

***Board of Trustees
Meeting***

December 1, 2025

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

The Board of Trustees of the San Jacinto Community College District will meet for a Board workshop at 4:30 p.m., Monday, December 1, 2025, 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/about/board-trustees/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, 551.072, 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. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property.

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

1. Provost Search and Succession Planning

2. Board Self-Assessment

IV. Reconvene in Open Meeting

V. Board Self-Assessment

VI. Review of 2024-2025 Annual Comprehensive Financial Report

VII. Public Funds Investment Act Report

VIII. Review of Highlights from 2024-2025 Financials

IX. Review of Plan to Refinance Callable General Obligation (GO) and Revenue Bonds

X. Enrollment Update - Spring 2026

XI. Updates to Policy III.3001.H, Fixed Assets

XII. Process and Candidates for Member of Harris Central Appraisal District

XIII. Dual Credit Memoranda of Understanding Process

XIV. Legislative Updates

XV. General Discussion of Meeting Items

A. Additional Purchasing Support Documents

B. Delegation of Authority

XVI. Calendar

XVII. Adjournment

Additional Closed Session Authority

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

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

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, November 18, 2025, this notice was posted to the College’s website, on a bulletin board located at a place convenient to the public at the administrative building of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet for a regularly scheduled Board meeting at 7:00 p.m. on Monday, December 1, 2025, 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/about/board-trustees/board-meeting-videos

An electronic copy of the agenda packet is available on the College's website as follows:
www.sanjac.edu/about/board-trustees/#Board_of_trustees_meetings

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

A link to a public comments form is available at: www.sanjac.edu/request-speak-to-board
The form must be completed prior to 11:00 a.m. on December 1, 2025. After completion of the form, the requestor will be contacted with further instructions. Registered participants will be allotted five minutes to address the Board of Trustees during the "Public Comment" portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

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

**BOARD MEETING
AGENDA**

I. Call the Meeting to Order

II. Roll Call of Board Members

III. Invocation and Pledge to the Flags

IV. Special Announcements, Recognitions, Introductions, and Presentations

A. Recognition of Students that Received Awards of Excellence at the Advanced Technological Education Conference

Presenter: Aaron Knight

B. Recognition of the Fiscal Affairs Department for Receiving the 2024 Certificate of Achievement for Excellence in Financial Reporting

Presenter: Carin Hutchins

C. San Jac Online Recognition

Presenter: Laurel Williamson

V. Student Success Presentations

A. High School Capture Rate

Presenter: George González

VI. Communications to the Board of Trustees

VII. Public Comment

VIII. Informative Reports to the Board

A. San Jacinto College Financial Statements - October 2025

1. San Jacinto College Monthly Financial Statements

2. San Jacinto College Monthly Investment Reports

B. San Jacinto College Foundation Financial Statements

1. October 2025

2. Financial Audit Years Ended June 30, 2025 and 2024

C. Capital Improvement Program

D. San Jacinto Community College Board Building Committee Minutes

ACTION ITEMS

IX. Consideration of Approval of Amendment to the 2025-2026 Budget for Restricted Revenue and Expenses Relating to Federal, State and Local Grants/Contracts

X. Consideration of Approval of Policy IV.4003.A, Filling Vacancies - Second Reading

XI. Consideration of Approval of Policy IV.4003.F, Reduction in Force - Second Reading

XII. Consideration of Approval of Allocation of Capital Project Funds

XIII. Consideration of Acceptance of the 2024-2025 Annual Comprehensive Financial Report

XIV. Consideration of Approval of Financing Team and Related Expenditures-Limited Tax General Obligation Bonds

XV. Consideration of Approval of Financing Team and Related Expenditures-Combined Fee Revenue Refunding Bonds

XVI. Consideration of a Resolution for Casting a Ballot for the Election of Member(s) to the Board of Directors of the Harris Central Appraisal District

XVII. Consideration of Approval of the 2026-2027 Academic Calendar

XVIII. Consideration of Approval of the Awarding of a Posthumous Degree – Siham Benmansour

XIX. Consideration of Approval for an Extension to the Memorandum of Understanding with Clear Creek ISD Early College High School

XX. Consideration of Approval for an Addendum to the Memorandum of Understanding with First Baptist Christian Academy for Dual Credit

XXI. Consideration of Approval for an Extension to the Memorandum of Understanding with Galena Park ISD for Early College High School

XXII. Consideration of Approval for an Extension to the Memorandum of Understanding with Hallsville ISD for Dual Credit

XXIII. Consideration of Approval for an Extension to the Memorandum of Understanding with Huntsville ISD for Dual Credit

XXIV. Consideration of Approval for an Extension to the Memorandum of Understanding with Lutheran South Academy for Dual Credit

XXV. Consideration of Approval for an Extension to the Memorandum of Understanding with Pearland ISD for Dual Credit

XXVI. Consideration of Approval for an Extension to the Memorandum of Understanding with Richard Milburn Academy for Dual Credit

XXVII. Consideration of Approval of an Extension of the Memorandum of Understanding with Sheldon ISD for Early College High School

XXVIII. Consideration of Approval of an Extension of the Memorandum of Understanding with Sheldon ISD for the Sheldon STEM Academy PTECH

XXIX. Consideration of Approval of Memorandum of Understanding with Sheldon ISD for KNIT Dual Credit Program

XXX. Consideration of Approval of Policy III.3001.H, Fixed Assets – First Reading (Informational Item)

PURCHASING REQUESTS

XXXI. Consideration of Purchasing Requests

CONSENT AGENDA

XXXII. Consent Agenda

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

A. Approval of the Minutes for the November 3, 2025, Workshop and Regular Board Meeting

B. Approval of the Budget Transfers

C. Approval of Personnel Recommendations, Extra Service Agreements (ESA), and 2025-2026 Part-Time Hourly Rate Schedule

D. Approval of the Next Regularly Scheduled Meeting

XXXIII. Items for Discussion/Possible Action

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

XXXIV. Adjournment

Closed Session Authority

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

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

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

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Brenda Hellyer, Ed.D.

San Jacinto College Monthly Financial Statements
October 2025

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

<u>Assets</u>	<u>2025</u>	<u>2024</u>
Current assets:		
Cash and cash equivalents	\$ 75,331,684	\$ 85,576,025
Restricted cash and cash equivalents	13,583,377	51,466,342
Investments	5,011,550	14,975,650
Restricted investments	44,589,963	-
Accounts receivable - taxes	5,490,875	5,527,508
Accounts receivable	34,050,950	26,606,729
Deferred charges	2,398,733	2,808,910
Inventories	489,828	444,074
Total current assets	<u>180,946,960</u>	<u>187,405,238</u>
Noncurrent assets:		
Other long term investments	25,117,695	15,053,000
Capital assets, net	718,668,574	715,653,122
Total noncurrent assets	<u>743,786,269</u>	<u>730,706,122</u>
Total assets	<u>924,733,229</u>	<u>918,111,360</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	16,138,596	23,369,169
Deferred outflow related to OPEB	10,244,217	9,505,667
Deferred outflow related to defeased debt	2,868,676	3,571,143
Total deferred outflows of resources	<u>29,251,489</u>	<u>36,445,979</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	12,910,258	11,642,804
Accrued liabilities	5,356,588	6,196,045
Accrued compensable absences and deferred compensation	3,758,957	2,853,852
Deferred revenues	10,426,845	248,247
Total current liabilities	<u>32,452,648</u>	<u>20,940,948</u>
Noncurrent liabilities:		
Net pension liability	56,117,690	58,696,523
Net OPEB liability	98,613,580	88,758,738
Bonds and notes payable	633,260,697	647,470,798
Total noncurrent liabilities	<u>787,991,966</u>	<u>794,926,059</u>
Total liabilities	<u>820,444,614</u>	<u>815,867,007</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	1,916,844	3,781,273
Deferred inflows related to OPEB	23,593,689	33,479,070
Deferred Inflows - Lease Receivable	569,198	192,100
Total deferred inflows of resources	<u>26,079,731</u>	<u>37,452,444</u>
<u>Net assets</u>		
Beginning of year - unaudited	78,899,918	79,811,001
Current year addition (reduction)	28,560,455	21,426,888
Total net position	<u>\$ 107,460,374</u>	<u>\$ 101,237,888</u>

The year-end financial statements for August 31, 2025 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2025-2026.

San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2025

11 Unrestricted Funds

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
State Appropriations	\$ 54,664,243	\$ 26,680,971	48.81%	\$ 28,374,096	51.12%
State Appropriations - FAST	2,650,000	1,354,944	51.13%	-	-
Local Taxes - Maintenance & Operations	93,350,000	210,465	0.23%	84,312	0.09%
Credit Tuition	70,906,831	47,436,585	66.90%	40,854,475	58.49%
Credit Exemptions & Waivers	(10,577,247)	(4,405,866)	41.65%	(4,474,658)	43.76%
Continuing Education				-	
CPET	450,000	85,344	18.97%	55,891	14.07%
Biotechnology	600,000	7,500	1.25%	-	-
Maritime Transportation	2,500,000	413,560	16.54%	490,140	20.60%
Continuing Professional Development (CPD)	8,547,308	1,100,798	12.88%	558,494	9.29%
Continuing Education Exemptions & Waivers	(50,000)	(12,600)	25.20%	(7,950)	16.32%
Bad Debt	(1,200,000)	(200,000)	16.67%	(183,333)	16.67%
Sales & Services	2,600,000	355,084	13.66%	358,576	14.30%
Investment Income	4,900,000	647,462	13.21%	820,830	17.14%
Total Revenues	229,341,135	73,674,247	32.12%	66,930,874	30.01%
Expenditures					
Instruction	88,748,664	17,245,134	19.43%	16,712,817	18.27%
Public Service	19,921	2,764	13.87%	910	20.21%
Academic Support	22,194,615	4,142,394	18.66%	3,892,977	19.59%
Student Services	23,851,171	3,479,562	14.59%	3,551,829	15.49%
Institutional Support	61,319,875	11,102,857	18.11%	11,501,786	19.53%
Physical Plant	27,114,338	2,817,666	10.39%	2,980,232	12.48%
Total Expenditures	223,248,584	38,790,376	17.38%	38,640,552	17.80%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	5,725,361	1,128,562	19.71%	130,150	2.33%
Net Increase (Decrease) in Net Position	\$ 367,190	\$ 33,755,309		\$ 28,160,172	

The year-end financial statements for August 31, 2025 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2025-2026.

San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2025

Federal Restricted Funds

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
Grants	\$ 71,312,973	\$ 34,674,771	48.62%	\$ 22,823,364	29.19%
Total Revenues	71,312,973	34,674,771	48.62%	22,823,364	29.19%
Expenditures					
Instruction	945,647	110,292	11.66%	203,203	20.01%
Public Service	120,377	29,545	24.54%	29,207	14.13%
Academic Support	6,227,406	667,289	10.72%	948,157	19.74%
Student Services	212,846	212,846	100.00%	87,103	15.28%
Institutional Support	363,707	74,421	20.46%	90,476	14.80%
Physical Plant	505,584	-	0.00%	-	0.00%
Scholarships and Fellowships	62,937,405	33,580,378	53.36%	21,465,218	30.36%
Total Expenditures	71,312,973	34,674,771	48.62%	22,823,364	29.19%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -		\$ -	

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San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2025

State Restricted Funds

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
State Appropriations - Exceptional Item	\$ 10,000,000	\$ 26,669	0.27%	\$ -	-
Investment Income - Restricted Funds	-	2,327	-	-	-
State Paid Benefits	14,402,520	2,451,367	17.02%	2,249,055	16.45%
Grants	11,286,415	2,906,963	25.76%	2,902,258	38.42%
Total Revenues	35,688,935	5,387,326	15.10%	5,151,313	24.27%
Expenditures					
Instruction	16,214,507	1,555,933	9.60%	1,309,821	18.22%
Public Service	3,476	2,439	70.17%	3,495	18.75%
Academic Support	4,625,743	59,221	1.28%	264,194	12.99%
Student Services	1,734,544	381,520	22.00%	343,190	14.67%
Institutional Support	4,268,130	532,921	12.49%	392,441	13.70%
Physical Plant	45,623	-	-	-	-
Scholarships and Fellowships	8,796,913	2,855,291	32.46%	2,838,172	41.85%
Total Expenditures	35,688,935	5,387,326	15.10%	5,151,313	24.27%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -		\$ -	

The year-end financial statements for August 31, 2025 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2025-2026.

San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2025

Local Restricted Funds

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
Grants	\$ 7,999,462	\$ 1,844,565	23.06%	\$ 1,623,587	29.80%
Total Revenues	7,999,462	1,844,565	23.06%	1,623,587	29.80%
Expenditures					
Instruction	4,000	-	-	-	-
Public Service	255,589	26,451	10.35%	30,521	17.73%
Academic Support	859,777	143,120	16.65%	114,598	14.07%
Student Services	1,692	-	-	2,000	43.40%
Institutional Support	1,393	1,393	100.00%	2,296	29.56%
Physical Plant	185,001	-	-	-	-
Scholarships and Fellowships	7,230,150	1,599,576	22.12%	1,498,692	31.73%
Total Expenditures	8,537,603	1,770,540	20.74%	1,648,108	28.49%
Transfers Among Funds					
Transfers In	(538,141)	(28,562)	-	(30,150)	9.24%
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 102,587		\$ 5,629	

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San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2025

27 FAST & TPEG

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
State Appropriations - FAST	\$ 2,450,000	\$ 974,080	39.76%	\$ 746,389	33.97%
Tuition - Credit & Non Credit - TPEG	3,500,000	2,156,504	61.61%	1,931,798	56.91%
Total Revenues	5,950,000	3,130,584	52.61%	2,678,187	47.89%
Expenditures					
Scholarships and Fellowships - FAST	2,450,000	974,080	39.76%	746,389	33.97%
Scholarships and Fellowships - TPEG	3,500,000	1,147,590	32.79%	972,045	31.65%
Total Expenditures	5,950,000	2,121,670	35.66%	1,718,434	32.62%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 1,008,914		\$ 959,753	

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San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2025

28 Private Gifts and Donations

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
Grants	\$ 27,402	\$ -	-	\$ -	-
Total Revenues	27,402	-	-	-	-
Expenditures					
Instruction	-	3,106	-	1,569	3.56%
Institutional Support	27,402	-	-	304	0.84%
Scholarships and Fellowships	-	-	-	-	-
Total Expenditures	27,402	3,106	11.33%	1,873	0.82%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (3,106)		\$ (1,873)	

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San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2025

Auxiliary Enterprises

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
Auxiliary Services	\$ 3,087,000	\$ 919,303	29.78%	\$ 735,518	26.74%
Total Revenues	3,087,000	919,303	29.78%	735,518	26.74%
Expenditures					
Labor	1,302,171	196,056	15.06%	129,766	10.73%
Benefits	334,082	35,158	10.52%	19,449	8.59%
Supplies	643,752	156,395	24.29%	140,357	24.04%
Travel	220,112	14,153	6.43%	16,734	6.33%
Contracted Services	243,618	140,461	57.66%	25,435	21.85%
Utilities	200	-	-	-	-
Scholarships and Fellowships	1,088,857	320,449	29.43%	163,643	15.13%
Total Expenditures	3,832,792	862,671	22.51%	495,383	14.23%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (745,792)	\$ 56,632		\$ 240,134	

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San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2025

Fund 95 Retirement of Indebtedness

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
Local Taxes - Debt Service	\$ 39,808,402	\$ 93,232	0.23%	\$ 37,315	0.09%
Investment Income	-	6,975	-	3,048	0.95%
Total Revenues	39,808,402	100,208	0.25%	40,362	0.10%
Expenditures					
Institutional Support - Principal	19,611,597	-	-	-	-
Institutional Support - Interest	23,977,894	3,853,288	16.07%	4,547,355	21.61%
Total Expenditures	43,589,491	3,853,288	8.84%	4,547,355	11.75%
Transfers Among Funds					
Transfers In	(4,087,220)	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment ¹	(19,611,597)	-	-	-	-
Net Increase (Decrease) in Net Position	\$ 19,917,728	\$ (3,753,081)		\$ (4,506,993)	

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.

The year-end financial statements for August 31, 2025 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2025-2026.

San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2025

Fund 97 Investment in Plant

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Expenditures					
Depreciation	\$ 26,000,000	\$ 4,187,201	16.10%	\$ 4,288,113	16.67%
Total Expenditures	26,000,000	4,187,201	16.10%	4,288,113	16.67%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases ¹	(8,846,723)	(153,119)	1.73%	(166,465)	11.31%
Net Increase (Decrease) in Net Position	\$ (17,153,277)	\$ (4,034,082)		\$ (4,121,648)	

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.

The year-end financial statements for August 31, 2025 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2025-2026.

San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2025

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
State Appropriations	\$ 69,066,763	\$ 29,132,338	42.18%	\$ 30,623,152	44.27%
State Appropriations - FAST	5,100,000	2,329,024	45.67%	746,389	15.45%
State Appropriations - Exceptional Item	10,000,000	26,669	0.27%	-	-
Local Taxes - Maintenance & Operations	93,350,000	210,465	0.23%	84,312	0.09%
Local Taxes - Debt Service	39,808,402	93,232	0.23%	37,315	0.09%
Credit Tuition	74,406,831	49,593,090	66.65%	42,786,273	58.42%
Credit Exemptions & Waivers	(10,577,247)	(4,405,866)	41.65%	(4,474,658)	43.76%
Continuing Education					
CPET	450,000	85,344	18.97%	55,891	14.07%
Biotechnology	600,000	7,500	1.25%	-	-
Maritime Transportation	2,500,000	413,560	16.54%	490,140	20.60%
Continuing Professional Development	8,547,308	1,100,798	12.88%	558,494	9.29%
Continuing Education Exemptions & Waivers	(50,000)	(12,600)	25.20%	(7,950)	16.32%
Bad Debt	(1,200,000)	(200,000)	16.67%	(183,333)	16.67%
Sales & Services	2,600,000	355,084	13.66%	358,576	14.11%
Investment Income	4,900,000	654,437	13.36%	823,878	16.13%
Investment Income - Restricted Funds	-	329,608	-	593,648	19.47%
Auxiliary Services	3,087,000	919,303	29.78%	735,518	26.74%
Grants	82,339,504	37,580,308	45.64%	25,727,583	29.46%
Local Grants	8,286,747	1,845,991	22.28%	1,621,626	40.75%
Total Revenues	393,215,308	120,058,286	30.53%	100,576,853	26.47%
Expenditures					
Instruction	105,912,818	18,914,465	17.86%	18,227,410	18.28%
Public Service	399,364	61,200	15.32%	64,133	15.96%
Academic Support	33,907,540	5,012,024	14.78%	5,219,926	18.97%
Student Services	25,800,253	4,073,928	15.79%	3,984,123	15.41%
Institutional Support	109,569,999	15,564,880	14.21%	16,536,593	15.74%
Physical Plant	27,850,547	2,817,666	10.12%	2,980,232	12.31%
Scholarships and Fellowships	84,914,468	40,156,915	47.29%	27,520,517	31.41%
Auxiliary Enterprises	3,832,792	862,671	22.51%	495,383	14.23%
Depreciation	26,000,000	4,187,201	16.10%	4,288,113	16.67%
Total Expenditures	418,187,779	91,650,950	21.92%	79,316,430	19.85%
Transfers Among Funds					
Transfers In	(5,725,361)	(1,128,562)	19.71%	(130,150)	2.33%
Transfers Out	5,725,361	1,128,562	19.71%	130,150	2.33%
Adjustment for Debt Principal Payment ¹	(19,611,597)	-	-	-	-
Adjustment for Capital Purchases ¹	(8,846,723)	(153,119)	1.73%	(166,465)	11.31%
Net Increase (Decrease) in Net Position	\$ 3,485,848	\$ 28,560,455		\$ 21,426,888	

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.

The year-end financial statements for August 31, 2025 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2025-2026.

Capital Improvement Program

San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2025

Fund 91 Capital Projects

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
Investment Income	\$ -	\$ 234,775	-	\$ 492,667	19.94%
Total Revenues	-	234,775	-	492,667	19.94%
Expenditures					
SECO-Energy Conservation Projects	604,245	7,800	1.29%	-	-
Bond Program	39,652,294	2,022,931	5.10%	31,268	0.19%
Arbitrage Rebate	-	-	-	-	-
Total Expenditures	40,256,539	2,030,731	-	31,268	0.14%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (40,256,539)	\$ (1,795,956)		\$ 461,400	

The year-end financial statements for August 31, 2025 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2025-2026.

San Jacinto Community College District
Preliminary Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2025

Fund 93 Renewal and Replacement

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
Interest Earnings	\$ -	\$ 92,506	-	\$ 100,981	17.49%
Total Revenues	-	92,506	-	100,981	17.49%
Expenditures					
District Energy Savings Projects	592,428	-	-	-	-
Capital Reserve Fund	12,530,440	184,188	1.47%	-	-
Instructional Equipment Fund	108,224	-	-	-	-
Total Expenditures	13,231,091	184,188	1.39%	-	-
Transfers Among Funds					
Transfers In	(1,100,000)	(1,100,000)	-	(100,000)	8.32%
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (12,131,091)	\$ 1,008,318		\$ 200,981	

The year-end financial statements for August 31, 2025 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2025-2026.

San Jacinto College Financial Statements
Monthly Investment Report
October 2025

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Preliminary Portfolio Summary Report
Period Ending October 31, 2025

		<u>Fair Market Value</u>	<u>Book Value</u>
Beginning Value	October 1, 2025	\$ 151,526,858	\$ 151,440,513
Additions/Subtractions (Net)		12,114,816	12,114,816
Change in Fair Market Value*		(14,950)	-
Ending Value	October 31, 2025	<u>\$ 163,626,724</u>	<u>\$ 163,555,330</u>

Earnings for the Month of October	\$ 505,879
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate	3.8524%
Benchmark - One Year Treasury Yield	3.7000%

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

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

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Approved by:



Carin Hutchins
Vice Chancellor of Fiscal Affairs

The year-end financial statements for August 31, 2025 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2025-2026.

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Preliminary Weighted Average to Maturity
October 31, 2025

Description	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Operating and Capital Projects Reserve Funds									
Demand Deposits									
Credit Cards in Transit	N/A	N/A	N/A	\$ N/A	\$ 26,412	\$ 26,412	0.02%	1	0.00
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	N/A	(638,307)	(638,307)	-0.39%	1	0.00
JPMorgan Operating (Hybrid Earnings)	2.575%	N/A	N/A	N/A	5,776,540	5,776,540	3.53%	1	0.04
JPMorgan Payroll	N/A	N/A	N/A	N/A	(21,733)	(21,733)	-0.01%	1	0.00
JPMorgan Worker's Comp	N/A	N/A	N/A	N/A	(2,302)	(2,302)	0.00%	1	0.00
Petty Cash	N/A	N/A	N/A	N/A	18,303	18,303	0.01%	1	0.00
Pool Accounts									
LSIP Corporate Overnight Plus Fund - Operating Funds	4.2833%	N/A	N/A	N/A	36,858,199	36,858,199	22.54%	1	0.23
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	4.2833%	N/A	N/A	N/A	13,533,800	13,533,800	8.27%	1	0.08
TexPool - Operating	4.1418%	N/A	N/A	N/A	12,577,115	12,577,115	7.69%	1	0.08
TexPool - PRIME - Operating	4.2486%	N/A	N/A	N/A	9,533,179	9,533,179	5.83%	1	0.06
Investments - Held at BNY Mellon									
US Treasury Note, CUSIP 91282CJK8	4.625%	11/21/24	11/15/26	5,000,000	5,044,000	5,031,450	3.08%	380	0.03
US Treasury Note, CUSIP 91282CKH3	4.249%	01/24/25	03/31/26	5,000,000	5,013,350	5,014,035	3.07%	151	0.03
US Treasury Note, CUSIP 9128CHH7	4.148%	06/11/25	06/15/26	5,000,000	5,011,550	4,998,828	3.06%	227	0.03
US Agency Note, CUSIP 3130AWBZ2	4.010%	06/11/25	06/11/27	5,000,000	5,037,800	5,010,945	3.06%	588	0.03
US Agency Note, CUSIP 3133ETJZ1	3.990%	06/11/25	06/05/28	5,000,000	5,009,900	4,987,174	3.05%	948	0.03
US Agency Note, CUSIP 3130ATET0	3.618%	09/25/25	09/27/27	5,000,000	5,005,100	5,007,873	3.06%	696	0.03
Bonds, Debt Service, and Other Restricted Funds									
Pool Accounts									
LSIP Corporate Overnight Plus Fund - GOB Debt Service	4.2833%	N/A	N/A	N/A	1,074,266	1,074,266	0.66%	1	0.01
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	4.2833%	N/A	N/A	N/A	133,448	133,448	0.08%	1	0.00
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	4.2833%	N/A	N/A	N/A	41,483	41,483	0.03%	1	0.00
U.S. Treasury Securities SLGS Demand Deposit - 2021 Bond Proceeds	3.0000%	N/A	N/A	N/A	1,159,313	1,159,313	0.71%	1	0.01
U.S. Treasury Securities SLGS Demand Deposit - 2022 Bond Proceeds	3.0000%	N/A	N/A	N/A	43,430,650	43,430,650	26.55%	1	0.27
LSIP Corporate Overnight Plus Fund - Biotech	4.2833%	N/A	N/A	N/A	10,004,657	10,004,657	6.12%	1	0.06
Grand Total - Cash, Cash Equivalents, and Investments				\$ 30,000,000	\$ 163,626,724	\$ 163,555,330	100.00%		1.00

The year-end financial statements for August 31, 2025 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2025-2026.

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Preliminary Inventory Holdings Report
October 31, 2025

Description	Annualized Interest Rate	Maturity	Par	9/30/2025 Ending FMV	9/30/2025 Ending Book Value	10/31/2025 Ending FMV	10/31/2025 Ending Book Value	Additions/Subtractions and Change in FMV For the Month	FY26 LTD Unrealized Gain/Loss	October Earnings	September through August Earnings
Operating and Capital Projects Reserve Funds											
Demand Deposits											
Credit Cards in Transit	N/A	N/A	\$ N/A	\$ (20,452)	\$ (20,452)	\$ 26,412	\$ 26,412	\$ 46,864	\$ N/A	\$ N/A	\$ N/A
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	(505,211)	(505,211)	(638,307)	(638,307)	(133,096)	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	2.575%	N/A	N/A	4,453,085	4,453,085	5,776,540	5,776,540	1,323,455	N/A	10,220	21,191
JPMorgan Payroll	N/A	N/A	N/A	(32,206)	(32,206)	(21,733)	(21,733)	10,473	N/A	N/A	N/A
JPMorgan Worker's Comp	N/A	N/A	N/A	(2,302)	(2,302)	(2,302)	(2,302)	-	N/A	N/A	N/A
Petty Cash	N/A	N/A	N/A	19,067	19,067	18,303	18,303	(764)	N/A	N/A	N/A
Sub Total Demand Deposits			\$ N/A	\$ 3,911,981	\$ 3,911,981	\$ 5,158,913	\$ 5,158,913	\$ 1,246,932	\$ N/A	\$ 10,220	\$ 21,191
Pool Accounts											
TexPool - Operating	4.1418%	N/A	\$ N/A	\$ 3,212,313	\$ 3,212,313	\$ 12,577,115	\$ 12,577,115	\$ 9,364,802	\$ N/A	\$ 90,725	\$ 107,814
TexPool PRIME - Operating	4.2486%	N/A	N/A	9,498,904	9,498,904	9,533,179	9,533,179	34,276	N/A	34,276	83,130
LSIP Corporate Overnight Plus Fund - Operating Funds	4.2833%	N/A	N/A	34,876,452	34,876,452	36,858,199	36,858,199	1,981,747	N/A	103,163	233,407
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	4.2833%	N/A	N/A	12,486,381	12,486,381	13,533,800	13,533,800	1,047,419	N/A	47,419	92,506
Sub Total Pool Accounts			\$ N/A	\$ 60,074,050	\$ 60,074,050	\$ 72,502,294	\$ 72,502,294	\$ 12,428,244	\$ N/A	\$ 275,583	\$ 516,857
Investments - Held at BNY Mellon											
US Agency Note, CUSIP 3133ERTZ4	4.034%	09/19/25	-	-	-	-	-	-	-	-	16,183
US Treasury Note, CUSIP 91282CJK8	4.625%	11/15/26	5,000,000	5,049,050	5,031,450	5,044,000	5,031,450	(5,050)	12,550	19,271	38,542
US Treasury Note, CUSIP 91282CKH3	4.249%	03/31/26	5,000,000	5,015,850	5,014,035	5,013,350	5,014,035	(2,500)	(685)	18,750	37,500
US Treasury Note, CUSIP 9128CHH7	4.148%	06/15/26	5,000,000	5,011,550	4,998,828	5,011,550	4,998,828	-	12,722	17,285	34,570
US Agency Note, CUSIP 3130AWBZ2	4.010%	06/11/27	5,000,000	5,041,800	5,010,945	5,037,800	5,010,945	(4,000)	26,855	17,188	34,375
US Agency Note, CUSIP 3133ETJZ1	3.990%	06/05/28	5,000,000	5,013,200	4,987,174	5,009,900	4,987,174	(3,300)	22,726	16,592	33,184
US Agency Note, CUSIP 3130ATET0	3.618%	09/27/27	5,000,000	5,005,200	5,007,873	5,005,100	5,007,873	(100)	(2,773)	15,089	16,116
Sub Total Investments			\$ 30,000,000	\$ 30,136,650	\$ 30,050,306	\$ 30,121,700	\$ 30,050,306	\$ (14,950)	\$ 71,395	\$ 104,174	\$ 210,470
Sub Total - Operating and Capital Projects Reserve Funds			\$ 30,000,000	\$ 94,122,681	\$ 94,036,337	\$ 107,782,907	\$ 107,711,512	\$ 13,660,226	\$ 71,395	\$ 389,978	\$ 748,518
Bonds, Debt Service, and Other Restricted Funds											
Pool Accounts											
LSIP Corporate Overnight Plus Fund - GOB Debt Service	4.2833%	N/A	N/A	949,283	949,283	1,074,266	1,074,266	124,983	N/A	3,567	6,975
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	4.2833%	N/A	N/A	132,965	132,965	133,448	133,448	484	N/A	484	945
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	4.2833%	N/A	N/A	41,332	41,332	41,483	41,483	150	N/A	150	299
TexPool PRIME - 2021 Bond Proceeds	4.2486%	N/A	N/A	-	-	-	-	-	N/A	-	-
U.S. Treasury Securities SLGS Demand Deposit - 2021 Bond Proceeds	3.0000%	N/A	N/A	1,156,207	1,156,207	1,159,313	1,159,313	3,106	N/A	3,106	5,945
U.S. Treasury Securities SLGS Demand Deposit - 2022 Bond Proceeds	3.0000%	N/A	N/A	45,122,060	45,122,060	43,430,650	43,430,650	(1,691,410)	N/A	106,268	227,586
LSIP Corporate Overnight Plus Fund - Biotech	4.2833%	N/A	N/A	10,002,330	10,002,330	10,004,657	10,004,657	2,327	N/A	2,327	2,327
Sub Total Pool Accounts			\$ N/A	\$ 57,404,177	\$ 57,404,177	\$ 55,843,817	\$ 55,843,817	\$ (1,560,360)	\$ N/A	\$ 115,902	\$ 244,078
Sub Total - Bond and Debt Service Funds			\$ N/A	\$ 57,404,177	\$ 57,404,177	\$ 55,843,817	\$ 55,843,817	\$ (1,560,360)	\$ N/A	\$ 115,902	\$ 244,078
Grand Total - Cash, Cash Equivalents, and Investments			\$ 30,000,000	\$ 151,526,858	\$ 151,440,513	\$ 163,626,724	\$ 163,555,330	\$ 12,099,866	\$ 71,395	\$ 505,879	\$ 992,596

The year-end financial statements for August 31, 2025 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2025-2026.

San Jacinto College Foundation
Financial Statements
October 2025

San Jacinto College Foundation

Statement of Financial Position

As of October 31, 2025

ASSETS	Current Year	Last Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$2,732,973	\$1,875,923	\$857,050
Promise (Endowed)	505,304	-	505,304
Total Checking/Savings	3,238,277	1,875,923	1,362,354
Accounts Receivables	1,915,196	2,689,298	(774,102)
Other Current Assets			
Short Term Investments			
Goldman Sachs - Promise (Non-Endowed)	886,074	3,528,335	(2,642,261)
Goldman Sachs - Promise (Endowed)	30,370,794	22,206,717	8,164,077
Goldman Sachs - FDN - HOE	556,332	621,259	(64,927)
Goldman Sachs - FDN	17,593,491	20,157,858	(2,564,368)
Total SJC Short Term Investments	49,406,690	46,514,169	2,892,521
Total Current Assets	54,560,163	51,079,389	3,480,774
TOTAL ASSETS	54,560,163	51,079,389	3,480,774
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	187,583	108,290	79,292
Programs Payable	4,123	2,030	2,093
Endowments Payable	378,052	274,068	103,984
Scholarship Payables	1,294,341	886,675	407,666
Promise Payables	1,010,864	1,637,248	(626,384)
Student Success Payables	100,159	65,915	34,244
Total Accounts Payable	2,975,121	2,974,226	895
Total Current Liabilities	2,975,121	2,974,226	895
Total Liabilities	2,975,121	2,974,226	895
NET ASSETS			
Net Assets Without Donor Restrictions	28,358,466	28,152,697	205,769
Net Assets With Donor Restrictions	21,273,115	15,805,921	5,467,194
Net Assets	49,631,581	47,768,042	5,672,963
Net Income	1,953,461	337,121	1,616,339
Total Net Assets	51,585,042	48,105,163	3,479,878
TOTAL LIABILITIES & NET ASSETS	\$54,560,163	\$51,079,389	\$3,480,774

San Jacinto College Foundation

Statement of Activities

For the Period Ending October 31, 2025

	Current Year	Last Year	Difference	Foundation Annual Budget	Actual % of Annual Budget
Ordinary Income/Expense					
Income					
Contributions					
Grant Contributions	717,000	572,914	144,086	1,900,000	37.7%
Endowments	580,099	19,342	560,757	2,800,000	20.7%
Program Sponsorship	91,628	20,566	71,062	1,400,000	6.5%
Unrestricted Foundation	14,145	5,476	8,669	100,000	14.1%
Scholarships	105,232	163,676	(58,443)	400,000	26.3%
Total Contributions	<u>1,508,104</u>	<u>781,974</u>	<u>726,130</u>	<u>6,600,000</u>	<u>22.9%</u>
Other Income					
Special Events	118,377	-	118,377	765,000	15.5%
Investment Income	382,612	398,457	(15,846)	3,000,000	
Realized Gain / (Loss)	(48,714)	(49,244)	530	-	
Unrealized Gain / (Loss)	2,281,615	1,177,061	1,104,553	-	
Total Other Income	<u>2,733,889</u>	<u>1,526,275</u>	<u>1,207,615</u>	<u>3,765,000</u>	<u>72.6%</u>
Total Income	<u>4,241,993</u>	<u>2,308,249</u>	<u>1,933,744</u>	<u>10,365,000</u>	<u>40.9%</u>
Expense					
Programs					
Scholarships Awarded - Promise	1,010,864	1,250,572	(239,708)	2,500,000	-
Scholarships Awarded - FND	753,917	390,443	363,473	1,000,000	75.4%
Programs Sponsored	370,933	220,600	150,333	550,000	67.4%
Student Success Initiatives	81,600	54,461	27,139	150,000	54.4%
Total Programs	<u>2,217,314</u>	<u>1,916,076</u>	<u>301,238</u>	<u>4,200,000</u>	<u>52.8%</u>
Supporting Services					
Bad Debt Expense	-	-	-	3,500	-
Supporting Services					
Foundation Expenses	53,838	51,902	1,936	189,500	28.4%
Fundraising Expenses	8,181	-	8,181	165,000	-
Sponsorship Expenses	9,200	3,150	6,050	15,000	61.3%
Total Supporting Services	<u>71,219</u>	<u>55,052</u>	<u>16,167</u>	<u>369,500</u>	<u>19.3%</u>
Total Expense	<u>2,288,533</u>	<u>1,971,128</u>	<u>317,405</u>	<u>4,573,000</u>	<u>50.0%</u>
Net Ordinary Income	<u>1,953,461</u>	<u>337,121</u>	<u>1,616,339</u>	<u>5,792,000</u>	
Other Income / Expenses					
Increase/Decrease in Net Position	<u>\$1,953,461</u>	<u>\$337,121</u>	<u>\$1,616,339</u>	<u>\$5,792,000</u>	

San Jacinto College Foundation
Audit
June 30, 2025 and 2024

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

FINANCIAL STATEMENTS

Years Ended June 30, 2025 and 2024

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.

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INDEPENDENT AUDITOR'S REPORT

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

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of San Jacinto Community College Foundation, Inc. (the Foundation), which comprise the statements of financial position as of June 30, 2025 and 2024, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Foundation as of June 30, 2025 and 2024, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America (GAAP).

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

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

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

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

Auditor’s Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with GAAS, we

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

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



Houston, Texas
November 5, 2025

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.**STATEMENTS OF FINANCIAL POSITION***June 30, 2025 and 2024*

	<u>2025</u>	<u>2024</u>
Assets		
Cash and cash equivalents	\$ 2,684,108	\$ 3,431,170
Investments (Note 4)	46,473,350	43,365,194
Contributions receivable, net (Notes 3 and 9)	445,597	706,935
Contributions receivable with perpetual donor restrictions (Notes 3 and 9)	<u>1,454,889</u>	<u>1,791,128</u>
Total Assets	<u>\$ 51,057,944</u>	<u>\$ 49,294,427</u>
Liabilities and Net Assets		
Liabilities		
Scholarships and programs payable (Note 5)	<u>\$ 1,478,978</u>	<u>\$ 1,742,762</u>
Total Liabilities	<u>1,478,978</u>	<u>1,742,762</u>
Net Assets		
Without donor restrictions (Note 7)	41,141,940	37,580,046
With donor restrictions (Notes 6 and 7)	<u>8,437,026</u>	<u>9,971,619</u>
Total Net Assets	<u>49,578,966</u>	<u>47,551,665</u>
Total Liabilities and Net Assets	<u>\$ 51,057,944</u>	<u>\$ 49,294,427</u>

STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS

For the Years Ended June 30, 2025 and 2024

	2025		
	Without Donor Restrictions	With Donor Restrictions	Total
Public Support and Revenues			
Contributions (Note 7)	\$ 992,909	\$ 2,053,779	\$ 3,046,688
Special events, net costs of direct donor benefits	17,500	-	17,500
Interest and dividends, net of investment expenses	1,194,213	243,857	1,438,070
Net change in fair value of investments	2,507,325	384,321	2,891,646
Net assets released from restrictions (Note 6)	4,216,550	(4,216,550)	-
Total Public Support and Revenues	8,928,497	(1,534,593)	7,393,904
Expenses			
Program services	4,271,012	-	4,271,012
Supporting services (Note 8):			
General and administrative	1,095,591	-	1,095,591
Total Expenses	5,366,603	-	5,366,603
Changes in Net Assets	3,561,894	(1,534,593)	2,027,301
Net Assets, Beginning of Year	37,580,046	9,971,619	47,551,665
Net Assets, End of Year	\$ 41,141,940	\$ 8,437,026	\$ 49,578,966

STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS

For the Years Ended June 30, 2025 and 2024

	2024		Total
	Without Donor Restrictions	With Donor Restrictions	
Public Support and Revenues			
Contributions (Note 7)	\$ 781,974	\$ 2,788,598	\$ 3,570,572
Special events, net costs of direct donor benefits	753,385	-	753,385
Interest and dividends, net of investment expenses	1,044,824	273,734	1,318,558
Net change in fair value of investments	2,950,187	605,989	3,556,176
Net assets released from restrictions (Note 6)	4,388,886	(4,388,886)	-
Total Public Support and Revenues	<u>9,919,256</u>	<u>(720,565)</u>	<u>9,198,691</u>
Expenses			
Program services	4,366,202	-	4,366,202
Supporting services (Note 8):			
General and administrative	1,107,842	-	1,107,842
Total Expenses	<u>5,474,044</u>	<u>-</u>	<u>5,474,044</u>
Changes in Net Assets	4,445,212	(720,565)	3,724,647
Net Assets, Beginning of Year	<u>33,134,834</u>	<u>10,692,184</u>	<u>43,827,018</u>
Net Assets, End of Year	<u>\$ 37,580,046</u>	<u>\$ 9,971,619</u>	<u>\$ 47,551,665</u>

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.**STATEMENTS OF CASH FLOWS***For the Years Ended June 30, 2025 and 2024*

	<u>2025</u>	<u>2024</u>
Cash Flows From Operating Activities:		
Change in net assets	\$ 2,027,301	\$ 3,724,647
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
(Increase) decrease in contributions with perpetual donor restrictions	(761,901)	260,551
(Increase) decrease in pledges receivable	261,338	(617,680)
Increase (decrease) in scholarships and programs payable	(263,784)	(1,280,256)
Net Cash Used by Operating Activities	<u>1,262,954</u>	<u>2,087,262</u>
Cash Flows From Investing Activities:		
Sale (purchase) of investments	(216,510)	1,947,890
Net change in fair value of investments	(2,891,646)	(3,556,176)
Net Cash Provided by (Used in) Investing Activities	<u>(3,108,156)</u>	<u>(1,608,286)</u>
Cash Flows From Financing Activities:		
Proceeds from contributions with perpetual donor restrictions	1,098,140	324,222
Net Cash Provided by Financing Activities	<u>1,098,140</u>	<u>324,222</u>
Net change in cash and cash equivalents	(747,062)	803,198
Cash and Cash Equivalents at Beginning of Year	<u>3,431,170</u>	<u>2,627,972</u>
Cash and Cash Equivalents at End of Year	<u>\$ 2,684,108</u>	<u>\$ 3,431,170</u>

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.

NOTES TO FINANCIAL STATEMENTS

Note 1 - Description of Organization

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

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

Note 2 - Summary of Significant Accounting Policies

A. Financial Statement Presentation

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

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

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

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

B. Public Support and Revenue

Contributions are generally available for unrestricted use unless specifically restricted by the donor. Unconditional promises to give are recorded as received. Unconditional promises to give that are due in the next year are recorded at their net realizable value. Unconditional promises to give that are due in subsequent years are discounted to estimate the present value of future cash flows, if material. An allowance for potentially uncollectible promises is provided based on management’s evaluation at year end. As of June 30, 2025 and 2024, no allowance was recorded. Conditional promises to give, that is those with as measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.

NOTES TO FINANCIAL STATEMENTS (continued)

Note 2 - Summary of Significant Accounting Policies (continued)

B. Public Support and Revenue (continued)

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

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

C. Cash and Cash Equivalents

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

D. Investments

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

E. Functional Allocation of Expenses

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

Functional expenses by natural classification for the year ended June 30, 2025 are as follows:

	2025		
	Program Services	General and Administrative	Total
Scholarships	\$ 3,176,799	\$ -	\$ 3,176,799
Program sponsorships	1,094,213	-	1,094,213
Contract services	-	87,846	87,846
Food	-	4,724	4,724
Office expenses	-	18,017	18,017
Other	-	45,594	45,594
Professional services	-	77,212	77,212
Salaries and related costs	-	836,965	836,965
Sponsorship of events	-	25,233	25,233
Total Expenses Included in the Expense Section on the Statement of Activities	\$ 4,271,012	\$ 1,095,591	\$ 5,366,603

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.

NOTES TO FINANCIAL STATEMENTS (continued)

Note 2 - Summary of Significant Accounting Policies (continued)

E. Functional Allocation of Expenses (continued)

Functional expenses by natural classification for the year ended June 30, 2024 are as follows:

	2024		
	Program Services	General and Administrative	Total
Scholarships	\$ 3,846,628	\$ -	\$ 3,846,628
Program sponsorships	519,574	-	519,574
Contract services	-	76,869	76,869
Food	-	308	308
Fundraising expenses	-	124,986	124,986
Office expenses	-	36,779	36,779
Other	-	55,946	55,946
Professional services	-	45,503	45,503
Salaries and related costs	-	761,125	761,125
Sponsorship of events	-	6,326	6,326
Total Expenses Included in the Expense Section on the Statement of Activities	\$ 4,366,202	\$ 1,107,842	\$ 5,474,044

F. Use of Estimates

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

G. Reclassifications

Certain amounts in the fiscal year 2024 financial statements have been reclassified to conform with the current year presentation.

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.

NOTES TO FINANCIAL STATEMENTS (continued)

Note 3 - Pledges Receivable

Pledges receivable consist of the following at June 30, 2025 and 2024:

Fiscal Year of Pledge Due Date	June 30, 2025	June 30, 2024
2025	\$ -	\$ 384,435
2026	933,097	810,000
2027	510,000	510,000
2028	510,000	510,000
2029	-	510,000
Less: Discount for present value	(52,611)	(226,372)
Total Pledges Receivable	\$ 1,900,486	\$ 2,498,063

The amount of pledges receivables that were restricted and unrestricted as of June 30, 2025 and 2024 are as follows:

	June 30, 2025	June 30, 2024
Restricted	\$ 1,454,889	\$ 1,791,128
Unrestricted	445,597	706,935
Total Pledges Receivable	\$ 1,900,486	\$ 2,498,063

Note 4 - Fair Value Measurements

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

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

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

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

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

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

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.

NOTES TO FINANCIAL STATEMENTS (continued)

Note 4 - Fair Value Measurements (continued)

The following is a description of the valuation methodologies used for assets measured at fair value on a recurring basis at June 30, 2025 and 2024. There have been no changes in the methodologies used at June 30, 2025 from June 30, 2024.

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

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

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

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

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

The following tables present the Foundation’s fair value hierarchy for those assets measured at fair value on a recurring basis as of June 30, 2025:

	2025			
	Level 1	Level 2	Level 3	Total
Mutual funds:				
U.S. Fixed income	\$ 3,102,586	\$ -	\$ -	\$ 3,102,586
U.S. Equity	17,329,712	-	-	17,329,712
Foreign equity	3,715,558	-	-	3,715,558
Exchange traded fund:				
U.S. Equity	352,333	-	-	352,333
Corporate fixed income	-	20,463,798	-	20,463,798
Bank deposit account	-	1,509,363	-	1,509,363
Total	\$ 24,500,189	\$ 21,973,161	\$ -	\$ 46,473,350

The following tables present the Foundation’s fair value hierarchy for those assets measured at fair value on a recurring basis as of June 30, 2024:

	2024			
	Level 1	Level 2	Level 3	Total
Mutual funds:				
U.S. Fixed income	\$ 2,840,438	\$ -	\$ -	\$ 2,840,438
U.S. Equity	14,739,063	-	-	14,739,063
Foreign equity	3,408,409	-	-	3,408,409
Exchange traded fund:				
U.S. Equity	336,149	-	-	336,149
Corporate fixed income	-	19,910,453	-	19,910,453
Bank deposit account	-	2,130,682	-	2,130,682
Total	\$ 21,324,059	\$ 22,041,135	\$ -	\$ 43,365,194

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.

NOTES TO FINANCIAL STATEMENTS (continued)

Note 4 - Fair Value Measurements (continued)

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

Note 5 - Scholarships and Programs Payable

Scholarships and programs payable consist of amounts awarded but not paid. The amounts payable of \$1,478,978 and \$1,742,762 as of June 30, 2025 and 2024, respectively, are expected to be paid within one year.

Note 6 - Net Assets with Donor Restrictions

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

	<u>2025</u>	<u>2024</u>
Subject to expenses for specified purpose (scholarship and program funds)	\$ 172,208	\$ (1,118,734)
Subject to restriction in perpetuity (endowment funds)	8,264,818	11,090,353
Total Net Assets with Donor Restrictions	<u>\$ 8,437,026</u>	<u>\$ 9,971,619</u>

Net assets of \$4,216,550 and \$4,388,886 were released from donor restrictions during the years ended June 30, 2025 and 2024, respectively, by incurring expenses satisfying the purpose specified by donors.

Note 7 - Endowment Funds

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

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

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

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

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.

NOTES TO FINANCIAL STATEMENTS (continued)

Note 7 - Endowment Funds (continued)

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

Endowment composition - As of June 30, 2025 and 2024, endowment funds consisted of the following:

	2025			
	Without Donor Restrictions	With Donor Restrictions		Total
		Accumulated	Required to be	
		Net Investment Returns	Maintained in Perpetuity	
Donor endowment funds	\$ -	\$ 2,287,718	\$ 5,977,100	\$ 8,264,818
Board-designated endowment funds	28,715,547	-	-	28,715,547
Total Endowment Funds	\$ 28,715,547	\$ 2,287,718	\$ 5,977,100	\$ 36,980,365

	2024			
	Without Donor Restrictions	With Donor Restrictions		Total
		Accumulated	Required to be	
		Net Investment Returns	Maintained in Perpetuity	
Donor endowment funds	\$ -	\$ 2,329,279	\$ 8,761,074	\$ 11,090,353
Board-designated endowment funds	21,516,058	-	-	21,516,058
Total Endowment Funds	\$ 21,516,058	\$ 2,329,279	\$ 8,761,074	\$ 32,606,411

The changes in the endowment net assets for the years ended June 30, 2025 and 2024 are as follows:

	Without Donor Restrictions	Without Donor Restrictions (Mackenzie Scott)	With Donor Restrictions		Total
			Accumulated	Required to be	
			Net Investment Returns	Maintained in Perpetuity	
Endowment Net Assets as of July 1, 2023	\$ 35,460	\$ 18,849,527	\$ 1,564,216	\$ 7,653,618	\$ 28,102,821
Investment return:					
Investment income	-	555,034	273,734	-	828,768
Net appreciation (realized and unrealized)	-	2,077,287	605,989	-	2,683,276
Contributions	-	-	-	324,222	324,222
Change in donor designations	-	-	-	783,234	783,234
Expenditures	(1,250)	-	(114,660)	-	(115,910)
Endowment Net Assets as of June 30, 2024	34,210	21,481,848	2,329,279	8,761,074	32,606,411
Investment return:					
Investment income	-	724,254	243,857	-	968,111
Net appreciation (realized and unrealized)	-	1,791,830	384,321	-	2,176,151
Contributions	-	795,323	-	302,817	1,098,140
Change in donor designations	-	3,888,082	(531,923)	(3,086,791)	269,368
Expenditures	-	-	(137,816)	-	(137,816)
Endowment Net Assets as of June 30, 2025	\$ 34,210	\$ 28,681,337	\$ 2,287,718	\$ 5,977,100	\$ 36,980,365

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.

