

***Board of Trustees  
Meeting***

***December 12, 2022***

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

The Board of Trustees of the San Jacinto Community College District will meet for a Board workshop at 5:15 p.m., Monday, December 12, 2022, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

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

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

**BOARD WORKSHOP  
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes:**
  - a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
  - b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
- IV. Reconvene in Open Meeting**
- V. Review of 2021-2022 Annual Comprehensive Financial Report**
- VI. Review of Highlights from 2021-2022 Financials**
- VII. Update on New Programs**
  - a. Heavy Equipment/Crane Technology (Diesel Technology) AAS Degree Program
  - b. Biotechnology Laboratory Sciences AAS Degree Program
  - c. Engineering Technology AAS Degree Program
  - d. Plumbing Certificate
- VIII. Update on State and Federal Legislative Sessions and the Texas Commission on Community College Finance**
- IX. Review of Board Election Calendar**
- X. Review of Calendar**
- XI. General Discussion of Meeting Items**

## a. Additional Purchasing Support Documents

### 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, December 8, 2022, this notice was posted to the College’s website, on a bulletin board located at a place convenient to the public at the administrative building of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, and is readily accessible to the public upon request.

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

The Board of Trustees of the San Jacinto Community College District will meet for a regularly scheduled Board meeting at 7:00 p.m. on Monday, December 12, 2022, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

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

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

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

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

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

The form must be completed prior to 11:00 a.m. on December 12, 2022. After completion of the form, the requestor will be contacted with further instructions. Registered participants will be allotted five minutes to address the Board of Trustees during the "Public Comment" portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

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

**BOARD MEETING  
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Moment of Silence, Invocation, and Pledge to the Flags**
- IV. Special Announcements, Recognitions, Introductions, and Presentations**

Recognition of the Fiscal Affairs Department for Receiving the Certificate of Achievement for Excellence in Financial Reporting Teri Zamora

Presentation of the Agency Trilogy Award from the FBI-LEEDA (Law Enforcement Executive Development Association) Teri Zamora

- V. Student Success Presentations**

- 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 October 2022
    - b. San Jacinto College Monthly Investment Report October 2022
  - B. San Jacinto College Foundation Financial Statements
    - a. October 2022
    - b. Financial Audit Years Ended June 30, 2022 and 2021
  - C. Capital Improvement Program

### **ACTION ITEMS**

- IX. Consideration of Approval of Amendment to the 2022-2023 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Acceptance of the 2021-2022 Annual Comprehensive Financial Report**
- XI. Consideration of Approval of Tuition Discount for Employee Dependents and Spouse**
- XII. Consideration of Approval of 2023-2024 Academic Calendar**
- XIII. Consideration of Approval of Memorandum of Understanding with Sheldon ISD for KNIT Dual Credit Program**
- XIV. Consideration of Approval of Memorandum of Understanding with Humble ISD for Dual Credit**
- XV. Consideration of Approval of Rescission of Policy VI-R: Policy on Enrollment in San Jacinto College Children's Center - First Reading (Informational Item)**

### **PURCHASING REQUESTS**

- XVI. Consideration of Purchasing Requests**

### **CONSENT AGENDA**

- XVII. Consent Agenda**

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

  - A. Approval of the Minutes for the November 7, 2022, Workshop and Regular Board Meeting**
  - B. Approval of the Budget Transfers**
  - C. Approval of Personnel Recommendations, 2022-2023 PT Hourly Rate Schedule, Extra Service Agreements**
  - D. Approval of the Affiliation Agreements**
  - E. Approval of the Next Regularly Scheduled Meeting**

## **XVIII. Items for Discussion/Possible Action**

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

## **XIX. Adjournment**

### **Closed Session Authority**

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

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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San Jacinto College Financial Statements  
October 2022

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

<u>Assets</u>	<u>2022</u>	<u>2021</u>
<b>Current assets:</b>		
Cash and cash equivalents	\$ 60,214,047	\$ 78,075,423
Investments	25,523,299	-
Accounts receivable - taxes	5,838,707	5,037,790
Accounts receivable	22,391,870	20,896,613
Deferred charges	2,654,641	1,908,546
Inventories	422,438	550,602
Total current assets	<u>117,045,003</u>	<u>106,468,974</u>
<b>Noncurrent assets:</b>		
Restricted cash and cash equivalents	85,739,944	86,994,699
Capital assets, net	711,873,102	710,825,387
Total noncurrent assets	<u>797,613,046</u>	<u>797,820,087</u>
Total assets	<u>914,658,048</u>	<u>904,289,061</u>
<b>Deferred outflows of resources:</b>		
Deferred outflow related to pensions	12,486,706	16,771,450
Deferred outflow related to OPEB	19,256,731	22,616,854
Deferred outflow related to defeased debt	5,335,370	6,370,547
Total deferred outflows of resources	<u>37,078,806</u>	<u>45,758,851</u>
<b>Liabilities</b>		
<b>Current liabilities:</b>		
Accounts payable	11,630,478	15,283,069
Accrued liabilities	4,980,629	6,119,857
Accrued compensable absences and deferred compensation	2,429,062	2,399,843
Deferred revenues	481,186	889,311
Total current liabilities	<u>19,521,355</u>	<u>24,692,080</u>
<b>Noncurrent liabilities:</b>		
Net pension liability	20,637,425	46,145,705
Net OPEB liability	112,279,723	103,762,700
Bonds and notes payable	670,819,168	647,362,963
Total noncurrent liabilities	<u>803,736,316</u>	<u>797,271,368</u>
Total liabilities	<u>823,257,671</u>	<u>821,963,448</u>
<b>Deferred inflows of resources:</b>		
Deferred inflows related to pensions	25,055,564	7,609,539
Deferred inflows related to OPEB	18,658,275	29,602,310
Deferred Inflows - Lease Receivable	1,382,492	-
Total deferred inflows of resources	<u>45,096,331</u>	<u>37,211,849</u>
<b>Net assets</b>		
Beginning of year - audited	79,147,481	84,506,750
Current year addition	4,235,372	6,365,865
Total net position	<u>\$ 83,382,853</u>	<u>\$ 90,872,615</u>

The year-end financial statements for August 31, 2022 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 2022-2023.

San Jacinto Community College District  
Preliminary Statement of Revenues, Expenditures and Changes in Net Position  
For the Two Months Ended October 31, 2022

11 Unrestricted Funds	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
State Appropriations	\$ 41,307,653	\$ 9,913,837	24.00%	\$ 9,913,839	24.00%
Local Taxes - Maintenance & Operations	79,500,000	80,254	0.10%	76,082	0.10%
Credit Tuition	63,600,000	34,556,858	54.33%	34,812,779	59.39%
Credit Exemptions & Waivers	(8,670,000)	(3,741,568)	43.16%	(3,766,505)	47.77%
Continuing Education					
CPET	525,000	70,334	13.40%	17,362	6.34%
Maritime Transportation	1,500,000	370,101	24.67%	300,424	19.64%
Continuing Professional Development (CPD)	6,000,000	1,074,061	17.90%	1,189,113	23.13%
Continuing Education Exemptions & Waivers	(72,000)	(6,760)	9.39%	(21,365)	47.93%
Bad Debt	(700,000)	(116,667)	16.67%	(116,667)	16.65%
Sales & Services	1,740,000	279,563	16.07%	493,056	19.38%
Investment Income	1,000,000	391,947	39.19%	8,552	1.54%
HEERF Lost Revenue	7,600,000	-	-	-	-
<b>Total Revenues</b>	<b>193,330,653</b>	<b>42,871,961</b>	<b>22.18%</b>	<b>42,906,670</b>	<b>23.40%</b>
<b>Expenditures</b>					
Instruction	77,279,095	14,401,059	18.64%	13,423,661	17.92%
Public Service	97,122	853	0.88%	-	0.00%
Academic Support	18,731,488	3,168,264	16.91%	3,085,070	20.81%
Student Services	18,003,673	2,137,249	11.87%	2,131,213	13.94%
Institutional Support	50,071,804	7,894,780	15.77%	7,257,839	16.30%
Physical Plant	25,407,836	2,707,284	10.66%	2,535,080	12.47%
<b>Total Expenditures</b>	<b>189,591,018</b>	<b>30,309,536</b>	<b>15.99%</b>	<b>28,432,863</b>	<b>16.71%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	3,739,635	30,675	0.82%	26,284	0.76%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 12,531,750</b>		<b>\$ 14,447,523</b>	

San Jacinto Community College District  
Preliminary Statement of Revenues, Expenditures and Changes in Net Position  
For the Two Months Ended October 31, 2022

Federal Restricted Funds	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
Revenues					
Grants	\$ 78,735,937	\$ 20,242,297	25.71%	\$ 33,718,834	38.58%
<b>Total Revenues</b>	<b>78,735,937</b>	<b>20,242,297</b>	<b>25.71%</b>	<b>33,718,834</b>	<b>38.58%</b>
Expenditures					
Instruction	1,107,333	82,737	7.47%	30,473	3.66%
Public Service	159,256	36,162	22.71%	35,730	19.43%
Academic Support	11,107,251	349,123	3.14%	384,505	7.88%
Student Services	2,318,859	820,524	35.38%	104,443	3.68%
Institutional Support	15,785,398	758,487	4.80%	695,455	3.75%
Physical Plant	1,549,311	-	-	-	-
Scholarships and Fellowships	46,708,529	18,195,264	38.95%	32,468,228	54.02%
Auxiliary Enterprises	-	-	-	-	-
<b>Total Expenditures</b>	<b>78,735,936</b>	<b>20,242,298</b>	<b>25.71%</b>	<b>33,718,834</b>	<b>38.58%</b>
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	

San Jacinto Community College District  
Preliminary Statement of Revenues, Expenditures and Changes in Net Position  
For the Two Months Ended October 31, 2022

State Restricted Funds	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
State Paid Benefits	\$ 11,862,735	\$ 1,993,380	16.80%	\$ 1,962,228	16.68%
Grants	3,830,307	785,264	20.50%	1,093,740	40.54%
<b>Total Revenues</b>	<b>15,693,042</b>	<b>2,778,644</b>	<b>17.71%</b>	<b>3,055,968</b>	<b>21.13%</b>
<b>Expenditures</b>					
Instruction	6,973,042	1,135,585	16.29%	1,160,167	18.37%
Public Service	5,162	5,162	100.00%	3,180	11.49%
Academic Support	1,481,535	237,902	16.06%	192,132	13.30%
Student Services	1,503,121	272,105	18.10%	269,632	15.05%
Institutional Support	3,059,228	385,096	12.59%	365,416	13.91%
Physical Plant	11,533	-	-	-	-
Scholarships and Fellowships	2,659,422	742,793	27.93%	1,065,440	47.70%
<b>Total Expenditures</b>	<b>15,693,042</b>	<b>2,778,644</b>	<b>17.71%</b>	<b>3,055,968</b>	<b>21.13%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	

San Jacinto Community College District  
Preliminary Statement of Revenues, Expenditures and Changes in Net Position  
For the Two Months Ended October 31, 2022

Local Restricted Funds	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
Revenues					
Grants	\$ 3,862,605	\$ 2,117,724	54.83%	\$ 1,453,665	26.65%
<b>Total Revenues</b>	<b>3,862,605</b>	<b>2,117,724</b>	<b>54.83%</b>	<b>1,453,665</b>	<b>26.65%</b>
Expenditures					
Instruction	45,079	-	-	-	-
Public Service	211,540	30,675	14.50%	26,329	14.30%
Academic Support	14,884	566	3.80%	128,755	28.54%
Student Services	49,600	463	0.93%	9,238	47.27%
Institutional Support	63,112	17	0.03%	6,296	19.38%
Physical Plant	250,000	-	-	-	-
Scholarships and Fellowships	3,758,224	2,116,250	56.31%	1,306,288	26.84%
<b>Total Expenditures</b>	<b>4,392,440</b>	<b>2,147,971</b>	<b>48.90%</b>	<b>1,476,905</b>	<b>26.17%</b>
Transfers Among Funds					
Transfers In	(529,835)	(30,675)	5.79%	(26,284)	13.49%
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 429</b>		<b>\$ 3,045</b>	

San Jacinto Community College District  
Preliminary Statement of Revenues, Expenditures and Changes in Net Position  
For the Two Months Ended October 31, 2022

27 Texas Public Education Grant

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Tuition - Credit & Non Credit	\$ 3,100,000	\$ 1,665,698	53.73%	\$ 1,662,182	57.99%
<b>Total Revenues</b>	<b>3,100,000</b>	<b>1,665,698</b>	<b>53.73%</b>	<b>1,662,182</b>	<b>57.99%</b>
<b>Expenditures</b>					
Scholarships and Fellowships	3,100,000	1,069,927	34.51%	1,466,899	44.27%
<b>Total Expenditures</b>	<b>3,100,000</b>	<b>1,069,927</b>	<b>34.51%</b>	<b>1,466,899</b>	<b>44.27%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 595,771</b>		<b>\$ 195,283</b>	

San Jacinto Community College District  
Preliminary Statement of Revenues, Expenditures and Changes in Net Position  
For the Two Months Ended October 31, 2022

28 Private Gifts and Donations	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Sales & Services	\$ -	\$ -	-	934	3.57%
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>934</b>	<b>3.57%</b>
<b>Expenditures</b>					
Instruction	-	3,717	-	-	-
Scholarships and Fellowships	-	-	-	-	-
<b>Total Expenditures</b>	<b>-</b>	<b>3,717</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (3,717)</b>		<b>\$ 934</b>	

San Jacinto Community College District  
Preliminary Statement of Revenues, Expenditures and Changes in Net Position  
For the Two Months Ended October 31, 2022

Auxiliary Enterprises	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Auxiliary Services	\$ 2,850,000	\$ 614,982	21.58%	\$ 582,318	21.93%
<b>Total Revenues</b>	<b>2,850,000</b>	<b>614,982</b>	<b>21.58%</b>	<b>582,318</b>	<b>21.93%</b>
<b>Expenditures</b>					
Labor	474,270	97,273	20.51%	78,645	13.46%
Benefits	233,996	18,643	7.97%	14,228	12.11%
Supplies	548,838	117,769	21.46%	54,473	11.98%
Travel	169,348	12,678	7.49%	19,125	6.85%
Contracted Services	247,949	84,508	34.08%	43,326	18.33%
Utilities	200	-	-	-	-
Scholarships and Fellowships	1,125,857	325,284	28.89%	310,033	30.92%
<b>Total Expenditures</b>	<b>2,800,458</b>	<b>656,155</b>	<b>23.43%</b>	<b>519,829</b>	<b>19.44%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ 49,542</b>	<b>\$ (41,173)</b>		<b>\$ 62,490</b>	

San Jacinto Community College District  
Preliminary Statement of Revenues, Expenditures and Changes in Net Position  
For the Two Months Ended October 31, 2022

Fund 95 Retirement of Indebtedness

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Local Taxes - Debt Service	\$ 37,780,067	\$ 38,168	0.10%	\$ 38,098	0.11%
Investment Income	-	2,294	-	363	0.68%
<b>Total Revenues</b>	<b>37,780,067</b>	<b>40,461</b>	<b>0.11%</b>	<b>38,461</b>	<b>0.11%</b>
<b>Expenditures</b>					
Institutional Support - Principal	18,530,600	-	-	-	-
Institutional Support - Interest	22,519,268	4,131,675	18.35%	4,503,268	18.76%
<b>Total Expenditures</b>	<b>41,049,868</b>	<b>4,131,675</b>	<b>10.07%</b>	<b>4,503,268</b>	<b>12.27%</b>
<b>Transfers Among Funds</b>					
Transfers In	(3,269,801)	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment <sup>1</sup>	(18,530,600)	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ 18,530,600</b>	<b>\$ (4,091,214)</b>		<b>\$ (4,464,807)</b>	

<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.

San Jacinto Community College District  
Preliminary Statement of Revenues, Expenditures and Changes in Net Position  
For the Two Months Ended October 31, 2022

Fund 97 Investment in Plant	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Expenditures</b>					
Depreciation	\$ 26,800,000	\$ 5,273,924	19.68%	\$ 3,891,301	16.35%
<b>Total Expenditures</b>	<b>26,800,000</b>	<b>5,273,924</b>	<b>19.68%</b>	<b>3,891,301</b>	<b>16.35%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases <sup>1</sup>	(2,269,411)	(112,805)	4.97%	(6,287)	0.21%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (24,530,589)</b>	<b>\$ (5,161,119)</b>		<b>\$ (3,885,014)</b>	

<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.

