

***Board of Trustees  
Meeting***

***October 4, 2021***

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

The Board of Trustees of the San Jacinto Community College District will meet for a Board workshop at 4:30 p.m., Monday, October 4, 2021, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

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

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

**BOARD WORKSHOP  
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.074, and 551.072 of the Texas Open Meetings Act, for the following purposes:**
  - a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
  - b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
    - Chancellor Evaluation
    - Other Personnel Matters
  - c. Real Estate Matters - For the purpose of discussing the purchase, exchange, lease or value of real property.
- IV. Reconvene in Open Meeting**
- V. Overview of Title IX Compliance and Training**
- VI. Review Plan for Promise @ San Jac Program**
- VII. Update on COVID and Fall Enrollment**
- VIII. Review Generation Park Naming Opportunities**
- IX. Update on State and Federal Legislative Sessions**
- X. Review of Calendar**
- XI. General Discussion of Meeting Items**
- XII. Adjournment**

#### Additional Closed Session Authority

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

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

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

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

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

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

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

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

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

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

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

On this day, October 1, 2021, this notice was posted to the College’s website, on a bulletin board located at a place convenient to the public at the administrative building of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, and is readily accessible to the public upon request.

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Brenda Hellyer, Ed.D.

**NOTICE OF PUBLIC HEARING  
BOARD OF TRUSTEES  
SAN JACINTO COMMUNITY COLLEGE DISTRICT**

The Board of Trustees of the San Jacinto College Community District will meet for a public tax hearing at 7:00 p.m., Monday, October 4, 2021, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**PUBLIC HEARING  
AGENDA**

- I. Call the Meeting to Order**
- II. Presentation on the Proposed Tax Rate**
- III. Public Comment on Proposed Tax Rate**
- IV. Announcement of Date, Time, and Place of Board Vote on Tax Rate:**
  - a. Monday, October 4, 2021, directly following the Public Hearing in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, TX 77504**
- V. Adjournment**

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Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet for the regularly scheduled Board meeting immediately following the public tax hearing on Monday, October 4, 2021, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

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

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

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

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

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

The form must be completed prior to 11:00 a.m. on October 4, 2021. After completion of the form, the requestor will be contacted with further instructions. Registered participants will be allotted five minutes to address the Board of Trustees during the “Public Comment” portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

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

**BOARD MEETING  
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Invocation and Pledge to the Flags**
- IV. Special Announcements, Recognitions, Introductions, and Presentations**
  - Recognition of the Outgoing and Incoming Officers of the Faculty Senate, Staff Organization, and Administrative Organization Brenda Hellyer
- V. Student Success Presentations**
  - Update on Board of Trustees Institute Brenda Hellyer  
Dan Mims
- VI. Communications to the Board of Trustees**

**VII. Public Comment**

**VIII. Informative Reports to the Board**

- A. San Jacinto College Financial Statements
  - a. San Jacinto College Financial Statements August 2021
  - b. San Jacinto College Monthly Investment Report August 2021
  - c. San Jacinto College Quarterly Investment Report June-August 2021
- B. San Jacinto College Foundation Financial Statements
  - a. August 2021
- C. Capital Improvement Program
  - a. August 2021

**ACTION ITEMS**

- IX. Consideration of Approval of Amendment to the 2021-2022 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Adoption of Ad Valorem Property Tax Rate**
- XI. Consideration of Approval of Expansion of the San Jac Promise Program**
- XII. Consideration of Approval of Policy V.5001.D, Safety in the Teaching/Learning Environment – Second Reading**
- XIII. Consideration of Approval of Policy V.5000.B, Scheduling Classes – Second Reading**
- XIV. Consideration of Approval of Rescission of Policy IV-C-10, Policy on Duty Hours – Second Reading**
- XV. Consideration of Approval of Rescission of Policy IV-C-15, Policy on Teaching Classes Outside Normal Duties – Second Reading**
- XVI. Consideration of Approval of Rescission of Policy IV-E 15, Policy on Educational Advancement – Second Reading**
- XVII. Consideration of Approval of Rescission of Policy VI-B, Policy Regarding Planning Research – Second Reading**
- XVIII. Consideration of Approval of Policy IV.4002.D, Renewal and Non-Renewal of Contractual Employees – Second Reading**
- XIX. Consideration of Approval of Policy #, Academic Freedom – First Reading (Informational Item)**
- XX. Consideration of Approval of Policy #, Centralized Contracts and Purchasing Services Department – First Reading (Informational Item)**
- XXI. Consideration of Rescission of Policy V-D, Policy on Travel, and Approval of Policy #, Employee Travel - First Reading (Informational Item)**
- XXII. Consideration of Rescission of Policy VI-C: Policy on Role of Faculty in Institutional Governance, and Approval of Policy #, Shared Governance - First Reading (Informational Item)**

**XXIII. Consideration of Approval of Chancellor’s Employment Contract with San Jacinto College District**

**PURCHASING REQUESTS**

**XXIV. Consideration of Purchasing Requests**

**CONSENT AGENDA**

**XXV. Consent Agenda**

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

- A. Approval of the Minutes for the September 16, 2021, Workshop and Regular Board Meeting**
- B. Approval of the Budget Transfers**
- C. Approval of Personnel Recommendations and Extra Service Agreements**
- D. Approval of the Affiliation Agreements**
- E. Approval of the Next Regularly Scheduled Meeting**

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

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

**XXVII. Adjournment**

**Closed Session Authority**

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

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.

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

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

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

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Brenda Hellyer, Ed.D.



San Jacinto College Financial Statements  
August 2021

San Jacinto Community College District  
Statement of Net Position - PRELIMINARY  
31-Aug

<u>Assets</u>	<u>2021</u>	<u>2020</u>
Current assets:		
Cash and cash equivalents	\$ 88,357,244	\$ 81,254,928
Accounts receivable - taxes	4,476,059	4,476,059
Accounts receivable	22,229,468	21,317,582
Deferred charges	2,731,460	3,149,191
Inventories	366,250	366,250
Total current assets	<u>118,160,481</u>	<u>110,564,011</u>
Noncurrent assets:		
Restricted cash and cash equivalents	99,595,009	101,558,510
Capital assets, net	705,775,308	641,236,610
Total noncurrent assets	<u>805,370,317</u>	<u>742,795,120</u>
Total assets	<u>923,530,798</u>	<u>853,359,131</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	20,383,403	20,383,403
Deferred outflow related to OPEB	17,632,637	17,632,637
Deferred outflow related to defeased debt	6,492,116	7,680,333
Total deferred outflows of resources	<u>44,508,156</u>	<u>45,696,373</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	23,795,714	24,505,731
Accrued liabilities	1,206,282	1,119,816
Accrued compensable absences and deferred compensation	2,741,917	2,929,004
Deferred revenues	25,065,114	25,105,610
Total current liabilities	<u>52,809,027</u>	<u>53,660,162</u>
Noncurrent liabilities:		
Net pension liability	45,813,261	45,813,261
Net OPEB liability	107,182,217	107,182,217
Bonds and notes payable	638,604,482	576,419,681
Total noncurrent liabilities	<u>791,599,960</u>	<u>729,415,159</u>
Total liabilities	<u>844,408,987</u>	<u>783,075,320</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	9,070,812	9,070,812
Deferred inflows related to OPEB	26,740,139	26,740,139
Total deferred inflows of resources	<u>35,810,951</u>	<u>35,810,951</u>
<u>Net assets</u>		
Beginning of year - audited	80,169,233	76,748,779
Current year addition	7,649,783	3,420,453
Total net position	<u>\$ 87,819,016</u>	<u>\$ 80,169,232</u>

The year-end financial statements for August 31, 2021 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 2021-2022.

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Twelve Months Ended August 31, 2021

11 Unrestricted Funds

	Adjusted Budget	Actual (100%)	% Actual to Adjusted Budget	8/31/20	% of 8/31/20 Actual
REVENUES:					
State Appropriations	\$ 42,079,966	\$ 42,089,865	100.02	\$ 42,212,591	100.00
Local Taxes - Maintenance & Operations	72,940,110	72,686,233	99.65	71,440,051	100.00
Credit Tuition	63,667,000	60,079,040	94.36	62,892,467	100.00
Credit Exemptions & Waivers	(7,900,000)	(8,595,091)	108.80	(7,924,753)	100.00
Continuing Education					
CPET	480,000	262,141	54.61	95,143	100.00
Maritime Transportation	1,200,000	1,169,560	97.46	703,688	100.00
Continuing Professional Development (CPD)	4,400,000	5,109,502	116.13	4,885,994	100.00
Continuing Education Exemptions & Waivers	-	(101,288)	-	(43,313)	100.00
Bad Debt	(1,900,000)	(670,496)	35.29	(457,831)	100.00
Sales & Services	1,535,000	1,768,093	115.19	3,924,286	100.00
Insurance Proceeds - Winter Storm	-	4,568,805	-	-	-
Investment Income	500,000	106,563	21.31	1,034,779	100.00
Total	<u>177,002,076</u>	<u>178,472,926</u>	<u>100.83</u>	<u>178,763,102</u>	<u>100.00</u>
EXPENDITURES:					
Instruction	67,816,610	67,373,265	99.35	72,970,960	100.00
Public Service	6,984,157	6,477,251	92.74	6,816,710	100.00
Academic Support	13,932,445	12,970,789	93.10	12,997,682	100.00
Student Services	15,496,589	14,977,592	96.65	16,449,054	100.00
Institutional Support	44,918,072	40,778,543	90.78	44,093,912	100.00
Physical Plant	19,537,334	17,344,218	88.77	19,368,883	100.00
Winter Storm	4,799,839	4,618,805	96.23	-	-
Total	<u>173,485,046</u>	<u>164,540,464</u>	<u>94.84</u>	<u>172,697,201</u>	<u>100.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(1,351,908)	-
Transfers Out	3,517,030	3,424,826	97.38	4,805,716	100.00
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 10,507,636</u>		<u>\$ 2,612,093</u>	

The year-end financial statements for August 31, 2021 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 2021-2022.

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Twelve Months Ended August 31, 2021

Federal Restricted Funds

	Adjusted Budget	Actual (100%)	% Actual to Adjusted Budget	8/31/20	% of 8/31/20 Actual
REVENUES:					
Grants	131,987,099	\$ 59,860,271	45.35	\$ 53,861,347	100.00
Total	<u>131,987,099</u>	<u>59,860,271</u>	<u>45.35</u>	<u>53,861,347</u>	<u>100.00</u>
EXPENDITURES:					
Instruction	483,219	444,399	91.97	1,997,174	100.00
Public Service	498,504	228,921	45.92	211,350	100.00
Academic Support	11,651,119	4,690,735	40.26	4,777,686	100.00
Student Services	1,445,024	563,800	39.02	375,400	100.00
Institutional Support	41,986,812	3,282,595	7.82	963,407	100.00
Scholarships and Fellowships	74,932,093	50,672,479	67.62	44,552,324	100.00
Physcial Plant	990,328	-	-	194,999	100.00
Total	<u>131,987,099</u>	<u>59,882,928</u>	<u>45.37</u>	<u>53,072,340</u>	<u>100.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	(420,765)	-	(85,525)	-
Transfers Out	-	420,765	-	85,525	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (22,657)</u>		<u>\$ 789,007</u>	

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San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Twelve Months Ended August 31, 2021

State Restricted Funds

	Adjusted Budget	Actual (100%)	% Actual to Adjusted Budget	8/31/20	% of 8/31/20 Actual
REVENUES:					
State Paid Benefits	\$ 11,597,879	\$ 11,831,057	102.01	\$ 11,411,568	100.00
Grants	3,463,787	2,373,262	68.52	3,008,421	100.00
Total	<u>15,061,666</u>	<u>14,204,319</u>	94.31	<u>14,419,989</u>	100.00
EXPENDITURES:					
Instruction	6,139,344	6,111,324	99.54	5,777,359	100.00
Public Service	342,309	357,744	104.51	339,666	100.00
Academic Support	1,374,537	1,390,186	101.14	1,797,660	100.00
Student Services	1,598,740	1,799,736	112.57	1,677,573	100.00
Institutional Support	2,868,507	2,500,304	87.16	3,084,911	100.00
Physical Plant	10,728	-	-	-	-
Scholarships and Fellowships	2,727,501	2,026,902	74.31	1,742,820	100.00
Total	<u>15,061,666</u>	<u>14,186,197</u>	94.19	<u>14,419,989</u>	100.00
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 18,122</u>		<u>\$ -</u>	

The year-end financial statements for August 31, 2021 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 2021-2022.

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Twelve Months Ended August 31, 2021

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (100%)</u>	<u>% Actual to Adjusted Budget</u>	<u>8/31/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Local Grants	\$ 2,990,953	\$ 3,308,021	110.60	\$ 2,970,482	100.00
Total	<u>2,990,953</u>	<u>3,308,021</u>	<u>110.60</u>	<u>2,970,482</u>	<u>100.00</u>
EXPENDITURES:					
Instruction	32,019	-	-	40,314	100.00
Public Service	216,216	158,652	73.38	175,586	100.00
Academic Support	937,914	376,663	40.16	603,931	100.00
Student Services	75,667	12,478	16.49	38,691	100.00
Institutional Support	65,821	34,094	51.80	30,916	100.00
Scholarships and Fellowships	1,901,795	2,664,199	140.09	2,172,786	100.00
Physical Plant	-	-	-	-	-
Total	<u>3,229,433</u>	<u>3,246,087</u>	<u>100.52</u>	<u>3,062,224</u>	<u>100.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(238,480)	(153,276)	64.27	(182,708)	100.00
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 215,211</u>		<u>\$ 90,966</u>	

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San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Twelve Months Ended August 31, 2021

27 Texas Public Education Grant

	Adjusted Budget	Actual (100%)	% Actual to Adjusted Budget	8/31/20	% of 8/31/20 Actual
REVENUES:					
Tuition - Credit & Non Credit	\$ 3,000,000	\$ 2,885,450	96.18	\$ 3,010,159	100.00
Total	3,000,000	2,885,450	96.18	3,010,159	100.00
EXPENDITURES:					
Scholarships and Fellowships	3,500,000	3,155,255	90.15	2,598,502	100.00
Total	3,500,000	3,155,255	90.15	2,598,502	100.00
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (500,000)	\$ (269,805)		\$ 411,657	

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San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Twelve Months Ended August 31, 2021

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (100%)</u>	<u>% Actual to Adjusted Budget</u>	<u>8/31/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 25,284	-	\$ 2,723	100.00
Total	-	25,284	-	2,723	100.00
EXPENDITURES:					
Instruction	-	26,500	-	52,003	100.00
Scholarships and Fellowships	-	-	-	-	-
Total	-	26,500	-	52,003	100.00
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (1,215)</u>		<u>\$ (49,280)</u>	

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San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Twelve Months Ended August 31, 2021

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (100%)</u>	<u>% Actual to Adjusted Budget</u>	<u>8/31/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Auxiliary Services	\$ 2,753,200	\$ 2,017,503	73.28	2,727,502	100.00
Total	<u>2,753,200</u>	<u>2,017,503</u>	<u>73.28</u>	<u>2,727,502</u>	<u>100.00</u>
EXPENDITURES:					
Non-Instructional Labor	296,951	205,854	69.32	380,035	100.00
Benefits	44,343	57,438	129.53	375,891	100.00
Supplies	352,021	128,901	36.62	373,399	100.00
Travel	273,150	199,818	73.15	119,911	100.00
Contracted Services	286,050	68,362	23.90	223,656	100.00
Capital Outlay	6,106	13,213	216.39	-	-
Scholarships and Fellowships	1,175,814	1,189,898	101.20	1,143,103	100.00
Utilities	200	-	-	-	-
Total	<u>2,434,635</u>	<u>1,863,484</u>	<u>76.54</u>	<u>2,615,995</u>	<u>100.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(188,656)	-
Transfers Out	-	-	-	185,949	-
Net Increase (Decrease) in Net Position	<u>\$ 318,565</u>	<u>\$ 154,020</u>		<u>\$ 114,214</u>	

The year-end financial statements for August 31, 2021 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 2021-2022.

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Twelve Months Ended August 31, 2021

95 Retirement of Indebtedness

	Adjusted Budget	Actual (100%)	% Actual to Adjusted Budget	8/31/20	% of 8/31/20 Actual
REVENUES:					
Investment Income	\$ -	\$ 8,735	-	\$ 245,545	100.00
Local Taxes - Debt Service	36,920,763	37,405,750	101.31	37,167,521	100.00
Total	<u>36,920,763</u>	<u>37,414,485</u>	<u>101.34</u>	<u>37,413,066</u>	<u>100.00</u>
EXPENDITURES:					
Institutional Support - Principal	15,980,930	15,980,930	100.00	12,522,293	100.00
Institutional Support - Interest	24,211,383	22,802,469	94.18	26,447,914	100.00
Total	<u>40,192,313</u>	<u>38,783,399</u>	<u>96.49</u>	<u>38,970,207</u>	<u>100.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,278,550)	(3,271,550)	99.79	(3,271,100)	100.00
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Adjustment for Debt Principal Payment <sup>1</sup>	<u>(15,980,930)</u>	<u>(15,980,930)</u>	<u>100.00</u>	<u>(12,522,293)</u>	<u>100.00</u>
Net Increase (Decrease) in Net Position	<u>\$ 15,987,930</u>	<u>\$ 17,883,566</u>		<u>\$ 14,236,252</u>	

<sup>1</sup>

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

The year-end financial statements for August 31, 2021 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 2021-2022.

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Twelve Months Ended August 31, 2021

97 Investment in Plant

	Adjusted Budget	Actual (100%)	% Actual to Adjusted Budget	8/31/20	% of 8/31/20 Actual
EXPENDITURES:					
Depreciation	\$ 20,500,000	\$ 21,712,514	105.91	\$ 18,227,393	100.00
Total	<u>20,500,000</u>	<u>21,712,514</u>	<u>105.91</u>	<u>18,227,393</u>	<u>100.00</u>
Adjustment for Capital Purchases <sup>1</sup>	<u>-</u>	<u>(770,659)</u>	<u>-</u>	<u>(1,620,213)</u>	<u>100.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,500,000)</u>	<u>\$ (20,941,855)</u>		<u>\$ (16,607,180)</u>	

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

The year-end financial statements for August 31, 2021 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 2021-2022.

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Twelve Months Ended August 31, 2021

Consolidated -All Funds  
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (100%)	% Actual to Adjusted Budget	8/31/20	% of 8/31/20 Actual
REVENUES:					
State Appropriations	\$ 53,677,845	\$ 53,920,922	100.45	\$ 53,624,159	100.00
Local Taxes - Maintenance & Operations	72,940,110	72,686,233	99.65	71,440,051	100.00
Local Taxes - Debt Service	36,920,763	37,405,750	101.31	37,167,521	100.00
Credit Tuition	66,667,000	62,964,490	94.45	65,902,626	100.00
Credit Exemptions & Waivers	(7,900,000)	(8,595,091)	108.80	(7,924,753)	100.00
Continuing Education					
CPET	480,000	262,141	54.61	95,143	100.00
Maritime Transportation	1,200,000	1,169,560	97.46	703,688	100.00
Continuing Professional Development	4,400,000	5,109,502	116.13	4,885,994	100.00
Continuing Education Exemptions & Waivers	-	(101,288)	-	(43,313)	100.00
Bad Debt	(1,900,000)	(670,496)	35.29	(457,831)	100.00
Sales & Services	1,535,000	1,793,377	116.83	3,927,009	100.00
Insurance Proceeds - Winter Storm	-	4,568,805	-	-	-
Investment Income	500,000	115,298	23.06	1,280,324	100.00
Investment Income - San Jac Tomorrow Program	-	106,761	-	1,822,724	100.00
Auxiliary Services	2,753,200	2,017,503	73.28	2,727,502	100.00
Grants	135,450,886	62,233,533	45.95	56,869,768	100.00
Local Grants	2,990,953	3,308,021	110.60	2,970,482	100.00
Total	<u>369,715,757</u>	<u>298,295,022</u>	<u>80.68</u>	<u>294,991,094</u>	<u>100.00</u>
EXPENDITURES:					
Instruction	74,471,192	73,955,488	99.31	80,837,810	100.00
Public Service	8,041,185	7,222,568	89.82	7,543,312	100.00
Academic Support	27,896,016	19,428,373	69.65	20,176,959	100.00
Student Services	18,616,021	17,353,607	93.22	18,540,718	100.00
Institutional Support	130,031,525	85,378,935	65.66	87,143,353	100.00
Physical Plant	20,538,390	17,344,218	84.45	19,563,882	100.00
Winter Storm	4,799,839	4,618,805	96.23	-	-
Scholarships and Fellowships	83,061,390	58,518,835	70.45	51,066,432	100.00
Auxiliary Enterprises	2,434,635	1,863,484	76.54	2,615,995	100.00
Depreciation	20,500,000	21,712,514	105.91	18,227,393	100.00
Total	<u>390,390,192</u>	<u>307,396,827</u>	<u>78.74</u>	<u>305,715,854</u>	<u>100.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,517,030)	(3,424,826)	97.38	(5,079,897)	100.00
Transfers Out	3,517,030	3,424,826	97.38	5,077,190	100.00
Adjustment for Debt Principal Payment <sup>1</sup>	(15,980,930)	(15,980,930)	100.00	(12,522,293)	100.00
Adjustment for Capital Purchases <sup>1</sup>	-	(770,659)	-	(1,620,213)	100.00
Net Increase (Decrease) in Net Position	<u>\$ (4,693,505)</u>	<u>\$ 7,649,783</u>		<u>\$ 3,420,453</u>	

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

The year-end financial statements for August 31, 2021 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 2021-2022.

# Capital Improvement Program

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Twelve Months Ended August 31, 2021

91 Capital Projects

	Adjusted Budget	Actual (100%)	8/31/20
REVENUES:			
Investment Income	\$ -	\$ 106,761	\$ 1,822,724
Total	-	106,761	1,822,724
EXPENDITURES:			
Bond Programs	199,613,711	85,362,534	90,076,942
Total	199,613,711	85,362,534	90,076,942
Net Increase (Decrease) in Net Position	\$ (199,613,711)	\$ (85,255,772)	\$ (88,254,218)

The year-end financial statements for August 31, 2021 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 2021-2022.

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Twelve Months Ended August 31, 2021

93 Generation Park Clear Lake Land Proceeds

	Adjusted Budget	Actual (100%)	8/31/20
REVENUES:			
Land Sale Proceeds	\$ -	\$ -	\$ -
Total	-	-	-
EXPENDITURES:			
Generation Park	117,078	98,060	5,031,548
Total	117,078	98,060	5,031,548
TRANSFERS AMONG FUNDS:			
Transfers In	-	-	-
Transfers Out	-	-	-
Net Increase (Decrease) in Net Position	\$ (117,078)	\$ (98,060)	\$ (5,031,548)

The year-end financial statements for August 31, 2021 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 2021-2022.