NOTES TO FINANCIAL STATEMENTS (continued)

Note 8 - Related Party Transactions

The College provides the Foundation with employees, professional services, and office supplies at no charge. The College also provides office space to the Foundation at no charge. The donated services and facilities from the College for the years ended June 30, 2025 and 2024 was \$926,728 and \$864,752, respectively, and is included as contributions and expenses in the statements of activities.

Note 9 - Related Party Disclosure Required by the U.S. Department of Education

To comply with the Financial Responsibility, Administrative Capability, Certification Procedures, Ability To Benefit regulation promulgated by the U.S. Department of Education, the College has no related party transactions during the audit period to report.

Note 10 - Concentrations and Credit Risk

Contributions

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

As of June 30, 2025, an unconditional promise to give totaling \$1,500,000 was due from one donor and represented 3% of total unconditional promises to give balance. A contribution of \$500,000 was received during the year ended June 30, 2025 related to this unconditional promise to give.

As of June 30, 2024, an unconditional promise to give totaling \$2,000,000 was due from a donor and represented 4% of total unconditional promises to give balance. A contribution of \$500,000 was received during the year ended June 30, 2024 related to this unconditional promise to give.

Credit Risk

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

Note 11 - Federal Income Taxes

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

GAAP requires the Foundation's management to evaluate tax positions taken by the Foundation and recognize a tax liability if the Foundation has taken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service. Management has analyzed the tax positions taken by the Foundation and has concluded that as of June 30, 2025 and 2024, there are no uncertain positions taken or expected to be taken that would require recognition or disclosure within the financial statements. The Foundation is subject to audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. Management believes that the Foundation is no longer subject to income tax examinations for years prior to 2022.

SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.

NOTES TO FINANCIAL STATEMENTS (continued)

Note 12 - Liquidity and Availability of Resources

The following represents the Foundation’s financial assets at June 30, 2025 and 2024, reduced by amounts not anticipated to be available for general expenditure within one year of the statement of financial position date. Financial assets are considered unavailable when not readily available or they are not convertible to cash within one year. Financial assets are available for general expenditure if they do not have donor or other restrictions limiting their use through purpose restrictions.

	<u>2025</u>	<u>2024</u>
Financial Assets Available Within One Year:		
Cash and cash equivalents	\$ 2,684,108	\$ 3,431,170
Investments	46,473,350	43,365,194
Contributions receivable	933,097	384,435
Total Financial Assets Available Within One Year	<u>50,090,555</u>	<u>47,180,799</u>
Amounts Limited to Use:		
With donor restrictions -		
Accumulated Net Investment Returns	(2,287,718)	(2,329,279)
With donor restrictions -		
Required to be Maintained in Perpetuity	(5,977,100)	(8,761,074)
Without donor restriction - Board designated quasi-endowment	<u>(28,715,547)</u>	<u>(21,516,058)</u>
Financial Assets Available to Meet Cash Needs for General Expenditures Within One Year	<u>\$ 13,110,190</u>	<u>\$ 14,574,388</u>

The Foundation’s goal is to maintain financial assets to meet 120 days of operating expenses (approximately \$1,789,000) based on fiscal year 2025 expenses. As part of the Foundation’s liquidity management plan, cash in excess of daily requirements is invested in registered investment companies such that amounts can be made available as general expenditures and liabilities become due.

Note 13 - Subsequent Events

Management has evaluated subsequent events through the date of this report. Management has determined that no subsequent events require recognition in the financial statements.

S SAN JACINTO
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FOUNDATION

Capital Improvement Program
October 2025

2015 Bond Program

Preliminary Report as of October 31, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
731603 - CC Classroom Building	47,155,000	(1,304,781)	45,850,219	1,788,440	47,638,659	112,197	47,320,248	206,214	99.57%
Sub-total	47,155,000	(1,304,781)	45,850,219	1,788,440	47,638,659	112,197	47,320,248	206,214	99.57%
North									
732616 - NC HC Pct 2 Walkway	-	441,056	441,056	-	441,056	-	-	441,056	-
Sub-total	-	441,056	441,056	-	441,056	-	-	441,056	-
South									
733615 - SC S7- S8 Roof Replacement	-	200,000	200,000	-	200,000	33,747	3,520	162,733	18.63%
Sub-total	-	200,000	200,000	-	200,000	33,747	3,520	162,733	18.63%
Maritime									
736603 - MC Expansion	28,000,000	(26,420,300)	1,579,700	31,300	1,611,000	45,767	1,472,961	92,272	94.27%
Sub-total	28,000,000	(26,420,300)	1,579,700	31,300	1,611,000	45,767	1,472,961	92,272	94.27%
Generation Park									
736606 - GP Opportunities	-	14,700,000	14,700,000	-	14,700,000	79,436	852,594	13,767,970	6.34%
736616 - GP BioManufacturing Program	-	2,300,000	2,300,000	-	2,300,000	129,683	2,165,331	4,985	99.78%
736617 - GP BioManufacturing Equipment	-	3,000,000	3,000,000	-	3,000,000	509,823	2,019,630	470,547	84.32%
Sub-total	-	20,000,000	20,000,000	-	20,000,000	718,943	5,037,555	14,243,502	28.78%
Admin									
76605A - CW Deferred Maintenance Phase I	-	29,107,325	29,107,325	427,385	29,534,710	313,156	27,553,719	1,667,835	94.35%
736610 - CW Deferred Maintenance Phase II	-	16,764,703	16,764,703	-	16,764,703	1,011,616	6,402,442	9,350,645	44.22%
736615 - DIST FY25 CW Roofing Projects	-	100,000	100,000	-	100,000	6,050	45,950	48,000	52.00%
720100 - Program Management	-	23,696	23,696	-	23,696	23,696	-	-	100.00%
736601 - Contingency	1,166,180	7,780,283	8,946,463	-	8,946,463	-	-	8,946,463	-
Sub-total	1,166,180	53,776,007	54,942,187	427,385	55,369,572	1,354,518	34,002,110	20,012,944	63.86%
Previously Completed and Closed Projects									
Sub-total	348,678,820	(46,691,982)	301,986,838	(2,247,125)	299,739,713	-	299,739,713	-	100.00%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	2,265,172	387,576,107	35,158,721	91.73%

Center for Biotechnology at Generation Park

Preliminary Report as of October 31, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park								
736616 GP - BioManufacturing Program (Revenue Bond)	4,000,000	-	4,000,000	4,000,000	-	4,000,000	-	100.00%
736616 GP - BioManufacturing Program (Bond Earnings)	1,900,000	-	1,900,000	1,900,000	-	1,900,000	-	100.00%
736616 GP - BioManufacturing Program (2015 Bond)	1,600,000	700,000	2,300,000	2,300,000	129,683	2,165,331	4,985	99.78%
736617 GP - BioManufacturing Equipment (2015 Bond)	-	3,000,000	3,000,000	3,000,000	509,823	2,019,630	470,547	84.32%
TOTALS	7,500,000	3,700,000	11,200,000	11,200,000	639,507	10,084,961	475,532	95.75%

Interest Earnings per Bond Issue

Preliminary Report as of October 31, 2025

Bond Issue	Prior Years Earnings as of 08.31.25	FY26 Interest Earnings	Allocated Earnings	Arbitrage Rebate Liability	Available Balance
2004-2011 Bond Issue Earnings (612 613 614 615)	4,488,334	-	(4,488,334)	-	-
2016 & 2019 Bond Issue Earnings (901610)	8,522,189	-	(8,522,189)	-	-
2021 Bond Issue Earnings (901611)	3,118,260	5,945	(2,443,460)	(677,640)	3,106
2022 Bond Issue Earnings (901617)	6,598,414	228,048	(3,445,817)	(3,281,767)	98,878
2023 Revenue Bond Earnings	41,184	299	-	-	41,483
TOTALS	22,768,381	234,292	(18,899,800)	(3,959,407)	143,467

Projects Funded with Bond Interest Earnings

Projects	Allocated Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central					
731615 - CC C3 Low Roof Replacement	563,932	78,810	469,360	15,762	97.20%
731616 - CC C5 Roof Upgrade	1,008,201	4,050	894,339	109,812	89.11%
Sub-total	1,572,134	82,860	1,363,699	125,574	92.01%
North					
732614 - NC N7, N8 & N9 Roof Replacement	2,115,545	-	1,988,004	127,541	93.97%
732615 - NC N2 Roof Replacement	1,666,004	2,411	1,527,480	136,114	91.83%
Sub-total	3,781,549	2,411	3,515,483	263,655	93.03%
South					
733615 - SC S7 & S9 Roof Replacement	2,319,532	14,290	2,300,526	4,716	99.80%
733617 - SC S11 Roof Replacement	680,990	3,647	641,694	35,649	94.77%
733618 - SC S14 Roof Replacement	617,793	64,328	553,466	-	100.00%
Sub-total	3,618,315	82,265	3,495,686	40,365	98.88%
Gen Park					
736616 - GP BioManufacturing Program	1,900,000	-	1,900,000	-	100.00%
Sub-total	1,900,000	-	1,900,000	-	100.00%
Plant Support Services					
Salaries & Benefits	614,650	-	614,650	-	100.00%
Sub-total	614,650	-	614,650	-	100.00%
Closed Projects					
Multiple Projects	7,413,152	-	7,413,152	-	100.00%
Sub-total	7,413,152	-	7,413,152	-	100.00%
TOTALS	18,899,800	167,536	18,302,670	429,594	97.73%

Future Capital Projects

Preliminary Report as of October 31, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide								
Sportsfields Upgrades (726505)	-	2,400,000	2,400,000	2,400,000	1,454,722	937,468	7,810	99.67%
Capital Reserve Contingency (726504)	-	10,883,720	10,883,720	10,883,720	-	-	10,883,720	-
TOTALS	-	13,283,720	13,283,720	13,283,720	1,454,722	937,468	10,891,530	18.01%

Energy Conservation Project - CL442

Preliminary Report as of October 31, 2025

Project	Base Budget	Budget Adjustments	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide							
E25001 UCRM 1 - LED Lighting Retrofit	-	1,383,321	1,383,321	176,974	1,052,837	153,511	88.90%
E25002 UCRM 2.1b - IDF/MDF Mini Split System	-	94,456	94,456	12,856	81,600	-	100.00%
E25003 UCRM 2.1c - S11 Police Department Split System*	-	30,461	30,461	-	30,461	-	100.00%
E25004 UCRM 2.5a - NC Demand Flow Optimization	-	368,390	368,390	300	366,904	1,186	99.68%
E25005 UCRM 2.5b - SC Boiler Optimization	-	77,000	77,000	-	73,150	3,850	95.00%
E25006 UCRM 3 - Retro Commissioning 10 Buildings	-	350,920	350,920	42,606	272,325	35,989	89.74%
E25007 UCRM 4.1 Power Factor Correction	-	16,280	16,280	-	16,280	-	100.00%
E25008 UCRM 5.4a NC Baseball Field Water Recapture *	-	13,063	13,063	-	13,063	-	100.00%
E25009 UCRM 5.4b SC irrigation System Sub-metering	-	-	-	-	-	-	-
E25010 Utility Assessment Report	-	92,000	92,000	-	92,000	-	100.00%
E25000 Contingency Lone Star Loan 2025	2,595,063	(2,595,063)	-	-	-	-	-
TOTALS	2,595,063	(169,173)	2,425,890	232,736	1,998,618	194,535	91.98%

* Exceedance: Actual expenses exceeded the approved

Repair and Renovation

Report as of October 31, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central								
F26001 CC - CC/EDGE/Maritime Misc. Funds	-	5,100	5,100	5,100	2,400	-	2,700	47.06%
Sub-total	-	5,100	5,100	5,100	2,400	-	2,700	47.06%
North								
F26002 NC - NC Misc.Funds	-	3,400	3,400	3,400	-	-	3,400	-
F26008 NC - N6.240 Card Reader	-	5,888	5,888	5,888	-	5,888	-	100.00%
Sub-total	-	9,288	9,288	9,288	-	5,888	3,400	63.39%
South								
F26003 SC - SC Misc. Funds	-	3,400	3,400	3,400	-	-	3,400	-
Sub-total	-	3,400	3,400	3,400	-	-	3,400	-
Maritime								
Sub-total	-	-	-	-	-	-	-	-
Generation Park								
F26005 GP - GP Misc. Funds	-	1,700	1,700	1,700	-	-	1,700	-
Sub-total	-	1,700	1,700	1,700	-	-	1,700	-
District								
F26004 DIST - DC Misc. Funds	-	1,700	1,700	1,700	-	-	1,700	-
F26007 A1.211 Cubicle Workstation	-	7,371	7,371	7,371	7,371	-	-	100.00%
Sub-total	-	9,071	9,071	9,071	7,371	-	1,700	81.26%
Contingency (720700) - Major Repairs	250,000	(22,671)	227,329	227,329	-	-	227,329	-
Sub-total	250,000	(22,671)	227,329	227,329	-	-	227,329	-
Projects Closed								
Sub-total	-	-	-	-	-	-	-	-
TOTALS	250,000	5,888	255,888	255,888	9,771	5,888	240,229	6.12%

Board Building Committee San Jacinto Community College District November 11, 2025

The Board Building Committee of the San Jacinto Community College District met at 4:00 p.m., Tuesday, November 11, 2025, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

MINUTES

	Building Committee Meeting Attendees:	Board Members: Dr. Michelle Cantú-Wilson (Chair), Judy Harrison, and Chad Burke Absent: Dan Mims (ex-officio) Chancellor: Brenda Hellyer Others Present: Dianne Duron, Damon Harris, Carin Hutchins, Bryan Jones, Deborah Paulson, Genie Scholes, Charles Smith, and Bianca Torres
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Dr. Michelle Cantú-Wilson called the meeting to order at 4:01 p.m.
II.	Roll Call of Board Members	Roll call of the Committee members was conducted by Chair Michelle Cantú-Wilson: Dr. Michelle Cantú-Wilson, Present Judy Harrison, Present Chad Burke, Present Dan Mims, Not Present
III.	Approval of Minutes from September 23, 2025	Building Committee Meeting Minutes from September 23, 2025, were reviewed with a motion made by Judy Harrison to accept the minutes which was seconded by Chad Burke.
IV.	Recommended Projects and Delivery Methods	A. Bond Funds (Reported by Charles Smith) <ol style="list-style-type: none"> 1. Consideration of Delegation of Authority to Contract for South Campus Science and Allied Health Building (S1) Skylight Replacement. <ul style="list-style-type: none"> • This project replaces the deteriorated skylight in S1 to prevent leaks and improve energy performance. Delegation of authority allows the Chancellor to approve selected contractors enabling a high probability of project completion during Spring Break. 2. Consideration of Delegation of Authority to Contract for North Campus Interactive Learning Center (N2) Plumbing Repairs. <ul style="list-style-type: none"> • This project repairs and reroutes failing roof-drain piping at N2

		<p>to prevent hidden leaks and resulting foundation damage.</p> <ol style="list-style-type: none"> 3. Consideration of Delegation of Authority to Contract for South Campus Interactive Learning Center (S12) Plumbing Repairs. <ul style="list-style-type: none"> • This project replaces failed roof-drain piping at the S12, where active leaks are undermining soil. Delegated approval authority for use of Job Order Contracting will provide for timely project execution. 4. Consideration of Approval to Contract for South Campus Distributed Generation Transfer Trip. <ul style="list-style-type: none"> • The College is requesting approval of funding to install a transfer trip relay system to safely integrate the South Campus solar array with the utility grid, which will provide significant energy-cost savings. 5. Consideration of Approval of Allocation of Capital Projects Funds. <ul style="list-style-type: none"> • The College is requesting approval to allocate a total of \$500,000 (\$250,000 for each project) for critical roof-drain repair work at N2 and S12. The funding source will be 2015 Bond contingency funds. <p>B. Operating Funds</p> <ol style="list-style-type: none"> 1. None
<p>V.</p>	<p>Bond Funds</p>	<p>A. Bond Funds (Reported by Charles Smith)</p> <ol style="list-style-type: none"> 1. Safety Metrics <ul style="list-style-type: none"> • One property damage incident occurred when a landscape worker damaged a buried electrical conduit while planting trees. This caused a loss of power at the Academic Building - North (S7), occupied by Pasadena Early College High School. San Jacinto College electricians identified and repaired the damaged conduit and restored power to the building. • Several contractor safety glasses violations at four different College worksites were noted and addressed during the recent reporting period. 2. Project Updates <ul style="list-style-type: none"> • Central Campus – Allied Health Building (C11) Roof Repair <ul style="list-style-type: none"> ○ The roofing manufacturer is correcting deficiencies and will issue a new 20-year warranty upon completion. • Central Campus – McCollum Building (C3) Low and High Section Roof Repair <ul style="list-style-type: none"> ○ A competitive sealed proposal solicitation is underway for full roof replacement and coating. The project will include a 20-year warranty. • Central Campus – East Classroom Building (C4) & Central Plant (C10) Roof Coating <ul style="list-style-type: none"> ○ Roof coating and drainage repairs have been completed to extend the roof life and reduce maintenance.

		<ul style="list-style-type: none">• Central Campus – Slocomb Auditorium (C12) & Fine Arts Center (C13) Roof Coating<ul style="list-style-type: none">○ Contract has been awarded, and work to restore and protect the roofs is planned to commence prior to Thanksgiving.• Central Campus – Student Center (C14) Storm Sewer Repairs<ul style="list-style-type: none">○ Storm sewer reconstruction has been completed, restoring proper site drainage and building foundation stability.• North Campus – Uvalde Road Sidewalk Installation<ul style="list-style-type: none">○ Harris County Precinct 2 has moved the sidewalk project into design with bidding expected to commence in February.• North Campus – Student Center (N12) Plumbing Repairs<ul style="list-style-type: none">○ Major plumbing replacement using pipe-bursting is underway, which will achieve significant cost savings and restore building functionality.• South Campus – College-wide Pavement Preservation Projects<ul style="list-style-type: none">○ Pavement improvements, curb adjustments, and slope corrections are being performed to improve drainage and extend asphalt life at Rick Schneider Boulevard and parking lot P7.• South Campus – Softball Outbuilding & Dugouts<ul style="list-style-type: none">○ Structural and foundation work is nearing completion, with the project on track for February completion.• Energy Efficiency Update<ul style="list-style-type: none">○ The College has reduced total electricity usage by 29 percent and total natural gas usage by 65 percent over the past four years. Opportunities for future savings are more limited with energy unit costs increasing and will require behavioral changes such as efficient class and office scheduling in low demand periods and months. <p>3. Financial Reports</p> <ul style="list-style-type: none">• 2015 Bond – Report was presented without questions.• Center for Biotechnology at Generation Park – Report was presented without questions.• Bond Interest Earnings –<ul style="list-style-type: none">○ C. Hutchins explained the arbitrage calculations and liability.• Future Capital Projects –<ul style="list-style-type: none">○ C. Hutchins and B. Hellyer explained the College’s process of allocating funds for future capital projects. A portion of these funds were approved to be used for the baseball and softball field upgrades that are currently in process.
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		<ul style="list-style-type: none"> • SECO (State Energy Conservation Office) LoanSTAR Funded Projects – <ul style="list-style-type: none"> ○ B. Hellyer asked if the second group of LoanSTAR funded projects were complete. ○ C. Smith explained that SECO has approved the extension of the second group of LoanSTAR funded projects by six months to allow the completion of some additional LED conversion scope. <p>B. Operating Funds (Reported by Bryan Jones)</p> <ol style="list-style-type: none"> 1. Safety Metrics <ul style="list-style-type: none"> • No safety incidents or accidents were reported. 2. Schedule Updates <ul style="list-style-type: none"> • An overview of the current minor projects report was presented without questions. • The Facilities Services team identified and has now implemented a feature in the maintenance system which provides midstream updates on work orders for staff and faculty. 3. Project Updates <ul style="list-style-type: none"> • Four Facilities employees have retired this calendar year, which has provided opportunities for internal applicants. • North Campus experienced a chilled water failure which affected classes for two days in the Grant Fine Arts Building (N1) and the Interactive Learning Center (N2). The failure was repaired, and normal HVAC operations were restored. • Housekeeping services are up for renewal. After a public solicitation process, the contract will be switching from American Building Maintenance (ABM) to Commercial Cleaning Services (CCS). B. Jones reviewed the transition plan and timeline for the change. 4. Financial Reports <ul style="list-style-type: none"> • Repair and Renovation – Report was presented without questions.
VI.	Status of Delegation of Authority	Reviewed Status of Delegation of Authority Summary – Report was presented without questions.
VII.	Adjournment	M. Cantú-Wilson adjourned the meeting at 4:55 p.m.

Action Item "IX"
Regular Board Meeting December 1, 2025
Consideration of Approval of Amendment to the 2025-2026 Budget
for Restricted Revenue and Expenses Relating to Federal, State and Local Grants/Contracts

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an amendment to the 2025-2026 budget for restricted revenue and expenses related to grants/contracts.

BACKGROUND

Federal, state, and local grants/contracts may require amendments for the receipt of newly awarded grants or changes to existing grants/contracts. These amendments should be processed in a timely manner to provide access to funding to meet the objectives set forth within the grant/contract requirements. This budget amendment request includes additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants/contracts received during the month of November 2025.

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$1,000,000, so the net impact on the College budget is zero.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 - Budget Amendments - 12-01-25
Attachment 2 - Grant/Contract Detail - 12-01-25

RESOURCE PERSONNEL

Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant/Contract Amendments
December 1, 2025

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education/Houston -Galveston Area Council - Adult Education and Literacy Grant 2025-2026</u>					
<u>(Additional Funds)</u>					
Federal Grant Revenue	538485	56700	554100	110000	(480,000)
Non-Instructional Labor	538485	56700	610000	460961	22,565
Non-Instr Labor - Staff Exempt	538485	56700	612010	460961	47,300
Instructional Labor - Adjunct	538485	56700	621100	460961	180,000
Fringe Benefits	538485	56700	650000	460961	52,215
Supplies	538485	56700	710000	460961	20,000
Contractual Services	538485	56700	731000	460961	7,500
Contractual Svcs - Indirect costs	538485	56700	731500	620909	35,555
Student Aid - Scholarships	538485	56700	751009	520235	<u>114,865</u>
					\$ -
<u>Houston Endowment Inc. - Maximize House Bill 8 Funding and Student Success Planning (New Grant)</u>					
Local Grant Revenue	570044	56700	554300	110000	(500,000)
Non-Instructional Labor	570044	56700	610000	460961	68,333
PT - Extra Service Agreement	570044	56700	614200	460961	100,000
Fringe Benefits	570044	56700	650000	460961	29,390
Contractual Services	570044	56700	731000	460961	265,240
Contractual Svcs - Indirect costs	570044	56700	731500	620909	<u>37,037</u>
					-
<u>Charles Butt Foundation - Houston Teacher Pathways Consortium (New Grant)</u>					
Local Grant Revenue	570043	56700	554300	110000	(20,000)
Student Aid - Scholarships	570043	56700	751009	520235	<u>20,000</u>
					-
Net Increase (Decrease)					<u>\$ -</u>

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

Grant Funding Summary by Agency:

U.S. Department of Education	\$ 480,000
Houston Endowment Inc.	500,000
Charles Butt Foundation	<u>20,000</u>
	<u>\$ 1,000,000</u>

December 01, 2025, Board Book – Grant/Contract Amendments Detail List

U.S. Department of Education/Houston - Galveston Area Council - Adult Education and Literacy Grant 2025-2026 (Additional Funds)

San Jacinto College, the Texas Workforce Commission, and the Houston-Galveston Area Council share a successful history of providing effective adult education programs to individuals with low levels of literacy, disabilities, and other barriers to employment. This grant funding provides Adult Basic Education, Adult Secondary Education, English Literature, and Civics programs in the College's service area. All partners promote English as a Second Language and encourage General Educational Development testing preparation. The partners work together to support literacy needs and increase job readiness, while recognizing the different hurdles faced by families and individuals. The \$480,000 additional funds will provide the salaries and benefits for additional grant personnel, as well as student tuition and fees.

Houston Endowment Inc. - Maximize House Bill 8 Funding and Student Success Planning (New Grant)

This project is a one-year planning grant that will develop data-informed implementation plans to maximize HB 8 state funding by increasing student attainment of credentials of value, transfer success, and completion rates in high-demand workforce fields. The \$500,000 funding supports analysis of local needs, stakeholder engagement, and strategy design to improve student outcomes and readiness for future implementation grants. The project aims to address three critical areas: technology gaps in credential reporting, barriers to student retention and completion, and limited access to short-term, stackable credentials aligned with workforce needs. The grant activities include analyzing data to identify challenges, engaging stakeholders for feedback, partnering with local schools, employers, and universities to align programs with labor market needs, identifying technology system gaps, and creating a focused implementation plan. Funds will also be used to hire expert consultants and provide faculty release time for planning grant participation.

Charles Butt Foundation - Houston Teacher Pathways Consortium (New Grant)

The Houston Teacher Pathways project is designed to guide and support students pursuing teaching careers through a structured pathway that includes personalized advising, transfer coordination with universities, and targeted outreach to recruit students. The \$20,000 award will provide comprehensive academic and financial supports including tutoring, career counseling, and scholarships to enhance student success, student professional development, and transitions to four-year institutions.

Action Item “X”
Regular Board Meeting December 1, 2025
Consideration of Approval of Policy IV.4003.A, Filling Vacancies - Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revised Policy IV.4003.A, Filling Vacancies.

BACKGROUND

This action is being requested to update the Filling Vacancies policy based on Senate Bill 37.

The College’s current policy on Filling Vacancies is being updated to state for administrator positions at grades 204 and above, the Chancellor recommends to the Board, who may approve or deny the recommendation. Additionally, for the positions of Provost and Deputy Chancellor, Board members will have active involvement before the decision is made. The Board may approve or deny the recommendation.

While the procedure does not require a vote, it is also being updated for various operational changes and to comply with Senate Bill 37. Added that for administrator positions at grades 204 and above, the Chancellor recommends to the Board, who may approve or deny the recommendation. For positions of Provost and Deputy Chancellor, Board members will have active involvement before the decision is made such as interviewing the candidate, or reviewing the candidate’s curriculum vitae, the Chancellor’s recommendation, or a summary of the selection process. The Board may approve or deny the recommendation. For all other full-time employees, the Chancellor, or designee, may extend offers of employment, which will then be submitted to the Board of Trustees for ratification in accordance with existing practice.

IMPACT OF THIS ACTION

The policy and procedures were sent to the College community on November 3, 2025, through November 17, 2025. No comments were received. Feedback from Board members has been incorporated. Procedures are provided to the Board for informational purposes.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Positions are budgeted for each fiscal year, and processes will be extended to allow for Board involvement as required.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

- Attachment 1 – Policy and Procedure Summary of Changes – Filling Vacancies, Job Vacancies, Interview Committee
- Attachment 2 – Policy IV.4003.A, Filling Vacancies – Policy Current
- Attachment 3 – Policy IV.4003.A, Filling Vacancies – Policy Markup
- Attachment 4 – Policy IV.4003.A, Filling Vacancies – Policy Proposed

Action Item "X"
Regular Board Meeting December 1, 2025
Consideration of Approval of Policy IV.4003.A, Filling Vacancies - Second Reading

Informational Items:

- Attachment 5 – Procedure IV.4003.A.a, Job Vacancies – Procedure Current
- Attachment 6 – Procedure IV.4003.A.a, Job Vacancies – Procedure Markup
- Attachment 7 – Procedure IV.4003.A.a, Job Vacancies – Procedure Proposed
- Attachment 8 – Procedure IV.4003.A.b, Interview Committee – Procedure Current
- Attachment 9 – Procedure IV.4003.A.b, Interview Committee – Procedure Markup
- Attachment 10 – Procedure IV.4003.A.b, Interview Committee – Procedure Proposed

RESOURCE PERSONNEL

Sandra Ramirez	281-991-2648	sandra.ramirez@sjcd.edu
Vickie Del Bello	281-998-6357	vickie.delbello@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: N/A
Proposed Policy Name: N/A
Current Policy Number/Name: **Policy IV.4003.A, Filling Vacancies**

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

- **Procedure IV.4003.A.a, Job Vacancies**
- **Procedure IV.4003.A.b, Interview Committee**

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

Web Links:
[IV.4003.A, Filling Vacancies](#)
[IV.4003.A.a, Job Vacancies](#)
[IV.4003.A.b, Interview Committee](#)

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

Secondary Owner: **Vice President, Human Resources**

Summary of Changes:

Policy IV.4003.A, Filling Vacancies

- Added that for administrator positions at grades 204 and above, the Chancellor recommends to the Board, who may approve or deny the recommendation.
- For the position of Provost and Deputy Chancellor, Board members will have active involvement before the decision is made. The Board may approve or deny the recommendation.

Procedure IV.4003.A.a, Job Vacancies

- Removed references for print advertising.
- Added that for administrator positions at grades 204 and above, the Chancellor recommends to the Board, who may approve or deny the recommendation.
- For the position of Provost and Deputy Chancellor, Board members will have active involvement before the decision is made. The Board may approve or deny the recommendation.
- Added that for all other full-time employees, the Chancellor, or designee, may extend offers of employment, which will then be submitted to the Board of Trustees for ratification in accordance with existing practice.
- Revised the previous Request for Posting Table to mirror the current Request To Post Form, located on the resources page in Cornerstone.

Procedure IV.4003.A.b, Interview Committee

- Added a paragraph to ensure interview committee membership vary depending on the role being filled, the department involved, and the expertise required. Committee members should be rotated to allow broader participation and to avoid over-reliance on the same individuals.
- Second reading edit: Revised wording from “appoints a committee” to “selects a committee.”

Policy IV.4003.A, Filling Vacancies

Purpose

This policy addresses the process for filling vacancies at San Jacinto College.

Policy

No employee is hired to fill a specific position assignment. The Chancellor, when appropriate, has the right to assign employee duties that meet the current needs of the College. An employee may be assigned or reassigned duties for which he or she is professionally certified or otherwise qualified to perform. Reassignment may include relocation to another department, program, or location as necessary. Generally, a new assignment or reassignment will not result in a reduction in compensation. The Chancellor has the authority to promote a current employee into a position that results in an increase in compensation. The Chancellor will present assignment, reassignment, and promotion recommendations to the Board of Trustees for ratification.

Full-time positions will be posted in accordance with procedure IV.4003.A.a, Job Vacancies and filled in accordance with procedure IV.4003.A.b, Interview Committee.

Part-time and temporary employees may be employed without a formal posting as long as fair non-discriminatory employment practices are followed

Definitions

Vacancy: An unoccupied position or job created by a promotion, transfer, exit, or newly funded position approved by the Chancellor and/or Board of Trustees.

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.A.a, Job Vacancies

Procedure IV.4003.A.b, Interview Committee

Procedure IV.4003.A.c, Selection of a Department Chair

Date of Board Approval	March 5, 2018
Effective Date	March 6, 2018
Primary Owner	Vice Chancellor, Human Resources
Secondary Owner	Vice President, Human Resources

Policy IV.4003.A, Filling Vacancies

Purpose

This policy addresses the process for filling vacancies at San Jacinto College.

Policy

No employee is hired to fill a specific position assignment. The Chancellor, when appropriate, has the right to assign employee duties that meet the current needs of the College. An employee may be assigned or reassigned duties for which he or she is professionally certified or otherwise qualified to perform. Reassignment may include relocation to another department, program, or location as necessary. Generally, a new assignment or reassignment will not result in a reduction in compensation. The Chancellor has the authority to promote a current employee into a position that results in an increase in compensation. The Chancellor will present assignment, reassignment, and promotion recommendations to the Board of Trustees for ratification.

[For administrator positions at grades 204 and above, the Chancellor recommends to the Board, who may approve or deny the recommendation before action is taken.](#)

[For the position of Provost and Deputy Chancellor, Board members will have active involvement before the decision is made and may receive candidate materials in advance, conduct interviews, and approve contract renewals or promotions as part of the hiring process. The Board may approve or deny the recommendation before action is taken.](#)

Full-time positions will be posted in accordance with procedure IV.4003.A.a, Job Vacancies and filled in accordance with procedure IV.4003.A.b, Interview Committee.

Part-time ~~and temporary~~ employees may be employed without a formal [postingselection process](#) as long as fair non-discriminatory employment practices are followed.

Definitions

Vacancy: An unoccupied position or job created by a promotion, transfer, exit, or newly funded position approved by the Chancellor and/or Board of Trustees.

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.A.a, Job Vacancies

Procedure IV.4003.A.b, Interview Committee

Procedure IV.4003.A.c, Selection of a Department Chair

Attachment 3 – Markup

Date of Board Approval	March 5, 2018 <u>Anticipated December 1, 2025</u>
Effective Date	March 6, 2018 <u>Anticipated December 2, 2025</u>
Primary Owner	Vice Chancellor, Human Resources, <u>Organizational and Talent Effectiveness</u>
Secondary Owner	Vice President, Human Resources

Policy IV.4003.A, Filling Vacancies

Purpose

This policy addresses the process for filling vacancies at San Jacinto College.

Policy

No employee is hired to fill a specific position assignment. The Chancellor, when appropriate, has the right to assign employee duties that meet the current needs of the College. An employee may be assigned or reassigned duties for which he or she is professionally certified or otherwise qualified to perform. Reassignment may include relocation to another department, program, or location as necessary. Generally, a new assignment or reassignment will not result in a reduction in compensation. The Chancellor has the authority to promote a current employee into a position that results in an increase in compensation. The Chancellor will present assignment, reassignment, and promotion recommendations to the Board of Trustees for ratification.

For administrator positions at grades 204 and above, the Chancellor recommends to the Board, who may approve or deny the recommendation before action is taken.

For the position of Provost and Deputy Chancellor, Board members will have active involvement before the decision is made and may receive candidate materials in advance, conduct interviews, and approve contract renewals or promotions as part of the hiring process. The Board may approve or deny the recommendation before action is taken.

Full-time positions will be posted in accordance with procedure IV.4003.A.a, Job Vacancies and filled in accordance with procedure IV.4003.A.b, Interview Committee.

Part-time employees may be employed without a formal selection process as long as fair non-discriminatory employment practices are followed.

Definitions

Vacancy: An unoccupied position or job created by a promotion, transfer, exit, or newly funded position approved by the Chancellor and/or Board of Trustees.

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.A.a, Job Vacancies

Procedure IV.4003.A.b, Interview Committee

Procedure IV.4003.A.c, Selection of a Department Chair

Attachment 4 – Proposed

Date of Board Approval	Anticipated December 1, 2025
Effective Date	Anticipated December 2, 2025
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Procedure IV.4003.A.a, Job Vacancies

Associated Policy

Policy IV.4003.A, Filling Vacancies

Procedures

This procedure specifies the process for implementing, requesting, and posting vacancies.

When a budgeted position becomes available, posting requests (see table below) should be routed to the Human Resources Department after receiving the appropriate approvals; this includes approval by the respective leadership and the Strategic Leadership Team (SLT) member or designee. Requests should be in memo-format. The SLT member or designee must also submit an approved job description to the Human Resources Department along with the posting request.

The job posting will be prepared from the job description. Positions for print advertisement should have a minimum of a sixty (60) day lead time, and collateral for print advertisement shall be coordinated through the Human Resources Department. The posting will be prepared in the applicant tracking system and forwarded to the hiring department for final review before posting.

For full-time vacancies:

- The position must be budgeted or authorized by the Chancellor and/or Board of Trustees.
- The SLT must approve the posting of the position.
- All posting and electronic advertising must be coordinated through the Human Resources Department.
- Job vacancies will be posted for a duration that meets organizational needs. The recommended posting duration times are as follows:
 - Seven (7) to ten (10) days for staff position.
 - Fourteen (14) to twenty-one (21) days for professional positions.
 - Thirty (30) calendar days for all full-time, non-temporary faculty positions.
- All applicants must apply through the applicant tracking system during the posting period.
- Initial applicant screening will be conducted during the posting period.
- If the position is replacing someone who has resigned or retired, a copy of the resignation letter, along with SLT member acknowledgment, must accompany the posting request.

Attachment 5 – Current

Use the following Request for Posting table below when submitting requests to the SLT for posting.

- The campus must complete the Faculty Candidate Recommendation Form (FCRF) for the successful faculty candidate and submit it to Human Resources.
- The Chancellor is responsible for recommending to the Board of Trustees the employment of all full-time employees.

To facilitate a more efficient posting procedure, the preference is to post for a longer period of time rather than list the posting end date as *Until Filled*.

Request for Posting Table

Name (First and Last) of exiting employee	
Position Number (POSN#)	
Title	
FOAP	
Leader	

Date of SLT Approval	January 31, 2018
Effective Date	March 6, 2018
Associated Policy	Policy IV.4003.A, Filling Vacancies
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Procedure IV.4003.A.a, Job Vacancies

Associated Policy

Policy IV.4003.A, Filling Vacancies

Procedures

This procedure specifies the process for implementing, requesting, and posting vacancies.

When a budgeted position becomes available, posting requests (see table below) should be routed to the Human Resources ~~Department~~department after receiving the appropriate approvals; this includes approval by the respective leadership and the Strategic Leadership Team (SLT) member or designee. Requests should be in memo-format. The SLT member or designee must also submit an approved job description to the Human Resources ~~Department~~department along with the posting request.

The job posting will be prepared from the job description. ~~Positions for print advertisement should have a minimum of a sixty (60) day lead time, and collateral for print advertisement shall be coordinated through the Human Resources Department.~~ The posting will be prepared in the applicant tracking system and forwarded to the hiring department for final review before posting.

For full-time vacancies:

- The position must be budgeted or authorized by the Chancellor and/or Board of Trustees.
- The SLT must approve the posting of the position.
- All posting and electronic advertising must be coordinated through the Human Resources ~~Department~~department.
- Job vacancies will be posted for a duration that meets organizational needs. The recommended posting duration times are as follows:
 - Seven (7) to ten (10) days for staff position.
 - Fourteen (14) to twenty-one (21) days for professional positions.
 - Thirty (30) calendar days for all full-time, non-temporary faculty positions.
- All applicants must apply through the applicant tracking system during the posting period.
- Initial applicant screening ~~will~~may be conducted during the posting period.
- If the position is replacing someone who has resigned or retired, a copy of the resignation letter, along with SLT member acknowledgment, must accompany the posting request. Use

Attachment 6 – Markup

the following Request ~~for Posting table~~To Post Form below when submitting requests to the SLT for posting. *This form is located on the resources page in Cornerstone.*

- The ~~camp~~hiring leader must complete the Faculty ~~Candidate Recommendation~~Credentialing Form (FCRF) for the successful faculty candidate and submit it to ~~Human Resoure~~e~~the Dean or Provost for approval.~~
- The Chancellor is responsible for recommending to the Board of Trustees the employment of all full-time employees. For administrator positions at grades 204 and above, the Chancellor recommends to the Board, who may approve or deny the recommendation.

~~To facilitate a more efficient posting procedure, the preference is to post for a longer period of time rather than list the posting end date as *Until Filled.*~~

- For the position of Provost, board members will have active involvement before the decision is made. This may include interviewing the candidate or reviewing the candidate’s curriculum vitae, the Chancellor’s recommendation, or a summary of the selection process.
- For all other full-time employees, the Chancellor or designee may extend offers of employment, which will then be submitted to the Board of Trustees for ratification in accordance with existing practice.

Request ~~for Posting Table~~To Post Form

<u>Name (First and Last)</u> <u>Date of exiting</u> <u>employee request</u>	
<u>Position Number</u> <u>(POSN#) Employee being replaced</u>	
<u>Reason for vacancy</u>	
<u>Title of position</u>	
<u>Salary grade</u>	
FOAP	
Leader <u>(hiring manager)</u>	
<u>Position number (POSN#)</u>	

Attachment 6 – Markup

Date of SLT Approval	January 31, 2018 <u>October 28, 2025</u>
Effective Date	March 6, 2018 <u>Anticipated December 2, 2025</u>
Associated Policy	Policy IV.4003.A, Filling Vacancies
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, <u>Organizational and Talent Effectiveness</u>
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Procedure IV.4003.A.a, Job Vacancies

Associated Policy

Policy IV.4003.A, Filling Vacancies

Procedures

This procedure specifies the process for implementing, requesting, and posting vacancies.

When a budgeted position becomes available, posting requests (see table below) should be routed to the Human Resources department after receiving the appropriate approvals; this includes approval by the respective leadership and the Strategic Leadership Team (SLT) member or designee. Requests should be in memo-format. The SLT member or designee must also submit an approved job description to the Human Resources department along with the posting request.

The job posting will be prepared from the job description. The posting will be prepared in the applicant tracking system and forwarded to the hiring department for final review before posting.

For full-time vacancies:

- The position must be budgeted or authorized by the Chancellor and/or Board of Trustees.
- The SLT must approve the posting of the position.
- All posting and electronic advertising must be coordinated through the Human Resources department.
- Job vacancies will be posted for a duration that meets organizational needs. The recommended posting duration times are as follows:
 - Seven (7) to ten (10) days for staff position.
 - Fourteen (14) to twenty-one (21) days for professional positions.
 - Thirty (30) calendar days for all full-time, non-temporary faculty positions.
- All applicants must apply through the applicant tracking system during the posting period.
- Initial applicant screening may be conducted during the posting period.
- If the position is replacing someone who has resigned or retired, a copy of the resignation letter, along with SLT member acknowledgment, must accompany the posting request. Use the following Request To Post Form below when submitting requests to the SLT for posting. *This form is located on the resources page in Cornerstone.*
- The hiring leader must complete the Faculty Credentialing Form for the successful faculty candidate and submit it to the Dean or Provost for approval.

Attachment 7 – Proposed

- The Chancellor is responsible for recommending to the Board of Trustees the employment of all full-time employees. For administrator positions at grades 204 and above, the Chancellor recommends to the Board, who may approve or deny the recommendation.
- For the position of Provost, board members will have active involvement before the decision is made. This may include interviewing the candidate or reviewing the candidate’s curriculum vitae, the Chancellor’s recommendation, or a summary of the selection process.
- For all other full-time employees, the Chancellor or designee may extend offers of employment, which will then be submitted to the Board of Trustees for ratification in accordance with existing practice.

Request To Post Form

Date of request	
Employee being replaced	
Reason for vacancy	
Title of position	
Salary grade	
FOAP	
Leader (hiring manager)	
Position number (POSN#)	

Date of SLT Approval	October 28, 2025
Effective Date	Anticipated December 2, 2025
Associated Policy	Policy IV.4003.A, Filling Vacancies
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Procedure IV.4003.A.b, Interview Committee

Associated Policy

Policy IV.4003.A, Filling Vacancies

Procedures

This procedure specifies the process for forming interview committees and identifies the responsibilities for its members.

Employment Selection and Hiring Guiding Principles:

For non-chair faculty searches, the hiring leader, or designee, will select a committee of five or seven members. The committee should consist of a broad representation of backgrounds, viewpoints, and experiences. Committee composition must also have representation from faculty and staff/administrators. At least three committee members must have academic background and/or expertise relevant to the teaching field, and two must have background and/or expertise in support areas such as student services, business services, library services, other non-instructional areas, or an external stakeholder. The selected members will be recommended to the dean who will review and submit recommendations to the respective campus Provost for approval.

For Department Chair faculty searches, the hiring leader, or designee, will select a committee of five or seven members. The committee should consist of a broad representation of backgrounds, viewpoints, and experiences. Committee composition must also have representation from faculty and staff/administrators. Refer to procedure IV.4003.A.c, Selection of a Department Chair.

For full-time administrator searches, the respective hiring leader, or designee, appoints a committee of five members. The committee should consist of a broad representation of backgrounds, viewpoints, experiences and/or expertise relevant to the administrative area and the internal or external stakeholders served. At least one committee member must have an instructional background and one must be outside the hiring department. Committee members can be from other support areas including student services, business services, facilities services, or other administrative areas. The selected members will be recommended by the hiring leader to the respective Strategic Leadership Team (SLT) member for approval.

For full-time staff searches, the respective hiring leader, or designee, appoints the committee. The committee should consist of a broad representation of backgrounds, viewpoints, and experiences relevant to the administrative area and the internal or external stakeholders served.

A hiring leader who participates in an interview committee is considered one of the members.

The hiring leader should appoint an interview committee made up of individuals who

demonstrate a consistent commitment to the College’s core values.

Committee members may not be related to or be engaged in business ventures with persons who apply for the vacant position. A committee member who has a relationship with a candidate, creating or giving the appearance of a conflict of interest, will not be able to participate as a member of the committee. Committee members must disclose when such a conflict arises. Upon having knowledge of any potential conflict of interest, the hiring leader or designee should discuss the matter with the respective administrator.

Additionally, an individual who accepts the appointment as a committee member cannot become a candidate for the posted position.

Responsibilities of the Hiring Leader or Designee:

- Provides guidance to committee members and ensures that the committee follows the appropriate College procedures, as well as state and federal laws.
- Completes annual training related to hiring fundamentals in compliance with non-discrimination laws as designated by the SLT. Ensures all committee members have completed the same training prior to conducting any interviews. Orients external stakeholders on the College’s commitment to a culture of access, belonging, and excellence.
- Reviews application materials of all applicants in the applicant pool, identifies qualified applicants, and completes all required documentation of the screening and interview process. May seek assistance from committee members in reviewing applications.
- Makes all status changes and records comments in the Applicant Tracking System (ATS).
- Schedules meetings and maintains attendance records for each meeting.
- Documents reasons (Final Dispositions in the ATS) for applicants the committee does not select to continue in the interview process.
- Establishes job-related questions to ask candidates during the interview process. Additionally, Human Resources has available tools that can aid in the creation of interview questions. A link to a question bank on relevant topics is sent to hiring leaders once the position is posted.
- Schedules interviews with applicants.
- May use telephone or video conferencing as an interview tool for applicants.
- For full-time teaching positions, the hiring leader, or designee, with assistance from the committee members, determines a teaching topic that candidates will present in both face-to-face and online modalities.

Attachment 8 – Current

- Presents committee recommendations to their immediate leader for further interviews or consideration. Finalists are submitted to the next level leader for consideration and approval.
- Conducts reference checks prior to the job offer. If an internal candidate is being considered for a full-time position, the hiring leader, or designee, must obtain a reference from the employee's current leader. Human Resources recommends three reference checks, but two checks are required. Once the reference checks are completed, a comment must be entered in the ATS.
 - Although part-time employees are not selected through an interview committee, all part-time candidates, whether the candidate is internal or external, must also be screened through reference checks. The hiring leader will complete a minimum of two reference checks on each candidate. If the candidate is a current employee, the hiring leader must contact the current leader as one of the two references.
- Retains all documents, including interview notes, and reference documents from the entire interview committee for two years for all applicants interviewed.

The Hiring Leader Checklist is provided as a tool to aid in the adherence to this process. The checklist is located in Cornerstone on the resource page.

Responsibilities of Committee Members (internal to the College):

- Attend meetings scheduled by the hiring leader, or designee.
- Complete annual training related to hiring fundamentals in compliance with non-discrimination laws as designated by the Strategic Leadership Team.
- Review application materials of qualified applicants and assist the leader or designee in completing all required documentation of the screening and interview process.
- Assist the leader, or designee, in preparing questions for interviews and in determining the teaching topic applicants will present at the time of interview.
- Participate in the interviews of all selected candidates. Complete and submit to the leader or designee a summary for each candidate that was part of the process.
- Participate in a meeting at the conclusion of the interview process to formulate a recommendation of the top candidates the leader or designee will submit to the respective leadership team.

Multiple-Campus Hiring:

The following process will only be necessary for positions with multiple campus designations. The Provosts will be responsible for facilitating this process for positions

under their leadership.

In the case that more than one campus is hiring for the same position, representatives from each campus must cooperate to create a preliminary interview committee consisting of five or seven members from the different campuses. For all committee members to be able to screen applicants in the ATS, the preliminary interview committee must designate a hiring leader, who will in turn designate reviewers/interviewers (other members of the interview committee). This will allow all members of the interview committee access to the applications and attached documents. Only the hiring leader or designee can change the applicant status to *finalist* in the ATS. Once the committee completes the preliminary screening, then further screening, interviewing, and hiring can be completed on the individual campuses, as necessary.

Definitions

Interview committee: An appointed group of individuals whose purpose is to review application materials for candidates within the Applicant Tracking System (ATS), to select qualified candidates for interviews, to identify the most qualified candidates for each position, and to complete required documentation of the screening and interview process.

Date of SLT Approval November 29, 2023

Effective Date	November 29, 2023
Associated Policy	Policy IV.4003.A, Filling Vacancies
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Procedure IV.4003.A.b, Interview Committee

Associated Policy

Policy IV.4003.A, Filling Vacancies

Procedures

This procedure specifies the process for forming interview committees and identifies the responsibilities for its members.

-Employment Selection and Hiring Guiding Principles:

Faculty Search (non-chair)

For non-chair faculty searches, the hiring leader, or designee, will select a committee of five or seven members. The committee should consist of a broad representation of backgrounds, viewpoints, and experiences. Committee composition must also have representation from faculty and staff/administrators. At least three committee members must have an academic background and/or expertise relevant to the teaching field, and two must have background and/or expertise in support areas such as student services, business services, library services, other non-instructional areas, or an external stakeholder. The selected members will be recommended to the dean who will review and submit recommendations to the respective campus Provost for approval.

