family of Patricia House for the plant sent in her memory.
4. A thank you was sent to the Board from JoAnne Bailey for the plant sent in memory of her sister and her mother.
5. May Opportunity News
6. Summer 2021 Senior Focus
7. Thank you's from College community in response to the Monument Award One-Time Payment

Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:

There were no citizens desiring to speak before the Board.

Informative Reports:

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

- A. San Jacinto College Financial Statements
 - a. San Jacinto College Financial Statements March 2021
 - b. San Jacinto College Monthly Investment Report March 2021
- B. San Jacinto College Foundation Financial Statements
- C. Capital Improvement Program

Motion 10097 Consideration of Approval of Amendment to the 2020-2021 Budget for Restricted Revenue and Expenses

Motion was made by Larry Wilson, seconded by Dan Mims, for approval of Amendment to the 2020-2021 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Jr., Wheeler, Wilson

Relating to Federal and State Grants

Nays: None
Absent: Sinor

**Motion 10098
Consideration of Approval of Policy VI.6000.C, Transcript Notation – Second Reading**

Motion was made by Erica Davis Rouse, seconded by Dr. Ruede Wheeler, for approval of Policy VI.6000.C, Transcript Notation – Second Reading.

Larry Wilson asked for clarification on this policy. It was determined that clarification will be provided at the next workshop and that this item would be tabled to vote on at the next regularly scheduled meeting of the Board.

Motion was made by Erica Davis Rouse, seconded by Dr. Ruede Wheeler, to rescind the previous motion to approve this item.

Motion was made by Dan Mims, seconded by John Moon, Jr., to table this item until the next regularly scheduled Board meeting.

No vote was taken.

**Motion 10099
Consideration of Rescission of Policy VI-M on Security Control and Approval of Policy III.3004.C, Facilities Services – Second Reading**

Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for Rescission of Policy VI-M on Security Control and Approval of Policy III.3004.C, Facilities Services – Second Reading.

Motion Carried.

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

**Motion 10100
Consideration of Approval of Policy III.3004.D, Keys and Proximity Cards – Second Reading**

Motion was made by John Moon, Jr., seconded by Larry Wilson, for approval of Policy III.3004.D, Keys and Proximity Cards – Second Reading.

Motion Carried.

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

**Motion 10101
Consideration of Approval of the Awarding of a Posthumous Degree**

Motion was made by Larry Wilson, seconded by John Moon, Jr., for approval of the Awarding of a Posthumous Degree.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Jr., Wheeler, Wilson
Nays: None

Absent: Sinor

**Motion 10102
Consideration of
Approval of the 2021-
2022 Annual
Priorities**

Motion was made by Dr. Ruede Wheeler, seconded by Erica Davis Rouse, for approval of the 2021-2022 Annual Priorities.

Motion Carried.

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

**Consideration of
Approval of Policy #,
Grants Management
– First Reading
(Informational Item)**

Consideration of Approval of Policy #, Grants Management – First Reading (Informational Item)

No vote required.

**Consideration of
Approval of Policy #,
Awarding Honorary
Degrees – First
Reading
(Informational Item)**

Consideration of Approval of Policy #, Awarding Honorary Degrees – First Reading (Informational Item)

No vote required.

**Consideration of
Approval of Policy #,
Awarding
Posthumous Degrees
– First reading
(Informational Item)**

Consideration of Approval of Policy #, Awarding Posthumous Degrees – First reading (Informational Item)

No vote required.

**Consideration of
Rescission of Policy
V-L: Policy on
College
Emergencies/Natural
Disasters/Business
Continuity and
Approval of Policy #,
Emergency Incidents
– First Reading
(Informational Item)**

Consideration of Rescission of Policy V-L: Policy on College Emergencies/Natural Disasters/Business Continuity and Approval of Policy #, Emergency Incidents – First Reading (Informational Item)

No vote required.

**Consideration of
Approval of Policy #,
Acceptance of
Resignation or
Retirement - First**

Consideration of Approval of Policy #, Acceptance of Resignation or Retirement - First reading (Informational Item)

No vote required.