San Jacinto College Financial Statements  
Monthly Investment Report  
August 2021



**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Portfolio Summary Report**  
**Period Ending August 31, 2021**

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	August 1, 2021	\$ 200,334,692	\$ 200,334,692
Additions/Subtractions (Net)		(12,382,439)	(12,382,439)
Change in Fair Value*		-	-
Ending Value	August 31, 2021	<u>\$ 187,952,253</u>	<u>\$ 187,952,253</u>

Earnings for the Month of August	\$	10,007
Weighted Average Maturity at Ending Period Date (Days)		1.00
Weighted Average Earnings Rate		0.0619%
Benchmark - One Year Treasury Yield		0.0700%

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

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

Prepared by:



William E. Dickerson  
 Director of Accounting & Financial Services

Reviewed by:



Carin Hutchins  
 Associate Vice Chancellor of Finance

Reviewed by:



Teri Zamora  
 Vice Chancellor of Fiscal Affairs

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Weighted Average to Maturity**  
**August 31, 2021**

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
<b>Short-Term Investments - Cash &amp; Cash Equivalents</b>										
Credit Cards in Transit	Heartland	N/A	N/A	09/01/21	\$	40,510	40,510	0.02%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	09/01/21		(1,315,028)	(1,315,028)	-0.70%	1	-0.01
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	09/01/21		3,766,364	3,766,364	2.00%	1	0.02
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	09/01/21		(23,896)	(23,896)	-0.01%	1	0.00
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	09/01/21		(800)	(800)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	09/01/21		19,166	19,166	0.01%	1	0.00
East West MM Operating Account	East West Bank	0.0500%	N/A	09/01/21		30,026,050	30,026,050	15.98%	1	0.16
Texas Citizens Bank - Closed 06/03/2021	Texas Citizens Bank	N/A	N/A	09/01/21		-	-	0.00%	1	0.00
LSJP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	N/A	N/A	09/01/21		-	-	0.00%	1	0.00
LSJP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	0.0839%	N/A	09/01/21		60,982,127	60,982,127	32.45%	1	0.32
TexPool - Operating	TexPool	0.0222%	N/A	09/01/21		98,527	98,527	0.05%	1	0.00
<b>Restricted - Cash &amp; Cash Equivalents</b>										
LSJP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	N/A	N/A	09/01/21		-	-	0.00%	1	0.00
LSJP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	N/A	N/A	09/01/21		-	-	0.00%	1	0.00
LSJP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0839%	N/A	09/01/21		1,366,426	1,366,426	0.73%	1	0.01
LSJP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.0839%	N/A	09/01/21		5,199,800	5,199,800	2.77%	1	0.03
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0618%	N/A	09/01/21		2,758,459	2,758,459	1.47%	1	0.01
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.0618%	N/A	09/01/21		85,034,548	85,034,548	45.24%	1	0.45
<b>Grand Total Short-Term Investments and Cash &amp; Cash Equivalents</b>					\$	<u>187,952,253</u>	<u>187,952,253</u>	<u>100.00%</u>		<u>1.00</u>

**Weighted Average to Maturity at Ending Period Date (Days)**

ACFR	Note	Weighted Average to Maturity at Ending Period Date (Days)
	Note 4	19,166
		155,439,887
		30,026,050
		2,467,150
		-
		-
		187,952,253
		187,952,253
		100.00%
		1.00

ACFR	Note	Weighted Average to Maturity at Ending Period Date (Days)
		19,166
		155,439,887
		30,026,050
		2,467,150
		-
		-
		187,952,253
		187,952,253
		100.00%
		1.00

SAN JACINTO COMMUNITY COLLEGE DISTRICT  
Cash, Cash Equivalents, and Investments  
Inventory Holdings Report  
August 31, 2021

Description	Held At	Annualized Interest Rate	Maturity	Par	July 31, 2021		August 31, 2021		Change in Fair Value For the Month	August Earnings	September Through August Earnings
					Ending Fair Value	Ending Book Value	Ending Fair Value	Ending Book Value			
<b>Short-Term Investments - Unrestricted Funds</b>											
Demand Deposits											
Credit Cards in Transit											
JPMorgan Accounts Payable Disbursements	Heartland	N/A	09/01/21	N/A	\$ 99,420	\$ 99,420	\$ 40,510	\$ 40,510	\$ (58,910)	N/A	N/A
JPMorgan Operating	JPMorgan Chase Bank	N/A	09/01/21	N/A	(699,399)	(699,399)	(1,315,028)	(1,315,028)	(615,629)	N/A	N/A
JPMorgan Payroll	JPMorgan Chase Bank	N/A	09/01/21	N/A	13,519,588	13,519,588	3,766,364	3,766,364	(9,753,224)	N/A	N/A
JPMorgan Workment's Comp	JPMorgan Chase Bank	N/A	09/01/21	N/A	(15,474)	(15,474)	(23,896)	(23,896)	(8,422)	N/A	N/A
Petty Cash	JPMorgan Chase Bank	N/A	09/01/21	N/A	(3,621)	(3,621)	(800)	(800)	2,821	N/A	N/A
Sub Total Demand Deposits	Campus Business Offices	N/A	09/01/21	N/A	12,919,681	12,919,681	2,486,316	2,486,316	(10,433,365)	N/A	N/A
<b>Money Market Accounts</b>											
East West IMM Operating Account	East West Bank	0.0500%	09/01/21	N/A	\$ 60,024,791	\$ 60,024,791	\$ 30,026,050	\$ 30,026,050	\$ (29,998,741)	\$ 1,259	\$ 35,436
Texas Citizens Bank - Closed 06/03/2021	Texas Citizens Bank	N/A	09/01/21	N/A	-	-	-	-	-	-	736
Sub Total Money Market Accounts					60,024,791	60,024,791	30,026,050	30,026,050	(29,998,741)	1,259	36,172
<b>Pool Accounts</b>											
TexPool - Operating	TexPool	0.0222%	09/01/21	N/A	\$ 2,998,780	\$ 2,998,780	\$ 98,527	\$ 98,527	\$ (2,900,253)	\$ 16	\$ 1,273
TexPool PRIME - Operating	TexPool	0.0618%	09/01/21	N/A	-	-	-	-	-	-	57,561
LSIP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	N/A	09/01/21	N/A	15,001,648	15,001,648	60,982,127	60,982,127	45,980,479	3,218	11,136
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	0.0839%	09/01/21	N/A	18,000,428	18,000,428	61,080,654	61,080,654	43,080,226	3,234	70,392
Sub Total Pool Accounts					90,944,900	90,944,900	93,593,020	93,593,020	2,648,120	4,493	106,564
<b>Short-Term Investments - Restricted (Bond) Funds</b>											
<b>Pool Accounts</b>											
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	N/A	09/01/21	N/A	-	-	-	-	-	-	848
LSIP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	N/A	09/01/21	N/A	-	-	-	-	-	-	3,594
LSIP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0839%	09/01/21	N/A	1,382,165	1,382,165	1,366,426	1,366,426	(15,739)	98	468
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.0839%	09/01/21	N/A	14,938,635	14,938,635	5,199,800	5,199,800	(9,738,835)	622	4,294
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0618%	09/01/21	N/A	8,038,907	8,038,907	2,758,459	2,758,459	(5,280,448)	331	71,744
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.0618%	09/01/21	N/A	85,030,085	85,030,085	85,034,548	85,034,548	4,463	4,463	34,548
Sub Total Pool Accounts					109,389,792	109,389,792	94,359,233	94,359,233	(15,030,559)	5,514	115,496
Sub Total - Short Term Investments - Restricted (Bond) Funds					109,389,792	109,389,792	94,359,233	94,359,233	(15,030,559)	5,514	115,496
<b>Grand Total</b>					200,334,692	200,334,692	187,952,253	187,952,253	(12,382,439)	10,007	222,060

San Jacinto College Financial Statements  
Monthly Investment Quarterly Report  
June – August 2021

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Portfolio Summary Report**  
**Quarterly Investments - June 01, 2021 to August 31, 2021**

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	June 1, 2021	\$ 233,043,189	\$ 233,043,189
Additions/Subtractions (Net)		(45,090,936)	(45,090,936)
Change in Fair Value*		-	-
Ending Value	August 31, 2021	<u>\$ 187,952,253</u>	<u>\$ 187,952,253</u>

Earnings for the 4th Quarter	\$	33,275
Weighted Average Maturity at Ending Period Date (Days)		1.00
Weighted Average Earnings Rate for the 4th Quarter		0.0632%
Benchmark - One Year Treasury Yield		0.0700%

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

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

Prepared by:



William E. Dickerson  
 Director of Accounting & Financial Services

Reviewed by:



Carin Hutchins  
 Associate Vice Chancellor of Finance

Reviewed by:



Teri Zamora  
 Vice Chancellor of Fiscal Affairs



SAN JACINTO COMMUNITY COLLEGE DISTRICT  
Cash, Cash Equivalents, and Investments

Description	Annualized Interest Rate	Maturity	8/31/2021 Par	5/31/2021		8/31/2021		4th Quarter Fiscal Year 2020-2021 Activity		Change In Fair Value For the Quarter	August Earnings	June Through August Earnings
				Ending Fair Value	Ending Book Value	Ending Fair Value	Ending Book Value	8/31/2021 Ending Fair Value	8/31/2021 Ending Book Value			
<b>Short-Term Investments - Unrestricted Funds</b>												
<b>Demand Deposits</b>												
Credit Cards in Transit	N/A	09/01/21	\$	75,907	75,907	\$	40,510	40,510	\$	(35,397)	N/A	N/A
JPMorgan Accounts Payable Disbursements	N/A	09/01/21		(990,048)	(990,048)		(1,315,028)	(1,315,028)		(324,980)	N/A	N/A
JPMorgan Operating	N/A	09/01/21		9,379,917	9,379,917		3,766,364	3,766,364		(5,613,553)	N/A	N/A
JPMorgan Payroll	N/A	09/01/21		(29,693)	(29,693)		(23,896)	(23,896)		5,687	N/A	N/A
JPMorgan Workmen's Comp	N/A	09/01/21		(2,601)	(2,601)		(800)	(800)		1,801	N/A	N/A
Petty Cash	N/A	09/01/21		19,350	19,350		19,166	19,166		(184)	N/A	N/A
Sub Total Demand Deposits			\$	8,452,942	8,452,942	\$	2,486,316	2,486,316	\$	(5,966,626)	N/A	N/A
<b>Money Market Accounts</b>												
East West MM Operating Account	0.0500%	09/01/21	\$	60,020,277	60,020,277	\$	30,026,050	30,026,050	\$	(29,994,227)	1,259	5,773
Texas Citizens Bank - Closed 06/03/2021	N/A	09/01/21		248,817	248,817		-	-		(248,817)	-	-
Sub Total Money Market Accounts			\$	60,269,094	60,269,094	\$	30,026,050	30,026,050	\$	(30,243,044)	1,259	5,773
<b>Pool Accounts</b>												
TexPool - Operating	0.0222%	09/01/21	\$	503,247	503,247	\$	96,527	96,527	\$	(404,720)	16	58
TexPool PRIME - Operating	0.0618%	09/01/21		-	-		-	-		-	-	-
LSJP Government Overnight Fund - Operating Funds	N/A	09/01/21		36,503,514	36,503,514		60,982,127	60,982,127		24,478,613	-	-
LSJP Corporate Overnight Plus Fund - Operating Funds	0.0839%	09/01/21		37,006,761	37,006,761		61,080,654	61,080,654		24,073,893	3,234	7,622
Sub Total Pool Accounts			\$	105,728,797	105,728,797	\$	93,593,020	93,593,020	\$	(12,135,777)	4,493	13,463
<b>Sub Total - Short Term Investments - Unrestricted Funds</b>												
<b>Short-Term Investments - Restricted (Bond) Funds</b>												
<b>Pool Accounts</b>												
LSJP Government Overnight Fund - 2008 GOB Bond Proceeds	N/A	09/01/21	\$	-	-	\$	-	-	\$	-	-	-
LSJP Government Overnight Fund - GOB Debt Service	N/A	09/01/21		4	4		-	-		(4)	-	-
LSJP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	0.0839%	09/01/21		1,441,871	1,441,871		1,366,426	1,366,426		(75,445)	98	323
LSJP Corporate Overnight Plus Fund - GOB Debt Service	0.0839%	09/01/21		14,682,195	14,682,195		5,199,800	5,199,800		(9,482,395)	622	2,991
TexPool PRIME - 2019 Bond Proceeds	0.0618%	09/01/21		26,169,914	26,169,914		2,758,459	2,758,459		(23,411,455)	331	2,368
TexPool PRIME - 2021 Bond Proceeds	0.0618%	09/01/21		85,020,408	85,020,408		85,034,548	85,034,548		14,140	4,463	14,140
Sub Total Pool Accounts			\$	127,314,392	127,314,392	\$	94,359,233	94,359,233	\$	(32,955,159)	5,514	19,822
Sub Total - Short Term Investments - Restricted (Bond) Funds			\$	127,314,392	127,314,392	\$	94,359,233	94,359,233	\$	(32,955,159)	5,514	19,822
<b>Grand Total</b>												
			\$	233,043,189	233,043,189	\$	187,962,263	187,962,263	\$	(45,080,936)	10,007	33,275

**San Jacinto College Foundation**  
Statement of Financial Position  
As of August 31, 2021

<b>ASSETS</b>	<b>Current Year</b>	<b>Previous Year</b>	<b>Difference</b>
Current Assets			
Checking/Savings			
General Fund	\$1,669,901	\$1,777,157	(\$107,255)
Other Funds	-	-	-
Total Checking/Savings	<u>1,669,901</u>	<u>1,777,157</u>	<u>(107,255)</u>
Accounts Receivables	3,577,380	4,193,619	(616,239)
Other Current Assets			
Short Term Investments			
Goldman Sachs - SSF	30,000,564	0	30,000,564
Goldman Sachs	15,462,396	12,442,467	3,019,929
Capital Bank CD	0	211,324	(211,324)
Prosperity Bank	0	210,969	(210,969)
Total SJC Short Term Investments	<u>45,462,960</u>	<u>12,864,760</u>	<u>32,598,200</u>
Total Current Assets	<u>50,710,242</u>	<u>18,835,536</u>	<u>31,874,705</u>
<b>TOTAL ASSETS</b>	<b><u>\$50,710,242</u></b>	<b><u>\$18,835,536</u></b>	<b><u>\$31,874,705</u></b>
<b>LIABILITIES &amp; NET ASSETS</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	13,780	43,746	(29,967)
Programs Payable	54,987	6,145	48,842
Endowments Payable	220,285	183,964	36,321
Scholarship Payables	151,512	447,798	(296,286)
Student Success Payables	98,395	99,210	(815)
Total Accounts Payable	<u>538,959</u>	<u>780,863</u>	<u>(241,905)</u>
Total Current Liabilities	<u>538,959</u>	<u>780,863</u>	<u>(241,905)</u>
Total Liabilities	538,959	780,863	(241,905)
NET ASSETS			
Net Assets Without Donor Restrictions	34,251,608	3,740,228	30,511,380
Net Assets With Donor Restrictions	15,808,764	14,326,294	1,482,470
Net Assets	<u>50,060,371</u>	<u>18,066,522</u>	<u>31,751,945</u>
Net Income	110,912	(11,849)	122,761
Total Net Assets	<u>50,171,283</u>	<u>18,054,673</u>	<u>32,116,610</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b><u>\$50,710,242</u></b>	<b><u>\$18,835,536</u></b>	<b><u>\$31,874,705</u></b>



**San Jacinto College Foundation**  
**Statement of Activities**  
For the Period Ending August 31, 2021

	Current Year	Last Year	Effect on Net Income	Annual Budget	Actual % of Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Contributions</b>					
Grant Contributions	-	-	-	96,000	0%
Endowments	2,770	175	2,595	75,000	4%
Program Sponsorship	8,623	2,157	6,467	275,000	3%
Scholarships	111,381	3,799	107,581	400,000	28%
<b>Total Contributions</b>	<u>122,774</u>	<u>6,131</u>	<u>116,643</u>	<u>846,000</u>	
<b>Other Income</b>					
Special Events	-	4,562	(4,562)	185,000	0%
Investment Income	57,495	15,804	41,690	600,000	10%
Realized Gain / (Loss)	32,756	21,727	11,030	-	
Unrealized Gain / (Loss)	147,129	474,647	(327,518)	-	
<b>Total Other Income</b>	<u>237,380</u>	<u>516,740</u>	<u>(279,360)</u>	<u>785,000</u>	<u>30%</u>
<b>Total Income</b>	360,154	522,871	(162,717)	1,631,000	22%
<b>Expense</b>					
<b>Programs</b>					
Scholarships Awarded	242,567	471,159	228,591	800,000	30%
Programs Sponsored	3,193	39,626	36,433	600,000	1%
Student Success Initiatives	-	22,989	22,989	150,000	0%
<b>Total Programs</b>	<u>245,760</u>	<u>533,773</u>	<u>288,013</u>	<u>1,550,000</u>	<u>16%</u>
<b>Supporting Services</b>					
Bad Debt Expense	-	-	-	2,000	0%
<b>Supporting Services</b>					
Foundation Expenses	1,982	946	(1,036)	86,000	2%
Fundraising Expenses	-	-	-	85,000	0%
Sponsorship Expense	1,500	-	(1,500)	5,000	30%
<b>Total Supporting Services</b>	<u>3,482</u>	<u>946</u>	<u>(2,536)</u>	<u>176,000</u>	<u>2%</u>
<b>Total Expense</b>	<u>249,242</u>	<u>534,720</u>	<u>285,477</u>	<u>1,728,000</u>	<u>14%</u>
<b>Net Ordinary Income</b>	110,912	(11,849)	122,761	(97,000)	-114%
Other Income / Expenses					
<b>Increase/Decrease in Net Position</b>	<u><u>110,912</u></u>	<u><u>(11,849)</u></u>	<u><u>122,761</u></u>	<u><u>(97,000)</u></u>	-114%

## 2008 Bond Program

Preliminary Report as of August 31, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>									
721918 - CC Chiller Optimization	-	350,000	350,000	-	350,000	-	335,000	15,000	95.71%
721919 - CC Install Backup Chiller C26	-	175,000	175,000	-	175,000	12,500	10,500	152,000	13.14%
<b>Sub-total</b>	-	525,000	525,000	-	525,000	12,500	345,500	167,000	68.19%
<b>North</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>South</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>District</b>									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,397,602)	228,658	-	228,658	-	-	228,658	-
726907 - Wayfinding Signage	50,000	939,076	989,076	10,924	1,000,000	22,644	664,023	313,333	68.67%
726923 - Replace HVAC, A1	-	350,000	350,000	-	350,000	9,375	28,125	312,500	10.71%
726925 - CW Classroom Technology	-	100,000	100,000	-	100,000	63,212	6,475	30,313	69.69%
<b>Sub-total</b>	14,676,260	(3,402,579)	11,273,681	(9,595,023)	1,678,658	95,231	698,623	884,804	47.29%
<b>2008 Contingency Supplemental Projects</b>									
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	200,000	-	-	200,000	-
<b>Sub-total</b>	-	200,000	200,000	-	200,000	-	-	200,000	-
<b>Supplemental Projects closed</b>									
<b>Sub-total</b>	-	4,169,567	4,169,567	-	4,169,567	-	4,169,567	-	100.00%
<b>Projects closed</b>									
<b>Sub-total</b>	280,323,740	(1,491,988)	278,831,752	9,595,023	288,426,775	-	288,426,775	-	100.00%
<b>TOTALS</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>107,731</b>	<b>293,640,465</b>	<b>1,251,804</b>	<b>99.58%</b>

## 2015 Bond Program

Preliminary Report as of August 31, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>									
731601 - CC Petrochemical Center	52,450,000	(3,305,414)	49,144,586	2,154,564	51,299,150	7,963	51,180,160	111,027	99.78%
71601A - CC Petrochem Process Plant	-	6,349,985	6,349,985	278,392	6,628,377	-	6,628,377	-	100.00%
71601B - CC Petrochem Extended Site Development	-	6,980,912	6,980,912	306,052	7,286,964	200,474	6,447,046	639,444	91.22%
731602 - CC Welcome Center	16,600,000	1,305,458	17,905,458	578,549	18,484,008	-	18,470,345	13,663	99.93%
71602A - CC Welcome Center Site Development	-	2,906,100	2,906,100	93,900	3,000,000	1,147,034	287,811	1,565,155	47.83%
731603 - CC Class Room Building	47,155,000	8,195,219	55,350,219	1,788,440	57,138,659	15,774,922	33,660,798	7,702,939	86.52%
731604 - CC Central Data Closets	2,444,000	(1,271,155)	1,172,845	37,896	1,210,741	-	1,187,732	23,009	98.10%
731605 - CC Central Access Security	1,852,000	(204,840)	1,647,160	53,222	1,700,382	42,096	1,209,662	448,624	73.62%
731606 - CC Frels Renovation	1,153,000	2,899,107	4,052,107	130,929	4,183,036	6,545	4,035,509	140,982	96.63%
731607 - CC Davison Building Renovation	14,970,000	(4,787,356)	10,182,644	329,015	10,511,659	112,307	10,323,096	76,256	99.27%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,253,702)	11,431,298	369,361	11,800,659	449,672	11,350,987	-	100.00%
71608A - CC McCollum Center Reno Phase II	-	10,483,421	10,483,421	338,733	10,822,154	3,136,071	4,308,951	3,377,132	68.79%
731609 - CC McCollum North Renovation	2,535,000	(598,971)	1,936,029	62,556	1,998,585	-	132,013	1,866,571	6.61%
731610 - CC Ball Demolition	1,725,000	(125,899)	1,599,101	51,669	1,650,770	-	1,649,557	1,213	99.93%
731611 - CC Anderson Demolition	2,654,000	(301,222)	2,352,778	76,021	2,428,800	-	2,428,800	-	100.00%
731612 - CC Stadium and Track Demolition	174,000	(109,420)	64,580	2,087	66,667	-	66,667	-	100.00%
731613 - CC Central DDC Network	1,160,000	356,233	1,516,233	48,992	1,565,225	275,777	1,168,732	120,716	92.29%
731614 - CC Central Plant Upgrades	1,160,000	64,838	1,224,838	39,576	1,264,415	-	1,263,670	745	99.94%
<b>Sub-total</b>	<b>170,717,000</b>	<b>15,583,296</b>	<b>186,300,296</b>	<b>6,739,955</b>	<b>193,040,251</b>	<b>21,152,861</b>	<b>155,799,913</b>	<b>16,087,477</b>	<b>91.67%</b>
<b>North</b>									
732601 - NC Cosmetology & Culinary Center	22,845,000	(55,513)	22,789,487	736,359	23,525,846	3,412	23,460,925	61,510	99.74%
732602 - NC North Data Closets	915,000	(263,487)	651,513	21,051	672,564	-	672,565	-	100.00%
732604 - NC Lehr Library Demolition	650,000	(434,006)	215,994	6,979	222,973	-	222,854	119	99.95%
732605 - NC North Access/Security	877,000	(95,040)	781,960	25,266	807,226	5,919	447,284	354,023	56.14%
732606 - NC Wheeler Renovation	14,300,000	(2,334,938)	11,965,062	386,607	12,351,669	2,213,299	9,325,066	813,304	93.42%
732607 - NC Brightwell Renovation	6,628,000	1,176,926	7,804,926	252,188	8,057,114	1,681,578	6,328,692	46,844	99.42%
732608 - NC Spencer Renovation	13,000,000	(2,130,019)	10,869,981	351,392	11,221,373	2,085,279	9,110,785	25,309	99.77%
732609 - NC North DDC Network	580,000	178,117	758,117	24,496	782,613	128,252	630,387	23,974	96.94%
732610 - NC Underground Utility Tunnel	11,600,000	(7,661,638)	3,938,362	127,254	4,065,616	-	4,016,439	49,177	98.79%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-
732613 - NC Burleson Renovation	-	3,547,453	3,547,453	114,623	3,662,076	254,323	3,340,688	67,065	98.17%
<b>Sub-total</b>	<b>78,395,000</b>	<b>(15,072,145)</b>	<b>63,322,855</b>	<b>2,046,215</b>	<b>65,369,070</b>	<b>6,372,061</b>	<b>57,555,684</b>	<b>1,441,325</b>	<b>97.80%</b>

## 2015 Bond Program

Preliminary Report as of August 31, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>South</b>									
733601 - SC Engineering & Technology Center	28,400,000	(7,002,085)	21,397,915	691,395	22,089,310	-	22,038,055	51,255	99.77%
733602 - SC Cosmetology Center	16,213,000	(1,400,207)	14,812,793	478,621	15,291,414	-	15,220,624	70,790	99.54%
733603 - SC Longenecker Renovation	22,555,000	(2,402,252)	20,152,748	651,162	20,803,911	171,235	20,218,138	414,537	98.01%
733604 - SC South Data Closets	765,000	(155,197)	609,803	19,704	629,507	-	627,649	1,857	99.70%
733605 - SC South Primary Electrical Upgrade	5,800,000	966,625	6,766,625	218,639	6,985,264	81,345	2,854,924	4,048,994	42.04%
733606 - SC South Access/ Security	599,000	153,993	752,993	24,330	777,324	7,786	711,867	57,671	92.58%
733607 - SC South HW/CW Relocation	10,266,000	(6,914,146)	3,351,854	108,303	3,460,157	-	3,460,157	-	100.00%
733608 - SC Domestic Water System Rehabilitation	1,160,000	823,697	1,983,697	64,096	2,047,792	44,221	1,014,325	989,247	51.69%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Renovation	13,803,000	4,948,177	18,751,177	605,876	19,357,053	6,481,204	9,761,168	3,114,680	83.91%
73610A - SC Jones Cenral Plant Relocation	-	10,573,572	10,573,572	341,646	10,915,218	1,161,039	7,751,101	2,003,077	81.65%
733611 - SC Bruce Student Center Renovation	10,400,000	(8,225,107)	2,174,893	70,274	2,245,167	148,158	2,053,019	43,989	98.04%
733612 - SC HVAC Tech	312,000	2,325,816	2,637,816	85,231	2,723,048	-	2,656,993	66,055	97.57%
733613 - SC South DDC Network	580,000	178,117	758,117	24,496	782,613	173,173	605,679	3,761	99.52%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,424,730	5,424,730	175,280	5,600,010	9,338	5,590,416	256	100.00%
<b>Sub-total</b>	<b>116,438,000</b>	<b>(6,289,268)</b>	<b>110,148,732</b>	<b>3,559,054</b>	<b>113,707,786</b>	<b>8,277,500</b>	<b>94,564,115</b>	<b>10,866,171</b>	<b>90.44%</b>
<b>Maritime</b>									
736603 - MC Maritime Expansion	28,000,000	(27,031,300)	968,700	31,300	1,000,000	202,609	395,698	401,693	59.83%
76603A - MC Maritime Fire Program Relocation	-	1,916,000	1,916,000	84,000	2,000,000	-	1,788,345	211,655	89.42%
<b>Sub-total</b>	<b>28,000,000</b>	<b>(25,115,300)</b>	<b>2,884,700</b>	<b>115,300</b>	<b>3,000,000</b>	<b>202,609</b>	<b>2,184,042</b>	<b>613,349</b>	<b>79.56%</b>
<b>Generation Park</b>									
726601 - Generation Park	-	5,554,666	5,554,666	813,800	6,368,466	-	3,893,327	2,475,139	61.13%
<b>Sub-total</b>	<b>-</b>	<b>5,554,666</b>	<b>5,554,666</b>	<b>813,800</b>	<b>6,368,466</b>	<b>-</b>	<b>3,893,327</b>	<b>2,475,139</b>	<b>61.13%</b>
<b>Admin</b>									
736602 - College Development	30,000,000	(29,927,750)	72,250	-	72,250	-	71,368	882	98.78%
736604 - Dist Construction Studies	283,820	35,776	319,596	-	319,596	-	319,596	-	100.00%
76605A - CW Deferred Maintenance	-	13,227,072	13,227,072	427,384	13,654,456	1,636,697	739,544	11,278,216	17.40%
736606 - Parking Garage	-	20,000,000	20,000,000	-	20,000,000	-	-	20,000,000	-
720100 - Program Management - AECOM	-	11,610,483	11,610,483	(10,878,699)	731,784	27,944	2,882	700,958	4.21%
720100 - Program Management - Other	-	2,823,009	2,823,009	(2,823,009)	-	-	-	-	-
736601 - Contingency	1,166,180	7,570,161	8,736,341	-	8,736,341	-	-	8,736,341	-
<b>Sub-total</b>	<b>31,450,000</b>	<b>25,338,751</b>	<b>56,788,751</b>	<b>(13,274,324)</b>	<b>43,514,427</b>	<b>1,664,641</b>	<b>1,133,390</b>	<b>40,716,396</b>	<b>6.43%</b>
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>37,669,672</b>	<b>315,130,471</b>	<b>72,199,857</b>	<b>83.01%</b>