Department Chair Search

For Department Chair faculty searches, the hiring leader, or designee, will select a committee of five or seven members. The committee should consist of a broad representation of backgrounds, viewpoints, and experiences. Committee composition must also have representation from faculty and staff/administrators. Refer to procedure IV.4003.A.c, Selection of a Department Chair.

Administrator Search

For full-time administrator searches, the respective hiring leader, or designee, **will select appoints** a committee of five members. The committee should consist of a broad representation of backgrounds, viewpoints, experiences, and/or expertise relevant to the administrative area and the internal or external stakeholders served. At least one committee member must have an instructional background, and one must be outside the hiring department. Committee members can be from other support areas including student services, business services, facilities services, or other administrative areas. The selected members will be recommended by the hiring leader to the respective Strategic Leadership Team (SLT) member for approval.

Staff Search

For full-time staff searches, the respective hiring leader, or designee, **will select a appoints the** committee. The committee should consist of a broad representation of backgrounds, viewpoints, and experiences relevant to the administrative area and the internal or external stakeholders served.

All Interview Committees

To promote different perspectives in the hiring process, interview committee membership should not be static. While consistency in the process is important, the employees serving on interview committees should vary depending on the role being filled, the department involved, and the expertise required. Committee members should be rotated to allow broader participation and to avoid over-reliance on the same individuals.

A hiring leader who participates in an interview committee is considered one of the members.

The hiring leader should appoint an interview committee made up of individuals who demonstrate a consistent commitment to the College's core values.

Committee members may not be related to or be engaged in business ventures with persons who apply for the vacant position. A committee member who has a relationship with a candidate, creating or giving the appearance of a conflict of interest, will not be able to participate as a member of the committee. Committee members must disclose when such a conflict arises. Upon having knowledge of any potential conflict of interest, the hiring leader or designee should discuss the matter with the respective administrator.

Additionally, an individual who **serves accepts the appointment** as a committee member cannot become a candidate for the posted position.

Responsibilities of the Hiring Leader or Designee:

- Provides guidance to committee members and ensures that the committee follows the appropriate College procedures, as well as state and federal laws.
- Completes annual training related to hiring fundamentals in compliance with non-discrimination laws as designated by the SLT. Ensures all committee members have completed the same training prior to conducting any interviews. Orients external stakeholders on the College's commitment to a culture of access, belonging, and excellence.
- Reviews application materials of all applicants in the applicant pool, identifies qualified applicants, and completes all required documentation of the screening and interview process. May seek assistance from committee members in reviewing applications.
- Makes all status changes and records comments in the Applicant Tracking System (ATS).
- Schedules meetings and maintains attendance records for each meeting.
- Documents reasons (Final Dispositions in the ATS) for applicants the committee does not select to continue in the interview process.
- Establishes job-related questions to ask candidates during the interview process.

Attachment 9 - Markup

Additionally, Human Resources has available tools that can aid in the creation of interview questions. A link to a question bank on relevant topics is sent to hiring leaders once the position is posted.

- Schedules interviews with applicants.
- May use telephone or video conferencing as an interview tool for applicants.
- For full-time teaching positions, the hiring leader, or designee, with assistance from the committee members, determines a teaching topic that candidates will present in both face-to-face and online modalities.
- Presents committee recommendations to their immediate leader for further interviews or consideration. Finalists are submitted to the next level leader for consideration and approval.
- Conducts reference checks prior to selecting the ~~job offer~~ Finalist. If an internal candidate is being considered for a full-time position, the hiring leader, or designee, must obtain a reference from the employee's current leader. Human Resources recommends three reference checks, but two checks are required. Once the reference checks are completed, a comment must be entered in the ATS.
 - Although part-time employees are not selected through an interview committee, all part-time candidates, whether the candidate is internal or external, must also be screened through reference checks. The hiring leader will complete a minimum of two reference checks on each candidate. If the candidate is a current employee, the hiring leader must contact the current leader as one of the two references.
- Retains all documents, including interview notes, and reference documents from the entire interview committee for two years for all applicants interviewed.

The Hiring Leader Checklist is provided as a tool to aid in the adherence to this process. The checklist is located in Cornerstone on the resource page.

Responsibilities of Committee Members (internal to the College):

- Attend meetings scheduled by the hiring leader, or designee.
- Complete annual training related to hiring fundamentals in compliance with non-discrimination laws as designated by the Strategic Leadership Team.
- Review application materials of qualified applicants and assist the leader or designee in completing all required documentation ~~off~~ for the screening and interview process.
- Assist the leader, or designee, in preparing questions for interviews and in determining the teaching topic applicants will present at the time of interview.

Attachment 9 - Markup

- Participate in the interviews of all selected candidates. Complete and submit to the leader or designee a summary for each candidate that was part of the process.
- Participate in a meeting at the conclusion of the interview process to formulate a recommendation of the top candidates the leader or designee will submit to the respective leadership team.

Multiple-Campus Hiring:

~~The following process will only be necessary for positions with multiple campus designations. The Provosts will be responsible for facilitating this process for positions under their leadership.~~

In the case that more than one campus is hiring for the same position, representatives from each campus must cooperate to create a preliminary interview committee consisting of five or seven members from the different campuses. For all committee members to be able to screen applicants in the ATS, the preliminary interview committee must designate a hiring leader, who will in turn designate reviewers/interviewers (other members of the interview committee). This will allow all members of the interview committee access to the applications and attached documents. Only the hiring leader or designee can change the applicant status to *finalist* in the ATS. Once the committee completes the preliminary screening, then further screening, interviewing, and hiring can be completed on the individual campuses, as necessary.

Definitions:

Interview committee: An **appointed** group of individuals whose purpose is to review application materials for candidates within the Applicant Tracking System (ATS), to select qualified candidates for interviews, to identify the most qualified candidates for each position, and to complete required documentation of the screening and interview process.

~~Date of SLT Approval November 29, 2023~~

~~Effective Date November 29, 2023~~

~~Associated Policy Policy IV.4003.A, Filling Vacancies~~

~~Primary Owner of Policy Associated with the Procedure Vice Chancellor, Human Resources, Organizational and Talent Effectiveness~~

~~Secondary Owner of Policy Associated with the Procedure Vice President, Human Resources~~

~~Date of SLT Approval <TBD> October 28, 2025~~

Attachment 9 – Markup

<u>Effective Date</u>	<TBD> Anticipated December 2, 2025
<u>Associated Policy</u>	Policy IV.4003.A, Filling Vacancies
<u>Primary Owner of Policy Associated with the Procedure</u>	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
<u>Secondary Owner of Policy Associated with the Procedure</u>	Vice President, Human Resources

Procedure IV.4003.A.b, Interview Committee

Associated Policy

Policy IV.4003.A, Filling Vacancies

Procedures

This procedure specifies the process for forming interview committees and identifies the responsibilities for its members.

Employment Selection and Hiring Guiding Principles:

Faculty Search (non-chair)

For non-chair faculty searches, the hiring leader, or designee, will select a committee of five or seven members. The committee should consist of a broad representation of backgrounds, viewpoints, and experiences. Committee composition must also have representation from faculty and staff/administrators. At least three committee members must have an academic background and/or expertise relevant to the teaching field, and two must have background and/or expertise in support areas such as student services, business services, library services, other non-instructional areas, or an external stakeholder. The selected members will be recommended to the dean who will review and submit recommendations to the respective campus Provost for approval.

Department Chair Search

For Department Chair faculty searches, the hiring leader, or designee, will select a committee of five or seven members. The committee should consist of a broad representation of backgrounds, viewpoints, and experiences. Committee composition must also have representation from faculty and staff/administrators. Refer to procedure IV.4003.A.c, Selection of a Department Chair.

Administrator Search

For full-time administrator searches, the respective hiring leader, or designee, will select a committee of five members. The committee should consist of a broad representation of backgrounds, viewpoints, experiences, and/or expertise relevant to the administrative area and the internal or external stakeholders served. At least one committee member must have an instructional background, and one must be outside the hiring department. Committee members can be from other support areas including student services, business services, facilities services, or other administrative areas. The selected members will be recommended by the hiring leader to the respective Strategic Leadership Team (SLT) member for approval.

Staff Search

For full-time staff searches, the respective hiring leader, or designee, will select a committee. The committee should consist of a broad representation of backgrounds, viewpoints, and experiences relevant to the administrative area and the internal or external stakeholders served.

All Interview Committees

To promote different perspectives in the hiring process, interview committee membership should not be static. While consistency in the process is important, the employees serving on interview committees should vary depending on the role being filled, the department involved, and the expertise required. Committee members should be rotated to allow broader participation and to avoid over-reliance on the same individuals.

A hiring leader who participates in an interview committee is considered one of the members.

The hiring leader should appoint an interview committee made up of individuals who demonstrate a consistent commitment to the College's core values.

Committee members may not be related to or be engaged in business ventures with persons who apply for the vacant position. A committee member who has a relationship with a candidate, creating or giving the appearance of a conflict of interest, will not be able to participate as a member of the committee. Committee members must disclose when such a conflict arises. Upon having knowledge of any potential conflict of interest, the hiring leader or designee should discuss the matter with the respective administrator.

Additionally, an individual who serves as a committee member cannot become a candidate for the posted position.

Responsibilities of the Hiring Leader or Designee:

- Provides guidance to committee members and ensures that the committee follows the appropriate College procedures, as well as state and federal laws.
- Completes annual training related to hiring fundamentals in compliance with non-discrimination laws as designated by the SLT. Ensures all committee members have completed the same training prior to conducting any interviews. Orients external stakeholders on the College's commitment to a culture of access, belonging, and excellence.
- Reviews application materials of all applicants in the applicant pool, identifies qualified applicants, and completes all required documentation of the screening and interview process. May seek assistance from committee members in reviewing applications.
- Makes all status changes and records comments in the Applicant Tracking System (ATS).
- Schedules meetings and maintains attendance records for each meeting.
- Documents reasons (Final Dispositions in the ATS) for applicants the committee does not select to continue in the interview process.

Attachment 10 – Proposed

- Establishes job-related questions to ask candidates during the interview process. Additionally, Human Resources has available tools that can aid in the creation of interview questions. A link to a question bank on relevant topics is sent to hiring leaders once the position is posted.
- Schedules interviews with applicants.
- May use telephone or video conferencing as an interview tool for applicants.
- For full-time teaching positions, the hiring leader, or designee, with assistance from the committee members, determines a teaching topic that candidates will present in both face-to-face and online modalities.
- Presents committee recommendations to their immediate leader for further interviews or consideration. Finalists are submitted to the next level leader for consideration and approval.
- Conducts reference checks prior to selecting the Finalist. If an internal candidate is being considered for a full-time position, the hiring leader, or designee, must obtain a reference from the employee's current leader. Human Resources recommends three reference checks, but two checks are required. Once the reference checks are completed, a comment must be entered in the ATS.
 - Although part-time employees are not selected through an interview committee, all part-time candidates, whether the candidate is internal or external, must also be screened through reference checks. The hiring leader will complete a minimum of two reference checks on each candidate. If the candidate is a current employee, the hiring leader must contact the current leader as one of the two references.
- Retains all documents, including interview notes, and reference documents from the entire interview committee for two years for all applicants interviewed.

The Hiring Leader Checklist is provided as a tool to aid in the adherence to this process. The checklist is located in Cornerstone on the resource page.

Responsibilities of Committee Members (internal to the College):

- Attend meetings scheduled by the hiring leader, or designee.
- Complete annual training related to hiring fundamentals in compliance with non-discrimination laws as designated by the Strategic Leadership Team.
- Review application materials of qualified applicants and assist the leader or designee in completing all required documentation for the screening and interview process.
- Assist the leader, or designee, in preparing questions for interviews and in determining the

teaching topic applicants will present at the time of interview.

- Participate in the interviews of all selected candidates. Complete and submit to the leader or designee a summary for each candidate that was part of the process.
- Participate in a meeting at the conclusion of the interview process to formulate a recommendation of the top candidates the leader or designee will submit to the respective leadership team.

Multiple-Campus Hiring:

In the case that more than one campus is hiring for the same position, representatives from each campus must cooperate to create a preliminary interview committee consisting of five or seven members from the different campuses. For all committee members to be able to screen applicants in the ATS, the preliminary interview committee must designate a hiring leader, who will in turn designate reviewers/interviewers (other members of the interview committee). This will allow all members of the interview committee access to the applications and attached documents. Only the hiring leader or designee can change the applicant status to *finalist* in the ATS. Once the committee completes the preliminary screening, then further screening, interviewing, and hiring can be completed on the individual campuses, as necessary.

Definitions:

Interview committee: A group of individuals whose purpose is to review application materials for candidates within the Applicant Tracking System (ATS), to select qualified candidates for interviews, to identify the most qualified candidates for each position, and to complete required documentation of the screening and interview process.

Date of SLT Approval	October 28, 2025
Effective Date	Anticipated December 2, 2025
Associated Policy	Policy IV.4003.A, Filling Vacancies
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revised Policy IV.4003.F, Reduction in Force.

BACKGROUND

This action is being requested to update the Reduction in Force (RIF) policy based on House Bill 762. Current terminology is also being updated within this set of policies and procedures.

The College’s current policy on RIF is being updated to include additional categories in the Equal Employment Opportunity statement and to update general language throughout the policy. Also, a statement was added to clarify that the Board must be notified when a RIF is being considered for certain leadership positions that oversee curriculum or student affairs.

While the procedure does not require a vote by the Board, it is being updated to comply with House Bill 762 regarding severance pay. Specifically, severance pay, when granted, shall not exceed the equivalent of 20 weeks of compensation at the employees’ rate of pay at the time of termination, excluding paid time off or accrued vacation leave. Severance pay is not available to any employee whose termination results from misconduct. All severance agreements will be posted in a prominent location on the College’s website, as required by law.

Additionally, updates were made to the terminology and procedure numbers.

IMPACT OF THIS ACTION

The policy and procedures were sent to the College community on November 3, 2025 through November 17, 2025. Two comments were received that resulted in changes to the procedure (see highlights on attachments 6 and 7). Procedures are provided to the Board for informational purposes.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

There is no budgetary impact for this policy update unless severance pay is offered, and that cost will be contingent on the number of employees affected by a RIF.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

- Attachment 1 – Policy and Procedure Summary of Changes – Reduction in Force
- Attachment 2 – Policy IV-G-5 Reduction in Force – Current
- Attachment 3 – Policy (TBD) Reduction in Force – Markup
- Attachment 4 – Policy (TBD) Reduction in Force – Proposed

Informational Items:

Action Item “XI”
Regular Board Meeting December 1, 2025
Consideration of Approval of Policy IV.4003.F, Reduction in Force - Second Reading

- Attachment 5 – Procedure 4-22 Reduction in Force – Current
- Attachment 6 – Procedure IV.4003.F, Reduction in Force – Markup
- Attachment 7 – Procedure IV.4003.F.a, Reduction in Force – Proposed

RESOURCE PERSONNEL

Sandra Ramirez	281-991-2648	sandra.ramirez@sjcd.edu
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Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Reduction in Force**

Current Policy Number/Name: **Policy IV-G-5: Reduction in Force**

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

Proposed Procedure Name(s): **Reduction in Force**

Current Procedure Number(s)/Name(s): **Procedure 4-22: Reduction in Force**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

[IV-G-5: Policy on Reduction in Force](#) (current)

[4-22: Reduction in Force](#) (current)

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

Secondary Owner: **Vice President, Human Resources**

Summary of Changes:

Policy

- Policy on new template
- Updated the Equal Employment Opportunity statement to include pregnancy-related conditions, childbirth, gender/sex, gender expression or identity, sex, gender expression or identity.
- Changed “guideline” to “procedure.”
- Changed “his or her” to “their,” “he or she” to “they,” and “adjunct” to “part-time.”
- Added Board Notification of certain leadership positions that oversee curriculum or student affairs.
- Updated wording to reflect current terminology.

Procedure

- Procedure on new template
- Changed “guideline” to “procedure.” Also updated procedure numbers.
- Changed “his or her” to “their,” “he or she” to “they,” and “adjunct” to “part-time.”
- Updated wording to reflect current terminology.
- Due to House Bill 762 being passed, added “Severance pay, when granted, shall not exceed the equivalent of 20 weeks of compensation at the employees’ rate of pay at the time of termination, excluding paid time off or accrued vacation leave. Severance pay is not available to any employee whose termination results from misconduct. All severance agreements will be posted in a prominent location on the College’s website, as required by law.”
- Second reading edit: Revised wording under Appeal Rights section from “Contractual Employees” to “Professional Contracts.”

Policy IV-G-5: Policy on Reduction in Force

Policy IV-G-5: Policy on Reduction in Force

1. INTRODUCTION

This policy establishes a uniform process for implementing a reduction in force (RIF) at the College.

2. DEFINITION

A “reduction in force” is an action to downsize the size of the College’s work force within a particular unit, department, division, support area, campus, or location. A reduction in force may become necessary in the event of a financial exigency, program change or elimination, reorganization or restructuring, legislative directives, or other circumstances affecting the efficient operation of the College and the delivery of quality services.

A “financial exigency” is an event or occurrence that creates a need for the College to reduce financial expenditures.

3. GENERAL POLICY

- A. A reduction in force (RIF) decision will be made without regard to the employee’s race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender identity, genetic information, marital status, or veteran status. Additionally, no RIF decision shall be based on an employee’s exercise of rights guaranteed by the Constitution or rights conferred by statute, including, but not limited to, the Family Medical Leave Act, Uniformed Services Employment and Reemployment Rights Act, and the Texas Whistleblower Act.
- B. Modification in or the elimination of jobs due to changes in funding for grants or external contracts are not subject to this policy.
- C. This policy does not address or govern dismissal of an employee for misconduct, unacceptable performance, or other reasons specified in other Board policies.
- D. The Chancellor will:
 - 1. Determine when circumstances necessitate a RIF and present a written recommendation to the Board of Trustees that demonstrates the need for the RIF.
 - 2. Consider and examine available alternatives that may eliminate the need for a RIF or limit its scope.
- E. The Board shall determine whether a financial exigency or other circumstance exists that warrants a reduction in force under this policy. The Board’s determination constitutes sufficient cause for termination of an employment contract during the contract period.
- F. The Chancellor shall establish a guideline for implementation of this policy. The guideline shall identify the criteria that will be utilized when determining which employees will be dismissed or released.

Attachment 2 – Current

G. The Chancellor may reassign employees to positions or locations at his or her discretion to meet operational needs.

H. Eligibility for Rehire

1. A former employee who is dismissed pursuant to this policy may apply for other available positions for which he or she is qualified. A former employee shall be responsible for reviewing posted vacancies and complying with College procedures to be considered for a particular vacancy.

I. Appeal of Dismissal Due to Reduction in Force

1. *Termination During the Term of the Contract:* An employee whose employment contract is terminated during the term of the contract shall be afforded due process.
2. *Nonrenewal of Faculty Contracts at the End of the Contract Term:* Full-time faculty members whose contracts are not extended due to a RIF shall be afforded appeal rights as required by §51.960 of the Texas Education Code.
3. *Nonrenewal of Professional Contracts; Dismissal of At-Will Employees and Adjunct Faculty:* Affected employees may present a written appeal in accordance with a procedure established by the Chancellor.

Policy #:	IV-G-5
Policy Name:	Policy on Reduction in Force
Pages:	2
Adopted Date:	January 10, 2005
Revision/Reviewed Date:	June 6, 2011, April 28, 2014
Effective Date:	January 10, 2005, June 6, 2011, April 29, 2014
Associated Procedure:	4-22

~~Policy IV-G-5: Policy on Reduction in Force~~

Policy IV-G-5: Policy on Reduction in Force

~~INTRODUCTION~~

~~Policy IV.4003.F, Reduction in Force~~

Purpose

This policy establishes a uniform process for implementing a reduction in force (RIF) at the College.

~~1. DEFINITION~~

~~A “reduction in force” is an~~Policy

~~action to downsize the size of the College’s work force within a particular unit, department, division, support area, campus, or location. A reduction in force may become necessary in the event of a financial exigency, program change or elimination, reorganization or restructuring, legislative directives, or other circumstances affecting the efficient operation of the College and the delivery of quality services.~~

~~A “financial exigency” is an event or occurrence that creates a need for the College to reduce financial expenditures.~~

~~3. GENERAL POLICY~~

- A. A reduction in force (RIF) decision will be made without regard to the employee’s race, creed, color, national origin, citizenship status, age, disability, pregnancy, childbirth, and pregnancy-related conditions, religion, gender/sex, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status. -Additionally, no RIF decision shall be based on an employee’s exercise of rights guaranteed by the state or federal Constitution or rights conferred by statute, including, but not limited to, the Family Medical Leave Act, Uniformed Services Employment and Reemployment Rights Act, and the Texas Whistleblower Act.
- B. Modification in or the elimination of jobs due to changes in funding for grants or external contracts are not subject to this policy.
- C. This policy does not address or govern dismissal of an employee for misconduct, unacceptable performance, or other reasons specified in other Board policies.

D. Board Notification

The Chancellor will:

Attachment 3 – Markup

1. Determine when circumstances necessitate a RIF and present a written recommendation to the Board of Trustees that demonstrates the need for the RIF.
2. Consider and examine available alternatives that may eliminate the need for a RIF or limit its scope.
3. Report to the Board, at the next regularly scheduled board meeting, any decision to remove, terminate, or non-renew an individual who holds the position of vice president, provost, dean, or a similar leadership position that oversees curriculum or student affairs.

~~D.E.~~ The Board shall determine whether a financial exigency or other circumstance exists that warrants a reduction in force under this policy. The Board's determination constitutes sufficient cause for termination of an employment contract during the contract period.

~~E.F.~~ The Chancellor shall establish a guideline procedure for implementation of this policy. The guideline procedure shall identify the criteria that will be utilized when determining which employees will be dismissed or released.

~~F.G.~~ The Chancellor may reassign employees to positions or locations at his or her their discretion to meet operational needs.

~~G.H.~~ Eligibility for Rehire

1. A former employee who is dismissed pursuant to this policy may apply for other available positions for which he or she is they are qualified. A former employee shall be responsible for reviewing posted vacancies and complying with College procedures to be considered for a particular vacancy.

I. Appeal of Dismissal Due to Reduction in Force

1. *Termination During the Term of the Contract:* An employee whose employment contract is terminated during the term of the contract shall be afforded due process.
2. *Nonrenewal of Faculty Contracts at the End of the Contract Term:* Full-time faculty members whose contracts are not extended due to a RIF shall be afforded appeal rights as required by §51.960 of the Texas Education Code.
3. *Nonrenewal of Professional Contracts; ~~Dismissal and Termination~~ of At-Will Employees and Adjunct Faculty:* Affected employees may present a written appeal in accordance with a procedure established by the Chancellor.

Policy #:	IV-G-5
Policy Name:	Policy on Reduction in Force
Pages:	2
Adopted Date:	January 10, 2005
Revision/Reviewed Date:	June 6, 2011, April 28, 2014
Effective Date:	January 10, 2005, June 6, 2011, April 29, 2014
Associated Procedure:	4-22

Definitions

Reduction in force: An action to downsize the size of the College’s work force within a particular unit, department, division, support area, campus, or location. A reduction in force may become necessary in the event of a financial exigency, program change or elimination, reorganization or restructuring, legislative directives, or other circumstances affecting the efficient operation of the College and the delivery of quality services.

Financial exigency: An event or occurrence that creates a need for the College to reduce financial expenditures.

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.F.a, Reduction in Force

<u>Date of Board Approval</u>	<u>Anticipated December 1, 2025</u>
<u>Effective Date</u>	<u>Anticipated December 2, 2025</u>
<u>Primary Owner</u>	<u>Vice Chancellor, Human Resources, Organizational and Talent Effectiveness</u>
<u>Secondary Owner</u>	<u>Vice President, Human Resources</u>

Policy IV.4003.F, Reduction in Force

Purpose

This policy establishes a uniform process for implementing a reduction in force (RIF) at the College.

Policy

- A. A reduction in force (RIF) decision will be made without regard to the employee’s race, creed, color, national origin, citizenship status, age, disability, pregnancy, childbirth, and pregnancy-related conditions, religion, gender/sex, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status. Additionally, no RIF decision shall be based on an employee’s exercise of rights guaranteed by the state or federal Constitution or rights conferred by statute, including, but not limited to, the Family Medical Leave Act, Uniformed Services Employment and Reemployment Rights Act, and the Texas Whistleblower Act.
- B. Modification in or the elimination of jobs due to changes in funding for grants or external contracts are not subject to this policy.
- C. This policy does not address or govern dismissal of an employee for misconduct, unacceptable performance, or other reasons specified in other Board policies.
- D. Board Notification

The Chancellor will:

- 1. Determine when circumstances necessitate a RIF and present a written recommendation to the Board of Trustees that demonstrates the need for the RIF.
 - 2. Consider and examine available alternatives that may eliminate the need for a RIF or limit its scope.
 - 3. Report to the Board, at the next regularly scheduled board meeting, any decision to remove, terminate, or non-renew an individual who holds the position of vice president, provost, dean, or a similar leadership position that oversees curriculum or student affairs.
- E. The Board shall determine whether a financial exigency or other circumstance exists that warrants a reduction in force under this policy. The Board’s determination constitutes sufficient cause for termination of an employment contract during the contract period.
 - F. The Chancellor shall establish a procedure for implementation of this policy. The procedure shall identify the criteria that will be utilized when determining which employees will be dismissed or released.

G. The Chancellor may reassign employees to positions or locations at their discretion to meet operational needs.

H. Eligibility for Rehire

1. A former employee who is dismissed pursuant to this policy may apply for other available positions for which they are qualified. A former employee shall be responsible for reviewing posted vacancies and complying with College procedures to be considered for a particular vacancy.

I. Appeal of Dismissal Due to Reduction in Force

1. *Termination During the Term of the Contract:* An employee whose employment contract is terminated during the term of the contract shall be afforded due process.
2. *Nonrenewal of Faculty Contracts at the End of the Contract Term:* Full-time faculty members whose contracts are not extended due to a RIF shall be afforded appeal rights as required by §51.960 of the Texas Education Code.
3. *Nonrenewal of Professional Contracts and Termination of At-Will Employees:* Affected employees may present a written appeal in accordance with a procedure established by the Chancellor.

Definitions

Reduction in force: An action to downsize the size of the College’s work force within a particular unit, department, division, support area, campus, or location. A reduction in force may become necessary in the event of a financial exigency, program change or elimination, reorganization or restructuring, legislative directives, or other circumstances affecting the efficient operation of the College and the delivery of quality services.

Financial exigency: An event or occurrence that creates a need for the College to reduce financial expenditures.

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.F.a, Reduction in Force

Date of Board Approval	Anticipated December 1, 2025
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Effective Date	Anticipated December 2, 2025
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Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
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Attachment 4 – Proposed - Clean

Secondary Owner	Vice President, Human Resources
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Procedure 4-22: Reduction in Force

1. INTRODUCTION

This procedure specifies the guidelines for documenting and implementing a Reduction in Force (RIF) in accordance with Policy IV-G-5 Reduction in Force.

A. Circumstances requiring a RIF may include but are not limited to:

1. Financial exigency
2. Reorganization or restructure
3. Outsourcing
4. Reduction, consolidation, or elimination of programs or services
5. Decline in student enrollment
6. Legislative directives

B. A RIF will be considered only after examining available alternatives that may eliminate the need for a RIF or limit its scope. Alternatives may include, but are not limited to:

1. Merging programs
2. Consolidation of services
3. Voluntary separations
4. Redeployment of employees
5. Furloughs or temporary leaves of absence without pay
6. Attrition
7. Pay freezes or reduction in pay

C. Selection Criteria

Selection criteria will be determined based on the circumstances necessitating the RIF. Selection criteria shall be articulated prior to implementing a RIF plan. The criteria to be used for selecting positions and personnel to be affected by a RIF may include but are not limited to:

1. Program or departmental needs to support a particular function or operation.
2. Skills and experience required to support a program or department after a reduction in force, reorganization, or restructuring.
3. Prior written evaluations and documented employee performance and behavior.

Attachment 5 – Current

4. Employee credentials, qualifications, and training.
5. Length of service will be considered after considering the above criteria.

Additionally, to the extent required by law, the College shall consider whether employees are entitled to a preference in retaining employment under Chapter 652 of the Texas Government Code pertaining to veterans.

2. PROCEDURE

- A. The Chancellor, in consultation with the Strategic Leadership Team (SLT), will determine the necessity for recommending a reduction in force in compliance with section 1.A of the Reduction in Force Guideline. Existing and future business needs of the College will be considered in making the recommendation for the RIF.
- B. The Chancellor, in consultation with the SLT, will develop a proposal to the Board of Trustees that specifies:
 1. The circumstances and business objectives necessitating the RIF;
 2. The data and/or other factual information that shows the benefit to be obtained through the proposed RIF;
 3. The alternatives considered that may eliminate or limit the scope of the RIF in accordance with the Reduction in Force policy;
 4. The criteria established to accomplish the objectives.
- C. Following approval of the RIF by the Board of Trustees, the Chancellor, and SLT will analyze the affected areas, activities, programs, and departments where the reductions will be made. Within the affected areas, the Chancellor and SLT will determine which positions or job functions may be eliminated or affected. The Chancellor and SLT shall determine the timeline for implementing the RIF.
- D. The Chancellor and SLT, in conjunction with input from College leaders, will identify the employees subject to a RIF based on the selection criteria and positions affected.
- E. The Chancellor and SLT, in conjunction with input from College leaders, will identify the employees subject to reassignment based on the needs of the College.
- F. In the event members of the SLT are subject to a RIF, the Chancellor, in consultation with the Board of Trustees, will determine which positions or job functions may be eliminated or affected. The Chancellor and Board shall determine the timeline for implementing the RIF.
- G. The respective SLT member shall provide written notice to each affected employee. The notice shall provide the effective date of termination and shall include a brief statement of the reasons for the reduction in force.
- H. Employees who are affected by the RIF will be provided as much advance notice as possible in order to ensure an orderly transition for both the affected employees and the College.

3. ELIGIBILITY FOR REHIRE

- A. A former employee who is dismissed due to a reduction in force may apply for available positions for which he or she is qualified. A former employee shall be responsible for reviewing posted vacancies and complying with College procedures to be considered for a particular vacancy.
- B. If rehired, the employee will be compensated according to the current base rate established for the new position in which the employee is being employed.

4. APPEAL RIGHTS

- A. Every attempt will be made to conclude the appeals process prior to the employee's last scheduled day of work. The filing of an appeal will not delay the effective date of the RIF.
- B. *Termination During the Term of the Contract:* An employee whose employment contract is terminated during the term of the contract due to a RIF shall be afforded due process. The employee must file a written request for an appeal in accordance with Guideline 4.23 Guideline on Termination or Demotion for Contractual Employees.
- C. *Non-renewal of Faculty Contracts at the End of the Contract Term:* Full-time faculty members whose contracts are not extended due to a RIF may present an appeal in accordance with Guideline 5.17: Guideline on Contract Periods and Non-Renewal of Contractual Employees. The filing of an appeal will not delay the effective date of the nonrenewal.
- D. *Nonrenewal of Staff and Administrator Contracts and Dismissal of At-Will Employees and Adjunct Faculty:* Affected employees may present an appeal to the respective SLT member or their designee within ten (10) working days of receiving notice of the non-renewal or dismissal in accordance with a procedure established by the Chancellor.
 - The request for appeal must identify the grounds for the appeal and contain specific facts in support of the stated grounds.
 - The respective SLT member will provide the employee a written decision within thirty (30) working days of receipt of the written appeal. Although the Administrator's decision is final, nothing in this guideline shall preclude the employee from appearing during the hearing of citizens during the next regular meeting of the Board of Trustees.

5. EFFECT OF REDUCTION IN FORCE ON COMPENSATION AND BENEFITS

- A. Severance payments may or may not be granted as the result of a RIF.
- B. Credited service and other benefits such as sick leave and vacation do not accrue during a period of layoff. If re-employed, an employee dismissed under the Reduction in Force policy will have sick

Attachment 5 – Current

leave and credited service restored if the employee returns to a benefits eligible position within six (6) months of the dismissal.

- C. Life and disability insurance coverage ends as per the plan document.
- D. Medical and dental insurance may continue under the provisions of COBRA if the employee pays the full monthly premium. Otherwise, medical and dental insurance coverage ends on the last day of the month during which the layoff occurs.

Procedure #:	4-22
Procedure Name:	Reduction in Force
Pages:	4
Adopted Date:	January 10, 2005
Revision/Reviewed Date:	June 6, 2011, April 28, 2014
Effective Date:	January 10, 2005, June 6, 2011, April 29, 2014
Associated Policy:	IV-G-5

Procedure ~~IV.4003.F.a~~ **4-22**, Reduction in Force

~~1.~~ INTRODUCTION

Associated Policy

Policy IV.4003.F, Reduction in Force

Procedures

This procedure specifies the ~~guidelines~~ process for documenting and implementing a Reduction in Force (RIF) in accordance with Policy ~~IV.4003.F~~ IV-G-5 Reduction in Force.

A. Circumstances requiring a RIF may include, but are not limited to:

1. Financial exigency
2. Reorganization or restructure
3. Outsourcing
4. Reduction, consolidation, or elimination of programs or services
5. Decline in student enrollment
6. Legislative directives

B. A RIF will be considered only after examining available alternatives that may eliminate the need for a RIF or limit its scope. -Alternatives may include, but are not limited to:

1. Merging programs
2. Consolidation of services
3. Voluntary separations
4. Redeployment of employees
5. Furloughs or temporary leaves of absence without pay
6. Attrition
7. Pay freezes or reduction in pay

C. Selection Criteria

Selection criteria will be determined based on the circumstances necessitating the RIF. -Selection criteria shall be articulated prior to implementing a RIF plan. -The criteria to be used for selecting positions and ~~personnel~~ employees to be affected by a RIF may include but are not limited to:

1. Program or departmental needs to support a particular function or operation or to comply with state or federal legal mandates.
2. Skills and experience required to support a program or department after a reduction in force, reorganization, or restructuring.
3. Prior written evaluations and documented employee performance and behavior.
4. Employee credentials, qualifications, and training.
5. Length of service will be considered after considering the above criteria.

Additionally, to the extent required by law, the College shall consider whether employees are entitled to a preference in retaining employment under Chapter ~~652~~657 of the Texas Government Code pertaining to veterans.

PROCEDURE

- D. The Chancellor, in consultation with the Strategic Leadership Team (SLT), will determine the necessity for recommending a reduction in force in compliance with section 1.A of the Reduction in Force ~~Guideline~~Procedure. Existing and future business needs of the College will be considered in making the recommendation for the RIF.
- E. The Chancellor, in consultation with the SLT, will develop a proposal to the Board of Trustees that specifies:
 - 1. The circumstances and business objectives necessitating the RIF~~;~~
 - 2. The data and/or other factual information that shows the benefit to be obtained through the proposed RIF~~;~~
 - 3. The alternatives considered that may eliminate or limit the scope of the RIF in accordance with the Reduction in Force policy~~;~~
 - 4. The criteria established to accomplish the objectives.
- ~~F.~~ F. Following approval of the RIF by the Board of Trustees, the Chancellor, and SLT will analyze the affected areas, activities, programs, and departments where the reductions will be made. -Within the affected areas, the Chancellor and SLT will determine which positions or job functions may be eliminated or affected. -The Chancellor and SLT shall determine the timeline for implementing the RIF.
- ~~F.G.~~ F.G. The Chancellor and SLT, in conjunction with input from College leaders, will identify the employees subject to a RIF based on the selection criteria and positions affected.
- ~~G.H.~~ G.H. The Chancellor and SLT, in conjunction with input from College leaders, will identify the employees subject to reassignment based on the needs of the College.
- ~~H.I.~~ H.I. In the event members of the SLT are subject to a RIF, the Chancellor, in consultation with the Board of Trustees, will determine which positions or job functions may be eliminated or affected. -The Chancellor and Board shall determine the timeline for implementing the RIF.
- ~~I.J.~~ I.J. The respective SLT member shall provide written notice to each affected employee. -The notice shall provide the effective date of termination and shall include a brief statement of the reasons for the reduction in force.
- ~~J.K.~~ J.K. Employees who are affected by the RIF will be provided as much advance notice as possible in order to ensure an orderly transition for both the affected employees and the College.

ELIGIBILITY FOR REHIRE

- A. A former employee who is dismissed due to a reduction in force may apply for available positions for which ~~he or she is~~they are qualified. A former employee ~~shall~~will be responsible for reviewing posted vacancies and complying with College procedures to be considered for a particular vacancy.
- B. If rehired, the employee will be compensated according to the current base rate established for the new position in which the employee is being employed.

APPEAL RIGHTS

- A. Every attempt will be made to conclude the appeals process prior to the employee's last scheduled day of work. -The filing of an appeal will not delay the effective date of the RIF.
- B. *Termination During the Term of the Contract*:- An employee whose employment contract is terminated during the term of the contract due to a RIF shall be afforded due process. -The employee must file a written request for an appeal in accordance with ~~Guideline 4.23~~Guideline on Procedure IV.4002.B.a, Termination or Demotion ~~for~~of Contractual Employees.
- C. *Non-renewal of Faculty Contracts at the End of the Contract Term*:- Full-time faculty members whose contracts are not extended due to a RIF may present an appeal in accordance with ~~Guideline 5.17: Guideline on Contract Periods~~Procedure IV.4002.D.a, Renewal and Non-Renewal of Contractual Employees. The filing of an appeal will not delay the effective date of the nonrenewal.
- D. *Nonrenewal of Professional Contracts ~~Staff and Administrator Contracts and Dismissal~~Contractual Employees and Terminations of At-Will Employees ~~and Adjunct Faculty~~*:- Affected employees may present an appeal to the respective SLT member or their designee within ten (10) working days of receiving notice of the non-renewal or dismissal in accordance with a procedure established by the Chancellor.
 - The request for appeal must identify the grounds for the appeal and contain specific facts in support of the stated grounds.
 - The respective SLT member will provide the employee a written decision within thirty (30) working days of receipt of the written appeal. Although the Administrator's decision is final, nothing in this ~~guideline~~procedure shall preclude the employee from appearing during the hearing of citizens during the next regular meeting of the Board of Trustees.

EFFECT OF REDUCTION IN FORCE ON COMPENSATION AND BENEFITS

- A. Severance payments may or may not be granted as the result of a RIF.

Severance pay, if granted, shall not exceed the equivalent of 20 weeks of compensation at the employee's rate of pay at the time of termination, excluding paid time off or accrued vacation leave. Severance pay is not available to any employee whose termination results from

Attachment 6 – Markup

misconduct. All severance agreements will be posted in a prominent location on the College’s website, as required by law.

- B. Credited service and other benefits such as sick leave and vacation do not accrue during a period of layoff. -If re-employed, an employee dismissed under the Reduction in Force policy will have sick leave and credited service restored if the employee returns to a benefits eligible position within six (6) months of the dismissal.
- C. Life and disability insurance coverage ends as per the plan document.
- D. Medical and dental insurance may continue under the provisions of COBRA if the employee pays the full monthly premium. -Otherwise, medical and dental insurance coverage ends on the last day of the month during which the layoff occurs.

Adopted Date:	January 10, 2005
Revision/Reviewed Date:	June 6, 2011, April 28, 2014
Effective Date:	January 10, 2005, June 6, 2011, April 29, 2014

Procedure #:Date of ~~4-22~~October 28, 2025
SLT Approval

Effective Date <TBD>Anticipated December 2, 2025

Procedure Name:Associated Policy **Policy IV.4003.F- Reduction in Force**

Pages:Primary Owner of Policy Associated with the Procedure ~~4~~Vice Chancellor, Human Resources, Organizational and Talent Effectiveness

Secondary Owner of Policy Associated Policy: with the Procedure ~~IV-G-5~~Vice President, Human Resources

Procedure IV.4003.F.a, Reduction in Force

Associated Policy

Policy IV.4003.F, Reduction in Force

Procedures

This procedure specifies the process for documenting and implementing a Reduction in Force (RIF) in accordance with Policy IV.4003.F, Reduction in Force.

- A. Circumstances requiring a RIF may include, but are not limited to:
1. Financial exigency
 2. Reorganization or restructure
 3. Outsourcing
 4. Reduction, consolidation, or elimination of programs or services
 5. Decline in student enrollment
 6. Legislative directives
- B. A RIF will be considered only after examining available alternatives that may eliminate the need for a RIF or limit its scope. Alternatives may include, but are not limited to:
1. Merging programs
 2. Consolidation of services
 3. Voluntary separations
 4. Redeployment of employees
 5. Furloughs or temporary leaves of absence without pay
 6. Attrition
 7. Pay freezes or reduction in pay
- C. Selection Criteria
- Selection criteria will be determined based on the circumstances necessitating the RIF. Selection criteria shall be articulated prior to implementing a RIF plan. The criteria to be used for selecting positions and employees to be affected by a RIF may include but are not limited to:
1. Program or departmental needs to support a particular function or operation or to comply with state or federal legal mandates.
 2. Skills and experience required to support a program or department after a reduction in force, reorganization, or restructuring.
 3. Prior written evaluations and documented employee performance and behavior.
 4. Employee credentials, qualifications, and training.
 5. Length of service will be considered after considering the above criteria.

Additionally, to the extent required by law, the College shall consider whether employees are entitled to a preference in retaining employment under Chapter 657 of the Texas Government Code pertaining to veterans.

Attachment 7 – Proposed - Clean

- D. The Chancellor, in consultation with the Strategic Leadership Team (SLT), will determine the necessity for recommending a reduction in force in compliance with section 1.A of the Reduction in Force Procedure. Existing and future business needs of the College will be considered in making the recommendation for the RIF.
- E. The Chancellor, in consultation with the SLT, will develop a proposal to the Board of Trustees that specifies:
 - 1. The circumstances and business objectives necessitating the RIF.
 - 2. The data and/or other factual information that shows the benefit to be obtained through the proposed RIF.
 - 3. The alternatives considered that may eliminate or limit the scope of the RIF in accordance with the Reduction in Force policy.
 - 4. The criteria established to accomplish the objectives.
- F. Following approval of the RIF by the Board of Trustees, the Chancellor, and SLT will analyze the affected areas, activities, programs, and departments where the reductions will be made. Within the affected areas, the Chancellor and SLT will determine which positions or job functions may be eliminated or affected. The Chancellor and SLT shall determine the timeline for implementing the RIF.
- G. The Chancellor and SLT, in conjunction with input from College leaders, will identify the employees subject to a RIF based on the selection criteria and positions affected.
- H. The Chancellor and SLT, in conjunction with input from College leaders, will identify the employees subject to reassignment based on the needs of the College.
- I. In the event members of the SLT are subject to a RIF, the Chancellor, in consultation with the Board of Trustees, will determine which positions or job functions may be eliminated or affected. The Chancellor and Board shall determine the timeline for implementing the RIF.
- J. The respective SLT member shall provide written notice to each affected employee. The notice shall provide the effective date of termination and shall include a brief statement of the reasons for the reduction in force.
- K. Employees who are affected by the RIF will be provided as much advance notice as possible in order to ensure an orderly transition for both the affected employees and the College.

ELIGIBILITY FOR REHIRE

- A. A former employee who is dismissed due to a reduction in force may apply for available positions for which they are qualified. A former employee will be responsible for reviewing posted vacancies and complying with College procedures to be considered for a particular vacancy.
- B. If rehired, the employee will be compensated according to the current base rate established for the new position in which the employee is being employed.

APPEAL RIGHTS

- A. Every attempt will be made to conclude the appeals process prior to the employee's last scheduled day of work. The filing of an appeal will not delay the effective date of the RIF.
- B. *Termination During the Term of the Contract:* An employee whose employment contract is terminated during the term of the contract due to a RIF shall be afforded due process. The employee must file a written request for an appeal in accordance with Procedure IV.4002.B.a, Termination or Demotion of Contractual Employees.
- C. *Non-renewal of Faculty Contracts at the End of the Contract Term:* Full-time faculty members whose contracts are not extended due to a RIF may present an appeal in accordance with Procedure IV.4002.D.a, Renewal and Non-Renewal of Contractual Employees. The filing of an appeal will not delay the effective date of the nonrenewal.
- D. *Nonrenewal of Professional Contracts and Terminations of At-Will Employees:* Affected employees may present an appeal to the respective SLT member or their designee within ten (10) working days of receiving notice of the non-renewal or dismissal in accordance with a procedure established by the Chancellor.
 - The request for appeal must identify the grounds for the appeal and contain specific facts in support of the stated grounds.
 - The respective SLT member will provide the employee a written decision within thirty (30) working days of receipt of the written appeal. Although the Administrator's decision is final, nothing in this procedure shall preclude the employee from appearing during the hearing of citizens during the next regular meeting of the Board of Trustees.

EFFECT OF REDUCTION IN FORCE ON COMPENSATION AND BENEFITS

- A. Severance payments may or may not be granted as the result of a RIF.

Severance pay, if granted, shall not exceed the equivalent of 20 weeks of compensation at the employee's rate of pay at the time of termination, excluding paid time off or accrued vacation leave. Severance pay is not available to any employee whose termination results from misconduct. All severance agreements will be posted in a prominent location on the College's website, as required by law.

Attachment 7 – Proposed - Clean

- B. Credited service and other benefits such as sick leave and vacation do not accrue during a period of layoff. If re-employed, an employee dismissed under the Reduction in Force policy will have sick leave and credited service restored if the employee returns to a benefits eligible position within six (6) months of the dismissal.
- C. Life and disability insurance coverage ends as per the plan document.
- D. Medical and dental insurance may continue under the provisions of COBRA if the employee pays the full monthly premium. Otherwise, medical and dental insurance coverage ends on the last day of the month during which the layoff occurs.

Date of SLT Approval	October 28, 2025
Effective Date	Anticipated December 2, 2025
Associated Policy	<i>Policy IV.4003.F, Reduction in Force</i>
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

**Action Item “XII”
Regular Board Meeting December 1, 2025
Consideration of Approval of Allocation of Capital Project Funds**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an allocation from the 2015 Bond Contingency account to fund capital projects.

BACKGROUND

In December 2020, the Board approved the initial allocation of 2015 Bond Contingency funds toward a package of deferred maintenance projects. Through September 30, 2025, \$46.2 million of bond contingency has been allocated in multiple tranches toward specific deferred maintenance projects. Such projects typically extend the life of the College’s physical assets and/or improve the quality of those assets.

The current request is for roof drain revisions at the North and South Campus Interactive Learning Centers. (Buildings N2 and S12.)

IMPACT OF THIS ACTION

Approval of this budget allocation will allow College staff to reroute failing roof drain piping so that it does not present a danger to the buildings’ foundations.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The cost of these projects are not expected to exceed \$500,000. Upon approval, funding will be allocated from the Deferred Maintenance line of the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

This request was discussed with and supported by the Board’s Building Committee. Capital projects staff provide on-going management and monitoring of construction activities, which are included in monthly financial reports to the Board of Trustees and periodic reports to the Board Building Committee. The project is expected to be complete during the Spring semester.

ATTACHMENTS

Attachment 1 – Allocation of Capital Project Funds

RESOURCE PERSONNEL

Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Chuck Smith	281-998-6341	charles.smith@sjcd.edu

Attachment 1 – Allocation of Capital Project Funds

<u>Item</u>	<u>2015 Bond Contingency</u>
Beginning Balance	\$8,946,463
N2 Roof Drain Revision	(250,000)
S12 Roof Drain Revision	(250,000)
Ending Balance	<u>\$8,446,463</u>

Action Item “XIII”
Regular Board Meeting December 1, 2025

Consideration of Acceptance of the 2024-2025 Annual Comprehensive Financial Report

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees accept the Annual Comprehensive Financial Report (ACFR) and the independent auditor’s report for the fiscal year ended August 31, 2025.

BACKGROUND

The ACFR for the fiscal year ended August 31, 2025, and the independent auditor’s report therein are presented for review and acceptance by the Board of Trustees. The independent auditing firm of Whitley Penn LLP has issued an unmodified or “clean” opinion on the College’s financial statements and state assistance programs. The independent auditors’ reports relating specifically to the federal single audit will be issued upon the Office of Management and Budget’s release of the 2025 Compliance Supplement. Due to administrative delays at the federal level, it has not yet been released and prevents Whitley Penn LLP from issuing these reports.

The College is required to meet the reporting quality standards of the Texas Higher Education Coordinating Board (THECB) as presented in its annual financial reporting requirements manual. For the nineteenth consecutive year, the College has elected to meet the higher quality standards of the Government Finance Officers Association (GFOA) with a goal to qualify the 2024-2025 ACFR for the GFOA Certificate of Achievement for Excellence in Financial Reporting. The GFOA certificate is only awarded to government units and public employee retirement systems whose annual comprehensive financial reports achieve the highest standards in government accounting and financial reporting.

IMPACT OF THIS ACTION

Acceptance by the Board of Trustees satisfies requirements of the State of Texas, the THECB, and the U.S. Government. According to the requirements, the College must have its accounting records audited annually by a firm of independent certified public accountants and the related audit opinion must be accepted by the Board of Trustees. Acceptance by the Board of Trustees will allow the College to meet reporting and filing timelines. The independent auditors’ reports relating to the federal single audit are not officially due until nine months after the end of the auditee’s fiscal year, or within 30 calendar days after the auditee receives the independent auditor’s report(s), whichever of those two dates occurs first. While the independent auditors’ report relating to the federal single audit is not available to include in the ACFR yet, the schedule of federal assistance is included as a supplemental schedule.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The audit fees of approximately \$122,800 for the fiscal year 2024-2025 audit are included in the College’s annual budget.