San Jacinto Community College District  
Preliminary Statement of Revenues, Expenditures and Changes in Net Position  
For the Two Months Ended October 31, 2022

	Adjusted Budget	Actual	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
State Appropriations	\$ 53,170,388	\$ 11,907,217	22.39%	\$ 11,876,067	22.38%
Local Taxes - Maintenance & Operations	79,500,000	80,254	0.10%	76,082	0.10%
Local Taxes - Debt Service	37,780,067	38,168	0.10%	38,098	0.11%
Credit Tuition	66,700,000	36,222,557	54.31%	36,474,961	59.32%
Credit Exemptions & Waivers	(8,670,000)	(3,741,568)	43.16%	(3,766,505)	47.77%
Continuing Education					
CPET	525,000	70,334	13.40%	17,362	6.34%
Maritime Transportation	1,500,000	370,101	24.67%	300,424	19.64%
Continuing Professional Development	6,000,000	1,074,061	17.90%	1,189,113	23.13%
Continuing Education Exemptions & Waivers	(72,000)	(6,760)	9.39%	(21,365)	47.93%
Bad Debt	(700,000)	(116,667)	16.67%	(116,667)	16.65%
Sales & Services	1,740,000	279,563	16.07%	493,990	19.22%
Investment Income	1,000,000	394,241	39.42%	8,915	1.47%
Investment Income - Restricted Funds	-	404,644	-	8,914	1.57%
HEERF Lost Revenue	7,600,000	-	-	-	-
Auxiliary Services	2,850,000	614,982	21.58%	582,318	21.93%
Grants	82,816,244	21,084,940	25.46%	34,812,574	38.64%
Local Grants	3,612,605	2,060,346	57.03%	1,453,665	26.62%
<b>Total Revenues</b>	<b>335,352,304</b>	<b>70,736,412</b>	<b>21.09%</b>	<b>83,427,947</b>	<b>25.08%</b>
<b>Expenditures</b>					
Instruction	85,404,549	15,623,099	18.29%	14,614,301	17.79%
Public Service	473,080	72,853	15.40%	65,239	16.28%
Academic Support	31,335,158	3,755,856	11.99%	3,790,461	17.55%
Student Services	21,875,252	3,230,341	14.77%	2,514,526	12.62%
Institutional Support	110,029,410	13,170,055	11.97%	12,828,275	12.52%
Physical Plant	27,218,680	2,707,284	9.95%	2,535,080	12.45%
Scholarships and Fellowships	56,226,175	22,124,234	39.35%	36,306,855	51.48%
Auxiliary Enterprises	2,800,458	656,201	23.43%	519,829	19.44%
Depreciation	26,800,000	5,273,924	19.68%	3,891,301	16.35%
<b>Total Expenditures</b>	<b>362,162,762</b>	<b>66,613,846</b>	<b>18.39%</b>	<b>77,065,867</b>	<b>22.39%</b>
<b>Transfers Among Funds</b>					
Transfers In	(3,799,636)	(30,675)	0.81%	(26,284)	0.76%
Transfers Out	3,739,636	30,675	0.82%	26,284	0.76%
Adjustment for Debt Principal Payment	1	-	-	-	-
Adjustment for Capital Purchases	1	(112,805)	4.97%	(6,287)	0.21%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (5,950,448)</b>	<b>\$ 4,235,372</b>		<b>\$ 6,368,367</b>	

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

# Capital Improvement Program

San Jacinto Community College District  
Preliminary Statement of Revenues, Expenditures and Changes in Net Position  
For the Two Months Ended October 31, 2022

Fund 91 Capital Projects

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Investment Income	\$ -	\$ 404,644	-	\$ 8,914	0
<b>Total Revenues</b>	<b>-</b>	<b>404,644</b>	<b>-</b>	<b>8,914</b>	<b>0</b>
<b>Expenditures</b>					
SECO-Energy Conservation Projects	3,290,864	90	-	-	-
Bond Program	79,666,493	201,285	0.25%	4,417,822	0
<b>Total Expenditures</b>	<b>82,957,357</b>	<b>201,375</b>	<b>0.24%</b>	<b>4,417,822</b>	<b>0</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (82,957,357)</b>	<b>\$ 203,270</b>		<b>\$ (4,408,908)</b>	

San Jacinto Community College District  
Preliminary Statement of Revenues, Expenditures and Changes in Net Position  
For the Two Months Ended October 31, 2022

Fund 93 Generation Park Clear Lake Land Proceeds

	Adjusted Budget	Actual 16.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Land Sale Proceeds	\$ -	\$ -	-	\$ -	-
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>					
Generation Park	148,820	-	-	-	-
<b>Total Expenditures</b>	<b>148,820</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (148,820)</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>-</b>

San Jacinto College Financial Statements  
Monthly Investment Report  
October 2022

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Preliminary Cash, Cash Equivalents, and Investments**  
**Portfolio Summary Report**  
**Period Ending October 31, 2022**

		<u>Fair Market Value</u>	<u>Book Value</u>
Beginning Value	October 1, 2022	\$ 175,797,115	\$ 175,848,345
Additions/Subtractions (Net)		(7,862,979)	(4,413,358)
Change in Fair Market Value*		(3,767)	-
Ending Value	October 31, 2022	<u>\$ 171,369,998</u>	<u>\$ 171,434,987</u>

Earnings for the Month of October	\$ 439,218
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate	3.0364%
Benchmark - One Year Treasury Yield	4.6600%

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

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

Prepared by:




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Carol Tillman  
Assistant Comptroller

Reviewed by:




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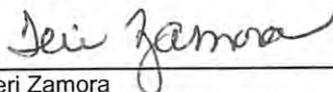
Andrea DuBois  
Comptroller




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Carin Hutchins  
Associate Vice Chancellor of Finance

Approved by:




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Teri Zamora  
Vice Chancellor of Fiscal Affairs

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Preliminary Cash, Cash Equivalents, and Investments**  
**Weighted Average to Maturity**  
**October 31, 2022**

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
<b>Short-Term Investments - Unrestricted Funds</b>										
Demand Deposits										
Credit Cards in Transit										
JPMorgan Accounts Payable Disbursements	Heartland	N/A	N/A	11/01/22	N/A	\$ (15,839)	\$ (15,839)	-0.01%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	11/01/22	N/A	(775,305)	(775,305)	-0.45%	1	0.00
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	11/01/22	N/A	10,525,085	10,525,085	6.14%	1	0.06
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	N/A	11/01/22	N/A	(26,429)	(26,429)	-0.02%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	11/01/22	N/A	(162)	(162)	0.00%	1	0.00
						19,092	19,092	0.01%	1	0.00
<b>Pool Accounts</b>										
LSJP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	3.2504%	N/A	11/01/22	N/A	54,018,303	54,018,303	31.51%	1	0.32
TexPool - Operating	TexPool	2.9336%	N/A	11/01/22	N/A	140,478	140,478	0.08%	1	0.00
TexPool - PRIME - Operating	TexPool	3.2103%	N/A	11/01/22	N/A	-	-	0.00%	1	0.00
<b>Investments</b>										
US Treasury Note, CUSIP 9128284U1	BNY Mellon	2.871%	06/23/22	06/30/23	\$ 5,000,000	\$ 4,941,000	\$ 4,987,713	2.91%	242	0.03
US Treasury Note, CUSIP 912828N30	BNY Mellon	2.518%	06/29/22	12/31/22	5,000,000	4,984,550	4,990,234	2.91%	61	0.03
US Agency Note, CUSIP 3135GOT94	BNY Mellon	2.580%	07/07/22	01/16/23	5,000,000	4,982,150	4,994,582	2.91%	77	0.03
US Agency Note, CUSIP 313384FA2	BNY Mellon	4.521%	10/21/22	05/01/23	10,000,000	9,780,000	9,767,467	5.70%	182	0.06
Certificate of Deposit, CUSIP 025689ADC3	BNY Mellon	2.700%	07/20/22	07/20/23	243,000	238,722	243,000	0.14%	262	0.00
Certificate of Deposit, CUSIP 89841MAD9	BNY Mellon	2.850%	07/19/22	07/19/23	249,000	244,897	249,000	0.15%	261	0.00
Certificate of Deposit, CUSIP 909557JT8	BNY Mellon	2.750%	07/22/22	07/21/23	249,000	244,688	249,000	0.15%	263	0.00
<b>Short-Term Investments - Restricted (Bond) Funds</b>										
<b>Pool Accounts</b>										
LSJP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	3.2504%	N/A	11/01/22	N/A	172,398	172,398	0.10%	1	0.00
LSJP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	3.2504%	N/A	11/01/22	N/A	478,080	478,080	0.28%	1	0.00
LSJP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	3.2504%	N/A	11/01/22	N/A	820,116	820,116	0.48%	1	0.00
LSJP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	3.2504%	N/A	11/01/22	N/A	181,201	181,201	0.11%	1	0.00
LSJP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	3.2504%	N/A	11/01/22	N/A	854,673	854,673	0.50%	1	0.00
LSJP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	3.2504%	N/A	11/01/22	N/A	1,582,200	1,582,200	0.92%	1	0.01
LSJP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	3.2504%	N/A	11/01/22	N/A	934,340	934,340	0.55%	1	0.01
LSJP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	3.2504%	N/A	11/01/22	N/A	40,436,322	40,436,322	23.59%	1	0.24
TexPool PRIME - 2021 Bond Proceeds	TexPool	3.2103%	N/A	11/01/22	N/A	36,609,438	36,609,438	21.35%	1	0.21
						\$ 171,369,998	\$ 171,434,987	100.00%		1.00

Weighted Average to Maturity at Ending Period Date (Days)

ACFR, Note 4	Weighted Average to Maturity at Ending Period Date (Days)
0.01%	19,092
79.49%	136,227,549
5.68%	9,707,350
14.83%	25,416,007
<u>100.00%</u>	<u>171,369,998</u>

The year-end balances for August 31, 2022 are not final. They are pending year end closing adjustments and should be complete by mid-December.

**Grand Total - Cash, Cash Equivalents, and Investments**

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
Preliminary Cash, Cash Equivalents, and Investments  
Inventory Holdings Report  
October 31, 2022

Description	Held At	Annualized Interest Rate	Maturity	9/30/2022		10/31/2022		10/31/2022		Unrealized Gain/Loss	October Earnings	September through October Earnings
				Ending Fair Market Value	Book Value	Ending Fair Market Value	Book Value	Additions/Subtractions and Changes in Fair Market Value For the Month				
<b>Short-Term Investments - Unrestricted Funds</b>												
<b>Demand Deposits</b>												
Credit Union in Transit												
JPMorgan Accounts Payable Disbursements	Heartland	N/A	11/01/22	\$								
JPMorgan Operating	JPMorgan Chase Bank	N/A	11/01/22	(512,282)	(4,926)	(15,939)	(15,939)	(15,939)	(10,913)			
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	11/01/22	6,908,702	(512,282)	(775,305)	(775,305)	(775,305)	(263,023)			
Petty Cash	JPMorgan Chase Bank	N/A	11/01/22	(21,758)	(2,090)	(26,429)	(26,429)	(26,429)	(4,671)			
Sub Total Demand Deposits	Campus Business Offices	N/A	11/01/22	19,167	19,167	19,092	19,092	19,092	(75)			
				\$ 6,286,813	\$ 6,286,813	\$ 9,726,442	\$ 9,726,442	\$ 9,726,442	\$ 3,439,629			
<b>Pool Accounts</b>												
TexPool - Operating	TexPool	2.9338%	11/01/22	\$	155,632	\$	140,478	\$	140,478		\$	906
LSP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	3.2504%	11/01/22	66,596,171	66,596,171	54,018,303	54,018,303	(12,577,868)	(15,154)	NA	\$	173,132
Sub Total Pool Accounts				\$ 66,751,803	\$ 66,751,803	\$ 54,158,781	\$ 54,158,781	\$ (12,593,022)	\$ (12,593,022)	NA	\$	173,038
<b>Investments</b>												
US Treasury Note, CUSIP 9128284U1	BNY Mellon	2.871%	06/30/23	\$	4,946,700	\$	4,987,713	\$	4,987,713	(46,713)	\$	10,938
US Treasury Note, CUSIP 912828N30	BNY Mellon	2.518%	12/31/22	5,000,000	4,963,650	4,994,550	4,994,550	1,500	(6,700)	(5,694)	\$	8,854
US Agency Note, CUSIP 413385M60	BNY Mellon	2.144%	10/31/22	5,000,000	4,988,400	4,965,875	4,965,875	(4,988,400)	(4,988,400)		\$	17,708
US Agency Note, CUSIP 413550T94	BNY Mellon	2.580%	01/16/23	5,000,000	4,980,600	4,994,562	4,994,562	1,560	(12,432)		\$	9,042
US Agency Note, CUSIP 313384FA2	BNY Mellon	4.521%	05/01/23	10,000,000	-	4,982,150	4,982,150	9,780,000	9,780,000	12,533	\$	19,792
Certificate of Deposit, CUSIP 02589AD03	BNY Mellon	2.700%	07/30/23	243,000	239,065	243,000	243,000	243,000	(363)	(4,278)	\$	547
Certificate of Deposit, CUSIP 8841MAD9	BNY Mellon	2.850%	07/19/23	249,000	246,281	249,000	249,000	249,000	(384)	(4,103)	\$	816
Certificate of Deposit, CUSIP 909557J16	BNY Mellon	2.750%	07/12/23	249,000	245,065	244,659	244,659	249,000	(370)	(4,312)	\$	1,462
Sub Total Investments				\$ 30,741,000	\$ 20,626,174	\$ 20,673,404	\$ 20,673,404	\$ 4,787,633	\$ (64,989)	\$ (64,989)	\$	40,624
Sub Total - Short-Term Investments - Unrestricted Funds				\$ 30,741,000	\$ 93,666,790	\$ 93,716,020	\$ 93,716,020	\$ 89,301,230	\$ (4,366,560)	\$ (64,989)	\$	215,662
<b>Short-Term Investments - Restricted (Bond) Funds</b>												
<b>Pool Accounts</b>												
LSP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	3.2504%	11/01/22	\$	171,923	\$	171,923	\$	172,398		\$	475
LSP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	3.2504%	11/01/22	47,669	47,669	47,669	47,669	47,669	1,317	NA	\$	869
LSP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	3.2504%	11/01/22	817,669	817,669	820,116	820,116	2,447	2,447	NA	\$	2,285
LSP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	3.2504%	11/01/22	180,703	180,703	181,201	181,201	498	498	NA	\$	4,063
LSP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	3.2504%	11/01/22	852,231	852,231	854,673	854,673	2,442	2,442	NA	\$	895
LSP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	3.2504%	11/01/22	1,577,845	1,577,845	1,582,200	1,582,200	4,355	4,355	NA	\$	4,224
LSP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	3.2504%	11/01/22	931,768	931,768	934,340	934,340	2,572	2,572	NA	\$	7,819
LSP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	3.2504%	11/01/22	40,325,016	40,325,016	40,436,322	40,436,322	111,306	111,306	NA	\$	4,618
LSP Corporate Overnight Plus Fund - 2022 Bond Proceeds	TexPool	3.2103%	11/01/22	36,796,127	36,796,127	36,609,438	36,609,438	(186,689)	(186,689)	NA	\$	199,851
Sub Total Pool Accounts				\$ 82,130,325	\$ 82,130,325	\$ 82,068,768	\$ 82,068,768	\$ (61,557)	\$ (61,557)	NA	\$	100,224
Sub Total - Short-Term Investments - Restricted (Bond) Funds				\$ 82,130,325	\$ 82,130,325	\$ 82,068,768	\$ 82,068,768	\$ (61,557)	\$ (61,557)	NA	\$	225,356
Grand Total - Cash, Cash Equivalents, and Investments				\$ 30,741,000	\$ 175,797,115	\$ 175,944,345	\$ 175,944,345	\$ 171,369,998	\$ (4,427,117)	\$ (64,989)	\$	439,218

The year-end balances for August 31, 2022 are not final. They are pending year end closing adjustments and should be complete by mid-December.

San Jacinto College Foundation Financial Statements  
October 2022

**San Jacinto College Foundation**  
Statement of Financial Position  
As of October 31, 2022

	Current Year			Previous Year			Difference		
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total
<b>ASSETS</b>									
Current Assets									
Checking/Savings	\$2,384,457	-	\$2,384,457	\$1,525,787	-	\$1,525,787	858,670	-	858,670
General Fund	-	-	-	-	-	-	-	-	-
Other Funds	-	-	-	-	-	-	-	-	-
Total Checking/Savings	2,384,457	-	2,384,457	1,525,787	-	1,525,787	858,670	-	858,670
Accounts Receivables	3,123,390	-	3,123,390	3,574,840	-	3,574,840	(451,450)	-	(451,450)
Other Current Assets									
Short Term Investments									
Goldman Sachs - SS2 (Endowed)		17,107,616	17,107,616		20,000,862	20,000,862		(2,893,246)	(2,893,246)
Goldman Sachs - SSF (Non-Endowed)		8,019,662	8,019,662		9,368,696	9,368,696		(1,349,034)	(1,349,034)
Goldman Sachs - FDN-SSE (Endowed)	1,460,264		1,460,264	3,247		3,247	1,457,017		1,457,017
Goldman Sachs - FDN	12,176,280		12,176,280	15,463,342		15,463,342	(3,287,062)		(3,287,062)
Total SJC Short Term Investments	13,636,544	25,127,277	38,763,822	15,466,590	29,369,558	44,836,147	(1,830,045)	(4,242,280)	(6,072,325)
Total Current Assets	19,144,391	25,127,277	44,271,669	20,567,216	29,369,558	49,936,774	(1,422,825)	(4,242,280)	(5,665,105)
<b>TOTAL ASSETS</b>	<b>19,144,391</b>	<b>25,127,277</b>	<b>44,271,669</b>	<b>20,567,216</b>	<b>29,369,558</b>	<b>49,936,774</b>	<b>(1,422,825)</b>	<b>(4,242,280)</b>	<b>(5,665,105)</b>
<b>LIABILITIES &amp; NET ASSETS</b>									
Liabilities									
Current Liabilities									
Accounts Payable	82,796	-	82,796	43,091	-	43,091	39,704	-	39,704
Grants Payable	23,980	-	23,980	7,948	-	7,948	16,032	-	16,032
Programs Payable	138,756	-	138,756	150,693	-	150,693	(11,937)	-	(11,937)
Endowments Payable	681,288	2,373,810	3,055,098	430,866	-	430,866	250,423	2,373,810	2,624,233
Scholarship Payables	109,159	-	109,159	140,675	-	140,675	(31,516)	-	(31,516)
Student Success Payables									
Total Accounts Payable	1,035,979	2,373,810	3,409,789	773,272	-	773,272	262,707	2,373,810	2,636,517
Total Current Liabilities	1,035,979	2,373,810	3,409,789	773,272	-	773,272	262,707	2,373,810	2,636,517
Total Liabilities	1,035,979	2,373,810	3,409,789	773,272	-	773,272	262,707	2,373,810	2,636,517
NET ASSETS									
Net Assets Without Donor Restrictions	2,692,890	24,575,762	27,268,652	4,121,564	30,000,254	34,121,818	(1,428,674)	(5,424,492)	(6,853,166)
Net Assets With Donor Restrictions	15,877,800		15,877,800	15,938,553		15,938,553	(60,753)		(60,753)
Net Assets	18,570,690	24,575,762	43,146,452	20,060,118	30,000,254	50,060,371	(1,489,428)	(5,424,492)	(6,913,920)
Net Income	(462,277)	(1,822,295)	(2,284,572)	(266,173)	(\$630,696)	(896,869)	(196,104)	(1,191,599)	(1,387,703)
Total Net Assets	18,108,413	22,753,467	40,861,880	19,793,944	29,369,558	49,163,502	(1,685,532)	(6,616,090)	(8,301,622)
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>\$19,144,391</b>	<b>\$25,127,277</b>	<b>\$44,271,669</b>	<b>\$20,567,216</b>	<b>29,369,558</b>	<b>\$49,936,774</b>	<b>(1,422,825)</b>	<b>(4,242,280)</b>	<b>(5,665,105)</b>