## Generation Park

Preliminary Report as of August 31, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Generation Park - 726601</b>									
904605 - 2015 Revenue Bond - 726601	6,787,977	-	6,787,977	-	6,787,977	-	6,787,977	-	100.00%
929603 - Operational - 726601	8,843,556	-	8,843,556	-	8,843,556	-	8,824,538	19,018	99.78%
901609 - 2015 Bond - 726601	6,368,466	-	6,368,466	-	6,368,466	-	3,893,327	2,475,139	61.13%
901610 - Generation Park Site Infrastructure - 726601	4,000,000	-	4,000,000	-	4,000,000	-	3,991,275	8,725	99.78%
901610 - Generation Park Parking Lot - 76601A	3,521,892	-	3,521,892	-	3,521,892	<b>2,151,635</b>	428,975	941,283	73.27%
<b>TOTALS</b>	<b>29,521,892</b>	<b>-</b>	<b>29,521,892</b>	<b>-</b>	<b>29,521,892</b>	<b>2,151,635</b>	<b>23,926,092</b>	<b>3,444,166</b>	<b>88.33%</b>

## Repair and Renovation

Preliminary Report as of August 31, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>									
F21004 - CC - Central Misc.	-	17,189	17,189	-	17,189	3,101	12,866	1,222	93%
F21029 - CC - C11 Window Glaze and Tint	-	7,340	7,340	-	7,340	-	7,340	-	100%
F21034 - CC - C45 Dow Classroom Tables	-	5,914	5,914	-	5,914	-	-	5,914	-
F21035 - CC - C20 Roller Shades	-	19,230	19,230	-	19,230	15,655	-	3,575	81%
F21041 - CC - C14.262 Office Reconfiguration	-	10,250	10,250	-	10,250	8,281	-	1,969	81%
<b>Sub-total</b>	-	59,923	59,923	-	59,923	27,037	20,206	12,680	79%
<b>North</b>									
F21003 - NC - Nail Tech Electrical and Ventilation	-	9,320	9,320	-	9,320	-	4,819	4,501	52%
F21005 - NC - North Misc	-	6,687	6,687	-	6,687	1,802	4,487	398	94%
F21037 - NC - ILC Technology Upgrade	-	17,687	17,687	-	17,687	15,358	2,329	-	100%
<b>Sub-total</b>	-	33,694	33,694	-	33,694	17,160	11,635	4,898	85%
<b>South</b>									
F21006 - SC - South Misc.	-	15,586	15,586	-	15,586	-	5,187	10,399	33%
F21022 - SC - S1 Water Purification System	-	34,806	34,806	-	34,806	-	31,852	2,954	92%
<b>Sub-total</b>	-	50,392	50,392	-	50,392	-	37,038	13,353	74%
<b>District</b>									
F21007 - DIST - Campus Misc.	-	10,000	10,000	-	10,000	1,533	336	8,131	19%
F21031 - DIST - A1.210-212 Configuration	-	5,426	5,426	-	5,426	-	5,426	-	100%
<b>Sub-total</b>	-	15,426	15,426	-	15,426	1,533	5,762	8,131	47%
<b>Contingency (720700) -Major Repairs</b>	200,000	(168,111)	31,889	-	31,889	-	-	31,889	-
<b>Sub-total</b>	200,000	(168,111)	31,889	-	31,889	-	-	31,889	-
<b>Projects Closed</b>									
F21015 - CC - C20 Canopy Repair	-	8,400	8,400	-	8,400	-	8,400	-	100%
F21020 - CC - C11 Tier 1 Upgrade	-	11,491	11,491	-	11,491	-	11,491	-	100%
F21027 - CC - Golf Course Tree Removal	-	23,075	23,075	-	23,075	-	23,075	-	100%
F21033 - CC - C34 Flag Pole Remove and Relocate	-	-	-	-	-	-	-	-	-
F21010 - DIST - Maritime Gate & Seat	-	8,492	8,492	-	8,492	-	8,492	-	100%
<b>Sub-total</b>	-	51,458	51,458	-	51,458	-	51,458	-	100%
<b>TOTALS</b>	<b>200,000</b>	<b>42,782</b>	<b>242,782</b>	<b>-</b>	<b>242,782</b>	<b>45,731</b>	<b>126,099</b>	<b>70,951</b>	<b>71%</b>

**Action Item “IX”**  
**Regular Board Meeting October 4, 2021**  
**Consideration of Approval of Amendment to the 2021-2022 Budget**  
**for Restricted Revenue and Expenses Relating to Federal and State Grants**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve an amendment to the 2021-2022 budget for restricted revenue and expenses related to grants.

**BACKGROUND**

Federal, state, and local grants may require amendments for receipt of newly awarded grants or changes to existing grants. These amendments should be processed in a timely manner to provide access to funding to meet the objectives set forth within the grant requirements. This budget amendment request includes additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants received during the month of September 2021.

**IMPACT OF THIS ACTION**

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

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

Restricted revenues and restricted expenses will each be increased by \$1,782,610 so the net impact on the College budget is zero.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1- Budget Amendments-10-04-21

Attachment 2- Grant Detail-10-04-21

**RESOURCE PERSONNEL**

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SAN JACINTO COLLEGE DISTRICT  
Federal, State, and Local Grant Amendments  
October 4, 2021

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education - Title III Hispanic-Serving Institutions - Science, Technology, Engineering, or Mathematics and Articulation Programs (New Grant)</u>					
Federal Grant Revenue	538465	56700	554100	110000	(860,136)
Non-Instructional Labor	538465	56700	610000	465817	247,000
PT - Institutional	538465	56700	614100	465817	60,000
Fringe Benefits	538465	56700	650000	465817	70,960
Supplies	538465	56700	710000	465817	288,090
Travel	538465	56700	721000	465817	21,500
Contractual Services	538465	56700	731000	465817	40,300
Contractual Svcs - Indirect costs	538465	56700	731500	620909	132,286
					\$ -
<u>U.S. Department of Education - Child Care Access Means Parents in School (CCAMPIS) Program (New Grant)</u>					
Federal Grant Revenue	538463	56700	554100	110000	(316,372)
Non-Instructional Labor	538463	56700	610000	620920	55,222
Fringe Benefits	538463	56700	650000	620920	14,022
Supplies	538463	56700	710000	620920	36,775
Travel	538463	56700	721000	620920	2,050
Contractual Services	538463	56700	731000	620920	153,750
Contractual Svcs - Indirect costs	538463	56700	731500	620909	25,343
Equipment	538463	56700	741000	620920	29,210
					-
<u>National Science Foundation - Improving Undergraduate STEM Education: Hispanic-Serving Institutions (HSI) Program (New Grant)</u>					
Federal Grant Revenue	534714	56700	554100	110000	(296,155)
PT - Institutional	534714	56700	614100	160912	15,210
PT - Extra Service Agreement	534714	56700	614200	160912	66,396
Fringe Benefits	534714	56700	650000	160912	22,993
Supplies	534714	56700	710000	160912	7,200
Travel	534714	56700	721000	160912	6,226
Contractual Services	534714	56700	731000	160912	18,000
Contractual Svcs - Sub-recipient	534714	56700	731550	465852	121,847
Contractual Svcs - Indirect costs	534714	56700	731500	620909	38,283
					-
<u>U.S. Department of Labor/Texas Workforce Commission - FY2022 Apprenticeship Training Program - Texas Education Code, Chapter 133 (New Grant)</u>					
Federal Grant Revenue	531723	56700	554100	110000	(29,737)
State Grant Revenue	551042	56700	554200	110000	(67,283)
Contractual Svcs	531723	56700	731000	460961	29,737
Contractual Svcs	551042	56700	731000	460962	67,283
					-
<u>U.S. Department of Education/Texas Higher Education Coordinating Board - Governor's Emergency Education Relief (GEER) Fund - OER Course Development and Implementation Grant Program (New Grant)</u>					
Federal Grant Revenue	538461	56700	554100	110000	(4,978)
Federal Grant Revenue	538462	56700	554100	110000	(4,949)
PT - Extra Service Agreement	538461	56700	614200	460911	4,978



PT - Extra Service Agreement	538462	56700	614200	460911	<u>4,949</u>
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Texas Workforce Commission - Pre-Apprenticeship Pilot Program (New Grant)

State Grant Revenue	551043	56700	554200	110000	(200,000)
Non-Instructional Labor	551043	56700	610000	460962	53,825
Fringe Benefits	551043	56700	650000	460962	18,301
Supplies	551043	56700	710000	460962	6,074
Travel	551043	56700	721000	460962	1,000
Student Aid - Scholarships	551043	56700	751009	520235	116,600
Student Aid - Stipends	551043	56700	751140	520235	<u>4,200</u>

Texas Workforce Commission - San Jacinto College in Partnership with a Maritime Consortium 2020-2021

(Additional Funds)

State Grant Revenue	551038	56700	554200	110000	(3,000)
Student Aid - Scholarships	551038	56700	751009	520235	<u>3,000</u>

Net Increase (Decrease) \$ -

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

Grant Funding Summary by Agency:

U.S. Department of Education	\$ 1,186,435
National Science Foundation	296,155
U.S. Department of Labor	29,737
Texas Workforce Commission	<u>270,283</u>
	\$ 1,782,610

U.S. Department of Education - Title III Hispanic-Serving Institutions - Science, Technology, Engineering, or Mathematics and Articulation Programs (New Grant)

This program helps eligible institutions of higher education (IHE) expand capacity to serve low-income students by providing funds to improve and strengthen the academic quality, institutional management, and fiscal stability of eligible institutions. San Jacinto College's (SJC) program will provide outreach to K-12 students for dual-credit STEM courses and career exploration; outreach to the adult community for career exploration and overall college prep; collaboration with employers for incumbent and future workforce needs; comprehensive support and wrap-around services for current and future SJC students; cutting edge learning experiences through teaching, learning and space enhancements; and faculty development including data analytics. Expected results include (1) Development of a model STEM articulation agreement with targeted 4-year partners; (2) Increase in enrollments by 5 percent; (3) Increase in persistence from 57.9 to 66 percent; (4) 3-year graduation rate increase from 17.9 to 25 percent; and (5) STEM student transfer rate to a 4-year institution from SJC increase from 10 to 20 percent. This is year 1 of a 5-year grant.

U.S. Department of Education - Child Care Access Means Parents in School (CCAMPIS) Program (New Grant)

The Affordable Accredited Child Care Equals Student-Parent Success (AACCESS) under Child Care Access Means Parents in School (CCAMPIS) Program addresses the need for affordable childcare for low-income student-parents. The College's two existing on-campus Children's Centers, located on the North and Central campuses, will further expand capacity by converting one current classroom into an appropriately furnished childcare room during the first year of the grant. This will allow the Children's Centers to serve up to 38 children of eligible CCAMPIS student-parents in year two, and up to 45 children through AACCESS in the final two years of the grant. This is year 1 of a 4-year grant.

National Science Foundation - Improving Undergraduate STEM Education: Hispanic-Serving Institutions (HSI) Program (New Grant)

This program, HSI Implementation and Evaluation Project - Incorporating Research-Related Activities in Developmental Math to Increase A.S. STEM Graduates: AIM for STEM, is a collaborative effort between SJC and Rice University (Rice). The core component of AIM for STEM is the creation of a Summer Institute in Mathematics (SIM) for faculty, facilitated by Rice University's Tapia Center for Excellence and Equity. The SIM consists of a 5-week long full-time professional development curriculum at Rice University and ongoing support throughout the school year in the form of planning sessions, classroom observations, and office hours with Tapia Center staff. In each fall semester following the SIM, faculty will implement six pilot AIM courses containing newly created math curriculum. The number of pilots will increase by six each semester following the SIM (based on the number of participants completing), for a total of 36 new courses by the end of the project. This is year 1 of a 3-year grant.

U.S. Department of Labor/Texas Workforce Commission - FY2022 Apprenticeship Training Program - Texas Education Code, Chapter 133 (New Grant)

Chapter 133 funds provided to SJC will support administrative services to Texas Carpenters and Millwrights in data collection and reporting to Texas Workforce Commission (TWC) regarding their apprentices. Funding will also be used to cover supplies and equipment used to train apprentices at the Gulf Coast Carpenters and Millwrights Training Facility in Houston (GCCMTTF). This program has been producing well-trained apprentices in the Houston area for more than 10 years. In this new 1-year cycle, SJC will train approximately 40 carpenter and 160 millwright apprentices.

U.S. Department of Education/Texas Higher Education Coordinating Board - Governor's Emergency Education Relief (GEER) Fund - OER Course Development and Implementation Grant Program (New Grant)

This program will support faculty-led projects for improving online learning and reducing costs of instructional materials to students for Texas Core Curriculum courses and Workforce Education Course Manual (WECM) course inventory. The Open Educational Resource (OER) materials created through this project will either reside in the public domain or be licensed under a Creative Commons Attribution (CC BY) license, and will be available to students at no cost. Courses selected are Drafting 1409, estimated enrollment of 87, and Humanities 1301, estimated enrollment of 1,205. This is a 1-year grant.

Texas Workforce Commission - Pre-Apprenticeship Pilot Program (New Grant)

The purpose of a Pre-Apprenticeship program is to train individuals for entry into a Registered Apprenticeship Program (RAP). In this program SJC partners with the United Brotherhood of Carpenters (UBC) and supports pre-apprenticeships at four locations: Houston (where the statewide director is located), Austin, Arlington and Amarillo. The UBC conducts the workshops, while SJC (CPD) provides administrative support, fiscal oversight, as well as wraparound services, providing the best possible outcomes for the pre-apprentices who complete the training. The program will support 180 pre-apprentices with tuition and will aid with pre-apprenticeship workshop fees for 84 students. This is year 1 of a 2-year grant.

Texas Workforce Commission - San Jacinto College in Partnership with a Maritime Consortium 2020-2021 (Additional Funds)

The project will provide training to new and current workers of participating businesses during industry downtime. Upon completion of training, the business partners expect their participant employees to have updated workforce skills that meet U.S. Coast Guard standards, regulations, and certification requirements. Tangible goals for the business partner's relationship with employees are increased employee loyalty, retention, performance, and productivity. Ultimately this project will provide promotion opportunities for employees. Project participants must be full-time employees from one of the business partners and the partner businesses must be current contributors of Texas Unemployment Insurance Taxes. Project partners include Buffalo Marine Services, G & H Towing Company, Genesis Energy and Kirby Inland Marine.

**Action Item “X”**  
**Regular Board Meeting October 4, 2021**  
**Consideration of Adoption of Ad Valorem Property Tax Rate**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve and adopt a 2021 tax rate of \$0.167967 per \$100 valuation of taxable property located within the San Jacinto Community College District.

The total tax rate of \$0.167967 is distributed as \$0.112838 for the purpose of maintenance and operation of the College and \$0.055129 for the purpose of paying debt service requirements on the College’s outstanding general obligation bonds.

**BACKGROUND**

The recommended 2021 tax rate of \$0.167967 per \$100 valuation is approximately \$0.0014, or 0.82% lower than the prior year rate of \$0.169358. The lower rate recommended for 2021 is attributable to growth in the tax base and refinancing/early payoff of general obligation bonds to take advantage of interest rate savings. This lower rate is achievable even with the issuance in February 2021 of \$85 million in voter approved bond debt and an adjustment for an assumed collection rate of 98.16 percent. The \$85 million debt issue was the third issuance from the total voter approved bond debt of \$425 million. The remaining \$40 million of voter approved bond debt will be issued at a future date.

The recommended 2021 tax rate of \$0.167967 is higher than the calculated no-new-revenue tax rate of \$0.162566 and requires the College to hold a public hearing. The no-new-revenue tax rate is the rate that provides the taxing unit with about the same amount of revenue it received in the previous year, less estimated refunds from disputed values. The total tax rate for 2020 was \$0.169358. The no-new-revenue tax rate is less than last year’s total tax rate because the College’s certified tax values increased by 2.1 percent from 2020 to 2021, and the estimated refunds from disputed values increased by 9.6 percent. The no-new-revenue calculation assumes the estimated refunds will be the full value disputed by the property owner; however, the College’s historical experience is between a third and half of that amount. In addition, there are a relatively large number of disputed cases that are currently backlogged awaiting resolution which justifies the lower assumed collection rate. The assumption required by the no-new-revenue calculation artificially understates the no-new-revenue rate. This assumption concern has been discussed and verified with representatives from Harris County Appraisal District.

The recommended 2021 tax rate of \$0.167967 is also less than the voter-approval rate of \$0.171125, which is the rate that would provide the taxing unit with approximately the same amount of tax revenue it received the previous year (less estimated refunds from disputed values), plus an extra eight percent increase, in addition to sufficient funds to pay debts in the coming year. The voter-approval tax rate is the highest tax rate allowed without voter approval.

In compliance with the State of Texas Truth-In-Taxation laws, appropriate notices have been published in newspapers and on the College’s website and the public hearing to receive input

**Action Item “X”**  
**Regular Board Meeting October 4, 2021**  
**Consideration of Adoption of Ad Valorem Property Tax Rate**

on the proposed tax rate will be held directly prior to the regular Board of Trustees meeting on October 4, 2021.

For calendar year 2021, the average taxable value of a residence homestead in the San Jacinto Community College District is \$139,016. If the governing body adopts the proposed tax rate of \$0.167967 per \$100 of taxable value, the amount of taxes imposed this year on the average home would be \$233.50.

**IMPACT OF THIS ACTION**

Establishment of the 2021 property tax rate will satisfy the requirement that a rate be adopted within 60 days of delivery of the certified tax rolls, which were received August 16, 2021.

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

Certified property tax values for the 2021 tax year were received from the Harris County Appraisal District (HCAD) on August 16, 2021. The total taxable value for 2021 is \$66.6 billion which is \$1.4 billion (2.1%) higher than the prior year total taxable value.

The proposed maintenance and operations tax rate for 2021 is \$0.112838 per \$100 assessed valuation, generating the approximate amount needed to support the adopted fiscal year 2021-2022 (FY2022) unrestricted budget.

The proposed debt service tax rate for 2021 is \$0.55129 per \$100 assessed valuation, generating the approximate amount needed to meet debt payment obligations for FY2022.

**MONITORING AND REPORTING TIMELINE**

Property tax revenues are reported monthly in the College’s financial statements, and subject to audit by the College’s external auditors.

**ATTACHMENTS**

Attachment 1 – 2021 Tax Levy Order

**RESOURCE PERSONNEL**

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Attachment 1

**TAX LEVY ORDER**

**AN ORDER LEVYING A TAX OF \$0.167967 PER ONE HUNDRED DOLLAR VALUATION OF TAXABLE PROPERTY FOR THE YEAR 2021 FOR THE SUPPORT AND MAINTENANCE OF SAN JACINTO COMMUNITY COLLEGE DISTRICT AND TO PAY THE PRINCIPAL AND INTEREST ON OUTSTANDING BONDS OF THE DISTRICT AND PROVIDING FOR STATEMENTS CONCERNING COLLECTION AND EXPENDITURES OF FUNDS BY OFFICIALS.**

\*\*\*\*\*

**IT IS THEREFORE ORDERED by the Board of Trustees of San Jacinto Community College District that there is hereby levied and there shall be collected for year 2021, for the use and support of San Jacinto Community College District upon all property, real, personal and/or mixed, within the boundary and limits of the San Jacinto Community College District, subject to taxation, a tax of \$0.167967 on each One Hundred Dollars (\$100.00) valuation levied and apportioned for the purpose of the maintenance and support of the San Jacinto Community College District, including current expenses and for the construction and/or equipment and/or maintenance and/or purchase of buildings and grounds for such District, and/or Bonds issued and to be issued for the construction and/or equipment of buildings and/or acquisition of sites therefore, and principal and interest on sinking funds of such Bonds:**

- A. The amount of \$0.112838 cents of said \$0.167967 tax levied on each \$100.00 valuation of taxable property in said District is hereby allocated for the purpose of maintenance of the public college in said District.**

**THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 5.06 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$1.10.**

- B. The amount of \$0.055129 of the tax of \$0.167967 levied on each \$100.00 valuation of taxable property in said District is hereby allocated for the purpose of paying interest and principal on the outstanding building bonds of said District.**

**Attachment 1**

**THAT all monies collected under this Order for the purpose therein stated, be, and the same is hereby appropriated and set apart for such purposes, and that the person designated as the Assessor and Collector of taxes for the San Jacinto Community College District and the Vice Chancellor of Fiscal Affairs of the San Jacinto Community College District shall keep these accounts so as to show the amount collected, the amount expended, and the amount on hand at any time, belonging to such funds, IT IS HEREBY made the duty of the Tax Assessor and Collector to deliver to the Vice Chancellor of Fiscal Affairs of the District, at the time of depositing monies a statement showing such deposits are made and from what source received.**

**PASSED AND APPROVED this the 4th day of October 2021.**

**ATTEST: SAN JACINTO COMMUNITY COLLEGE DISTRICT**

**BY \_\_\_\_\_  
Secretary, Board of Trustees**

**BY \_\_\_\_\_  
Chair, Board of Trustees**

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expansion of the Promise @ San Jac program to include all high school graduates living within the San Jacinto College taxing district at the time of high school graduation, beginning with the 2022 cohort.

## **BACKGROUND**

The San Jacinto College Foundation recently received a \$30 million gift from MacKenzie Scott and Dan Jewett to be held in trust for, and utilized by, the San Jacinto Community College District (College). The College plans to utilize this as a Student Success Fund (Fund) to advance and enhance student success through a variety of initiatives.

One primary initiative of the Fund is to finance the Promise @ San Jac program. In support of this, the San Jacinto College Foundation has designated the following:

- \$3.3 million to fund tuition, instructional materials, and staffing using the Promise program structure and process for all 2022 high school graduates who graduate while living within the San Jacinto College taxing district, and
- \$20.0 million to be placed in an endowment for the purpose of funding the Promise program for cohorts of tax district-area graduates in subsequent fiscal years from future earnings and investment growth.

Any decision to discontinue the program for future cohorts would require further action from the College Board of Trustees.

The Management Agreement for the Student Success Fund stipulates the College’s annual budget process as the normal cycle for approval of College expenditures from the Fund. All funds will flow from the Student Success Fund through the College’s restricted fund, and any necessary mid-year amendments will follow the established amendment process for restricted funds.

## **IMPACT OF THIS ACTION**

This action formalizes the College’s plan to expand the Promise @ San Jac program to all high school graduates living within the College taxing district at the time of high school graduation, beginning with the 2022 cohort, and allows the College to move forward with all relevant plans and actions.

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

The fiscal year 2023 proposed restricted fund budget will contain an allocation to fund the Promise @ San Jac initiative for in-district 2022 high school graduates. Any preparatory funding required during fiscal year 2022 will move forward as a restricted fund amendment to the 2022 budget.

## **MONITORING AND REPORTING TIMELINE**

Periodic participation and operational reports for the program will be brought before the Board,



**Action Item “XI”**  
**Regular Board Meeting October 4, 2021**  
**Consideration of Approval of Expansion of the Promise @ San Jac Program**

along with monthly financial reporting.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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**Action Item “XII”  
Regular Board Meeting October 4, 2021  
Consideration of Approval of Policy V.5001.D, Safety in the  
Teaching/Learning Environment – Second Reading**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve Policy V.5001.D, Safety in the Teaching/Learning Environment.

**BACKGROUND**

This policy reflects the College’s commitment to providing a safe, secure, and healthy environment for faculty, staff, students, administration, and visitors.

The associated procedures were developed to support implementation of the policy. These procedures are attached for informational purposes.

**IMPACT OF THIS ACTION**

The updated policy and procedures were sent to the College community on September 10, 2021 through September 24, 2021. Three comments were received that resulted in changes to the proposed policy and procedures (see attachments 3 and 4, track changes). Procedures are provided for informational purposes and are not voted on.

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy VI-A: Concerning Teaching/Learning Environment (current policy)
- Attachment 3 – Policy V.5001.D, Safety in the Teaching/Learning Environment (proposed policy)

Informational items only:

- Attachment 4 – Procedure V.5001.D.a, Safety in the Teaching/Learning Environment (proposed procedures)

**RESOURCE PERSONNEL**

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## Policies and Procedures Summary of Changes

New Policy Number: ***V.5001.D***

Proposed Policy Name: **Safety in the Teaching/Learning Environment**

Current Policy Number/Name: **Policy VI-A, Concerning Teaching/Learning Environment**

New Procedure Number: ***V.5001.D.a***

Proposed Procedure Name(s): **Safety in the Teaching/Learning Environment**

Current Procedure Number(s)/Name(s): **None**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **New**

- VI-A, Concerning Teaching/Learning Environment, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/vi-policy-concerning-teachinglearning-environment>

Primary Owner: Deputy Chancellor & President

Secondary Owner: Provosts

### Summary of Changes:

#### VI-A, Concerning Teaching/Learning Environment

- Transition to new policy format
- Updated language to align with SACSCOC's changes to their Safety in the Teaching/Learning Environment Policy and Procedure.

#### Procedure V.5001.D, Safety in the Teaching/Learning Environment

- New procedure encompasses operational aspects of safety in the teaching/learning.