**reading
(Informational Item)**

**Motion 10103
Consideration of
Purchasing Requests**

Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for approval of the purchasing requests.

Purchase Request #1	
Contract for Central Campus Detention Basin Repairs	\$427,900
Purchase Request #2	
Contract for Ellucian Managed Cloud Services	885,000
Purchase Request #3	
Additional Funds for Media Buying and Placement Services	300,000
Purchase Request #4	
Lease Commercial Office Space in Pearland	113,157
Purchase Request #5	
Additional Funds for Audio Video Equipment, Installation, and Cabling Services	100,000
Purchase Request #6	
Delegation of Authority to Approve Contract for Central Campus Extended Welcome Center Site Development	<u>2,117,245</u>
TOTAL OF PURCHASE REQUESTS	\$3,943,302

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Jr., Wheeler, Wilson

Nays: None

Absent: Sinor

**Motion 10104
Consent Agenda**

Motion was made by Dr. Ruede Wheeler, seconded by Dan Mims, to approve the consent agenda.

- A. Approval of the Minutes for the April 5, 2021, Workshop and Regular Board Meeting
- B. Approval of the Minutes for the April 22, 2021, Board Tour of the Central Campus Mass Timber Classroom Building
- C. Approval of the Budget Transfers
- D. Approval of Personnel Recommendations, Extra Service Agreements, 2021-2022 Faculty Contract Recommendations
- E. Approval of the Affiliation Agreements

F. Approval of the Next Regularly Scheduled Meeting

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Jr., Wheeler, Wilson

Nays: None

Absent: Sinor

**Items for Discussion/
Possible Action**

There were no additional items discussed.

Adjournment:

Chair Marie Flickinger adjourned the meeting at 8:09 p.m.

Item "B"
Regular Board Meeting June 7, 2021
Approval of Corrections to the Minutes for the April 5, 2021
Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve corrections (highlighted) to the minutes for the April 5, 2021, Regular Board Meeting.

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

April 5, 2021

The Board of Trustees of the San Jacinto Community College District met by videoconference at 7:00 p.m., Monday, April 5, 2021, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this meeting was available to the public via a live stream. At least a quorum of the Board was present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the Governor.

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

Chancellor: Brenda Hellyer

Others Present: Allatia Harris
Bo Hopper
Matt Keim
Mandi Reiland
Lamar McWaine
Eddy Ruiz
Laurel Williamson
Teri Zamora

Call the Meeting to order: Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:18 p.m.

Roll Call of Board Members: Chair Marie Flickinger conducted a roll call of the Board members:

Erica Davis Rouse
Dan Mims
John Moon, Jr.
Keith Sinor
Dr. Ruede Wheeler
Larry Wilson

Invocation and Pledges to the Flags:

The invocation was given by Dr. Allatia Harris. The pledges to the American flag and the Texas flag were led by Larry Wilson.

Special Announcements, Recognitions, Introductions, and Presentations:

1. Mandi Reiland read an announcement regarding the meeting process.
2. Dr. Laurel Williamson recognized the 2020-2021 Honoraria Recipients.

Student Success Presentations:

1. Dr. Laurel Williamson and Dr. Allatia Harris provided an overview of San Jacinto College data through the Lens of Diversity. Dr. Eddy Ruiz and Dr. Lamar McWaine were introduced.

Communications to the Board:

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

1. A thank you was received from Brittany Miklis for the plant sent in memory of her aunt.
2. A thank you was received from Randy Snyder for the plant sent in memory of his mother.
3. March 2021 Opportunity News
4. April 2021 Opportunity News
5. Spring 2021 Career Focus

Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:

There were no citizens desiring to speak before the Board:

Informative Reports:

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

- A. San Jacinto College Financial Statements
 - a. San Jacinto College Financial Statements February 2021
 - b. San Jacinto College Monthly Investment Report February 2021
 - c. San Jacinto College Quarterly Investment Report December 2020 – February 2021
- B. San Jacinto College Foundation Financial Statements
- C. Capital Improvement Program

Motion 10093 Consideration of Approval of Amendment to the 2020-2021 Budget for

Motion was made by Dan Mims, seconded by Keith Sinor, for approval of Amendment to the 2020-2021 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Restricted Revenue and Expenses Relating to Federal and State Grants

Motion Carried.