# San Jacinto College Foundation

## Statement of Activities

For the Period Ending October 31, 2022

	Current Year			Previous Year			Difference			Foundation Annual Budget	Actual % of Annual Budget	
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total			
<b>Ordinary Income/Expense</b>												
<b>Income</b>												
<b>Contributions</b>												
Grant Contributions		-	-		-	-		-	-		90,000	0%
Endowments	34,676	-	34,676	2,235	-	2,235	32,441	-	32,441		175,000	20%
Program Sponsorship	52,857	-	52,857	82,863	-	82,863	(30,006)	-	(30,006)		275,000	19%
Scholarships	214,127	-	214,127	185,464	-	185,464	28,663	-	28,663		400,000	54%
<b>Total Contributions</b>	301,660	-	301,660	270,561	-	270,561	31,098	-	31,098		940,000	32%
<b>Other Income</b>												
Investment Income	116,819	256,143	372,962	98,925	647	99,872	17,894	255,496	273,390		600,000	62%
Realized Gain / (Loss)	(4,417)	(35,669)	(40,086)	38,673	-	38,673	(43,090)	(35,669)	(78,759)		-	
Unrealized Gain / (Loss)	(196,006)	(295,224)	(491,230)	103,551	-	103,551	(299,557)	(295,224)	(594,780)		-	
<b>Total Other Income</b>	(83,603)	(74,750)	(158,353)	241,149	647	241,796	(324,753)	(75,396)	(400,149)		600,000	-14%
<b>Total Income</b>	218,056	(74,750)	143,307	511,711	647	512,357	(293,654)	(75,396)	(369,051)		1,540,000	14%
<b>Expense</b>												
<b>Programs</b>												
Scholarships Awarded - SSF	-	1,747,545	1,747,545	-	631,343	631,343	-	1,116,202	1,116,202		2,500,000	70%
Scholarships Awarded - FND	536,863	-	536,863	690,379	-	690,379	(153,516)	-	(153,516)		1,200,000	45%
Programs Sponsored	133,230	-	133,230	23,573	-	23,573	109,657	-	109,657		600,000	22%
Student Success Initiatives	-	-	-	50,629	-	50,629	50,629	-	(50,629)		150,000	0%
<b>Total Programs</b>	670,093	1,747,545	2,417,637	764,580	631,343	1,395,923	6,770	1,116,202	1,021,715		4,450,000	54%
<b>Supporting Services</b>												
Bad Debt Expense	-	-	-	-	-	-	-	-	-		2,000	0%
<b>Supporting Services</b>												
Foundation Expenses	9,591	-	9,591	11,103	-	11,103	(1,513)	-	(1,513)		120,750	8%
Sponsorship Expense	650	-	650	2,200	-	2,200	(1,550)	-	(1,550)		5,000	13%
<b>Total Supporting Services</b>	10,241	-	10,241	13,303	-	13,303	(3,063)	-	(3,063)		125,750	8%
<b>Total Expense</b>	680,333	1,747,545	2,427,878	777,884	631,343	1,409,226	3,707	1,116,202	1,018,652		4,577,750	15%
<b>Net Ordinary Income</b>	(462,277)	(1,822,295)	(2,284,572)	(266,173)	(630,696)	(896,869)	(196,104)	(1,191,599)	(1,387,702)		(3,037,750)	
Other Income / Expenses												
<b>Increase/Decrease in Net Position</b>	(462,277)	(1,822,295)	(2,284,572)	(266,173)	(630,696)	(896,869)	(196,104)	(1,191,599)	(1,387,702)		(3,037,750)	

**San Jacinto College Foundation Financial Statements  
Financial Audit Years Ended June 30, 2022 and 2021**

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

**FINANCIAL STATEMENTS**

**Years Ended June30, 2022 and 2021**

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***CPAs and Professional Consultants***

**S** SAN JACINTO  
**C** COLLEGE

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FOUNDATION

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

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 SAN JACINTO  
COLLEGE

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FOUNDATION

## INDEPENDENT AUDITOR'S REPORT

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

### Report on the Audit of the Financial Statements

#### *Opinion*

We have audited the accompanying financial statements of San Jacinto Community College Foundation, Inc. (the Foundation), which comprise the statement of financial position as of June 30, 2022 and 2021, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of San Jacinto Community College Foundation, Inc. as of June 30, 2022 and 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinion*

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

#### *Responsibilities of Management for the Financial Statements*

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

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

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

***Auditor's Responsibilities for the Audit of the Financial Statements***

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

In performing an audit in accordance with GAAS, we

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

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

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

Houston, Texas  
November 2, 2022

**SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.****STATEMENTS OF FINANCIAL POSITION***June 30, 2022 and 2021*

	<u>2022</u>	<u>2021</u>
<b>Assets</b>		
Cash and cash equivalents	\$ 2,366,052	\$ 3,123,085
Pledges receivable, net (Notes 3 and 9)	126,200	135,940
Investments (Note 4)	38,930,334	43,725,580
Pledges receivable with perpetual donor restrictions (Notes 3 and 9)	<u>3,007,500</u>	<u>3,508,500</u>
<b>Total Assets</b>	<u>\$ 44,430,086</u>	<u>\$ 50,493,105</u>
<b>Liabilities and Net Assets</b>		
<b>Liabilities</b>		
Scholarships and programs payable (Note 5)	<u>\$ 1,283,635</u>	<u>\$ 365,749</u>
<b>Total Liabilities</b>	<u>1,283,635</u>	<u>365,749</u>
<b>Net Assets</b>		
Without donor restrictions (Note 7)	30,437,533	35,193,863
With donor restrictions (Notes 6 and 7)	<u>12,708,918</u>	<u>14,933,493</u>
<b>Total Net Assets</b>	<u>43,146,451</u>	<u>50,127,356</u>
<b>Total Liabilities and Net Assets</b>	<u>\$ 44,430,086</u>	<u>\$ 50,493,105</u>

**SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.**  
**STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS**  
*For the Years Ended June 30, 2022 and 2021*

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

## STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS

For the Years Ended June 30, 2022 and 2021

	2021		
	Without Donor Restrictions	With Donor Restrictions	Total
<b>Public Support and Revenues</b>			
Contributions (Notes 8 and 9)	\$ 30,401,032	\$ 1,696,309	\$ 32,097,341
Special events, net costs of direct donor benefits	4,562	-	4,562
Interest and dividends, net of investment expenses	147,028	101,441	248,469
Net change in fair value of investments	920,422	627,266	1,547,688
Net assets related from restrictions (Note 6)	1,330,442	(1,330,442)	-
<b>Total Public Support and Revenues</b>	<u>32,803,486</u>	<u>1,094,574</u>	<u>33,898,060</u>
<b>Expenses</b>			
Program services	1,463,609	-	1,463,609
Supporting services (Note 8):			
General and administrative	332,030	-	332,030
Fundraising	108,573	-	108,573
<b>Total Expenses</b>	<u>1,904,212</u>	<u>-</u>	<u>1,904,212</u>
<b>Changes in Net Assets</b>	30,899,274	1,094,574	31,993,848
<b>Net Assets, Beginning of Year</b>	<u>4,294,589</u>	<u>13,838,919</u>	<u>18,133,508</u>
<b>Net Assets, End of Year</b>	<u>\$ 35,193,863</u>	<u>\$ 14,933,493</u>	<u>\$ 50,127,356</u>

**SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.****STATEMENTS OF CASH FLOWS***For the Years Ended June 30, 2022 and 2021*

	<u>2022</u>	<u>2021</u>
<b>Cash flows from operating activities:</b>		
Change in net assets	\$ (6,980,905)	\$ 31,993,848
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Net Change in fair value of investments	6,693,912	(1,547,688)
Contributions with perpetual donor restrictions	(19,623,463)	(570,045)
(Increase) Decrease in pledges receivable	9,740	148,819
Increase (decrease) in scholarships and programs payable	917,886	7,649
<b>Net cash provided (used) by operating activities</b>	<u>(18,982,830)</u>	<u>30,032,583</u>
<b>Cash flows from investing activities:</b>		
Sale (purchase) of investments	<u>(1,898,666)</u>	<u>(29,825,636)</u>
<b>Net cash provided by (used in) investing activities</b>	<u>(1,898,666)</u>	<u>(29,825,636)</u>
<b>Cash flows from financing activities:</b>		
Proceeds from contributions with perpetual donor restrictions	<u>20,124,463</u>	<u>1,071,045</u>
<b>Net cash provided (used) by financing activities</b>	<u>20,124,463</u>	<u>1,071,045</u>
Net change in cash and cash equivalents	(757,033)	1,277,992
<b>Cash and cash equivalents at beginning of year</b>	<u>3,123,085</u>	<u>1,845,093</u>
<b>Cash and cash equivalents at end of year</b>	<u>\$ 2,366,052</u>	<u>\$ 3,123,085</u>

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

## **NOTES TO FINANCIAL STATEMENTS**

### **Note 1 - Description of Organization**

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

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

### **Note 2 - Summary of Significant Accounting Policies**

#### **A. Financial Statement Presentation**

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

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

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

#### **B. Public Support and Revenue**

Contributions are generally available for unrestricted use unless specifically restricted by the donor. Unconditional promises to give are recorded as received. Unconditional promises to give that are due in the next year are recorded at their net realizable value. Unconditional promises to give that are due in subsequent years are discounted to estimate the present value of future cash flows, if material. An allowance for potentially uncollectable promises is provided based on management's evaluation at year end. As of June 30, 2022 and 2021, no allowance was recorded.

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

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

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

**Note 2 - Summary of Significant Accounting Policies (continued)**

**C. Cash and Cash Equivalents**

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

**D. Investments**

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

**E. Functional Allocation of Expenses**

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

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

	<b>2022</b>			
	<b>Program</b>	<b>General and Administrative</b>	<b>Fundraising</b>	<b>Total</b>
Scholarships	\$ 2,449,757	\$ -	\$ -	\$ 2,449,757
Program Sponsorships	178,067	-	-	178,067
Student success initiatives	50,629	-	-	50,629
Contract services	-	70,004	-	70,004
Food	-	29	-	29
Office expenses	-	42,113	-	42,113
Other	-	10,380	-	10,380
Professional services	-	14,800	-	14,800
Salaries and related costs	-	387,085	-	387,085
Sponsorship of events	-	3,200	145,945	149,145
Travel	-	1,918	-	1,918
<b>Total expenses by function</b>	<b>2,678,453</b>	<b>529,529</b>	<b>145,945</b>	<b>3,353,927</b>
<b>Total expenses included in the expense section on the statement of activities</b>	<b>\$ 2,678,453</b>	<b>\$ 529,529</b>	<b>\$ 145,945</b>	<b>\$ 3,353,927</b>

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

**Note 2 - Summary of Significant Accounting Policies (continued)**

**E. Functional Allocation of Expenses (continued)**

Functional expenses by natural classification for the year ended June 30, 2021 are as follows:

	<b>2021</b>			
	<b>Program</b>	<b>General and Administrative</b>	<b>Fundraising</b>	<b>Total</b>
Scholarships	\$ 765,066	\$ -	\$ -	\$ 765,066
Program Sponsorships	565,376	-	-	565,376
Student success initiatives	60,786	-	-	60,786
Bad debt expense	-	59,000	-	59,000
Contract services	-	46,447	-	46,447
Food	-	1,395	-	1,395
Office expenses	-	15,410	-	15,410
Other	-	436	-	436
Print and publications	-	4,797	-	4,797
Professional services	-	17,815	-	17,815
Salaries and related costs	72,381	180,954	108,573	361,908
Sponsorship of events	-	5,200	-	5,200
Travel	-	576	-	576
<b>Total expenses by function</b>	<b>1,463,609</b>	<b>332,030</b>	<b>108,573</b>	<b>1,904,212</b>
<b>Total expenses included in the expense section on the statement of activities</b>	<b>\$ 1,463,609</b>	<b>\$ 332,030</b>	<b>\$ 108,573</b>	<b>\$ 1,904,212</b>

**F. Use of Estimates**

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

**G. Reclassifications**

Certain amounts in the fiscal year 2021 financial statements have been reclassified to conform with the current year presentation.

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

**Note 3 - Pledges Receivable**

Pledges receivable consist of the following at June 30, 2022 and 2021:

<u>Fiscal Year of Pledge Due Date</u>	<u>June 30, 2022</u>	<u>June 30, 2021</u>
2022	\$ 63,700	\$ 50,440
2023	10,000	544,000
2024	520,000	510,000
2025	510,000	510,000
2026	510,000	510,000
2027	510,000	510,000
2028	510,000	510,000
2029	500,000	500,000
<b>Total pledges receivable</b>	<b><u>\$ 3,133,700</u></b>	<b><u>\$ 3,644,440</u></b>

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

	<u>June 30, 2022</u>	<u>June 30, 2021</u>
Restricted	\$ 3,007,500	\$ 3,508,500
Unrestricted	126,200	135,940
<b>Total pledges receivable</b>	<b><u>\$ 3,133,700</u></b>	<b><u>\$ 3,644,440</u></b>

**Note 4 - Fair Value Measurements**

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

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

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

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

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

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

# SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.

## NOTES TO FINANCIAL STATEMENTS (continued)

### Note 4 - Fair Value Measurements (continued)

The following is a description of the valuation methodologies used for assets measured at fair value on a recurring basis at June 30, 2022 and 2021. There have been no changes in the methodologies used at June 30, 2022 from June 30, 2021.

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

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

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

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

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

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

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

The following tables present the Foundation's fair value hierarchy for those assets measured at fair value on a recurring basis as of June 30, 2021:

	2021			
	Level 1	Level 2	Level 3	Total
Mutual funds:				
U.S. Fixed income	\$ 639,996	\$ -	\$ -	\$ 639,996
U.S. Equity	4,378,874	-	-	4,378,874
Foreign equity	1,172,322	-	-	1,172,322
Exchange traded fund:				
U.S. Equity	343,046	-	-	343,046
Corporate fixed income	-	7,173,465	-	7,173,465
Bank deposit account	-	30,017,877	-	30,017,877
Certificates of deposit	-	-	-	-
<b>Total</b>	<b>\$ 6,534,238</b>	<b>\$ 37,191,342</b>	<b>\$ -</b>	<b>\$ 43,725,580</b>

## SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.

### NOTES TO FINANCIAL STATEMENTS (continued)

#### Note 4 - Fair Value Measurements (continued)

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

#### Note 5 - Scholarships and Programs Payable

Scholarships and programs payable consist of amounts awarded but not paid. The amounts payable of \$1,283,635 and \$365,749 as of June 30, 2022 and 2021, respectively, are expected to be paid within one year.

#### Note 6 - Net Assets with Donor Restrictions

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

	<u>2022</u>	<u>2021</u>
Subject to expenses for specified purpose (scholarship and program funds)	\$ 5,763,426	\$ 9,343,579
Subject to restriction in perpetuity (endowment funds)	<u>6,945,492</u>	<u>5,589,914</u>
<b>Total net assets with donor restrictions</b>	<b><u>\$ 12,708,918</u></b>	<b><u>\$ 14,933,493</u></b>

Net assets of \$2,627,823 and \$1,330,442 were released from donor restrictions during the years ended June 30, 2022 and 2021, respectively, by incurring expenses satisfying the purpose specified by donors.

#### Note 7 - Endowment Funds

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

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

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

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

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

**NOTES TO FINANCIAL STATEMENTS (continued)**

**Note 7 - Endowment Funds (continued)**

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

*Endowment composition* - As of June 30, 2022 and 2021, endowment funds consisted of the following:

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

	<b>2021</b>			
	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>		<b>Total</b>
		<b>Accumulated</b>	<b>Required to be</b>	
		<b>Net Investment Returns</b>	<b>Maintained in Perpetuity</b>	
Donor endowment funds	\$ -	\$ 1,729,739	\$ 5,589,914	\$ 7,319,653
Board-designated endowment funds	1,320,483	-	-	1,320,483
<b>Total endowment funds</b>	<b>\$ 1,320,483</b>	<b>\$ 1,729,739</b>	<b>\$ 5,589,914</b>	<b>\$ 8,640,136</b>

The changes in the endowment net assets for the years ended June 30, 2022 and 2021 are as follows:

	<b>Without Donor Restrictions</b>	<b>Without Donor Restrictions (Mackenzie Scott)</b>	<b>With Donor Restrictions</b>		<b>Total</b>
			<b>Accumulated Net Investment Returns</b>	<b>Required to be Maintained in Perpetuity</b>	
<b>Endowment net assets as of July 1, 2020</b>	\$ 1,162,596	\$ -	\$ 1,106,701	\$ 4,546,881	\$ 6,816,178
<b>Investment return:</b>					
Investment income	29,003	-	101,441	-	130,444
Net appreciation (realized and unrealized)	107,638	-	627,266	-	734,904
Contributions	52,920	-	-	1,018,125	1,071,045
Change in donor designations	9,198	-	(2,029)	24,908	32,077
Expenditures	(40,872)	-	(103,640)	-	(144,512)
<b>Endowment net assets as of June 30, 2021</b>	<b>1,320,483</b>	<b>-</b>	<b>1,729,739</b>	<b>5,589,914</b>	<b>8,640,136</b>
<b>Investment return:</b>					
Investment income	28,715	381,507	195,571	-	605,793
Net depreciation (realized and unrealized)	(55,890)	(3,223,992)	(933,475)	-	(4,213,357)
Contributions	970	20,000,000	-	123,493	20,124,463
Change in donor designations	(1,246,179)	-	175,994	1,232,085	161,900
Expenditures	(10,139)	-	(104,547)	-	(114,686)
<b>Endowment net assets as of June 30, 2022</b>	<b>\$ 37,960</b>	<b>\$ 17,157,515</b>	<b>\$ 1,063,282</b>	<b>\$ 6,945,492</b>	<b>\$ 25,204,249</b>

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

### **NOTES TO FINANCIAL STATEMENTS (continued)**

#### **Note 8 - Related Party Transactions**

The College provides the Foundation with employees, professional services, and office supplies at no charge. The College also provides office space to the Foundation at no charge. The donated services and facilities from the College for the years ended June 30, 2022 and 2021 was \$470,724 and \$401,036, respectively, and is included as contributions and expenses in the statements of activities.

#### **Note 9 - Concentrations and Credit Risk**

##### *Contributions*

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

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

As of June 30, 2021, an unconditional promise to give totaling \$3,500,000 was due from a donor and represented 96% of total unconditional promises to give balance. A contribution of \$500,000 was received during the year ended June 30, 2021 related to this unconditional promise to give. In addition, during fiscal year 2021 the Foundation received a non-recurring contribution without donor restrictions in the amount of \$30,000,000.

##### *Credit Risk*

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

#### **Note 10 - Federal Income Taxes**

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

GAAP requires the Foundation's management to evaluate tax positions taken by the Foundation and recognize a tax liability if the Foundation has taken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service. Management has analyzed the tax positions taken by the Foundation and has concluded that as of June 30, 2022 and 2021, there are no uncertain positions taken or expected to be taken that would require recognition or disclosure within the financial statements. The Foundation is subject to audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. Management believes that the Foundation is no longer subject to income tax examinations for years prior to 2016.

**SAN JACINTO COMMUNITY COLLEGE FOUNDATION, INC.****NOTES TO FINANCIAL STATEMENTS (continued)****Note 11 - Liquidity and Availability of Resources**

The following represents the Foundation's financial assets at June 30, 2022 and 2021, reduced by amounts not anticipated to be available for general expenditure within one year of the statement of financial position date. Financial assets are considered unavailable when not readily available or they are not convertible to cash within one year. Financial assets are available for general expenditure if they do not have donor or other restrictions limiting their use through purpose restrictions.

	<u>2022</u>	<u>2021</u>
<b>Financial assets available within one year:</b>		
Cash and cash equivalents	\$ 2,366,052	\$ 3,123,085
Pledges receivable	83,700	50,440
Investments	<u>38,930,334</u>	<u>43,725,580</u>
<b>Total Financial assets available within one year</b>	<u>41,380,086</u>	<u>46,899,105</u>
<b>Amounts limited to use:</b>		
With donor restrictions -		
Accumulated Net Investment Returns	(8,813,426)	(8,333,579)
With donor restrictions -		
Required to be Maintained in Perpetuity	(6,945,492)	(5,589,914)
Without donor restriction - Board designated quasi-endowment	<u>(17,195,475)</u>	<u>(1,320,483)</u>
<b>Financial assets available to meet cash needs for general expenditures within one year</b>	<u>\$ 8,425,693</u>	<u>\$ 31,655,129</u>

The Foundation's goal is to maintain financial assets to meet 120 days of operating expenses (approximately \$1,118,000). As part of the Foundation's liquidity management plan, cash in excess of daily requirements is invested in registered investment companies such that amounts can be made available as general expenditures and liabilities become due.