# Policy VI-A: Concerning Teaching/Learning Environment

The San Jacinto College District is committed to providing a safe, secure, and healthful environment for faculty, staff, students, administration, and local citizens. The departments of the college directly responsible for maintaining a suitable environment for teaching and learning include the Safety Office, Wellness Office, Human Resources Office, the college's police, and the college's maintenance department. The specific duties of each department shall be established by the college administration. Each department shall present an annual report to the administration describing its goals, its operations, its evaluations, its budget and expenditure records, and its plans for improvement. These reports will be summarized in a manner determined by the college administration but are subject to complete study by the Board at its request.

Specific responsibilities are assigned to each area responsible for safety and security:

The college district Safety Office is responsible for maintaining programs to identify and respond to safety hazards; for establishing and maintaining staff-development programs focused on job safety. The personnel of the Safety Office will provide division and department chairmen and other supervisors with appropriate information regarding safety risks in instructional and office areas and will be responsible for follow-up study of all accident- or safety-incident reports. If the director of safety believes that personnel in a particular area are in need of special staff development training regarding safety, he may recommend this training to the appropriate district/campus administrator, who will be responsible for scheduling the training.

In addition to those specifically assigned responsibilities in the area of safety, all college managers and supervisors are responsible for identifying potential and real safety hazards, for reporting accidents or police incidents, and for including safety issues in their staff-development programs.

The college certified police force is responsible for identifying unsafe areas on the campus and reporting them to the district/campus administration. The police respond to all emergencies and offer appropriate assistance to students, college personnel, and campus visitors. Police officers participate in appropriate training experiences to assist them in responding to campus situations and communicate with instructional and area managers regarding risks in their areas. Full reporting of all police activities is required.

The college maintenance department is responsible for ensuring that college facilities are clean, in good repair, and aesthetically attractive. Maintenance supervisors are responsible for evaluating the cleanliness and appropriateness of the facilities in their areas; they are responsible for the evaluation and appropriate developmental training of those whom they supervise; and they are responsible for preparing the appropriate reports and evaluations as required by the district maintenance director.

Attachment 2 – Current Policy

<b>Policy #:</b>	<b>VI-A</b>
<b>Policy Name:</b>	<b>Concerning Teaching/Learning Environment</b>
<b>Pages:</b>	<b>2</b>
<b>Adopted Date:</b>	<b>May 2, 1994</b>
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	<b>May 2, 1994</b>
<b>Associated Procedure:</b>	





## **Policy V.5001.D, Safety in the Teaching/Learning Environment**

### **Purpose**

San Jacinto College is committed to providing a safe, secure, and healthy environment for faculty, staff, students, administration, and visitors.

### **Policy**

The departments and ~~personnel~~employees of the College directly responsible for maintaining a suitable environment for teaching and learning include the Safety, Health, Environment, and Risk Management (SHERM) office, the Office of Emergency Management (OEM), the San Jacinto College Police Department, Facilities Services, and faculty. The specific duties of each responsible party shall be established by the College administration.

Specific responsibilities are assigned to each area responsible for safety and security as follows.

The SHERM office is responsible for maintaining programs to identify and respond to safety hazards, as well as for establishing and maintaining staff-development programs focused on job safety. The ~~staff~~personnel of the SHERM office will provide division and department chairpersons and other leaders with appropriate information regarding safety risks in instructional and office areas and will be responsible for providing follow-up studies of all accident- or safety-incident reports. If the SHERM Director believes that employees in a particular area need additional or specialized staff development training regarding safety, the Director may recommend this training to the appropriate Vice Chancellor, Dean, or Provost who will be responsible for scheduling the training.

The College OEM has responsibilities concerning the teaching and learning environment covered in Policy III.3008.C, Emergency Incidents and encompass the five phases of emergency management: prevention, mitigation, preparedness, response, and recovery.

The College-police force is responsible for identifying unsafe areas on the campus and reporting them to the appropriate Vice Chancellor, Dean, or Provost. Police Officers respond to all emergencies and offer appropriate assistance to students, College employees, and campus visitors. Police officers participate in appropriate training experiences to assist them in responding to campus situations, and officers communicate with instructional and area leaders regarding risks in their areas.

The Facilities Services department is responsible for ensuring that all properties and College facilities are clean, in good repair, and aesthetically attractive. Facilities Services leadership are responsible for evaluating the cleanliness and appropriateness of the facilities in their areas; they are responsible for the evaluation and appropriate developmental training of ~~personnel~~employees they supervise; and they are responsible for preparing the appropriate reports and evaluations as required by departmental leadership as contained in [Policy III.3004.C, Facilities Services](#), and the associated procedure. Further direction is provided with regard to access control and the associated security of spaces in [Policy III.3004.D](#) and its associated procedure.

Faculty are responsible for classroom management and have an active play a role in monitoring and reporting climate, cleanliness, and other conditions of classrooms. Faculty are to work with their Department Chairs, administrative assistants, division operations coordinators, and/or Facilities Services per division practice if they notice classrooms to be in need of repair, climate control, or cleaning, etc.

In addition to staff personnel specifically assigned responsibilities in the area of safety, all College leaders are responsible for identifying potential and real safety hazards, for reporting accidents or police incidents, and for including safety issues in their staff-development programs.

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 V.5001.D.a, Safety in the Teaching/Learning Environment

Date of Board Approval	Anticipated October 4, 2021
Effective Date	Anticipated October 5, 2021
Primary Owner	Deputy Chancellor & President
Secondary Owner	Provosts



## **Procedure V.5001.D.a, Safety in the Teaching/Learning Environment**

### **Associated Policy**

Policy V.5001.D, Safety in the Teaching/Learning Environment

### **Procedures**

In those cases where action is required concerning safety in the teaching and learning environment, the Safety, Health, Environment, and Risk Management (SHERM) office, the Office of Emergency Management (OEM), the San Jacinto College Police Department, Facilities Services, faculty, or other leaders who take action shall follow the guidelines below:

SHERM - Provide division and Department Chairs and other leaders with appropriate information regarding safety risks in instructional and office areas and follow-up on all accident- or safety-incident reports. If the SHERM Director believes that ~~personnel~~employees in a particular area need additional or specialized staff development training regarding safety, the Director shall recommend this training to the appropriate Vice Chancellor, Dean, or Provost, who will be responsible for scheduling the training.

OEM - Provide assistance as outlined in Policy III.3008.C, Emergency Incidents, and the associated procedure to encompass the five phases of emergency management: prevention, mitigation, preparedness, response, and recovery.

San Jacinto College Police Department - Provide division and Department Chairs and other leaders with appropriate information regarding campus emergencies or risks in respective areas.

Facilities Services - Aid assistance as outlined in Procedure III.3004.A.a, Remodeling and Renovation of College Facilities to ensure appropriate spaces are provided. Operational and custodial support of appropriate learning spaces is provided under guidance of Policy III.3004.~~DC~~ and its associated procedure. Responsible access guidance is provided under Policy III.3004.D and its associated procedure.

Faculty - Provide assistance by reporting classroom needs such as climate, disrepair, malfunctioning equipment, cleanliness, general safety concerns, etc. to the appropriate administrative assistant, division operations coordinator, or Department Chair per division practice.

Other Leaders - Provide assistance by reporting concerns of safety in the teaching and learning environment through their chain of command or to the appropriate Vice Chancellor, Dean, or Provost.

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Date of SLT Approval	September 7, 2021
Effective Date	Anticipated October 5, 2021
Associated Policy	Policy V.5001.D, Safety in the Teaching/Learning Environment

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Attachment 4 – Proposed Procedure

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Primary Owner of Policy    Deputy Chancellor & President  
Associated with the  
Procedure

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Secondary Owner of        Provosts  
Policy Associated with  
the Procedure

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**Action Item “XIII”**  
**Regular Board Meeting October 4, 2021**

**Consideration of Approval of Policy V.5000.B, Scheduling Classes – Second Reading**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve Policy V.5000.B, Scheduling Classes.

**BACKGROUND**

This policy reflects the College’s right to determine which courses will be offered, when courses will be offered, the modality of courses, the size of class enrollments, and the location of classes.

The associated procedures were developed to support implementation of the policy. These procedures are attached for informational purposes.

**IMPACT OF THIS ACTION**

The updated policy and procedures were sent to the College community on September 10, 2021 through September 24, 2021. No comments were received. Procedures are provided for informational purposes and are not voted on.

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy V-J: Policy on Scheduling Classes (current policy)
- Attachment 3 – Policy V.5000.B, Scheduling Classes (proposed policy)

Informational items only:

- Attachment 4 – Procedure V.5000.B.a, Scheduling Classes (proposed procedures)
- Attachment 5 – Class Schedule Grid Process Map (referenced in procedure)

**RESOURCE PERSONNEL**

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## Policies and Procedures Summary of Changes

New Policy Number: **V.5000.B**  
Proposed Policy Name: **Scheduling Classes**  
Current Policy Number/Name: **V-J, Scheduling Classes**

New Procedure Number: **V.5000.B.a**  
Proposed Procedure Name(s): **Scheduling Classes**  
Current Procedure Number(s)/Name(s): **None**

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

Web Links:

- V-J, Scheduling Classes, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-v-j-policy-scheduling-classes>

Primary Owner: Deputy Chancellor & President

Secondary Owner: Provosts

Summary of Changes:

V-J, Scheduling Classes

- Transition to new policy format
- Updated language to align with SACSCOC's Scheduling Classes Policy and Procedure

Procedure V.5000.B.a, Scheduling Classes

- New Procedure encompass operational aspects of Scheduling Classes policy.





## Policy V-J: Policy on Scheduling Classes

The college reserves the right, when necessary, to cancel classes, change instructors, and otherwise alter the schedule. No charges will be made for changes due to canceled classes. The college will determine when courses are to be offered, size of class enrollments, and location of classes.

<b>Policy #:</b>	<b>V-J</b>
<b>Policy Name:</b>	<b>Policy on Scheduling Classes</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>March 2, 1981</b>
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	<b>March 2, 1981</b>
<b>Associated Procedure:</b>	



**Policy V.5000.B, Scheduling Classes**

**Purpose**

San Jacinto College will determine which courses will be offered, when courses will be offered, the modality of courses, the size of class enrollments, and the location of classes.

**Policy**

San Jacinto College reserves the right, when necessary, to cancel classes, change instructors, and otherwise alter class schedules. Students will not incur charges for a canceled class or for schedule changes due to a canceled class. The College will determine which courses will be offered, when courses will be offered, the modality of courses, the size of class enrollments, and the location of classes.

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 V.5000.B.a, Scheduling Classes

Date of Board Approval	Anticipated October 4, 2021
Effective Date	Anticipated October 5, 2021
Primary Owner	Deputy Chancellor & President
Secondary Owner	Provosts



## **Procedure V.5000.B.a, Scheduling Classes**

### **Associated Policy**

Policy V.5000.B, Scheduling Classes

### **Procedures**

Building class schedules and faculty class assignments are the responsibility of the Department Chair. Some class schedules may be initiated by a Program Director or Lead Faculty but must be reviewed for accuracy and approved by the Department Chair.

Step 1. Schedule Planning - Class schedules should not simply be copied from one semester to another without analysis of enrollment trends. Historic enrollment trends, current trends, anticipated future demands, and College-wide guidelines should be reviewed to assess current schedule needs and begin the construction of a schedule.

Step 2. Schedule Grid Creation - College-wide guidelines should be followed during the creation of a class schedule grid. Class schedules should be entered into the current schedule grid, which can be found on the College's internal website tab entitled College Resources: Forms/Documents under the Schedule Building Information section. Class start and stop times should match College-wide standardized times, and class length should meet standards set by both the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Additionally, section numbers and identifiers assigned to classes should comply with College-wide guidelines, which can be found on the College's internal website tab entitled College Resources: Forms/Documents under the Schedule Building Information section.

Step 3. Schedule Grid Reviews - The accuracy of the schedule grid should be confirmed through the following reviews.

The Division Operations Coordinator (DOC) should review the grid for accuracy. The DOC will send the grid back to the Department Chair/Director if corrections are needed.

Once the DOC has confirmed the grid's accuracy, the DOC will send the grid to the Dean for review with the Department Chair for needed modifications. Once the Dean has approved the grid, the Department Chair will notify the DOC to proceed or will return the edited grid to the DOC for an accuracy review.

Step 4. Schedule Grid Entry - Once the DOC has confirmed the grid's accuracy, the DOC will send the grid to the Senior Administrative Assistant (Sr. AA) for course entry in Banner.

See the flow chart entitled Class Schedule Grid Process Map available on the College's internal website tab entitled College Resources: Forms/Documents under the Schedule Building Information section.

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Date of SLT Approval

September 7, 2021

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Attachment 4 – Proposed Procedures

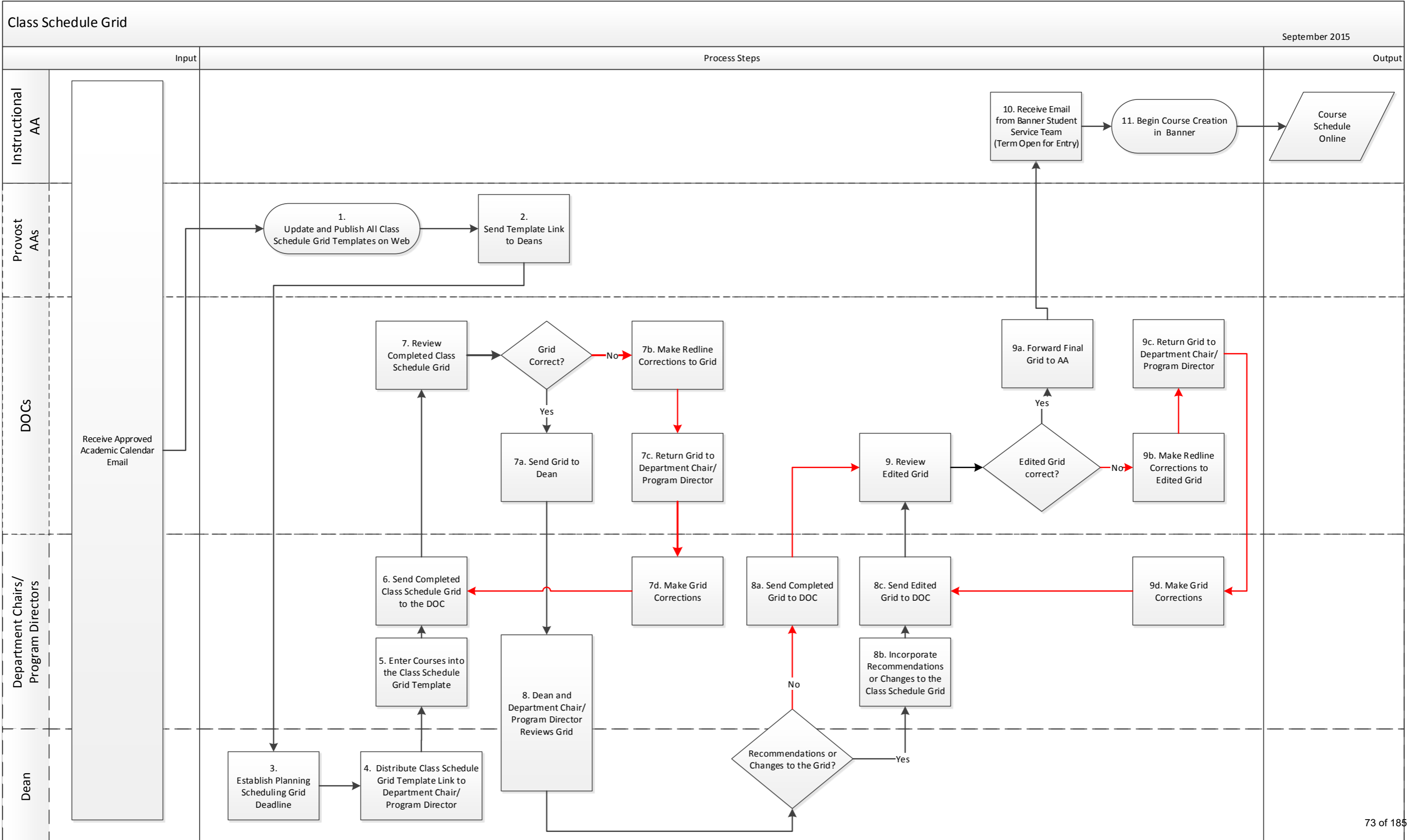
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Effective Date	Anticipated October 5, 2021
Associated Policy	Policy V.5000.B, Scheduling Classes
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Provosts

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**Action Item “XIV”  
Regular Board Meeting October 4, 2021  
Consideration of Approval of Rescission of Policy IV-C-10, Policy on  
Duty Hours – Second Reading**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees rescind Policy IV-C-10, Policy on Duty Hours.

**BACKGROUND**

This policy and associated procedures on duty hours for employees are outdated and do not require a Board policy. Instead, the current guidelines on conference hours, College service, and professional development will be included in a revised Faculty Handbook which will continue to be updated as practices change.

**IMPACT OF THIS ACTION**

This policy and associated procedures were sent to the College community on September 10, 2021 through September 24, 2021. One comment was received but did not alter the recommendation to rescind the policy.

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1 - Summary of Changes  
Attachment 2 - Policy IV-C-10, Policy on Duty Hours

Informational items only:  
Attachment 3 - Procedure 3-3: Duty Hours

**RESOURCE PERSONNEL**

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## Policies and Procedures Summary of Changes

New Policy Number: *N/A*

Proposed Policy Name: *N/A*

Current Policy Number/Name: **Policy IV-C-10: Policy on Duty Hours**

New Procedure Number: *N/A*

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

Current Procedure Number(s)/Name(s): **Procedure 3-3: Duty Hours**

Action Recommended for Policy: **Rescission**

Action Recommended for Procedures: **Rescission**

- IV-C-10, Duty Hours, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-iv-c-policy-employment>
- Procedure 3-3, Duty Hours, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-3-3-duty-hours>

Primary Owner: Deputy Chancellor & President

Secondary Owner: Provosts

### Summary of Changes:

- The above policy and procedures are outdated and are recommended for rescission. The Deans' Council under leadership of Provost Van Wigginton, has gathered input from stakeholders to update the College's instructional practices covered in the Faculty Handbook on an annual basis. An updated Faculty Handbook will be finalized by the end of September 2021.

## Policy IV-C-10: Policy on Duty Hours

### Policy on Duty Hours

All employees shall work hours as determined by the administration for the particular position for which they were employed.

If it is necessary to perform the functions of his or her job description or to perform other duties as assigned by his or her supervisor or college administrator; the employee will be expected to work beyond the minimum schedule as set out by the administration.

<b>Policy #:</b>	<b>IV-C-10</b>
<b>Policy Name:</b>	<b>Policy on Duty Hours</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>March 2, 1981</b>
<b>Revision/Reviewed Date:</b>	<b>March 7, 1983</b>
<b>Effective Date:</b>	<b>March 2, 1981, March 7, 1983, June 1, 1992</b>
<b>Associated Procedure:</b>	<b>3-3</b>

## Procedure 3-3: Duty Hours

Faculty are expected to develop and post a schedule of office hours that meets the needs of their students. Each full-time faculty member submits a daily schedule of class meeting times, preparation hours and conference hours to his/her department chair or associate dean, who approves it and sends it to the vice president of instruction. Committee and other general college responsibilities should be scheduled. The instructor posts the schedule of conference hours on his/her office door.

Each full-time faculty member holding a nine or ten and one-half month contract will schedule a minimum of 35 hours per week. The 35 hours includes class hours, student conference hours, time for scholarship, class preparation, grading, and other general college responsibilities, including committee assignments.

### Suggested Ratios

Faculty with a 15 - 17 contact hour load - 10 conference hours per week

Faculty with an 18 - 20 contact hour load - 7 conference hours per week

Faculty with a 21 - 24 contact hour load - 5 conference hours per week

Faculty with a 30 or more contact hour load - No recommendation

For those days on which faculty are absent, comprehensive leave will be charged in accordance with the 35 hour schedule that is on file with their department and associate deans.

## Faculty Workload

In order to ensure integrity in our programs, we agree in principle to the concept that certain disciplines routinely demand extra preparation or retraining in order to maintain currency in the field. This effort is vital to provide students with the most current skills and knowledge that industry demands.

We suggest, therefore, that campuses have the discretion to offer release time, support, professional development, extra service agreements, etc., when necessary, in order to maintain these skills.

<b>Procedure #:</b>	<b>3-3</b>
<b>Procedure Name:</b>	<b>Duty Hours</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	<b>IV-C-10</b>

**Action Item “XV”**  
**Regular Board Meeting October 4, 2021**  
**Consideration of Approval of Rescission of Policy IV-C-15, Policy on**  
**Teaching Classes Outside Normal Duties – Second Reading**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees rescind Policy IV-C-15, Policy on Teaching Classes Outside Normal Duties.

**BACKGROUND**

This policy and associated procedures for teaching classes outside normal duties are outdated and do not require a Board policy. Instead, these items will be revised to reflect current instructional practices and will be included in a revised Faculty Handbook which will continue to be updated as practices change.

**IMPACT OF THIS ACTION**

This policy and associated procedures were sent to the College community on September 10, 2021 through September 24, 2021. One comment was received but did not alter the recommendation to rescind the policy. Procedures are provided for informational purposes.

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1 - Summary of Changes

Attachment 2 - Policy IV-C-15: Policy on Teaching Classes Outside Normal Duties

Informational items only:

Attachment 3 - Procedure 5-11: Teaching Classes Outside Normal Duties

**RESOURCE PERSONNEL**

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## Policies and Procedures Summary of Changes

New Policy Number: *N/A*

Proposed Policy Name: *N/A*

Current Policy Number/Name: **IV-C-15, Policy on Teaching Classes Outside Normal Duties**

New Procedure Number: *N/A*

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

Current Procedure Number(s)/Name(s): **Procedure 5-11, Teaching Classes Outside Normal Duties**

Action Recommended for Policy: **Rescission**

Action Recommended for Procedures: **Rescission**

Web Links:

- IV-C-15, Policy on Teaching Classes Outside Normal Duties, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-iv-c-policy-employment>
- Procedure 5-11, Teaching Classes Outside Normal Duties, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-5-11-teaching-classes-outside-normal-duties>

Primary Owner: Deputy Chancellor & President

Secondary Owner: Provosts

Summary of Changes:

- The above policy and procedures are outdated and are recommended for rescission. The Deans' Council under leadership of Provost Van Wigginton, has gathered input from stakeholders to update the College's instructional practices covered in the Faculty Handbook on an annual basis. An updated Faculty Handbook will be finalized by the end of September 2021.

## Policy IV-C-15: Policy on Teaching Classes Outside Normal Duties

### Policy on Teaching Classes Outside Normal Duties

A full-time contracted instructor may teach an overload not to exceed 96 contact hours per semester above the normal instructional assignment. The teaching of an overload is voluntary. The categories of courses that may be taught as an overload include credit, non-credit and business and industry classes.

Any overload for department chairmen must receive prior approval by the Vice President of Instruction.

Other qualified non-teaching employees may teach class(es) not to exceed 96 contact hours per semester as adjunct faculty, provided that teaching the class(es) does not interfere with the employee's primary duties or work schedule.

The campus Vice President of Instruction must approve any exceptions.

(Effective March 7, 1981. Revised May 2, 1994, March 6, 2000.)

<b>Policy #:</b>	<b>IV-C-15</b>
<b>Policy Name:</b>	<b>Policy on Teaching Classes Outside Normal Duties</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>March 7, 1981</b>
<b>Revision/Reviewed Date:</b>	<b>May 2, 1994</b>
<b>Effective Date:</b>	<b>March 7, 1981, May 2, 1994, March 6, 2000</b>
<b>Associated Procedure:</b>	<b>5-11</b>



# Procedure 5-11: Teaching Classes Outside Normal Duties

- Overload assignments that exceed this policy must have prior approval by the Vice President of Instruction.
- Overload instruction is paid at the prevailing adjunct hourly rate.
- Overload pay is for hours worked. An instructor who fails to meet an overload class assignment for any reason (illness, jury duty, funeral leave, etc.) will not be paid for those hours missed. An instructor may be paid for overload hours missed when the failure to teach is due to the college being closed due to an emergency (flood, power outage, toxic fumes, etc) or when the absence is at the direction of the administration.
- Teaching an overload class is considered extra work for which an employee is paid extra. Since the teaching of an overload is clearly outside of the normal assignment for an employee, the employee will adjust his/her schedule accordingly.

## Summer Teaching Guidelines For Overloads

- When a full-time instructor is assigned three six-week courses during the same six-week summer session (example: two during the day and one in the evening), one course is identified as an overload and paid at the lecture/laboratory rate.
- When a full-time instructor is assigned to teach more than four courses during the entire 12-week summer session, the fifth course is designated as an overload and paid at the lecture/laboratory rate.
- This procedure accommodates an instructor's teaching two day courses during the first six-week summer session plus one 12-week evening course for a three-fourths load for the entire summer. Should that same instructor teach one additional day course in the second summer session, that assignment would constitute a full load for the summer. Should that instructor teach two day courses during the second summer session, however, one of those courses would be designated as an overload.

(Effective March 7, 1981. Revised May 2, 1994; March 6, 2000.)

<b>Procedure #:</b>	<b>5-11</b>
<b>Procedure Name:</b>	<b>Teaching Classes Outside Normal Duties</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>March 7, 1981</b>
<b>Revision/Reviewed Date:</b>	<b>May 2, 1994</b>
<b>Effective Date:</b>	<b>March 6, 2000</b>
<b>Associated Policy:</b>	<b>IV-C-15</b>

**Action Item “XVI”  
Regular Board Meeting October 4, 2021  
Consideration of Approval of Rescission of Policy IV-E 15, Policy on  
Educational Advancement – Second Reading**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees rescind Policy IV-E 15, Policy on Educational Advancement.

**BACKGROUND**

This policy and associated procedures for educational advancement for faculty are outdated and were previously replaced by Policy IV.4001.A Compensation and Procedure IV.4001.A.b, Faculty Salaries.