MONITORING AND REPORTING TIMELINE

Action Item “XIII”
Regular Board Meeting December 1, 2025

Consideration of Acceptance of the 2024-2025 Annual Comprehensive Financial Report

None

ATTACHMENTS

A draft of the San Jacinto College 2024-2025 ACFR is provided under separate cover.

RESOURCE PERSONNEL

Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Dianne Duron	281-998-6109	dianne.duron@sjcd.edu
Andrea DuBois	281-998-6141	andrea.dubois@sjcd.edu

Action Item “XIV”
Regular Board Meeting December 1, 2025

**Consideration of Approval of Financing Team and Related Expenditures – Limited Tax General
Obligation Bonds**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the team of professionals and estimated expenditures associated with the upcoming issuance of Limited Tax Refunding Bonds, Series 2026, which will be issued to refinance outstanding callable Series 2015 and Series 2016 bonds (secured by ad valorem taxes) for interest cost savings.

BACKGROUND

The administration is proposing to issue approximately \$170 million of limited tax refunding bonds to refinance — or “refund” — outstanding Series 2015 and Series 2016 bonds at lower rates for interest savings. The order authorizing the issuance of the bonds will be brought forward separately at the February 2, 2026, Board of Trustees meeting for consideration of approval. Assuming current market interest rates, a refunding of these outstanding bonds generates gross cash flow savings of \$15.2 million or net present value savings of \$12.4 million (7.2 percent of the refunded bond principal).

This recommendation, if approved, accepts the proposed team, and related estimated expenditures, that will be participating in any approved transactions, as outlined in Attachment 1.

This transaction will utilize an underwriting team from the list of approved underwriters which were secured in August 2024 via the Request for Qualifications (RFQ 24-28) process for use on bond transactions. The bond counsel and disclosure counsel are both consistent with those utilized in previous finance transactions.

IMPACT OF THIS ACTION

Approval by the Board of Trustees authorizes estimated expenditures of approximately \$850,000 for underwriting services and \$675,000 for other professional services and related expenses associated with any approved transactions. These expenses will be paid at closing as part of the bond transaction and will not consume any regularly budgeted funds of the College.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Debt service on the issued bonds will be paid by an annual interest and sinking tax levy authorized by the voters. The total estimated expenses associated with issuance will be netted from funds received in the upcoming transaction.

MONITORING AND REPORTING TIMELINE

Updates will be provided to the Board of Trustees regarding the final costs of the bond transactions.

Action Item “XIV”
Regular Board Meeting December 1, 2025

**Consideration of Approval of Financing Team and Related Expenditures – Limited Tax General
Obligation Bonds**

ATTACHMENTS

Attachment 1 - Professionals Participating in Debt Transaction and Estimated Expenditures

RESOURCE PERSONNEL

Carin Hutchins
Dianne Duron

281-998-6306
281-998-6109

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dianne.duron@sjcd.edu

Attachment 1

Professionals Participating in Limited Tax Refunding Bonds Series 2026 Transaction and Estimated Expenditures – January 2026

Underwriting Team

Underwriters: \$ 850,000*

- Raymond James – Senior Manager
- RBC Capital Markets LLC – Co-Manager
- Siebert Williams Shank & Co., LLC – Co-Manager

Underwriter’s Counsel – To be determined by the underwriting syndicate

**Estimated fees of \$5.00 per Bond for the underwriters include underwriter’s compensation, fees for underwriter’s counsel, and expenses. Underwriting costs are estimated. Actual underwriting costs will be based on the final par amount of the Bonds.*

Estimated Cost of Issuance for Other Professional Services:

Independent Municipal Advisor – PFM (Blake Roberts) \$ 150,000

Bond Counsel – Hunton Andrews Kurth LLP (Tom Sage) \$ 175,000

Disclosure Counsel – Holland and Knight LLP (Derrick Mitchell) \$ 75,000

Ratings Agencies:

- Moody’s \$ 125,000
- S&P \$ 125,000

Attorney General \$ 9,500

Other (Paying Agent, Escrow Agent, Verification Agent, Contingency) \$ 15,500

Total Cost of Issuance \$ 675,000*

**Costs of issuance are estimated. Municipal Advisor fees are based on existing contracted fees. Actual cost of issuance will be based on the final par amount of the Bonds.*

Action Item “XV”
Regular Board Meeting December 1, 2025

Consideration of Approval of Financing Team and Related Expenditures – Combined Fee Revenue Refunding Bonds

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the team of professionals and estimated expenditures associated with the upcoming issuance of Combined Fee Revenue Refunding Bonds, Series 2026, which will be issued to refinance outstanding callable Series 2015 revenue bonds (secured by tuition and fees) for interest cost savings.

BACKGROUND

The administration is proposing to issue approximately \$35 million of combined fee revenue refunding bonds to refinance — or “refund” — outstanding Series 2015 revenue bonds at lower rates for interest savings. The order authorizing the issuance of the bonds will be brought forward separately at the February 2, 2026, Board of Trustees meeting for consideration of approval. Assuming current market interest rates, a refunding of these outstanding bonds generates gross cash flow savings of \$2.1 million or net present value savings of \$1.8 million (5.6 percent of the refunded bond principal).

This recommendation, if approved, accepts the proposed team, and related estimated expenditures, that will be participating in any approved transactions, as outlined in Attachment 1.

This transaction will utilize an underwriting team from the list of approved underwriters which were secured in August 2024 via the Request for Qualifications (RFQ 24-28) process for use on those bond transactions. The bond counsel and disclosure counsel are both consistent with those utilized in previous finance transactions.

IMPACT OF THIS ACTION

Approval by the Board of Trustees authorizes estimated expenditures of approximately \$175,000 for underwriting services and \$275,000 for other professional services and related expenses associated with any approved transactions. These expenses will be paid at closing as part of the bond transaction and will not consume any regularly budgeted funds of the College.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Debt service on the issued bonds will be paid by certain pledged tuition and fee revenues. The total estimated expenses associated with issuance will be netted from funds received in the upcoming transaction.

MONITORING AND REPORTING TIMELINE

Updates will be provided to the Board of Trustees regarding the final costs of the bond transactions.

Action Item “XV”
Regular Board Meeting December 1, 2025

Consideration of Approval of Financing Team and Related Expenditures – Combined Fee Revenue Refunding Bonds

ATTACHMENTS

Attachment 1 - Professionals Participating in Debt Transaction and Estimated Expenditures

RESOURCE PERSONNEL

Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Dianne Duron	281-998-6109	dianne.duron@sjcd.edu

Attachment 1

**Professionals Participating in Combined Fee Revenue Refunding Bonds Series 2026
Transaction and Estimated Expenditures – January 2026**

Underwriting Team

Underwriters: \$ 175,000*

- Raymond James – Senior Manager
- RBC Capital Markets LLC – Co-Manager
- Siebert Williams Shank & Co., LLC – Co-Manager

Underwriter’s Counsel – To be determined by the underwriting syndicate

**Estimated fees of \$5.00 per Bond for the underwriters include underwriter’s compensation, fees for underwriter’s counsel, and expenses. Underwriting costs are estimated. Actual underwriting costs will be based on the final par amount of the Bonds.*

Estimated Cost of Issuance for Other Professional Services:

Independent Municipal Advisor – PFM (Blake Roberts)	\$ 65,000
Bond Counsel – Hunton Andrews Kurth LLP (Tom Sage)	\$ 65,000
Disclosure Counsel – Holland and Knight LLP (Derrick Mitchell)	\$ 25,000
Ratings Agencies:	
• Moody’s	\$ 50,000
• S&P	\$ 50,000
Attorney General	\$ 9,500
Other (Paying Agent, Escrow Agent, Verification Agent, Contingency)	\$ 10,500
Total Cost of Issuance	<u>\$ 275,000*</u>

**Costs of issuance are estimated. Municipal Advisor fees are based on existing contracted fees. Actual cost of issuance will be based on the final par amount of the Bonds.*

Action Item “XVI”
Regular Board Meeting December 1, 2025
Consideration of a Resolution for Casting a Ballot for the Election
of Member(s) to the Board of Directors of the Harris Central Appraisal District

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a resolution casting a ballot for the election of member(s) of the Harris Central Appraisal District (HCAD) Board of Directors.

BACKGROUND

The terms of two appointed HCAD board of directors, Martina Lemond Dixon and Melissa Noriega, expire December 31, 2025. The nomination period for these two positions has closed and nominations were received for the following five eligible candidates:

- 1) Martina Lemond Dixon
- 2) Bill Frazer
- 3) Jason Morris
- 4) Melissa Noriega
- 5) Ann Williams

The HCAD board of directors consists of nine members. Five of the directors are selected by the voting taxing units in Harris County, which includes community college districts. The number of votes allocated to each taxing unit is apportioned based upon their percentage of total property tax dollars imposed in the preceding tax year. For the current election cycle, the College has been allocated twenty votes, which may be cast all for one candidate, or may be split between as many candidates as the Board may determine appropriate.

The county tax assessor-collector serves as a voting ex officio director, and the three additional directors are elected at-large by the voters of the county.

The deadline for the College to file a copy of the resolution that casts its votes for member(s) of the HCAD board of directors is December 15, 2025, before 5:00 p.m.

IMPACT OF THIS ACTION

Adoption of the proposed resolution will cast the College’s ballot for member(s) of the HCAD Board of Directors for a four-year term beginning January 1, 2026. The two candidates receiving the highest number of votes will serve in the positions. A tie vote will be resolved by a method of chance chosen by the Chief Appraiser.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budget implication.

MONITORING AND REPORTING TIMELINE

The resolution will be filed immediately following approval.

Action Item “XVI”
Regular Board Meeting December 1, 2025
Consideration of a Resolution for Casting a Ballot for the Election
of Member(s) to the Board of Directors of the Harris Central Appraisal District

ATTACHMENTS

- Attachment 1 – A Resolution of the Board of Trustees of the San Jacinto Community College District casting its ballot for the election of a person to the Board of Directors of the Harris Central Appraisal District
- Attachment 2 – Certification of Ballot for Board of Directors Harris Central Appraisal District
- Attachment 3 – October 21, 2025, Letter from Chief Appraiser Roland Altinger
- Attachment 4 – HCAD Board Candidate Bios and Nominating Entities

RESOURCE PERSONNEL

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

RESOLUTION NO. _____

A RESOLUTION OF THE GOVERNING BODY OF
San Jacinto Community College District

CASTING ITS VOTE TO APPOINT DIRECTORS TO
THE HARRIS CENTRAL APPRAISAL DISTRICT'S BOARD OF DIRECTORS

WHEREAS, the Chief Appraiser of the Harris Central Appraisal District has delivered to the presiding officer of this governing body the names of those persons duly nominated to be named a candidate to be appointed to serve on the board of directors of the Harris Central Appraisal District; and

WHEREAS, San Jacinto Community College District deems it appropriate and in the public interest to cast its vote for the candidate(s) of its choice to be appointed to serve on the board of directors of the Harris Central Appraisal District's Board of Directors; now, therefore

BE IT RESOLVED BY HARRIS COUNTY:

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

Section 2. That San Jacinto Community College District does hereby cast its vote, by casting 20 votes for the person(s) indicated on the enclosed Certificate of Ballot to be appointed to serve on the board of directors of the Harris Central Appraisal District, for a four-year term beginning January 1, 2026.

Section 3. That the presiding officer be, and he or she is hereby, authorized and directed to deliver or cause to be delivered an executed or certified copy of this resolution to the Chief Appraiser of the Harris Central Appraisal District no later than 5:00 on December 15, 2025, unless otherwise required to be delivered earlier pursuant to the provisions contained in Section 6.03 (k-1).

PASSED AND APPROVED this _____ day of _____, 2025.

Presiding Officer

ATTEST

Witness

CERTIFICATION OF BALLOT - San Jacinto Community College District

**CASTING ITS VOTE TO APPOINT DIRECTORS
TO THE HARRIS CENTRAL APPRAISAL DISTRICT’S BOARD OF DIRECTORS**

I, _____, certify that on the _____ day of _____, 2025, the governing body of San Jacinto Community College District did by resolution cast

its **20** votes as indicated below on this Certification of Ballot for the person(s) listed below to be appointed to the Harris Central Appraisal District’s Board of Directors. There will be **two** directors appointed to the board through this voting process involving all taxing units eligible to vote.

You may cast your votes for one or more candidates or distribute them amongst the candidates listed below for any number of directorships. (Section 6.03 (c)).

You are not required to cast any or all of your votes for the candidate that you nominated.

(PLEASE PLACE an “X” NEXT TO THE CANDIDATE(S) OF YOUR CHOICE AND LIST THE NUMBER OF VOTES YOU ARE CASTING FOR THE CANDIDATE(S))

NAME	MARK WITH “X”	NUMBER OF VOTES <u>20</u> (No. of Votes)
Martina Lemond Dixon	_____	_____
Bill Frazer	_____	_____
Jason Morris	_____	_____
Melissa Noriega	_____	_____
Ann Williams	_____	_____

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

WITNESS MY HAND this _____ day of _____, 2025.

Presiding Officer

ATTEST

Witness



**Harris Central Appraisal District
OFFICE OF CHIEF APPRAISER**

TO: TO THE GOVERNING BODY AND THE PRESIDING OFFICER OF
San Jacinto Community College District – Jur# 047
SERVED BY THE HARRIS CENTRAL APPRAISAL DISTRICT

FROM: ROLAND ALTINGER, CHIEF APPRAISER

SUBJECT: VOTING BALLOT FOR THE ELECTION TO APPOINT TWO (2)
DIRECTORS TO THE HARRIS CENTRAL APPRAISAL DISTRICT BOARD
OF DIRECTORS

DATE: October 21, 2025

The nomination period for period for the selection of two members of HCAD's board of directors has closed. The names of all candidates officially and timely nominated are listed on the enclosed "Certification of Ballot" form.

The governing bodies of taxing units that are qualified to vote under Texas Property Tax Code Section 6.03(d) will vote for directors from among the nominated candidates for two (2) directorships on the appraisal district's board of directors for terms beginning on January 1, 2026.

Resolutions and the Certification of Ballot must be delivered to arrive before 5:00 p.m. on December 15, 2025. Ballots and resolutions received after this date and time will not be counted.

VOTING PROCESS

Nominees are listed alphabetically on the ballot by surname in the manner prescribed by the Texas Property Tax Code.

According to voting entitlement calculations made pursuant to Texas Property Tax Code Section 6.03(d), you **San Jacinto Community College District** have **20** votes.

Your votes may be cast for one candidate or may be distributed among any of the candidates listed on the Certification of Ballot. See Property Tax Code Section 6.03(c).

Please be certain to write down the number of votes you wish to cast for each candidate(s) for whom you are casting your votes.

Each governing body that casts its votes for one or more of the nominees must formally adopt a resolution naming the person(s) for whom it votes, and the number of votes cast for each candidate. A copy of the adopted resolution must be submitted to the Chief Appraiser **before 5:00 p.m. on December 15, 2025. The vote must be by resolution.**

The two candidates receiving the most votes will be appointed to the board of directors for 4-year terms respectively, beginning January 1, 2026. A tie vote will be resolved by a method of chance chosen by the Chief Appraiser.

To assist you in the election procedure, I have enclosed a Certification of Ballot and a suggested form of a resolution you can use for casting your vote for the candidate representing your taxing unit.

SPECIAL DEADLINE - LARGE VOTING BLOCK TAXING UNITS

It is important to note that a very specific voting time limit applies to some governing bodies of taxing units because they are each entitled to cast at least 5% (95) of the total votes (1,888).

The following provision applies to Harris County, Houston Independent School District, the City of Houston and Cypress-Fairbanks ISD:

Specifically, Section 6.03(k-1) states, “[T]he governing body of each taxing unit entitled to cast at least five percent of the total votes must determine its vote by resolution adopted at the first or second open meeting of the governing body that is held after the date the Chief Appraiser delivers the ballot to the presiding officer of the governing body. **The governing body must submit its vote to the Chief Appraiser not later than the third day following the date the resolution is adopted.**

COUNTING VOTES

The Chief Appraiser will count the votes as required under the provisions contained in the Texas Property Tax Code. The Chief Appraiser will then declare the results and notify the winners, the nominees, and the presiding officers of each taxing unit before December 31, 2025.

In counting the votes, the Tax Code requires the Chief Appraiser to separate the ballots returned by the Conservation and Reclamation Districts. Pursuant to Section 6.03(k), the candidate who receives the most votes of the Conservation and Reclamation Districts is considered to have received all the votes cast by the Conservation and Reclamation Districts. The other candidates receiving votes from the Conservation and Reclamation Districts who did not receive the most votes cast are considered to have received no votes from the Conservation and Reclamation Districts.

Votes returned by taxing units other than Conservation and Reclamation Districts will be counted for the individual for whom the vote was cast as reflected on the ballot received by the Chief Appraiser.

Resolutions and the Certification of Ballot must be delivered *to arrive before 5:00 p.m. on December 15, 2025.* Ballots and resolutions received after this date and time will not be counted.

You may send your ballot and resolution to the Chief Appraiser by:

- **Regular Mail:**

Roland Altinger, Chief Appraiser
P.O. Box 920975
Houston, Texas 77292-0975

Mark the envelope: "Ballot for Board of Directors."

- **Hand:**

Roland Altinger, Chief Appraiser
13013 Northwest Freeway
Houston, Texas 77040

Mark the envelope: "Ballot for Board of Directors."

- **By Email:**

cguerra@hcad.org

If you have questions about the board selection process, please consult with your attorneys.

Sincerely,



Roland Altinger, RPA
Chief Appraiser

Attachments

cc: HCAD Board Members



Martina Lemond Dixon

Chief Executive Officer at
Manteca Holdings
TBHF Board of Directors

Martina Lemond Dixon is the Chief Executive Officer at Manteca Holdings, where she provides leadership for all aspects of the company's operations, with an emphasis on business development.

Martina serves as a School Board Trustee at Humble Independent School District, the Board Chair of Harris Central Appraisal District (HCAD), and she is a gubernatorial appointee by Governor Greg Abbott to serve as a Commissioner on the Texas Commission on Law Enforcement (TCOLE). Martina's foray into politics began in 2008 when she was elected to the school board at the American Community School of Abu Dhabi, United Arab Emirates, which is affiliated with the US State Department.

She earned a BA in communications from Auburn University, and a post baccalaureate in construction management and a MA in educational leadership from Louisiana State University. Currently, Martina is a MBA Candidate at Cornell University.

In her spare time, Martina enjoys spending time with family and friends, traveling, reading, skiing, research, attending concerts and Formula One, and exploring business development opportunities.

Martina was nominated by the Harris County Commissioners Court



Bill Frazer

Managing Director at RCREF
CPA commentary on financial
issues of the City of Houston

Bill Frazer is a career accountant, having served as President of the Houston CPA Society, and has served on the Board of Directors of the Texas Society of CPAs for the past 20 years. He recently retired as Chief Financial Officer of CB Richard Ellis Capital Markets, and has been a board member of GEMSA Loan Services.

Bill has over 35 years of experience in the Financial Services industry – 26 of which as the CFO of one of the world's leading commercial real estate financial services firms. He is a past President of the Houston CPA Society and has served on the Board of Directors of the Texas Society of CPA's for the past 20 years.

Bill and his wife Jean have two children, Jennifer and Jeremy, who both attended public schools in Houston through High School. They are active members of St. Martin's Episcopal Church as well as other community and charitable organizations.



Jason Morris

Deer Park Independent School
Board District Trustee,
Position 6.

Jason Morris won re-election to serve his first full-term as position six trustee on the Deer Park Independent School District Board of Trustees Saturday, May 9th, 2015

A 1998 graduate of Deer Park High School, Jason attended San Jacinto College and earned his bachelor of business administration degree from Texas A&M University. He is married to the former Jaime Broughton, and they have a daughter who is a student at DPISD's Early Childhood Center.

In addition to serving as a trustee, Jason serves the community as a volunteer for K9s4COPs, a non-profit organization that provides K9s to law enforcement agencies and school districts across the nation, according to a district release.



Melissa Noriega

Member of the Harris Central
Appraisal District in Texas

Melissa is a public servant and former elected official, having stood as an at-large Houston City Council Member and as Texas State Representative for District 145.

Melissa received her undergraduate BS & her MEd from University of Houston, was awarded the UH Distinguished Alumni Award in 2017, and received the Human Relations Award from the Houston American Jewish Committee for her work at the George R. Brown shelter after Hurricane Katrina in 2006.

She retired as Manager of Professional Development & Leadership Training from Houston ISD after winning a run-off election for City Council in June, 2007. As an educator, she served as staff assistant to four deputy superintendents, as well as leadership roles in community engagement, research & evaluation, and professional development and leadership.

Melissa served the three terms allowed at the time by term limits as an at-large member of Houston City Council. She chaired the Public Safety committee, and the Infrastructure, Transportation & Technology committee; co-chaired the 2010 Census Complete Count Committee, and co-chaired the City Bond Election Campaign (2012).



Ann Williams

Alief ISD Board of Trustees,
representing Position 3

Ann Williams is a dedicated educator and student advocate currently serving as a Student Support Specialist in Spring ISD, where she oversees Response to Intervention (RtI) and Multi-Tiered Systems of Support (MTSS) services for the district's most at-risk students.

In addition to her work in education, she draws on her extensive background in information networks to provide consulting services for nonprofit organizations and small businesses.

A committed public servant, Ann previously held the role of Board President for Alief ISD, where she served for several years and provided mentorship to school board members across Region IV. Her advocacy work extends statewide, as she has actively championed the needs of students, teachers, and school board members throughout Texas. She also served as President of the Texas Caucus of Black School Board Members, further amplifying her voice in education policy and equity.

Ann holds a bachelor's degree in Business Information Systems and a master's degree in Business Administration (MBA). In addition, she maintains several industry licenses and educational certifications that enhance her ability to support families and communities. She is the proud mother of two adult sons, both graduates of Elsik High School.

Action Item “XVII”
Regular Board Meeting December 1, 2025
Consideration of Approval of the 2026-2027 Academic Calendar

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the proposed 2026-2027 Academic Calendar.

BACKGROUND

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

IMPACT OF THIS ACTION

The proposed calendar sets the opening dates for the fall 2026, spring 2027, and summer 2027 semesters. Classes for fall 2026 begin on August 17, 2026 and January 11, 2027 for spring 2027. The school districts have not finalized and approved their calendars, but we have verified key holidays and spring break dates in coordination with them. The date for the December 2026 commencement ceremony is tentatively set for December 11, 2026. The date for the Spring 2027 commencement is tentatively set for May 7, 2027.

The school districts have been contacted to ensure alignment with March 8-14 spring break dates. The only exception is Humble Independent School District which is tentatively planning their spring break for the week following week, March 15-21. The total number of holidays for academic year 2026-2027 is 25.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Grid Academic Calendar 2025-2026

Attachment 2 – Simplified Key Academic Calendar Dates 2025-2026

Action Item “XVII”
Regular Board Meeting December 1, 2025
Consideration of Approval of the 2026-2027 Academic Calendar

Attachment 3 – Detailed 2026-2027 Academic Calendar

Attachment 4 – Academic Calendar Constituent Group Roster

RESOURCE PERSONNEL

Laurel Williamson	281-998-6182	Laurel.Williamson@sjcd.edu
Kevin McKisson	281-669-4711	Kevin.McKisson@sjcd.edu

2026-2027 Academic Calendar

August '26							September '26							October '26							November '26						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30					

December '26							January '27							February '27							March '27						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5						1	2		1	2	3	4	5	6		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28							28	29	30	31			

April '27							May '27							June '27							July '27						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3							1			1	2	3	4	5					1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			

College Holidays
 Important Class Dates
 Commencement/Graduation

FALL SEMESTER 2026

March	30	Registration Opens: Fall
August	6	Fall Payment Deadline / PAYGO Begins
	10	Faculty Return
	17	Fall Term Begins
	31	Late Start Term Begins
September	7	Labor Day Holiday
	28	Registration Opens: Spring & Winter Mini
October	12	Second 8 Week Classes Begin
November	23-29	Fall Break
December	7-11	Final Exams
	11	Fall Term Ends
	11	Fall Commencement @ 7 p.m. (tentative)
	14	Winter Mini Term Begins
	23-Jan. 3	Winter Break Holidays
	31	Winter Mini Finals

March	8-14	Spring Break Holidays
	15	Second 8 Week Classes Begin
	26	Spring Holiday (No Weekend Classes)
May	3-7	Final Exams
	7	Spring Term Ends
	7	Spring Commencement (Tentative)

SUMMER SEMESTER 2027

February	15	Registration Opens: Summer
April	22	Summer Payment Deadline / PAYGO Begins
May	10	May Mini Term Begins
	31	Memorial Day Holiday
	27	May Mini Term Ends
June	1	First Five Week Term Begins
	18	Juneteenth Holiday
July	1	First Five Week Ends
	5	Independence Day Holiday
	6	Second Five Week Term Begins
August	5	Second Five Week Term Ends

SPRING SEMESTER 2027

September	28	Registration Opens: Spring & Winter Mini
January	4	Spring Payment Deadline / PAYGO Begins
	4	Faculty Return
	11	Spring Term Begins
	18	Martin Luther King, Jr. Holiday
	25	Late Start Term Begins
February	4	College Community Day (No Classes)
	15	Registration Opens: Summer



Student Academic Calendar - 2026-2027**FALL 2026**

March 30	Registration for Fall Opens
August 6	Fall Payment Deadline / PAYGO begins August 10 Faculty Return
August 17	Fall Term Begins
August 31	Late Start Term Begins
September 7	Labor Day Holiday
September 28	Registration for Spring and Winter Mini Term Opens
October 12	Second 8 Week Classes Begin
Nov. 23-29	Fall Break
Dec. 7-11	Final Exams
December 11	Fall Term Ends
December 11	Fall Commencement @ 7 pm - Tentative
December 14	Winter Mini Term Begins
Dec. 23 - Jan. 3	Winter Break Holidays
December 31	Winter Mini Finals

SPRING 2027

September 28	Registration for Spring and Winter Mini Term Opens
January 4	Spring Payment Deadline / PAYGO begins
January 4	Faculty Return
January 11	Spring Term Begins
January 18	Martin Luther King, Jr. Holiday
January 25	Late Start Term Begins
February 4	College Community Day - No Day or Evening Classes
February 15	Registration for Summer Term Opens
March 8-14	Spring Break Holidays
March 15	Second 8 Week Classes Begin
March 26	Spring Holiday - No Weekend Classes
May 3-7	Final Exams
May 7	Spring Term Ends
May 7	Spring Commencement - Tentative

SUMMER 2027

February 15	Registration for Summer Term Opens
April 22	Summer Payment Deadline / PAYGO begins
May 10	May Mini Term Begins
May 31	Memorial Day Holiday
May 27	May Mini Term Ends
June 1	First Five Week Term Begins
June 18	Juneteenth Holiday
July 1	First Five-Week Ends
July 5	Independence Day Holiday
July 6	Second 5 Week Term Begins
August 5	Second 5 Week Term Ends

Draft Copy 11/13/2025

**San Jacinto College
Academic Calendar
2026-2027**

SUBJECT TO CHANGE

Attachment 3

Fall 2026 (Term 202710) 16 Week, Late Start, Weekend, All Parts of Term	
February 15, 2026 (SU)	Campus-Based and Foundation Scholarship Application opens for Fall 2026 (202710)
March 23, 2026 (M)	Open SOS and Course Finder for View Access Only
March 30, 2026 (M)	Registration opens for Fall 2026 (202710) (All Students & Applicants)
April 15, 2026 (W)	Priority Deadline for Campus-Based and Foundation Scholarships for Fall 2026 (202710)
June 8, 2026 (M)	Fall 2026 (202710) Installment Payment Plan Available Installment Payment Plan Due Dates: August 17, 2026 (M) September 14, 2026 (M) October 19, 2026 (M) November 16, 2026 (M) All payments due by 6:00 PM
June 25, 2026 (TH)	Financial Aid Deadline for Fall 2026 (202710)
July 29, 2026 (W)	Deadline for Campus-Based and Foundation Scholarships for Fall 2026 (202710)
August 3-7, 2026 (M-F)	New Faculty Academy Blitz
August 6, 2026 (TH)	Payment Deadline for ALL registrations through August 6, 2026 at 6:00 pm. Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.
August 7, 2026 - November 8, 2026 (F-SU)	Registration Continues for Fall 2026 (202710) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid by the end of the next business day.
August 10-15, 2026 (M-SA)	Blackboard Maintenance
August 10-14, 2026 (M-F)	College Community Week
August 17, 2026 (M)	Full Semester (1), First Twelve-Week (12A), First Eight-Week (8A), Six-Week (6A), First Five-Week (5A), & First Four-Week (4A), Classes Begin
August 17, 2026 (M)	Installment Payment Plan Due Date by 6:00 PM
Aug. 31, 2026 Noon - Sept. 1, 2026 1:00 AM(M-T)	Banner Down-Fiscal End-of-Year Processing
August 31, 2026 (M)	Late Start (13B) Classes Begin
September 4, 2026 (F)	Thirteen-Week Weekend Full Term (1W) & Six-Week Weekend (6AS) Classes Begin
September 4-6, 2026 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable) Includes OS Patching
September 5-7, 2026 (SA-M)	Facilities & Utility System Maintenance
September 7, 2026 (M)	Labor Day Holiday (No Classes Held)
September 11, 2026 (F)	First Four-Week (4A) Ends (Last Day of Finals)
September 14, 2026 (M)	Installment Payment Plan Due Date by 6:00 PM
September 14, 2026 (M)	Second Twelve-Week (12B) & Second Four-Week (4B) Classes Begin
September 18, 2026 (F)	First Five-Week (5A) Ends (Last Day of Finals)
September 21, 2026 (M)	Second Five-Week (5B) Classes Begin
September 25, 2026 (F)	Six-Week (6A) Ends (Last Day of Finals)
September 28, 2026 (M)	Ten-Week (10) Classes Begin
October 3-4, 2026 (SA 9PM - SU 3 AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching
October 7, 2026 (W)	First Eight-Week (8A) Ends (Last Day of Finals)
October 9, 2026 (F)	Second Four-Week (4B) Ends (Last Day of Finals)
October 11, 2026 (SU)	Six-Week Weekend (6AS) Ends (Last Day of Finals)
October 12, 2026 (M)	Second Eight-Week (8B) & Third Four-Week (4C) Classes Begin
October 15, 2026 (TH)	Last Day to submit name to be included in December Commencement Program
October 16, 2026 (F)	Seven-Week Weekend (7BS) Classes Begin
October 16-18, 2026 (F 9PM - SU 3 PM)	Banner Maintenance (Banner & SOS unavailable)
October 19, 2026 (M)	Installment Payment Plan Due Date by 6:00 PM
October 23, 2026 (F)	Second Five-Week (5B) Ends (Last Day of Finals)
October 26, 2026 (M)	Third Five-Week (5C) Classes Begin
October 29, 2026 (TH)	Deadline for Campus-Based and Foundation Scholarships for Spring 2027 (202720)
November 6, 2026 (F)	First Twelve-Week (12A) & Third Four-Week (4C) End (Last Day of Finals)
November 7-8, 2026 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching
November 9, 2026 (M)	Fourth Four-Week (4D) Classes Begin
November 13-15, 2026 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable)
November 16, 2026 (M)	Installment Payment Plan Due Date by 6:00 PM
November 23-29, 2026 (Inclusive) (M-SU)	Fall Break (No Classes Held November 23-29, 2026)
November 23-29, 2026 (Inclusive) (M-SU)	Facilities & Utility System Maintenance
December 4, 2026 (F)	Late Start (13B) & Third Five-Week (5C) End (Last Day of Finals)
December 5-6, 2026 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching
December 11, 2026 (F)	Full Semester (1), Second Twelve-Week (12B), Ten-Week (10), Second Eight-Week (8B), Fourth Four-Week (4D) End (Last Day of Finals)
December 11, 2026 (F) 7:00 PM (TENTATIVE)	College-wide Commencement -TBA (TENTATIVE)
December 13, 2026 (SU)	Grades due for Final Parts of Term (1, 12B, 10, 8B, 4D) by 4:00 PM
December 23, 2026 - January 3, 2027 (W-SU)	Winter Holidays - Admin. Offices Closed (no non-instructional activity, Dec. 23, 2026 - January 3, 2027)
December 23, 2026 - January 3, 2027 (W-SU)	Facilities & Utility System Maintenance
Please consult the Fall 2026 (202710) Online Schedule of Classes for Registration & Payment Times, Refund Dates, Drop Deadlines, Grades Due, Final Exam Schedule and possible additional part-of-term information or changes.	

Attachment 3

Spring 2027 (Term 202720) Winter Mini Term, Spring Term, Late Start, Weekend, All Parts of Term	
September 4-6, 2026 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable) Includes OS Patching
September 21, 2026 (M)	Open SOS and Course Finder for View Access Only
September 28, 2026 (M)	Registration opens for Spring 2027 (202720) (All Students & Applicants)
September 28 - December 3, 2026 (M-TH)	Registration Opens for Winter Mini 2026 (202720) (All Students & Applicants)
October 3-4, 2026 (SA 9 PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching
October 16-18, 2026 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable)
October 29, 2026 (TH)	Deadline for Campus-Based and Foundation Scholarships for Spring 2027 (202720)
November 2, 2026 (M)	Spring 2027 (Term 202720) Installment Payment Plan Available Installment Payment Plan Due Dates: January 19, 2027 (T) February 15, 2027 (M) March 15, 2027 (M) April 19, 2027 (M) All payments due by 6:00 PM
November 7-8, 2026 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching
November 13-15, 2026 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable)
December 3, 2026 (TH)	Payment Deadline by 6:00 PM for Winter Mini 2026 (202720)
December 5-6, 2026 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching
December 4-13, 2026 (F-SU)	Registration Continues And Payment Due on Day of Registration for Winter Mini 2026
December 14, 2026 (M)	Winter Mini Term (3) Classes Begin
December 25, 2026 (F)	Winter Mini Holiday (No Classes Held)
December 31, 2026 (TH)	Winter Mini Term (3) Ends (Last Day of Finals)
January 1, 2027 (F)	Winter Mini Holiday (No Classes Held)
January 2-3, 2027 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching
January 4, 2027 (M)	Registration Payment Deadline by 6:00 PM for ALL registrations through January 4, 2027 for Spring 2027 (202720). Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.
January 4-5, 2027 (M-T)	New Faculty Academy Blitz
January 4-8, 2027 (M-F)	College Community Week
January 4-9, 2027 (M-SA)	Blackboard Maintenance
January 5-April 18, 2027 (T-SU)	Registration Continues for Spring 2027 (202720) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid by the end of the next business day.
January 11, 2027 (M)	Full Semester (1), First Twelve-Week (12A), First Eight-Week (8A), Six-Week (6A), First Five-Week (5A), & First Four-Week (4A) Classes Begin
January 18, 2027 (M)	Martin Luther King Jr., Holiday (No Classes Held)
January 19, 2027 (T)	Installment Payment Plan Due Date by 6:00 PM
January 22, 2027 (F)	First Six-Week Weekend (6AS) Classes Begin
January 25, 2027 (M)	Late Start (13B) Classes Begin
January 29, 2027 (F)	Thirteen-Week Weekend Full Term (1W) Classes Begin
February 4, 2027 (TH)	College Community Day (No Classes Held Day & Evening)
February 5-7, 2027 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable) including OS Patching
February 5, 2027 (F)	First Four-Week (4A) Ends (Last Day of Finals)
February 8, 2027 (M)	Second Four-Week (4B) & Second Twelve-Week (12B) Classes Begin
February 12, 2027 (F)	First Five-Week (5A) Ends (Last Day of Finals)
February 15, 2027 (M)	Campus-Based and Foundation Scholarship Application opens for Fall 2027 (202810)
February 15, 2027 (M)	Installment Payment Plan Due Date by 6:00 PM
February 15, 2027 (M)	Second Five-Week (5B) Classes Begin
February 19, 2027 (F)	Six-Week (6A) Ends (Last Day of Finals)
February 22, 2027 (M)	Ten-Week (10B) Classes Begin
February 28, 2027 (SU)	First Six-Week Weekend (6AS) Ends (Last Day of Finals)
March 3, 2027 (W)	First Eight-Week (8A) Ends (Last Day of Finals)
March 5, 2027 (F)	Second Four-Week (4B) Ends (Last Day of Finals)
March 6-7, 2027 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching
March 8-14, 2027 (Inclusive) (M-SU)	Spring Break (No Classes Held, March 8-14)
March 8-14, 2027 (M-SU)	Facilities & Utility System Maintenance
March 15, 2027 (M)	Installment Payment Plan Due Date by 6:00 PM
March 15, 2027 (M)	Second Eight-Week (8B) & Third Four-Week (4C) Classes Begin
March 18, 2027 (TH)	Last Day to submit name to be included in May Commencement Program
March 19, 2027 (F)	Seven-Week Weekend (7BS) Classes Begin
March 25, 2027 (Th)	Second Five-Week (5B) Ends (Last Day of Finals)
March 26, 2027 (F)	Spring holiday (No Weekend Classes - March 26-28)
March 26-28, 2027 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable)
March 26-28, 2027 (F-SU)	Facilities & Utility System Maintenance
March 29, 2027 (M)	Third Five-Week (5C) Classes Begin
April 3-4, 2027 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching
April 9, 2027 (F)	Third Four-Week (4C) & First Twelve-Week (12A) End (Last Day of Finals)
April 12, 2027 (M)	Fourth Four-Week (4D) Classes Begin
April 15, 2027 (TH)	Priority Deadline for Campus-Based and Foundation Scholarships for Fall 2027 (202810)
April 19, 2027 (M)	Installment Payment Plan Due Date by 6:00 PM
April 23-25, 2027 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable)
April 30, 2027 (F)	Late Start (13B) Ends (Last Day of Finals)
April 30, 2027 (F)	Third Five-Week (5C) Classes End
May 1-2, 2027 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching
May 2, 2027 (SU)	Thirteen-Week Weekend Full Term (1W) & Seven-Week Weekend (7BS) End (Last Day of Finals)
May 7, 2027 (F)	Full Semester (1), Ten-Week (10B), Second Twelve-Week (12B), Second Eight-Week (8B), & Fourth Four-Week (4D) End (Last Day)
May 7, 2027 (F) - (TENTATIVE)	College-Wide Commencement - (TENTATIVE)
May 9, 2027 (SU)	Grades due for Final Parts of Term (1, 10B, 12B, 8B, 4D) by 4:00 PM

Please consult the Spring 2027 (202720) Online Schedule of Classes for Registration & Payment Times, Refund Date, Drop Deadlines, Final Exam Schedule, Grades Due, and possible additional part-of-term information or changes.

Attachment 3

Summer 2027 (202730) May Mini Term-May, Summer I-June, Summer II-July, Weekend, All Parts of Term		
May 10, 2027 through August 6, 2027 (Administrative Offices Closed Friday at Noon)		
February 5-7, 2027 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable) including OS Patching	
February 8, 2027 (M)	Open SOS and Course Finder for View Access Only	
February 15, 2027 (M)	Campus-Based and Foundation Scholarship Application opens for Fall 2027 (202810)	
February 15-April 22, 2027 (M-TH)	Registration Opens for Classes Beginning May 10, 2027	
February 15-May 6, 2027 (M-TH)	Registration Opens for Classes Beginning June 1, 2027 and July 6, 2027	
March 6-7, 2027 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching	
March 26-28, 2027 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable)	
April 3-4, 2027 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching	
April 5, 2027 (M)	Summer 2027 (202730) Installment Payment Plan Available Installment Payment Plan Due Dates: June 7, 2027 (T) June 21, 2027 (M) (All payments due by 6:00 PM) July 6, 2027 (T) July 19, 2027 (M)	
April 15, 2027 (TH)	Priority Deadline for Campus-Based and Foundation Scholarships for Fall 2027 (202810)	
April 22, 2027 (TH)	Registration Payment Deadline by 6:00 PM for Classes Beginning May 10, 2027. Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.	
April 23-25, 2027 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable)	
April 23-May 9, 2027 (F-SU)	Registration Continues And Payment Due on Day of Registration for classes beginning May 10, 2027.	
May 1-2, 2027 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching	
May 6, 2027 (TH)	Registration Payment Deadline by 6:00 PM for ALL registrations through May 6, 2027 for Summer 2027 (202730). Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.	
May 7- May 31, 2027 (F-SU)	Registration Continues for Classes beginning on June 1, 2027 (202730) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid by the end of the next business day.	
May 7- July 5, 2027 (F-M)	Registration Continues for Classes beginning on July 6, 2027 (202730) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid by the end of the next business day.	
May 10, 2027 (M)	May Mini (3), First Eight-Week (8), Eleven-Week (11), & Thirteen-Week (13) Classes Begin	
May 14, 2027 (F)	Weekend Twelve-Week Full Term (1W) Classes Begin	
May 14, 2027 (F)	Administrative Offices Closed Every Friday at Noon through August 6, 2027	
May 17, 2027 (M)	Twelve-Week Full (12) Classes Begin	
May 21-23, 2027 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable)	
May 27, 2027 (TH)	May Mini (3) Ends (Last Day of Finals)	
May 31, 2027 (M)	Memorial Day Holiday (No Classes Held)	
May 31, 2027 (M)	Facilities & Utility System Maintenance	
June 1, 2027 (T)	Full Ten-Week Semester (1), First Five-Week (5A), Second Eight-Week (8A) Classes Begin	
June 5-6, 2027 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching	
June 7, 2027 (M)	Installment Payment Plan Due Date due by 6:00 PM	
June 11-13, 2027 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable)	
June 18, 2027 (F)	Juneteenth National Independence Day Holiday (No Classes Held)	
June 21, 2027 (M)	Installment Payment Plan Due Date due by 6:00 PM	
June 24, 2027 (TH)	Financial Aid Application Priority Deadline for Fall 2027 (202810)	
July 1, 2027 (TH)	First Five-Week (5A) & First Eight-Week (8) End (Last Day of Finals)	
July 3-4, 2027 (SA 9PM - SU 3AM)	Banner Maintenance (Banner & SOS unavailable) OS Patching	
July 5, 2027 (M)	Independence Day Holiday - (No Classes Held July 3-5)	
July 6, 2027 (T)	Installment Payment Plan Due Date by 6:00 PM	
July 6, 2027 (T)	Second Five-Week (5B) Classes Begin	
July 9-11, 2027 (F 9PM - SU 3PM)	Banner Maintenance (Banner & SOS unavailable)	
July 19, 2027 (M)	Installment Payment Plan Due Date by 6:00 PM	
July 22, 2027 (TH)	Second Eight-Week (8A) & Eleven-Week (11) End (Last Day of Finals)	
July 30, 2027 (F)	Deadline for Campus-Based and Foundation Scholarships for Fall 2027 (202810)	
August 1, 2027 (SU)	Weekend Full Term (1W) Ends (Last Day of Finals)	
August 5, 2027 (TH)	Full Semester (1), Thirteen-Week (13), Twelve-Week (12), Second Five-Week (5B) End (Last Day of Finals)	
August 8, 2027 (SU)	Grades due for Final Parts of Term (1, 13, 12, 5B) by 4:00 PM	
Please consult the Summer 2027 (202730) Online Schedule of Classes for Registration & Payment Times, Refund Dates, Drop Deadlines, Final Exam Schedule, Grades Due, and possible additional part-of-term information or changes.		
Date(s)	Holidays	
September 7, 2026 (No Classes Held Sept. 7) (M)	Labor Day	1
November 23-29, 2026 (No Classes Held Nov. 23-29, 2026) (M-SU)	Fall Break	5
December 23, 2026 - January 3, 2027 (W-SU)	Winter Break	8
January 18, 2027 (No Classes Held January 18) (M)	Martin Luther King, Jr. Day	1
March 8-14, 2027 (No Classes Held March 8-14) (M-SU)	Spring Break	5
March 26, 2027 (No Classes Held March 26-28) (F-SU)	Spring Holiday	1
May 31, 2027 (No Classes Held) (M)	Memorial Day	1
June 18, 2027 (No Classes Held) (F)	Juneteenth National Independence Day	1
July 5, 2027 (No Classes Held July 4-5) (M)	Independence Day Holiday	1
Floating Holiday	To be scheduled with employee leader approval	1
Total Holidays 2026-2027		25

Attachment 3

Fall 2027 (202810) – TENTATIVE (not Board approved) DO NOT PRINT IN ANY PUBLICATIONS	
Fall Semester 2027 (Term 202810)	
March 22, 2027 (M)	Open SOS and Course Finder for View Access Only
March 29, 2027 (M) - Last Part of Term	Registration (All Students & Applicants)
August 16-20, 2027 (M-SA)	Blackboard Maintenance
August 16-20, 2027 (M-F)	College Community Week
August 23, 2027 (M)	Regular Classes Begin
December 17, 2027 (F)	Regular Classes End

**Academic Calendar Development Committee and Constituent
Groups (2026-2027)**

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

SLT Sponsor: Laurel Williamson

Constituent Groups	Members	Campus*
Committee Chair	Kevin McKisson	D
Administrative Organization	Amy Arrowood	D
Auxiliary Services	Matt Prasifka	D
Banner Student System Services	April Kearns/Angela Perkins	D
Business Office/Finance	Diane Duron/Genoveva Garcia	D
Business Office/Finance	Tareena McCann-Faucett	D
Center for Teaching & Learning	Rachel Garcia	D
Contact Center	Ernesto Wallmark	D
Continuing & Professional Development	Sarah Janes	D
Curriculum/Catalog Manager/Developer	LeAnn Allison	D
Deans (Academic)	Shawn Silman	N
Deans (Administration)	Joseph Hebert	S
Deans (Health Sciences)	Rhonda Bell	C
Deans (Technical)	James Ragaisis	C
Dean (Instruction)	Kelly Mizell	GP
Advising, Counseling & Transfer (ACT)	Jessie Bernal	C
Facilities and Construction	Bryan Jones/Ron Andell	D
Faculty Member Central	Catherine Everett (Radiography)	C
Faculty Member North	Arturo Zuniga (Electrical)	N
Faculty Member South	Bryan Corbin (English)	S
Faculty Member Gen Park	Doug Simmons (History)	GP
Faculty Member Maritime	John Stauffer/John Gregg	M
Financial Aid	JoEllen Price/Earle Thomas	D
Foundation (Scholarships)	Tammy McAdams	D
Human Resources	Shanna Dement	D
Information Technology Services	Linda Pennington	D
Assoc. Vice Chancellor, Inst Eff, Assessment, Acred	Chris Duke	D
Institutional Research	George Gonzalez	D
Asst. Vice Chancellor, Instruct Innov/Support	Niki Whiteside	D
Marketing	Amanda Fenwick	D
Police	Sabrina Naulings	D
Provosts	J. Aaron Knight	S
Records Management	Danielle Thomas	D
Staff Organization	Heidi Cartzendafner	D
Student Representative	Kay'Lynn Turner	D
Associate Vice Chancellor of Student Services	Joanna Zimmermann	D
Weekend College & Evening Division	Scott Gernander	C

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

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

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

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

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

At the conclusion of the current Fall 2025 semester, Siham Benmansour would have completed 75 percent of the courses required for an Associate of Applied Science – Biomanufacturing degree. Siham was registered in classes at the time of her death in November 2025 and in good standing with the College. She meets all the criteria for a posthumous degree.

IMPACT OF THIS ACTION

Information was verified by the College’s Registrar. The proposed degree will be posted posthumously to Siham Benmansour’s academic record. The proposed award, with Board approval, will be presented to a family member at the December 2025 commencement ceremony.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

Approval is necessary in order to complete the posting prior to the December 2025 commencement ceremony.

ATTACHMENTS

None.

RESOURCE PERSONNEL

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

Action Item “XIX”
Regular Board Meeting December 1, 2025

**Consideration of Approval for an Extension to the Memorandum of Understanding with
Clear Creek ISD Early College High School**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an extension of the current Memorandum of Understanding (MOU) between San Jacinto Community College District (College) and Clear Creek Independent School District (ISD) for an Early College High School (ECHS).

BACKGROUND

Clear Creek Independent School District, located at 2425 E. Main St., League City, TX 77573, and San Jacinto College established an ECHS for students from their local high schools. The ECHS program offers an opportunity for students to earn college credit by taking academic courses.

All provisions in the MOU follow the rules for Dual Credit Partnerships between Secondary Schools and Texas Public Colleges as outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D. This extension will further the College’s dual credit program goals, which align with the goals of the Texas Higher Education Coordinating Board.

IMPACT OF THIS ACTION

Approval of this extension amendment allows the College and Clear Creek Independent School District to continue their ECHS partnership.

BUDGET INFORMATION

All elements related to the operation of the Dual Credit programs are contained within the 2025-2026 budget.

MONITORING AND REPORTING TIMELINE

The amendment shall become effective upon the date of execution and will continue through December 1, 2026.

ATTACHMENTS

Attachment 1 – MOU Extension Amendment

RESOURCE PERSONNEL

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu
Sonia Townsend	281-459-7653	sonia.townsend@sjcd.edu

**Second Amendment to Memorandum of Understanding Between
San Jacinto Community College District and Clear Creek Independent School
(ECHS) District for a Dual Credit Provider Relationship**

This second Amendment to Memorandum of Understanding (“Amendment”) between San Jacinto Community College District (“SJCCD”) and Clear Creek Independent School District (“CCISD”) is effective as of the date fully executed by both Parties (“Effective Date”). CCISD and SJCCD are sometimes each referred to herein as a “Party” and collectively as, the Parties.

WHEREAS CCISD and SJCCD entered into a Memorandum of Understanding (“MOU”) effective December 2022.