**Note 12 - Subsequent Events**

Management has evaluated subsequent events through November 2, 2022, the date which the financial statements were available to be issued. Management has determined that no subsequent events require recognition in the financial statements.

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FOUNDATION

## 2008 Bond Program

Preliminary Report as of October 31, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<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	(14,492,706)	133,555	-	133,555	-	-	133,555	-
726907 - Wayfinding Signage	50,000	657,482	707,482	10,924	718,406	33,780	684,626	-	100.00%
<b>Sub-total</b>	14,676,260	(4,229,276)	10,446,984	(9,595,023)	851,961	33,780	684,626	133,555	84.32%
<b>2008 Contingency Supplemental Projects</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>Supplemental Projects closed</b>									
<b>Sub-total</b>	-	4,504,567	4,504,567	-	4,504,567	-	4,504,567	-	100.00%
<b>Projects closed</b>									
<b>Sub-total</b>	280,323,740	(275,291)	280,048,449	9,595,023	289,643,472	-	289,643,473	-	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>33,780</b>	<b>294,832,666</b>	<b>133,555</b>	<b>99.95%</b>

## 2015 Bond Program

Preliminary Report as of October 31, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>									
731601 - CC Petrochemical Center	52,450,000	(3,424,455)	49,025,545	2,154,564	51,180,109	-	51,180,109	-	100.00%
71601A - CC Petrochem Process Plant	-	6,349,985	6,349,985	278,392	6,628,377	-	6,628,377	-	100.00%
71601B - CC Petrochem Extended Site Development	-	6,340,351	6,340,351	306,053	6,646,404	-	6,646,404	-	100.00%
731602 - CC Welcome Center	16,600,000	1,291,796	17,891,796	578,549	18,470,345	-	18,470,345	-	100.00%
71602A - CC Welcome Center Site Development	-	1,663,511	1,663,511	93,900	1,757,411	-	1,757,411	-	100.00%
731603 - CC Class Room Building	47,155,000	2,195,219	49,350,219	1,788,440	51,138,659	2,859,642	46,651,085	1,627,932	96.82%
731604 - CC Central Data Closets	2,444,000	(1,294,164)	1,149,836	37,896	1,187,732	-	1,187,732	-	100.00%
731605 - CC Central Access Security	1,852,000	(644,481)	1,207,519	53,222	1,260,741	-	1,257,835	2,906	99.77%
731606 - CC Frels Renovation	1,153,000	2,755,572	3,908,572	132,048	4,040,620	-	4,040,620	-	100.00%
731607 - CC Davison Building Renovation	14,970,000	(5,044,560)	9,925,440	388,475	10,313,915	7,939	10,305,976	-	100.00%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,326,782)	11,358,218	405,901	11,764,119	284,483	11,469,156	10,480	99.91%
71608A - CC McCollum Center Reno Phase II	-	8,483,421	8,483,421	338,733	8,822,154	719,894	7,872,780	229,480	97.40%
731609 - CC McCollum North Renovation	2,535,000	(2,465,543)	69,457	62,556	132,013	-	132,013	-	100.00%
731610 - CC Ball Demolition	1,725,000	(127,112)	1,597,888	51,669	1,649,557	-	1,649,557	-	100.00%
731611 - CC Anderson Demolition	2,654,000	(301,221)	2,352,779	76,021	2,428,800	-	2,428,800	-	100.00%
731612 - CC Stadium and Track Demolition	174,000	(109,420)	64,580	2,087	66,667	-	66,667	-	100.00%
731613 - CC Central DDC Network	1,160,000	330,532	1,490,532	58,715	1,549,247	5,614	1,543,634	-	100.00%
731614 - CC Central Plant Upgrades	1,160,000	64,094	1,224,094	39,576	1,263,670	-	1,263,670	-	100.00%
<b>Sub-total</b>	<b>170,717,000</b>	<b>2,736,744</b>	<b>173,453,744</b>	<b>6,846,797</b>	<b>180,300,541</b>	<b>3,877,572</b>	<b>174,552,171</b>	<b>1,870,798</b>	<b>98.96%</b>
<b>North</b>									
732601 - NC Cosmetology & Culinary Center	22,845,000	(116,422)	22,728,578	736,359	23,464,937	-	23,464,937	-	100.00%
732602 - NC North Data Closets	915,000	(263,487)	651,513	21,051	672,564	-	672,564	-	100.00%
732604 - NC Lehr Library Demolition	650,000	(434,125)	215,875	6,979	222,854	-	222,854	-	100.00%
732605 - NC North Access/Security	877,000	(354,467)	522,533	25,266	547,799	-	547,799	-	100.00%
732606 - NC Wheeler Renovation	14,300,000	(2,644,106)	11,655,894	391,191	12,047,085	120,220	9,864,744	2,062,121	82.88%
732607 - NC Brightwell Renovation	6,628,000	421,240	7,049,240	258,531	7,307,771	40,458	6,530,880	736,434	89.92%
732608 - NC Spencer Renovation	13,000,000	(4,031,341)	8,968,659	371,682	9,340,341	-	9,340,341	-	100.00%
732609 - NC North DDC Network	580,000	149,716	729,716	28,923	758,639	-	758,639	-	100.00%
732610 - NC Underground Utility Tunnel	11,600,000	(7,710,815)	3,889,185	127,254	4,016,439	-	4,016,439	-	100.00%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-
732613 - NC Bureson Renovation	-	3,291,288	3,291,288	130,721	3,422,008	-	3,422,008	-	100.00%
<b>Sub-total</b>	<b>78,395,000</b>	<b>(18,692,519)</b>	<b>59,702,481</b>	<b>2,097,957</b>	<b>61,800,438</b>	<b>160,678</b>	<b>58,841,205</b>	<b>2,798,555</b>	<b>95.47%</b>
<b>South</b>									
733601 - SC Engineering & Technology Center	28,400,000	(7,096,179)	21,303,821	691,395	21,995,216	-	21,995,216	-	100.00%
733602 - SC Cosmetology Center	16,213,000	(1,534,416)	14,678,584	545,725	15,224,309	-	15,224,309	-	100.00%
733603 - SC Longenecker Renovation	22,555,000	(3,590,831)	18,964,169	753,047	19,717,216	-	19,713,487	3,729	99.98%
733604 - SC South Data Closets	765,000	(157,055)	607,945	19,704	627,649	-	627,649	-	100.00%
733605 - SC South Primary Electrical Upgrade	5,800,000	966,625	6,766,625	218,639	6,985,264	1,719,926	3,649,695	1,615,643	76.87%
733606 - SC South Access/ Security	599,000	96,867	695,867	27,563	723,430	-	723,430	-	100.00%
733607 - SC South HW/CW Relocation	10,266,000	(6,914,146)	3,351,854	108,303	3,460,157	-	3,460,157	-	100.00%
733608 - SC Domestic Water System Rehabilitation	1,160,000	823,696	1,983,696	64,096	2,047,792	42,222	1,072,607	932,963	54.44%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Renovation	13,803,000	4,348,177	18,151,177	605,876	18,757,053	506,358	16,106,151	2,144,544	88.57%
73610A - SC Jones Central Plant Relocation	-	10,570,357	10,570,357	344,861	10,915,218	8,028	8,855,462	2,051,728	81.20%
733611 - SC Bruce Student Center Renovation	10,400,000	(8,275,308)	2,124,692	73,380	2,198,072	-	2,198,072	-	100.00%
733612 - SC HVAC Tech	312,000	2,259,762	2,571,762	85,231	2,656,993	-	2,656,993	-	100.00%
733613 - SC South DDC Network	580,000	170,593	750,593	28,258	778,851	-	778,851	-	100.00%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,415,232	5,415,232	178,453	5,593,685	-	5,593,685	-	100.00%
<b>Sub-total</b>	<b>116,438,000</b>	<b>(8,501,626)</b>	<b>107,936,374</b>	<b>3,744,531</b>	<b>111,680,905</b>	<b>2,276,534</b>	<b>102,655,764</b>	<b>6,748,607</b>	<b>93.96%</b>

## 2015 Bond Program

Preliminary Report as of October 31, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Maritime</b>									
736603 - MC Maritime Expansion	28,000,000	(27,031,300)	968,700	31,300	1,000,000	7,363	926,261	66,376	93.36%
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>7,363</b>	<b>2,714,606</b>	<b>278,031</b>	<b>90.73%</b>
<b>Generation Park</b>									
726601 - Generation Park	-	3,257,492	3,257,492	995,152	4,252,644	-	3,911,649	340,995	91.98%
76601B - North Access Road	-	1,115,822	1,115,822	-	1,115,822	1,113,572	2,250	-	100.00%
<b>Sub-total</b>	<b>-</b>	<b>4,373,314</b>	<b>4,373,314</b>	<b>995,152</b>	<b>5,368,466</b>	<b>1,113,572</b>	<b>3,913,899</b>	<b>340,995</b>	<b>93.65%</b>
<b>Admin</b>									
736602 - College Development	30,000,000	(29,928,632)	71,368	-	71,368	-	71,368	-	100.00%
736604 - Dist Construction Studies	283,820	35,776	319,596	-	319,596	-	319,596	-	100.00%
76605A - CW Deferred Maintenance	-	27,329,038	27,329,038	427,385	27,756,423	3,521,245	6,944,389	17,290,789	37.71%
736606 - Generation Park Opportunities	-	20,000,000	20,000,000	-	20,000,000	-	-	20,000,000	-
720100 - Program Management - AECOM	-	12,135,893	12,135,893	(11,404,113)	731,780	92,697	-	639,083	12.67%
720100 - Program Management - Other	-	2,823,009	2,823,009	(2,823,009)	-	-	-	-	-
736601 - Contingency	1,166,180	12,804,303	13,970,483	-	13,970,483	-	-	13,970,483	-
<b>Sub-total</b>	<b>31,450,000</b>	<b>45,199,387</b>	<b>76,649,387</b>	<b>(13,799,737)</b>	<b>62,849,650</b>	<b>3,613,942</b>	<b>7,335,353</b>	<b>51,900,355</b>	<b>17.42%</b>
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>11,049,661</b>	<b>350,012,998</b>	<b>63,937,341</b>	<b>84.96%</b>

## Generation Park

Preliminary Report as of October 31, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Generation Park - 726601</b>								
904605 - 2015 Revenue Bond - 726601	6,787,977	-	6,787,977	6,787,977	-	6,787,977	-	100.00%
929603 - Operational - 726601	8,843,556	-	8,843,556	8,843,556	-	8,843,556	-	100.00%
901609 - 2015 Bond - 726601	6,368,466	(2,115,822)	4,252,644	4,252,644	-	3,911,649	340,994	91.98%
901610 - Generation Park Site Infrastructure - 726601	4,000,000	(8,725)	3,991,275	3,991,275	-	3,991,275	-	100.00%
901610 - Generation Park Parking Lot - 76601A	3,521,892	(691,977)	2,829,915	2,829,915	11,848	2,712,053	106,014	96.25%
901609/10 - North Access Road - 76601B	-	1,816,525	1,816,525	1,816,525	1,247,134	569,391	-	100.00%
<b>TOTALS</b>	<b>29,521,892</b>	<b>(1,000,000)</b>	<b>28,521,892</b>	<b>28,521,892</b>	<b>1,258,982</b>	<b>26,815,902</b>	<b>447,008</b>	<b>98.43%</b>

## Energy Conservation Project

Preliminary Report as of October 31, 2022

Project	Base Budget	Budget Adjustments	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>College Wide</b>							
E22001 - UCRM 1 - LED Lighting	811,078	(196,475)	614,603	65,167	439,701	109,734	82.15%
E22002 - UCRM 2.1a - A-1 HVAC	10,354	-	10,354	-	4,572	5,782	44.16%
E22003 - UCRM 2.1b - CC Chillers	1,526,400	134,500	1,660,900	1,552,186	108,714	-	100.00%
E22004 - UCRM 2.1c - NC Chiller	593,600	71,400	665,000	610,600	54,400	-	100.00%
E22005 - UCRM 2.1d - Maritime HVAC	33,000	-	33,000	-	-	33,000	-
E22006 - UCRM 2.6a - 35 Acre VFDs	9,946	20,905	30,851	5,901	24,950	0	100.00%
E22007 - UCRM 2.6b - S-7 & S-9 VFDs	26,452	63,168	89,620	81,136	2,000	6,484	92.77%
E22008 - UCRM 3 - Retro-Commissioning	280,000	-	280,000	69,940	209,819	241	99.91%
E22009 - UCRM 4.2c - Vending Misers	46,224	-	46,224	-	6,421	39,803	13.89%
E22010 - UCRM 5.1 - Water Conserving Faucets	112,669	(15,614)	97,055	-	49,477	47,578	50.98%
E22011 - UCRM 8 - Solar PV	1,175,849	(77,884)	1,097,965	480,508	434,743	182,714	83.36%
Utility Assessment Report - 720600	96,546	-	96,546	-	96,546	-	100.00%
E22000 - Contingency Lone Star Loan	-	-	-	-	-	-	-
<b>TOTALS</b>	<b>4,722,118</b>	<b>-</b>	<b>4,722,118</b>	<b>2,865,438</b>	<b>1,431,344</b>	<b>425,336</b>	<b>90.99%</b>

## Bond Interest Earnings

Preliminary Report as of October 31, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>College Wide</b>								
732614 - NC - N7, N8 & N9 Roof Replacement	2,587,830	(668,334)	1,919,496	1,919,496	35,325	93,443	1,790,728	6.71%
733615 - SC - S7 & S9 Roof Replacement	1,737,060	668,334	2,405,394	2,405,394	2,038,264	171,999	195,131	91.89%
<b>TOTALS</b>	<b>4,324,890</b>	<b>-</b>	<b>4,324,890</b>	<b>4,324,890</b>	<b>2,073,589</b>	<b>265,443</b>	<b>1,985,858</b>	<b>54.08%</b>

## Repair and Renovation

Report as of October 31, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Total Budget	Total Budget	Total Budget	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
F23001 CC - Central Misc.	-	10,000	10,000	10,000	3,928	-	6,072	39%
F23011 CC - C34.112 Police Furniture and Move	-	14,557	14,557	14,557	-	14,522	35	100%
F23015 CC - C1.151 Corbin Lighting	-	25,313	25,313	25,313	25,313	-	-	100%
F23024 CC - C26.145 Mirrors	-	7,913	7,913	7,913	7,913	-	-	100%
F23038 CC - C31 Welding Lab Demo	-	-	-	-	-	-	-	-
F23040 CC - Lifecycle Furniture	-	42,600	42,600	42,600	-	-	42,600	-
<b>Sub-total</b>	-	100,383	100,383	100,383	37,154	14,522	48,707	51%
<b>North</b>								
F23002 NC - North Misc.	-	10,000	10,000	10,000	-	-	10,000	-
F23018 NC - Lab Conversion ECHS	-	-	-	-	-	-	-	-
F23025 NC - N17 EMT Doors	-	-	-	-	-	-	-	-
F23028 NC - Primary Electric Repair Design	-	199,826	199,826	199,826	197,655	-	2,171	99%
F23041 NC - Lifecycle Furniture	-	26,800	26,800	26,800	-	-	26,800	-
<b>Sub-total</b>	-	236,626	236,626	236,626	197,655	-	38,971	84%
<b>South</b>								
F23000 SC - S9 Foundation Repair	-	20,395	20,395	20,395	-	19,898	497	98%
F23003 SC - South Misc.	-	10,000	10,000	10,000	866	-	9,134	9%
F23007 SC - S1.257 Digital Anatomy Lab Ph2	-	4,332	4,332	4,332	4,332	-	-	100%
F23008 SC - S6.122 Career Svc Office Ph2	-	6,092	6,092	6,092	6,092	-	-	100%
F23009 SC - S1.253 Computational Research	-	2,593	2,593	2,593	2,593	-	-	100%
F23013 SC - S1.255 Lab Furniture	-	5,398	5,398	5,398	5,398	-	-	100%
F23042 SC - Lifecycle Furniture	-	30,166	30,166	30,166	10,192	-	19,974	34%
<b>Sub-total</b>	-	78,976	78,976	78,976	29,473	19,898	29,605	63%
<b>Generation Park</b>								
F23005 GP - Gen Misc.	-	5,000	5,000	5,000	-	-	5,000	-
F23044 GP - Lifecycle Furniture	-	1,600	1,600	1,600	-	-	1,600	-
<b>Sub-total</b>	-	6,600	6,600	6,600	-	-	6,600	-
<b>District</b>								
F23004 DIST - Campus Misc.	-	5,000	5,000	5,000	-	-	5,000	-
F23010 DIST - CW ADA Compliance	-	50,000	50,000	50,000	17,264	1,225	31,511	37%
F23017 DIST - A1.210/212 Cubicles Ext Ph2	-	2,652	2,652	2,652	2,652	-	-	100%
F23029 DIST - Wayfinding	-	500	500	500	500	-	-	100%
F23032 DIST - A1.212 Ext Relations Furniture	-	6,817	6,817	6,817	-	6,817	-	100%
F23033 DIST - A2.213c Conference to Office	-	4,546	4,546	4,546	4,546	-	-	100%
F23043 Dist. - Lifecycle Furniture	-	1,900	1,900	1,900	-	-	1,900	-
F23045 MT - Lifecycle Furniture	-	1,400	1,400	1,400	-	-	1,400	-
<b>Sub-total</b>	-	72,815	72,815	72,815	24,962	8,042	39,811	45%
<b>Contingency (720700) - Major Repairs</b>	200,000	(113,198)	86,802	86,802	-	-	86,802	-
<b>Sub-total</b>	200,000	(113,198)	86,802	86,802	-	-	86,802	-
<b>Projects Closed</b>								
<b>TOTALS</b>	<b>200,000</b>	<b>382,202</b>	<b>582,202</b>	<b>582,202</b>	<b>289,244</b>	<b>42,462</b>	<b>250,495</b>	<b>57%</b>

**Action Item “IX”**  
**Regular Board Meeting December 12, 2022**  
**Consideration of Approval of Amendment to the 2022-2023 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 2022-2023 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 November 2022.

**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 \$237,311 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- 12-12-22  
Attachment 2- Grant Detail- 12-12-22

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	<a href="mailto:teri.zamora@sjcd.edu">teri.zamora@sjcd.edu</a>
Tomoko Olson	281-998-6146	<a href="mailto:tomoko.olson@sjcd.edu">tomoko.olson@sjcd.edu</a>

SAN JACINTO COLLEGE DISTRICT  
Federal, State, and Local Grant Amendments  
December 12, 2022

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Labor/Texas Workforce Commission - Chapter 133 Apprenticeship Training Program</u>					
<u>(New Grant)</u>					
Federal Grant Revenue	531725	56700	554100	110000	(62,193)
State Grant Revenue	551045	56700	554200	110000	(140,722)
Non-Instructional Labor	551045	56700	610000	460961	22,379
Fringe Benefits	551045	56700	651000	460961	6,858
Contractual Svcs	531725	56700	731000	460962	62,193
Contractual Svcs	551045	56700	731000	460961	1,200
Contractual Svcs	551045	56700	731000	460961	110,285
					\$ -
<u>U.S. Department of Transportation/Texas Department of Transportation - National Summer</u>					
<u>Transportation Institute 2023 (New Grant)</u>					
Federal Grant Revenue	532004	56700	554100	110000	(32,396)
PT - Extra Service Agreement	532004	56700	614200	561611	12,685
Fringe Benefits	532004	56700	650000	561611	1,142
Supplies	532004	56700	710000	561611	1,600
Travel	532004	56700	720000	561611	11,356
Contractual Svcs	532004	56700	731000	720388	3,700
Contractual Svcs - Indirect costs	532004	56700	731500	620909	1,913
					-
<u>San Jacinto College Foundation - Student Success Initiatives Fall 2022 Awards (Additional Funds)</u>					
Federal Grant Revenue	571066	56700	554300	110000	(2,000)
Student Aid - Stipends	571066	56700	751140	561402	2,000
					-
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 Labor	\$ 62,193
Texas Workforce Commission	140,722
U.S. Department of Transportation	32,396
San Jacinto College Foundation	2,000
	\$ 237,311

December 12, 2022, Board Book – Grant Amendments Detail List

U.S. Department of Labor/Texas Workforce Commission - Chapter 133 Apprenticeship Training Program (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 cycle, SJC will train approximately 50 carpenter and 180 millwright apprentices.