**IMPACT OF THIS ACTION**

This policy and associated procedures were sent to the College community on September 10, 2021 through September 24, 2021. No comments were received. Procedures are provided for informational purposes.

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1 - Summary of Changes

Attachment 2 - Policy IV-E-15: Policy on Educational Advancement

Informational items only:

Attachment 3 - Procedure 5-7: Sabbatical Leave

**RESOURCE PERSONNEL**

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## Policies and Procedures Summary of Changes

New Policy Number: N/A

Proposed Policy Name: N/A

Current Policy Number/Name: **Policy IV-E 15, Policy on Educational Advancement**

New Procedure Number: N/A

Proposed Procedure Name(s): N/A

Current Procedure Number(s)/Name(s): **Procedure 5-7: Sabbatical Leave**

Action Recommended for Policy: **Rescind**

Action Recommended for Procedures: **Rescind**

Web Links:

- Policy IV-E 15, Policy on Educational Advancement, <https://www.sanjac.edu/policy-iv-e-policies-benefits>
- Procedure 5-7: Sabbatical Leave, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-5-7-sabbatical-leave>

Primary Owner: Deputy Chancellor

Secondary Owner: Provosts

Summary of Changes:

- Policy IV-E 15 Policy on Educational Advancement has been replaced by Policy IV.4001.A Compensation and Procedure IV.4001.A.b, Faculty Salaries
- Procedure 5-7 Sabbatical Leave is no longer needed and the recommendation it to rescind. This procedure has a note on it as follows: Effective with the 2003-2004 school year, the administration suspended the granting of Development Leave indefinitely. The procedure was suspended effect the 03-04 academic year. The recommendation is to officially rescind the proceed.

## Policy IV-E-15: Policy on Educational Advancement

### Policy on Educational Advancement

Faculty members who wish to further their educational qualifications during the school session must make arrangements which do not interfere with school duties and teaching efficiency.

<b>Policy #:</b>	<b>IV-E-15</b>
<b>Policy Name:</b>	<b>Policy on Educational Advancement</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>March 2, 1981</b>
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	<b>March 2, 1981</b>
<b>Associated Procedure:</b>	<b>5-7</b>

## Procedure 5-7: Sabbatical Leave

**Effective with the 2003-2004 school year, the administration suspended the granting of Development Leave indefinitely.**

### Purpose

Sabbatical leaves are authorized for the primary purpose of increasing the value of the recipient's sustained contribution to the college by providing the individual a significant opportunity for professional growth. The leaves are not to be understood as deferred compensation nor are they to be anticipated simply on the basis of longevity at the college. Sabbatical leave may be granted, upon application, for study, research, writing, field observations or other suitable purposes. Opportunities for additional training, for improving skills and for maintaining currency-in-the-field are understood to be included as a purpose of sabbatical leave.

### Eligibility

The definition of eligibility for sabbaticals is found in Chapter 51.101(3) of the Texas Education Code, where faculty member includes full-time employees whose duties include teaching, research, administration, including professional librarians, or the performance of professional services.

Faculty members are eligible to apply for a sabbatical upon completion of five years of continuous full-time service at San Jacinto College. These applications must be submitted by November 1 of the applicants sixth or and subsequent year of service. Six years of continuous full-time service must be completed before a sabbatical can commence.

Faculty members who have received a sabbatical leave within the past five years or who are in their last year of employment at San Jacinto College are ineligible for sabbatical leave. Specific questions concerning eligibility for sabbatical leave should be referred to Human Resources or the chair of the Development Leave Committee.

### Number on Leave at One Time

No more than six percent of the faculty members of the college may be on development leave at any one time.

### Procedure

Each applicant must initiate the sabbatical leave application process with his or her associate dean, director or immediate supervisor. The application must have the endorsement of the campus president. Decisions regarding endorsement must be based on faculty loads, curriculum needs, monies available for replacement and other considerations.

The granting of a sabbatical leave should not create undue hardship for students or faculty members, and it should not unduly limit college functions, e.g., course offerings, student services, college operations, etc. Endorsement by the respective associate dean/director/supervisor should be taken to mean that these criteria are being met.

Applications and guidelines relating to sabbaticals are available from the Human Resources Office and the members of the Sabbatical Leave Committee. Records of past sabbaticals will be maintained by Human Resources, who will also verify eligibility.

## Authorization

Applications for sabbatical leave shall be received and evaluated by the Development Leave Committee no later than the end of the Fall semester. Subject to the limitations specified in these procedures, and upon recommendation of the Development Leave Committee, sabbatical leaves for eligible faculty members shall be presented by the Chancellor to the Board for approval in January.

The Development Leave Committee shall be composed of three teaching faculty, one per campus, elected by the general faculty during the fall semester, to serve a term of three years. The terms of the members shall be staggered.

## Leave Period and Compensation

Faculty members on nine-month contracts may be granted leave for one long semester at full salary or for two consecutive long semesters, which may be separated by the summer terms, at one-half salary.

Faculty members on twelve-month contracts may be granted leave for up to six consecutive months at regular monthly salary or for seven to twelve months at one-half of regular monthly salary.

The terms full salary and half salary and regular salary are understood to apply to budgeted contract salaries, not including extra service, irrespective of the number of installments in which the salary is received, and to include any adjustments that become effective for or during the leave period.

## Grants and Employment

A faculty member on sabbatical leave may accept a grant for study, research or travel from an institution of higher education or from a charitable, religious or educational corporation or foundation, from any business enterprise, or from any state, federal or local government, but may not accept employment of any kind except as may be specifically approved by the Board of Regents.

## Group Insurance, Teacher Retirement, ORP, etc.

A faculty member on sabbatical leave is an employee for purposes of participating in the programs and of receiving the benefits made available by or through the college or state to employees. During the sabbatical leave, the college shall continue all contractual deductions and payments from compensation relevant to such participation and benefits.

## Expectations of Future Services

Sabbatical leave shall be awarded with the provision that the recipient will be expected to continue in service at the college for at least two academic years after completion of the sabbatical. As part of the application process, each applicant shall confirm his/her intent to remain in the employ of the college for two calendar years upon completion of the sabbatical. Failure to return for all or part of the two year period will make the person liable for return of all, or part, of the sabbatical stipend in proportion to the percent of time not completed.

Sabbatical leave is not considered a break in service and faculty returning from a sabbatical is returned to the same position held prior to the leave.

## Financing

Payment of salary to the faculty on sabbatical leave may be made from funds appropriated by the legislature specifically for that purpose or from such other funds as may be available to the college for this purpose.

## Special Circumstances

There could be occasions when faculty members eligible for sabbaticals are offered once in a lifetime opportunities that fall outside the time lines of the sabbatical process. In order for the Development Leave Committee to consider such unusual requests, the faculty member must request a special review by the committee.

## Stipulations

A Sabbatical Leave Report must be submitted to the associate dean, director or supervisor and the Development Leave Committee within four months after completion of the leave.

Recipients will not serve on committees of the college or faculty organization or accept other similar assignments during the time of their leave. Acknowledgment of sabbatical assistance shall be given in any publications, exhibits, performances or other public presentations resulting from work accomplished during the sabbatical leave. Board of Regents Policies on publishing and copyrights apply to all persons on sabbatical leave. The Board prior to the commencement of the sabbatical must approve any exception to this policy. Applicants for sabbaticals may not serve as members of the Development Leave Committee.

(Re: Policy IV-E-15; Board of Regents Policy Manual)

<b>Procedure #:</b>	<b>5-7</b>
<b>Procedure Name:</b>	<b>Sabbatical Leave</b>
<b>Pages:</b>	<b>3</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	<b>IV-E-15</b>

**Action Item “XVII”  
Regular Board Meeting October 4, 2021  
Consideration of Approval of Rescission of Policy VI-B, Policy  
Regarding Planning Research – Second Reading**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees rescind Policy VI-B, Policy Regarding Planning Research.

**BACKGROUND**

This policy and associated procedures regarding planning research are outdated and are recommended for rescission. These items will be revised to reflect current instructional and institutional research and data science and will be included in a revised Faculty Handbook which will continue to be updated as practices change.

**IMPACT OF THIS ACTION**

This policy and associated procedures were sent to the College community on September 10, 2021 through September 24, 2021. No comments were received. Procedures are provided for informational purposes.

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1 - Summary of Changes

Attachment 2 - Policy VI-B: Policy Regarding Planning Research

Informational items only:

Attachment 3 - Procedure 2-8: Office of Planning, Research and Evaluation

**RESOURCE PERSONNEL**

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## Policies and Procedures Summary of Changes

New Policy Number: N/A

Proposed Policy Name: N/A

Current Policy Number/Name: **Policy VI-B, Policy Regarding Planning Research**

New Procedure Number: N/A

Proposed Procedure Name(s): N/A

Current Procedure Number(s)/Name(s): **Procedure 2-8: Office of Planning, Research and Evaluation**

Action Recommended for Policy: **Rescind**

Action Recommended for Procedures: **Rescind**

Web Links:

- Policy VI-B, Policy Regarding Planning Research, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/vi-b-policy-regarding-planning-research>
- Procedure 2-8, Office of Planning, Research and Evaluation, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-2-8-office-planning-research-and-evaluation>

Primary Owner: Deputy Chancellor

Secondary Owner: Provosts

Summary of Changes:

- The above policy and procedures are outdated and are recommended for rescission. The Deans' Council under leadership of Provost Van Wigginton, has gathered input from stakeholders to update the College's instructional practices covered in the Faculty Handbook on an annual basis. An updated Faculty Handbook will be finalized by the end of September 2021.

# Policy VI-B: Policy Regarding Planning

## Research

San Jacinto College is committed to providing its students, faculty, and staff the best possible opportunities for learning and teaching. In order to realize this commitment, the college recognizes the importance of maintaining an orderly and continuous program of research, planning, and evaluation.

All supervisors and administrators are responsible for the development of appropriate goals for their areas of the college's operations and instructional programs. Development of goals, statements and other planning documents and processes must be understood to be a cooperative effort involving the faculty and staff of each area. As appropriate, area goals are accepted by the campus President, members of the Administrative Council, or the college Chancellor. The overall effectiveness of all elements of the college is indicated by the degree to which operations focus on and realize these goals.

All supervisors and administrators participate in system-wide evaluation processes and establish, with approval of campus or district administration, appropriate evaluative processes for their areas.

The college's research program provides an on-going resource of data-collection and interpretation available to all elements of the college. Supervisors are responsible for sharing evaluation information with their faculty and staff and for encouraging discussion of all kinds of data in order to improve the college's operations and instruction. Because research is a significant part of the college's operations, coordinating data-collection activities of all kinds is important. Following guidelines established by the Administrative Council, all research projects must be coordinated through the appropriate district-level administrator or director who will also facilitate the process of organizing and study data collected through research activities and projects.

<b>Policy #:</b>	<b>VI-B</b>
<b>Policy Name:</b>	<b>Policy Regarding Planning Research</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>March 2, 1981</b>
<b>Revision/Reviewed Date:</b>	<b>May 2, 1994</b>
<b>Effective Date:</b>	<b>March 2, 1981, May 2, 1994</b>
<b>Associated Procedure:</b>	<b>2-8</b>

## Procedure 2-8: Office of Planning, Research and Evaluation

The Office of Planning, Research and Evaluation was established to serve the information needs of The San Jacinto College District. The office offers many types of research assistance to aid administrators, supervisors and faculty in collecting information to support planning, evaluation and effectiveness in any college program area. Every attempt is made to ensure the data provided by the office are current, accurate and reliable. Access to the services of Planning, Research and Evaluation is provided to the college community, within appropriate standards of confidentiality and disclosure.

### What Services and Support are Offered?

The Office of Planning, Research and Evaluation offers the following information services:

- Program evaluation data for specific divisions or departments
- Statistical support for reports including production of text, graphics or tables
- Student cohort tracking using the LONESTAR system by various factors, including, but not limited to, demographic, remedial status, graduation, employment and transfer data
- Survey development and processing, as well as statistical analysis of survey data
- Assistance in personnel or administrative studies

### How are these services used?

Any request for information services as described above must be made through the director of planning, research and evaluation. Some background information will be needed to determine the scope of the project. After clear definitions are established, a time frame for completion of the request will be set. In cases of extensive reporting or statistical analysis, some intermediate consultation with the project sponsor will be necessary, but for less complex requests involving readily available information, the data can be provided without further clarification.

One goal of this office is to handle data requests quickly. When possible, extra time should be allowed for data not readily available in this office. Some data that are only stored in the college's master student databases must be requested from the Computer Center. Determination of data availability can be made through the director of planning, research and evaluation. When requesting assistance, administrators may explain that the need is immediate, and efforts will be made to accommodate the request as soon as possible.

Attachment 3 – Recommend Rescission

<b>Procedure #:</b>	<b>2-8</b>
<b>Procedure Name:</b>	<b>Office of Planning, Research and Evaluation</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	<b>VI-B</b>

**Action Item “XVIII”**  
**Regular Board Meeting October 4, 2021**

**Consideration of Approval of Policy IV.4002.D, Renewal and Non-Renewal of Contractual Employees – Second Reading**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve Policy IV.4002.D, Renewal and Non-Renewal of Contractual Employees.

**BACKGROUND**

This policy establishes a uniform practice for the renewal and non-renewal of contractual employees.

The associated procedures were revised to support implementation of the policy. These procedures are attached for informational purposes.

**IMPACT OF THIS ACTION**

The updated policy and procedures were sent to the College community on September 10, 2021 through September 24, 2021. No comments were received, but additional grammatical changes were made (see attachments 3 and 5 – track changes). Procedures are provided for informational purposes and are not voted on.

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1 – Summary of Changes

Attachment 2 – Policy IV-G-4: Policy on Non-Renewal of Contractual Employees (current policy)

Attachment 3 – Policy IV.4002.D, Renewal and Non-Renewal of Contractual Employees (proposed policy)

Informational items only:

Attachment 4 – Procedure 5-17: Non-Renewal of Contractual Employees (current procedures)

Attachment 5 - Procedure IV.4002.D.a, Renewal and Non-Renewal of Contractual Employees (proposed procedures)

**RESOURCE PERSONNEL**

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## Policies and Procedures Summary of Changes

New Policy Number: **IV.4002.D**

Proposed Policy Name: **Renewal and Non-Renewal of Contractual Employees**

Current Policy Number/Name: **Policy IV-G-4 Non-Renewal of Contractual Employees**

New Procedure Number: **IV.4002.D.a**

Proposed Procedure Name(s): **Renewal and Non-Renewal of Contractual Employees**

Current Procedure Number(s)/Name(s): **Procedure 5-17 Non-Renewal of Contractual Employees**

Action Recommended for Policy: Revised

Action Recommended for Procedures: Revised

Web Links: <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-iv-g-policies-dismissal-disciplinary-actions>  
<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-5-17-non-renewal-contractual-personnel>

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

Secondary Owner: Vice President, Human Resources

### Summary of Changes:

#### Policy:

- Changed title to “Renewal and Non-Renewal of Contractual Employees”
- Changed “he or she” to “they or their”
- Updated language to reflect the Texas Education Code; added that the Chancellor, or designee, will meet in person with the faculty member appealing the non-renewal of their contract

#### Procedure:

- Changed title to “Renewal and Non-Renewal of Contractual Employees”
- Updated language to reflect the Texas Education Code; added that the Chancellor, or designee, will meet in person with the faculty member appealing the non-renewal of their contract
- Changed “he or she” to “they or their”
- In accordance with the Texas Education Code §51.943(e), information was added to state that if a faculty member is not issued a written contract before the 61<sup>st</sup> day, the College retains the faculty member without issuing a new contract and will retain the faculty member under the same terms and conditions for the preceding academic year
- Changed to say that if there is a delay in the contract recommendations for renewals and non-renewals, the affected full-time faculty member will be notified in writing of the reasons for the delay and specify a time by which it will offer a written contract
- Updated title in Appeal Rights section to reflect Appeal Rights of Full-Time Faculty Members
- Updated to reflect that the Texas Education Code § 51.960 applies to professional librarians





## Policy IV-G-4: Policy on Non-Renewal of Contractual Employees

### Policy on Non-Renewal of Contractual Employees

#### 1. INTRODUCTION

This policy establishes a uniform practice for the non-renewal of contractual employees.

#### 2. DEFINITION

Non-renewal of an employee contract occurs when the College declines to offer further employment at the expiration of the term of the contract. Non-renewal may occur with or without cause, except that, if a reason exists, it is not an unlawful reason.

#### 3. GENERAL POLICY

- A. Decisions regarding contract renewal and non-renewal shall 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, the College shall not discriminate or retaliate against employees who exercise 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. Written notice of non-renewal for employees will be provided as soon as practicable prior to the expiration date of the contract.
- C. Upon notification to an employee that his or her contract will not be renewed, or while a non-renewal proposal is under consideration, the Chancellor, or his/her designee, may place the employee on paid administrative leave if it is determined that administrative leave is in the best interest of the College or College Community.
- D. In accordance with Texas Education Code § 51.960, full-time faculty may file an appeal regarding a non-renewal decision in accordance with the procedures specified in Procedure 5.17: Non-Renewal of Contractual Employees.
- G. Administrators and staff may not appeal a non-renewal decision; however, nothing in this policy precludes employees from appearing before the Board of Trustees during the hearing of citizens.

Attachment 2 – Current Policy

<b>Policy #:</b>	<b>IV-G-4</b>
<b>Policy Name:</b>	<b>Policy on Non-Renewal of Contractual Employees</b>
<b>Pages:</b>	<b>2</b>
<b>Adopted Date:</b>	<b>May 2, 1994</b>
<b>Revision/Reviewed Date:</b>	<b>April 6, 1998, April 28, 2014</b>
<b>Effective Date:</b>	<b>May 2, 1994, April 6, 1998, April 29, 2014</b>
<b>Associated Procedure:</b>	<b><a href="#">5-17</a></b>



## Policy IV.4002.D, Renewal and Non-Renewal of Contractual Employees

### Purpose

This policy establishes a uniform practice for the renewal and non-renewal of contractual employees of San Jacinto College.

### Policy

1. Decisions regarding contract renewal and non-renewal 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, the College will not discriminate or retaliate against employees who exercise rights guaranteed by the Constitution or rights conferred by statute, including, but not limited to, the Family Medical Leave Act (FMLA), the Uniformed Services Employment and Reemployment Rights Act, and the Texas Whistleblower Act.
2. Written notice of non-renewal for employees will be provided as soon as practicable prior to the expiration date of the contract.
3. Upon notification to an employee that their contract will not be renewed, or while a non-renewal proposal is under consideration, the Chancellor, or designee, may place the employee on paid administrative leave if the College administration it is determineddetermines that administrative leave is in the best interest of the College or its community.
4. In accordance with Texas Education Code § 51.960, full-time faculty may file an appeal and meet in person with the Chancellor, or designee, regarding a non-renewal decision in accordance with the procedures specified in Procedure IV.4002.D.a, Renewal and Non-Renewal of Contractual Employees.
5. Administrators and staff may not appeal a non-renewal decision; however, nothing in this policy precludes employees from appearing before the Board of Trustees during public commentthe hearing of citizens.

### Definitions

**Non-renewal:** Non-renewal of an employee contract occurs when the College declines to offer further employment at the expiration of the term of the contract. Non-renewal may occur with or without cause, except that, if a reason exists, it is not an unlawful reason.

Attachment 3 – Proposed Policy

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.4002.D.a, Renewal and Non-Renewal of Contractual Employees

Date of Board Approval	Anticipated October 4, 2021
Effective Date	Anticipated October 5, 2021
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources



# Procedure 5-17: Non-Renewal of Contractual Employees

## 1. INTRODUCTION

This procedure specifies the procedures for the non-renewal of an employee's contract in accordance with Policy IV-G-4 Policy on Non-Renewal of Contractual Employees.

## 2. PROCEDURE

- A. Administrative and professional contracts are generally for periods of twelve (12) months. Faculty may be employed for periods of nine (9), ten and one-half (10 ½), or twelve (12) months. Contracted employment for one (1) or more years does not create any contractual or other entitlement of employment beyond the term of the contract and should not be construed as leading to tenure.
- B. All employees are subject to review prior to any decision about contract renewals. The Board of Trustees may renew or extend a contract, allow any contract to expire by its own terms without action by the Board, choose not to extend an existing contract, or choose not to offer further employment.
- C. The anniversary date for twelve (12) month contracts shall be September 1. Contracts of less than twelve (12) months shall generally begin August 15 and extend for a period of nine (9) and/or ten and one-half (10 ½) months.
- D. Only the Board of Trustees is authorized to enter into a contract with an employee unless that right is specifically delegated to an administrative office. Only the Chancellor or his/her designee may communicate a contract offer. Oral representations by college personnel other than the Chancellor or his/her designee are not binding by the Board. Offers of contractual employment may only be accepted by signing and returning the contract to the Human Resources Office within thirty (30) working days of issuance. If the Chancellor fails to provide either a new contract or written notice of non-renewal prior to the expiration of the employee's current contract, then the affected employee will continue to be employed, but shall have the status of an at-will employee.
- E. Contract recommendations for renewal or non-renewal of nine (9) month, ten and a half (10 ½) month, and twelve (12) month faculty contracts are typically presented to the Board of Trustees on or before the May Board meeting.
- F. Contract recommendations for renewal or non-renewal of twelve (12) month non-faculty contracts are typically presented to the Board of Trustees on or before the September Board meeting.

## Attachment 4 – Current Procedure

- G. In the event that operational, fiscal or administrative circumstances delay the contract recommendations for renewals and non-renewals to the Board of Trustees, College leadership will notify affected employees in writing.
- H. When a leader determines that it is likely that he or she will recommend non-renewal of a contract, the leader shall inform all levels in the leadership chain as promptly as possible, so that College leadership may evaluate the employee's circumstances and take action to ensure compliance with these guidelines.
- I. A contractual employee will be notified of the intent to non-renew the contract by the respective Provost or Vice Chancellor as soon as practicable.

### 3. APPEAL RIGHTS

- A. In accordance with Texas Education Code § 51.960, full-time contracted faculty have the right to appeal to the Chancellor or his/her designee regarding a contract non-renewal.
  - 1. A signed statement of appeal must be presented to the Chancellor within ten (10) working days following receipt of the notice of non-renewal. The employee's statement shall be factually specific and shall explain the reasons why the employee believes that the contract should not be allowed to expire.
  - 2. The Chancellor, or his/her designee, will review the employee's statement. The Chancellor at his or her sole discretion may or may not request additional information, and at his/her discretion, may or may not schedule a meeting with the affected employee.
  - 3. The Chancellor will provide a written response to the affected employee within fifteen (15) working days of receipt of the appeal. If more than fifteen (15) days will be needed to render a decision, the Chancellor shall notify the employee in writing how much time likely will be needed to provide a response.
  - 4. The decision of the Chancellor or Chancellor's designee is final; however, nothing in this guideline precludes the affected employee from appearing before the Board of Trustees during the hearing of citizens.
- B. The appeal procedure provided by this guideline and Texas Education Code § 51.960 does not apply to administrators and staff; however, nothing in this guideline precludes such employees from appearing before the Board of Trustees during the hearing of citizens.



Attachment 4 – Current Procedure

<b>Procedure #:</b>	<b>5-17</b>
<b>Procedure Name:</b>	<b>Procedure on Non-Renewal of Contractual Employees</b>
<b>Pages:</b>	<b>3</b>
<b>Adopted Date:</b>	<b>May 2, 1994</b>
<b>Revision/Reviewed Date:</b>	<b>April 6, 1998, April 28, 2014</b>
<b>Effective Date:</b>	<b>May 2, 1994, April 6, 1998, April 29, 2014</b>
<b>Associated Policy:</b>	<b>IV-G-4 and IV-C-1</b>



**Procedure IV.4002.D.a, Renewal and Non-Renewal of Contractual Employees**

**Associated Policy**

Policy IV.4002.D, Renewal and Non-Renewal of Contractual Employees.

**Procedures**

- A. Administrative and professional contracts are generally for periods of twelve (12) months. Faculty may be issued contracts for periods of nine (9), ten and one-half (10 ½), or twelve (12) months. Contracted employment for one (1) or more years does not create any contractual relationship or other entitlement of employment beyond the term of the contract and should not be construed as leading to tenure.
- B. All employees are subject to review prior to any decision about contract renewals. The Board of Trustees may renew or extend a contract, allow any contract to expire by its own terms without action by the Board, choose not to extend an existing contract, or choose not to offer further employment.
- C. The anniversary date for twelve (12) month contracts will be September 1. Contracts of less than twelve (12) months will generally begin August 15 and extend for a period of nine (9) and/or ten and one-half (10 ½) months.
- D. Only the Board of Trustees is authorized to enter into a contract with an employee unless that right is specifically delegated to the Chancellor or designee. Only the Chancellor, or designee, may communicate a contract offer. Oral representations by College employees other than the Chancellor, or designee, are not binding by the Board. Offers of contractual employment may only be accepted by signing and returning the contract to ~~the~~ Human Resources within thirty (30) calendar days of issuance. If the Chancellor, or designee, does not issue a notice of non-renewal, or offer the full-time faculty member a written contract before the 61<sup>st</sup> ~~st~~ day after the first day of the academic year and the College retains the faculty member without issuing a new written contract, the College will retain the faculty member for that academic year under the same terms and conditions, including compensation, that are at least as favorable to the faculty member's employment for the preceding academic year. However, nothing in this procedure is intended to provide a faculty member additional rights, privileges, or remedies not already possessed, or to provide an expectation of continued employment beyond the period of a faculty member's current contract.
- E. Contract recommendations for renewal or non-renewal of nine (9) month, ten and a half (10 ½) month, and twelve (12) month faculty contracts are typically presented to the Board of Trustees on or before the May Board meeting.