SJCCD and CCSID now desire to amend the terms of the Agreement as set forth below:

NOW, THEREFORE, in consideration of good and valuable consideration, the mutual receipt and legal sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. The Section entitled “TERM OF AGREEMENT,” found on page 1 of the 2022 MOU, is hereby deleted and replaced in its entirety with the following:

TERM OF AGREEMENT

a. Term

The term of this MOU shall be from the Effective Date through December 1, 2026, unless renewed or earlier terminated as set forth herein.

b. Termination

This MOU may be terminated by either Party, with or without cause, upon one hundred and eighty (180) days’ prior written notice to the other Party. However, in the event of such termination, any CCSID students taking SJCCD college courses for dual credit at the time this MOU is effectively terminated will be allowed to complete those courses notwithstanding the termination of this MOU.

2. The Amendment embodies the entire agreement between SJCCD and CCSID with respect to the amendment of the MOU. In the event of any conflict or inconsistency between the provisions of the MOU and this Amendment, the provisions of this amendment shall control and govern.
3. Except as specifically modified and amended herein, all other terms, provisions, requirements, and specifications contained in the MOU remain in full force and effect. Except as otherwise expressly provided herein, the Parties do not intend to, and the execution of this Amendment shall not, in any manner impair the MOU, the purpose of this Amendment being simply to amend and ratify the MOU, as hereby amended and ratified, and to confirm and carry forward the MOU, as hereby amended, in full force and effect.

Attachment 1

4. This Amendment shall be construed and enforced in accordance with the laws of the State of Texas.

EXECUTED IN MULTIPLE ORIGINAL COUNTERPARTS, each of which shall be an original, which together shall constitute one and the same instrument:

SAN JACINTO COMMUNITY COLLEGE DISTRICT:

By: _____ Date: _____

Dr. Brenda Hellyer, **Chancellor**

CLEAR CREEK INDEPENDENT SCHOOL DISTRICT:

By: _____ Date: _____

Superintendent

Action Item “XX”
Regular Board Meeting December 1, 2025
Consideration of Approval for an Addendum to the Memorandum of Understanding with
First Baptist Christian Academy for Dual Credit

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an addendum to the Memorandum of Understanding (MOU) between San Jacinto Community College District (College) and First Baptist Christian Academy to allow a qualified high school instructor, employed by the Academy to teach Math 1314 College Algebra as a dual credit course.

BACKGROUND

First Baptist Christian Academy (Academy), located at 700 Fairmont Parkway, Pasadena, TX 77505, and San Jacinto College established a dual credit program for students from their local high schools. The dual credit program offers an opportunity for students to earn college credit by taking academic courses.

First Baptist Christian Academy has a small group of students who have met the requirements to enroll in *MATH 1314 – College Algebra* for dual credit. The number of eligible students would not typically be sufficient to meet required minimum enrollment for the College to offer a class at the Academy. To provide these students with continued access to college-level coursework, the Academy has identified a credentialed instructor who meets all College and accrediting body requirements to teach the course. The addendum allows the course to be taught on the high school campus by this instructor as part of their regular teaching load without additional compensation from the College.

All provisions in the MOU follow the rules for Dual Credit Partnerships between Secondary Schools and Texas Public Colleges as outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D.

IMPACT OF THIS ACTION

Approval of this addendum supplements the current MOU by designating an approved instructor and establishing the terms for offering the dual credit course under these unique enrollment circumstances. The arrangement supports access to dual credit opportunities and ensures compliance with credentialing and instructional standards. The addendum does not create any employment or compensation obligations for the College.

BUDGET INFORMATION

All elements related to the operation of the Dual Credit programs are contained within the 2025-2026 budget.

MONITORING AND REPORTING TIMELINE

The agreement shall become effective upon the date of execution and will continue through June 1, 2026.

Action Item “XX”
Regular Board Meeting December 1, 2025
Consideration of Approval for an Addendum to the Memorandum of Understanding with
First Baptist Christian Academy for Dual Credit

ATTACHMENTS

Attachment 1 – MOU Addendum

RESOURCE PERSONNEL

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu
Sonia Townsend	281-459-7653	sonia.townsend@sjcd.edu

**Addendum to Memorandum of Understanding Between
San Jacinto Community College District and First Baptist Christian Academy**

This Addendum to Memorandum of Understanding (“Addendum”) between San Jacinto Community College District (“SJCCD”) and First Baptist Christian Academy (“District”) is effective as of the date fully executed by both Parties (“Effective Date”). District and SJCCD are sometimes each referred to herein as a “Party” and collectively as, the Parties.

RECITALS:

SJCCD and District entered into a Memorandum of Understanding (“MOU”), effective July 2024.

SJCCD and District desire to supplement the terms of the MOU as set forth below:

THEREFORE, in consideration of good and valuable consideration, the mutual receipt and legal sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. The Parties agree that a full-time employee of the District, **Rene Leja**, hereinafter referred to as the “Instructor,” will teach **Math 1314** as a dual credit course during the **Spring 2026**. The District represents to SJCCD that the Instructor satisfies all credentialing requirements established by the College and/or accrediting bodies to teach the designated dual credit course.
2. The Parties agree and understand that Instructor will teach the course as part of their regular teaching load under Instructor’s contract with the District. The parties agree and understand that nothing in this Addendum makes Instructor an employee of SJCCD. SJCCD has no responsibility to pay any portion of Instructor’s salary or benefits.
3. The Parties agree and understand that the Instructor will not receive additional compensation or benefits from either SJCCD or the District for teaching the designated dual credit course.
4. Nothing in this Agreement shall be deemed or construed to create any third-party beneficiaries or otherwise give any third party any claim or right of action against any Party to this Agreement.
5. This Addendum is effective for the duration of the designated course stated above in paragraph 1 unless renewed. In addition, this Addendum may be terminated by either Party, with or without cause, upon 30 days’ prior written notice to the other Party. However, in the event of such termination or other action that results in the removal of Instructor from the designated course, the Parties will assign another qualified instructor,

Attachment 1

and any District students taking the designated course for dual credit will be allowed to complete the course notwithstanding the termination of this Addendum.

6. This Addendum embodies the entire agreement between SJCCD and District with respect to the subject matter of this agreement. In the event of any conflict or inconsistency between the provisions of the MOU and this Addendum, the provisions of this addendum shall control and govern.
7. Except as specifically modified and amended herein, all other terms, provisions, requirements, and specifications contained in the MOU remain in full force and effect. Except as otherwise expressly provided herein, the Parties do not intend to, and the execution of this Amendment shall not, in any manner impair the MOU, the purpose of this Addendum being simply to amend and ratify the MOU, as hereby amended and ratified, and to confirm and carry forward the MOU, as hereby amended, in full force and effect.
8. This Addendum shall be construed and enforced in accordance with the laws of the State of Texas.

EXECUTED IN MULTIPLE ORIGINAL COUNTERPARTS, each of which shall be an original, which together shall constitute one and the same instrument:

First Baptist Christian Academy:

By: _____
Superintendent

Date: _____

SAN JACINTO COMMUNITY COLLEGE DISTRICT:

By: _____
Chancellor

Date: _____

Action Item “XXI”
Regular Board Meeting December 1, 2025

**Consideration of Approval for an Extension to the Memorandum of Understanding with
Galena Park ISD for Early College High School**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an extension of the current Memorandum of Understanding (MOU) between San Jacinto Community College District (College) and Galena Park Independent School District (ISD) for Early College High School (ECHS).

BACKGROUND

Galena Park Independent School District, located at 14705 Woodforest Blvd., Houston, TX 77015, and San Jacinto College established a dual credit program for students from their local high schools. The dual credit program offers an opportunity for students to earn college credit by taking academic courses.

All provisions in the MOU follow the rules for Dual Credit Partnerships between Secondary Schools and Texas Public Colleges as outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D. This extension will further the College’s dual credit program goals, which align with the goals of the Texas Higher Education Coordinating Board.

IMPACT OF THIS ACTION

Approval of this extension amendment will allow the College and Galena Park ISD to continue their dual credit partnership.

BUDGET INFORMATION

All elements related to the operation of the Dual Credit programs are contained within the 2025-2026 budget.

MONITORING AND REPORTING TIMELINE

The amendment shall become effective upon the date of execution and will continue through December 1, 2026.

ATTACHMENTS

Attachment 1 –MOU Extension Amendment

RESOURCE PERSONNEL

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu
Sonia Townsend	281-459-7653	sonia.townsend@sjcd.edu

**Second Amendment to Memorandum of Understanding Between
San Jacinto Community College District and Galena Park Independent School District
for an Early College High School (ECHS) Provider Relationship**

This second Amendment to the Memorandum of Understanding (“Amendment”) between San Jacinto Community College District (“SJCCD”) and Galena Park Independent School District (“GPISD”) is effective as of the date fully executed by both Parties (“Effective Date”). GPISD and SJCCD are sometimes each referred to herein as a “Party” and collectively as, the Parties.

WHEREAS GPISD and SJCCD entered into a Memorandum of Understanding (“MOU”) effective 8/22/2023.

SJCCD and GPISD now desire to amend the terms of the Agreement as set forth below:

NOW, THEREFORE, in consideration of good and valuable consideration, the mutual receipt and legal sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. The Section entitled “TERM OF AGREEMENT,” found on page 1 of the 2023 MOU, is hereby deleted and replaced in its entirety with the following:

TERM OF AGREEMENT

a. Term

The term of this MOU shall be from the Effective Date through December 1, 2026, unless renewed or earlier terminated as set forth herein.

b. Termination

This MOU may be terminated by either Party, with or without cause, upon one hundred and eighty (180) days’ prior written notice to the other Party. However, in the event of such termination, any GPISD students taking SJCCD college courses for dual credit at the time this MOU is effectively terminated will be allowed to complete those courses notwithstanding the termination of this MOU.

2. The Amendment embodies the entire agreement between SJCCD and GPISD with respect to the amendment of the MOU. In the event of any conflict or inconsistency between the provisions of the MOU and this Amendment, the provisions of this amendment shall control and govern.
3. Except as specifically modified and amended herein, all other terms, provisions, requirements, and specifications contained in the MOU remain in full force and effect. Except as otherwise expressly provided herein, the Parties do not intend to, and the execution of this Amendment shall not, in any manner impair the MOU, the purpose of this Amendment being simply to amend and ratify the MOU, as hereby amended and ratified, and to confirm and carry forward the MOU, as hereby amended, in full force and effect.

Attachment 1

4. This Amendment shall be construed and enforced in accordance with the laws of the State of Texas.

EXECUTED IN MULTIPLE ORIGINAL COUNTERPARTS, each of which shall be an original, which together shall constitute one and the same instrument:

SAN JACINTO COMMUNITY COLLEGE DISTRICT:

By: _____ Date: _____

Dr. Brenda Hellyer, **Chancellor**

GALENA PARK INDEPENDENT SCHOOL DISTRICT:

By: _____ Date: _____

Superintendent

Action Item “XXII”
Regular Board Meeting December 1, 2025
Consideration of Approval for an Extension to the Memorandum of Understanding with
Hallsville ISD for Dual Credit

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an extension of the current Memorandum of Understanding (MOU) between San Jacinto Community College District (College) and Hallsville Independent School District (ISD) for dual credit.

BACKGROUND

Hallsville ISD, located at 311 Willow St., Hallsville, TX 75650, and San Jacinto College established a dual credit program for students from their local high schools. The dual credit program offers an opportunity for students to earn college credit by taking academic courses.

All provisions in the MOU follow the rules for Dual Credit Partnerships between Secondary Schools and Texas Public Colleges as outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D. This extension will further the College’s dual credit program goals, which align with the goals of the Texas Higher Education Coordinating Board.

IMPACT OF THIS ACTION

Approval of this extension agreement will allow the College and Hallsville ISD to continue their dual credit partnership.

BUDGET INFORMATION

All elements related to the operation of the Dual Credit programs are contained within the 2025-2026 budget.

MONITORING AND REPORTING TIMELINE

The amendment shall become effective upon the date of execution and will continue through December 1, 2026.

ATTACHMENTS

Attachment 1 – MOU Extension Agreement

RESOURCE PERSONNEL

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu
Sonia Townsend	281-459-7653	sonia.townsend@sjcd.edu

**Second Amendment to Memorandum of Understanding Between
San Jacinto Community College District and Hallsville Independent School
District for a Dual Credit Provider Relationship**

This Second Amendment to Memorandum of Understanding (“Amendment”) between San Jacinto Community College District (“SJCCD”) and Hallsville Independent School District (“HISD”) is effective as of the date fully executed by both Parties (“Effective Date”). HISD and SJCCD are sometimes each referred to herein as a “Party” and collectively as, the Parties.

WHEREAS HISD and SJCCD entered into a Memorandum of Understanding (“MOU”) effective May 10, 2024.

SJCCD and HISD now desire to amend the terms of the Agreement as set forth below:

NOW, THEREFORE, in consideration of good and valuable consideration, the mutual receipt and legal sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. The Section entitled “TERM OF AGREEMENT,” found on page 1 of the 2024 MOU, is hereby deleted and replaced in its entirety with the following:

TERM OF AGREEMENT

a. Term

The term of this MOU shall be from the Effective Date through December 1, 2026, unless renewed or earlier terminated as set forth herein.

b. Termination

This MOU may be terminated by either Party, with or without cause, upon one hundred and eighty (180) days’ prior written notice to the other Party. However, in the event of such termination, any HISD students taking SJCCD college courses for dual credit at the time this MOU is effectively terminated will be allowed to complete those courses notwithstanding the termination of this MOU.

2. The Amendment embodies the entire agreement between SJCCD and HISD with respect to the amendment of the MOU. In the event of any conflict or inconsistency between the provisions of the MOU and this Amendment, the provisions of this amendment shall control and govern.
3. Except as specifically modified and amended herein, all other terms, provisions, requirements, and specifications contained in the MOU remain in full force and effect. Except as otherwise expressly provided herein, the Parties do not intend to, and the execution of this Amendment shall not, in any manner impair the MOU, the purpose of this Amendment being simply to amend and ratify the MOU, as hereby amended and ratified, and to confirm and carry forward the MOU, as hereby amended, in full force and effect.

Attachment 1

4. This Amendment shall be construed and enforced in accordance with the laws of the State of Texas.

EXECUTED IN MULTIPLE ORIGINAL COUNTERPARTS, each of which shall be an original, which together shall constitute one and the same instrument:

SAN JACINTO COMMUNITY COLLEGE DISTRICT:

By: _____ Date: _____

Dr. Brenda Hellyer, **Chancellor**

HALLSVILLE INDEPENDENT SCHOOL DISTRICT:

By: _____ Date: _____

Superintendent

Action Item “XXIII”
Regular Board Meeting December 1, 2025
Consideration of Approval for an Extension to the Memorandum of Understanding with
Huntsville ISD for Dual Credit

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an extension of the current Memorandum of Understanding (MOU) between San Jacinto Community College District (College) and Huntsville Independent School District (ISD) for dual credit.

BACKGROUND

Huntsville ISD, located at 441 FM 2821 East., Huntsville, TX 77320, and San Jacinto College established a dual credit program for students from their local high schools. The dual credit program offers an opportunity for students to earn college credit by taking academic courses.

All provisions in the MOU follow the rules for Dual Credit Partnerships between Secondary Schools and Texas Public Colleges as outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D. This extension will further the College’s dual credit program goals, which align with the goals of the Texas Higher Education Coordinating Board.

IMPACT OF THIS ACTION

Approval of this extension amendment will allow the College and Huntsville ISD to continue their dual credit partnership.

BUDGET INFORMATION

All elements related to the operation of the Dual Credit programs are contained within the 2025-2026 budget.

MONITORING AND REPORTING TIMELINE

The amendment shall become effective upon the date of execution and will continue through December 1, 2026.

ATTACHMENTS

Attachment 1 –MOU Extension Amendment

RESOURCE PERSONNEL

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu
Sonia Townsend	281-459-7653	sonia.townsend@sjcd.edu

**Second Amendment to Memorandum of Understanding Between
San Jacinto Community College District and Huntsville Independent School
District for a Dual Credit Provider Relationship**

This Second Amendment to Memorandum of Understanding (“Amendment”) between San Jacinto Community College District (“SJCCD”) and Huntsville Independent School District (“HISD”) is effective as of the date fully executed by both Parties (“Effective Date”). HISD and SJCCD are sometimes each referred to herein as a “Party” and collectively as, the Parties.

WHEREAS HISD and SJCCD entered into a Memorandum of Understanding (“MOU”) effective May 10, 2024.

SJCCD and HISD now desire to amend the terms of the Agreement as set forth below:

NOW, THEREFORE, in consideration of good and valuable consideration, the mutual receipt and legal sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. The Section entitled “TERM OF AGREEMENT,” found on page 1 of the 2024 MOU, is hereby deleted and replaced in its entirety with the following:

TERM OF AGREEMENT

a. Term

The term of this MOU shall be from the Effective Date through December 1, 2026, unless renewed or earlier terminated as set forth herein.

b. Termination

This MOU may be terminated by either Party, with or without cause, upon one hundred and eighty (180) days’ prior written notice to the other Party. However, in the event of such termination, any HISD students taking SJCCD college courses for dual credit at the time this MOU is effectively terminated will be allowed to complete those courses notwithstanding the termination of this MOU.

2. The Amendment embodies the entire agreement between SJCCD and HISD with respect to the amendment of the MOU. In the event of any conflict or inconsistency between the provisions of the MOU and this Amendment, the provisions of this amendment shall control and govern.
3. Except as specifically modified and amended herein, all other terms, provisions, requirements, and specifications contained in the MOU remain in full force and effect. Except as otherwise expressly provided herein, the Parties do not intend to, and the execution of this Amendment shall not, in any manner impair the MOU, the purpose of this Amendment being simply to amend and ratify the MOU, as hereby amended and ratified, and to confirm and carry forward the MOU, as hereby amended, in full force and effect.

Attachment 1

4. This Amendment shall be construed and enforced in accordance with the laws of the State of Texas.

EXECUTED IN MULTIPLE ORIGINAL COUNTERPARTS, each of which shall be an original, which together shall constitute one and the same instrument:

SAN JACINTO COMMUNITY COLLEGE DISTRICT:

By: _____ Date: _____

Dr. Brenda Hellyer, **Chancellor**

HUNTSVILLE INDEPENDENT SCHOOL DISTRICT:

By: _____ Date: _____

Superintendent

Action Item “XXIV”
Regular Board Meeting December 1, 2025

**Consideration of Approval for an Extension to the Memorandum of Understanding with
Lutheran South Academy for Dual Credit**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an extension of the current Memorandum of Understanding (MOU) between San Jacinto Community College District (College) and Lutheran South Academy for dual credit.

BACKGROUND

Lutheran South Academy, located at 12555 Ryewater Drive, Houston, TX 77089, and San Jacinto College established a dual credit program for students from their local high schools. The dual credit program offers an opportunity for students to earn college credit by taking academic courses.

All provisions in the MOU follow the rules for Dual Credit Partnerships between Secondary Schools and Texas Public Colleges as outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D. This extension will further the College’s dual credit program goals, which align with the goals of the Texas Higher Education Coordinating Board.

IMPACT OF THIS ACTION

Approval of this extension amendment will allow the College and Lutheran South Academy to continue their dual credit partnership.

BUDGET INFORMATION

All elements related to the operation of the Dual Credit programs are contained within the 2025-2026 budget.

MONITORING AND REPORTING TIMELINE

The amendment shall become effective upon the date of execution and will continue through December 1, 2026.

ATTACHMENTS

Attachment 1 – MOU Extension Amendment

RESOURCE PERSONNEL

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu
Sonia Townsend	281-459-7653	sonia.townsend@sjcd.edu

**Second Amendment to Memorandum of Understanding Between
San Jacinto Community College District and Lutheran South Academy for a
Dual Credit Provider Relationship**

This Second Amendment to Memorandum of Understanding (“Amendment”) between San Jacinto Community College District (“SJCCD”) and Lutheran South Academy (“LSA”) is effective as of the date fully executed by both Parties (“Effective Date”). LSA and SJCCD are sometimes each referred to herein as a “Party” and collectively as, the Parties.

WHEREAS LSA and SJCCD entered into a Memorandum of Understanding (“MOU”) effective April 1, 2024.

SJCCD and LSA now desire to amend the terms of the Agreement as set forth below:

NOW, THEREFORE, in consideration of good and valuable consideration, the mutual receipt and legal sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. The Section entitled “TERM OF AGREEMENT,” found on page 1 of the 2024 MOU, is hereby deleted and replaced in its entirety with the following:

TERM OF AGREEMENT

a. Term

The term of this MOU shall be from the Effective Date through December 1, 2026, unless renewed or earlier terminated as set forth herein.

b. Termination

This MOU may be terminated by either Party, with or without cause, upon one hundred and eighty (180) days’ prior written notice to the other Party. However, in the event of such termination, any LSA students taking SJCCD college courses for dual credit at the time this MOU is effectively terminated will be allowed to complete those courses notwithstanding the termination of this MOU.

2. The Amendment embodies the entire agreement between SJCCD and LSA with respect to the amendment of the MOU. In the event of any conflict or inconsistency between the provisions of the MOU and this Amendment, the provisions of this amendment shall control and govern.
3. Except as specifically modified and amended herein, all other terms, provisions, requirements, and specifications contained in the MOU remain in full force and effect. Except as otherwise expressly provided herein, the Parties do not intend to, and the execution of this Amendment shall not, in any manner impair the MOU, the purpose of this Amendment being simply to amend and ratify the MOU, as hereby amended and ratified, and to confirm and carry forward the MOU, as hereby amended, in full force and effect.

Attachment 1

4. This Amendment shall be construed and enforced in accordance with the laws of the State of Texas.

EXECUTED IN MULTIPLE ORIGINAL COUNTERPARTS, each of which shall be an original, which together shall constitute one and the same instrument:

SAN JACINTO COMMUNITY COLLEGE DISTRICT:

By: _____ Date: _____

Dr. Brenda Hellyer, **Chancellor**

LUTHERAN SOUTH ACADEMY:

By: _____ Date: _____

Superintendent

Action Item “XXV”
Regular Board Meeting December 1, 2025
Consideration of Approval for an Extension to the Memorandum of Understanding with
Pearland ISD for Dual Credit

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an extension of the current Memorandum of Understanding (MOU) between San Jacinto Community College District (College) and Pearland Independent School District (ISD) for dual credit.

BACKGROUND

Pearland ISD, located at 1928 North Main Street, Pearland, TX 77581, and San Jacinto College established a dual credit program for students from their local high schools. The dual credit program offers an opportunity for students to earn college credit by taking academic courses.

All provisions in the MOU follow the rules for Dual Credit Partnerships between Secondary Schools and Texas Public Colleges as outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D. This extension will further the College’s dual credit program goals, which align with the goals of the Texas Higher Education Coordinating Board.

IMPACT OF THIS ACTION

Approval of this extension agreement will allow the College and Pearland ISD to continue their dual credit partnership.

BUDGET INFORMATION

All elements related to the operation of the Dual Credit programs are contained within the 2025-2026 budget.

MONITORING AND REPORTING TIMELINE

The amendment shall become effective upon the date of execution and will continue through December 1, 2026.

ATTACHMENTS

Attachment 1 – MOU Extension Amendment

RESOURCE PERSONNEL

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu
Sonia Townsend	281-459-7653	sonia.townsend@sjcd.edu

**Second Amendment to Memorandum of Understanding Between
San Jacinto Community College District and Pearland Independent School
District for a Dual Credit Provider Relationship**

This Second Amendment to Memorandum of Understanding (“Amendment”) between San Jacinto Community College District (“SJCCD”) and Pearland Independent School District (“PISD”) is effective as of the date fully executed by both Parties (“Effective Date”). PISD and SJCCD are sometimes each referred to herein as a “Party” and collectively as, the Parties.

WHEREAS PISD and SJCCD entered into a Memorandum of Understanding (“MOU”) effective November 30, 2020.

SJCCD and PISD now desire to amend the terms of the Agreement as set forth below:

NOW, THEREFORE, in consideration of good and valuable consideration, the mutual receipt and legal sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. The Section entitled “TERM OF AGREEMENT,” found on page 1 of the 2024 MOU, is hereby deleted and replaced in its entirety with the following:

TERM OF AGREEMENT

a. Term

The term of this MOU shall be from the Effective Date through December 1, 2026, unless renewed or earlier terminated as set forth herein.

b. Termination

This MOU may be terminated by either Party, with or without cause, upon one hundred and eighty (180) days’ prior written notice to the other Party. However, in the event of such termination, any PISD students taking SJCCD college courses for dual credit at the time this MOU is effectively terminated will be allowed to complete those courses notwithstanding the termination of this MOU.

2. The Amendment embodies the entire agreement between SJCCD and PISD with respect to the amendment of the MOU. In the event of any conflict or inconsistency between the provisions of the MOU and this Amendment, the provisions of this amendment shall control and govern.
3. Except as specifically modified and amended herein, all other terms, provisions, requirements, and specifications contained in the MOU remain in full force and effect. Except as otherwise expressly provided herein, the Parties do not intend to, and the execution of this Amendment shall not, in any manner impair the MOU, the purpose of this Amendment being simply to amend and ratify the MOU, as hereby amended and ratified, and to confirm and carry forward the MOU, as hereby amended, in full force and effect.

Attachment 1

4. This Amendment shall be construed and enforced in accordance with the laws of the State of Texas.

EXECUTED IN MULTIPLE ORIGINAL COUNTERPARTS, each of which shall be an original, which together shall constitute one and the same instrument:

SAN JACINTO COMMUNITY COLLEGE DISTRICT:

By: _____ Date: _____

Dr. Brenda Hellyer, **Chancellor**

PEARLAND INDEPENDENT SCHOOL DISTRICT:

By: _____ Date: _____

Superintendent

Action Item “XXVI”
Regular Board Meeting December 1, 2025

**Consideration of Approval for an Extension to the Memorandum of Understanding with
Richard Milburn Academy for Dual Credit**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an extension of the current Memorandum of Understanding (MOU) between San Jacinto Community College District (College) and Richard Milburn Academy for dual credit.

BACKGROUND

Richard Milburn Academy, located at 500 Century Plaza Drive Suite 180, Houston, TX 77073, and San Jacinto College established a dual credit program for students from their local high schools. The dual credit program offers an opportunity for students to earn college credit by taking academic courses.

All provisions in the MOU follow the rules for Dual Credit Partnerships between Secondary Schools and Texas Public Colleges as outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D. This extension will further the College’s dual credit program goals, which align with the goals of the Texas Higher Education Coordinating Board.

IMPACT OF THIS ACTION

Approval of this extension amendment will allow the College and Richard Milburn Academy to continue their dual credit partnership.

BUDGET INFORMATION

All elements related to the operation of the Dual Credit programs are contained within the 2025-2026 budget.

MONITORING AND REPORTING TIMELINE

The amendment shall become effective upon the date of execution and will continue through December 1, 2026.

ATTACHMENTS

Attachment 1 – MOU Extension Amendment

RESOURCE PERSONNEL

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu
Sonia Townsend	281-459-7653	sonia.townsend@sjcd.edu

**Second Amendment to Memorandum of Understanding Between
San Jacinto Community College District and Richard Milburn Academy for a
Dual Credit Provider Relationship**

This Second Amendment to Memorandum of Understanding (“Amendment”) between San Jacinto Community College District (“SJCCD”) and Richard Milburn Academy (“RMA”) is effective as of the date fully executed by both Parties (“Effective Date”). RMA and SJCCD are sometimes each referred to herein as a “Party” and collectively as, the Parties.

WHEREAS RMA and SJCCD entered into a Memorandum of Understanding (“MOU”) effective August 15, 2022.

SJCCD and RMA now desire to amend the terms of the Agreement as set forth below:

NOW, THEREFORE, in consideration of good and valuable consideration, the mutual receipt and legal sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. The Section entitled “TERM OF AGREEMENT,” found on page 1 of the 2022 MOU, is hereby deleted and replaced in its entirety with the following:

TERM OF AGREEMENT

a. Term

The term of this MOU shall be from the Effective Date through December 1, 2026, unless renewed or earlier terminated as set forth herein.

b. Termination

This MOU may be terminated by either Party, with or without cause, upon one hundred and eighty (180) days’ prior written notice to the other Party. However, in the event of such termination, any RMA students taking SJCCD college courses for dual credit at the time this MOU is effectively terminated will be allowed to complete those courses notwithstanding the termination of this MOU.

2. The Amendment embodies the entire agreement between SJCCD and RMA with respect to the amendment of the MOU. In the event of any conflict or inconsistency between the provisions of the MOU and this Amendment, the provisions of this amendment shall control and govern.
3. Except as specifically modified and amended herein, all other terms, provisions, requirements, and specifications contained in the MOU remain in full force and effect. Except as otherwise expressly provided herein, the Parties do not intend to, and the execution of this Amendment shall not, in any manner impair the MOU, the purpose of this Amendment being simply to amend and ratify the MOU, as hereby amended and ratified, and to confirm and carry forward the MOU, as hereby amended, in full force and effect.

Attachment 1

4. This Amendment shall be construed and enforced in accordance with the laws of the State of Texas.

EXECUTED IN MULTIPLE ORIGINAL COUNTERPARTS, each of which shall be an original, which together shall constitute one and the same instrument:

SAN JACINTO COMMUNITY COLLEGE DISTRICT:

By: _____ Date: _____

Dr. Brenda Hellyer, **Chancellor**

RICHARD MILBURN ACADEMY:

By: _____ Date: _____

Superintendent

Action Item “XXVII”
Regular Board Meeting December 1, 2025
Consideration of Approval of an Extension of the Memorandum of Understanding with
Sheldon ISD for Early College High School

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an extension of the current Memorandum of Understanding (MOU) between San Jacinto Community College District (College) and Sheldon Independent School District (ISD) for an Early College High School (ECHS).

BACKGROUND

Sheldon Independent School District, located at 11411 C.E. King Parkway, Houston, TX 77044, and San Jacinto College established an ECHS program for students from their local high schools. The ECHS program offers an opportunity for students to earn college credit by taking academic courses.

All provisions in the MOU follow the rules for Dual Credit Partnerships between Secondary Schools and Texas Public Colleges as outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D. This extension will further the College’s dual credit program goals, which align with the goals of the Texas Higher Education Coordinating Board, to be included or referenced in the MOU.

IMPACT OF THIS ACTION

Approval of this extension amendment will allow the College and Sheldon ISD to continue their dual credit ECHS partnership.

BUDGET INFORMATION

All elements related to the operation of the Dual Credit programs are contained within the 2025-2026 budget.

MONITORING AND REPORTING TIMELINE

The amendment shall become effective upon the date of execution and will continue through December 1, 2026.

ATTACHMENTS

Attachment 1 – MOU Extension Amendment

RESOURCE PERSONNEL

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu
Sonia Townsend	281-459-7653	sonia.townsend@sjcd.edu

**Second Amendment to Memorandum of Understanding Between
San Jacinto Community College District and Sheldon Independent School District
for an Early College High School Provider Relationship**

This second Amendment to Memorandum of Understanding (“Amendment”) between San Jacinto Community College District (“SJCCD”) and Sheldon Independent School District (“SISD”) is effective as of the date fully executed by both Parties (“Effective Date”). SISD and SJCCD are sometimes each referred to herein as a “Party” and collectively as, the Parties.

WHEREAS SISD and SJCCD entered into a Memorandum of Understanding (“MOU”) effective August 16, 2023.

SJCCD and SISD now desire to amend the terms of the Agreement as set forth below:

NOW, THEREFORE, in consideration of good and valuable consideration, the mutual receipt and legal sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. The Section entitled “TERM OF AGREEMENT,” found on page 1 of the 2023 MOU, is hereby deleted and replaced in its entirety with the following:

TERM OF AGREEMENT

a. Term

The term of this MOU shall be from the Effective Date through December 1, 2026, unless renewed or earlier terminated as set forth herein.

b. Termination

This MOU may be terminated by either Party, with or without cause, upon one hundred and eighty (180) days’ prior written notice to the other Party. However, in the event of such termination, any SISD students taking SJCCD college courses for dual credit at the time this MOU is effectively terminated will be allowed to complete those courses notwithstanding the termination of this MOU.

2. The Amendment embodies the entire agreement between SJCCD and SISD with respect to the amendment of the MOU. In the event of any conflict or inconsistency between the provisions of the MOU and this Amendment, the provisions of this amendment shall control and govern.
3. Except as specifically modified and amended herein, all other terms, provisions, requirements, and specifications contained in the MOU remain in full force and effect. Except as otherwise expressly provided herein, the Parties do not intend to, and the execution of this Amendment shall not, in any manner impair the MOU, the purpose of this Amendment being simply to amend and ratify the MOU, as hereby amended and ratified, and to confirm and carry forward the MOU, as hereby amended, in full force and effect.

Attachment 1

4. This Amendment shall be construed and enforced in accordance with the laws of the State of Texas.

EXECUTED IN MULTIPLE ORIGINAL COUNTERPARTS, each of which shall be an original, which together shall constitute one and the same instrument:

SAN JACINTO COMMUNITY COLLEGE DISTRICT:

By: _____ Date: _____

Dr. Brenda Hellyer, **Chancellor**

SHELDON INDEPENDENT SCHOOL DISTRICT:

By: _____ Date: _____

Superintendent

Action Item “XXVIII”
Regular Board Meeting December 1, 2025

**Consideration of Approval of an Extension of the Memorandum of Understanding with
Sheldon ISD for the Sheldon STEM Academy PTECH**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an extension of the current Memorandum of Understanding (MOU) between San Jacinto Community College District (College) and Sheldon Independent School District (ISD) for the Sheldon Science, Technology, Engineering, and Math (STEM) Academy Pathways to Technology Early College High School (PTECH).

BACKGROUND

Sheldon ISD, located at 11411 C.E. King Parkway, Houston, TX 77044, and San Jacinto College established the Sheldon STEM Academy PTECH program for students from their local high schools. The PTECH program offers an opportunity for students to earn college credit by taking academic courses.

All provisions in the MOU follow the rules for Dual Credit Partnerships between Secondary Schools and Texas Public Colleges as outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D. This extension will further the College’s dual credit program goals, which align with the goals of the Texas Higher Education Coordinating Board.

IMPACT OF THIS ACTION

Approval of this extension agreement will allow the College and Sheldon ISD to continue their dual credit PTECH partnership.

BUDGET INFORMATION

All elements related to the operation of the Dual Credit programs are contained within the 2025-2026 budget.

MONITORING AND REPORTING TIMELINE

The amendment shall become effective upon the date of execution and will continue through December 1, 2026.

ATTACHMENTS

Attachment 1 – MOU Extension Amendment

RESOURCE PERSONNEL

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu
Sonia Townsend	281-459-7653	sonia.townsend@sjcd.edu

**Second Amendment to Memorandum of Understanding Between
San Jacinto Community College District and Sheldon Independent School District
for the Sheldon STEM Academy - PTECH Provider Relationship**

This second Amendment to Memorandum of Understanding (“Amendment”) between San Jacinto Community College District (“SJCCD”) and Sheldon Independent School District (“SISD”) is effective as of the date fully executed by both Parties (“Effective Date”). SISD and SJCCD are sometimes each referred to herein as a “Party” and collectively as, the Parties.

WHEREAS SISD and SJCCD entered into a Memorandum of Understanding (“MOU”) effective August 16, 2023.

SJCCD and SISD now desire to amend the terms of the Agreement as set forth below:

NOW, THEREFORE, in consideration of good and valuable consideration, the mutual receipt and legal sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. The Section entitled “TERM OF AGREEMENT,” found on page 1 of the 2023 MOU, is hereby deleted and replaced in its entirety with the following:

TERM OF AGREEMENT

a. Term

The term of this MOU shall be from the Effective Date through December 1, 2026, unless renewed or earlier terminated as set forth herein.

b. Termination

This MOU may be terminated by either Party, with or without cause, upon one hundred and eighty (180) days’ prior written notice to the other Party. However, in the event of such termination, any SISD students taking SJCCD college courses for dual credit at the time this MOU is effectively terminated will be allowed to complete those courses notwithstanding the termination of this MOU.

2. The Amendment embodies the entire agreement between SJCCD and SISD with respect to the amendment of the MOU. In the event of any conflict or inconsistency between the provisions of the MOU and this Amendment, the provisions of this amendment shall control and govern.
3. Except as specifically modified and amended herein, all other terms, provisions, requirements, and specifications contained in the MOU remain in full force and effect. Except as otherwise expressly provided herein, the Parties do not intend to, and the execution of this Amendment shall not, in any manner impair the MOU, the purpose of this Amendment being simply to amend and ratify the MOU, as hereby amended and ratified, and to confirm and carry forward the MOU, as hereby amended, in full force and effect.

- 4. This Amendment shall be construed and enforced in accordance with the laws of the State of Texas.

EXECUTED IN MULTIPLE ORIGINAL COUNTERPARTS, each of which shall be an original, which together shall constitute one and the same instrument:

SAN JACINTO COMMUNITY COLLEGE DISTRICT:

By: _____ Date: _____

Dr. Brenda Hellyer, **Chancellor**

SHELDON INDEPENDENT SCHOOL DISTRICT:

By: _____ Date: _____

Superintendent

Action Item “XXIX”
Regular Board Meeting December 1, 2025
Consideration of Approval of Memorandum of Understanding with
Sheldon ISD for KNIT Dual Credit Program

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a Memorandum of Understanding (MOU) between San Jacinto Community College District (College) and Sheldon Independent School District for the King Nurses in Training (KNIT) dual credit program.

BACKGROUND

Sheldon ISD approached the College to establish a dual credit program for high school students at CE King high school who are interested in pursuing the Associate Degree Nursing (ADN) program. The KNIT dual credit program offers an opportunity for those students to earn college credit by taking 27 hours of prerequisite academic courses for entry into the ADN program during their junior and senior year of high school. In addition, students complete specific high school health science related courses in their freshman and sophomore years of high school, participate in a summer bridge program, complete HESI (Health Education Systems, Inc.) prep work, and attend mentoring and tutoring sessions.

All provisions in the MOU follow the rules for Dual Credit Partnerships between Secondary Schools and Texas Public Colleges as outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D. This extension will further the College’s dual credit program goals, which align with the goals of the Texas Higher Education Coordinating Board.

IMPACT OF THIS ACTION

Approval of this extension amendment will allow the College and Sheldon ISD to continue their dual credit partnership by providing an opportunity for students to take dual credit prerequisite nursing courses.

BUDGET INFORMATION

All elements related to operation of the Dual Credit programs are contained within the fiscal year 2022 budget.

MONITORING AND REPORTING TIMELINE

The amendment shall become effective upon the date of execution and will continue through August 31, 2025.

ATTACHMENTS

Attachment 1 – MOU Extension Agreement

Action Item “XXIX”
Regular Board Meeting December 1, 2025
Consideration of Approval of Memorandum of Understanding with
Sheldon ISD for KNIT Dual Credit Program

RESOURCE PERSONNEL

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

**Amendment to Memorandum of Understanding Between
San Jacinto Community College District and Sheldon Independent School
District for a Dual Credit Provider Relationship**

This Amendment to Memorandum of Understanding (“Amendment”) between San Jacinto Community College District (“SJCCD”) and Sheldon Independent School District (“SISD”) is effective as of the date fully executed by both Parties (“Effective Date”). SISD and SJCCD are sometimes each referred to herein as a “Party” and collectively as, the Parties.

WHEREAS SISD and SJCCD entered into a Memorandum of Understanding (“MOU”) effective December 2022.

SJCCD and SISD now desire to amend the terms of the Agreement as set forth below:

NOW, THEREFORE, in consideration of good and valuable consideration, the mutual receipt and legal sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. The Section entitled “TERM OF AGREEMENT,” found on page 1 of the 2022 MOU, is hereby deleted and replaced in its entirety with the following:

TERM OF AGREEMENT

a. Term

The term of this MOU shall be from the Effective Date through December 1, 2026, unless renewed or earlier terminated as set forth herein.

b. Termination

This MOU may be terminated by either Party, with or without cause, upon one hundred and eighty (180) days’ prior written notice to the other Party. However, in the event of such termination, any SISD students taking SJCCD college courses for dual credit at the time this MOU is effectively terminated will be allowed to complete those courses notwithstanding the termination of this MOU.

2. The Amendment embodies the entire agreement between SJCCD and SISD with respect to the amendment of the MOU. In the event of any conflict or inconsistency between the provisions of the MOU and this Amendment, the provisions of this amendment shall control and govern.
3. Except as specifically modified and amended herein, all other terms, provisions, requirements, and specifications contained in the MOU remain in full force and effect. Except as otherwise expressly provided herein, the Parties do not intend to, and the execution of this Amendment shall not, in any manner impair the MOU, the purpose of this Amendment being simply to amend and ratify the MOU, as hereby amended and ratified, and to confirm and carry forward the MOU, as hereby amended, in full force and effect.

Attachment 1

4. This Amendment shall be construed and enforced in accordance with the laws of the State of Texas.

EXECUTED IN MULTIPLE ORIGINAL COUNTERPARTS, each of which shall be an original, which together shall constitute one and the same instrument:

SAN JACINTO COMMUNITY COLLEGE DISTRICT:

By: _____ Date: _____

Dr. Brenda Hellyer, **Chancellor**

SHELDON INDEPENDENT SCHOOL DISTRICT:

By: _____ Date: _____

Superintendent

Consideration of Approval of Policy III.3001.H, Fixed Assets - First Reading (Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revisions to the College's Policy on Fixed Assets. The Board of Trustees will not vote on this item on December 1, 2025 but is creating awareness that the policy is temporarily effective under the authority granted to the Chancellor by the Board under Policy II.2000.A, and input is in the process of being gathered from the College community prior to the Board's final action at its next regularly scheduled meeting.

BACKGROUND

The current Policy on Fixed Assets requires revision to increase the College's capitalization threshold for assets from \$5,000 to \$10,000 to match the federal government and State of Texas thresholds which were effective at the beginning of fiscal year 2025. In addition, minor grammatical updates have been made.

IMPACT OF THIS ACTION

The changes in federal and state guidance allowed the administration to make the policy and procedure changes and implement them at the start of the fiscal year. This implementation eliminated duplicate record keeping that may have been caused by maintaining different requirements than the federal and state requirements. The changes and implementation timeline have been reviewed with the College's legal counsel and independent audit firm.

The updated policy and procedures were sent to the College community on November 20, 2025. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board's second reading of this policy which is anticipated on February 2, 2026.

The associated procedure has been revised to align with the policy revisions. This procedure is attached for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

The Board will be notified of any changes that require its action. Evaluation of management's compliance with the Fixed Asset Policy and Procedure will be periodically evaluated by administration and the College's internal and external auditors.

ATTACHMENTS

Attachment 1 - Summary of Changes

Attachment 2 - Policy III.3001.H, Fixed Assets (current policy)

Attachment 3 - Policy III.3001.H, Fixed Assets (proposed policy, tracked changes)

Attachment 4 - Policy III.3001.H, Fixed Assets (proposed policy, clean)

Consideration of Approval of Policy III.3001.H, Fixed Assets - First Reading (Informational Item)

Informational Item Only:

Attachment 5 - Procedure III.3001.H.a, Fixed Assets (current procedure)

Attachment 6 - Procedure III.3001.H.a, Fixed Assets (proposed procedure, tracked changes)

Attachment 7 - Procedure III.3001.H.a, Fixed Assets (proposed procedure, clean)

RESOURCE PERSONNEL

Brenda Hellyer

281-998-6100

brenda.hellyer@sjcd.edu

Carin Hutchins

281-998-6306

carin.hutchins@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: N/A
Proposed Policy Name: N/A
Current Policy Number/Name: **III.3001.H, Fixed Assets**

New Procedure Number: N/A
Proposed Procedure Name(s): N/A
Current Procedure Number(s)/Name(s): **III.3001.H.a, Fixed Assets**

Action Recommended for Policy: **Revise**
Action Recommended for Procedure: **Revise**

Web Links:

<https://www.sanjac.edu/about/policies-procedures/III-3001-H-Fixed-Assets.pdf>
<https://www.sanjac.edu/about/policies-procedures/III-3001-H-a-Fixed-Assets.pdf>

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

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

Summary of Changes:

Policy Changes:

- The federal government (related to grants) and State of Texas (for State agencies and universities) capitalization thresholds for assets increased from \$5,000 to \$10,000, effective at the beginning of fiscal year 2025.
- This change increases the College's capitalization threshold for assets from \$5,000 to \$10,000, effective for assets placed into service on or after September 1, 2024, to match the federal government and State of Texas thresholds.
 - Adding the specific language, "effective for assets placed into service on or after September 1, 2024," in both the policy and procedures supports the accounting change back to the first of the fiscal year when the thresholds were increased by the federal government and State of Texas.
 - This language eliminates the duplicate record keeping that would have been required if there was a difference between the federal government and the College's thresholds.
 - This change and the specific language has been reviewed with both legal and the College's independent audit firm and they concur with the changes.
- Other minor edits/grammatical corrections.

Procedure Changes:

- Aligns the procedures with the policy by adding the specific language noted above.
- Other minor edits/grammatical corrections.

Policy III.3001.H, Fixed Assets

Purpose

To ensure that the College's fixed assets are acquired, safeguarded, controlled, disposed of, and accounted for in accordance with appropriate accounting and regulatory requirements.

Policy

Fixed assets are expenditures for property, plant, and equipment used by the College that have a useful life of more than a year and cannot easily be converted into cash. Capitalization of expenditures as fixed assets for the College will occur when an item has a useful life of two years or more, and when the cost exceeds \$5,000 or more. If the individual acquisition cost is less than \$5,000 but the total purchase price of similar assets is \$100,000 or more, the group of assets should be capitalized.

The College capitalizes renovations in excess of \$100,000 to buildings, infrastructure, and land improvements that significantly increase the value or extend the useful life of the structure. The cost of normal maintenance and repairs that does not add to the value of the asset or materially extend an asset's life are charged as an operating expense in the year in which the expense is incurred. Major capital projects are recorded as Construction in Progress (CIP) until substantially completed, at which time the College will capitalize these projects as fixed assets.

GENERAL

Categories

Fixed assets, which meet the appropriate cost and useful life criteria, are grouped in the following categories:

- Buildings—a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be transportable or movable.
- Land—real property acquired by purchase or gift and is characterized by an unlimited useful life.
- Land Improvements—all improvements to land other than buildings - site preparation that ready land for its intended use, parking lots, fencing, gates, and athletic fields.
- Furniture, Machinery, Other Equipment, and Vehicles - trucks, vans, cargo vehicles, major equipment, audiovisual equipment, copiers, kitchen equipment, and instructional equipment.
- Telecommunications and Peripherals—computer hardware and related accessories.
- Library Books—periodicals, texts, journals, books of reference, and other books for use in the library.

Inventory

To ensure that all capitalized assets have been properly recorded and tracked, the District Business Office will conduct an on-going biennial inventory of all fixed assets. The fixed assets

in a department will be accounted for/inventoried every two years, but not all departments will have a physical inventory during the same time of year.

Upon completion of an inventory, a summary of reconciliation items will be presented to the Department Chair/administrator for review, comment, and resolution.

Depreciation

The College uses the straight-line method for all depreciation and amortization calculations for all depreciable fixed assets (land and CIP are not depreciated) over the expected useful life of each asset category.

Retirement, Sale, or Disposal of Property

The College may dispose of surplus property provided that such goods are disposed of in accordance with applicable federal, state, and local laws.

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

Associated Procedures

Procedure III.3001.H.a, Fixed Asset

Date of Board Approval	January 31, 2022
Effective Date	February 1, 2022
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Associate Vice Chancellor, Finance

Policy III.3001.H, Fixed Assets

Purpose

To ensure that the College's fixed assets are acquired, safeguarded, controlled, disposed of, and accounted for in accordance with appropriate accounting and regulatory requirements.

Policy

Fixed assets are expenditures for property, plant, and equipment used by the College that have a useful life of more than a year and cannot easily be converted into cash. Capitalization of expenditures as fixed assets for the College will occur when an item has a useful life of two years or more, and when the cost of an asset placed into service on or after September 1, 2024, exceeds \$510,000 or more. If the individual acquisition cost is less than \$510,000 but the total purchase price of similar assets is \$100,000 or more, the group of assets should be capitalized.

The College capitalizes renovations in excess of \$100,000 to buildings, infrastructure, and land improvements that significantly increase the value or extend the useful life of the structure. The cost of normal maintenance and repairs that does not add to the value of the asset or materially extend an asset's life are charged as an operating expense in the year in which the expense is incurred. Major capital projects are recorded as Construction in Progress (CIP) until substantially completed, at which time the College will capitalize these projects as fixed assets.

GENERAL

Categories

Fixed assets, which meet the appropriate cost and useful life criteria, are grouped in the following categories:

- Buildings—~~a structures~~ that ~~are~~is permanently attached to the land, ~~has~~ve a roof, ~~are~~is partially or completely enclosed by walls, and ~~is~~are not intended to be transportable or movable.
- Land—real property acquired by purchase or gift and is characterized by an unlimited useful life.
- Land Improvements—all improvements to land other than buildings - site preparation that ready land for its intended use, parking lots, fencing, gates, and athletic fields.
- Furniture, Machinery, Other Equipment, and Vehicles - trucks, vans, cargo vehicles, major equipment, audiovisual equipment, copiers, kitchen equipment, and instructional equipment.
- Telecommunications and Peripherals—computer hardware and related accessories.
- Library Books—periodicals, texts, journals, books of reference, and other books for use in the library.

Inventory

To ensure that all capitalized assets have been properly recorded and tracked, the District Business Office will conduct an on-going biennial inventory of all fixed assets. The fixed assets in a department will be accounted for/inventoried every two years, but not all departments will have a physical inventory during the same time of year.

Upon completion of an inventory, a summary of reconciliation items will be presented to the Department Chair/administrator for review, comment, and resolution.

Depreciation

The College uses the straight-line method for all depreciation and amortization calculations for all depreciable fixed assets (land and CIP are not depreciated) over the expected useful life of each asset category.

Retirement, Sale, or Disposal of Property

The College may dispose of surplus property provided that such goods are disposed of in accordance with applicable federal, state, and local laws.