U.S. Department of Transportation/Texas Department of Transportation - National Summer Transportation Institute 2023 (New Grant)

This grant funds the National Summer Transportation Institute (NSTI) program, which will be held from June 12 - 30, 2023. This program introduces high school students to a variety of transportation careers and provides educational enhancement activities. The NSTI program will enhance the STEM skills of high school students; create an awareness about all of the careers that are a part of the transportation industry, whether on land, on the waters, or in the air; stimulate an interest for seeking out one of those careers in transportation to pursue; and demonstrate the interdisciplinary nature of the field of transportation as well as its contribution to the U. S. economy. Students will receive training and exposure to science, mathematics, and technological enrichment through planned educational activities. Program activities will include educational field trips and on-site seminars to introduce various transportation services and presentations by professionals in the transportation industry. Through three weeks of program sessions, 15-20 students will be impacted.

San Jacinto College Foundation - Student Success Initiatives Fall 2022 Awards (Additional Funds)

San Jacinto College Foundation invites faculty and staff to submit proposals designed to support Student Success projects. Preference is given to proposals that directly engage students and focus upon maximizing the probability of academic success. These grants are pilot projects, which, if successful, may continue with express permission of the College if funds are available.

**Action Item “X”**  
**Regular Board Meeting December 12, 2022**

**Consideration of Acceptance of the 2021-2022 Annual Comprehensive Financial Report**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve acceptance of the annual comprehensive financial report and the independent auditor’s reports for the fiscal year ended August 31, 2022.

**BACKGROUND**

The annual comprehensive financial report (ACFR) for the fiscal year ended August 31, 2022, and the independent auditor’s reports thereon are presented for Board review and acceptance. The independent auditing firm of Whitley Penn LLP has issued an unmodified or “clean” opinion on the College’s financial statements and federal and state assistance programs.

The College is required to meet the reporting quality standards of the Texas Higher Education Coordinating Board as presented in its annual financial reporting requirements manual. For the 2021-2022 ACFR, the College has elected to meet the higher quality standards of the Government Finance Officers Association (GFOA) with a goal to qualify the report for the GFOA Certificate of Achievement for Excellence in Financial Reporting. The GFOA certificate is only awarded to government units and public employee retirement systems whose annual comprehensive financial reports achieve the highest standards in government accounting and financial reporting.

**IMPACT OF THIS ACTION**

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

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

No budget impact.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

A draft of the San Jacinto College 2021-2022 Annual Comprehensive Financial Report is provided under separate cover.

**Action Item "X"**  
**Regular Board Meeting December 12, 2022**

**Consideration of Acceptance of the 2021-2022 Annual Comprehensive Financial Report**

**RESOURCE PERSONNEL**

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

**Action Item "XI"**  
**Regular Board Meeting December 12, 2022**

**Consideration of Approval of Tuition Discount for Employee Dependents and Spouse**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a tuition discount of \$30 per semester credit hour enrollment at San Jacinto College for the spouse and dependents of full-time employees, beginning Summer 2023. This discount does not apply to dual credit enrollment.

**BACKGROUND**

Within the College's Strategic Goal #3, Our People, we strive to attract and retain employees that promote an inclusive culture, creating a work environment that nurtures and develops employees.

We are committed to the professional development and growth of our employees and our employees place a high priority in providing the same opportunities for their family members. In accordance with that, a discount of \$30 per semester credit hour would relieve the cost of higher education for the spouse and dependents of full-time employees and allow them to better afford a community college education regardless of where they live. This discount would be applied to in-district, out-of-district, and out-of-state rates, as applicable. This demonstrates the College's continued commitment to Our People and strengthens our ability to attract and retain talented employees.

**IMPACT OF THIS ACTION**

This additional employee benefit is designed to ease the cost of higher education for our employees to provide a higher education experience to their dependent family members.

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

The annual estimated cost is approximately \$100,000 and will be funded from the employee benefits 2022-2023 operating budget and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

The Board will be kept apprised via monthly financial and budget updates.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Sandra Ramirez	281-991-2648	sandra.ramirez@sjcd.edu

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the proposed 2023-2024 Academic Calendar.

## **BACKGROUND**

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

## **IMPACT OF THIS ACTION**

The proposed calendar is in line with the opening date as set by the Texas Common Calendar for the fall 2023, spring 2024, and summer 2024 semesters. The fall 2023 opening date is August 28, 2023, as recommended by the Texas Common Calendar. Other local community colleges have not published dates for fall and spring start dates at this time. The high school districts have not finalized their start and end dates for fall 2024. The dates for the December 2023 and May 2024 commencement ceremonies are set for December 15, 2023, and May 10, 2024. The proposed winter holiday break of December 21, 2023, through January 1, 2024, includes eight working days as usual. The total annual number of employee holidays is 23, which is consistent with the prior year.

## **BUDGET INFORMATION**

No budgetary impact.

## **MONITORING AND REPORTING TIMELINE**

The academic calendar is monitored closely during the year to evaluate the effectiveness and continuance of current and new processes. Occasionally dates for operational activities such as registration open or close, maintenance, etc. may need to be amended. Such operational changes will not require Board approval. Conversely, any modifications to semester start or end dates or holidays will be brought back to the Board of Trustees.

## **ATTACHMENTS**

Attachment 1 - Draft 2023-2024 Academic Calendar

Attachment 2 - Academic Calendar Constituent Group Roster

**Action Item “XII”**  
**Regular Board Meeting December 12, 2022**  
**Consideration of Approval of 2023-2024 Academic Calendar**

**RESOURCE PERSONNEL**

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

**DRAFT**  
**11/29/2022**

**San Jacinto College**  
**Academic Calendar**  
**2023-2024**

**SUBJECT TO CHANGE**

<b>Fall 2023 (Term 202410) 16 Week, Take2, Weekend, All Parts of Term</b>	
February 15, 2023 (W)	Campus-Based and Foundation Scholarship Application opens for Fall 2023 (202410)
March 27, 2023 (M)	Open SOS and Course Finder for View Access Only
April 3-16, 2023 (M-SU)	Priority Registration Opens for Fall 2023 (202410) (Currently Enrolled Students Only)
April 15, 2023 (SA)	Priority Deadline for Campus-Based and Foundation Scholarships for Fall 2023 (202410)
April 17, 2023 (M)	Registration Opens for Fall 2023 (202410) (All Students & Applicants)
June 12, 2023 (M)	Fall 2023 (202410) Installment Payment Plan Available Installment Payment Plan Due Dates: August 21, 2023 (M) September 18, 2023 (M) October 16, 2023 (M) November 20, 2023 (M) All payments due by 6:00 PM
June 29, 2023 (TH)	Financial Aid Deadline for Fall 2023 (202410)
July 30, 2023 (SU)	Deadline for Campus-Based and Foundation Scholarships for Fall 2023 (202410)
August 10, 2023 (TH)	Payment Deadline for ALL registrations through August 10, 2023 at 6:00 pm. Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.
August 11, 2023 - November 19, 2023 (F-SU)	Registration Continues for Fall 2023 (202410) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid by the end of the next business day.
August 14-18, 2023 (M-F)	New Faculty Academy Blitz
August 14-19, 2023 (M-SA)	Blackboard Maintenance
August 21, 2023 (M)	Installment Payment Plan Due Date by 6:00 PM
August 21-25, 2023 (M-F)	College Community Week
August 28, 2023 (M)	Full Semester (1), First Twelve-Week (12A), First Eight-Week (8A), Six-Week (6A), First Five-Week (5A), & First Four-Week (4A), Classes Begin
August 31, 2023 Noon - September 1, 2023 1:00 AM (TH-F)	Banner Down-Fiscal End-of-Year Processing
September 1, 2023 (F)	Banner Reopens at 1:00 AM
September 1, 2023 (F)	Campus-Based and Foundation Scholarship Application opens for Spring 2024 (202420)
September 2, 2023 (SA)	Banner Maintenance (Banner & SOS unavailable)
September 2-4, 2023 (SA-M)	Facilities & Utility System Maintenance
September 4, 2023 (M)	Labor Day Holiday (No Classes Held)
September 8, 2023 (F)	Fourteen-Week Weekend (14S) Classes Begin
September 9, 2023 (SA)	Banner Maintenance (Banner & SOS unavailable)
September 11, 2023 (M)	Fourteen-Week (14), Take2 Thirteen-Week (13B) Classes Begin
September 15, 2023 (F)	Thirteen-Week Weekend Full Term (1W) & Six-Week Weekend (6AS) Classes Begin
September 18, 2023 (M)	Installment Payment Plan Due Date by 6:00 PM
September 22, 2023 (F)	First Four-Week (4A) Ends (Last Day of Finals)
September 25, 2023 (M)	Second Twelve-Week (12B) & Second Four-Week (4B) Classes Begin
September 29, 2023 (F)	First Five-Week (5A) Ends (Last Day of Finals)
October 2, 2023 (M)	Second Five-Week (5B) Classes Begin
October 6, 2023 (F)	Six-Week (6A) Ends (Last Day of Finals)
October 7, 2023 (SA)	Banner Maintenance (Banner & SOS unavailable)
October 9, 2023 (M)	Ten-Week (10) Classes Begin
October 14, 2023 (SA)	Banner Maintenance (Banner & SOS unavailable)
October 16, 2023 (M)	Installment Payment Plan Due Date by 6:00 PM
October 18, 2023 (W)	First Eight-Week (8A) Ends (Last Day of Finals)
October 19, 2023 (TH)	Last Day to submit name to be included in December Commencement Program
October 20, 2023 (F)	Second Four-Week (4B) Ends (Last Day of Finals)
October 22, 2023 (SU)	Six-Week Weekend (6AS) Ends (Last Day of Finals)
October 23, 2023 (M)	Second Eight-Week (8B) & Third Four-Week (4C) Classes Begin
October 27, 2023 (F)	Seven-Week Weekend (7BS) Classes Begin
October 30, 2023 (M)	Deadline for Campus-Based and Foundation Scholarships for Spring 2024 (202420)
November 3, 2023 (F)	Second Five-Week (5B) Ends (Last Day of Finals)
November 4, 2023 (SA)	Banner Maintenance (Banner & SOS unavailable)
November 6, 2023 (M)	Third Five-Week (5C) Classes Begin
November 17, 2023 (F)	First Twelve-Week (12A) & Third Four-Week (4C) End (Last Day of Finals)
November 20, 2023 (M)	Fourth Four-Week (4D) Classes Begin
November 20, 2023 (M)	Installment Payment Plan Due Date by 6:00 PM
November 22-24, 2023 (Inclusive) (W-F)	Thanksgiving Holidays (No Classes Held November 22-26)
November 22-26, 2023 (Inclusive) (W-SU)	Facilities & Utility System Maintenance
December 2, 2023 (SA)	Banner Maintenance (Banner & SOS unavailable)
December 8, 2023 (F)	Take2 Thirteen-Week (13B) & Third Five-Week (5C) End (Last Day of Finals)
December 10, 2023 (SU)	Fourteen-Week Weekend (14S), Thirteen-Week Weekend Full Term (1W) & Seven-Week Weekend (7BS) End (Last Day of Finals)
December 15, 2023 (F)	Full Semester (1), Fourteen Week (14); Second Twelve-Week (12B), Ten-Week (10), Second Eight-Week (8B), Fourth Four-Week (4D) End (Last Day of Finals)
December 15, 2023 (F) 7:00 PM	College-wide Commencement - Minute Maid Park
December 17, 2023 (SU)	Grades due for Final Parts of Term (1, 14, 12B, 10, 8B, 4D) by 4:00 PM
December 21-29, 2023, January 1, 2024 (TH-M)	Winter Holidays - Admin. Offices Closed (no non-instructional activity, Dec. 21-29, 2023, January 1, 2024)
December 21, 2023 - January 1, 2024 (TH-M)	Facilities & Utility System Maintenance
<b>Please consult the Fall 2023 (202410) Online Schedule of Classes for Registration &amp; Payment Times, Refund Dates, Drop Deadlines, Grades Due, Final Exam Schedule and possible additional part-of-term information or changes.</b>	

<b>Spring 2024 (Term 202420) Winter Mini Term, Spring Term, Take2, Weekend, All Parts of Term</b>	
September 1, 2023 (F)	Campus-Based and Foundation Scholarship Application opens for Spring 2024 (202420)
September 2, 2023 (SA)	Banner Maintenance (Banner & SOS unavailable)
September 9, 2023 (SA)	Banner Maintenance (Banner & SOS unavailable)
September 25, 2023 (M)	Open SOS and Course Finder for View Access Only
October 2 - October 15, 2023 (M-SU)	Priority Registration for Spring 2024 (202420) (Currently Enrolled Students Only)
October 7, 2023 (SA)	Banner Maintenance (Banner & SOS unavailable)
October 14, 2023 (SA)	Banner Maintenance (Banner & SOS unavailable)
October 16 - December 14, 2023 (M-TH)	Registration Opens for Winter Mini 2023 (202420) (All Students & Applicants)
October 16, 2023 (M)	Registration Opens for Spring 2024 (202420) (All Students & Applicants)
October 30, 2023 (M)	Deadline for Campus-Based and Foundation Scholarships for Spring 2024 (202420)
November 4, 2023 (SA)	Banner Maintenance (Banner & SOS unavailable)
November 6, 2023 (M)	Spring 2024 (Term 202420) Installment Payment Plan Available
December 2, 2023 (SA)	Banner Maintenance (Banner & SOS unavailable)
December 14, 2023 (TH)	Payment Deadline by 6:00 PM for Winter Mini 2023 (202420)
December 15-17, 2023 (F-SU)	Registration Continues And Payment Due on Day of Registration for Winter Mini 2023
December 18, 2023 (M)	Winter Mini Term (3) Classes Begin
December 25, 2023 (M)	Winter Mini Holiday (No Classes Held)
January 1, 2024 (M)	Winter Mini Holiday (No Classes Held)
January 4, 2024 (TH)	Winter Mini Term (3) Ends (Last Day of Finals)
January 4, 2024 (TH)	Registration Payment Deadline by 6:00 PM for ALL registrations through January 4, 2024 for Spring 2024 (202420). Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.
January 4-5, 2024 (TH-F)	New Faculty Academy Blitz
January 5 - April 14, 2024 (F-SU)	Registration Continues for Spring 2024 (202420) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid by the end of the next business day.
January 6, 2024 (SA)	Banner Maintenance (Banner & SOS unavailable)
January 7 - 10, 2024 (M-SA)	Blackboard Maintenance
January 8-12, 2024 (M-F)	College Community Week
January 15, 2024 (M)	Martin Luther King Jr., Holiday (No Classes Held)
January 16, 2024 (T)	Full Semester (1), First Twelve-Week (12A), First Eight-Week (8A), Six-Week (6A), First Five-Week (5A), & First Four-Week (4A) Classes Begin
January 19, 2024 (F)	First Six-Week Weekend (6AS) Classes Begin/Fifteen-Week Weekend (15S) Classes Begin
January 22, 2024 (M)	Installment Payment Plan Due Date by 6:00 PM
January 26, 2024 (F)	Thirteen-Week Weekend Full Term (1W) Classes Begin
January 29, 2024 (M)	Take2 Thirteen-Week (13B) Classes Begin
February 3, 2024 (SA)	Banner Maintenance (Banner & SOS unavailable)
February 8, 2024 (TH)	College Community Day (No Classes Held Day & Evening)
February 9, 2024 (F)	First Four-Week (4A) Ends (Last Day of Finals)
February 12, 2024 (M)	Second Four-Week (4B) & Second Twelve-Week (12B) Classes Begin
February 15, 2024 (TH)	Campus-Based and Foundation Scholarship Application opens for Fall 2024 (202510)
February 16, 2024 (F)	First Five-Week (5A) Ends (Last Day of Finals)
February 19, 2024 (M)	Installment Payment Plan Due Date by 6:00 PM
February 19, 2024 (M)	Ten-Week (10B) Classes Begin/Second Five-Week (5B) Classes Begin
February 23, 2024 (F)	Six-Week (6A) Ends (Last Day of Finals)
February 25, 2024 (SU)	First Six-Week Weekend (6AS) Ends (Last Day of Finals)
March 2, 2024 (SA)	Banner Maintenance (Banner & SOS unavailable)
March 6, 2024 (W)	First Eight-Week (8A) Ends (Last Day of Finals)
March 8, 2024 (F)	Second Four-Week (4B) Ends (Last Day of Finals)
March 11-15, 2024 (Inclusive) (M-SU)	Spring Break (No Classes Held, March 11-17)
March 11-17, 2024 (M-SU)	Facilities & Utility System Maintenance
March 18, 2024 (M)	Installment Payment Plan Due Date by 6:00 PM
March 18, 2024 (M)	Second Eight-Week (8B) & Third Four-Week (4C) Classes Begin
March 21, 2024 (TH)	Last Day to submit name to be included in May Commencement Program
March 22, 2024 (F)	Seven-Week Weekend (7BS) Classes Begin
March 23, 2024 (SA)	Banner Maintenance (Banner & SOS unavailable)
March 28, 2024 (TH)	Second Five-Week (5B) Ends (Last Day of Finals)
March 29, 2024 (F)	Spring holiday (No Weekend Classes - March 29-31)
March 29-31, 2024 (F-SU)	Facilities & Utility System Maintenance
April 1, 2024 (M)	Third Five-Week (5C) Classes Begin
April 6, 2024 (SA)	Banner Maintenance (Banner & SOS unavailable)
April 12, 2024 (F)	Third Four-Week (4C) & First Twelve-Week (12A) End (Last Day of Finals)
April 15, 2024 (M)	Fourth Four-Week (4D) Classes Begin
April 15, 2024 (M)	Priority Deadline for Campus-Based and Foundation Scholarships for Fall 2024 (202510)
April 20, 2024 (SA)	Banner Maintenance (Banner & SOS unavailable)
April 22, 2024 (M)	Installment Payment Plan Due Date by 6:00 PM
May 3, 2024 (F)	Ten-Week (10B) & Third Five-Week (5C) & Take2 Thirteen-Week (13B) End (Last Day of Finals)
May 4, 2024 (SA)	Banner Maintenance (Banner & SOS unavailable)
May 5, 2024 (SU)	Thirteen-Week Weekend Full Term (1W), Fifteen-Week Weekend (15S) & Seven-Week Weekend (7BS) End (Last Day of Finals)
May 10, 2024 (F)	Full Semester (1), Second Twelve-Week (12B), Second Eight-Week (8B), Fourth Four-Week (4D) End (Last Day)
May 10, 2024 (F)	College-Wide Commencement - NRG Stadium; 7:00 PM
May 12, 2024 (SU)	Grades due for Final Parts of Term (1, 12B, 8B, 4D) by 4:00 PM
<b>Please consult the Spring 2024 (202420) Online Schedule of Classes for Registration &amp; Payment Times, Refund Date, Drop Deadlines, Final Exam Schedule, Grades Due, and possible additional part-of-term information or changes.</b>	