Formatted: Superscript

Attachment 5 – Proposed Procedure

- F. Contract recommendations for renewal or non-renewal of administrators, designated as contract eligible, are typically presented to the Board of Trustees on or before the September Board meeting.
- G. In the event that operational, fiscal, or administrative circumstances delay the contract recommendations for renewals and non-renewals to the Board of Trustees, and College leadership is unable to offer a new contract at least thirty (30) calendar days before the first day of the academic year, leadership will notify the affected full-time faculty member in writing of the reasons for the delay and will specify in the written notification a time by which ~~#the Board of Trustees~~ will offer a written contract to the faculty member for the applicable academic year.
- H. When a leader determines that it is likely that they will recommend non-renewal of a contract, the leader will inform all levels in the leadership chain as promptly as possible, so that College leadership may evaluate the employee’s circumstances and take action to ensure compliance with this procedure.
- I. A contractual employee will be notified of the intent to non-renew the contract by the respective Provost or Vice Chancellor as soon as practicable.

**APPEAL RIGHTS OF FULL-TIME FACULTY MEMBERS**

- A. In accordance with Texas Education Code § 51.960, full-time contracted faculty have the right to file an appeal and seek review by the Chancellor or designee regarding a contract non-renewal.
  - 1. ~~The faculty member must present a~~ signed statement of appeal ~~must be presented~~ to the Chancellor within ten (10) working days following receipt of the notice of non-renewal. The faculty member’s statement shall be factually specific and will explain the reasons why the faculty member believes that the contract should not be allowed to expire.
  - 2. The Chancellor, or designee, will review the faculty member’s statement and will schedule a meeting in person with the affected faculty member. The Chancellor, or designee, at their sole discretion, may or may not request additional information.
  - 3. The Chancellor, or designee, will provide a written response to the affected faculty member within fifteen (15) working days of receipt of the appeal. If more than fifteen (15) working days will be needed to render a decision, the Chancellor, or designee, will notify the faculty member in writing how much time will be needed to provide a response.
  - 4. The decision of the Chancellor, or designee, is final; however, nothing in this procedure precludes the affected faculty member from appearing before the Board of Trustees during the hearing of citizens.

Attachment 5 – Proposed Procedure

B. The appeal process provided by this procedure and Texas Education Code § 51.960 only applies to full-time faculty members, including professional librarians. This appeal procedure does not apply to administrators and staff; however, nothing in this procedure precludes such employees from appearing before the Board of Trustees during ~~the hearing of citizens public comment~~.

Date of SLT Approval	September 7, 2021
Effective Date	Anticipated October 5, 2021
Associated Policy	Policy IV.4002.D, Renewal and Non-Renewal of Contractual Employee
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 “XIX”  
Regular Board Meeting October 4, 2021  
Consideration of Approval of Policy #, Academic Freedom – First Reading  
(Informational Item)**

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

This policy provides guidance to the San Jacinto College community regarding the rights and responsibilities that constitute academic freedom.

The associated procedures were developed to support implementation of the policy. These procedures are attached for informational purposes.

**IMPACT OF THIS ACTION**

The updated policy and procedures were sent to the College community on October 1, 2021. 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 November 1, 2021. Procedures are provided for informational purposes and are not voted on.

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy IV-H: Policy on Academic Freedom (current policy)
- Attachment 3 – Policy #, Academic Freedom (proposed policy)

Informational items only:

- Attachment 4 – Procedure #, Academic Freedom (proposed procedures)

**RESOURCE PERSONNEL**

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## Policies and Procedures Summary of Changes

New Policy Number: ***TBA***

Proposed Policy Name: **Academic Freedom**

Current Policy Number/Name: **Policy IV-H: Policy on Academic Freedom**

New Procedure Number: ***TBA***

Proposed Procedure Name(s): **Academic Freedom**

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

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **New**

Web Links: IV-H, Academic Freedom, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-iv-h-policy-academic-freedom>

Primary Owner: Deputy Chancellor & President

Secondary Owner: Provost

### Summary of Changes:

#### IV-H, Academic Freedom

- Transition to new policy format
- Updated language to align with SACSCOC's changes to their Academic Freedom Policy and Procedure.
- Policy and Procedure have been reviewed by legal counsel.

New procedure to encompass operational aspects of Academic Freedom.





## **Policy IV-H: Policy on Academic Freedom**

Institutions of higher education are conducted for the common good. The common good depends upon an uninhibited search for truth and its open expression. Hence, it is essential that each faculty member be free to pursue scholarly inquiry without undue restriction, and to voice and publish individual conclusions concerning the significance of evidence that he or she considers relevant. Each faculty member must be free from the corrosive fear that others, inside or outside the university community, because his or her vision may differ, may threaten his or her professional career or the material benefits accruing from it.

Each faculty member is entitled to full freedom in the classroom in discussing the subject which he or she teaches but is expected not to introduce into his or her teachings controversial matters which have no relation to the classroom subject. Each faculty member also is a citizen of the nation, state and community; and when speaking, writing or acting as such, must be free from institutional censorship or discipline, subject to academic responsibility as hereinafter set out, and the faculty member should make it clear that he or she is not speaking for the institution.

The concept of academic freedom for faculty must be accompanied by an equally demanding concept of academic responsibility of faculty. A faculty member has a responsibility to the institution, his or her profession, his or her students, and society at large. The rights and privileges of faculty members extended by society and protected by governing boards and administrators through written policies and procedures on academic freedom and tenure, and as further protected by the courts, require reciprocally the assumption of certain responsibilities by faculty members. Some of these follow below:

- The fundamental responsibilities of a faculty member as a teacher and scholar include maintenance of competence in his or her field of specialization and the exhibition of such professional competence in the classroom, studio or laboratory, and in the public arena by such activities as discussions, lectures, consulting, publications or participation in professional organizations and meetings.
- The exercise of professional integrity by a faculty member includes recognition that the public will judge his or her profession and institution by his or her statements. Therefore, the faculty member should strive to be accurate, to exercise appropriate restraint, to be willing to listen to and show respect for others expressing different opinions, and to avoid creating the impression that the faculty member speaks or acts for his or her college when speaking or acting as a private person.
- The constitutionally protected right of the faculty member, as a citizen, to freedom of expression must be balanced with the interest of the state, as an employer, in promoting the efficiency of the educational services it performs through its employees. A faculty member's comments are protected even though he or she may be highly critical in tone or content, or erroneous, but such statements are not protected free speech if he or she either substantially impede the faculty member's performance of his or her daily duties or materially and substantially interfere with the regular operation of the institution, or if he or she are part of a continuing pattern of expression of such nature as to destroy the harmony and morale of a division, department or college. False statements made with the knowledge of his or her falsity or in reckless disregard of the truth are not entitled to constitutional protection, and public statements may be so without foundation as to call into question the fitness of the faculty member to perform his or her professional duties.
- A faculty member should be judicious in the use of controversial material in the classroom and should introduce such material only as it has clear relationship with his or her subject field.
- A faculty member should be professional in his or her conduct in the classroom and in his or her relationship with students. The faculty member should maintain respect for the student and for the

## Attachment 2 – Current Policy

student's posture as a learner. The faculty member should make himself or herself appropriately available to the student for consultation on course work.

- A faculty member has the responsibility to provide timely and adequate notice of his or her intention to interrupt or terminate institutional services.

<b>Policy #:</b>	<b>IV-H</b>
<b>Policy Name:</b>	<b>Policy on Academic Freedom</b>
<b>Pages:</b>	<b>3</b>
<b>Adopted Date:</b>	<b>March 2, 1987</b>
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	<b>March 2, 1987</b>
<b>Associated Procedure:</b>	



**Policy #, Academic Freedom**

**Purpose**

The purpose of this policy is to provide guidance to the San Jacinto College community regarding the rights and responsibilities that constitute academic freedom.

**Policy**

San Jacinto College is committed to creating an inclusive, equitable, and accessible educational community founded on the free and open exchange of ideas. It is essential that faculty be free to pursue scholarly inquiry without undue restriction and to voice and publish individual conclusions concerning the significance of evidence that they consider relevant. Faculty must be free from the corrosive fear that others, inside or outside the College community, may threaten a faculty member’s professional career or the material benefits accruing from it. Faculty are citizens of the community and when speaking, writing, or acting as such, must be free from institutional censorship or discipline, subject to academic responsibility as set out hereinafter and in any procedures for this policy, and when doing so, faculty are expected to make it clear that they are not speaking for the institution.

The concept of academic freedom for faculty must be accompanied by an equally demanding concept of academic responsibility of faculty. Faculty have a responsibility to the institution, their profession, their students, and society at large. The rights and privileges of faculty extended by society and protected by governing boards and administrators through written policies and procedures on academic freedom, and as further protected by the courts, require reciprocally the assumption of certain responsibilities by faculty.

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 #, Academic Freedom

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Date of Board Approval	Anticipated November 1, 2021
Effective Date	Anticipated November 2, 2021
Primary Owner	Deputy Chancellor & President
Secondary Owner	Provosts

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## **Procedure #, Academic Freedom**

### **Associated Policy**

Policy #, Academic Freedom

### **Procedures**

Faculty will follow procedural guidelines intended to guide the exercise of academic freedom at San Jacinto College. Said responsibilities include, without limitation, the following:

- The fundamental responsibilities of faculty, as teachers and scholars, include maintenance of competence in their fields of specialization and the exhibition of such professional competence in the classroom, studio or laboratory, and in the public arena by such activities as discussions, lectures, consulting, publications, or participation in professional organizations and meetings.
- The exercise of professional integrity by faculty includes recognition that the public will judge their profession and institution by their statements: verbal or written, including social media commentary. Therefore, faculty will strive to be accurate, to exercise appropriate restraint, to be willing to listen to and show respect for others expressing different opinions, and to avoid creating the impression that they speak or act for the College when speaking or acting as a private person.

The constitutionally protected right of faculty must be balanced with the interest of the State, as an employer, in promoting the efficiency of the educational services it performs through its employees. Faculty's comments are protected even though they may be highly critical in tone or content, or erroneous, but such statements are not protected free speech if faculty either substantially impede performance of daily duties or materially and substantially interfere with the regular operation of the institution, or if they are part of a continuing pattern of expression of such nature as to destroy the harmony and morale of a division, department, or College. False statements made with the knowledge of that falsity or in reckless disregard of the truth are not entitled to constitutional protection, and public statements may be so without foundation as to call into question the fitness of a faculty member to perform professional duties.

Faculty will be judicious in the use of controversial material in the classroom and will introduce such material only as it has clear relationship with the subject field.

Faculty will be professional in their conduct in the classroom and in their relationship with students. Faculty will maintain respect for students and for students as learners. Faculty will make themselves appropriately available to students for consultation on course work.

Faculty will be prepared to identify any potentially controversial items they may want to include in their classroom discussions or assignments and using their professional judgement, ensure that the topic is pertinent to the classroom subject.

Faculty will weigh the benefits and potential risks involved in the discussion of controversial topics or assignments. If a viable option to address a learning outcome or achieve the mastery of a subject without including the controversial topic or assignment exists, faculty members will

Attachment 4 – Proposed Procedure

consider pursuing the less controversial option. While San Jacinto College does not want to discourage what is controversial, these procedures are meant to support the careful use of controversy within the context of the subject being taught.

While it is not always possible to identify which expressions of controversial ideas or assignments will impose risks, faculty will use their best efforts to attempt to identify any potential risks associated with including controversial topics in the classroom and have open communication in advance with their leaders as early as possible to help mitigate such risks.

If faculty feel their rights to academic freedom have been violated, they will follow the Policy IV-I, Policy on Employee Concerns and Grievances.

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Date of SLT Approval	September 28, 2021
Effective Date	Anticipated November 2, 2021
Associated Policy	Policy #, Academic Freedom
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Provosts

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**Action Item “XX”**  
**Regular Board Meeting October 4, 2021**  
**Consideration of Approval of Policy #, Centralized Contracts and**  
**Purchasing Services Department – First Reading (Informational Item)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve revisions to Policy VI-AA: Centralized Purchasing Policy. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered. New numbering will be added prior to the second reading.

**BACKGROUND**

The purpose of this policy is to affirm the existence of a centralized purchasing department and the addition of contracting services also provided by the department.

There is no associated procedure.

**IMPACT OF THIS ACTION**

This policy and associated procedure were sent to the College community on October 1, 2021. 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 November 1, 2021.

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1 – Summary of Changes

Attachment 2 – Policy VI-AA: Centralized Purchasing Policy (current policy)

Attachment 3 – Policy #, Centralized Contracts and Purchasing Services Department  
(proposed policy)

**RESOURCE PERSONNEL**

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## Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Centralized Contracts and Purchasing Services Department**

Current Policy Number/Name: Policy VI-AA / Policy for the Establishment of a Centralized Purchasing System

New Procedure Number: *N/A*

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

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

Action Recommended for Policy: Revised

Action Recommended for Procedures: *N/A*

Primary Owner: Vice Chancellor, Fiscal Affairs

Secondary Owner: Chief Procurement Officer

### Summary of Changes:

- Modify policy name
- Update references to align with current names and titles
- Add contract services function
- No associated procedures needed. This is a needed Board policy approval only that establishes the creation and authority of a centralized purchasing department. Proof of this approval is frequently requested by the College's external auditors and is also a recommended industry best practice. All other processes associated with the department functions are or will be captured in other purchasing related policies and procedures.



**Policy VI-AA: Policy for the Establishment of a Centralized Purchasing System**

Upon the recommendation of SACS and the Budget and Audit Committee, the Board approved the restructuring of the Purchasing Department to a centralized system in which authority, responsibility, and control of activities are concentrated in one administrative unit. A centralized purchasing system is designed to relieve the faculty and staff of many details connected with bid solicitation and procurement. A centralized system is more efficient because it enables the District to coordinate the common purchase requirements of campuses and departments to obtain better prices.

<b>Policy #:</b>	<b>VI-AA</b>
<b>Policy Name:</b>	<b>Policy for the Establishment of a Centralized Purchasing System</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>June 4, 2001</b>
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	<b>June 4, 2001</b>
<b>Associated Procedure:</b>	<a href="#"><u>2-13</u></a>



## Policy #, Centralized Contracts and Purchasing Services Department

### Purpose

The purpose of this policy is to establish the authority for a centralized purchasing function and centralized repository for purchasing contracts for San Jacinto College.

### Policy

The Contracts and Purchasing Services department is designated to provide a centralized system in which authority, responsibility, control of activities, and maintenance of contract documents are concentrated in one administrative unit.

Centralized purchasing is designed to relieve individual departments from the responsibility of the procurement of goods and services. A centralized department is more efficient because it enables the College to aggregate the needs of and facilitate the purchasing process for campuses and departments. This coordinated purchasing approach allows the College to secure better pricing and ensure compliance with all Board policies, procedures, and statutory requirements.

A centralized repository for purchasing contracts provides a system where both current and historical contracts are easily retrieved and stored in accordance with record retention policies and laws.

### Definitions

**Contract:** An agreement between two or more parties that is intended to have legal effect to create a financial or performance commitment or other obligation of the College. A contract may include, but is not limited to, goods and service agreements, memoranda of understanding, letters of intent, lease agreements, rental agreements, grant awards, purchase orders, sole source contracts, cooperative contracts, interlocal contracts, and job order contracts.

**Purchasing Contract:** Any contract that requires the purchase of a good or service and includes an expenditure of College funds, regardless of the funding source.

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

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Date of Board Approval	Anticipated November 1, 2021
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Effective Date	Anticipated November 2, 2021
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Primary Owner	Vice Chancellor, Fiscal Affairs
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Secondary Owner	Chief Procurement Officer
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**Action Item “XXI”**  
**Regular Board Meeting, October 4, 2021**  
**Consideration of Rescission of Policy V-D, Policy on Travel, and Approval of**  
**Policy #, Employee Travel - First Reading (Informational Item)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees rescind Policy V-D, Policy on Travel, and approve Policy #, Employee Travel. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered. New numbering will be added prior to the second reading.

**BACKGROUND**

The current Policy on Travel (Policy V-D) is outdated, limited in scope, and includes procedures versus broader policy statements. The new proposed employee travel policy and procedures will provide helpful guidance to employees and leaders and ensure consistent travel practices are followed by all employees. In addition, the procedures provide a comprehensive document to guide employees through the travel process.

**IMPACT OF THIS ACTION**

This policy was sent to the College community on October 1, 2021, and any comments will be reviewed and addressed prior to the second reading of the policy by the Board which is anticipated on November 1, 2021.

The procedure is provided 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 Employee Travel Policy and Procedures will be periodically evaluated by administration and the College’s internal and external auditors.

**ATTACHMENTS**

- Attachment 1 – Summary of Changes
- Attachment 2 – Current Policy V-D, Policy on Travel
- Attachment 3 – Policy #, Employee Travel Policy

Informational Item Only:

- Attachment 4 – Procedure #, Employee Travel Procedures

**RESOURCE PERSONNEL**

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## Policies and Procedures Summary of Changes

New Policy Number: **TBA**

Proposed Policy Name: **Employee Travel**

Current Policy Number/Name: **V-D, Policy on Travel**

New Procedure Number: **TBA**

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

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

Action Recommended for Policy: **Rescission of V-D, Policy on Travel and Approval of new Employee Travel Policy**

Action Recommended for Procedures: **New**

Web Links:

[Policy V-D: Policy on Travel | San Jacinto College](#)

Policy -

Primary Owner: **Chancellor**

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

Procedure -

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

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

Summary of Changes:

*Policy Changes:*

- The current Policy on Travel (V-D) is outdated, limited in scope, and includes procedures versus broader policy statements. Administration is requesting it be rescinded.
- The new Employee Travel Policy:
  - Includes updates for required policy format and content
  - Removes travel procedure details
  - Adds requirement for travel to be authorized in advance by the budget authority

*Procedure Changes:*

- Replaces guidelines that were previously housed on the internal webpage
- Adds requirement to complete a Request for Travel Approval form prior to the commitment of any travel related costs

*Future Task:*

- New student policy and procedures will be brought forward for the Board of Trustee's review and consideration later this fiscal year.



# Policy V-D: Policy on Travel

## Administrators, Faculty and Staff

All travel requests for administrators, faculty and staff must first be approved by the campus President before being submitted to the Chancellor, or his/her designee, for final approval. Travel requests must be submitted two weeks in advance of the trip, and the district business office must verify that funds are available in the budget. Upon return from the trip, receipts must be turned in to the district business office within five working days.

When personnel use their own vehicles for college-related travel, they will be reimbursed at a rate approved by the Board of Trustees. Reimbursement for local travel must be submitted on a monthly basis with destinations, dates and mileage attached. The use of a purchase order rather than a travel request should be used for local travel.

## Approved Student Travel

Travel requests for student-related trips which require either school vehicles or school funds should be submitted **a minimum of two weeks in advance of the trip**. The signature of the campus Vice President of Student Services and/or the Vice President of Instruction is required for approval of student travel. For approved student-related trips, funds may be requested in advance.

Pursuant to Section 51.949, Texas Education Code, the following regulations shall apply to all student travel in a vehicle leased or owned by the San Jacinto College District or required by a student organization registered at any campus in the San Jacinto College District:

Modes of transportation used for student travel shall include, but not be limited to, cars, vans, and buses. Travel arrangements for student groups shall be made in accordance with administrative guidelines.

A driver who is transporting students in District-owned or leased vehicles must:

1. Have an approved Driver Information form on file with District's automobile liability insurance underwriter;
2. Hold a valid driver's license appropriate for the vehicle to be driven;
3. Have an acceptable driving record.

The driver shall ensure that the number of passengers does not exceed the designed capacity of the vehicle and that seat belts are used to the extent required by law.

**A driver shall not drive for more than four (4) consecutive hours without taking a fifteen (15)-minute break or relief from driving.**

Attachment 2 – Current Policy – Recommend Rescission

<b>Policy #:</b>	<b>V-D</b>
<b>Policy Name:</b>	<b>Policy on Travel</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>March 2, 1981</b>
<b>Revision/Reviewed Date:</b>	<b>May 2, 1994; January 7, 2002; and February 5, 2008</b>
<b>Effective Date:</b>	<b>March 2, 1981; May 2, 1994; January 7, 2002; and February 5, 2008</b>
<b>Associated Procedure:</b>	



**Policy #, Employee Travel**

**Purpose**

The purpose of this policy is to provide guidance for faculty, staff, and administrators who engage in approved travel for the benefit of San Jacinto College while conducting official College business.

**Policy**

It is the policy of San Jacinto College to pay for or reimburse employees for reasonable and necessary expenses incurred during approved official business travel.

**General**

Travel must be authorized in advance by the budget authority over the respective travel budget funds. International and non-continental U.S. travel must be approved by the appropriate Strategic Leadership Team (SLT) member and the Chancellor.

The traveler is responsible for reviewing the College’s travel policy and procedures prior to travel. The traveler is expected to consider budget limitations, exercise good judgement, and avoid impropriety or the appearance of impropriety when incurring business travel expenses. Travel expenditures should be the lowest reasonable cost, necessary, appropriately documented, and properly approved.

The traveler utilizing funding from contracts and grants (federal, state, local, or private) or special funding shall be reimbursed for expenses in accordance with the established San Jacinto College procedures, except in those instances where the terms of the contract, grant, or other funding source differ.

Regardless of the method of payment, all College travel policy and procedures should be followed.

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 #, Employee Travel

Date of Board Approval	Anticipated November 1, 2021
Effective Date	Anticipated January 1, 2022
Primary Owner	Chancellor
Secondary Owner	Vice Chancellor, Fiscal Affairs





## **Procedure #, Employee Travel**

### **Associated Policy**

Policy #, Employee Travel

### **Procedure**

#### **Overview**

San Jacinto College travel must be for official College business. This procedure includes descriptions of authorized travel expenditures, restrictions, and specific procedures for the purchase and processing of travel reimbursements and payments. Travel reimbursements and payments shall be consistent with all College, state and federal (when applicable) policies, procedures and guidelines pertaining to travel. The approved methods of payment for registration and travel expenses include a purchase order, direct pay invoice, P-card or use of personal funds.

All employees are responsible for reviewing travel procedures prior to travel. All travel arrangements should be made using the most cost-efficient method available, as well as exercising care to avoid impropriety or the appearance of impropriety.

Unauthorized travel expenses are the sole responsibility of the employee.

#### **Travel Definitions**

Intercampus or local travel. Travel between campus locations or other business-related travel that is less than 150 miles round trip and does not require an overnight stay.

Long-distance day travel. Travel that exceeds 150 miles round trip completed in one day.

Overnight travel. Travel that extends beyond one day and requires an overnight stay without returning home.

International travel. Travel outside the U.S.

Non-continental U.S. travel. Travel to Alaska or Hawaii.

#### **Required Travel Approvals**

All long-distance day or overnight travel must be approved in advance utilizing the Request for Travel Approval form. <https://app.smartsheet.com/b/form/9ad911573aff43449d473d06d4c6738c>

Required Approvers:

First level leader. If the leader is not the budget authority, the form will proceed to the next-level leader(s) until approved by the budget authority.

Additional approvals are required if travel is funded from one of the sources listed below.

International and non-continental U.S. travel also requires additional approvals as noted below.

- Office of Grants Management – if using grant funds
- Center for Excellence in Teaching & Learning (CETL) – if using faculty professional development funds

## Attachment 4 – Proposed Procedures

- International travel and non-continental U.S. travel – respective Strategic Leadership Team (SLT) member and Chancellor

San Jacinto College employees may not approve their own Request for Travel Approval form.

The Request for Travel Approval form must be fully approved prior to commitment of any funds.

### **Methods of Payment**

- The traveler may use one of the following methods for payment:
  - Purchase Order
  - Direct Pay Invoice - Complete through Banner Finance payable to the conference or sponsoring organization.
  - Procurement Card (P-card). P-card procedures can be found on the internal website.  
<https://internal.sanjac.edu/sites/default/files/428/Pcard%20Procedures%20September%202021.pdf>
  - Personal credit card with a subsequent request for reimbursement
- Documentation for each of the payment methods must include:
  - Dates and location of the conference, meeting, or other event
  - Title of the event
  - Name of the attendee
  - Registration form, invoice or other information related to rates and included amenities
  - Copy of approved Request for Travel Approval form

### **Travel Expenses**

#### **Registration and Conference Fees**

- Completion of the Request for Travel Approval form is required for conferences/meetings/events that require travel.

#### **Airline**

- Employees should plan their travel with enough time to obtain the most economical rate. Reservations should be made at least twenty-one (21) days in advance, unless documented and approved extenuating circumstances exist (e.g., last-minute attendee substitution or last-minute supervisory request). International flights may require a longer lead time.

## Attachment 4 – Proposed Procedures

- All airfares must be purchased at the lowest price available within appropriate time requirements.
- Use of third-party booking sites is prohibited.
- The purchase of fully refundable tickets is prohibited.
- Ticket changes that result in a higher fare are only allowed if resulting from a valid business reason, pre-approved by the budget authority, and documented in writing.
- Travel one day prior and/or one day post conference/meeting/event dates may be allowed if reasonable flight accommodations are not available for same-day travel or due to employee safety concerns.
- Airport Parking. Up to \$15.00 per day is allowed. Valet Parking will only be permitted if condition is documented in the employee's file with HR/Benefits.
- Priority Boarding/Preferred Seating/Upgrade fees. Only permitted if condition is documented in the employee's file with HR/Benefits. No-cost upgrades are acceptable if documentation clearly indicates there was no additional fee incurred. If airline utilized does not charge a baggage fee, a priority boarding/preferred seating fee may be allowable to the extent it does not exceed the normal baggage fee charged by most airlines.
- Baggage fees. Baggage fee for (1) one bag is allowed. Charges for additional or heavy baggage due to College-related business (e.g., College owned equipment, demonstration materials) is allowed with leader's approval.