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

Associated Procedures

Procedure III.3001.H.a, Fixed Asset

Date of Board Approval	<u>This policy became effective as of November 19, 2025 under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process of two readings at regularly scheduled meetings of the Board with first reading on December 1, 2025 and approval anticipated on February 2, 2026.</u> January 31, 2022
Effective Date	<u>This policy became effective as of November 19, 2025 under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process of two readings at regularly scheduled meetings of the Board with first reading on December 1, 2025 and approval anticipated on February 2, 2026.</u> February 1, 2022
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Associate Vice Chancellor, Finance

Policy III.3001.H, Fixed Assets

Purpose

To ensure that the College's fixed assets are acquired, safeguarded, controlled, disposed of, and accounted for in accordance with appropriate accounting and regulatory requirements.

Policy

Fixed assets are expenditures for property, plant, and equipment used by the College that have a useful life of more than a year and cannot easily be converted into cash. Capitalization of expenditures as fixed assets for the College will occur when an item has a useful life of two years or more, and when the cost of an asset placed into service on or after September 1, 2024, exceeds \$10,000 or more. If the individual acquisition cost is less than \$10,000 but the total purchase price of similar assets is \$100,000 or more, the group of assets should be capitalized.

The College capitalizes renovations in excess of \$100,000 to buildings, infrastructure, and land improvements that significantly increase the value or extend the useful life of the structure. The cost of normal maintenance and repairs that does not add to the value of the asset or materially extend an asset's life are charged as an operating expense in the year in which the expense is incurred. Major capital projects are recorded as Construction in Progress (CIP) until substantially completed, at which time the College will capitalize these projects as fixed assets.

GENERAL

Categories

Fixed assets, which meet the appropriate cost and useful life criteria, are grouped in the following categories:

- Buildings—structures that are permanently attached to the land, have a roof, are partially or completely enclosed by walls, and are not intended to be transportable or movable.
- Land—real property acquired by purchase or gift and is characterized by an unlimited useful life.
- Land Improvements—all improvements to land other than buildings - site preparation that ready land for its intended use, parking lots, fencing, gates, and athletic fields.
- Furniture, Machinery, Other Equipment, and Vehicles - trucks, vans, cargo vehicles, major equipment, audiovisual equipment, copiers, kitchen equipment, and instructional equipment.
- Telecommunications and Peripherals—computer hardware and related accessories.
- Library Books—periodicals, texts, journals, books of reference, and other books for use in the library.

Inventory

To ensure that all capitalized assets have been properly recorded and tracked, the District Business Office will conduct an on-going biennial inventory of all fixed assets. The fixed assets

in a department will be accounted for/inventoried every two years, but not all departments will have a physical inventory during the same time of year.

Upon completion of an inventory, a summary of reconciliation items will be presented to the Department Chair/administrator for review, comment, and resolution.

Depreciation

The College uses the straight-line method for all depreciation and amortization calculations for all depreciable fixed assets (land and CIP are not depreciated) over the expected useful life of each asset category.

Retirement, Sale, or Disposal of Property

The College may dispose of surplus property provided that such goods are disposed of in accordance with applicable federal, state, and local laws.

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

Associated Procedures

Procedure III.3001.H.a, Fixed Asset

Date of Board Approval	This policy became effective as of November 19, 2025 under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process of two readings at regularly scheduled meetings of the Board with first reading on December 1, 2025 and approval anticipated on February 2, 2026.
Effective Date	This policy became effective as of November 19, 2025 under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process of two readings at regularly scheduled meetings of the Board with first reading on December 1, 2025 and approval anticipated on February 2, 2026.
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Associate Vice Chancellor, Finance

Procedure III.3001.H.a, Fixed Assets

Associated Policy

Policy III.3001.H, Fixed Assets

Procedures

San Jacinto College requires amounts expended for facilities and equipment in excess of certain fiscal thresholds to be capitalized and depreciated. These procedures provide guidance for the management and control of capital property owned by the College, titled to the College, under the custody of the College, or for which the College is accountable to the federal government or other sponsors. If direction differs between these procedures and external regulations, sponsor or donor terms, or other internal policy or procedures, the more restrictive instruction will apply.

Fixed Asset System

The Banner Fixed Asset Module is the official system of record for all College capital assets. The Comptroller's Office is responsible for the coordination, development, and implementation of procedures that comprise the College-wide fixed asset system. All communication with the Comptroller's Office on this matter should be directed to FixedAssets@sjcd.edu. Department leaders are delegated the responsibility for safeguarding and maintaining the integrity of the assets and are referred to as the Custodians (see section below titled Custodian Responsibilities).

Fixed Asset Criteria

Expenditures are capitalized as fixed assets when both the criteria listed below are met; otherwise, the amounts are expensed in the year incurred:

- a. The item must have a useful life of two years or more, and
- b. The amount must meet the following materiality thresholds: \$5,000 per unit for equipment (including shipping, installation, and any other costs incurred to acquire the asset in full working order), \$100,000 renovation costs for buildings and land improvements/infrastructure that significantly increase the value and extend the useful life of the structure.

If the individual acquisition cost is less than \$5,000 but the total purchase of similar assets is \$100,000 or more, the group of assets should be capitalized (e.g. annual furniture replenishment purchases). The threshold of \$100,000 should be applied to a single purchase order for similar assets.

The specific procedure for capitalizing library book purchases is described in the Asset Category section below.

Repair and Maintenance

Repair and maintenance expenses associated with recurring work required to preserve or immediately restore a facility or a piece of equipment to such condition that it can be effectively used for its designated purposes should be expensed as incurred.

Fixed Asset Purchase

The College follows the same procurement process for the purchase of fixed assets as it does for the purchase of goods and services. To identify capital purchases and record them in the operating ledger, departmental requisitions must use the appropriate capital expense account (741XXX), location code, and name of custodian. Expenses coded to one of these accounts will flow through to the Banner Fixed Asset system for further processing by the Comptroller's Office.

Construction in Progress

Major capital projects, recorded as Construction in Progress (CIP), are tracked by project and once substantially complete, the total expenditures are recoded to capital expense accounts (741XXX) by the Comptroller's Office. Expenses coded to one of these accounts will flow through to the Banner Fixed Asset system for further processing by the Comptroller's Office.

Useful Lives—Depreciation

The College begins depreciation the first full month after an asset is placed into service or the first full month after the date a CIP project is closed, fully or partially and placed into service. The College records depreciation each month as a part of the month-end close process performed by the Comptroller's Office. Land and CIP are not depreciated. The College computes depreciation using the straight-line method over the following estimated useful lives of the asset:

Buildings	50 years
Land improvements	20 years
Library books	15 years
Furniture, machinery, other equipment, and vehicles	10 years
Telecommunications and peripherals	5 years

Asset Tagging/Tracking

The College assigns an asset tag number for all capitalized assets and tracks all capital equipment by specific location, including building and room number, if applicable. The College enters and maintains asset tag numbers in the Banner Fixed Asset system. The Comptroller's Office issues asset tracking tag numbers, and the Fixed Asset Custodian affixes the tag numbers to the assets.

Grouped assets with an individual acquisition cost of less than \$5,000 will not be individually tagged. The total purchase price of the grouped assets will be entered into the fixed asset system as a single asset and will be assigned a tag number for data entry purposes only.

Custodian Responsibilities

The College designates and trains Fixed Asset Custodians to understand and perform the required duties of the Custodian role. Custodians may delegate tasks, but are ultimately responsible for the following:

- Affix College asset tags to equipment and provide pictures and location of equipment to Comptroller's Office;
- Know the location of all equipment in their inventory and ensure that equipment is adequately safeguarded and secured from possible theft and other hazards;
- Report all changes in equipment location to the Comptroller's Office. Reporting changes is critical for proper stewardship and accurate inventory control practices;
- Assure that assigned equipment is utilized for College business purposes only and is located within College property;
- Prepare appropriate forms requesting the transfer or disposal of all equipment;
- Participate in the biennial annual inventory process; and
- Exercise reasonable custodial care over the safeguarding of equipment to prevent the theft and loss of College property.

Biennial Inventory

The College conducts a biennial inventory of fixed assets using the Asset Custodian Confirmation process. A sign-off by the Fixed Asset Custodian and another employee as a witness is required on each asset list as outlined in the Fixed Assets Confirmation letter. Transfer documents or other appropriate documentation are required on any discrepancies, allowing the Fixed Asset register to be updated. In addition, the Comptroller's Office spot checks higher risk of loss assets on an ongoing basis to supplement the biennial inventory process.

Surplus Property

The College may dispose of surplus property only in accordance with applicable federal, state, and local laws. Disposal of surplus property is coordinated and managed by Auxiliary Services and the required forms can be found on the College website or from the Auxiliary Services department. Disposal of technology equipment is coordinated and managed by the Information Technology department through the use of an approved vendor. The Itemized List for Auction form must be completed and routed for approval and processing. If at some point in the disposal process it is deemed that the fixed asset can be transferred to another department, an Inventory Update/Transfer form will need to be completed from the originating Custodian/department to the updated Custodian/department.

Grant-funded equipment may only be disposed of after permission has been provided by the granting agency and following the awarding agency disposition instructions. Grant equipment provided through federal or state funds must also be disposed of in compliance with Grant Uniform Guidance or OMB Circular A-110/2 CFR 200.313. Collaboration with the Office of Grants Management for disposal of grant funded property is required.

Donations

Acceptance of donations valued at \$30,000 or less from private sources directly to the College is delegated by the Chancellor to members of the Strategic Leadership Team (SLT) based on their respective reporting structure. Acceptance of donations valued at more than \$30,000 requires the Chancellor's approval. Donations of real estate require additional approval by the Board of Trustees.

Departmental personnel shall complete the Approval of Donation form and forward the form to the respective SLT member for approval. The form is available on the College website and from the Comptroller's Office. Upon approval, donations will be recorded by the Comptroller's Office, and items with a fair market value of \$5,000 or greater will be recorded as fixed assets and tagged appropriately.

Asset Categories

Land

Land is real property acquired by purchase or gift and is characterized by an unlimited useful life. The value of land purchased includes the amount paid; any costs involving the purchase, such as legal fees and recording fees; and any costs in the preparation of the land for its intended use, such as grading and clearing. The value of land acquired by gift is the fair market value at the time of the gift. Land is not depreciated.

Land Improvements

Other than buildings, all real estate or land improvements fall into this category, which includes parking lots, fencing and gates, athletic fields, fountains, landscaping, etc.

Buildings

Buildings include the cost of permanent structures used in the operations of the institution. This includes any permanently attached fixtures or machinery that cannot be removed without impairing the use of the building. All direct costs of construction are included in the cost of the building.

Building Improvements

Building improvements materially extend the useful life of a building and increase the value of a building. A building improvement should be capitalized as a betterment and recorded as an addition of value to the existing building if the expenditure for the improvement is at the capitalization threshold of \$100,000 and the expenditure increases the useful life or value of the building.

Equipment

Equipment represents personal property that is movable and has an identity that is not altered materially through use. Equipment is further defined into two additional categories:

- Furniture, machinery, other equipment, and vehicles, and
- Telecommunications and peripherals.

Certain items that may be immaterial for capitalization on an individual basis are considered material collectively if the purchases are part of a new building or major renovation. Such determinations will be made by the Comptroller’s Office.

Software is considered part of telecommunications and peripherals and should be capitalized if purchased outright for \$5,000 or more. If significant, implementation costs may be capitalized as well.

Technology Equipment

Technology equipment such as servers, printers, laptops, and desktop computers are tracked by the Information Technology department regardless of the purchase price. Tracking technology equipment enables efficient monitoring and replacement planning.

Library Books

Library books include all professional, academic, and research library books, as well as other library items. Book collections that are considered works of art are not depreciable. Library acquisitions are valued at cost or other reasonable basis and capitalized when purchases for the year meet the \$5,000 threshold and have a useful life of greater than two years. The general library should maintain records of all books and other library items. These records will suffice as detailed inventory records and will not be duplicated in the Banner Fixed Asset system. Periodicals and subscriptions, including those in electronic form, should be expensed as incurred.

Date of SLT Approval	December 7, 2021
Effective Date	February 1, 2022
Associated Policy	Policy III.3001.H, Fixed Assets
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Finance

Procedure III.3001.H.a, Fixed Assets

Associated Policy

Policy III.3001.H, Fixed Assets

Procedures

San Jacinto College requires amounts expended for facilities and equipment in excess of certain fiscal thresholds to be capitalized and depreciated. These procedures provide guidance for the management and control of capital property owned by the College, titled to the College, under the custody of the College, or for which the College is accountable to the federal government or other sponsors. If direction differs between these procedures and external regulations, sponsor or donor terms, or other internal policy or procedures, the more restrictive instruction will apply.

Fixed Asset System

The Banner Fixed Asset Module is the official system of record for all College capital assets. The Comptroller's Office is responsible for the coordination, development, and implementation of procedures that comprise the College-wide fixed asset system. All communication with the Comptroller's Office on this matter should be directed to FixedAssets@sjcd.edu. Department leaders are delegated the responsibility for safeguarding and maintaining the integrity of the assets and are referred to as the Custodians (see section below titled Custodian Responsibilities).

Fixed Asset Criteria

Expenditures are capitalized as fixed assets when both the criteria listed below are met; otherwise, the amounts are expensed in the year incurred:

- a. The item must have a useful life of two years or more, and
- b. The amount must meet the following materiality thresholds: ~~\$5,000~~ \$10,000 per unit for equipment (including shipping, installation, and any other costs incurred to acquire the asset in full working order) placed into service on or after September 1, 2024, \$100,000 renovation costs for buildings and land improvements/infrastructure that significantly increase the value and extend the useful life of the structure.

If the individual acquisition cost is less than ~~\$5,000~~ \$10,000 but the total purchase of similar assets is \$100,000 or more, the group of assets should be capitalized (e.g. annual furniture replenishment purchases). The threshold of \$100,000 should be applied to a single purchase order for similar assets.

The specific procedure for capitalizing library book purchases is described in the Asset Category section below.

Repair and Maintenance

Repair and maintenance expenses associated with recurring work required to preserve or immediately restore a facility or a piece of equipment to such condition that it can be effectively used for its designated purposes should be expensed as incurred.

Fixed Asset Purchase

The College follows the same procurement process for the purchase of fixed assets as it does for the purchase of goods and services. To identify capital purchases and record them in the operating ledger, departmental requisitions must use the appropriate capital expense account (741XXX), location code, and name of custodian. Expenses coded to one of these accounts will flow through to the Banner Fixed Asset system for further processing by the Comptroller’s Office.

Construction in Progress

Major capital projects, recorded as Construction in Progress (CIP), are tracked by project and once substantially complete, the total expenditures are recoded to capital expense accounts (741XXX) by the Comptroller’s Office. Expenses coded to one of these accounts will flow through to the Banner Fixed Asset system for further processing by the Comptroller’s Office.

Useful Lives—Depreciation

The College begins depreciation the first full month after an asset is placed into service or the first full month after the date a CIP project is closed, fully or partially and placed into service. The College records depreciation each month as a part of the month-end close process performed by the Comptroller’s Office. Land and CIP are not depreciated. The College computes depreciation using the straight-line method over the following estimated useful lives of the asset:

Buildings	50 years
Land improvements	20 years
Library books	15 years
Furniture, machinery, other equipment, and vehicles	10 years
Telecommunications and peripherals	5 years

Asset Tagging/Tracking

The College assigns an asset tag number for all capitalized assets and tracks all capital equipment by specific location, including building and room number, if applicable. The College enters and maintains asset tag numbers in the Banner Fixed Asset system. The Comptroller’s Office issues asset tracking tag numbers, and the Fixed Asset Custodian affixes the tag numbers to the assets.

Grouped assets with an individual acquisition cost of less than ~~\$5,000~~ \$10,000 will not be individually tagged. The total purchase price of the grouped assets will be entered into the fixed asset system as a single asset and will be assigned a tag number for data entry purposes only.

Custodian Responsibilities

The College designates and trains Fixed Asset Custodians to understand and perform the required duties of the Custodian role. Custodians may delegate tasks, but are ultimately responsible for the following:

- Affix College asset tags to equipment and provide pictures and location of equipment to Comptroller's Office;
- Know the location of all equipment in their inventory and ensure that equipment is adequately safeguarded and secured from possible theft and other hazards;
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- Assure that assigned equipment is utilized for College business purposes only and is located within College property;
- Prepare appropriate forms requesting the transfer or disposal of all equipment;
- Participate in the biennial annual inventory process; and
- Exercise reasonable custodial care over the safeguarding of equipment to prevent the theft and loss of College property.

Biennial Inventory

The College conducts a biennial inventory of fixed assets using the Asset Custodian Confirmation process. A sign-off by the Fixed Asset Custodian and another employee as a witness is required on each asset list as outlined in the Fixed Assets Confirmation letter. Transfer documents or other appropriate documentation are required on any discrepancies, allowing the Fixed Asset register to be updated. In addition, the Comptroller's Office spot checks higher risk of loss assets on an ongoing basis to supplement the biennial inventory process.

Surplus Property

The College may dispose of surplus property only in accordance with applicable federal, state, and local laws. Disposal of surplus property is coordinated and managed by Auxiliary Services and the required forms can be found on the College website or from the Auxiliary Services department. Disposal of technology equipment is coordinated and managed by the Information Technology department through the use of an approved vendor. The Itemized List for Auction form must be completed and routed for approval and processing. If at some point in the disposal process it is deemed that the fixed asset can be transferred to another department, an Inventory Update/Transfer form will need to be completed from the originating Custodian/department to the updated Custodian/department.

Grant-funded equipment may only be disposed of after permission has been provided by the granting agency and following the awarding agency disposition instructions. Grant equipment provided through federal or state funds must also be disposed of in compliance with Grant Uniform Guidance or OMB Circular A-110/2 CFR 200.313. Collaboration with the Office of Grants Management for disposal of grant funded property is required.

Donations

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Departmental personnel shall initiate and complete the Approval of Donation form ~~and forward the form which should be routed~~ to the respective SLT member for approval. The form is available on the College internal website and from the Comptroller's Office. Upon approval, donations will be recorded by the Comptroller's Office, and items with a fair market value of ~~\$5,000~~ \$10,000 or greater will be recorded as fixed assets and tagged appropriately.

Asset Categories

Land

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**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
December 1, 2025**

PURCHASE REQUESTS AND CONTRACT RENEWALS

<i>No.</i>		<i>Amounts</i>
#1	Consideration of Delegation of Authority to Contract for Commercial Driver's License Training Services	\$ 2,700,000
#2	* Consideration of Delegation of Authority to Contract for South Campus Science and Allied Health Building (S1) Skylight Renlacement	500,000
#3	Consideration of Approval to Renew the Contract for Full Catering Services	280,000
#4	* Consideration of Delegation of Authority to Contract for North Campus Interactive Learning Center (N2) Plumbing Repairs	250,000
#5	* Consideration of Delegation of Authority to Contract for South Campus Interactive Learning Center (S12) Plumbing Repairs	250,000
#6	Consideration of Approval to Purchase a Microsoft License Agreement	800,000
#7	* Consideration of Approval to Contract for South Campus Distributed Generation Transfer Trip Protection Devices	119,361
#8	Consideration of Approval to Contract for Temporary Staffing Services	1,500,000

TOTAL OF PURCHASE REQUESTS **\$ 6,399,361**

* *Board Building Committee Items*

Purchase Request #1
Regular Board Meeting December 1, 2025

Consideration of Delegation of Authority to Contract for Commercial Driver’s License Training Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to negotiate and approve a contract for commercial driver’s license (CDL) training services for the continuing and professional development (CPD) truck driving program.

BACKGROUND

For the past few years, the College has been unable to scale participation in CDL training classes to cover the costs of the program, including instruction and maintenance of vehicles. The decision has been made to outsource these services to remove the financial burden from the College, while still providing these training services to our community to meet the workforce demand.

Request for proposals (RFP) #26-08 was issued on November 6, 2025, to procure CDL training services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Proposals will be received and evaluated by a team comprised of representatives from CPD and fiscal affairs.

IMPACT OF THIS ACTION

Approval of this action will authorize the Chancellor or her designee to approve a contract with the highest ranked respondent. A vendor will be selected with the ability to provide turnkey services, scale enrollment, and cover costs for a reasonable tuition charge to our students.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Pending successful contract negotiations, the estimated annual expenditure is \$900,000 for a total expenditure of \$2,700,000 over the initial three-year term and will be funded from CPD’s 2025-2026 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The initial three-year award term is estimated to commence in January 2026, with four one-year renewal options which will be brought forward to the Board in conjunction with the approval of future year annual contract renewals and expenditures.

ATTACHMENTS

None

RESOURCE PERSONNEL

Sarah Janes	281-478-3605	sarah.janes@sjcd.edu
Melissa Fuqua	281-998-6378	melissa.fuqua@sjcd.edu

Purchase Request #2
Regular Board Meeting December 1, 2025
Consideration of Delegation of Authority to Contract for
South Campus Science and Allied Health Building (S1) Skylight Replacement

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to negotiate and approve a contract to replace the skylight on the South Campus Science and Allied Health Building (S1).

BACKGROUND

In February 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or renovation project. On October 29, 2025, the Chancellor's designee approved the competitive sealed proposals (CSP) methodology for replacement of the skylight at S1.

CSP #26-09 will be issued once the detailed project plans are completed. The plans are being prepared by Huitt-Zollars, Inc. in accordance with Texas Government Code §2269.152. Proposals will be received and evaluated by a team comprised of representatives from Huitt-Zollars and the College.

IMPACT OF THIS ACTION

Approval of this action will authorize the Chancellor or her designee to approve a contract with the highest ranked respondent so that construction can be expedited.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Pending successful contract negotiations, the cost of this project is not expected to exceed the budget of \$500,000. The project will be funded from the 2015 Bond Program deferred maintenance line.

MONITORING AND REPORTING TIMELINE

Construction activities will begin upon the execution of a contract and are expected to be completed by June 2026. This project will be managed by capital projects staff.

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Purchase Request #3
Regular Board Meeting December 1, 2025
Consideration of Approval to Renew the Contract for Full Catering Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with City View Catering for full catering services for College events.

BACKGROUND

On December 9, 2024, the Board of Trustees approved the second of four contract renewals with City View Catering. To continue meeting the College's catering needs, approval is needed for the third contract renewal term beginning in February 2026.

Request for proposals #23-13 was issued on November 7, 2022, to procure full catering services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The Board approved the original contract with City View Catering on January 30, 2023.

IMPACT OF THIS ACTION

The College frequently utilizes full catering services for on-campus events. These services, which include servers and waitstaff, ensure events are executed efficiently while maintaining a professional atmosphere consistent with the College's core value of excellence.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$280,000 and will be funded from multiple departments' 2025-2026 operating budgets and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The third contract renewal term will be February 6, 2026, through February 5, 2027, which will exercise the third of four renewal options.

ATTACHMENTS

None

RESOURCE PERSONNEL

Damon Harris	281-998-6103	damon.harris@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

Purchase Request #4
Regular Board Meeting December 1, 2025
Consideration of Delegation of Authority to Contract for
North Campus Interactive Learning Center (N2) Plumbing Repairs

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to negotiate and approve a contract for the repair and relocation of roof storm drains at North Campus Interactive Learning Center (N2).

BACKGROUND

During the design of the replacement roof at N2, project staff noted that it would not be possible to shift the drains outside the face of the building due to the unique configuration of the building's clerestory windows. This resulted in an alternate plan to intercept the roof drains below the roof deck and divert them outside the building's exterior walls to an external downspout, thereby eliminating storm drains under the building foundation.

In February 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or renovation project. On October 29, 2025, the Chancellor's designee approved the job order contracting (JOC) procurement method for roof drain repairs to N2. Project plans were prepared by Huitt-Zollars for documentation purposes in accordance with 10 Texas Administrative Code §1.212(b) and 22 Texas Administrative Code §1.212(b).

The information above will be used as the basis for discussions with several qualified JOC vendors. Vendor selection through an approved cooperative contract program was determined to be in the best interest of the College. Utilizing a vendor that has a contract through one of the College's approved cooperative contracts programs complies with the competitive procurement requirements per Texas Education Code §44.031 and Texas Government Code §2267.401. Cooperative contracts are permitted through Texas Government Code §791.001.

IMPACT OF THIS ACTION

Approval of this action will authorize the Chancellor or her designee to approve a contract with a JOC vendor, so that construction can be initiated.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this project is not expected to exceed the budget of \$250,000 (including contingency funds) and will be funded from the 2015 Bond Program deferred maintenance line.

MONITORING AND REPORTING TIMELINE

Construction activities will begin upon the execution of a contract and are expected to be completed by April 2026. This project will be managed by capital projects staff.

Purchase Request #4
Regular Board Meeting December 1, 2025
Consideration of Delegation of Authority to Contract for
North Campus Interactive Learning Center (N2) Plumbing Repairs

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Purchase Request #5
Regular Board Meeting December 1, 2025
Consideration of Delegation of Authority to Contract for
South Campus Interactive Learning Center (S12) Plumbing Repairs

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to negotiate and approve a contract for the repair and relocation of roof storm drains at South Campus Interactive Learning Center (S12).

BACKGROUND

During the design of the replacement roof at the North Campus Interactive Learning Center (N2), a plan was developed to intercept the roof drains below the roof deck and divert them outside the building's exterior walls to an external downspout, thereby eliminating storm drains under the building foundation. Since S12 is the same design, an inspection of that building was initiated in August 2025, and it was determined that several of the drains had already failed. That led to the decision to accelerate repairs to the S12 roof drains ahead of roof replacement.

In February 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or renovation project. On October 29, 2025, the Chancellor's designee approved the job order contracting (JOC) procurement method for roof drain repairs to S12. Project plans were prepared by Huitt-Zollars for documentation purposes in accordance with 10 Texas Administrative Code §1.212(b) and 22 Texas Administrative Code §1.212(b).

The information above will be used as the basis for discussions with several JOC vendors. Vendor selection through an approved cooperative contract program was determined to be in the best interest of the College. Utilizing a vendor that has a contract through one of the College's approved cooperative contracts programs complies with the competitive procurement requirements per Texas Education Code §44.031 and Texas Government Code §2267.401. Cooperative contracts are permitted through Texas Government Code §791.001.

IMPACT OF THIS ACTION

Approval of this action will authorize the Chancellor or her designee to approve a contract with a JOC vendor, so that construction can be initiated.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this project is not expected to exceed the budget of \$250,000 (including contingency funds) and will be funded from the 2015 Bond Program deferred maintenance line.

MONITORING AND REPORTING TIMELINE

Construction activities will begin upon the execution of a contract and are expected to be completed by April 2026. This project will be managed by capital projects staff.

**Purchase Request #5
Regular Board Meeting December 1, 2025
Consideration of Delegation of Authority to Contract for
South Campus Interactive Learning Center (S12) Plumbing Repairs**

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Purchase Request #6
Regular Board Meeting December 1, 2025
Consideration of Approval to Purchase a Microsoft License Agreement

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of a Microsoft license agreement from Insight Public Sector for the College.

BACKGROUND

The College has used Microsoft software and services for over two decades to support staff, faculty, and students with essential tools for learning, collaboration, infrastructure, and communication. Included within Microsoft's Enrollment for Educational Solutions (EES) is the Windows Operating System, Microsoft Office, server licensing, email capabilities, cloud services, and ongoing security and support. The Microsoft software and services that the College utilizes are a critical part of day-to-day operations and classroom instruction. Microsoft tools are deeply embedded in the College's information technology ecosystem, making continuity of licensing essential for operational stability.

The College has a direct agreement with Microsoft, which expires December 31, 2026, and requires the College to purchase Microsoft EES through a third-party reseller. Historically, the reseller for this agreement was Dell Technologies, Inc. (Dell), procured through the Department of Information Resources (DIR). However, Dell's DIR contract no longer includes reseller options for Microsoft EES. Therefore, the College will procure Microsoft EES through another vendor with an available cooperative contract.

Insight Public Sector has a contract through the Omnia Partners cooperative contracts program to provide Microsoft licensing, contract 23-6692-03, which complies with the competitive procurement requirements per Texas Education Code §44.031(a)(4) and is permitted through Texas Government Code §791.011(g).

IMPACT OF THIS ACTION

This renewal will allow the College to continue leveraging the Microsoft platform for employees and students. The agreement ensures continued access to essential productivity tools that are deeply integrated into daily academic and administrative workflows. Failure to do so would negatively impact operations and place the College in breach of our agreement with Microsoft.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$800,000 and will be funded from the information technology services department's 2025-2026 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The new reseller contract term will be January 1, 2026, through December 31, 2026.

Purchase Request #6
Regular Board Meeting December 1, 2025
Consideration of Approval to Purchase a Microsoft License Agreement

ATTACHMENTS

None

RESOURCE PERSONNEL

Kyle Castillo	281-998-6382	kyle.castillo@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

Purchase Request #7
Regular Board Meeting December 1, 2025
Consideration of Approval to Contract for South Campus Distributed
Generation Transfer Trip Protection Devices

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize a contract with CenterPoint Energy for the installation of transfer trip protection devices at the South Campus.

BACKGROUND

In December the College received permission to operate its distributed generation equipment at the Central Campus. As part of the negotiations for that Interconnection Agreement and Permission to Operate, CenterPoint agreed to allow the College to follow the same protection scheme at the South Campus.

In order to execute an Interconnection Agreement at the South Campus, CenterPoint is requiring the installation of a transfer trip device at the point of connection. A transfer trip device detects a fault in the electrical grid and sends a high-speed signal to the distributed generation equipment, forcing its breaker to trip as well, which isolates the faulted section of the line.

The terms of the agreement require that the equipment that will be procured and installed by CenterPoint but paid for in advance by the customer. In addition, there is corresponding equipment on the customer side of the device that is already being designed and sourced by the College.

CenterPoint is a sole source provider of electricity transmission and distributor for natural gas and is exempt from the competitive bidding per Texas Education Code §44.031(j). Sole source #1308 has been assigned.

IMPACT OF THIS ACTION

Approval of this action will allow the College to issue payment to CenterPoint to begin the transfer trip acquisition process, as well as to begin minimal generation (approximately 40 percent capacity) while awaiting completion of the transfer trip.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Pending successful contract negotiations, the cost of this project is not expected to exceed the CenterPoint estimate of \$119,361. The project will be funded from the 2015 Bond Program South Campus, Buildings S7-S9 (North and South Academic Wings) roof replacement line.

MONITORING AND REPORTING TIMELINE

The acquisition activities will begin upon payment from the College and are expected to require at least a year for CenterPoint to complete, so the College can utilize the maximum generation capacity. This project will be managed by capital projects staff.

Purchase Request #7
Regular Board Meeting December 1, 2025
Consideration of Approval to Contract for South Campus Distributed
Generation Transfer Trip Protection Devices

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Purchase Request #8
Regular Board Meeting December 1, 2025
Consideration of Approval to Contract for Temporary Staffing Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with a pool of ten vendors for temporary staffing services for use College-wide.

If the administration and vendors are unable to agree to an executable contract, the administration requests delegation to discontinue negotiations and proceed to negotiate with the next highest-ranking vendor(s) until a contract is reached or all proposals are rejected. This action will authorize the Chancellor or her designee to approve required vendor contracts preventing extended delays with the award of these services.

BACKGROUND

The College utilizes these services to temporarily fill position vacancies, meet short-term staffing needs, and to fulfill a demand for additional staffing during peak times such as campus registration. These services provide the College with quick access to trained and qualified employees who perform job duties on an “as needed” basis.

Request for proposals (RFP) #26-01 was issued on September 4, 2025, to procure temporary staffing services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). One hundred fifty-five responses were received and evaluated by a team comprised of twenty representatives from various College departments who determined the proposals submitted by the following vendors will provide the best value to the College:

- Clovity Inc.
- DatamanUSA LLC
- Encode inc
- Healthcare Staffing Profession
- Hireteq Solutions Inc.
- InfiCare Health Inc.
- OP Consulting Group LLC
- Openwork LLC (formally Meador)
- TekWissen LLC
- The Spearhead Group, Inc.

The pool above was selected from the top-ranked firms across seven categories of personnel services to ensure the College has adequate coverage of all temporary staffing needs. Awards shall not be limited by category, as many of these firms provide personnel placement within all categories, including accounting, administrative support, education and childcare, general services, information technology, procurement, and professional personnel.

IMPACT OF THIS ACTION

The College’s ability to be a leader in the higher education arena is directly related to the level of service provided to our students and employees. The availability of a large pool of vendors provides the College access to adequate resources that can meet the College’s wide range of needs and ensures there is no disruption of services to students and departments.

Purchase Request #8
Regular Board Meeting December 1, 2025
Consideration of Approval to Contract for Temporary Staffing Services

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$1,500,000 and will be funded from various College department's 2025-2026 operating budgets and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The initial one-year award term will commence on February 5, 2026, through February 4, 2027, with four one-year renewal options.

ATTACHMENTS

- Attachment 1 - Summary Tabulation
- Attachment 2 - Accounting Tabulation
- Attachment 3 - Administrative Support Tabulation
- Attachment 4 - Education and Childcare Tabulation
- Attachment 5 - General Services Tabulation
- Attachment 6 - Information Technology Tabulation
- Attachment 7 - Procurement Tabulation
- Attachment 8 - Professional Tabulation

RESOURCE PERSONNEL

Damon Harris	281-998-6103	damon.harris@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

**Attachment 1 - Summary Tabulation
RFP #26-01 - Temporary Staffing Services**

Top Four (4) Ranked Firms Ranking by Category		2. Accounting	3. Admin. Supp.	4. Edu./Child	5. General Svcs.	6. Info. Tech.	7. Procurement	8. Professional
1	Hireteq Solutions Inc.	2	1	1	1	2	1	1
2	Openwork LLC	3	2		3	1	2	
3	Clovity Inc.	1	4	2				
4	Encode inc		3		2	3	3	2
5	OP Consulting Group LLC				4			
6	Healthcare Staffing			3				4
7	The Spearhead Group, Inc.						4	3
8	InfiCare Health Inc.					4		
9	DatamanUSA LLC			4				
10	TekWissen LLC	4						

**Attachment 2 - Accounting Tabulation
RFP #26-01 - Temporary Staffing Services**

#	Supplier	Evaluation Criteria (Section#)							Total
		Firm Experience 1	Personnel Experience 2	Scope 3	References 4	T&Cs Exceptions 5	Fee% & Buyout 6	Hourly Rates Accounting 6	
1	Clovity Inc.	17.00	7.50	11.25	5.00	5.00	7.25	30.00	83.00
2	Hireteq Solutions Inc.	19.00	9.00	14.25	10.00	5.00	6.80	18.63	82.68
3	Openwork LLC	19.50	8.50	14.25	6.00	5.00	5.41	22.05	80.71
4	TekWissen LLC	17.00	8.00	12.00	9.00	5.00	2.50	25.45	78.95
5	Encode inc	19.00	9.00	14.25	10.00	5.00	5.23	16.15	78.63
6	InfiCare Health Inc.	19.00	9.50	15.00	10.00	5.00	5.16	14.56	78.21
7	American Unit, Inc	20.00	9.00	15.00	6.50	5.00	3.50	19.15	78.15
8	HighCloud Solutions Inc	20.00	9.50	15.00	5.00	5.00	5.91	16.85	77.26
9	BuzzClan LLC	19.00	9.00	13.50	7.00	5.00	4.16	19.54	77.19
10	Info Way Solutions LLC	19.20	9.50	15.00	5.00	5.00	5.33	17.82	76.84
11	Healthcare Staffing Profession	16.00	9.50	15.00	9.75	5.00	4.54	16.13	75.92
12	The Spearhead Group, Inc.	18.50	8.00	13.13	8.50	5.00	6.13	15.46	74.71
13	American Technology Consulting	18.00	8.50	14.25	7.00	5.00	4.54	16.16	73.45
14	DatamanUSA LLC	19.00	9.00	14.25	10.00	5.00	4.61	11.42	73.29
15	OP Consulting Group LLC	17.00	7.75	13.13	9.00	5.00	3.05	18.33	73.25
16	SuiteMate Staffing Solutions	14.50	7.50	10.50	3.00	5.00	5.50	26.73	72.73
17	MERITORE TECHNOLOGIES LLC	15.00	8.00	10.50	9.00	5.00	3.81	21.30	72.62
18	DAELA	16.00	8.50	12.75	7.00	4.00	4.30	19.85	72.40
19	E7Strategies Inc.	18.50	9.25	12.75	10.00	5.00	2.36	13.89	71.75
20	Tryfacta Inc.	18.50	8.50	12.00	8.50	5.00	2.55	16.51	71.57
21	Diskriter, Inc.	18.00	8.50	14.25	5.00	5.00	3.13	17.09	70.97
22	LZ Technology, Inc.	20.00	10.00	15.00	8.00	4.00	1.94	11.86	70.80
23	Vitosha Inc.	18.00	8.00	13.50	8.00	5.00	3.73	14.24	70.47
24	Galaxy i Technologies, Inc	15.00	8.20	13.13	10.00	5.00	2.00	16.93	70.26
25	CCS Global Tech	17.50	8.25	13.88	6.00	5.00	2.00	17.55	70.18
26	Rang Technologies Inc	17.40	8.50	8.25	6.00	5.00	2.43	22.47	70.04
27	Infojini, Inc.	19.00	9.00	14.25	7.75	5.00	2.29	12.74	70.02
28	SOAL Technologies	20.00	10.00	15.00	0.00	5.00	2.07	17.93	70.00
29	Cloud Consulting Services Inc	18.00	8.50	13.50	9.00	5.00	3.32	12.66	69.98
30	All-N-One Services, LLC	16.00	6.25	10.50	7.00	5.00	5.90	18.99	69.64
31	Burnett Specialists	19.50	8.00	13.88	8.50	5.00	2.00	12.67	69.55
32	Staffmark Investment LLC.	20.00	9.00	15.00	7.50	3.00	2.01	13.01	69.52
33	Dash Technologies Inc.	17.50	9.00	13.88	5.00	5.00	5.04	13.84	69.25
34	Morph Enterprise LLC	17.00	10.00	15.00	7.25	5.00	2.07	12.92	69.24
35	DATSON360 LLC	17.00	9.00	12.75	5.00	5.00	4.05	16.15	68.96
36	Bayinfotech LLC	20.00	8.50	12.75	5.00	5.00	2.13	15.56	68.93
37	Eight Eleven Group LLC	18.00	7.00	12.75	10.00	3.25	3.82	13.66	68.48
38	Techgene Solutions LLC	18.00	9.00	12.00	4.00	5.00	2.80	17.29	68.09
39	InfoDyne Solutions LLC	15.00	8.00	10.50	8.50	5.00	2.91	18.10	68.02
40	Flexicrew Technical, LLC	13.50	7.00	13.13	9.00	5.00	5.13	14.64	67.39
41	COGENT Infotech Corporation	17.00	7.50	12.75	7.00	5.00	3.97	14.16	67.38

Attachment 2 - Accounting Tabulation

(Section#)		1	2	3	4	5	6	6	Total
#	Supplier	20	10	15	10	5	10	30	100
42	Beattys Services, Inc.	17.00	8.50	12.75	5.00	5.00	3.60	15.30	67.16
43	Beacon Hill Staffing Group	18.50	9.25	14.25	6.00	3.25	3.82	11.88	66.95
44	InfoStride, Inc.	16.00	7.50	13.50	3.00	5.00	3.32	18.54	66.87
45	Niktor, Ll.c.	17.50	8.00	11.63	6.00	5.00	2.50	16.20	66.83
46	LataVco Consulting Group, LLC	14.00	6.00	9.00	2.25	5.00	7.50	22.43	66.18
47	ClearBridge Technology Group,	20.00	9.00	13.50	7.75	5.00	2.82	7.50	65.57
48	Changing Technologies, Inc.	14.00	7.00	10.50	5.00	5.00	3.67	20.31	65.48
49	IntegrateUs LLC	20.00	10.00	15.00	0.00	5.00	4.25	11.20	65.45
50	Crystal Data LLC	17.00	9.75	12.75	0.00	5.00	2.67	18.15	65.32
51	sita consulting services LLC	20.00	10.00	15.00	0.00	3.00	2.29	14.95	65.24
52	GTS Technology Solutions, Inc.	20.00	9.00	15.00	5.50	3.00	2.13	10.59	65.21
53	Tek Ninjas Solutions LLC	15.00	7.50	10.50	7.00	5.00	2.63	17.52	65.15
54	Sterling Staffing Solutions	14.00	7.50	12.00	7.00	5.00	1.63	17.98	65.12
55	Noor Staffing Group, LLC	14.50	7.00	10.88	3.50	5.00	3.56	20.63	65.06
56	22nd century Technologies Inc.	18.00	8.50	12.38	0.00	5.00	4.50	16.57	64.94
57	Talantage, LLC	17.50	9.00	9.75	4.00	5.00	3.67	15.91	64.83
58	ABACUS SERVICE CORPORATION	16.50	7.25	12.38	4.00	4.25	3.41	16.68	64.46
59	TAD PGS, Inc	17.00	9.50	13.50	4.00	3.00	1.94	14.88	63.82
60	SolveNow, Inc.	20.00	9.00	15.00	1.50	3.00	2.29	12.56	63.35
61	MSR Technology Group, LLC	18.00	10.00	13.50	0.00	5.00	2.25	14.59	63.34
62	Core Group Resources	14.00	8.00	10.50	7.00	5.00	5.13	13.51	63.13
63	RADGOV Inc.	17.50	9.25	14.25	0.00	5.00	3.15	13.71	62.87
64	ChaseSource, LP	10.00	6.00	10.50	8.00	5.00	5.41	17.88	62.78
65	InstantServe LLC	17.00	8.00	13.50	0.00	5.00	2.41	16.78	62.69
66	Alpha Technologies USA Inc.	16.00	7.00	12.75	4.00	5.00	2.50	15.35	62.60
67	Globalpundits Technology Consu	18.00	9.00	12.00	0.00	5.00	6.00	12.48	62.48
68	MGT Impact Solutions, LLC	20.00	9.50	14.25	2.00	2.50	1.90	12.27	62.42
69	Zencon Group Inc.	16.50	7.50	11.63	3.50	5.00	2.50	15.44	62.06
70	vTech Solution Inc	15.40	7.50	11.63	7.75	5.00	2.13	12.64	62.04
71	PMCS Services	18.50	9.50	13.13	4.00	5.00	4.00	7.57	61.69
72	Cynet Systems Inc.	16.00	9.50	12.00	2.00	5.00	2.36	14.77	61.64
73	ALOIS LLC	14.50	7.50	13.13	0.00	5.00	2.50	18.93	61.55
74	Synkriom Inc.	18.50	8.50	13.50	0.00	5.00	2.61	13.24	61.35
75	Technostaff LLC dba HonorVet T	16.00	8.00	12.00	0.00	5.00	2.29	17.73	61.01
76	Vijay Thirumalai	15.50	7.75	12.00	6.00	5.00	3.30	11.37	60.92
77	Sparks Group, Inc.	18.00	9.25	14.25	0.00	5.00	3.93	9.51	59.94
78	Prisa Consulting Services LLC	15.00	8.00	12.75	1.00	5.00	1.50	16.49	59.74
79	VIVA USA INC.	14.50	7.00	11.25	7.75	5.00	2.07	12.09	59.66
80	Spartoi Group, inc.	18.00	9.00	13.50	0.00	3.00	2.61	13.46	59.56
81	Donato Technologies Inc	18.00	8.25	12.75	0.00	5.00	2.50	13.05	59.55
82	UpSela Talent Solutions Inc.	14.00	7.00	10.50	4.75	5.00	2.50	15.70	59.45
83	Intellyk Inc.	14.00	6.00	10.50	0.00	5.00	2.18	21.70	59.38
84	Crescens Inc.	14.00	6.00	10.50	6.00	5.00	3.75	14.10	59.35
85	Vastek Inc.	14.50	6.00	11.63	3.50	5.00	4.75	13.81	59.19
86	Aliius, Inc.	17.00	10.00	12.00	2.00	3.50	1.98	12.66	59.14
87	Sonus Software Solutions, Inc	16.00	7.00	10.50	1.00	5.00	3.50	16.07	59.07
88	Veracity Software Inc.	14.50	7.00	10.50	3.75	5.00	6.00	12.30	59.05

Attachment 2 - Accounting Tabulation

	(Section#)	1	2	3	4	5	6	6	Total
#	Supplier	20	10	15	10	5	10	30	100
89	SYNAPSE BUSINESS SYSTEMS INCOR	18.00	9.00	13.50	0.00	5.00	3.80	9.73	59.03
90	Argus Talent LLC	8.00	4.00	9.00	7.00	5.00	3.96	21.89	58.85
91	Volitiion IIT Inc	17.50	8.00	12.75	2.00	5.00	2.25	11.24	58.74
92	Sistema Technologies, inc.	16.00	7.50	10.50	1.00	5.00	3.25	15.31	58.56
93	Scion Staffing, Inc.	14.50	7.00	10.20	6.00	5.00	1.69	13.92	58.31
94	PriceSenz	17.50	8.00	13.13	0.00	5.00	1.90	12.75	58.28
95	virtelligence,Inc.	15.50	6.50	11.63	3.00	5.00	2.29	14.24	58.15
96	N2S Global Workforce Solutions	17.00	6.50	13.50	0.00	5.00	2.29	13.73	58.02
97	Vidhwan Inc. dba E-Solutions	16.00	8.50	9.75	3.00	2.50	2.22	15.60	57.56
98	Recruiting Source International	20.00	9.00	15.00	0.00	3.00	2.00	8.28	57.28
99	427 Solutions, LLC	12.00	6.50	9.75	1.00	5.00	4.31	18.71	57.28
100	Altiora Consulting LLC	14.50	7.50	10.50	0.00	4.50	2.50	17.77	57.27
101	waditek, LLC	15.50	8.00	10.88	3.00	5.00	2.29	12.51	57.17
102	Corporate Temps Inc.	12.00	6.00	9.00	5.00	5.00	3.68	16.14	56.82
103	Cross Country Staffing, Inc	11.50	7.50	12.00	5.50	3.25	4.63	12.38	56.75
104	Medical Edge Recruitment	12.00	6.50	9.00	0.00	5.00	6.32	17.87	56.69
105	Midtown Personnel, Inc., dba T	17.00	8.00	13.50	0.00	5.00	2.13	10.99	56.61
106	SystemDomain, Inc.	17.00	7.00	12.00	0.00	5.00	2.50	13.04	56.54
107	ADO Professional Solutions, Inc	16.00	7.00	10.50	0.00	3.25	5.71	13.96	56.41
108	CoCREATE Solutions	8.00	4.00	7.50	7.00	5.00	2.29	22.11	55.89
109	Effervescent Consulting LLC	20.00	8.00	13.50	2.00	3.00	2.50	6.79	55.79
110	Inceed, LLC	16.00	7.50	13.13	0.00	3.25	5.90	9.52	55.30
111	Robert Half International, Inc	10.50	8.00	13.13	7.00	2.50	1.75	12.37	55.25
112	Industrial Staffing Services I	17.00	7.00	12.00	0.00	5.00	2.07	12.10	55.18
113	Frontline Nurse Staffing LLC.	11.00	7.00	9.75	5.00	5.00	4.38	12.92	55.05
114	Absolute Information Technolog	15.00	6.00	10.50	0.00	5.00	2.29	16.13	54.92
115	Octagon Staffing, LLC	12.50	6.25	9.00	0.00	5.00	4.79	17.28	54.81
116	Syntricate Technologies Inc.	10.00	7.50	13.50	0.00	5.00	1.88	16.55	54.43
117	Nirvana Sky Group LLC	14.00	7.00	12.00	0.00	5.00	2.50	13.77	54.27
118	Ad-A-Staff Inc.	15.50	5.00	7.50	1.00	5.00	6.29	13.66	53.94
119	TEEMA Inc.	15.00	7.25	10.50	0.00	5.00	2.00	13.64	53.39
120	MSys, Inc.	14.50	8.00	12.38	0.00	5.00	2.11	10.52	52.50
121	BE Staffing Solutions LLC	12.50	6.25	11.25	0.00	5.00	1.57	15.79	52.37
122	LanceSoft Inc	6.00	8.00	13.50	2.00	5.00	2.54	14.67	51.70
123	JLK Global Enterprises, Inc	13.00	6.50	8.25	0.00	5.00	2.29	15.02	50.05
124	Adelphi Staffing, LLC	12.00	8.00	10.50	0.00	5.00	1.85	12.70	50.05
125	Lams Technology	11.00	7.00	10.50	1.50	5.00	2.50	10.32	47.82
126	Kellton Tech Inc.	13.00	6.50	9.00	0.00	5.00	2.29	11.55	47.34
127	Nohat Staffing	6.00	3.00	9.00	0.00	5.00	5.80	18.21	47.01