<b>Summer 2024 (202430) May Mini Term-May, Summer I-June, Summer II-July, Weekend, All Parts of Term May 13, 2024 through August 8, 2024 (Administrative Offices Closed Friday at Noon)</b>		
February 3, 2024 (SA)	Banner Maintenance (Banner & SOS unavailable)	
February 12, 2024 (M)	Open SOS and Course Finder for View Access Only	
February 15, 2024 (TH)	Campus-Based and Foundation Scholarship Applications open for Fall 2024 (202510)	
February 19 - April 25, 2024 (M-TH)	Registration Opens for Classes Beginning May 13, 2024	
February 19 - May 9, 2024 (M-TH)	Registration Opens for Classes Beginning June 3, 2024 and July 8, 2024	
March 2, 2024 (SA)	Banner Maintenance (Banner & SOS unavailable)	
March 23, 2024 (SA)	Banner Maintenance (Banner & SOS unavailable)	
April 1, 2024 (M)	Summer 2024 (202430) Installment Payment Plan Available	
April 6, 2024 (SA)	Banner Maintenance (Banner & SOS unavailable)	
April 15, 2024 (M)	Priority Deadline for Campus-Based and Foundation Scholarships for Fall 2024 (202510)	
April 20, 2024 (SA)	Banner Maintenance (Banner & SOS unavailable)	
April 25, 2024 (TH)	Registration Payment Deadline by 6:00 PM for Classes Beginning May 13, 2024.	
April 26 - May 12, 2024 (F-SU)	Registration Continues And Payment Due on Day of Registration for classes beginning May 13, 2024.	
May 4, 2024 (SA)	Banner Maintenance (Banner & SOS unavailable)	
May 9, 2024 (TH)	Registration Payment Deadline by 6:00 PM for ALL registrations through May 9, 2024 for Summer 2024 (202430).	
May 10 - June 2, 2024 (F-SU)	Registration Continues for Classes beginning on June 3, 2024 (202430) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid by the end of the next business day.	
May 10 - July 7, 2024 (F-SU)	Registration Continues for Classes beginning on July 8, 2024 (202430) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid by the end of the next business day.	
May 13, 2024 (M)	May Mini (3), First Eight-Week (8), Eleven-Week (11) & Thirteen-Week (13) Classes Begin	
May 17, 2024 (F)	Weekend Twelve-Week Full Term (1W) Classes Begin	
May 17, 2024 (F)	Administrative Offices Closed Every Friday at Noon through August 9, 2024	
May 18, 2024 (SA)	Banner Maintenance (Banner & SOS unavailable)	
May 20, 2024 (M)	Twelve-Week (12) Classes Begin	
May 27, 2024 (M)	Facilities & Utility System Maintenance	
May 27, 2024 (M)	Memorial Day Holiday (No Classes Held)	
May 31, 2024 (F)	May Mini (3) Ends (Last Day of Finals)	
June 3, 2024 (M)	Full Ten-Week Semester (1), First Five-Week (5A), Second Eight-Week (8A) Classes Begin	
June 3, 2024 (M)	Installment Payment Plan Due Date due by 6:00 PM	
June 8, 2024 (SA)	Banner Maintenance (Banner & SOS unavailable)	
June 17, 2024 (M)	Installment Payment Plan Due Date due by 6:00 PM	
June 19, 2024 (W)	Juneteenth National Independence Day Holiday (No Classes Held)	
June 27, 2024 (TH)	Financial Aid Application Priority Deadline for Fall 2024 (202510)	
June 30, 2024 (SU)	Campus-Based and Foundation Scholarships close for Fall 2024 (202510)	
July 3, 2024 (W)	First Five-Week (5A) & First Eight-Week (8) End (Last Day of Finals)	
July 4, 2024 (TH)	Independence Day Holiday - (No Classes Held July 4)	
July 6, 2024 (SA)	Banner Maintenance (Banner & SOS unavailable)	
July 8, 2024 (M)	Second Five-Week (5B) Classes Begin	
July 8, 2024 (M)	Installment Payment Plan Due Date by 6:00 PM	
July 13, 2024 (SA)	Banner Maintenance (Banner & SOS unavailable)	
July 22, 2024 (M)	Installment Payment Plan Due Date by 6:00 PM	
July 25, 2024 (TH)	Second Eight-Week (8A) & Eleven-Week (11) End (Last Day of Finals)	
July 30, 2024 (SU)	Deadline for Campus-Based and Foundation Scholarships for Fall 2024 (202510)	
August 3, 2024 (SA)	Banner Maintenance (Banner & SOS unavailable)	
August 4, 2024 (SU)	Weekend Full Term (1W) Ends (Last Day of Finals)	
August 8, 2024 (TH)	Full Semester (1), Thirteen-Week (13), Twelve-Week (12), Second Five-Week (5B) End (Last Day of Finals)	
August 11, 2024 (SU)	Grades due for Final Parts of Term (1, 13, 12, 5B) by 4:00 PM	
<b>Please consult the Summer 2023 (202330) Online Schedule of Classes for Registration &amp; Payment Times, Refund Dates, Drop Deadlines, Final Exam Schedule, Grades Due, and possible additional part-of-term information or changes.</b>		
<b>Date(s)</b>	<b>Holidays</b>	<b>Number of Holidays</b>
September 4, 2023 (M) (No Classes Held Sept. 4)	Labor Day	1
November 22-24, 2023 (No Classes Held Nov. 22-26)	Thanksgiving	3
December 21, 2023 - January 1, 2024	Winter Break	8
January 15, 2024 (M) (No Classes Held January 15)	Martin Luther King, Jr. Day	1
March 11-15, 2024 (No Classes Held March 11-17)	Spring Break	5
March 29, 2024 (No Classes Held March 29-31)	Spring Holiday	1
May 27, 2024 (No Classes Held)	Memorial Day	1
June 19, 2023 (W) (No Classes Held)	Juneteenth National Independence Day	1
July 4, 2023 (TH) (No Classes Held)	Independence Day Holiday	1
Floating Holiday	To be scheduled with employee leader approval	1
Total Holidays 2023-2024		23
<b>Fall 2024 (202510) – TENTATIVE (not Board approved) DO NOT PRINT IN ANY PUBLICATIONS</b>		
<b>Fall Semester 2024 (Term 202510)</b>		
February 19, 2024 (M)	Open SOS and Course Finder for View Access Only	
April 1 - April 14, 2024 (M-SU)	Priority Registration (Currently Enrolled Students Only)	
April 15, 2024 (M) - Last Part of Term	Registration (All Students & Applicants)	
August 12-17, 2024 (SU-SA)	Blackboard Maintenance	
August 19-23, 2024 (M-F)	College Community Week	
August 26, 2024 (M) (Texas Common Calendar Date)	Regular Classes Begin	
December 13, 2024 (S)	Regular Classes End	

### Academic Calendar Development Committee and Constituent Groups (2023-2024)

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

SLT Sponsor: Laurel Williamson

Constituent Groups	Members	Campus*
Committee Chair	Kevin McKisson	D
Administrative Organization	Scott Gernander	D
Auxiliary Services	Matt Prasifka	D
Banner Student System Services	April Kearns	D
Business Office/Finance	Carin Hutchins	D
Business Office/Finance	Lauren Bellenger	D
Center for Teaching & Learning	Rachel Garcia	D
Contact Center	Ernesto Wallmark	D
Continuing & Professional Development	Sarah Janes	D
Curriculum/Catalog Manager/Developer	Ann Pearson	D
Deans (Academic)	DeRhonda McWaine	C
Deans (Administration)	Joseph Hebert	S
Deans (Health Sciences)	Rhonda Bell	C
Deans (Technical)	James Ragaisis	C
Director (Instruction)	Kelly Mizell	GP
Educational Planning Counseling & Completion	Tami Kelly	S
Facilities and Construction	Bryan Jones / Ron Andell	D
Faculty Member Central	Julie Groesch (English)	C
Faculty Member North	Kelly Folkerts (Medical Assistant)	N
Faculty Member South	Kristine Abraham (Speech)	S
Faculty Member Gen Park	Doug Simmons (History)	GP
Faculty Member Maritime	Amy Arrowood	M
Faculty Senate Representative	Kevin Hale	D
Financial Aid	Robert Merino	D
Foundation (Scholarships)	Tammy McAdams	D
Human Resources	Shanna Dement	D
Information Technology Services	Kathy Edwards	D
Information Technology Services	Linda Pennington	D
Assoc. Vice Chancellor, Inst Eff, Assessment, Acred	Chris Duke	D
Institutional Research	George Gonzalez	D
Asst. Vice Chancellor, Instruct Innov/Support	Niki Whiteside	D
Marketing	Amanda Fenwick	D
Police	Sabrina Naulings	D
Provosts	J. Aaron Knight	S
Records Management	Joan Rondot	D
Staff Organization	Rosselle Helms	D
Student Representative	Ashley Medina	D
Associate Vice Chancellor of Student Services	Joanna Zimmermann	D
Weekend College & Evening Division	Chris Crumley	C

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

**Action Item “XIII”**  
**Regular Board Meeting December 21, 2022**  
**Consideration of Approval of Memorandum of Understanding with**  
**Sheldon ISD for KNIT Dual Credit Program**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a Memorandum of Understanding (MOU) between San Jacinto Community College District (SJCCD) and Sheldon Independent School District (Sheldon ISD) for the King Nurses in Training (KNIT) dual credit program.

**BACKGROUND**

Sheldon ISD approached San Jacinto College to establish a dual credit program for high school students at CE King high school who are interested in pursuing the Associate Degree Nursing (AND) nursing program at the College. The KNIT dual credit program will offer an opportunity for those students to earn college credit by taking 27 hours of prerequisite academic courses for entry into the ADN program during their junior and senior year of high school. In addition, students would complete specific high school health science related courses their freshman and sophomore years of high school, participate in a summer bridge program, complete Health Education Systems Incorporated (HESI) prep work, and attend mentoring and tutoring sessions.

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

**IMPACT OF THIS ACTION**

Approval of this MOU will allow the College and Sheldon ISD to continue their dual credit partnership by providing an opportunity for students to take dual credit prerequisite nursing courses at San Jacinto College.

**BUDGET INFORMATION**

All elements related to operation of the dual credit programs are contained within the fiscal year 2022 budget.

**MONITORING AND REPORTING TIMELINE**

The agreement shall become effective upon the date of execution and will continue through August 31, 2025.

**ATTACHMENTS**

Attachment 1 - Draft Memorandum of Understanding

**Action Item “XIII”**  
**Regular Board Meeting December 21, 2022**  
**Consideration of Approval of Memorandum of Understanding with**  
**Sheldon ISD for KNIT Dual Credit Program**

**RESOURCE PERSONNEL**

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu



This Memorandum of Understanding ("Agreement") is by and between the **San Jacinto Community College District**, a public community college established under Chapter 130 of the Texas Education Code, an institution of higher education under Section 61.003 of the Texas Education Code, and political subdivision of the State of Texas ("SJCCD" or "College") and the **Sheldon Independent School District**, a public school district established by law and political subdivision of the State of Texas ("Sheldon ISD" or "District") effective as of the date the second Party signs the Agreement ("Effective Date"). Individually, SJCCD or Sheldon ISD shall be referred to herein as "Party" and collectively, as "Parties."

The Parties agree to the following:

#### **I. TERM**

This Agreement shall commence on the Effective Date and expire on **August 31, 2025** ("Expiration Date") unless terminated earlier as set forth herein. As used herein, the term "Term" shall mean the time period between the Effective Date and the Expiration Date. This Agreement and the continuation of the Program (as hereinafter defined) are conditioned upon any approvals that may be required by the Texas Education Agency ("TEA"), the Texas Higher Education Coordinating Board ("THECB"), and the Texas Board of Nursing ("BON").

#### **II. WEBSITE**

Both Parties agree to post a copy of this Agreement on their respective internet websites in accordance with 19 Texas Administrative Code § 4.84(c)(11) for dual credit partnerships between public school districts and Texas public institutions of higher education.

#### **III. OVERVIEW; PURPOSE**

The College is committed to serving the students and communities of the greater Houston area through collaborative work with public school districts in the College's service area. A major initiative promoting a college-going and college graduation culture is the SJCCD's dual credit program, which complies with Applicable Law (as hereinafter defined), including, without limitation, the laws and regulations set forth by the State of Texas for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit courses and programs to qualified students. The term 'partnership' as used in this Agreement refers to the dual credit partnerships as described in Texas Education Code § 28.009 and 19 Texas Administrative Code §§ 4.84, 9.143(b).

The Parties are entering into this Agreement for the purpose of setting forth the roles and respective obligations of the Parties for the establishment and operation of a dual credit nursing program at the District's C.E. King High School ("Program" or "KNIT Program"). The Program will allow eligible students, to earn college credit while simultaneously earning credit toward their high school graduation requirements. This Agreement encompasses all programs and initiatives under the dual credit programs as required by Applicable Law.

#### **IV. NON-DISCRIMINATION**

The College and the District are committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with Applicable Law.

No person, including students, faculty, staff, part-time, and temporary workers, will be excluded from participation in, denied the benefits of, or be subjected to discrimination or harassment under any program or activity sponsored or conducted by the College or the District on the basis of the categories listed.

For more information on the College's non-discrimination policy, see [Board Policy IV-B: Policies on Equal Opportunity](#) and [Policy III.3006.D: Sexual Misconduct](#).

More information on the District non-discrimination policy, can be found on their website at [https://www.sheldonisd.com/apps/pages/index.jsp?uREC\\_ID=1376782&type=d&pREC\\_ID=2033074](https://www.sheldonisd.com/apps/pages/index.jsp?uREC_ID=1376782&type=d&pREC_ID=2033074)

#### **V. APPLICABLE LAW**

Both Parties agree to perform their respective obligations and operate the Program in compliance with the applicable Federal, State, and local laws, implementing regulations, executive orders, and interpreting authorities including, but not limited to, the United States Constitution; the Texas Constitution, the Elementary and Secondary Education Act; the Individuals with Disabilities in Education Act ("IDEA"); the Family Educational Rights and Privacy Act of 1974 ("FERPA"); Title VI of the Civil Rights Act of 1964, as amended; Title VII of the Civil Rights Act;

Title IX of the Education Amendments 1972 (20 U.S.C. § 1681 et seq.); Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008; the Age Discrimination Act of 1975; Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq; United States Department of Education requirements; the Texas Education Code, including, without limitation, Sections 28.009, 130.008, and other provisions governing dual credit programs, high school and college course requirements and credit, grading, graduation requirements, and credentialing; Chapter 22 (Subchapter B as its relates to immunity and Subchapter C as related to criminal history background checks for services provided on a school district campus); the Texas Government Code, to the extent it applies to the subject matter of this Agreement, including, without limitation Chapter 551 (Open Meetings), Chapter 552 (Public Records), Chapter 573 (Nepotism), and the Chapter 2251 ("Prompt Pay Act"); Texas Labor Code; the record retention laws and conflicts of interest laws under the Texas Local Government Code and Texas Local Government Code, Chapter 271, Subchapter I; 19 Texas Administrative Code, including without limitation, Chapter 4, Subchapter D, and Chapter 9, Subchapter H; all TEA and

THECB regulations and guidelines applicable to dual credit programs, courses and coursework, and personnel; BON guidelines for dual credit nursing programs and accreditation; requirements of the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC") applicable to both Parties; any policy statements and guidance issued by TEA and other TEA requirements relating to public schools; any applicable local ordinances, including local building codes and regulations to the extent applicable to the delivery of services under this Agreement; any amendments to or recodification of the aforementioned laws; and the board policies of each of the Parties as they may be applicable to the subject matter of this Agreement (collectively, "Applicable Law").

## **VI. KNIT Program Organization**

The Parties will establish an advisory committee ("KNIT Advisory Council") to operate as a joint decision-making body, comprised of representatives from SJCCD, Sheldon ISD, and other community members as appropriate. The KNIT Advisory Council will be co-led by the Dean of Health and Natural Sciences at SJCCD and the Deputy Superintendent of Academics from Sheldon ISD, and will meet regularly and as needed to facilitate communication regarding the Program design and governance; evaluate operational, curricular, and instructional activities; develop annual reports; outline and plan improvements; and enhance collaboration to ensure implementation of the Program in accordance with this Agreement, Applicable Law, and expectations of the Parties for the Program. The KNIT Advisory Council will meet once per academic year.

- a) Evaluate and review effectiveness of the program.
- b) Ensure adherence to Applicable Laws that affect the safety and well-being of students enrolled in the KNIT Program.
- c) Review the Agreement and suggest revisions if needed.
- d) Develop and implement academic and professional policy as related to KNIT Program.
- e) Review Anatomy & Physiology (A&P) Summer Bridge Program Student Learning Outcomes (SLO's).
- f) Recommend the number of work-based learning hours/classes required for the KNIT Program.
- g) Recommend the number of mentoring hours required for the KNIT Program.

The College shall:

- a) Reserve a minimum of five spots in the Associate Degree in Nursing ("ADN") program at the College's North campus for students who complete all aspects of the KNIT Program, meet all ADN admission guidelines, maintain a 3.5 cumulative grade point average ("GPA") and 3.0 science pre-requisite GPA throughout the Program, and score a minimum of 75% on all categories on the Health Education System Incorporated Admission Assessment (HESI A2) exam (this is the current requirement of all applicants).
- b) Reserve a minimum of five spots in the Vocational Nursing ("VN") program at the North campus for KNIT Program students who are not accepted into the ADN program or who choose the VN program as a pathway into nursing.
- c) Assist the KNIT Program with finding mentors for Program participants.
- d) Provide students enrolled in the KNIT Program with college and dual credit course advisory services through the SJCCD Dual Credit office.
- e) Provide KNIT Program students with nursing program information and admissions advisory services through the College's nursing program.

- f) Provide KNIT Program students with academic tutoring.