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

**Motion 10094
Consideration of Approval of Naming of the Programmable Logic Controller Lab at the Center for Petrochemical, Energy, and Technology**

Motion was made by Larry Wilson, seconded by Dr. Ruede Wheeler, for approval of Naming of the Programmable Logic Controller Lab at the Center for Petrochemical, Energy, and Technology.

Motion Carried.

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

Consideration of Approval of Policy #, Transcript Notation – First Reading (Informational Item)

Consideration of Approval of Policy #, Transcript Notation – First Reading (Informational Item)

No vote required.

Consideration of Approval to Rescind Policy VI-M on Security Control and Approval of Policy #, Facilities Services – First Reading (Informational Item)

Consideration of Approval to Rescind Policy VI-M on Security Control and Approval of Policy #, Facilities Services – First Reading (Informational Item)

No vote required.

Consideration of Approval of Policy #, Keys and Proximity Cards – First Reading (Informational Item)

Consideration of Approval of Policy #, Keys and Proximity Cards – First Reading (Informational Item)

No vote required.

**Motion 10095
Consideration of Purchasing Requests**

Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for approval of the purchasing requests.

Purchase Request #1	
Renew the Contract for Property Insurance	\$3,270,824
Purchase Request #2	
Renew the Contract for Casualty Insurance	326,800
Purchase Request #3	
Renew the Contract for Asphalt and Concrete Paving and Parking Lot Striping Services	500,000

Purchase Request #4	
Purchase Technology Services	195,000
Purchase Request #5	
Renew the Contract for Backbone Circuits	115,300
Purchase Request #6	
Purchase Graduation Event License	<u>\$129,700</u>
TOTAL OF PURCHASE REQUESTS	\$4,537,624

Motion Carried.

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

**Motion 10096
Consent Agenda**

Motion was made by Larry Wilson, seconded by Erica Davis Rouse, to approve the consent agenda.

- A. Approval of the Minutes for the March 1, 2021, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting

Motion Carried.

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

**Items for Discussion/
Possible Action**

There were no additional items discussed.

Adjournment:

Chair Marie Flickinger adjourned the meeting at 7:57 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
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 2020-21
 for April 2021

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 563,524	\$ 82,814
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ -	\$ 483,147
STUDENT SERVICES	\$ 1,500	\$ 7,629
INSTITUTIONAL SUPPORT	\$ 7,448	\$ 1,500
PHYSICAL PLANT	\$ 2,619	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	\$ 575,091	\$ 575,091

RECOMMENDATION

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

Central Campus

Department

Affiliation Entity

Eye Care Technology Program

Eye Center of Texas

Medical Imaging Program

Lakeside MRI & Diagnostic Center

Associate Degree Nursing Program

La Porte Independent School District

South Campus

Department

Affiliation Entity

Multiple Programs
(Central, South, North campuses)

Memorial Hermann Health System

North Campus

Department

Affiliation Entity

Health Information Management and
Medical Assisting Programs

Ocean’s Behavioral Hospital of Pasadena
LCC

Cancer Data Management Program

Methodist West Cancer Registry

Mental Health Program

Houston Area Community Services dba
Avenue 360

Mental Health Program

Adapt Programs

Nursing Program

Grand Canyon University

Health Information Management and
Medical Assisting Programs

Women’s Health Specialist of Pasadena

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

Item "E"
Regular Board Meeting June 7, 2021
Approval of the Affiliation Agreements

CONTACT PERSONNEL

Daniel J. Snooks, Attorney
Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Item “F”
Regular Board Meeting June 7, 2021
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, August 2, 2021.