**Attachment 3 - Administrative Support Tabulation
RFP #26-01 - Temporary Staffing Services**

#	Evaluation Criteria (Section#)	Firm	Personnel	Scope	References	T&Cs	Fee% &	Hourly Rates	Total
		1	2	3	4	5	6	6	
1	Hireteq Solutions Inc.	20	10	15	10	5	10	30	100
2	Openwork LLC	19.00	9.00	14.25	10.00	5.00	6.80	22.20	86.25
3	Encode inc	19.50	8.50	14.25	6.00	5.00	5.41	24.12	82.77
4	Clovery Inc.	19.00	9.00	14.25	10.00	5.00	5.23	19.82	82.30
5	The Spearhead Group, Inc.	17.00	7.50	11.25	5.00	5.00	7.25	29.01	82.01
6	TekWissen LLC	18.50	8.00	13.13	8.50	5.00	6.13	20.27	79.52
7	American Unit, Inc	17.00	8.00	12.00	9.00	5.00	2.50	25.59	79.09
8	BuzzClan LLC	20.00	9.00	15.00	6.50	5.00	3.50	20.08	79.08
9	Info Way Solutions LLC	19.00	9.00	13.50	7.00	5.00	4.16	21.04	78.70
10	HighCloud Solutions Inc	19.20	9.50	15.00	5.00	5.00	5.33	18.26	77.28
11	OP Consulting Group LLC	20.00	9.50	15.00	5.00	5.00	5.91	16.63	77.04
12	Tryfacta Inc.	17.00	7.75	13.13	9.00	5.00	3.05	21.84	76.76
13	Caliber Tech LLC	18.50	8.50	12.00	8.50	5.00	2.55	21.30	76.35
14	American Technology Consulting	20.00	10.00	15.00	7.75	2.50	3.05	18.05	76.34
15	SuiteMate Staffing Solutions	18.00	8.50	14.25	7.00	5.00	4.54	18.77	76.06
16	InfiCare Health Inc.	14.50	7.50	10.50	3.00	5.00	5.50	30.00	76.00
17	DAELA	19.00	9.50	15.00	10.00	5.00	5.16	12.06	75.72
18	Burnett Specialists	16.00	8.50	12.75	7.00	4.00	4.30	22.62	75.17
19	DatamanUSA LLC	19.50	8.00	13.88	8.50	5.00	2.00	18.17	75.04
20	Morph Enterprise LLC	19.00	9.00	14.25	10.00	5.00	4.61	13.17	75.04
21	Vitoshia Inc.	17.00	10.00	15.00	7.25	5.00	2.07	18.28	74.60
22	Eight Eleven Group LLC	18.00	8.00	13.50	8.00	5.00	3.73	18.00	74.23
23	Rang Technologies Inc	18.00	7.00	12.75	10.00	3.25	3.82	19.39	74.21
24	Diskriter, Inc.	17.40	8.50	8.25	6.00	5.00	2.43	26.51	74.09
25	MERITORE TECHNOLOGIES LLC	18.00	8.50	14.25	5.00	5.00	3.13	19.95	73.83
26	CCS Global Tech	15.00	8.00	10.50	9.00	5.00	3.81	22.50	73.81
27	Infojini, Inc.	17.50	8.25	13.88	6.00	5.00	2.00	21.05	73.68
28	E7Strategies Inc.	19.00	9.00	14.25	7.75	5.00	2.29	16.25	73.54
29	SOAL Technologies	18.50	9.25	12.75	10.00	5.00	2.36	15.36	73.22
30	Human Resources Administration	20.00	10.00	15.00	0.00	5.00	2.07	21.13	73.20
31	Niktor, Llc.	17.00	9.00	12.75	10.00	5.00	5.50	13.81	73.06
32	Bayinfotech LLC	17.50	8.00	11.63	6.00	5.00	2.50	22.22	72.84
33	Beacon Hill Staffing Group	20.00	8.50	12.75	5.00	5.00	2.13	19.42	72.80
34	Cloud Consulting Services Inc	18.50	9.25	14.25	6.00	3.25	3.82	17.52	72.59
35	Staffmark Investment LLC.	18.00	8.50	13.50	9.00	5.00	3.32	15.01	72.33
36	COGENT Infotech Corporation	20.00	9.00	15.00	7.50	3.00	2.01	15.56	72.07
37	InfoDyne Solutions LLC	17.00	7.50	12.75	7.00	5.00	3.97	18.68	71.90
38	Beattys Services, Inc.	15.00	8.00	10.50	8.50	5.00	2.91	21.57	71.49
39	sita consulting services LLC	17.00	8.50	12.75	5.00	5.00	3.60	18.73	70.59
40	DATSON360 LLC	20.00	10.00	15.00	0.00	3.00	2.29	20.23	70.52
41	Dash Technologies Inc.	17.00	9.00	12.75	5.00	5.00	4.05	17.64	70.44
		17.50	9.00	13.88	5.00	5.00	5.04	14.50	69.91

Attachment 3 - Administrative Support Tabulation

(Section#)

		1	2	3	4	5	6	6	Total
#	Supplier	20	10	15	10	5	10	30	100
42	Flexicrew Technical, LLC	13.50	7.00	13.13	9.00	5.00	5.13	17.16	69.91
43	Latavco Consulting Group, LLC	14.00	6.00	9.00	2.25	5.00	7.50	26.11	69.86
44	Changing Technologies, Inc.	14.00	7.00	10.50	5.00	5.00	3.67	24.63	69.79
45	22nd century Technologies Inc.	18.00	8.50	12.38	0.00	5.00	4.50	21.14	69.51
46	Techgene Solutions LLC	18.00	9.00	12.00	4.00	5.00	2.80	18.56	69.36
47	PMCS Services	18.50	9.50	13.13	4.00	5.00	4.00	14.58	68.71
48	ABACUS SERVICE CORPORATION	16.50	7.25	12.38	4.00	4.25	3.41	20.82	68.60
49	Tek Ninjas Solutions LLC	15.00	7.50	10.50	7.00	5.00	2.63	20.88	68.51
50	GTS Technology Solutions, Inc.	20.00	9.00	15.00	5.50	3.00	2.13	13.65	68.28
51	Noor Staffing Group, LLC	14.50	7.00	10.88	3.50	5.00	3.56	23.73	68.16
52	InfoStride, Inc.	16.00	7.50	13.50	3.00	5.00	3.32	19.72	68.05
53	Crescens Inc.	14.00	6.00	10.50	6.00	5.00	3.75	22.70	67.95
54	Galaxy i Technologies, Inc	15.00	8.20	13.13	10.00	5.00	2.00	14.31	67.63
55	Sparks Group, Inc.	18.00	9.25	14.25	0.00	5.00	3.93	16.56	66.99
56	Spartoi Group, inc.	18.00	9.00	13.50	0.00	3.00	2.61	20.72	66.83
57	All-N-One Services, LLC	16.00	6.25	10.50	7.00	5.00	5.90	16.02	66.67
58	RADGOV Inc.	17.50	9.25	14.25	0.00	5.00	3.15	17.36	66.51
59	Zencon Group Inc.	16.50	7.50	11.63	3.50	5.00	2.50	19.88	66.51
60	Healthcare Staffing Profession	16.00	9.50	15.00	9.75	5.00	4.54	6.71	66.50
61	ChaseSource, LP	10.00	6.00	10.50	8.00	5.00	5.41	21.59	66.50
62	SolveNow, Inc.	20.00	9.00	15.00	1.50	3.00	2.29	15.64	66.43
63	Crystal Data LLC	17.00	9.75	12.75	0.00	5.00	2.67	19.20	66.37
64	Talantage, LLC	17.50	9.00	9.75	4.00	5.00	3.67	17.21	66.13
65	Globalpundits Technology Consu	18.00	9.00	12.00	0.00	5.00	6.00	16.11	66.11
66	Synkriom Inc.	18.50	8.50	13.50	0.00	5.00	2.61	18.00	66.11
67	TAD PGS, Inc	17.00	9.50	13.50	4.00	3.00	1.94	17.00	65.93
68	IntegrateUs LLC	20.00	10.00	15.00	0.00	5.00	4.25	11.35	65.60
69	Sistema Technologies, inc.	16.00	7.50	10.50	1.00	5.00	3.25	22.20	65.45
70	Alpha Technologies USA Inc.	16.00	7.00	12.75	4.00	5.00	2.50	18.00	65.25
71	Technostaff LLC dba HonorVet T	16.00	8.00	12.00	0.00	5.00	2.29	21.45	64.73
72	MSR Technology Group, LLC	18.00	10.00	13.50	0.00	5.00	2.25	15.73	64.48
73	vTech Solution Inc	15.40	7.50	11.63	7.75	5.00	2.13	15.07	64.47
74	InstantServe LLC	17.00	8.00	13.50	0.00	5.00	2.41	18.52	64.42
75	ALOIS LLC	14.50	7.50	13.13	0.00	5.00	2.50	21.59	64.22
76	Cynet Systems Inc.	16.00	9.50	12.00	2.00	5.00	2.36	17.29	64.15
77	UpSela Talent Solutions Inc.	14.00	7.00	10.50	4.75	5.00	2.50	20.24	63.99
78	Vastek Inc.	14.50	6.00	11.63	3.50	5.00	4.75	18.46	63.83
79	Core Group Resources	14.00	8.00	10.50	7.00	5.00	5.13	14.13	63.75
80	Sterling Staffing Solutions	14.00	7.50	12.00	7.00	5.00	1.63	16.32	63.45
81	PriceSenz	17.50	8.00	13.13	0.00	5.00	1.90	17.54	63.07
82	Vijay Thirumalai	15.50	7.75	12.00	6.00	5.00	3.30	13.46	63.01
83	MGT Impact Solutions, LLC	20.00	9.50	14.25	2.00	2.50	1.90	11.94	62.09
84	virtelligence, Inc.	15.50	6.50	11.63	3.00	5.00	2.29	18.00	61.91
85	V Group Inc.	16.50	8.35	12.75	5.00	5.00	1.69	12.56	61.85
86	VIVA USA INC.	14.50	7.00	11.25	7.75	5.00	2.07	13.96	61.53
87	N2S Global Workforce Solutions	17.00	6.50	13.50	0.00	5.00	2.29	17.11	61.39
88	Argus Talent LLC	8.00	4.00	9.00	7.00	5.00	3.96	24.40	61.35

Attachment 3 - Administrative Support Tabulation

(Section#)

		1	2	3	4	5	6	6	Total
#	Supplier	20	10	15	10	5	10	30	100
89	Prisa Consulting Services LLC	15.00	8.00	12.75	1.00	5.00	1.50	17.89	61.14
90	Aliius, Inc.	17.00	10.00	12.00	2.00	3.50	1.98	14.54	61.02
91	427 Solutions, LLC	12.00	6.50	9.75	1.00	5.00	4.31	22.30	60.86
92	Midtown Personnel, Inc., dba T	17.00	8.00	13.50	0.00	5.00	2.13	15.15	60.77
93	Scion Staffing, Inc.	14.50	7.00	10.20	6.00	5.00	1.69	16.14	60.54
94	Cross Country Staffing, Inc	11.50	7.50	12.00	5.50	3.25	4.63	16.09	60.46
95	Intellyk Inc.	14.00	6.00	10.50	0.00	5.00	2.18	22.41	60.09
96	Donato Technologies Inc	18.00	8.25	12.75	0.00	5.00	2.50	13.41	59.91
97	Sonus Software Solutions, Inc	16.00	7.00	10.50	1.00	5.00	3.50	16.89	59.89
98	Corporate Temps Inc.	12.00	6.00	9.00	5.00	5.00	3.68	19.11	59.79
99	Volitiion IIT Inc	17.50	8.00	12.75	2.00	5.00	2.25	12.26	59.76
100	Veracity Software Inc.	14.50	7.00	10.50	3.75	5.00	6.00	12.99	59.74
101	Inceed, LLC	16.00	7.50	13.13	0.00	3.25	5.90	13.92	59.70
102	SYNAPSE BUSINESS SYSTEMS INCOR	18.00	9.00	13.50	0.00	5.00	3.80	10.16	59.46
103	Robert Half International, Inc	10.50	8.00	13.13	7.00	2.50	1.75	16.57	59.45
104	Vidhwan Inc. dba E-Solutions	16.00	8.50	9.75	3.00	2.50	2.22	17.40	59.37
105	SystemDomain, Inc.	17.00	7.00	12.00	0.00	5.00	2.50	15.73	59.23
106	Altiora Consulting LLC	14.50	7.50	10.50	0.00	4.50	2.50	19.55	59.05
107	ADO Professional Solutions, Inc	16.00	7.00	10.50	0.00	3.25	5.71	16.38	58.84
108	waditek, LLC	15.50	8.00	10.88	3.00	5.00	2.29	14.11	58.77
109	Frontline Nurse Staffing LLC.	11.00	7.00	9.75	5.00	5.00	4.38	16.63	58.75
110	BE Staffing Solutions LLC	12.50	6.25	11.25	0.00	5.00	1.57	21.94	58.51
111	CoCREATE Solutions	8.00	4.00	7.50	7.00	5.00	2.29	24.40	58.18
112	Recruiting Source International	20.00	9.00	15.00	0.00	3.00	2.00	9.17	58.17
113	Syntricate Technologies Inc.	10.00	7.50	13.50	0.00	5.00	1.88	20.10	57.98
114	Medical Edge Recruitment	12.00	6.50	9.00	0.00	5.00	6.32	19.01	57.83
115	Absolute Information Technolog	15.00	6.00	10.50	0.00	5.00	2.29	18.24	57.03
116	LanceSoft Inc	6.00	8.00	13.50	2.00	5.00	2.54	19.94	56.97
117	Industrial Staffing Services I	17.00	7.00	12.00	0.00	5.00	2.07	13.32	56.39
118	Octagon Staffing, LLC	12.50	6.25	9.00	0.00	5.00	4.79	18.77	56.31
119	Effervescent Consulting LLC	20.00	8.00	13.50	2.00	3.00	2.50	6.69	55.69
120	MSys, Inc.	14.50	8.00	12.38	0.00	5.00	2.11	13.12	55.10
121	Ad-A-Staff Inc.	15.50	5.00	7.50	1.00	5.00	6.29	14.43	54.72
122	JLK Global Enterprises, Inc	13.00	6.50	8.25	0.00	5.00	2.29	18.96	53.99
123	TEEMA Inc.	15.00	7.25	10.50	0.00	5.00	2.00	14.11	53.86
124	Adelphi Staffing, LLC	12.00	8.00	10.50	0.00	5.00	1.85	16.32	53.67
125	Nirvana Sky Group LLC	14.00	7.00	12.00	0.00	5.00	2.50	12.28	52.78
126	Nohat Staffing	6.00	3.00	9.00	0.00	5.00	5.80	23.65	52.45
127	Kellton Tech Inc.	13.00	6.50	9.00	0.00	5.00	2.29	15.36	51.14
128	Lams Technology	11.00	7.00	10.50	1.50	5.00	2.50	11.04	48.5

**Attachment 4 - Education and Childcare Tabulation
RFP #26-01 - Temporary Staffing Services**

#	Supplier	Evaluation Criteria (Section#)							Total
		Firm Experience 1	Personnel Experience 2	Scope 3	References 4	T&Cs Exceptions 5	Fee% & Buyout 6	Hourly Rates Edu./Child 6	
1	Hireteq Solutions Inc.	19.00	9.00	14.25	10.00	5.00	6.80	22.32	86.37
2	Clovity Inc.	17.00	7.50	11.25	5.00	5.00	7.25	28.30	81.30
3	Healthcare Staffing Profession	16.00	9.50	15.00	9.75	5.00	4.54	20.58	80.36
4	DatamanUSA LLC	19.00	9.00	14.25	10.00	5.00	4.61	17.35	79.21
5	InfiCare Health Inc.	19.00	9.50	15.00	10.00	5.00	5.16	14.57	78.23
6	Staffmark Investment LLC.	20.00	9.00	15.00	7.50	3.00	2.01	21.15	77.66
7	Encode inc	19.00	9.00	14.25	10.00	5.00	5.23	15.18	77.66
8	Cloud Consulting Services Inc	18.00	8.50	13.50	9.00	5.00	3.32	20.29	77.62
9	The Spearhead Group, Inc.	18.50	8.00	13.13	8.50	5.00	6.13	17.94	77.19
10	OP Consulting Group LLC	17.00	7.75	13.13	9.00	5.00	3.05	21.96	76.88
11	MERITORE TECHNOLOGIES LLC	15.00	8.00	10.50	9.00	5.00	3.81	23.81	75.12
12	Diskriter, Inc.	18.00	8.50	14.25	5.00	5.00	3.13	21.22	75.09
13	TekWissen LLC	17.00	8.00	12.00	9.00	5.00	2.50	20.83	74.33
14	Tryfacta Inc.	18.50	8.50	12.00	8.50	5.00	2.55	18.75	73.81
15	American Technology Consulting	18.00	8.50	14.25	7.00	5.00	4.54	16.10	73.39
16	BuzzClan LLC	19.00	9.00	13.50	7.00	5.00	4.16	15.57	73.22
17	Info Way Solutions LLC	19.20	9.50	15.00	5.00	5.00	5.33	14.02	73.04
18	Infojini, Inc.	19.00	9.00	14.25	7.75	5.00	2.29	15.43	72.72
19	DAELA	16.00	8.50	12.75	7.00	4.00	4.30	19.75	72.30
20	SOAL Technologies	20.00	10.00	15.00	0.00	5.00	2.07	19.56	71.63
21	InfoDyne Solutions LLC	15.00	8.00	10.50	8.50	5.00	2.91	21.69	71.60
22	HighCloud Solutions Inc	20.00	9.50	15.00	5.00	5.00	5.91	10.71	71.13
23	Changing Technologies, Inc.	14.00	7.00	10.50	5.00	5.00	3.67	25.64	70.81
24	Noor Staffing Group, LLC	14.50	7.00	10.88	3.50	5.00	3.56	25.86	70.29
25	Beattys Services, Inc.	17.00	8.50	12.75	5.00	5.00	3.60	18.06	69.92
26	DATSON360 LLC	17.00	9.00	12.75	5.00	5.00	4.05	17.05	69.85
27	All-N-One Services, LLC	16.00	6.25	10.50	7.00	5.00	5.90	18.83	69.48
28	Human Resources Administration	17.00	9.00	12.75	10.00	5.00	5.50	10.00	69.25
29	Core Group Resources	14.00	8.00	10.50	7.00	5.00	5.13	19.47	69.10
30	Dash Technologies Inc.	17.50	9.00	13.88	5.00	5.00	5.04	13.64	69.05
31	Talantage, LLC	17.50	9.00	9.75	4.00	5.00	3.67	20.00	68.91
32	sita consulting services LLC	20.00	10.00	15.00	0.00	3.00	2.29	18.40	68.69
33	COGENT Infotech Corporation	17.00	7.50	12.75	7.00	5.00	3.97	15.42	68.64
34	Tek Ninjas Solutions LLC	15.00	7.50	10.50	7.00	5.00	2.63	20.99	68.62
35	Flexicrew Technical, LLC	13.50	7.00	13.13	9.00	5.00	5.13	15.31	68.06
36	RADGOV Inc.	17.50	9.25	14.25	0.00	5.00	3.15	18.58	67.73
37	Intellyk Inc.	14.00	6.00	10.50	0.00	5.00	2.18	30.00	67.68
38	Eight Eleven Group LLC	18.00	7.00	12.75	10.00	3.25	3.82	12.76	67.57
39	Bayinfotech LLC	20.00	8.50	12.75	5.00	5.00	2.13	13.91	67.29
40	Niktor, Llc.	17.50	8.00	11.63	6.00	5.00	2.50	16.55	67.18
41	Sterling Staffing Solutions	14.00	7.50	12.00	7.00	5.00	1.63	18.99	66.12

Attachment 4 - Education and Childcare Tabulation

(Section#)		1	2	3	4	5	6	6	Total
#	Supplier	20	10	15	10	5	10	30	100
42	Techgene Solutions LLC	18.00	9.00	12.00	4.00	5.00	2.80	15.19	65.99
43	SuiteMate Staffing Solutions	14.50	7.50	10.50	3.00	5.00	5.50	19.93	65.93
44	InfoStride, Inc.	16.00	7.50	13.50	3.00	5.00	3.32	17.49	65.82
45	Prisa Consulting Services LLC	15.00	8.00	12.75	1.00	5.00	1.50	22.38	65.63
46	Alpha Technologies USA Inc.	16.00	7.00	12.75	4.00	5.00	2.50	18.29	65.54
47	SolveNow, Inc.	20.00	9.00	15.00	1.50	3.00	2.29	14.76	65.54
48	InstantServe LLC	17.00	8.00	13.50	0.00	5.00	2.41	19.61	65.51
49	Galaxy i Technologies, Inc	15.00	8.20	13.13	10.00	5.00	2.00	12.14	65.46
50	Globalpundits Technology Consu	18.00	9.00	12.00	0.00	5.00	6.00	15.00	65.00
51	ABACUS SERVICE CORPORATION	16.50	7.25	12.38	4.00	4.25	3.41	17.22	65.00
52	Zencon Group Inc.	16.50	7.50	11.63	3.50	5.00	2.50	18.03	64.65
53	Rang Technologies Inc	17.40	8.50	8.25	6.00	5.00	2.43	16.95	64.53
54	UpSela Talent Solutions Inc.	14.00	7.00	10.50	4.75	5.00	2.50	20.42	64.17
55	22nd century Technologies Inc.	18.00	8.50	12.38	0.00	5.00	4.50	15.38	63.76
56	Altiora Consulting LLC	14.50	7.50	10.50	0.00	4.50	2.50	23.98	63.48
57	VIVA USA INC.	14.50	7.00	11.25	7.75	5.00	2.07	15.15	62.72
58	Argus Talent LLC	8.00	4.00	9.00	7.00	5.00	3.96	25.67	62.62
59	Crescens Inc.	14.00	6.00	10.50	6.00	5.00	3.75	17.05	62.30
60	Medical Edge Recruitment	12.00	6.50	9.00	0.00	5.00	6.32	22.98	61.80
61	Recruiting Source International	20.00	9.00	15.00	0.00	3.00	2.00	12.76	61.76
62	ChaseSource, LP	10.00	6.00	10.50	8.00	5.00	5.41	16.48	61.39
63	Spartoi Group, inc.	18.00	9.00	13.50	0.00	3.00	2.61	15.15	61.26
64	Vijay Thirumalai	15.50	7.75	12.00	6.00	5.00	3.30	11.63	61.18
65	Vastek Inc.	14.50	6.00	11.63	3.50	5.00	4.75	15.76	61.13
66	vTech Solution Inc	15.40	7.50	11.63	7.75	5.00	2.13	11.66	61.06
67	427 Solutions, LLC	12.00	6.50	9.75	1.00	5.00	4.31	22.42	60.98
68	Latacvco Consulting Group, LLC	14.00	6.00	9.00	2.25	5.00	7.50	17.14	60.89
69	Synkriom Inc.	18.50	8.50	13.50	0.00	5.00	2.61	12.61	60.71
70	N2S Global Workforce Solutions	17.00	6.50	13.50	0.00	5.00	2.29	16.36	60.65
71	ALOIS LLC	14.50	7.50	13.13	0.00	5.00	2.50	17.64	60.26
72	Crystal Data LLC	17.00	9.75	12.75	0.00	5.00	2.67	12.72	59.88
73	SYNAPSE BUSINESS SYSTEMS INCOR	18.00	9.00	13.50	0.00	5.00	3.80	10.37	59.67
74	Corporate Temps Inc.	12.00	6.00	9.00	5.00	5.00	3.68	18.74	59.42
75	Veracity Software Inc.	14.50	7.00	10.50	3.75	5.00	6.00	12.61	59.36
76	waditek, LLC	15.50	8.00	10.88	3.00	5.00	2.29	13.89	58.55
77	virtelligence, Inc.	15.50	6.50	11.63	3.00	5.00	2.29	14.56	58.47
78	Syntricate Technologies Inc.	10.00	7.50	13.50	0.00	5.00	1.88	20.20	58.09
79	Octagon Staffing, LLC	12.50	6.25	9.00	0.00	5.00	4.79	20.48	58.01
80	Absolute Information Technolog	15.00	6.00	10.50	0.00	5.00	2.29	17.92	56.71
81	Vidhwan Inc. dba E-Solutions	16.00	8.50	9.75	3.00	2.50	2.22	14.71	56.67
82	CoCREATE Solutions	8.00	4.00	7.50	7.00	5.00	2.29	22.06	55.84
83	Midtown Personnel, Inc., dba T	17.00	8.00	13.50	0.00	5.00	2.13	9.68	55.30
84	Frontline Nurse Staffing LLC.	11.00	7.00	9.75	5.00	5.00	4.38	12.82	54.95
85	Cross Country Staffing, Inc	11.50	7.50	12.00	5.50	3.25	4.63	10.49	54.86
86	BE Staffing Solutions LLC	12.50	6.25	11.25	0.00	5.00	1.57	18.29	54.86
87	LanceSoft Inc	6.00	8.00	13.50	2.00	5.00	2.54	16.58	53.62
88	SystemDomain, Inc.	17.00	7.00	12.00	0.00	5.00	2.50	9.26	52.76

Attachment 4 - Education and Childcare Tabulation

(Section#)

		1	2	3	4	5	6	6	Total
#	Supplier	20	10	15	10	5	10	30	100
89	JLK Global Enterprises, Inc	13.00	6.50	8.25	0.00	5.00	2.29	17.36	52.40
90	Nirvana Sky Group LLC	14.00	7.00	12.00	0.00	5.00	2.50	11.47	51.97
91	Adelphi Staffing, LLC	12.00	8.00	10.50	0.00	5.00	1.85	13.64	50.99
92	Lams Technology	11.00	7.00	10.50	1.50	5.00	2.50	11.10	48.60
93	Nohat Staffing	6.00	3.00	9.00	0.00	5.00	5.80	18.32	47.12
94	Kellton Tech Inc.	13.00	6.50	9.00	0.00	5.00	2.29	8.20	43.98

**Attachment 5 - General Services Tabulation
RFP #26-01 - Temporary Staffing Services**

#	Evaluation Criteria (Section#)	Firm	Personnel	Scope	References	T&Cs	Fee% &	Hourly Rates	Total
		1	2	3	4	5	6	6	
	Supplier	20	10	15	10	5	10	30	100
1	Hireteq Solutions Inc.	19.00	9.00	14.25	10.00	5.00	6.80	26.07	90.12
2	Encode inc	19.00	9.00	14.25	10.00	5.00	5.23	20.15	82.62
3	Openwork LLC	19.50	8.50	14.25	6.00	5.00	5.41	23.70	82.36
4	OP Consulting Group LLC	17.00	7.75	13.13	9.00	5.00	3.05	25.64	80.56
5	Clovity Inc.	17.00	7.50	11.25	5.00	5.00	7.25	26.07	79.07
6	Healthcare Staffing Profession	16.00	9.50	15.00	9.75	5.00	4.54	18.86	78.65
7	DAELA	16.00	8.50	12.75	7.00	4.00	4.30	25.88	78.43
8	BuzzClan LLC	19.00	9.00	13.50	7.00	5.00	4.16	20.74	78.39
9	TekWissen LLC	17.00	8.00	12.00	9.00	5.00	2.50	24.33	77.83
10	Tryfacta Inc.	18.50	8.50	12.00	8.50	5.00	2.55	22.63	77.69
11	MERITORE TECHNOLOGIES LLC	15.00	8.00	10.50	9.00	5.00	3.81	26.07	77.38
12	Infojini, Inc.	19.00	9.00	14.25	7.75	5.00	2.29	20.08	77.36
13	The Spearhead Group, Inc.	18.50	8.00	13.13	8.50	5.00	6.13	17.19	76.44
14	American Technology Consulting	18.00	8.50	14.25	7.00	5.00	4.54	18.86	76.15
15	InfiCare Health Inc.	19.00	9.50	15.00	10.00	5.00	5.16	11.85	75.51
16	InfoDyne Solutions LLC	15.00	8.00	10.50	8.50	5.00	2.91	25.34	75.25
17	Bayinfotech LLC	20.00	8.50	12.75	5.00	5.00	2.13	21.73	75.10
18	HighCloud Solutions Inc	20.00	9.50	15.00	5.00	5.00	5.91	14.41	74.82
19	Info Way Solutions LLC	19.20	9.50	15.00	5.00	5.00	5.33	15.64	74.67
20	COGENT Infotech Corporation	17.00	7.50	12.75	7.00	5.00	3.97	20.49	73.71
21	DatamanUSA LLC	19.00	9.00	14.25	10.00	5.00	4.61	11.76	73.63
22	Burnett Specialists	19.50	8.00	13.88	8.50	5.00	2.00	16.60	73.47
23	Dash Technologies Inc.	17.50	9.00	13.88	5.00	5.00	5.04	16.85	72.26
24	Tek Ninjas Solutions LLC	15.00	7.50	10.50	7.00	5.00	2.63	24.52	72.15
25	DATSON360 LLC	17.00	9.00	12.75	5.00	5.00	4.05	19.21	72.01
26	SuiteMate Staffing Solutions	14.50	7.50	10.50	3.00	5.00	5.50	25.86	71.86
27	Noor Staffing Group, LLC	14.50	7.00	10.88	3.50	5.00	3.56	27.38	71.81
28	sita consulting services LLC	20.00	10.00	15.00	0.00	3.00	2.29	20.98	71.26
29	Eight Eleven Group LLC	18.00	7.00	12.75	10.00	3.25	3.82	16.44	71.26
30	Niktor, Llc.	17.50	8.00	11.63	6.00	5.00	2.50	20.61	71.24
31	Diskriter, Inc.	18.00	8.50	14.25	5.00	5.00	3.13	17.19	71.06
32	Cloud Consulting Services Inc	18.00	8.50	13.50	9.00	5.00	3.32	13.69	71.01
33	Techgene Solutions LLC	18.00	9.00	12.00	4.00	5.00	2.80	19.91	70.71
34	Staffmark Investment LLC.	20.00	9.00	15.00	7.50	3.00	2.01	14.08	70.59
35	Beattys Services, Inc.	17.00	8.50	12.75	5.00	5.00	3.60	18.52	70.38
36	Flexicrew Technical, LLC	13.50	7.00	13.13	9.00	5.00	5.13	17.55	70.30
37	All-N-One Services, LLC	16.00	6.25	10.50	7.00	5.00	5.90	19.42	70.07
38	SOAL Technologies	20.00	10.00	15.00	0.00	5.00	2.07	17.93	70.00
39	22nd century Technologies Inc.	18.00	8.50	12.38	0.00	5.00	4.50	21.60	69.97
40	Rang Technologies Inc	17.40	8.50	8.25	6.00	5.00	2.43	22.35	69.93
41	Beacon Hill Staffing Group	18.50	9.25	14.25	6.00	3.25	3.82	14.20	69.27

Attachment 5 - General Services Tabulation

(Section#)		1	2	3	4	5	6	6	Total
#	Supplier	20	10	15	10	5	10	30	100
42	Changing Technologies, Inc.	14.00	7.00	10.50	5.00	5.00	3.67	24.07	69.23
43	Talantage, LLC	17.50	9.00	9.75	4.00	5.00	3.67	20.21	69.13
44	Crystal Data LLC	17.00	9.75	12.75	0.00	5.00	2.67	21.91	69.08
45	Core Group Resources	14.00	8.00	10.50	7.00	5.00	5.13	18.85	68.47
46	Latavco Consulting Group, LLC	14.00	6.00	9.00	2.25	5.00	7.50	24.69	68.44
47	Intellyk Inc.	14.00	6.00	10.50	0.00	5.00	2.18	30.00	67.68
48	InfoStride, Inc.	16.00	7.50	13.50	3.00	5.00	3.32	19.27	67.60
49	SolveNow, Inc.	20.00	9.00	15.00	1.50	3.00	2.29	16.63	67.41
50	InstantServe LLC	17.00	8.00	13.50	0.00	5.00	2.41	21.35	67.25
51	Spartoi Group, inc.	18.00	9.00	13.50	0.00	3.00	2.61	21.06	67.16
52	ABACUS SERVICE CORPORATION	16.50	7.25	12.38	4.00	4.25	3.41	19.35	67.13
53	ChaseSource, LP	10.00	6.00	10.50	8.00	5.00	5.41	22.17	67.07
54	Synkriom Inc.	18.50	8.50	13.50	0.00	5.00	2.61	18.88	66.99
55	E7Strategies Inc.	18.50	9.25	12.75	10.00	5.00	2.36	8.98	66.85
56	Galaxy i Technologies, Inc	15.00	8.20	13.13	10.00	5.00	2.00	13.29	66.62
57	Zencon Group Inc.	16.50	7.50	11.63	3.50	5.00	2.50	19.59	66.21
58	LZ Technology, Inc.	20.00	10.00	15.00	8.00	4.00	1.94	7.20	66.13
59	RADGOV Inc.	17.50	9.25	14.25	0.00	5.00	3.15	16.88	66.04
60	TAD PGS, Inc	17.00	9.50	13.50	4.00	3.00	1.94	17.00	65.94
61	Crescens Inc.	14.00	6.00	10.50	6.00	5.00	3.75	20.66	65.91
62	Sparks Group, Inc.	18.00	9.25	14.25	0.00	5.00	3.93	15.00	65.43
63	VIVA USA INC.	14.50	7.00	11.25	7.75	5.00	2.07	17.66	65.23
64	Prisa Consulting Services LLC	15.00	8.00	12.75	1.00	5.00	1.50	21.80	65.05
65	Alpha Technologies USA Inc.	16.00	7.00	12.75	4.00	5.00	2.50	17.66	64.91
66	427 Solutions, LLC	12.00	6.50	9.75	1.00	5.00	4.31	26.19	64.75
67	Vidhwan Inc. dba E-Solutions	16.00	8.50	9.75	3.00	2.50	2.22	21.90	63.87
68	vTech Solution Inc	15.40	7.50	11.63	7.75	5.00	2.13	13.88	63.28
69	Vastek Inc.	14.50	6.00	11.63	3.50	5.00	4.75	17.89	63.27
70	Recruiting Source International	20.00	9.00	15.00	0.00	3.00	2.00	13.98	62.98
71	Vijay Thirumalai	15.50	7.75	12.00	6.00	5.00	3.30	13.35	62.90
72	ALOIS LLC	14.50	7.50	13.13	0.00	5.00	2.50	20.05	62.68
73	Syntricate Technologies Inc.	10.00	7.50	13.50	0.00	5.00	1.88	23.60	61.48
74	Argus Talent LLC	8.00	4.00	9.00	7.00	5.00	3.96	24.06	61.02
75	Corporate Temps Inc.	12.00	6.00	9.00	5.00	5.00	3.68	19.84	60.52
76	virtelligence, Inc.	15.50	6.50	11.63	3.00	5.00	2.29	16.59	60.50
77	UpSela Talent Solutions Inc.	14.00	7.00	10.50	4.75	5.00	2.50	16.68	60.43
78	Ad-A-Staff Inc.	15.50	5.00	7.50	1.00	5.00	6.29	19.71	60.00
79	N2S Global Workforce Solutions	17.00	6.50	13.50	0.00	5.00	2.29	15.49	59.78
80	Veracity Software Inc.	14.50	7.00	10.50	3.75	5.00	6.00	12.88	59.63
81	Sterling Staffing Solutions	14.00	7.50	12.00	7.00	5.00	1.63	12.40	59.54
82	SYNAPSE BUSINESS SYSTEMS INCOR	18.00	9.00	13.50	0.00	5.00	3.80	10.23	59.53
83	Midtown Personnel, Inc., dba T	17.00	8.00	13.50	0.00	5.00	2.13	13.48	59.10
84	Absolute Information Technolog	15.00	6.00	10.50	0.00	5.00	2.29	20.28	59.06
85	Industrial Staffing Services I	17.00	7.00	12.00	0.00	5.00	2.07	15.96	59.03
86	SystemDomain, Inc.	17.00	7.00	12.00	0.00	5.00	2.50	15.21	58.71
87	Medical Edge Recruitment	12.00	6.50	9.00	0.00	5.00	6.32	19.64	58.46
88	Octagon Staffing, LLC	12.50	6.25	9.00	0.00	5.00	4.79	20.79	58.33

Attachment 5 - General Services Tabulation

(Section#)

		1	2	3	4	5	6	6	Total
#	Supplier	20	10	15	10	5	10	30	100
89	Frontline Nurse Staffing LLC.	11.00	7.00	9.75	5.00	5.00	4.38	15.87	57.99
90	CoCREATE Solutions	8.00	4.00	7.50	7.00	5.00	2.29	23.80	57.59
91	Inceed, LLC	16.00	7.50	13.13	0.00	3.25	5.90	11.36	57.14
92	Cross Country Staffing, Inc	11.50	7.50	12.00	5.50	3.25	4.63	12.51	56.89
93	BE Staffing Solutions LLC	12.50	6.25	11.25	0.00	5.00	1.57	20.28	56.85
94	waditek, LLC	15.50	8.00	10.88	3.00	5.00	2.29	12.17	56.83
95	Nirvana Sky Group LLC	14.00	7.00	12.00	0.00	5.00	2.50	16.29	56.79
96	Scion Staffing, Inc.	14.50	7.00	10.20	6.00	5.00	1.69	12.39	56.79
97	Donato Technologies Inc	18.00	8.25	12.75	0.00	5.00	2.50	10.02	56.52
98	LanceSoft Inc	6.00	8.00	13.50	2.00	5.00	2.54	19.31	56.35
99	Altiora Consulting LLC	14.50	7.50	10.50	0.00	4.50	2.50	15.89	55.39
100	ADO Professional Solutions, Inc	16.00	7.00	10.50	0.00	3.25	5.71	12.06	54.51
101	JLK Global Enterprises, Inc	13.00	6.50	8.25	0.00	5.00	2.29	19.08	54.12
102	Adelphi Staffing, LLC	12.00	8.00	10.50	0.00	5.00	1.85	15.87	53.22
103	Lams Technology	11.00	7.00	10.50	1.50	5.00	2.50	13.09	50.59
104	Kellton Tech Inc.	13.00	6.50	9.00	0.00	5.00	2.29	14.60	50.39
105	Nohat Staffing	6.00	3.00	9.00	0.00	5.00	5.80	19.04	47.84
106	Advance1 Staffing, LLC*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
107	Central Business Solutions Inc*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

* Disqualified - Missing Requirements

**Attachment 6 - Information Technology Tabulation
RFP #26-01 - Temporary Staffing Services**

Evaluation Criteria (Section#)		Firm Experience 1	Personnel Experience 2	Scope 3	References 4	T&Cs Exceptions 5	Fee% & Buyout 6	Hourly Rates Info. Tech. 6	Total 100
#	Supplier	20	10	15	10	5	10	30	100
1	Openwork LLC	19.50	8.50	14.25	6.00	5.00	5.41	30.00	88.66
2	Hireteq Solutions Inc.	19.00	9.00	14.25	10.00	5.00	6.80	17.53	81.58
3	Encode inc	19.00	9.00	14.25	10.00	5.00	5.23	18.95	81.43
4	InfiCare Health Inc.	19.00	9.50	15.00	10.00	5.00	5.16	16.01	79.66
5	Healthcare Staffing Profession	16.00	9.50	15.00	9.75	5.00	4.54	19.69	79.47
6	Info Way Solutions LLC	19.20	9.50	15.00	5.00	5.00	5.33	20.11	79.13
7	MERITORE TECHNOLOGIES LLC	15.00	8.00	10.50	9.00	5.00	3.81	26.47	77.78
8	LZ Technology, Inc.	20.00	10.00	15.00	8.00	4.00	1.94	18.30	77.24
9	The Spearhead Group, Inc.	18.50	8.00	13.13	8.50	5.00	6.13	17.21	76.46
10	TekWissen LLC	17.00	8.00	12.00	9.00	5.00	2.50	22.14	75.64
11	American Technology Consulting	18.00	8.50	14.25	7.00	5.00	4.54	18.16	75.45
12	HighCloud Solutions Inc	20.00	9.50	15.00	5.00	5.00	5.91	14.35	74.76
13	BuzzClan LLC	19.00	9.00	13.50	7.00	5.00	4.16	17.02	74.68
14	DAELA	16.00	8.50	12.75	7.00	4.00	4.30	21.88	74.43
15	SuiteMate Staffing Solutions	14.50	7.50	10.50	3.00	5.00	5.50	28.03	74.03
16	E7Strategies Inc.	18.50	9.25	12.75	10.00	5.00	2.36	16.04	73.90
17	Clovity Inc.	17.00	7.50	11.25	5.00	5.00	7.25	20.42	73.42
18	DatamanUSA LLC	19.00	9.00	14.25	10.00	5.00	4.61	11.06	72.92
19	Vitosh Inc.	18.00	8.00	13.50	8.00	5.00	3.73	16.53	72.76
20	OP Consulting Group LLC	17.00	7.75	13.13	9.00	5.00	3.05	17.30	72.22
21	Morph Enterprise LLC	17.00	10.00	15.00	7.25	5.00	2.07	15.34	71.66
22	Galaxy i Technologies, Inc	15.00	8.20	13.13	10.00	5.00	2.00	18.29	71.62
23	All-N-One Services, LLC	16.00	6.25	10.50	7.00	5.00	5.90	20.25	70.90
24	Burnett Specialists	19.50	8.00	13.88	8.50	5.00	2.00	14.00	70.87
25	Eight Eleven Group LLC	18.00	7.00	12.75	10.00	3.25	3.82	16.03	70.85
26	Caliber Tech LLC	20.00	10.00	15.00	7.75	2.50	3.05	12.44	70.73
27	Staffmark Investment LLC.	20.00	9.00	15.00	7.50	3.00	2.01	14.08	70.59
28	American Unit, Inc	20.00	9.00	15.00	6.50	5.00	3.50	11.45	70.45
29	ClearBridge Technology Group,	20.00	9.00	13.50	7.75	5.00	2.82	12.22	70.29
30	Infojini, Inc.	19.00	9.00	14.25	7.75	5.00	2.29	12.91	70.19
31	Techgene Solutions LLC	18.00	9.00	12.00	4.00	5.00	2.80	19.17	69.97
32	Cloud Consulting Services Inc	18.00	8.50	13.50	9.00	5.00	3.32	12.55	69.87
33	COGENT Infotech Corporation	17.00	7.50	12.75	7.00	5.00	3.97	16.18	69.40
34	Tryfacta Inc.	18.50	8.50	12.00	8.50	5.00	2.55	14.06	69.11
35	Dash Technologies Inc.	17.50	9.00	13.88	5.00	5.00	5.04	13.58	68.99
36	Rang Technologies Inc	17.40	8.50	8.25	6.00	5.00	2.43	21.40	68.98
37	DATSON360 LLC	17.00	9.00	12.75	5.00	5.00	4.05	15.81	68.62
38	Beattys Services, Inc.	17.00	8.50	12.75	5.00	5.00	3.60	16.58	68.43
39	Bayinfotech LLC	20.00	8.50	12.75	5.00	5.00	2.13	14.82	68.20
40	Talantage, LLC	17.50	9.00	9.75	4.00	5.00	3.67	19.19	68.11
41	Changing Technologies, Inc.	14.00	7.00	10.50	5.00	5.00	3.67	22.91	68.07
42	Flexicrew Technical, LLC	13.50	7.00	13.13	9.00	5.00	5.13	15.00	67.75

Attachment 6 - Information Technology Tabulation

(Section#)		1	2	3	4	5	6	6	Total
#	Supplier	20	10	15	10	5	10	30	100
43	Latacvco Consulting Group, LLC	14.00	6.00	9.00	2.25	5.00	7.50	24.00	67.75
44	Diskriter, Inc.	18.00	8.50	14.25	5.00	5.00	3.13	13.58	67.45
45	Beacon Hill Staffing Group	18.50	9.25	14.25	6.00	3.25	3.82	12.23	67.30
46	Noor Staffing Group, LLC	14.50	7.00	10.88	3.50	5.00	3.56	22.65	67.09
47	CCS Global Tech	17.50	8.25	13.88	6.00	5.00	2.00	14.42	67.05
48	InfoDyne Solutions LLC	15.00	8.00	10.50	8.50	5.00	2.91	17.13	67.04
49	sita consulting services LLC	20.00	10.00	15.00	0.00	3.00	2.29	16.17	66.45
50	SolveNow, Inc.	20.00	9.00	15.00	1.50	3.00	2.29	15.30	66.09
51	ALOIS LLC	14.50	7.50	13.13	0.00	5.00	2.50	23.44	66.07
52	InfoStride, Inc.	16.00	7.50	13.50	3.00	5.00	3.32	17.74	66.07
53	IntegrateUs LLC	20.00	10.00	15.00	0.00	5.00	4.25	11.81	66.06
54	tCognition, Inc.	15.90	7.50	13.13	6.00	5.00	3.14	15.39	66.06
55	GTS Technology Solutions, Inc.	20.00	9.00	15.00	5.50	3.00	2.13	11.23	65.85
56	PMCS Services	18.50	9.50	13.13	4.00	5.00	4.00	11.54	65.67
57	Core Group Resources	14.00	8.00	10.50	7.00	5.00	5.13	15.77	65.39
58	ADITI LLC	17.00	8.00	11.25	9.00	5.00	5.25	9.69	65.19
59	Sparks Group, Inc.	18.00	9.25	14.25	0.00	5.00	3.93	14.29	64.72
60	SOAL Technologies	20.00	10.00	15.00	0.00	5.00	2.07	12.46	64.54
61	ABACUS SERVICE CORPORATION	16.50	7.25	12.38	4.00	4.25	3.41	16.74	64.52
62	ChaseSource, LP	10.00	6.00	10.50	8.00	5.00	5.41	19.54	64.45
63	RADGOV Inc.	17.50	9.25	14.25	0.00	5.00	3.15	15.17	64.33
64	Tek Ninjas Solutions LLC	15.00	7.50	10.50	7.00	5.00	2.63	16.68	64.31
65	UpSela Talent Solutions Inc.	14.00	7.00	10.50	4.75	5.00	2.50	20.00	63.75
66	TAD PGS, Inc	17.00	9.50	13.50	4.00	3.00	1.94	14.69	63.63
67	Sterling Staffing Solutions	14.00	7.50	12.00	7.00	5.00	1.63	16.48	63.61
68	Crystal Data LLC	17.00	9.75	12.75	0.00	5.00	2.67	16.31	63.47
69	Cynet Systems Inc.	16.00	9.50	12.00	2.00	5.00	2.36	16.09	62.95
70	Zencon Group Inc.	16.50	7.50	11.63	3.50	5.00	2.50	16.20	62.83
71	Synkriom Inc.	18.50	8.50	13.50	0.00	5.00	2.61	14.47	62.58
72	vTech Solution Inc	15.40	7.50	11.63	7.75	5.00	2.13	12.94	62.34
73	SYNAPSE BUSINESS SYSTEMS INCOR	18.00	9.00	13.50	0.00	5.00	3.80	12.85	62.15
74	Donato Technologies Inc	18.00	8.25	12.75	0.00	5.00	2.50	15.62	62.12
75	V Group Inc.	16.50	8.35	12.75	5.00	5.00	1.69	12.77	62.06
76	Crescens Inc.	14.00	6.00	10.50	6.00	5.00	3.75	16.72	61.97
77	Mando Technologies Inc	15.00	8.25	12.23	5.00	5.00	2.13	14.24	61.84
78	RightIT Solutions LLC	15.00	7.25	11.25	5.00	5.00	6.00	12.34	61.84
79	Globalpundits Technology Consu	18.00	9.00	12.00	0.00	5.00	6.00	11.65	61.65
80	VIVA USA INC.	14.50	7.00	11.25	7.75	5.00	2.07	14.08	61.65
81	Alpha Technologies USA Inc.	16.00	7.00	12.75	4.00	5.00	2.50	14.36	61.61
82	Vijay Thirumalai	15.50	7.75	12.00	6.00	5.00	3.30	12.03	61.58
83	InstantServe LLC	17.00	8.00	13.50	0.00	5.00	2.41	15.66	61.57
84	N2S Global Workforce Solutions	17.00	6.50	13.50	0.00	5.00	2.29	17.23	61.51
85	Spartoi Group, inc.	18.00	9.00	13.50	0.00	3.00	2.61	14.94	61.05
86	MSR Technology Group, LLC	18.00	10.00	13.50	0.00	5.00	2.25	12.14	60.89
87	Volitiion IIT Inc	17.50	8.00	12.75	2.00	5.00	2.25	13.31	60.81
88	Franklin Fitch	19.50	8.25	12.38	0.00	5.00	3.63	12.02	60.77
89	MGT Impact Solutions, LLC	20.00	9.50	14.25	2.00	2.50	1.90	10.40	60.55

Attachment 6 - Information Technology Tabulation

(Section#)