Sheldon ISD shall:

- a) Create and provide an A & P Summer Bridge Program.
- b) Provide students enrolled in the Program with work-based learning experiences and mentoring.
- c) Provide all students enrolled in the Program with a HESI Prep Course(s).
- d) Document students' successful completion of the following:
  1. A & P Summer Bridge Program
  2. HESI Prep Course
  3. Work-based learning as determined by the KNIT Advisory Council
  4. Mentoring hours as determined by the KNIT Advisory Council
  5. Academic tutoring sessions (during Anatomy & Physiology 1, Anatomy & Physiology 2, and Microbiology)
- e) Provide SJCCDD Nursing Program with an annual list of students enrolled in the Program who completed all aspects of the KNIT Program requirements:
  1. A & P Summer Bridge Program
  2. HESI Prep Course
  3. Work-based learning
  4. Mentoring hours
  5. Academic tutoring sessions (during Anatomy & Physiology 1, Anatomy & Physiology 2, and Microbiology)

Students enrolled in the KNIT Program are expected to follow the course sequence below:

<b>Freshman Fall</b>	<b>Freshman Spring</b>
Principles of Health Sciences	Principles of Health Sciences

<b>Sophomore Fall</b>	<b>Sophomore Spring</b>
Health Science Theory	Health Science Theory
Medical Terminology	Medical Terminology

<b>Summer Between Sophomore and Junior Year</b>
A&P Bridge Program

<b>Junior Fall</b>	<b>Junior Spring</b>
Anatomy & Physiology I (BIOL 2301/BIOL 2101)	Anatomy & Physiology II (BIOL 2302/BIOL 2102)
Fine Arts Elective	General Psychology (PSYC 2301)

<b>Senior Fall</b>	<b>Senior Spring</b>
Microbiology (BIOL 2320/BIOL 2120)	Lifespan Growth and Development (PSYC 2314)
English Composition I (ENGL 1301)	English Composition II (ENGL 1302)

Course sequence may be adjusted with the approval of the KNIT Advisory Council.

## VII. ELIGIBLE COURSES

- a) Courses offered for dual credit by SJCCD shall be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the THECB and listed in SJCCD's Core Curriculum, or as college-level workforce education courses in the current edition of Workforce Education Course Manual (WECM) adopted by the THECB or a foreign language course.
- b) The College and the District will develop a course equivalency crosswalk, which shall be incorporated herein by reference and attached as Appendix B, identifying the available courses and course credits that may be earned in the Program, including the number of credits that may be earned for each course completed through the Program.
- c) Students should only take college courses listed on their college pathways degree plan listed in the catalog for their pathway.
- d) Specific course offerings for the Program will be determined collaboratively between SJCCD and the District.
- e) A corresponding PEIMS high school course code as identified in the current PEIMS Data Standards manual adopted by the State Board of Education shall be provided by the District indicating the high school course(s) for which high school credit shall also be awarded.
- f) Developmental and remedial courses are not offered for dual credit.
- g) The College and the District agree that SJCCD policies and practices regulating dual credit courses will be followed.

## VIII. STUDENT ELIGIBILITY REQUIREMENTS

- a) To be eligible for dual credit enrollment at SJCCD, the high school student must:
  1. Meet all requirements for standard admission to the College as outlined in the College's current College Catalog, as well as other requirements that may be imposed by the District.
  2. Meet dual credit admissions and eligibility requirements as required by Applicable Law, including, without limitation, the THECB rules and regulations and 19 Texas Administrative Code, Chapter 4, Subchapter D, § 4.85, including the Texas Success Initiative ("TSI") Assessment minimum passing scores established by the THECB.
  3. Successfully complete established prerequisites for any College course as listed in the course description found in the current College Catalog.
  4. Submit a completed Dual Credit Enrollment Form with District approval before or at the time of course registration.
- b) Students taking the TSIA2 at SJCCD will not be charged for their first attempt on any section of the TSI Assessment (TSIA2). Students will be charged for any additional testing attempts at the current SJCCD Board approved cost. The current cost is \$15.00 per section or \$30.00 for the entire assessment.
- c) The District will work with the College to make certain that all dual credit students are enrolled by the first day of class to help ensure student success.

## IX. LOCATION OF CLASSES

- a) The location of the KNIT Program courses will be held at the College's campus, high school campus, or an approved instructional site in accordance with SACSCOC standards. The College will comply

with Applicable Law for offering Program courses through distance learning. In addition, college courses taught electronically shall comply with the THECB's adopted Principles of Good Practice for Courses Offered Electronically. The College shall be responsible for the maintenance and operations at the SJCCD campus(es). For college classes taught on Sheldon ISD facilities, the District shall be responsible for maintenance and operation at those facilities.

- b) The District will work with the College to ensure that the District's facilities meet the expectations and criteria required for college classes and are conducive to college-level instruction and learning by the first day of class including:
- Ensuring that college faculty and KNIT Program students have appropriate access to all available instructional facilities, resources, and essential technology.
  - Designating a classroom for the Program classes that are away from high traffic and disruptions.
  - Displaying the signs provided by the College outside of the classroom that indicate "College Course is in Session".
  - Assuring **no or extremely minimal interruptions** take place in the Program class while in session, such as bells or tones indicating class changes, removing students for high school activities, or making announcements, except for emergencies.
  - Permitting access to the College's electronic learning resources, including adjusting firewalls, when the course is taught at the District's facilities.
  - Ensuring that any science course classrooms meet the laboratory safety standards and have material/equipment required for Program courses available in all labs in which classes are being taught to comply with the College's science program requirements.
  - Students enrolled in the KNIT Program attending classes at SJCCD must adhere to the SJCCD policies and procedures in the Code of Student Conduct.  
<https://publications.sanjac.edu/student-handbook/code-student-conduct/>
  - Students enrolled in KNIT Program classes conducted at the District must adhere to the Sheldon ISD code of student conduct or student handbook.

## X. TRANSPORTATION

- a) SJCCD will not provide student transportation. Except to the extent that Sheldon ISD provides transportation, Program students are responsible for their own transportation if attending a Program class at an SJCCD facility. Students are required to attend classes at the College on days that the College is open for instruction regardless of whether such dates constitute holidays or days off for the District. Students are required to ensure arrival at the College's campus early enough to be on time for class.
- b) If required and deemed necessary, the District will provide students appropriate transportation under Applicable Law and District rules and procedures. If the District sponsors student transportation, the District agrees to schedule appropriate and timely transportation to ensure arrival at the College's campus early enough to allow students to be on time for class.

## XI. STUDENT COMPOSITION OF CLASS

- a) Where practical, SJCCD will make reasonable efforts to provide KNIT Program students only classes on the SJCCD campus and to limit class composition to Program students only. However, KNIT Program students attending classes on an SJCCD campus will likely be in classes with students from the general College population also taking the same courses.

**XII. FACULTY SELECTION, SUPERVISION AND EVALUATION**

- a) The College shall select, hire, supervise, and evaluate all instructors of KNIT Program courses offered at the College, according to College and departmental policies and procedures. These instructors must meet the minimal requirements specified by the SACSCOC and Applicable Law and are subject to approval procedures used by the College to select faculty. For a comprehensive view of the Faculty Credentials and Qualification, Selection, Supervision, and Evaluation process, refer to the SJCCD Faculty Handbook at <https://www.sanjac.edu/faculty-handbook> and the SJCCD Human Resources web site at <https://www.sanjac.edu/human-resources>

**XIII. COURSE CURRICULUM, INSTRUCTION AND GRADING**

- a) The College shall ensure that all Program courses meet the same standards as any other College course with respect to the curriculum, materials, instruction, and method of student evaluation. These standards shall be upheld regardless of the student composition of the class that is composed of or includes KNIT Program students.
- b) The course syllabus will be available to KNIT Program students through the Blackboard Learning Management System. The syllabus will contain the following information: course description; learning outcomes; a list of required materials/textbook(s) for the course; the method(s) of instruction; grading policy; instructor's office hours and location; method of student evaluation; general classroom policies including attendance; a calendar of lecture/discussion topics and assignment due dates; and other material deemed pertinent by the instructor.
- c) All faculty teaching students enrolled in the KNIT Program will follow the College Grading System as stated in the SJCCD Catalog as well as the grading criteria in the department approved syllabus.

SJC Grade	SJCCD Numerical Range	SJCCD Definition	SJCCD Point Value
A	90-100	Excellent, superior achievement	4
B	80-89	Good, above average achievement	3
C	70-79	Average, acceptable achievement	2
D	60-69	Passing, marginal achievement	1
F	59 and below	Failure, unsatisfactory achievement	0
FX	59 and below	Failure, unsatisfactory achievement due to absences	0
I		Incomplete	0
NG		No Grade Reported	0
W		Withdrawal, not included in 6 drop limit	0

- d) The College shall ensure that KNIT Program courses taught at any site for general college credit are substantially equivalent with respect to the contact hour requirements, curriculum, materials, instruction, rigor, and method of student evaluation. These standards must be reasonably upheld regardless of the whether the composition of the class includes only KNIT Program students or includes both KNIT Program students and SJCCD general population students.

- e) The primary responsibility for assigning College grades in a course belongs to the SJCCD faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the Program course must remain determinant. College and District officials will not interfere with the faculty member's responsibility for assigning grades in the college-level Program course. Any grade appeals will be conducted in accordance with applicable SJCCD policies and procedures.
- f) Final grades shall be submitted by the College to the District's high school in which the student is enrolled at the end of the semester through the secure online dual credit dashboard. The final course grade recorded for the College will be a letter grade. Sheldon ISD is responsible for determining the numerical grade equivalent for its students.
- g) The District will provide textbooks, equipment, and supplemental materials required for classes for each student enrolled in the KNIT Program. The College will make every effort to use free or low-cost open educational resources in Program courses. To assist with the success of students enrolled in the Program, the District shall make available to each KNIT Program student the required textbooks and materials on the first day of class. Exceptions must be discussed with the SJCCD Dual Credit Director and the SJCCD instructional Department Chair and agreed upon by the Parties prior to the first day of class.

#### **XIV. ATTENDANCE**

- a) Students must report regularly and promptly to KNIT Program courses to ensure success. Failure to comply with this College policy may result in receiving a grade of an "FX" which translates to an F for excessive absences. Students are expected to actively participate in class and complete all assigned readings/assignments. Failure to participate may be considered an absence.

#### **XV. WITHDRAWAL FROM COLLEGE COURSES**

- a) Students enrolled in the Program who desire to withdraw from a Program course must speak with the SJCCD Dual Credit office and their high school counselor or other high school designated administrator to fully understand how the drop will impact their educational path at the high school and at SJCCD.
- b) All dates regarding withdrawal deadlines published on the SJCCD website shall apply to KNIT Program students. Once the final withdrawal deadline has passed, the student shall have no further opportunities for withdrawal thereafter and will receive the grade earned in the class.
- c) The District shall not implement any policy or procedure that prohibits or restricts a student enrolled in the KNIT Program from withdrawing from a college course.

#### **XVI. TRANSCRIPTION OF CREDIT**

- a) Grades for college courses will be transcribed upon successful completion of the College's end of term processing following the College's academic calendar.

#### **XVII. DATA SHARING; CONFIDENTIALITY OF EDUCATIONAL RECORDS**

- a) The College and the District agree that each institution has an educational interest in the educational records and protected student data of the students enrolled in the Program. FERPA allows educational records and protected student data to be exchanged between the College and District for students in the Program without the consent of either the parents or the student.

- b) Data obtained by either Party will be used solely for the purposes of performing that Party's obligations and as otherwise set forth in this Agreement. The College and the District shall comply with the requirements of the FERPA and its implementing regulations; and shall provide all safeguards for the protection of the confidentiality of student and parent data. Each Party will notify its designated individuals who are authorized to access individual student or employee data for purposes outlined in the Agreement that they must maintain the confidentiality of all personally identifiable data and confidential information.
- c) Both Parties agree that they shall not permit any unauthorized disclosure of confidential student information in contravention of FERPA. Both Parties agree not to share information with third parties unless required or authorized to do so by Applicable Law. While in possession of protected student data, the College and the District shall permit only authorized employees as permitted under FERPA to have access to the data. Both Parties agree to store the data in a secure area and to prevent unauthorized access.
- d) To ensure the continued confidentiality and security of the data protected by FERPA, the College and District shall each independently employ industry best practices, both technically and procedurally to protect the data from unauthorized physical and electronic access.
- e) If the student is under 18, the parents retain the right under FERPA to inspect and review any education records maintained by the District, including records that the College has disclosed.
- f) Information on FERPA at the College can be found on the SJCCD website at <https://www.sanjac.edu/student-services/student-concerns/ferpa>.

#### **XVIII. ACADEMIC POLICES AND STUDENT SUPPORT SERVICES**

- a) Students enrolled in the KNIT Program courses are eligible to utilize the same support services, learning resources, and benefits that are afforded all College students.
- b) The District may access the current College Catalog <https://publications.sanjac.edu/> and the current Student Handbook <https://publications.sanjac.edu/student-handbook/> from the website. All policies in the SJCCD Catalog and Student Handbook apply fully to students enrolled in the KNIT Program.
- c) The District will post information and a link to the SJCCD Dual Credit website on the Sheldon ISD homepage. Information about SJCCD Dual Credit will be posted on the individual high school's College/Career or College Resources website.
- d) Both Parties will offer college advising services for students enrolled in the Program. The College and the District will establish common advising strategies and terminology related to dual credit and college readiness and will conduct periodic meetings to review and hone such strategies and terminology. The College offers advising services for dual credit students enrolled in the KNIT Program regarding transferability and applicability to baccalaureate degree plans of all college credit offered and earned and with interpreting their degree plan through the dual credit educational planner. In addition, the College advisor can assist Program students with navigating SJCCD's policies and procedures. The name of the SJCCD advisor responsible for the Program is located on the SJCCD Dual Credit web site. In active collaboration with the College, the District shall take whatever actions deemed reasonably necessary by the College to fully comply with the advising mandates required by Applicable Law, including, Texas Education Code § 51.9685.
- e) The College provides a guide to the alignment of high school endorsements, dual credit courses, post-secondary pathways, credentials at the institution, and industry certifications, which can be found on the College's Dual Credit website. An individual pathway for each student enrolled in the KNIT Program will be developed and accessible to the student in Degreeworks.

- f) Tools to assist counselors, students, and families in selecting endorsements offered by Sheldon ISD and choosing KNIT Program dual credit courses have been developed by TEA, THECB, and Texas Workforce Commission. Links to these tools are located on the Sheldon ISD web site and the SJCCD Dual Credit web page.
- g) The College and the District shall comply with Applicable Law with respect to a student's disabilities and need for accommodations. If the Program class is taught at SJCCD, the College will be responsible for providing the classroom accommodation and the SJCCD Accessibility Counselor will coordinate class accommodations with the District's high school counselor responsible for determining accommodations. If the class is taught at the District's high school by a member of the Program faculty, the District's high school will be responsible for providing the classroom accommodations. If the class is taught by SJCCD faculty at the high school, the District will be responsible for providing the classroom accommodations, and the College's Accessibility Counselor will coordinate class accommodations with the District's high school counselor responsible for determining accommodation.
- h) The College provides informational sessions for students and parents regarding dual credit opportunities, benefits, cost, and resources. Sessions are available throughout the academic year upon request by the District. The College disseminates the most current dual credit information regarding enrollment, resources, and requirements for the KNIT Program on the College's dual credit website.
- i) KNIT Program classes will follow the College Academic Calendar including SJCCD student holidays. Exceptions may be arranged through collaboration between the College and the District. When the requested exception involves the final exam schedule for long semester classes, the College Department Chair and Division Dean should be involved in any decision. The College requires that the Division Dean approve any exception. Notification of conflicts between mandatory State testing and final exams must be made well in advance. College courses and exams should take reasonable priority over District activities. All students enrolled in the KNIT Program are responsible for notifying their college instructor if they are missing any classes and must follow course policies on syllabus concerning attendance.
- j) KNIT Program classes must align with and follow the SJCCD scheduled course start and end times established for the semester. SJCCD class times must meet established State requirements for instructional minutes. Any exceptions to the schedule must be approved by the Dual Credit office in advance of the start of the semester. SJCCD faculty members are not authorized to change the start and end times of their classes to meet scheduling needs of the District. SJCCD faculty will remain in the classroom only for the duration of the assigned class time.
- k) The District will work with the College so that College personnel will have the opportunity to monitor the quality of instruction in classes held on the high school campus in compliance with the College course syllabus and the standards established by the Parties and in accordance with Applicable Law.

#### **XIX. STUDENT CONDUCT**

- a) Students enrolled in the KNIT Program are required to adhere to the College's policies, procedures, and regulations regarding facilities and equipment usage and also the College's policies with regard to student conduct while at the SJCCD facilities. The failure of any KNIT Program student to comply with the policies, procedures, and regulations will subject the student to appropriate action taken by the College, including suspension and dismissal from the Program.

All disciplinary action, including suspension and dismissal from the KNIT Program shall be in conformity with the codes of conduct of the College.

- b) Grievance or Complaint procedures for handling student complaints regarding college courses are applicable to all students including those enrolled in KNIT Program courses. KNIT Program students with general complaints, discrimination or harassment complaints, or complaints alleging sexual harassment, sexual assault, dating violence, domestic violence or stalking shall follow the complaint procedures as stated in the College's Code of Student Conduct at <https://publications.sanjac.edu/student-handbook/complaint-procedures/>. A student may report a grievance or complaint at the following link: [https://cm.maxient.com/reportingform.php?SanJacCollege&layout\\_id=0](https://cm.maxient.com/reportingform.php?SanJacCollege&layout_id=0).

## **XX. ACCIDENTS/EMERGENCIES**

- a) Due to federally mandated reporting and procedural requirements applicable specifically to higher education institutions, the procedures set forth in this Section XX(a) will apply in the event any KNIT Program student, instructor, or administrator experiences a physical, mental, or emotional crisis including behavior, or a threat thereof, that is law-violating. Incidents or behaviors that may affect the safety and welfare of a student or students will also follow the provisions of this Section. If such an event occurs while the individual is on SJCCD property or attending an SJCCD sponsored event or activity off campus, the response to such incidents will be based on SJCCD policies, procedures, regulations, and guidelines. If such an event occurs while not on SJCCD property, the response to such incidents will be based on the District policies, procedures, regulations, and guidelines. Accordingly, while on SJCCD property, the policies and procedures of SJCCD related building use, emergency response, and safety of shall apply, to the extent applicable. Both Parties agree to share all information regarding the event as soon as safely possible utilizing the agreed upon reporting processes.

## **XXI. CONCEALED HANDGUN NOTICE**

Pursuant to Texas Senate Bill 11 (S.B. 11), and in accordance with SJCCD Policy III.3000.A: Campus Carry, a holder of a valid license to carry who is age 21 or older is authorized to possess a concealed handgun on SJCCD property. The policy also identifies certain campus locations and activities that a valid licensed to carry holder may be excluded from carrying a handgun due to previously existing State of Texas Statutes or exclusion zones identified by the College. More information can be found at <https://www.sanjac.edu/policy-iii3000a-campus-carry>.

## **XXII. FUNDING**

- a) State funding for KNIT Program courses is available to both the Sheldon ISD and the College based on the current agreement between the Commissioner of Education of TEA and the Commissioner of Higher Education of THECB.
- b) Students enrolled in college courses at SJCCD campuses or at the high school location will be charged the appropriate SJCCD tuition and/or fee rate based on the residency requirements under Applicable Law which can be found in the current College catalog. SJCCD will waive a portion of the student's tuition as approved by the SJCCD Board of Trustees for KNIT Program college courses. The remaining tuition and fees will be paid by the District to SJCCD. The College's Board of Trustees reserves the right to adjust tuition and fees as deemed necessary or advisable during the year and will provide written notice to the District prior to any adjustments to tuition and fees

being made. Upon receipt of this notice, the District shall have the option of terminating this Agreement, without liability or penalty upon thirty (30) days written notice to SJCCD.