### **Fly vs. Drive**

- If a trip is 250 miles one way or more, the most economical means of travel is usually to fly, so that is the preferred method of travel.
- For travel less than 250 miles one way, employees may use their personal vehicle or a rental car for travel. Traveler should compare the cost of mileage reimbursement or rental car costs vs. the cost of coach class air travel, plus any related local transportation expenses.
- Mileage for use of personal vehicle will be reimbursed at the Internal Revenue Service (IRS) mileage rate in effect at the time of travel. If the traveler chooses to use their personal vehicle for the trip, additional costs for food or lodging incurred while driving are not reimbursable if they exceed reasonable expenses incurred for air travel.
- If an employee receiving a travel stipend uses their personal vehicle for the trip, they will be reimbursed for mileage as specified above since the travel stipend is predominately for intercampus or local travel.
- If an employee chooses to rent a car and the total cost (rental car and fuel expense) is anticipated to exceed the cost of using their personal vehicle (mileage reimbursement) or flying (airfare and related local transportation expenses), the employee should pay out-of-pocket for the rental car and fuel expense. Reimbursement will be the lesser of the mileage rate, airfare, and related transportation expenses or the combined rental car and fuel expense.

### **Ground Transportation, Mileage, Parking and Tolls**

- Ground transportation includes shuttles, taxis, buses, ride-sharing services, and rental vehicles.
- For business travel in a destination city to/from a hotel, conference or other business point, travelers may be reimbursed for actual expenses for the most cost-effective, appropriate method of ground transportation, such as taxi, UBER, LYFT, or limo service (including reasonable tips), shuttles or other public transportation.
- Car rental and fuel for travel in a destination city may be allowed only if it is documented that this is the most cost-effective, appropriate method of transportation. Any upgrades will be at the employee's personal expense.
- Fuel reimbursement is only allowed for rental vehicles or use of College-owned vehicles. Mileage reimbursement is utilized for use of a personal vehicle.
- Parking expenses incurred while traveling for business are allowable. Valet parking is not allowed unless appropriate justification is provided. Examples of limited exceptions are when no other safe option exists or a condition is documented in the employee's file with HR/Benefits.
- Tolls incurred while traveling for business are allowable. Receipts are required when requesting reimbursement.

### **Important Car Rental Considerations**

- State or cooperative contracts should be utilized for car rentals when available. These contracts and other important information about renting vehicles is included in the Vehicle Rental Handbook at the link below. Consult this handbook before making car rental arrangements.  
<https://internal.sanjac.edu/sites/default/files/428/Vehicle%20Rental%20Handbook%207.2021.pdf>
- When using state-approved vendors, insurance coverage for collision damage waiver (CDW) or loss damage waiver (LDW) may already be included in the rental fee. If CDW or LDW are not included in the rental fee, the supplemental insurance coverage should be purchased, even if using a non-state approved vendor. Be sure to check the language in the rental contract.

### **Lodging**

- Employees should select the conference hotel or the most economically priced, suitable lodging closest to the conference/meeting/event location.
- If not staying in a conference hotel at the conference rate, provide the General Services Administration (GSA) rate to document the reasonableness of the nightly rate for the leader's consideration during the approval process. <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- Allowable incidental charges incurred as part of the hotel bill may include parking, internet, and phone expenses when incurred for business purposes.

## Attachment 4 – Proposed Procedures

- Valet Parking is not allowed unless appropriate justification is provided. Examples of limited exceptions are when no other safe option exists, or a condition is documented in the employee's file with HR/Benefits.
- Personal expenses will not be allowed and should not be submitted for reimbursement or charged on the P-card. Personal expenses include, but are not limited to, movie rental, alcohol, laundry charges, gym expenses, and personal calls.
- Lodging will not be provided for employees attending seminars in the Houston metropolitan area (defined as less than seventy-five (75) miles from the employee's assigned work location) without prior written justification and approval.
  - Examples of allowable exceptions include: (1) late night travel is required; (2) employee is a host committee member and requires onsite attendance; (3) travel would restrict participation in professional development activities.
- For hotels within Texas, use of a Texas Hotel Occupancy Tax Exemption Certificate is required. All charges incurred for failure to utilize the form are the employee's responsibility. <http://internal.sanjac.edu/sites/default/files/10/Texas-Hotel-Exemption-rev-04-14.pdf>
- Only commercial lodging establishments should be utilized. The rate should be the lowest rate appropriate, which may be the listed Government Rate.
- Rental of privately owned lodging is not permitted (e.g., Airbnb, Home Away, VRBO).

### **Meals**

- Meals are allowable for travel that includes an overnight stay. Meals for one-day travel are not paid by the College to avoid tax implications to employees per IRS guidelines.
- SJC will reimburse actual meal expenses up to a maximum for the entire trip of \$61 per day times the number of days of travel, inclusive of tips and tax.
- Itemized meal receipts must be submitted with P-card expense reports or direct pay reimbursement requests.
- Purchase of meals for non-College employees while traveling on official College business is prohibited.
- If the hotel, conference, or event registration fee includes meals, the traveler is highly encouraged to take advantage of these meals versus incurring additional meal expenses.
- If a P-card is utilized for meal purchases, the employee is required to reimburse the College for all meal charges in excess of the maximum allowable for the trip as defined above and will result in the issuance of a P-card noncompliance notice. Upon completion of the trip, funds owed to the College can be deducted from the amount of reimbursement owed to the employee or must be repaid within thirty (30) calendar days.

### **Costs for Extended Trips with Personal Days**

- Employees should pay for any personal portion of costs separately.

- Mixed costs that cannot be paid separately should be paid with personal funds, and then employees can request reimbursement for the allocable business portion.

### **Intercampus or Local Mileage, Parking, and Tolls**

- Intercampus or local mileage will be reimbursed at the IRS mileage rate in effect at the time of travel.
- An intercampus (includes annex locations) mileage matrix is available on the internal website. <https://internal.sanjac.edu/sites/default/files/10/Mileage-Matrix-1-10-20.pdf>. For local destinations not included in the matrix, use an internet map site (e.g., MapQuest, Google Maps, Yahoo). Employees that receive travel stipends should not request reimbursement for mileage or tolls when traveling locally or between campuses.
- Mileage reimbursement requests for instructors teaching courses at extension centers will require the beginning and ending dates of their courses.
- Only mileage that exceeds the normal commuting distance (home-to and from-work) is eligible for reimbursement.
- Parking expenses incurred while traveling for business are allowable. Valet parking is not allowed unless appropriate justification is provided. Examples of limited exceptions are when there is no other safe option, or a condition is documented in the employee's file with HR/Benefits.
- Tolls incurred while traveling for business are allowable. Receipts are required when requesting reimbursement.

### **Incidental Expenses**

- Reasonable incidental expenses may be allowable with proper documentation (including receipts).
  - Instructional supplies, photocopying (if necessary, for College business travel)
  - Gratuities for transportation, meals, hotel staff, etc.

### **International Travel**

- Must be approved by respective SLT member and the Chancellor.
- International travel insurance must be coordinated with SHERM.
- Use of College-issued technology must be coordinated with ITS.
- Traveler must sign the International Travel Assumption of Risk and General Acknowledgement Employee form.

### **Travel Cancellations**

- Cancellation at traveler’s discretion. The employee must reimburse the College within 30 days of travel cancellation for any travel expenses paid with College funds.
  - Leader must complete Employee Reimbursement to College Voucher, which is discussed below.
  - Exceptions may be available in accordance with existing HR policies.
- Cancellation due to College action. No action unless the College paid the expense and a credit has been issued to the employee by the vendor, then the following will apply:
  - The traveler will inform their leader of the credit value and the expiration date.
  - The credit should be applied to future College travel prior to the expiration date if applicable. The employee to provide documentation of the applied credit to their leader.
  - If the credit is not used by the expiration date, no further action is required.
  - If the credit is used for personal travel, the employee must reimburse the College.

### **Travel Reimbursement Process**

Employees will be reimbursed for reasonable and necessary expenses incurred for official and approved business travel.

Reimbursement of approved out of pocket travel-related expenses is allowed if such expenses were not charged on a P-card or reimbursed by an alternate funding mechanism.

Reimbursements for previous fiscal year expenses will not be accepted after September 21<sup>st</sup> of the following fiscal year.

Traveler will complete the Travel Expense Report within ten (10) working days of completion of travel and submit the report to the approving authority with the following:

- Request for Approval of Travel form
- Copy of all receipts (P-card, direct pay, and personal paid receipts)
- Leader will review and compare the Travel Expense Report to estimates on the Request for Approval of Travel form
- Unallowable expenses will be identified and discussed with traveler
- If an amount is owed to the College, the leader will reduce the reimbursement form appropriately or submit the Employee Reimbursement to College Voucher to the District Accounts Receivable office at [DL-AccountsReceivable@sjcd.edu](mailto:DL-AccountsReceivable@sjcd.edu)
- Employee will be provided a copy of the voucher from the Leader to pay at any campus business office
- Collection efforts will be made on unpaid balances
- If amounts are owed to the employee, the Direct Pay process shall be followed to initiate reimbursement attaching the Travel Expense Report and related receipts as support. Note: P-card receipts must be included with the P-card expense report.

**Exceptions**

All requests for exceptions must be made in writing and approved by the appropriate SLT member.

**Consequences for Non-compliance**

Failure to comply with the San Jacinto College Employee Travel Policy and Procedures may jeopardize an employee’s reimbursement for travel expenses or may require repayment to the College for non-compliant charges on a P-card. Consequences for non-compliance may include, but are not limited to:

- Denial of reimbursement
- Suspension and/or permanent revocation of P-card privileges
- Payroll deduction if non-compliant P-card charges are not reimbursed prior to the close of the current fiscal year
- Mandatory re-training
- Revocation of travel privileges
- Disciplinary action in accordance with San Jacinto College policies and procedures up to and including termination of employment

Date of SLT Approval	September 28, 2021
Effective Date	Anticipated January 1, 2022
Associated Policy	Policy #, Employee Travel
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Associate Vice Chancellor, Finance



**Consideration of Rescission of Policy VI-C: Policy on Role of Faculty in Institutional Governance, and Approval of Policy #, Shared Governance - First Reading (Informational Item)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees rescind Policy VI-C: Policy on Role of Faculty in Institutional Governance, and approve Policy #, Shared Governance. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered. New numbering will be added prior to the second reading.

**BACKGROUND**

The current policy only reflects the role of faculty in institutional governance. The proposed policy and procedure are inclusive and reflect the role of all employees and students in shared governance. Associated procedures were developed to support the policy and reflect the role of all employees and students in shared governance in promoting transparency on important issues affecting the College through collaboration, communication, and sharing of the various viewpoints.

**IMPACT OF THIS ACTION**

This policy was sent to the College community on October 1, 2021, and any comments will be reviewed and addressed prior to the second reading of the policy by the Board which is anticipated on November 1, 2021.

The procedure is provided for informational purposes and will not be voted on.

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

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1 - Summary of Changes

Attachment 2 - Policy VI-C: Policy on Role of Faculty in Institutional Governance (current policy)

Attachment 3 - Policy #, Shared Governance (proposed policy)

Informational Item Only:

Attachment 4 - Procedure #, Shared Governance (proposed procedures)

**RESOURCE PERSONNEL**

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## Policies and Procedures Summary of Changes

New Policy Number: ***TBA***

Proposed Policy Name: **Shared Governance**

Current Policy Number/Name: **VI-C, Policy on Role of Faculty in Institutional Governance**

New Procedure Number: ***TBA***

Proposed Procedure Name(s): **Shared Governance**

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

Action Recommended for Policy: **Rescind current and new proposed policy**

Action Recommended for Procedures: **New**

Web Links:

- VI-C, Policy on Role of Faculty in Institutional Governance, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-vi-c-policy-role-faculty-institutional-governance>

Primary Owner: Chancellor

Secondary Owner: Deputy Chancellor & President

Summary of Changes:

Rescind VI-C, Policy on Role of Faculty in Institutional Governance

- This current policy only reflects the role of faculty in institutional governance. The proposed policy and procedure are inclusive and reflect the role of all employees and students in shared governance.

Proposed policy on Shared Governance

- Reflects the role of all employees and students in shared governance.
- Includes statement that principles of diversity, equity, and inclusivity are also practices in the role of shared governance.
- Provides that the final decision-making rests with the Board and executive leaders.

Proposed procedure on Shared Governance

- Reflects the role of all employees and students in shared governance in promoting transparency on important issues affecting the College through collaboration, communication, and sharing of the various viewpoints.



### **Current Policy VI-C: Policy on Role of Faculty in Institutional Governance**

Because the instructional program is the central focus of San Jacinto College operations, the faculty have important roles in the governance of the institution because they are most directly involved in the teaching functions of the college. These roles include membership in the Faculty Organization, Chancellor's Cabinet and various campus and district committees.

The Faculty Organization is a channel of communications through which faculty use their expertise and experience in the development of college policies and the streamlining of college programs and processes.

The Faculty Organization solicits opinion concerning issues relating to conditions of professional employment education requirements; nepotism; duration of contract; and increment for post-graduate work; salary; leave policies; insurance; workload and office hour requirements; and professional growth requirements. Before final Board action is taken on these issues, faculty and administrative input is solicited through this committee, and consideration is given to faculty and administrative viewpoints before final Board decisions are made. The committee is given 30 days to collect faculty responses to inquiries about new policies and to develop its responses to proposed policies or to revisions in present policies.

<b>Policy #:</b>	<b>VI-C</b>
<b>Policy Name:</b>	<b>Policy on Role of Faculty in Institutional Governance</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>May 2, 1994</b>
<b>Revision/Reviewed Date:</b>	<b>June 7, 1999</b>
<b>Effective Date:</b>	<b>May 2, 1994, June 7, 1999</b>
<b>Associated Procedure:</b>	



**Policy #, Shared Governance**

**Purpose**

Shared governance is the process and forum through which faculty, staff, administrators, and students engage, contribute, and influence decisions regarding policy, procedures, and institutional practices at San Jacinto College.

**Policy**

San Jacinto College operates on a philosophy of shared governance that informs its decisions, practices, and structure. Representation in the governance of the College is achieved through various employee and student organizations. Shared governance pertains to all organizational levels at the College. Group formation is sponsored or endorsed by the Strategic Leadership Team (SLT) with employee and student representation serving on councils, committees, teams, task forces, and work groups appropriate to knowledge, skill, and expertise. By engaging all employees and students in this manner, the College attains the vision, achieves the mission, and accomplishes the strategic goals and annual priorities.

Shared Governance practices also include planning and organizing based on the principles of diversity and inclusivity, equity, innovation, shared accountability, partnerships, and process ownership at the service level.

It is the College’s practice and intent to follow a shared governance process; however, occasions may occur when the Board of Trustees and SLT must respond and make decisions quickly and in the best interest of the institution without shared governance involvement and contribution. In such cases, the Chancellor will provide timely communication to employees of the action taken on such matters. While participation in shared governance is important, the final responsibility for decision-making rests with the Board of Trustees and executive leaders of the institution.

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

**Associated Procedure**

Procedure #, Shared Governance

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Date of Board Approval	Anticipated November 1, 2021
Effective Date	Anticipated November 2, 2021
Primary Owner	Chancellor

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Attachment 3 – Proposed Policy

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Secondary Owner	Deputy Chancellor & President
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## Procedure #, Shared Governance

### Associated Policy

Policy #, Shared Governance

### Procedure

Effective governance requires the active participation of faculty, staff, administrators, and students. San Jacinto College’s philosophy of shared governance is substantiated in the vision, mission, and values of the College.

Shared governance promotes transparency on important issues affecting the College through collaboration, communication, and sharing of the various viewpoints to align and implement the strategic goals and annual priorities of the College. Collaboration and trust are integral to the partnerships created that support the overall academic quality of the institution and operational programs that are in the best interest of the College.

Instructional programs are the central focus of San Jacinto College operations. Faculty, faculty Department Chairs, and other leaders have important roles in the shared governance of the institution because they are directly involved in the teaching functions of the College that reinforce our commitment to student success.

The Shared Governance Structure for the College currently encompasses six categories. All active councils, committees, teams, employee organizations, and task forces will align under one of the following category types.

1. Academic and Technical
2. Student Support and Administrative
3. Employee Organizations
4. Values and Our People
5. Communication Forums
6. Workforce and Community

The Chancellor and other Strategic Leadership Team (SLT) members review input and recommendations from the various employee and student organizations and from campus and College-wide councils, committees, teams, task forces, and work groups. Additionally, under Policy II.2000A, *Policy and Procedure Development, Review, Revision, and Rescission*, changes to policies are submitted to the College community for feedback.

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Date of SLT Approval	September 28, 2021
Effective Date	Anticipated November 2, 2021
Associated Policy	Shared Governance

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Attachment 4 – Proposed Procedure

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Primary Owner of  
Policy Associated  
with the Procedure

Chancellor

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Secondary Owner of  
Policy Associated  
with the Procedure

Deputy Chancellor & President

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**Action Item “XXIII”  
Regular Board Meeting October 4, 2021  
Consideration of Approval of Chancellor’s Employment  
Contract with San Jacinto College District**

**ADMINISTRATION RECOMMENDATION/REPORT**

The Board of Trustees recommends the approval in the terms of the Chancellor’s contract as discussed in closed session at a Board Workshop Meeting on October 4, 2021. Furthermore, the Board authorizes the College’s outside counsel to incorporate the changes into an addendum to the Employment Contract dated October 8, 2019 and authorizes the Board’s Chair to sign the new agreement on behalf of the Board.

**BACKGROUND**

The Chancellor’s current employment contract took effect on October 8, 2019 and will be amended to continue through October 4, 2024. The contract defines the Chancellor’s requirement for employment, compensation, annual performance evaluation process, and other obligations as indicated.

**IMPACT OF THIS ACTION**

In accordance with Section 551.074 of the Texas Government Code, 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, the evaluation of the Chancellor was reviewed in closed session of the Board Workshop on October 4, 2021. The details of the contract reviewed in the closed session will be incorporated in the terms of a contract addendum.

The proposed addendum to the Chancellor’s employment contract will be effective on October 5, 2021 and will continue through October 4, 2024.

Approval of this action will modify the Chancellor’s current contract effective October 8, 2019.

**BUDGET INFORMATION**

The funding is provided in the 2021-2022 budget.

**MONITORING AND REPORTING TIMELINE**

The Chancellor is required to prepare annual performance objectives for approval by the Board of Trustees. Additionally, the Board of Trustees evaluates and assesses the performance of the Chancellor annually.

**ATTACHMENTS**

None

**Action Item “XXIII”  
Regular Board Meeting October 4, 2021  
Consideration of Approval of Chancellor’s Employment  
Contract with San Jacinto College District**

**RESOURCE PERSONNEL**

Sandra Ramirez                      281-991-2648                      sandra.ramirez@sjcd.edu

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
PURCHASE RECAP  
October 4, 2021**

**PURCHASE REQUESTS AND CONTRACT RENEWALS**

Purchase Request #1 Additional Funds for Architectural Services for Generation Park Parking Lot (pg. 2)	\$ 70,000
Purchase Request #2 Additional Funds for Architectural Services for Central Campus Welcome Center Extended Site Development (pg. 3)	\$ 40,000
Purchase Request #3 Additional Funds for Computer Leasing and Equipment (pg. 4)	\$ 730,000
Purchase Request #4 Purchase Technology Services (pgs. 5-6)	\$ 195,000
Purchase Request #5 Contract for Catering Services (pgs. 7-8)	\$ 145,000
Purchase Request #6 Contract for Turnkey Magazine Services (pgs. 9-11)	<u>\$ 322,350</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b><u><u>\$ 1,502,350</u></u></b>

**Purchase Request #1**  
**Regular Board Meeting October 4, 2021**  
**Consideration of Approval of Additional Funds for Architectural Services for**  
**Generation Park Parking Lot**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for architectural services from Page Southerland Page, Inc. (Page) for the continued development of the Generation Park Campus.

**BACKGROUND**

In June 2016, the Board approved a pool of architects for 2015 Bond projects selected through a request for qualifications process, #16-15. Architectural services are classified as professional services pursuant to Texas Government Code Section 2254 and are awarded based on the firm's qualifications relative to the project. In April 2020, the Board approved a contract with Page to design the additional parking lot at Generation Park.

**IMPACT OF THIS ACTION**

Approval of this request will release the Architect to develop a concept and cost estimate for connecting the campus to West Lake Houston Parkway. As part of the requested services a rendering and model suitable for advertising the future development of the campus will be created. Design development and construction documents will be submitted as a separate proposal for later approval, if required.

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

In April 2020, the Board approved a lump sum of \$260,000 for architectural services including reimbursables. This request will increase the total contract value by \$70,000 for a total of \$330,000. This expenditure will be funded from the budget previously approved for the development of the Generation Park Campus.

**MONITORING AND REPORTING TIMELINE**

The additional architectural design is scheduled to begin upon approval. This project will be monitored by capital projects personnel with program management provided by AECOM.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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Genevieve Freeman-Scholes	281-998-6348	genevieve.scholes@sjcd.edu

**Purchase Request #2**  
**Regular Board Meeting October 4, 2021**  
**Consideration of Approval of Additional Funds for Architectural Services for**  
**Central Campus Welcome Center Extended Site Development**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for architectural services from Page Southerland Page, Inc. (Page) for the Central Campus Welcome Center Extended Site Development.

**BACKGROUND**

In June 2016, the Board approved a pool of architects for 2015 Bond projects selected through a request for qualifications process, #16-15. Architectural services are classified as professional services pursuant to Texas Government Code Section 2254 and are awarded based on the firm's qualifications relative to the project. In October 2020, the Board approved a contract with Page for design services for extended site development to the Central Campus entry from Luella Boulevard, adjacent to the Welcome Center.

**IMPACT OF THIS ACTION**

Approval of this request will release the Architect to provide cost estimation and design services for a monument to be constructed within the roundabout of the new campus entrance.

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

In October 2020, the Board approved a fee of \$126,000 and reimbursables of \$5,000 for architectural services. This request will increase the total fee by \$38,000 and \$2,000 for reimbursables for totals of \$166,000 and \$7,000 respectively. These expenditures will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

The additional architectural design is scheduled to begin upon approval and is estimated to be completed by December 2021. This project will be monitored by capital projects personnel with program management provided by AECOM.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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Genevieve Freeman-Scholes	281-998-6348	genevieve.scholes@sjcd.edu



**Purchase Request #3**  
**Regular Board Meeting October 4, 2021**

**Consideration of Approval of Additional Funds for Computer Leasing and Equipment**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for computer leases and equipment purchases from Dell Financial Services, LLC for the College.

**BACKGROUND**

The College's information technology services department leases essential use technology equipment. The leased equipment includes laptops, desktop computers and monitors, and accessories for the entire College. The leased equipment provides employees and students access to reliable and state of the art technology equipment.

Dell Financial Services, LLC has a contract through the Texas Department of Information Resources (DIR) cooperative contracts program to provide computer leases and equipment, contract #DIR-TSO-3763, and complies with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

**IMPACT OF THIS ACTION**

Leasing computers from Dell Financial Services allows the College to schedule the replacement of equipment nearing end of life and ensures the use of new technology. This request will allow all current leases to continue without interruption.

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

In August 2021, the Board approved an expenditure of \$950,000 for computer leases and equipment. This request will increase the total amount approved by \$730,000 to a total of \$1,680,000. This expenditure will be funded from the information technology services department's 2021-2022 operating budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

**Purchase Request #4**  
**Regular Board Meeting October 4, 2021**  
**Consideration of Approval to Purchase Technology Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve an expenditure for laptop delivery and retrieval services, and disposal and recovery services from CompuCycle Inc. for the information technology services (ITS) department.

**BACKGROUND**

In response to COVID-19, the conversion to online instruction and remote services requires students have access to laptops compatible with the College's instructional software and systems. In order to address this need, the College procured laptops funded from the Higher Education Emergency Relief Fund (HEERF) and provided laptops to students in need through a laptop loaner program. There are currently over 840 students using laptops through this program. To support the scale of logistics, the College engaged the services of CompuCycle Inc. to prepare, maintain, clean, store, deliver, and pickup laptops at student home addresses. The College has received additional HEERF funding which will provide continued backing for these services.

CompuCycle Inc. has a contract through the TIPS USA cooperative contracts program to provide laptop delivery and retrieval services, contract #200105. This contract complies with competitive procurement requirements as required by the federal Uniform Guidance 2 CFR Part 200, Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

**IMPACT OF THIS ACTION**

These services are required to continue the efficient delivery and retrieval of College-owned laptops for students at their homes. Discontinuing these services would impose a barrier to technology access, particularly for those students that cannot travel to campus to receive a laptop. Furthermore, discontinuing the services would require the need to hire staff to maintain, distribute, and receive laptops onsite at the College.

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

The estimated annual expenditure for this request for the 2021-2022 fiscal year is \$195,000 and will be funded from the Higher Education Emergency Relief Fund.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

**Purchase Request #4**  
**Regular Board Meeting October 4, 2021**  
**Consideration of Approval to Purchase Technology Services**

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**Purchase Request #5**  
**Regular Board Meeting October 4, 2021**  
**Consideration of Approval to Contract for Catering Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a pool of catering firms for use for College events.

**BACKGROUND**

Request for proposals #22-02 was issued on August 3, 2021 to procure full catering services for events on an as needed basis. Seven responses were received and evaluated by a team comprised of representatives from multiple departments across the College who are responsible for coordinating events and who utilize the services of catering firms. The committee determined the proposals submitted by the following seven catering firms will provide an appropriate variety of options to select from for any type of event. The companies include: Corporate Caterers South Houston, Jason's Deli, Nuksy's Fine Catering LLC, Salata, Savannah Café and Bakery, Southern Ice Cream, and Sweet Dreams Gourmet Sugar Bunch Creations.