		1	2	3	4	5	6	6	Total
#	Supplier	20	10	15	10	5	10	30	100
90	Intellyk Inc.	14.00	6.00	10.50	0.00	5.00	2.18	22.85	60.54
91	Sistema Technologies, inc.	16.00	7.50	10.50	1.00	5.00	3.25	17.22	60.47
92	22nd century Technologies Inc.	18.00	8.50	12.38	0.00	5.00	4.50	11.93	60.31
93	Vastek Inc.	14.50	6.00	11.63	3.50	5.00	4.75	14.85	60.22
94	Veracity Software Inc.	14.50	7.00	10.50	3.75	5.00	6.00	13.27	60.02
95	Flairsoft Ltd.	17.00	8.50	12.75	0.00	5.00	3.50	13.03	59.78
96	Sonus Software Solutions, Inc	16.00	7.00	10.50	1.00	5.00	3.50	16.61	59.61
97	ADO Professional Solutions, Inc	16.00	7.00	10.50	0.00	3.25	5.71	17.07	59.53
98	Scion Staffing, Inc.	14.50	7.00	10.20	6.00	5.00	1.69	14.98	59.38
99	Octagon Staffing, LLC	12.50	6.25	9.00	0.00	5.00	4.79	21.76	59.30
100	Prisa Consulting Services LLC	15.00	8.00	12.75	1.00	5.00	1.50	16.04	59.29
101	Kastech Software Solutions Gro	19.50	8.50	14.63	0.00	4.88	3.30	8.43	59.23
102	Aliius, Inc.	17.00	10.00	12.00	2.00	3.50	1.98	12.66	59.14
103	Recruiting Source International	20.00	9.00	15.00	0.00	3.00	2.00	10.09	59.09
104	Altiora Consulting LLC	14.50	7.50	10.50	0.00	4.50	2.50	19.55	59.05
105	BE Staffing Solutions LLC	12.50	6.25	11.25	0.00	5.00	1.57	22.36	58.93
106	PriceSenz	17.50	8.00	13.13	0.00	5.00	1.90	13.19	58.71
107	Midtown Personnel, Inc., dba T	17.00	8.00	13.50	0.00	5.00	2.13	12.93	58.56
108	SoftSages LLC	16.80	6.75	12.00	4.50	5.00	2.29	11.13	58.46
109	Industrial Staffing Services I	17.00	7.00	12.00	0.00	5.00	2.07	15.34	58.41
110	waditek, LLC	15.50	8.00	10.88	3.00	5.00	2.29	13.57	58.23
111	Maganti IT Resources, LLC	15.50	7.00	11.25	7.00	5.00	3.05	9.31	58.11
112	Elegant Enterprise-Wide Soluti	18.50	9.00	13.88	0.00	5.00	2.41	9.22	58.00
113	Technostaff LLC dba HonorVet T	16.00	8.00	12.00	0.00	5.00	2.29	14.71	58.00
114	Argus Talent LLC	8.00	4.00	9.00	7.00	5.00	3.96	21.01	57.96
115	Inceed, LLC	16.00	7.50	13.13	0.00	3.25	5.90	11.75	57.53
116	3Di, Inc.	13.50	7.00	10.13	5.00	5.00	4.25	12.65	57.53
117	Asterism IT Solutions LLC	14.50	8.00	12.75	1.00	5.00	3.25	12.49	56.99
118	Medical Edge Recruitment	12.00	6.50	9.00	0.00	5.00	6.32	18.13	56.96
119	Syntricate Technologies Inc.	10.00	7.50	13.50	0.00	5.00	1.88	18.99	56.87
120	Effervescent Consulting LLC	20.00	8.00	13.50	2.00	3.00	2.50	7.81	56.81
121	Frontline Nurse Staffing LLC.	11.00	7.00	9.75	5.00	5.00	4.38	14.51	56.63
122	427 Solutions, LLC	12.00	6.50	9.75	1.00	5.00	4.31	17.59	56.15
123	Vidhwan Inc. dba E-Solutions	16.00	8.50	9.75	3.00	2.50	2.22	14.16	56.13
124	Corporate Temps Inc.	12.00	6.00	9.00	5.00	5.00	3.68	15.37	56.06
125	G3 Tech Consultants LLC	16.50	7.25	11.25	4.00	5.00	2.00	10.04	56.04
126	TEEMA Inc.	15.00	7.25	10.50	0.00	5.00	2.00	16.06	55.81
127	NORTHRIDGE RESEARCH LLC	12.90	7.50	9.75	0.00	5.00	5.50	15.05	55.70
128	virtelligence, Inc.	15.50	6.50	11.63	3.00	5.00	2.29	11.76	55.67
129	SRS Consulting Inc.	14.60	8.50	13.88	0.00	5.00	2.50	10.89	55.37
130	CoCREATE Solutions	8.00	4.00	7.50	7.00	5.00	2.29	21.50	55.29
131	Absolute Information Technolog	15.00	6.00	10.50	0.00	5.00	2.29	16.42	55.20
132	NASSCOMM CONSULTING, LLC	13.30	7.25	10.50	0.00	5.00	6.00	12.58	54.63
133	Robert Half International, Inc	10.50	8.00	13.13	7.00	2.50	1.75	11.74	54.61
134	Digital Consulting Services In	15.00	8.00	10.13	0.00	5.00	2.80	13.62	54.54
135	SystemDomain, Inc.	17.00	7.00	12.00	0.00	5.00	2.50	10.24	53.74
136	Nirvana Sky Group LLC	14.00	7.00	12.00	0.00	5.00	2.50	12.98	53.48

Attachment 6 - Information Technology Tabulation

(Section#)

		1	2	3	4	5	6	6	Total
#	Supplier	20	10	15	10	5	10	30	100
137	Universal Consulting Partners	15.00	7.50	11.25	0.00	5.00	1.19	12.77	52.71
138	LanceSoft Inc	6.00	8.00	13.50	2.00	5.00	2.54	15.52	52.55
139	JLK Global Enterprises, Inc	13.00	6.50	8.25	0.00	5.00	2.29	16.86	51.90
140	Apsan Technologies	12.00	5.75	9.00	0.00	5.00	5.25	14.61	51.61
141	ConnectTel, Inc.	15.50	9.00	12.38	0.00	5.00	0.50	8.90	51.28
142	VeWo Technologies Inc.	14.30	8.45	11.63	0.00	5.00	2.13	9.77	51.27
143	MSys, Inc.	14.50	8.00	12.38	0.00	5.00	2.11	9.28	51.26
144	Adelphi Staffing, LLC	12.00	8.00	10.50	0.00	5.00	1.85	12.83	50.18
145	Tri-Force Consulting Services,	12.00	6.50	10.50	0.00	5.00	4.50	11.29	49.79
146	Lams Technology	11.00	7.00	10.50	1.50	5.00	2.50	11.50	49.00
147	Kellton Tech Inc.	13.00	6.50	9.00	0.00	5.00	2.29	12.82	48.60
148	Presidio Networked Solutions G	16.00	7.75	8.25	0.00	5.00	2.00	8.07	47.07
149	Nohat Staffing	6.00	3.00	9.00	0.00	5.00	5.80	15.56	44.36
150	Advance1 Staffing, LLC*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
151	Central Business Solutions Inc*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

* Disqualified - Missing Requirements

**Attachment 7 - Procurement Tabulation
RFP #26-01 - Temporary Staffing Services**

#	Evaluation Criteria (Section#)	Firm Experience	Personnel Experience	Scope	References	T&Cs Exceptions	Fee% & Buyout	Hourly Rates Procurement	Total
		1	2	3	4	5	6	6	
1	Hireteq Solutions Inc.	19.00	9.00	14.25	10.00	5.00	6.80	18.50	82.55
2	Openwork LLC	19.50	8.50	14.25	6.00	5.00	5.41	23.74	82.39
3	Encode inc	19.00	9.00	14.25	10.00	5.00	5.23	19.83	82.30
4	The Spearhead Group, Inc.	18.50	8.00	13.13	8.50	5.00	6.13	20.97	80.22
5	Cloivity Inc.	17.00	7.50	11.25	5.00	5.00	7.25	26.05	79.05
6	Info Way Solutions LLC	19.20	9.50	15.00	5.00	5.00	5.33	19.18	78.20
7	Healthcare Staffing Profession	16.00	9.50	15.00	9.75	5.00	4.54	18.12	77.90
8	SuiteMate Staffing Solutions	14.50	7.50	10.50	3.00	5.00	5.50	30.00	76.00
9	DAELA	16.00	8.50	12.75	7.00	4.00	4.30	23.08	75.63
10	TekWissen LLC	17.00	8.00	12.00	9.00	5.00	2.50	21.40	74.90
11	Vitoshia Inc.	18.00	8.00	13.50	8.00	5.00	3.73	18.58	74.81
12	InfiCare Health Inc.	19.00	9.50	15.00	10.00	5.00	5.16	11.01	74.66
13	American Technology Consulting	18.00	8.50	14.25	7.00	5.00	4.54	17.07	74.36
14	Galaxy i Technologies, Inc	15.00	8.20	13.13	10.00	5.00	2.00	20.36	73.69
15	OP Consulting Group LLC	17.00	7.75	13.13	9.00	5.00	3.05	18.19	73.11
16	HighCloud Solutions Inc	20.00	9.50	15.00	5.00	5.00	5.91	12.62	73.03
17	BuzzClan LLC	19.00	9.00	13.50	7.00	5.00	4.16	15.13	72.79
18	LZ Technology, Inc.	20.00	10.00	15.00	8.00	4.00	1.94	13.84	72.78
19	Diskriter, Inc.	18.00	8.50	14.25	5.00	5.00	3.13	18.83	72.70
20	DatamanUSA LLC	19.00	9.00	14.25	10.00	5.00	4.61	10.60	72.47
21	Noor Staffing Group, LLC	14.50	7.00	10.88	3.50	5.00	3.56	27.87	72.30
22	E7Strategies Inc.	18.50	9.25	12.75	10.00	5.00	2.36	13.52	71.38
23	Tryfacta Inc.	18.50	8.50	12.00	8.50	5.00	2.55	16.16	71.21
24	Staffmark Investment LLC.	20.00	9.00	15.00	7.50	3.00	2.01	14.42	70.93
25	Eight Eleven Group LLC	18.00	7.00	12.75	10.00	3.25	3.82	15.94	70.76
26	All-N-One Services, LLC	16.00	6.25	10.50	7.00	5.00	5.90	20.10	70.75
27	Bayinfotech LLC	20.00	8.50	12.75	5.00	5.00	2.13	17.29	70.67
28	Infojini, Inc.	19.00	9.00	14.25	7.75	5.00	2.29	13.35	70.64
29	22nd century Technologies Inc.	18.00	8.50	12.38	0.00	5.00	4.50	22.22	70.59
30	Burnett Specialists	19.50	8.00	13.88	8.50	5.00	2.00	13.41	70.28
31	SOAL Technologies	20.00	10.00	15.00	0.00	5.00	2.07	18.15	70.22
32	Morph Enterprise LLC	17.00	10.00	15.00	7.25	5.00	2.07	13.70	70.02
33	DATSON360 LLC	17.00	9.00	12.75	5.00	5.00	4.05	17.12	69.92
34	MERITORE TECHNOLOGIES LLC	15.00	8.00	10.50	9.00	5.00	3.81	17.76	69.07
35	Beattys Services, Inc.	17.00	8.50	12.75	5.00	5.00	3.60	16.70	68.55
36	Cloud Consulting Services Inc	18.00	8.50	13.50	9.00	5.00	3.32	11.21	68.53
37	COGENT Infotech Corporation	17.00	7.50	12.75	7.00	5.00	3.97	15.08	68.30
38	ClearBridge Technology Group,	20.00	9.00	13.50	7.75	5.00	2.82	10.00	68.07
39	Crystal Data LLC	17.00	9.75	12.75	0.00	5.00	2.67	20.85	68.02
40	InfoDyne Solutions LLC	15.00	8.00	10.50	8.50	5.00	2.91	17.97	67.89
41	Technostaff LLC dba HonorVet T	16.00	8.00	12.00	0.00	5.00	2.29	24.46	67.74

Attachment 7 - Procurement Tabulation

(Section#)		1	2	3	4	5	6	6	Total
#	Supplier	20	10	15	10	5	10	30	100
42	Niktor, Llc.	17.50	8.00	11.63	6.00	5.00	2.50	17.09	67.72
43	Dash Technologies Inc.	17.50	9.00	13.88	5.00	5.00	5.04	11.69	67.10
44	Flexicrew Technical, LLC	13.50	7.00	13.13	9.00	5.00	5.13	14.29	67.04
45	sita consulting services LLC	20.00	10.00	15.00	0.00	3.00	2.29	16.37	66.65
46	Rang Technologies Inc	17.40	8.50	8.25	6.00	5.00	2.43	18.95	66.53
47	Globalpundits Technology Consu	18.00	9.00	12.00	0.00	5.00	6.00	15.98	65.98
48	MSR Technology Group, LLC	18.00	10.00	13.50	0.00	5.00	2.25	17.12	65.87
49	Talantage, LLC	17.50	9.00	9.75	4.00	5.00	3.67	16.59	65.50
50	RADGOV Inc.	17.50	9.25	14.25	0.00	5.00	3.15	16.23	65.39
51	Beacon Hill Staffing Group	18.50	9.25	14.25	6.00	3.25	3.82	10.31	65.38
52	GTS Technology Solutions, Inc.	20.00	9.00	15.00	5.50	3.00	2.13	10.65	65.27
53	Synkriom Inc.	18.50	8.50	13.50	0.00	5.00	2.61	17.12	65.23
54	Latacvco Consulting Group, LLC	14.00	6.00	9.00	2.25	5.00	7.50	21.46	65.21
55	SolveNow, Inc.	20.00	9.00	15.00	1.50	3.00	2.29	14.36	65.15
56	InfoStride, Inc.	16.00	7.50	13.50	3.00	5.00	3.32	16.76	65.09
57	Tek Ninjas Solutions LLC	15.00	7.50	10.50	7.00	5.00	2.63	17.39	65.02
58	Techgene Solutions LLC	18.00	9.00	12.00	4.00	5.00	2.80	14.20	65.00
59	IntegrateUs LLC	20.00	10.00	15.00	0.00	5.00	4.25	10.65	64.90
60	Changing Technologies, Inc.	14.00	7.00	10.50	5.00	5.00	3.67	19.57	64.73
61	PMCS Services	18.50	9.50	13.13	4.00	5.00	4.00	10.33	64.46
62	ABACUS SERVICE CORPORATION	16.50	7.25	12.38	4.00	4.25	3.41	16.51	64.29
63	InstantServe LLC	17.00	8.00	13.50	0.00	5.00	2.41	18.37	64.27
64	Sterling Staffing Solutions	14.00	7.50	12.00	7.00	5.00	1.63	16.88	64.01
65	ALOIS LLC	14.50	7.50	13.13	0.00	5.00	2.50	20.72	63.34
66	Alpha Technologies USA Inc.	16.00	7.00	12.75	4.00	5.00	2.50	15.98	63.23
67	Vidhwan Inc. dba E-Solutions	16.00	8.50	9.75	3.00	2.50	2.22	20.66	62.63
68	MGT Impact Solutions, LLC	20.00	9.50	14.25	2.00	2.50	1.90	12.40	62.55
69	Cynet Systems Inc.	16.00	9.50	12.00	2.00	5.00	2.36	15.67	62.53
70	Zencon Group Inc.	16.50	7.50	11.63	3.50	5.00	2.50	15.90	62.52
71	N2S Global Workforce Solutions	17.00	6.50	13.50	0.00	5.00	2.29	18.04	62.32
72	Sistema Technologies, inc.	16.00	7.50	10.50	1.00	5.00	3.25	19.02	62.27
73	Core Group Resources	14.00	8.00	10.50	7.00	5.00	5.13	12.31	61.93
74	vTech Solution Inc	15.40	7.50	11.63	7.75	5.00	2.13	12.45	61.85
75	Vastek Inc.	14.50	6.00	11.63	3.50	5.00	4.75	16.47	61.85
76	TAD PGS, Inc	17.00	9.50	13.50	4.00	3.00	1.94	12.83	61.77
77	Donato Technologies Inc	18.00	8.25	12.75	0.00	5.00	2.50	14.93	61.43
78	Sparks Group, Inc.	18.00	9.25	14.25	0.00	5.00	3.93	9.97	60.39
79	SYNAPSE BUSINESS SYSTEMS INCOR	18.00	9.00	13.50	0.00	5.00	3.80	10.96	60.26
80	Scion Staffing, Inc.	14.50	7.00	10.20	6.00	5.00	1.69	15.79	60.18
81	Vijay Thirumalai	15.50	7.75	12.00	6.00	5.00	3.30	10.33	59.88
82	VIVA USA INC.	14.50	7.00	11.25	7.75	5.00	2.07	12.29	59.86
83	PriceSenz	17.50	8.00	13.13	0.00	5.00	1.90	14.13	59.65
84	Spartoi Group, inc.	18.00	9.00	13.50	0.00	3.00	2.61	13.54	59.65
85	UpSela Talent Solutions Inc.	14.00	7.00	10.50	4.75	5.00	2.50	15.90	59.65
86	ChaseSource, LP	10.00	6.00	10.50	8.00	5.00	5.41	14.63	59.54
87	Recruiting Source International	20.00	9.00	15.00	0.00	3.00	2.00	10.28	59.28
88	Aliius, Inc.	17.00	10.00	12.00	2.00	3.50	1.98	12.73	59.21

Attachment 7 - Procurement Tabulation

(Section#)		1	2	3	4	5	6	6	Total
#	Supplier	20	10	15	10	5	10	30	100
89	TEEMA Inc.	15.00	7.25	10.50	0.00	5.00	2.00	19.33	59.08
90	Prisa Consulting Services LLC	15.00	8.00	12.75	1.00	5.00	1.50	15.48	58.73
91	Intellyk Inc.	14.00	6.00	10.50	0.00	5.00	2.18	21.03	58.71
92	Veracity Software Inc.	14.50	7.00	10.50	3.75	5.00	6.00	11.75	58.50
93	Cross Country Staffing, Inc	11.50	7.50	12.00	5.50	3.25	4.63	14.06	58.43
94	Corporate Temps Inc.	12.00	6.00	9.00	5.00	5.00	3.68	17.72	58.41
95	waditek, LLC	15.50	8.00	10.88	3.00	5.00	2.29	13.54	58.20
96	Robert Half International, Inc	10.50	8.00	13.13	7.00	2.50	1.75	14.97	57.84
97	Medical Edge Recruitment	12.00	6.50	9.00	0.00	5.00	6.32	18.95	57.78
98	Crescens Inc.	14.00	6.00	10.50	6.00	5.00	3.75	12.29	57.54
99	ADO Professional Solutions, Inc	16.00	7.00	10.50	0.00	3.25	5.71	14.98	57.44
100	427 Solutions, LLC	12.00	6.50	9.75	1.00	5.00	4.31	18.58	57.14
101	Industrial Staffing Services I	17.00	7.00	12.00	0.00	5.00	2.07	14.03	57.11
102	Midtown Personnel, Inc., dba T	17.00	8.00	13.50	0.00	5.00	2.13	11.47	57.09
103	virtelligence, Inc.	15.50	6.50	11.63	3.00	5.00	2.29	13.10	57.01
104	Inceed, LLC	16.00	7.50	13.13	0.00	3.25	5.90	10.42	56.20
105	Altiora Consulting LLC	14.50	7.50	10.50	0.00	4.50	2.50	16.68	56.18
106	Argus Talent LLC	8.00	4.00	9.00	7.00	5.00	3.96	18.56	55.52
107	Sonus Software Solutions, Inc	16.00	7.00	10.50	1.00	5.00	3.50	11.88	54.88
108	Ad-A-Staff Inc.	15.50	5.00	7.50	1.00	5.00	6.29	14.42	54.71
109	Syntricate Technologies Inc.	10.00	7.50	13.50	0.00	5.00	1.88	16.74	54.62
110	Frontline Nurse Staffing LLC.	11.00	7.00	9.75	5.00	5.00	4.38	12.42	54.54
111	LanceSoft Inc	6.00	8.00	13.50	2.00	5.00	2.54	17.41	54.44
112	Nirvana Sky Group LLC	14.00	7.00	12.00	0.00	5.00	2.50	13.80	54.30
113	Absolute Information Technolog	15.00	6.00	10.50	0.00	5.00	2.29	15.44	54.23
114	Octagon Staffing, LLC	12.50	6.25	9.00	0.00	5.00	4.79	16.31	53.85
115	SystemDomain, Inc.	17.00	7.00	12.00	0.00	5.00	2.50	9.74	53.24
116	JLK Global Enterprises, Inc	13.00	6.50	8.25	0.00	5.00	2.29	16.44	51.48
117	CoCREATE Solutions	8.00	4.00	7.50	7.00	5.00	2.29	17.12	50.91
118	Kellton Tech Inc.	13.00	6.50	9.00	0.00	5.00	2.29	14.71	50.49
119	Adelphi Staffing, LLC	12.00	8.00	10.50	0.00	5.00	1.85	11.15	48.50
120	Lams Technology	11.00	7.00	10.50	1.50	5.00	2.50	10.49	47.99
121	Nohat Staffing	6.00	3.00	9.00	0.00	5.00	5.80	16.39	45.19

**Attachment 8 - Professional Tabulation
RFP #26-01 - Temporary Staffing Services**

#	Supplier	Evaluation Criteria (Section#)								Total
		Firm Experience 1	Personnel Experience 2	Scope 3	References 4	T&Cs Exceptions 5	Fee% & Buyout 6	Hourly Rates Professional 6		
1	Hireteq Solutions Inc.	19.00	9.00	14.25	10.00	5.00	6.80	17.65	81.70	
2	Encode inc	19.00	9.00	14.25	10.00	5.00	5.23	18.16	80.64	
3	The Spearhead Group, Inc.	18.50	8.00	13.13	8.50	5.00	6.13	20.26	79.51	
4	Healthcare Staffing Profession	16.00	9.50	15.00	9.75	5.00	4.54	19.72	79.51	
5	Info Way Solutions LLC	19.20	9.50	15.00	5.00	5.00	5.33	19.80	78.82	
6	DAELA	16.00	8.50	12.75	7.00	4.00	4.30	25.94	78.49	
7	InfiCare Health Inc.	19.00	9.50	15.00	10.00	5.00	5.16	14.62	78.28	
8	Clovity Inc.	17.00	7.50	11.25	5.00	5.00	7.25	25.16	78.16	
9	Openwork LLC	19.50	8.50	14.25	6.00	5.00	5.41	19.25	77.91	
10	MERITORE TECHNOLOGIES LLC	15.00	8.00	10.50	9.00	5.00	3.81	26.06	77.38	
11	TekWissen LLC	17.00	8.00	12.00	9.00	5.00	2.50	23.03	76.53	
12	SuiteMate Staffing Solutions	14.50	7.50	10.50	3.00	5.00	5.50	30.00	76.00	
13	DatamanUSA LLC	19.00	9.00	14.25	10.00	5.00	4.61	12.24	74.10	
14	American Technology Consulting	18.00	8.50	14.25	7.00	5.00	4.54	16.62	73.91	
15	HighCloud Solutions Inc	20.00	9.50	15.00	5.00	5.00	5.91	12.66	73.07	
16	Tryfacta Inc.	18.50	8.50	12.00	8.50	5.00	2.55	17.49	72.54	
17	OP Consulting Group LLC	17.00	7.75	13.13	9.00	5.00	3.05	17.47	72.39	
18	Diskriter, Inc.	18.00	8.50	14.25	5.00	5.00	3.13	18.21	72.09	
19	Galaxy i Technologies, Inc	15.00	8.20	13.13	10.00	5.00	2.00	18.14	71.46	
20	BuzzClan LLC	19.00	9.00	13.50	7.00	5.00	4.16	13.78	71.43	
21	Noor Staffing Group, LLC	14.50	7.00	10.88	3.50	5.00	3.56	26.86	71.29	
22	Staffmark Investment LLC.	20.00	9.00	15.00	7.50	3.00	2.01	14.72	71.23	
23	E7Strategies Inc.	18.50	9.25	12.75	10.00	5.00	2.36	13.19	71.06	
24	Infojini, Inc.	19.00	9.00	14.25	7.75	5.00	2.29	13.72	71.00	
25	Cloud Consulting Services Inc	18.00	8.50	13.50	9.00	5.00	3.32	13.21	70.53	
26	Burnett Specialists	19.50	8.00	13.88	8.50	5.00	2.00	13.49	70.36	
27	All-N-One Services, LLC	16.00	6.25	10.50	7.00	5.00	5.90	19.70	70.35	
28	SOAL Technologies	20.00	10.00	15.00	0.00	5.00	2.07	18.16	70.23	
29	Latacvco Consulting Group, LLC	14.00	6.00	9.00	2.25	5.00	7.50	26.41	70.16	
30	Morph Enterprise LLC	17.00	10.00	15.00	7.25	5.00	2.07	13.31	69.63	
31	LZ Technology, Inc.	20.00	10.00	15.00	8.00	4.00	1.94	10.65	69.59	
32	Eight Eleven Group LLC	18.00	7.00	12.75	10.00	3.25	3.82	14.66	69.48	
33	COGENT Infotech Corporation	17.00	7.50	12.75	7.00	5.00	3.97	15.80	69.02	
34	Talantage, LLC	17.50	9.00	9.75	4.00	5.00	3.67	19.91	68.83	
35	Dash Technologies Inc.	17.50	9.00	13.88	5.00	5.00	5.04	12.85	68.26	
36	sita consulting services LLC	20.00	10.00	15.00	0.00	3.00	2.29	17.97	68.26	
37	Techgene Solutions LLC	18.00	9.00	12.00	4.00	5.00	2.80	17.38	68.18	
38	Bayinfotech LLC	20.00	8.50	12.75	5.00	5.00	2.13	14.69	68.06	
39	American Unit, Inc	20.00	9.00	15.00	6.50	5.00	3.50	9.03	68.03	
40	Niktor, Llc.	17.50	8.00	11.63	6.00	5.00	2.50	17.21	67.83	
41	Flexicrew Technical, LLC	13.50	7.00	13.13	9.00	5.00	5.13	15.08	67.83	
42	DATSON360 LLC	17.00	9.00	12.75	5.00	5.00	4.05	14.64	67.44	

Attachment 8 - Professional Tabulation

	(Section#)	1	2	3	4	5	6	6	Total
#	Supplier	20	10	15	10	5	10	30	100
43	InfoDyne Solutions LLC	15.00	8.00	10.50	8.50	5.00	2.91	17.31	67.22
44	Changing Technologies, Inc.	14.00	7.00	10.50	5.00	5.00	3.67	21.98	67.15
45	SolveNow, Inc.	20.00	9.00	15.00	1.50	3.00	2.29	16.13	66.92
46	Vitoshia Inc.	18.00	8.00	13.50	8.00	5.00	3.73	9.97	66.20
47	ABACUS SERVICE CORPORATION	16.50	7.25	12.38	4.00	4.25	3.41	18.17	65.95
48	InfoStride, Inc.	16.00	7.50	13.50	3.00	5.00	3.32	17.61	65.94
49	Caliber Tech LLC	20.00	10.00	15.00	7.75	2.50	3.05	7.47	65.76
50	IntegrateUs LLC	20.00	10.00	15.00	0.00	5.00	4.25	11.16	65.41
51	Rang Technologies Inc	17.40	8.50	8.25	6.00	5.00	2.43	17.57	65.15
52	PMCS Services	18.50	9.50	13.13	4.00	5.00	4.00	10.98	65.11
53	Beattys Services, Inc.	17.00	8.50	12.75	5.00	5.00	3.60	13.13	64.98
54	Beacon Hill Staffing Group	18.50	9.25	14.25	6.00	3.25	3.82	9.59	64.66
55	ALOIS LLC	14.50	7.50	13.13	0.00	5.00	2.50	21.96	64.59
56	Sterling Staffing Solutions	14.00	7.50	12.00	7.00	5.00	1.63	17.44	64.58
57	ClearBridge Technology Group,	20.00	9.00	13.50	7.75	5.00	2.82	6.22	64.29
58	Core Group Resources	14.00	8.00	10.50	7.00	5.00	5.13	14.50	64.12
59	Tek Ninjas Solutions LLC	15.00	7.50	10.50	7.00	5.00	2.63	16.30	63.93
60	Zencon Group Inc.	16.50	7.50	11.63	3.50	5.00	2.50	16.92	63.55
61	RADGOV Inc.	17.50	9.25	14.25	0.00	5.00	3.15	13.66	62.82
62	Donato Technologies Inc	18.00	8.25	12.75	0.00	5.00	2.50	16.23	62.73
63	ChaseSource, LP	10.00	6.00	10.50	8.00	5.00	5.41	17.75	62.66
64	22nd century Technologies Inc.	18.00	8.50	12.38	0.00	5.00	4.50	14.05	62.43
65	MSR Technology Group, LLC	18.00	10.00	13.50	0.00	5.00	2.25	13.64	62.39
66	Alpha Technologies USA Inc.	16.00	7.00	12.75	4.00	5.00	2.50	15.12	62.37
67	GTS Technology Solutions, Inc.	20.00	9.00	15.00	5.50	3.00	2.13	7.36	61.99
68	vTech Solution Inc	15.40	7.50	11.63	7.75	5.00	2.13	12.58	61.98
69	N2S Global Workforce Solutions	17.00	6.50	13.50	0.00	5.00	2.29	17.59	61.88
70	TAD PGS, Inc	17.00	9.50	13.50	4.00	3.00	1.94	12.82	61.75
71	Sonus Software Solutions, Inc	16.00	7.00	10.50	1.00	5.00	3.50	18.45	61.45
72	UpSela Talent Solutions Inc.	14.00	7.00	10.50	4.75	5.00	2.50	17.64	61.39
73	Recruiting Source International	20.00	9.00	15.00	0.00	3.00	2.00	12.31	61.31
74	InstantServe LLC	17.00	8.00	13.50	0.00	5.00	2.41	15.29	61.20
75	Synkriom Inc.	18.50	8.50	13.50	0.00	5.00	2.61	12.80	60.91
76	VIVA USA INC.	14.50	7.00	11.25	7.75	5.00	2.07	13.31	60.88
77	SYNAPSE BUSINESS SYSTEMS INCOR	18.00	9.00	13.50	0.00	5.00	3.80	11.41	60.71
78	Crystal Data LLC	17.00	9.75	12.75	0.00	5.00	2.67	13.37	60.54
79	MGT Impact Solutions, LLC	20.00	9.50	14.25	2.00	2.50	1.90	10.34	60.49
80	Intellyk Inc.	14.00	6.00	10.50	0.00	5.00	2.18	22.73	60.42
81	Prisa Consulting Services LLC	15.00	8.00	12.75	1.00	5.00	1.50	17.16	60.41
82	Spartoi Group, inc.	18.00	9.00	13.50	0.00	3.00	2.61	14.27	60.38
83	Crescens Inc.	14.00	6.00	10.50	6.00	5.00	3.75	15.06	60.31
84	Cross Country Staffing, Inc	11.50	7.50	12.00	5.50	3.25	4.63	15.78	60.15
85	Argus Talent LLC	8.00	4.00	9.00	7.00	5.00	3.96	23.03	59.98
86	Cynet Systems Inc.	16.00	9.50	12.00	2.00	5.00	2.36	12.91	59.77
87	Vijay Thirumalai	15.50	7.75	12.00	6.00	5.00	3.30	10.15	59.70
88	Vastek Inc.	14.50	6.00	11.63	3.50	5.00	4.75	14.08	59.46
89	Aliius, Inc.	17.00	10.00	12.00	2.00	3.50	1.98	12.98	59.45

Attachment 8 - Professional Tabulation

(Section#)		1	2	3	4	5	6	6	Total
#	Supplier	20	10	15	10	5	10	30	100
90	Sparks Group, Inc.	18.00	9.25	14.25	0.00	5.00	3.93	8.95	59.38
91	Veracity Software Inc.	14.50	7.00	10.50	3.75	5.00	6.00	12.45	59.20
92	Altiora Consulting LLC	14.50	7.50	10.50	0.00	4.50	2.50	19.52	59.02
93	waditek, LLC	15.50	8.00	10.88	3.00	5.00	2.29	13.87	58.53
94	virtelligence,Inc.	15.50	6.50	11.63	3.00	5.00	2.29	14.39	58.30
95	Volitiion IIT Inc	17.50	8.00	12.75	2.00	5.00	2.25	10.79	58.29
96	Frontline Nurse Staffing LLC.	11.00	7.00	9.75	5.00	5.00	4.38	16.00	58.13
97	Medical Edge Recruitment	12.00	6.50	9.00	0.00	5.00	6.32	19.20	58.03
98	Industrial Staffing Services I	17.00	7.00	12.00	0.00	5.00	2.07	14.79	57.86
99	Corporate Temps Inc.	12.00	6.00	9.00	5.00	5.00	3.68	17.04	57.73
100	Midtown Personnel, Inc., dba T	17.00	8.00	13.50	0.00	5.00	2.13	11.88	57.50
101	Sistema Technologies, inc.	16.00	7.50	10.50	1.00	5.00	3.25	14.21	57.46
102	tCognition, Inc.	15.90	7.50	13.13	6.00	5.00	3.14	6.79	57.46
103	427 Solutions, LLC	12.00	6.50	9.75	1.00	5.00	4.31	17.80	56.36
104	Syntricate Technologies Inc.	10.00	7.50	13.50	0.00	5.00	1.88	17.98	55.86
105	Absolute Information Technolog	15.00	6.00	10.50	0.00	5.00	2.29	16.96	55.75
106	RighIT Solutions LLC	15.00	7.25	11.25	5.00	5.00	6.00	5.99	55.49
107	SystemDomain, Inc.	17.00	7.00	12.00	0.00	5.00	2.50	11.74	55.24
108	Octagon Staffing, LLC	12.50	6.25	9.00	0.00	5.00	4.79	17.54	55.08
109	Scion Staffing, Inc.	14.50	7.00	10.20	6.00	5.00	1.69	10.56	54.95
110	Globalpundits Technology Consu	18.00	9.00	12.00	0.00	5.00	6.00	4.87	54.87
111	Ad-A-Staff Inc.	15.50	5.00	7.50	1.00	5.00	6.29	14.50	54.78
112	Effervescent Consulting LLC	20.00	8.00	13.50	2.00	3.00	2.50	5.26	54.26
113	PriceSenz	17.50	8.00	13.13	0.00	5.00	1.90	8.52	54.05
114	Vidhwan Inc. dba E-Solutions	16.00	8.50	9.75	3.00	2.50	2.22	12.01	53.98
115	Maganti IT Resources, LLC	15.50	7.00	11.25	7.00	5.00	3.05	5.00	53.80
116	Technostaff LLC dba HonorVet T	16.00	8.00	12.00	0.00	5.00	2.29	10.33	53.62
117	Nirvana Sky Group LLC	14.00	7.00	12.00	0.00	5.00	2.50	12.92	53.42
118	Adelphi Staffing, LLC	12.00	8.00	10.50	0.00	5.00	1.85	15.78	53.13
119	ADO Professional Solutions, Inc	16.00	7.00	10.50	0.00	3.25	5.71	10.06	52.52
120	Inceed, LLC	16.00	7.50	13.13	0.00	3.25	5.90	6.49	52.27
121	Robert Half International, Inc	10.50	8.00	13.13	7.00	2.50	1.75	9.32	52.19
122	Apsan Technologies	12.00	5.75	9.00	0.00	5.00	5.25	15.03	52.03
123	LanceSoft Inc	6.00	8.00	13.50	2.00	5.00	2.54	14.86	51.89
124	CoCREATE Solutions	8.00	4.00	7.50	7.00	5.00	2.29	17.92	51.71
125	JLK Global Enterprises, Inc	13.00	6.50	8.25	0.00	5.00	2.29	16.53	51.57
126	G3 Tech Consultants LLC	16.50	7.25	11.25	4.00	5.00	2.00	5.46	51.46
127	BE Staffing Solutions LLC	12.50	6.25	11.25	0.00	5.00	1.57	14.87	51.45
128	3Di, Inc.	13.50	7.00	10.13	5.00	5.00	4.25	6.46	51.34
129	Kellton Tech Inc.	13.00	6.50	9.00	0.00	5.00	2.29	15.03	50.81
130	NASSCOMM CONSULTING, LLC	13.30	7.25	10.50	0.00	5.00	6.00	7.74	49.79
131	TEEMA Inc.	15.00	7.25	10.50	0.00	5.00	2.00	9.55	49.30
132	Lams Technology	11.00	7.00	10.50	1.50	5.00	2.50	11.68	49.18
133	VeWo Technologies Inc.	14.30	8.45	11.63	0.00	5.00	2.13	6.00	47.50
134	Nohat Staffing	6.00	3.00	9.00	0.00	5.00	5.80	18.39	47.19
135	Presidio Networked Solutions G	16.00	7.75	8.25	0.00	5.00	2.00	4.42	43.42

Item "A"
Regular Board Meeting December 1, 2025

Approval of the Minutes for the November 3, 2025, Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the November 3, 2025, Workshop and Regular Board Meeting.

San Jacinto College District Board Workshop

November 3, 2025

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 4:30 p.m., Monday, November 3, 2025, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

MINUTES

	Board Workshop Attendees:	Board Members: Dr. Michelle Cantú-Wilson, Erica Davis Rouse, Judy Harrison, Dan Mims, Keith Sinor, Larry Wilson Chancellor: Brenda Hellyer Other: Carin Hutchins, Sandra Ramirez, Mandi Reiland, Chief Sabrina Naulings, Ali Shah, Christian Bionat
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Chair Dan Mims called the workshop to order at 4:33 p.m.
II.	Roll Call of Board Members	Chair Mims conducted a roll call of the Board members: Dr. Michelle Cantú-Wilson, Vice Chair Erica Davis Rouse, Assistant Secretary (arrived during closed session) Judy Harrison Dan Mims, Chair Keith Sinor, Secretary Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act <ul style="list-style-type: none"> • Provost Search and Succession Planning 	Chair Mims adjourned to closed session at 4:34 pm. The Board members listed above as attending as well as Brenda Hellyer were present for the closed session. Other attendees are noted below. a. Legal Matters - For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law. It was determined after the time of posting that a consultation with an attorney was not needed. 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. <ul style="list-style-type: none"> • Personnel Items – Sandra Ramirez and Mandi Reiland were present for this portion.

		<ul style="list-style-type: none"> • Provost Search and Succession Planning – Board and Chancellor only
IV.	Reconvene in Open Meeting	<p>Chair Mims reconvened to open meeting at 5:48 p.m.</p> <p>Carin Hutchins, Chief Naulings, and Ali Shah joined the workshop.</p>
V.	Board Appointment Process and Oath of Office	<p>Brenda Hellyer provided an overview of the steps to complete the Board appointment process. At tonight’s meeting, a motion will need to be made regarding the recommended appointment. After the Board votes, the oath of office will be completed.</p> <p>All were comfortable with the process.</p>
VI.	Board Self-Evaluation Process Timeline	<p>The Board discussed the need to complete a self-evaluation for 2025, referencing previous years’ questions. Brenda stated that Mandi will send out an electronic link for trustees to complete the evaluation, with results to be summarized and presented by Keith Sinor (Board Secretary) at the next workshop. The Board members agreed the evaluation questions were sufficient, with opportunity for comments and updates. The process is intended to ensure continuous improvement and compliance.</p>
VII.	Enrollment Update - Spring 2026	<p>Carin Hutchins presented an enrollment update, noting a strong start due to dual credit registrations being processed earlier this year. Other categories, such as first-time in college, transfer students, and continuing students also showed increases. It is early so it is anticipated that the numbers will decrease significantly as we approach the semester start. South Campus had the largest enrollment growth, though it was noted that these numbers are preliminary and may change as the semester progresses.</p>
VIII.	Annual Security (Clery) Report (was posted as Item XI but reviewed in the workshop in updated order)	<p>Chief Naulings provided a comprehensive review of the annual campus security report, including three years of crime statistics, timely warning notices, and daily crime log procedures. This report is finalized and available by October 1 of each year. Sabrina reviewed notable incidents and explained that the report will include the new hazing crime reporting requirements for the upcoming year. The report is distributed electronically and in hard copy and is available for review at campus police departments.</p> <p>Board members expressed appreciation for the police department’s efforts and the focus on campus safety.</p> <p>Christian Bionat joined the workshop.</p>

IX.	2025-2026 Multi-Hazard Emergency Operations Plan Review Cycle – Texas School Safety Center (TxSSC) Resources (was posted as Item XII but reviewed in the workshop in updated order)	<p>Ali Shah gave an overview of the emergency management plan, detailing compliance with Texas Education Code 37.108, the structure of the emergency management office, and the annual audit process with TxSSC. He also reviewed Policy III.3008.C, Emergency Incidents, which governs the College’s response. The plan includes base plans and functional/hazard-specific annexes, with clear roles and responsibilities for incident response. Communication protocols and backup systems were discussed, including contingency plans for power and internet outages. The College passed the recent audit with no deficiencies. The Board discussed scenarios and after-action reporting for incidents.</p> <p>Chief Naulings and Ali Shah left the workshop.</p>
X.	Notification of Audit by State Auditor’s Office on TEC 51.3525 (Senate Bill 17)	<p>Sandra Ramirez explained the audit process initiated by the State Auditor’s Office to ensure compliance with Senate Bill 17, focusing on the use of state funds and institutional spending on diversity, equity, and inclusion. The audit covers full-time hires, job applications, and related documentation, with a secure portal for submitting requested materials. The goal is to complete data requests before the Thanksgiving holiday.</p> <p>The Board members discussed the scope of the audit and the importance of timely compliance.</p>
XI.	Implementation Plan for the “No Tax on Overtime” Federal Law	<p>Carin and Sandra described changes to overtime pay calculations resulting from new federal law as well as the implementation plan. The law exempts qualifying overtime earnings from federal income tax, but only actual hours worked count toward the deduction. The College will adjust its procedure to align with the requirements of the law which also is consistent with other institutions. Changes will be communicated to employees through several emails, and we will host webinars to explain the impact. The estimated financial impact is modest, affecting a subset of non-exempt employees.</p> <p>The Board members discussed communications and the need for clear guidance for affected staff.</p>
XII.	Policy and Procedure Changes Due to Legislative Changes	<p>Sandra reviewed updates to policies and procedures in response to Senate Bill 37 and House Bill 762. Changes include new requirements for filling vacancies, severance pay limits (maximum 20 weeks), and public posting of severance agreements. Recommended changes to the policies and procedures on Filling Vacancies and Reduction in Force are in the Board book as first readings. Sandra responded to clarifying questions from the Board.</p>

		Members were comfortable with the information presented.
XIII.	Legislative Updates	<p>Christian provided a legislative update covering federal shutdown impacts, Supplemental Nutrition Assistance Program (SNAP) benefits, state higher education laws being tracked, voter turnout, redistricting litigation, and free speech committee activities.</p> <p>The College’s response to food insecurity was discussed, including food markets, emergency funding, and communication strategies to support affected students. The Board members discussed the urgency of supporting students and the need for increased marketing and resource allocation.</p>
XIV.	General Discussion of Meeting Items <ol style="list-style-type: none"> a. Additional Purchasing Support Documents b. Delegation of Authority c. Financial Statements 	<p>The Board discussed various topics from the Board book based on questions from trustees, including college readiness goals for the new GEAR UP grant, equipment purchases for technical programs, and budget considerations for campus programs with minors.</p> <p>Purchasing procedures, blackout periods for purchasing solicitations, delegation of authority, and financial statements were also reviewed. The Board discussed communication preferences for prohibited communications of blackout periods for purchasing and updates on financial audits. They would like to receive updates at the workshops on these areas and email when there are gaps in between workshops.</p>
XV.	Calendar	Brenda reviewed the calendar and asked the Board members to let Mandi Reiland know if they would like to attend any events. Transportation and logistics for commencement were discussed, including options for attending one or both ceremonies.
XVI.	Adjournment	Chair Mims adjourned the meeting at 6:57 p.m.

San Jacinto Community College District
Regular Board Meeting Minutes
November 3, 2025

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m. for a regularly scheduled Board meeting on Monday, November 3, 2025, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

Attendance

Present:

Members: Chad Burke, Dr. Michelle Cantú-Wilson, Erica Davis Rouse, Judy Harrison, Dan Mims, Keith Sinor, Larry Wilson

Chancellor: Brenda Hellyer

Others Present: Rodd Adams, Tanesha Antoine, Katy Bailey, Rhonda Bell, Jesse Bernal, Christian Bionat, Bret Boudreaux, Shannon Burke, Jimmy Burke, Peggy Burke, Nathan Burke, Chad Burke, Todd Burke, Caden Burke, Campbell Burke, Liane Burke, Tiffany Burton, Rena Cable, Jason Cable, Alisabeth Cable, Heidi Cartzendafner, Jennifer Clark, Jacquelynn Conger, Matt Crow, Kim Delauro, Destry Dokes, Dianne Duron, Teddy Farias, Taylor Gade, Jolie Gade, Rachel Garcia, Damon Harris, Allatia Harris, Joseph Hebert, Diep Hernandez, Carin Hutchins, Sallie Kay Janes, Bryan Jones, Matt Keim, Kara Kennebrew, Aaron Knight, Huong Le, Travis Leopulos, Kevin McKisson, Chris McLaren, Lamar McWaine, DeRhonda McWaine, Kevin Morris, Courtney Morris, Mindy Murray, Robert Murray, Diana Murray, Andrea Nguyen, Alexander Okwonna, Joe Pena, JR Ragaisis, Mandi Reiland, Shelley Rinehart, Chuck Smith, Rob Stanicic, Brian Stewart, Janice Sullivan, Jessica Tello, Carol Tillman, Niki Whiteside, Van Wigginton, Chris Wild, Laurel Williamson

I. Call the Meeting to Order

Chair Dan Mims called the regular meeting of the Board of Trustees to order at 7:04 p.m.

II. Roll Call of Board Members

Chair Mims conducted a roll call of the Board members.

Dr. Michelle Cantú-Wilson, Vice Chair

Erica Davis Rouse, Assistant Secretary

Judy Harrison

Dan Mims, Chair

Keith Sinor, Secretary

Larry Wilson

III. Invocation, Moment of Silence, and Pledge to the Flags

The invocation and moment of silence were given by Sandra Ramirez. The pledges to the American and Texas flags were led by Judy Harrison.

IV. Special Announcements, Recognitions, Introductions, and Presentations

1. Brenda Hellyer and Sandra Ramirez recognized the Outgoing and Incoming Officers of the Faculty Senate, Staff Organization, and Administrative Organization.

2. Carin Hutchins recognized the Fiscal Affairs Department for Receiving the Certificate of Distinction for its College Investment Policy from the Government Treasurers' Organization of Texas.
3. Trustees Dan Mims and Dr. Michelle Cantú-Wilson provided updates from the Association of Community College Trustees (ACCT) Leadership Congress. Chair Mims recognized Mandi Reiland for receiving the ACCT Western Region Professional Board Staff Award.

V. Student Success Presentations

The Promise Scholars Program update was tabled until the next meeting.

VI. Communications to the Board of Trustees

1. November Opportunity News
2. Aspen Institute 2027 - San Jacinto Community College is one of only 200 community colleges nationwide that is eligible to apply for the 2027 Aspen Prize for Community College Excellence.

VII. Public Comment

There were no citizens desiring to speak to the Board.

VIII. Informative Reports to the Board

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

- A. San Jacinto College Financial Statements - September 2025
 1. San Jacinto College Monthly Financial Statements
 2. San Jacinto College Monthly Investment Reports
- B. San Jacinto College Foundation Financial Statements - September 2025
- C. Capital Improvement Program

IX. Consideration of Appointment of San Jacinto Community College District Trustee, Position 5

Chair Mims stated that the passing of Board Vice Chair John Moon, Jr. on July 4, 2025, created a vacancy in the Board of Trustees, Position 5. At the next regularly scheduled meeting on August 11, 2025, the Board voted to fill the vacancy by appointment. An announcement was posted on the College website from August 20, 2025, through 5:00 p.m. on September 26, 2025, for interested parties to file applications. A subsequent review of all applications occurred and at the Board's regularly scheduled meeting on October 6, 2025, the Board selected applicants to interview. The interview process was conducted by the Board members at Special Board Meetings on October 13 and October 14, 2025. At the conclusion of the interview process, a recommended candidate was identified. The selected candidate will fill the unexpired term of the open Position 5, which expires at the June 2027 Board meeting, when the candidate winning the May 2027 election for Position 5 will be sworn in to begin a new six-year term. Approval of this item will seat the selected candidate on the Board of Trustees of San Jacinto Community College District to fill the unexpired portion of the current term for Position 5.

Motion 10493:

Larry Wilson motioned to appoint Chad Burke to Position 5 of the San Jacinto Community College District Board of Trustees.

Motion moved by Larry Wilson and motion seconded by Judy Harrison. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Harrison, Mims, Sinor, Wilson

Nays: None

X. Statement of Officer and Oath of Office Administered to Recently Appointed Trustee
Mr. Jimmy Burke swore in newly appointed Trustee Chad Burke, for Position 5.

XI. Consideration of Approval of Amendment to the 2025-2026 Budget for Restricted Revenue
and Expenses Relating to Federal, State and Local Grants/Contracts

Motion 10494:

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

Yeas: Burke, Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson

Nays: None

XII. Consideration of Approval of Policy III.3006.H, Campus Programs with Minors - Second
Reading

Motion 10495:

Motion moved by Judy Harrison and motion seconded by Erica Davis Rouse. Motion carried.

Yeas: Burke, Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson

Nays: None

XIII. Consideration of Approval of Policy VII.7003.A, Expressive Activities - Second Reading

Motion 10496:

Motion moved by Keith Sinor and motion seconded by Judy Harrison. Motion carried.

Yeas: Burke, Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson

Nays: None

XIV. Consideration of Approval of Policy IV.4003.A, Filling Vacancies - First Reading
(Informational Item)

No vote required. Informational item - first reading.

XV. Consideration of Approval of Policy IV.4003.F, Reduction in Force - First Reading
(Informational Item)

No vote required. Informational item - first reading.

XVI. Consideration of Purchasing Requests

#1	Consideration of Approval to Contract for Custodial Services	\$	12,600,000
#2	Consideration of Approval to Contract for Interior LED Lighting Retrofit Project		278,900
#3	Consideration of Approval to Contract for Printing Services		250,000
#4	Consideration of Approval to Purchase Portable PLC Troubleshooting Learning Systems		200,000
TOTAL OF PURCHASE REQUESTS			<u>\$ 13,328,900</u>

Motion 10497:

Motion moved by Judy Harrison and motion seconded by Erica Davis Rouse. Motion carried.

Yeas: Burke, Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson

Nays: None

XVII. Consent Agenda

- A. Approval of the Minutes for the October 6, 2025, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, 2025-2026 Part-Time Hourly Rate Schedule, and Educational Advancement Incentives
- D. Approval of the Next Regularly Scheduled Meeting on December 1, 2025
- E. Approval of the Minutes for the October 13, 2025 Special Board Meeting
- F. Approval of the Minutes for the October 14, 2025 Special Board Meeting

Motion 10498:

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

Yeas: Burke, Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson

Nays: None

XVIII. Items for Discussion/Possible Action

There were no additional items discussed.

XIX. Adjournment

Chair Mims adjourned the meeting at 7:38 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for October 2025 which have been made in accordance with appropriate accounting procedures.

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – October 2025 Budget Transfers

RESOURCE PERSONNEL

Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Dianne Duron	281-998-6109	dianne.duron@sjcd.edu
Dena Carlson	281-998-6347	dena.carlson@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers Related to Fiscal Year 2025-26
 for October 2025

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 831	\$ 665
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	665	6,731
STUDENT SERVICES	617	1,850
INSTITUTIONAL SUPPORT	1,863	617
PHYSICAL PLANT	5,888	-
	\$ 9,863	\$ 9,863

Item “D”
Regular Board Meeting December 1, 2025
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, February 2, 2025.