**IMPACT OF THIS ACTION**

Catering services are utilized by the College for a variety of events, ranging from small group events to events for hundreds of individuals. Access to multiple catering companies will provide options that are best suited for event, ensure availability and offer a variety from which to choose that fits every budget.

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

The estimated annual expenditure is \$145,000 and will be funded from multiple departments' 2021-2022 operating budgets and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

The initial one-year award term will commence on October 5, 2021, with renewal options of four one-year terms.

**ATTACHMENTS**

Attachment 1 – Evaluation Summary

**RESOURCE PERSONNEL**

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Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

**ATTACHMENT NO. 1  
Evaluation Summary  
RFP 22-02 Catering Services**

<b>Stated Criteria</b>	<b>Maximum Value</b>	<b>Corporate Caterers South Houston</b>	<b>Jason's Deli</b>	<b>Nuksy' Fine Catering LLC</b>	<b>Salata</b>	<b>Savannah Café and Bakery</b>	<b>Southern Ice Cream</b>	<b>Sweet Dreams Gourmet Sugar Bunch Creations</b>
Qualifications and Experience of Firm	<b>120</b>	101	108	118	75	103	100	114
Qualifications and Experience of Personnel	<b>100</b>	89	45	99	41	69	74	99
Project Understanding Approach and Management	<b>100</b>	85	92	97	63	97	70	94
Price Proposal	<b>80</b>	57	50	80	34	44	41	63
<b>Total (100 x 4 Evaluators)</b>	<b>400</b>	<b>332</b>	<b>295</b>	<b>394</b>	<b>213</b>	<b>313</b>	<b>285</b>	<b>370</b>

**Final Ranking**

	<b>Vendor Name</b>	<b>Total Score</b>
1	Nuksy's Fine Catering LLC	394
2	Sweet Dreams Gourmet Sugar Bunch Creations	370
3	Corporate Caterers South Houston	332
4	Savannah Café and Bakery	313
5	Jason's Deli	295
6	Southern Ice Cream	285
7	Salata	213

**Purchase Request #6**  
**Regular Board Meeting October 4, 2021**  
**Consideration of Approval to Contract for Turnkey Magazine Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Aperture Content Marketing for turnkey magazine services for the external relations department.

**BACKGROUND**

Aperture Content Marketing has exhibited a highly satisfactory record of service with the College. Aperture has published the CareerFocus magazine for San Jacinto College for more than a decade. The magazine is published and distributed three times per year prior to the start of each long semester (fall, spring, and summer), and is a vital tool to market and promote the College. Printing the CareerFocus magazine allows the College to customize content that provides pertinent information so potential students, current students, and families can make informed decisions regarding enrolling at the College. While Aperture designs, prints, and mails the publication to every household in the College district, as well as every student and employee that resides outside of the College district, all content is created and owned by the College. The external relations department works with College and department leadership and staff to create the story concept for each issue. The team then interviews subjects, writes the articles, takes the photos, and designs the ads.

CareerFocus magazine also includes an online component and social media campaign for each issue. These digital components increase the potential reach for the magazine's customized content, which reaches an audience outside of the College district.

Request for proposals #22-03 was issued on August 5, 2021 to procure turnkey magazine services. Four responses were received and evaluated by a team comprised of representatives from marketing and public relations who determined the proposal submitted by Aperture Content Marketing will provide the best value to the College.

**IMPACT OF THIS ACTION**

CareerFocus magazine enhances the College's image, promotes enrollment possibilities, and increases potential reach to an audience within and outside of the College district. If the magazine were to be produced in-house it would require additional manpower to perform the research, design and layout of the magazine, and the mailing would be at a higher postage rate than offered by Aperture. This magazine is a syndicated product, of which most of the production is performed on the College's behalf. The external relations team will continue to work closely with Aperture to tailor the magazine content to promote and enhance the image of San Jacinto College.

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

The estimated annual expenditure is \$322,350 and will be funded from the marketing and public relations 2021-2022 operating budget and subsequent year budgets.

**Purchase Request #6**  
**Regular Board Meeting October 4, 2021**  
**Consideration of Approval to Contract for Turnkey Magazine Services**

**MONITORING AND REPORTING TIMELINE**

The initial two-year award term will commence on October 10, 2021, with renewal options of three one-year terms.

**ATTACHMENTS**

Attachment 1 – Evaluation Summary

**RESOURCE PERSONNEL**

Amanda Fenwick	281-998-6160	amanda.fenwick@sjcd.edu
Jacquelynn Conger	281-998-6107	jacquelynn.conger@sjcd.edu
William Stinson	281-998-6378	william.stinson@sjcd.edu

**ATTACHMENT NO. 1**

**RFP 22-03 Turnkey Magazine Services  
Evaluation Summary**

<b>Stated Criteria</b>	<b>Maximum Value</b>	<b>Aperture Content Marketing</b>	<b>Mittera Group Inc</b>	<b>Versa Creative</b>	<b>LP Printing</b>
Qualifications and Experience of Firm	<b>60</b>	56	58	50	33
Qualifications and Experience of Personnel	<b>40</b>	37	35	33	8
Project Understanding, Approach, and Management	<b>140</b>	127	130	106	47
References	<b>40</b>	37	33	23	13
Price Proposal	<b>120</b>	120	92	72	88
<b>Total (100 x 4 Evaluators)</b>	<b>400</b>	<b>377</b>	<b>348</b>	<b>284</b>	<b>189</b>

**Final Ranking**

	<b>Vendor Name</b>	<b>Total Score</b>
1	Aperture Content Marketing	377
2	Mittera Group Inc	348
3	Versa Creative	284
4	LP Printing	189



**Item "A"**  
**Regular Board Meeting October 4, 2021**  
**Approval of the Minutes for the September 16, 2021**  
**Workshop and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the September 16, 2021, Workshop and Regular Board Meeting.

## San Jacinto College District Board Workshop September 16, 2021

The Board of Trustees of the San Jacinto Community College District met at 5:00 p.m., Thursday, September 16, 2021, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. This workshop was originally scheduled for Monday, September 13, 2021 but was postponed due to weather.

### MINUTES

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Marie Flickinger, Dan Mims, John Moon, Jr., Larry Wilson <b>Absent:</b> Erica Davis Rouse, Keith Sinor, Dr. Ruede Wheeler <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Sandra Ramirez, Mandi Reiland, Laurel Williamson, Teri Zamora
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Board Chair, Marie Flickinger, called the workshop to order at 5:00 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Chair Marie Flickinger conducted a roll call of the Board members:  Erica Davis Rouse (absent) Dan Mims, John Moon, Jr., Keith Sinor (absent) Dr. Ruede Wheeler (absent) Larry Wilson
<b>III.</b>	<b>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: Legal Matters, Real</b>	Chair Flickinger adjourned to closed session at 5:02 p.m.  Board members, Chancellor Hellyer, Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for the closed session.  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 Matters - 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,

	<b>Estate Matters, and Personnel Matters</b>	duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	Chair Flickinger reconvened to open meeting at 6:32 p.m.  Dr. Laurel Williamson joined the meeting.
<b>V.</b>	<b>Update on COVID and Fall Enrollment</b>	<p>Teri Zamora provided an update on COVID and fall enrollment. The College is operating the same way as the last time an update was provided to the Board of Trustees. The Harris County Public site locations at the College have dropped from administering 150 vaccinations to approximately 100 a day but is still providing testing to a substantial number daily.</p> <p>Teri provided an overview of the COVID Dashboard and explained how the graph is read. The vast majority of COVID cases have originated off-campus. She covered a chart with the recent area COVID metrics that showed the number of cases in Harris County peaked in August and appear to be decreasing this month.</p> <p>She provided a recap of where we are with the Higher Education Emergency Relief Funding (HEERF). We have expended \$8.7 million of the institutional funds and have committed \$24.6 million, leaving \$10.9 million left to allocate. We received \$2.2 million of Hispanic Serving Institutional funds in August and have not allocated it yet. We have already delivered \$22.3 million in emergency student funds and have \$6.9 million remaining to disburse in the fall and spring. Enrollment is currently up two percent compared to fall 2020 and down three percent compared to fall 2019.</p> <p>Teri provided an update on the initiatives the College has implemented to increase enrollment. We had a total of 5,060 students retake courses, and 2,409 students have applied for the 21Forward Scholarship. Regarding the Promise Program, we had 203 students complete the 2020 cohort and 382 students enrolled in the 2021 cohort. The 2022 Promise Cohort is underway and will have funding designated from the Student Success Funds.</p> <p>Dan Mims asked if the student participation we are seeing in the 21Forward Scholarship aligns with what we had anticipated.</p>

		<p>Dr. Brenda Hellyer responded that the numbers we are seeing in 21Forward Scholarship and the Promise Program are strong especially given how late the 21Forward Scholarship option was announced and both programs may apply to the same students.</p> <p>Dan questioned why a student would choose the Promise Program over the 21Forward Scholarship.</p> <p>Brenda responded that the Promise Program requires students to take 12 hours and funds tuition and course books, and the student also receives some additional support. The 21Forward Scholarship covers tuition but not the books.</p>
<p><b>VI.</b></p>	<p><b>Review of JCAR Submission to Texas School Safety Center</b></p>	<p>Brenda stated the Junior College Assessment Report (JCAR) is an informational report to the Board of Trustees which was due yesterday. The intent was to review it with the Trustees on Monday, September 13, but the meeting was postponed due to Hurricane Nicholas. A note was made indicating the report was submitted, and the Board of Trustees was updated after the submission.</p> <p>Teri provided an overview of the JCAR and explained the College is required to submit this report every three years. The report is a self-assessment type document that covers the following areas: Environmental Design, Police and Security, Emergency Management, IT Security, Environmental Health and Safety, Facilities, Business Continuity, Policies, and Communications totaling 764 questions. Of the 764 questions, eight questions required a response of “no” indicating the item is not currently in place but will be considered. One of the questions required a response of “true,” indicating the item is not currently completely in place, but all actions are in progress to fully implement. A full report for the campus leadership has been prepared citing all questions for which “no” was entered, along with corresponding recommendations. She outlined the questions that were asked and comments and recommendations that were received.</p> <p>She added that a Higher Education Climate Survey was also circulated to 30,723 employees and students to provide their feedback on safety issues. We received 1,699 responses determining that people are happy with the safety of the College but indicated some areas of improvement which the Strategic Leadership Team (SLT) will review.</p>

<p><b>VII.</b></p>	<p><b>Update on 2021 Property Tax Rate Adoption Process</b></p>	<p>Teri provided an update on the 2021 Property Tax Rate Adoption Process. She explained the no-new-revenue tax rate means the College will receive the same amount of property taxes on existing property as the previous year and any new properties will be additional. There is a voter-approval tax rate which is approximately eight percent more than last year in which we would have to have an election. The College is proposing a tax rate at \$0.167967; this is higher than the no-new-revenue rate of \$0.162566 but lower than the voter-approval rate. Traditionally, we have tried to go with the no-new-revenue rate, but due to changes in the statute that governs the calculation of the no-new-revenue-rate, we are having to assume we will lose any outstanding cases that have not been settled yet when we calculate our no-new-revenue rate. This is a new requirement but is exacerbated by the fact that we have a lot of outstanding cases due to COVID.</p> <p>Teri provided an overview of the College’s historical tax rates which shows a decrease in tax rates beginning in 2017. She provided a graph to show the number of protests that were filed in 2004 through 2020 and highlighted the increase in outstanding property tax cases due to COVID. As suits and arbitrations settle, the College could owe up to \$4.3 million to taxpayers. The College’s response to this is to assume a 98.16% collection rate on M&amp;O taxes. Teri explained the timeline for this process after tonight’s approval. The Board of Trustees are being asked to approve the 2021 proposed tax rate, review of final no-new-revenue and voter-approved tax rate calculations and approve the date to adopt the tax rate as an action item at tonight’s Board Meeting.</p>
<p><b>VIII.</b></p>	<p><b>Review Plan for Naming Opportunities at the Maritime Campus</b></p>	<p>Brenda explained the College would like to move forward with starting a fundraising effort to expand the naming at the Maritime Center. Tonight’s action item asks the Board of Trustees to approve that the Bridge Simulation Suite be named after the Houston Pilots Association, East Campus Dock be named after G&amp;H Towing Company, and West Campus Dock be named after LBC Tank Terminals. A draft of the campaign brochure was distributed to the Trustees. Teri Crawford, through the Foundation, and John Stauffer, with Maritime, will start meeting with potential donors. This fundraising idea was brought up during the Maritime Advisory Council meeting, and there was a lot of interest of companies wanting to name classrooms and have their branding displayed like what has been done at the</p>

		LyondellBasell Center for Petrochemical, Energy, and Technology.
<b>IX.</b>	<b>Notification of Program Closure for Associate of Applied Science, Cosmetology Instructor</b>	Dr. Laurel Williamson notified the Board of the program closure for the Associate of Applied Science, Cosmetology Instructor and explained this closure was in response to a decision by the Texas Legislature due to eliminating the state licensing requirement for cosmetology instructors. The College had a pathway within our cosmetology program for cosmetology instructor, but due to decisions by the State Legislature, this is no longer a viable path in the industry. We have eighteen students who were enrolled in this program. We will teach them out and they are all on the path to complete in December. We will then be closing the program and will not accept any new students into the track. A notification was sent to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the Texas Higher Education Coordinating Board (THECB) was already aware that all Texas colleges will be closing this program. The faculty who are teaching in this pathway will be moved to teach regular cosmetology courses, and we will likely need fewer part-time faculty in the cosmetology program.
<b>X.</b>	<b>Update on State and Federal Legislative Sessions</b>	<p>Brenda provided a brief update on the State and Federal legislative sessions and asked the Board to review the distributed document. On the Federal side, the House Representatives and the Senate are currently in recess and will reconvene later this month. We anticipate the various appropriations requests will start moving forward upon reconvening.</p> <p>On the State side, the third special legislative session is kicking off next week, and it is estimated that there will be \$16 billion of federal CARES Act funding that will be allocated. Some of these dollars have already been set aside for other projects. The Texas Association of Community Colleges (TACC) is putting together a request of approximately \$325 million of that \$16 billion to allocate \$75 million to the TRUE workforce initiative and the other \$250 million would go toward strengthening college capacity to allow colleges to upgrade equipment, facilities, and technology capabilities. TACC has put together an allocation method that is based 50% on enrollment, 25 percent based on the loss of first time in college (FTIC), and 25 percent based on unemployment in the regions. TACC has begun having</p>

		these conversations with the legislative staff and have not received much resistance.
<b>XI.</b>	<b>Review of Calendar</b>	Brenda reviewed the calendar with the Board and highlighted important upcoming events. She informed them the Generation Park grand opening that was postponed due to Hurricane Nicholas is in the process of being rescheduled. The September Building and Finance Committee meetings have been cancelled.
<b>XII.</b>	<b>General Discussion of Meeting Items</b>	Brenda commented that we are having legal look at the federal mandate around vaccinations that President Biden signed. The College is a federal contractor because of our NASA contracts, so we are looking at how that might apply. She and a few others will be participating in an information session around what this vaccination requirement means and will continue monitoring the state and local aspects around this mandate.
<b>XIII.</b>	<b>Adjournment</b>	Chair Marie Flickinger adjourned the meeting at 6:56 p.m.

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

**September 16, 2021**

**The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Thursday, September 16, 2021, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. This meeting was originally scheduled for Monday, September 13, 2021 but was postponed due to weather.**

**Board of Trustees:** Marie Flickinger, Chair  
Dan Mims  
John Moon, Jr., Vice Chair  
Larry Wilson

**Absent:** Erica Davis Rouse, Assistant Secretary  
Keith Sinor, Secretary  
Dr. Ruede Wheeler

**Chancellor:** Brenda Hellyer

**Others Present:**

Rhonda Bell	DeRhonda McWaine
Jacquelynn Conger	Courtney Morris
Teri Crawford	Kevin Morris
Destry Dokes	Alexander Okwonna
Teddy Farias	Joe Pena
Amanda Fenwick	JR Ragaisis
Rebecca Goosen	Sandra Ramirez
Kevin Hale	Mandi Reiland
Allatia Harris	Sherilyn Reynolds
Bo Hopper	Rob Stanicic
Carin Hutchins	Kris Thompson
Robert Jeter III	Juan Translavina
Bryan Jones	Van Wigginton
Matt Keim	Chris Wild
Aaron Knight	Laurel Williamson
Ann Kokx-Templet	Teri Zamora

**Call the Meeting to order:** Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:06 p.m.

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

Erica Davis Rouse (absent)  
Dan Mims  
John Moon, Jr.  
Keith Sinor (absent)



Dr. Ruede Wheeler (absent)  
Larry Wilson

**Invocation and Pledges to the Flags:**

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

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

1. Dr. Brenda Hellyer and Chair Marie Flickinger presented the kick-off of the San Jacinto College 60<sup>th</sup> Anniversary recognition. A video was shown featuring two alums speaking about their time at the College. The video errored and was not able to play in its entirety but is available on the College website at <https://www.sanjac.edu/60th-anniversary>. Alumna Juan Traslavina spoke on his experience at San Jacinto College.

**Communications to the Board:**

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

1. September Opportunity News
2. Braskem Tax Letter

**Public Comment:**

Citizen desiring to speak before the Board:

1. Robert Jeter III

**Informative Reports:**

Chair Marie Flickinger indicated such reports were available in the Board documents and online. She stated that the Board building and finance committee minutes were included and posted in the Board book as an informational item. They were not listed on the agenda but will be added on the agenda as an informational item.

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

**Motion 10132  
Consideration of  
Approval of  
Amendment to the  
2021-2022 Budget for  
Restricted Revenue  
and Expenses  
Relating to Federal  
and State Grants**

Motion was made by Larry Wilson, seconded by John Moon, Jr., for approval of Amendment to the 2021-2022 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Motion Carried.

Yeas: Flickinger, Mims, Moon, Jr., Wilson  
Nays: None

Absent: Davis Rouse, Sinor, Wheeler

**Motion 10133  
Consideration of  
Approval of Policy  
III.3008.B,  
Communicable  
Disease – Second  
Reading**

Motion was made by John Moon, Jr., seconded by Dan Mims, for approval of Policy III.3008.B, Communicable Disease – Second Reading.

Motion Carried.

Yeas: Flickinger, Mims, Moon, Jr., Wilson  
Nays: None  
Absent: Davis Rouse, Sinor, Wheeler

**Motion 10134  
Consideration of  
Approval of Policy  
II.2001.A, Substantive  
Change – Second  
Reading**

Motion was made by Dan Mims, seconded by John Moon, Jr., for approval of Policy II.2001.A, Substantive Change – Second Reading.

Motion Carried.

Yeas: Flickinger, Mims, Moon, Jr., Wilson  
Nays: None  
Absent: Davis Rouse, Sinor, Wheeler

**Motion 10135  
Consideration of  
Approval of 2021  
Proposed Tax Rate,  
Review of Final No-  
New-Revenue and  
Voter-Approval Tax  
Rate Calculations and  
Approve Date to  
Adopt Tax Rate**

Motion was made by Larry Wilson, seconded by Dan Mims, for approval of 2021 Proposed Tax Rate, Review of Final No-New-Revenue and Voter-Approval Tax Rate Calculations and Approve Date to Adopt Tax Rate.

Motion Carried.

Yeas: Flickinger, Mims, Moon, Jr., Wilson  
Nays: None  
Absent: Davis Rouse, Sinor, Wheeler

**Motion 10136  
Consideration of  
Approval of  
Interlocal Agreement  
with Texas Parks and  
Wildlife Department**

Motion was made Dan Mims, seconded by John Moon, Jr., for approval of Interlocal Agreement with Texas Parks and Wildlife Department.

Motion Carried.

Yeas: Flickinger, Mims, Moon, Jr., Wilson  
Nays: None  
Absent: Davis Rouse, Sinor, Wheeler

**Motion 10137  
Consideration of  
Approval of Naming  
of the Facility and**

Motion was made by Larry Wilson, seconded by John Moon, Jr., for approval of Naming of the Facility and Specified Rooms and Spaces at the San Jacinto College Maritime Campus.

**Specified Rooms and Spaces at the San Jacinto College Maritime Campus**

Motion Carried.

Yeas: Flickinger, Mims, Moon, Jr., Wilson

Nays: None

Absent: Davis Rouse, Sinor, Wheeler

**Consideration of Approval of Policy #, Safety in the Teaching/Learning Environment – First Reading (Informational Item)**

Consideration of Approval of Policy #, Safety in the Teaching/Learning Environment – First Reading (Informational Item)

No vote required.

**Consideration of Approval of Policy #, Scheduling Classes – First Reading (Informational Item)**

Consideration of Approval of Policy #, Scheduling Classes – First Reading (Informational Item)

No vote required.

**Consideration of Approval of Rescission of Policy IV-C-10, Policy on Duty Hours – First Reading - (Informational Item)**

Consideration of Approval of Rescission of Policy IV-C-10, Policy on Duty Hours – First Reading - (Informational Item)

No vote required.

**Consideration of Approval of Rescission of Policy IV-C-15, Policy on Teaching Classes Outside Normal Duties – First Reading - (Informational Item)**

Consideration of Approval of Rescission of Policy IV-C-15, Policy on Teaching Classes Outside Normal Duties – First Reading - (Informational Item)

No vote required.

**Consideration of Approval of Rescission of Policy IV-E 15, Policy on Educational Advancement – First Reading - (Informational Item)**

Consideration of Approval of Rescission of Policy IV-E 15, Policy on Educational Advancement – First Reading - (Informational Item)

No vote required.

**Consideration of Approval of Rescission of Policy VI-B, Regarding Planning Research – First Reading - (Informational Item)**

Consideration of Approval of Rescission of Policy VI-B, Regarding Planning Research – First Reading - (Informational Item)

No vote required.

**Consideration of Approval of Policy #, Renewal and Non-Renewal of Contractual Employees – First Reading - (Informational Item)**

Consideration of Approval of Policy #, Renewal and Non-Renewal of Contractual Employees – First Reading - (Informational Item)

No vote required.

**Motion 10138 Consideration of Purchasing Requests**

Motion was made by Dan Mims, seconded by Larry Wilson, for approval of the purchasing requests.

Purchase Request #1	
Contract for Architectural Services for the North Campus Industrial Technology Building	\$145,000
Purchase Request #2	
Additional Funds for Landscaping Services	575,000
Purchase Request #3	
Contract Renewal for Video Production Services	262,365
Purchase Request #4	
Contract for Moving Services	150,000
Purchase Request #5	
Replacement of North Campus Gym Flooring	160,885
Purchase Request #6	
Contract for Energy Efficiency Upgrade Loan	<u>4,722,118</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$6,015,368</b>

Motion Carried

Yeas: Flickinger, Mims, Moon, Jr., Wilson

Nays: None

Absent: Davis Rouse, Sinor, Wheeler

**Motion 10139  
Consent Agenda**

Motion was made by Larry Wilson, seconded by John Moon, Jr., to approve the consent agenda.

- A. Approval of the Minutes for the August 2, 2021, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, 2021-2022 Stipends and Market Premiums, 2021-2022 Part-Time Hourly Rate Schedule, Extra Service Agreements
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting on October 4, 2021

Motion Carried.

Yeas: Flickinger, Mims, Moon, Jr., Wilson

Nays: None

Absent: Davis Rouse, Sinor, Wheeler

**Items for Discussion/  
Possible Action**

There were no additional items discussed.

**Adjournment:**

Chair Marie Flickinger adjourned the meeting at 7:36 p.m.

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve budget transfers for August 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, Academic Support, Student Services, Institutional Support, and Operation and Maintenance of Plant) as defined by the National Association of College and University Business Officers (NACUBO). Realizing that the budget is a living document that reflects the evolving needs of the College in terms of meeting goals and objectives, occasional movement of budgeted funds between cost elements is desirable and warranted. The budget transfers under consideration represent previously authorized expenditures that are requested to be reclassified from one cost element to another cost element.

### **IMPACT OF THIS ACTION**

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

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

This request is a reclassification of existing authorizations.

### **MONITORING AND REPORTING TIMELINE**

None

### **ATTACHMENTS**

Attachment 1 – Budget Transfers

### **RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu
Dianne Duron	281-998-6347	dianne.duron@sjcd.edu

SAN JACINTO COLLEGE DISTRICT  
 Budget Transfers related to Fiscal Year 2020-21  
 for August 2021

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 119,131	\$ 16,421
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 5,322	\$ 118,382
STUDENT SERVICES	\$ 8,000	\$ -
INSTITUTIONAL SUPPORT	\$ 8,550	\$ 21,844
PHYSICAL PLANT	\$ 46,844	\$ 31,200
AUXILIARY ENTERPRISES	\$ -	\$ -
	<b>\$ 187,846</b>	<b>\$ 187,846</b>

**RECOMMENDATION**

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

**District-Wide**

Department

Health Science Programs

Affiliation Entity

Encompass Rehabilitation Hospital of  
Pearland

Health Science Programs

Encompass Rehabilitation Hospital of The  
Woodlands

**North Campus**

Department

Nursing Program

Affiliation Entity

Harris County Department of Education

Nursing Program

Health Services Management of Texas, LLC

Nursing Program

River Oaks Hospital and Clinics

Nursing Program

Laurel Court

**RATIONALE**

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

**FISCAL IMPLICATIONS TO THE COLLEGE**

N/A

**CONTACT PERSONNEL**

Daniel J. Snooks, Attorney  
Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu



**Item “E”**  
**Regular Board Meeting October 4, 2021**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, November 1, 2021.