- c) The District will act as the third-party sponsor and will be responsible for remission of payment to SJCCD for Sheldon ISD students enrolled in the KNIT Program including dual credit student tuition, fees, and books/materials as set forth in this Agreement. Sheldon ISD will provide a primary and secondary point of contact with appropriate contact information. SJCCD will process and remit the invoice after the official day of record for the specified term via email to the designated primary and secondary contact and any other personnel or departments desired by Sheldon ISD. Payment for invoiced amounts should be made to San Jacinto Community College District, to the address listed below, within thirty (30) days of the billing date or no later than the time required under the Texas Prompt Pay Act:

San Jacinto Community College District  
Attn: Accts. Receivable  
4624 Fairmont Parkway Ste. A2-214  
Pasadena, TX. 77504

SJCCD Invoicing Contact:

Primary: Amanda Piggott [amanda.piggott@sjcd.edu](mailto:amanda.piggott@sjcd.edu) 281-998-2665

Secondary: Esmeralda Parrales [esmeralda.parrales@sjcd.edu](mailto:esmeralda.parrales@sjcd.edu) 281-998-6145

- d) The costs for textbooks and/or materials for KNIT Program courses shall be the responsibility of the District or the student, not SJCCD.

### **XXIII. PROGRAM GOALS**

In accordance with Applicable Law, including Texas Education Code § 28.009, SJCCD has developed specific Program goals that align with the statewide goals and are listed in Appendix A.

### **XXIV. TERMINATION OF AGREEMENT**

- a) Termination for Convenience. This Agreement may be terminated by either Party, with or without cause, upon thirty (30) days prior written notice to the other Party. Notwithstanding the foregoing, in the event of such termination, any Sheldon ISD students taking courses as part of the KNIT Program at the time this Agreement is effectively terminated will be allowed to complete those courses notwithstanding the termination of this Agreement.
- b) Fiscal Funding Out. Notwithstanding anything in this Agreement regarding either Party allocating funds to undertake its responsibilities under this Agreement or to make payments under this Agreement, such obligations constitute a commitment of revenues for the current fiscal year only and does not create an impermissible debt. In accordance with Texas Local Government Code Section 271.903, or similarly applicable law, in the event that either the District's Board of Trustees or the College's Board of Trustees fails to obtain and appropriate funds for any fiscal year during the Term, despite its best efforts, then an event of non-appropriation ("Non-Appropriation") shall be deemed to have occurred. If a Non-Appropriation occurs, then: (i) the Party will provide immediate notice of such Non-Appropriation to the other Party and provide written notice of such failure by its governing body at least forty-five (45) days prior to the end of the then current fiscal year or if Non-Appropriation has not occurred by such date, immediately upon Non-Appropriation; and (ii) this Agreement shall terminate on the last day of the fiscal year for which

funds were appropriated without penalty or expense to either Party except for any amounts owed during the period prior to the next fiscal year for which funds were not allocated.

**XXV. GENERAL PROVISIONS**

- a) No Personal Liability; No Third-Party Liability; No Waiver. Nothing in this Agreement may be construed as creating any personal liability on the part of any officer, director, employee, or agent of SJCCD or Sheldon ISD, and the Parties expressly agree that the execution of this Agreement does not create any personal liability on the part of any officer, director, employee, or agent of SJCCD or Sheldon ISD. These provisions are solely for the benefit of the Parties hereto and not for the benefit of any person or entity not a party to this Agreement. No provisions shall be deemed a waiver of any defenses available by law, including, but not limited to, governmental immunity.
- b) Integrated Agreement; Modification. This Agreement, including any and all appendices and exhibits, contains the entire agreement between the Parties with respect to the KNIT Program and the subject matter herein and cannot be amended or modified except by written agreement signed by the Party against whom enforcement of the amendment or modification is sought.
- c) Governing Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the state of Texas, without regard to its choice of law or conflicts of law provisions. Exclusive venue for any proceeding or action with respect to this Agreement shall lie in a court of competent jurisdiction in the Harris County, Texas.
- d) Severability. The unenforceability, invalidity, or illegality of any provision shall not render any other provisions of this Agreement unenforceable, invalid, or illegal.
- e) Counterparts; Electronic Signatures and Transmission. This Agreement may be executed in two or more identical counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Parties consent to electronic signatures affixed to documents as though they had been physically signed. Additionally, the Parties consent to the electronic transmission of documents and communication, including any notices required under this Agreement.

Executed as of the Effective Date:

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**

Date:

By: \_\_\_\_\_  
Dr. Brenda Hellyer, Chancellor

**SHELDON INDEPENDENT SCHOOL DISTRICT**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name, Title

**Appendix A**

This Appendix A is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and Sheldon Independent School District effective as of the date the second Party signs the Agreement.

**Program Goals**

STATE DUAL CREDIT GOALS	SJCCD DUAL CREDIT GOALS
<p>Goal 1: Independent school districts and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.</p> <p>Measures of Implementation: Examples of items to include in documentation:</p> <ul style="list-style-type: none"> <li>• Collaboration between ISDs and IHE partner(s) to host informational sessions for students and parents on dual credit opportunities, benefits, and cost.</li> <li>• ISD and IHE dual credit webpages reflect the most current dual credit program information including enrollment and fee policies</li> <li>• Hosting dual credit 101 sessions for high school counselors.</li> <li>• Collaboration between ISDs and IHE partner(s) on a marketing campaign.</li> <li>• Documentation summarizing collaboration and outreach efforts of IHEs and secondary school partners will be readily available and posted.</li> </ul>	<p>Goal 1: The SJCCD dual credit program’s achievement of enrollment in postsecondary education goal is fully supported by outreach efforts to inform students and parents of the benefits and costs of dual credit are a major part of this goal, as included in the SJCCD Strategic Plan.</p> <p>Measures of Implementation include:</p> <ul style="list-style-type: none"> <li>• Parent Night and Student Presentations</li> <li>• Website and associated College documents updated often to reflect policies, rules, and financial policies.</li> <li>• College staff presentations to ISD School Boards, as requested.</li> <li>• Dual credit director and administrators meet with ISD administrators about dual credit programming.</li> <li>• SJCCD dual credit office creates marketing posters and brochures to disseminate to the ISDs and homeschools.</li> <li>• SJCCD dual credit office maintains a record of visits and activities.</li> </ul>
<p>Goal 2: Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.</p> <p>Metric: Examples of items included in analysis:</p> <ul style="list-style-type: none"> <li>• Student enrollment in postsecondary after high school.</li> <li>• Time to degree completion.</li> <li>• Semester credit hours to degree.</li> <li>• Analysis of measures in enrollment in and persistence through postsecondary education, disaggregated by student subpopulation.</li> </ul>	<p>Goal 2: The SJCCD dual credit program’s successful transition to and acceleration through postsecondary education goal is to increase dual credit AA, AS, AAS, or certificate completion as included in the SJCCD Strategic Plan.</p> <p>Metric:</p> <ul style="list-style-type: none"> <li>• Goals for both transfer and technical certificate and degree attainment assessed through internal databases, THECB data, and the National Student Clearinghouse data; all data are disaggregated based on race and ethnicity, gender, and age.</li> </ul>

	<ul style="list-style-type: none"> <li>• Time to degree completion tracked through internal data.</li> <li>• Semester credit hours to degree tracked through internal data.</li> <li>• Analysis of measures in enrollment in persistence through postsecondary education, disaggregated by student subpopulations, tracked through internal data.</li> <li>• Dual credit office performs transcript audits to determine hours to degree and graduation options.</li> <li>• Dual credit office performs student advising with dual credit high school students per THECB rules.</li> </ul>
<p>Goal 3: All dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.</p> <p>Metric: Examples of items included in analysis:</p> <ul style="list-style-type: none"> <li>• Student enrollment in postsecondary after high school.</li> <li>• Time to degree completion.</li> <li>• Decrease in excess number of semester hours beyond required hours to degree completion.</li> <li>• Analysis of measures in enrollment and degree completion, disaggregated by student sub-population.</li> </ul>	<p>Goal 3: The SJCCD dual credit program will develop an effective bridge between secondary and postsecondary education to increase the number of high school graduates who are college ready, according to the policies of THECB and statute, as included in the SJCCD Strategic Plan.</p> <p>Metric:</p> <ul style="list-style-type: none"> <li>• Student enrollment in postsecondary after high school is tracked through internal databases and THECB data; all data are disaggregated based on race and ethnicity, gender, and age, as well as specific ISD.</li> <li>• Using transcripts and testing, the Dual credit office determines dual credit student college readiness, according to the methodologies set forth in statute and THECB policies.</li> <li>• SJCCD offers online test preparation through the PAA which is available to all dual credit students.</li> <li>• To decrease the excess hours to completion, the Dual credit office creates a program completion plan for each student and maintains these in Degreeworks; dual credit students are tracked according to standard College processes.</li> <li>• SJCCD provides student support services for all dual credit students, as do the ISDs.</li> </ul>
<p>Goal 4: The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.</p> <p>Metric:</p>	<p>Goal 4: The SJCCD goal for dual credit students' performance in college-level coursework is to increase academic and career and technical education course completion, as included in the SJCCD Strategic Plan.</p>

<ul style="list-style-type: none"><li>• Analysis of performance in subsequent course work.</li></ul>	<p>Metric:</p> <ul style="list-style-type: none"><li>• SJCCD analyzes enrollment, completion, and success data of dual credit students by ISD. SJCCD analyzes success data for all students by course, by student, by instructor, and by mode of delivery.</li><li>• SJCCD Institutional Research Office creates an ISD portfolio for each ISD with pertinent student data, including retention, course A-C success, and completion of certificates and/or degrees; all data are disaggregated by race and ethnicity, gender, and age.</li></ul>
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### Appendix B – KNIT Course Crosswalk

This Appendix B is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and the Sheldon Independent School District effective as of the date the second Party signs the Agreement.

Year/Grade	PEIMS Course#	High School Course Name	High School Credits	TX Common Course Numbering	College Course Name	College Hours	Wt	CTE
Fall Grade 11	13037220	Sci. Research & Design III A	.5	BIOL 2301/1101	Anatomy & Physiology I	4		3/3 (VI)
Fall Grade 11			.5		Fine Arts Elective	3		
Spring Grade 11	13037220	Sci. Research & Design III B	.5	BIOL 2302/1102	Anatomy & Physiology II	4		3/3 (VI)
Spring Grade 11	03350100	Psychology	.5	PSYC 2301	General Psychology	3		
Total Year 3, Gr. 11			<b>2.0</b>			<b>14</b>		
Fall Grade 12	13037220	Sci. Research I & Design B	.5	BIOL 2321/2121	Microbiology for Science Majors	4		3/3 (VI)
Fall Grade 12	03220400	English IV A	.5	ENGL 1301	Composition I	3		
Spring Grade 12	13014300	Human Growth and Development	1	PSYC 2314	Lifespan Growth & Development	3		3
Spring Grade 12	03220400	English IV B	.5	ENGL 1302	Composition II	3		
Total Year 4, Gr.12			<b>2.5</b>			<b>13</b>		

**Action Item “XIV”  
Regular Board Meeting December 12, 2022  
Consideration of Approval of Memorandum of Understanding with  
Humble ISD for Dual Credit**

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

Humble ISD approached San Jacinto College to establish a dual credit program for students from their local high schools. The dual credit program will offer an opportunity for students to earn college credit by taking academic courses.

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

**IMPACT OF THIS ACTION**

Approval of this MOU will allow the College and Humble ISD to continue their dual credit partnership.

**BUDGET INFORMATION**

All elements related to operation of the dual credit programs are contained within the 2022-2023 budget.

**MONITORING AND REPORTING TIMELINE**

The agreement shall become effective upon the date of execution and will continue through August 31, 2024.

**ATTACHMENTS**

Attachment 1 - Draft Memorandum of Understanding

**RESOURCE PERSONNEL**

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu



This Memorandum of Understanding ("Agreement") is by and between the **San Jacinto Community College District**, a public community college established under Chapter 130 of the Texas Education Code, an institution of higher education under Section 61.003 of the Texas Education Code, and political subdivision of the State of Texas ("SJCCD" or "College") and the **Humble Independent School District**, a public school district established by law and political subdivision of the State of Texas ("Humble ISD" or "District") as of the effective date of the date that the second of the two Parties signs this Agreement ("Effective Date"). Individually, SJCCD or Humble ISD shall be referred to herein as "Party" and collectively, as "Parties."

The Parties agree to the following:

#### **I. TERM**

This Agreement shall commence on the Effective Date and expire on **August 31, 2024** ("Expiration Date") unless terminated earlier as set forth herein and conditioned upon any approvals required by the Texas Education Agency ("TEA") or the Texas Higher Education Coordinating Board ("THECB"). As used herein, the term "Term" shall mean the time period between the Effective Date and the Expiration Date. Upon mutual written agreement by the Parties and approval as may be required by the Parties' governing boards, TEA, and THECB, this MOU may be extended for a one-year renewal term ("Renewal Term").

#### **II. WEBSITE**

Both Parties agree to post a copy of this Agreement on their respective internet websites in accordance with 19 Texas Administrative Code, Chapter 4, Subchapter D, § 4.84 for dual credit partnerships between secondary schools and Texas public colleges.

#### **III. OVERVIEW**

The College is committed to serving the students and communities of the greater Houston area through collaborative work with school districts in the College's service area. A major initiative promoting a college-going and college graduation culture is the SJCCD's Dual Credit Program, which complies with Applicable Law (as hereinafter defined), including, without limitation, the laws and regulations set forth by the State of Texas for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students. The term 'partnership' as used in this Agreement refers to the dual credit partnerships as described in 19 Texas Administrative Code, Chapter 4. The 19 Texas Administrative Code, Chapter 9, Subchapter H, establishes authority and rules for two-year associate-degree-granting institutions to enter into agreements with secondary schools to offer courses that grant credit toward the student's high school curriculum requirements and college-level credit. 19 Texas Administrative Code §

9.143 requires dual credit programs to comply with the rules set forth in 19 Texas Administrative Code, Chapter 4, Subchapter D, § 4.84 for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students.

#### **IV. NON-DISCRIMINATION**

The College is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with Applicable Law.

No person, including students, faculty, staff, part-time, and temporary workers, will be excluded from participation in, denied the benefits of, or be subjected to discrimination or harassment under any program or activity sponsored or conducted by the College or the District on the basis of the categories listed.

For more information, please visit: [Board Policy IV-B: Policies on Equal Opportunity](#) and [Policy III.3006.D: Sexual Misconduct](#).

More information on the District's non-discrimination policy, can be found on their website at <https://www.humbleisd.net/cms/lib/TX01001414/Centricity/Domain/6616/Nondiscrimination-Harassment-1-2013.pdf>.

#### **V. APPLICABLE LAW**

Both Parties agree to perform its respective obligations and operate the dual credit program under this Agreement ("Program") in compliance with the applicable Federal, State, and local laws, implementing regulations, executive orders, and interpreting authorities including, but not limited to, the Texas Constitution, the Texas Education Code, the Texas Administrative Code, the Texas Government Code; the Texas Local Government Code; the Elementary and Secondary Education Act; the Individuals with Disabilities in Education Act ("IDEA"); the Family Educational Rights and Privacy Act of 1974 ("FERPA"); Title VI of the Civil Rights Act of 1964, as amended; Title VII of the Civil Rights Act; Title IX of the Education Amendments of 1974; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act; United States Department of Education requirements; all TEA and THECB regulations and guidelines applicable to dual credit programs, courses and coursework, and personnel, including, without limitation, Texas Education Code § 28.009; 19 Texas Administrative Code Chapter 4, Subchapter D and Chapter 9, Subchapter H; requirements of the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC") applicable to both Parties; any policy statements and guidance issued by TEA and other TEA requirements relating to public schools; any applicable local ordinances, including local building codes and regulations; any amendments to or recodification of the aforementioned laws; and the board policies of each of the Parties as they may be applicable to the subject matter of this Agreement (collectively, "Applicable Law").

#### **VI. PURPOSE**

The Parties agree to enter into this Agreement for the purpose of setting forth the roles and respective obligations of the Parties for the establishment and operation of the Program for eligible students, which will allow the students to earn college credit while simultaneously earning credit toward their high school graduation requirements. This Agreement encompasses all programs and initiatives under the dual credit

programs as required by Applicable Law. An additional agreement is required by TEA for early college high schools.

## **VII. ELIGIBLE COURSES**

- a) Courses offered for dual credit by SJCCD shall be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the THECB and listed in SJCCD's Core Curriculum, or as college-level workforce education courses in the current edition of Workforce Education Course Manual (WECM) adopted by the THECB or a foreign language course.
- b) The College and the District will develop a course equivalency crosswalk, which shall be incorporated herein by reference and attached as Appendix B, identifying the available courses and course credits that may be earned under this Agreement, including the number of credits that may be earned for each course completed through the Program.
- c) Students should only take college courses listed on their college pathways degree plan listed on Degreeworks.
- d) Specific course offerings for the Program will be determined collaboratively between SJCCD and the District.
- e) A corresponding PEIMS high school course code as identified in the current PEIMS Data Standards manual adopted by the State Board of Education shall be provided by the District indicating the high school course(s) for which high school credit shall also be awarded.
- f) Developmental and remedial courses are not offered for dual credit.
- g) The College and the District agree that SJCCD policies and practices regulating dual credit courses will be followed.

## **VIII. STUDENT ELIGIBILITY REQUIREMENTS**

- a) To be eligible for dual credit enrollment at SJCCD, the high school student must:
  1. Meet all requirements for standard admission to the College as outlined in the College's current College Catalog, as well as other requirements that may be imposed by the District.
  2. Must meet dual credit admissions and eligibility requirements as required by Applicable Law and as outlined by the THECB rules and regulations, the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.85 including the Texas Success Initiative (TSI) Assessment minimum passing scores established by the THECB.
  3. Must successfully complete established prerequisites for any College course as listed in the course description found in the current College Catalog.
  4. Must submit a completed Dual Credit Enrollment Form with District approval before or at the time of course registration.
- b) Students taking the TSIA2 at SJCCD will not be charged for their first attempt on any section of the Texas Success Initiative Assessment (TSIA2). Students will be charged for any additional testing attempts at the current SJCCD Board approved cost. The current cost is \$15.00 per section or \$30.00 for the entire assessment.
- c) The District will work with the College to make certain that all dual credit students are enrolled by the first day of class to help ensure student success.

## IX. LOCATION OF CLASSES

- a) The location of the dual credit Program courses will be held at the College's campus, high school campus or an approved instructional site in accordance with SACSCOC standards. The College will comply with Applicable Law for offering courses at a distance. In addition, college courses taught electronically shall comply with the THECB's adopted Principles of Good Practice for Courses Offered Electronically. The College shall be responsible for the maintenance and operations at the SJCCD campus(es). For college classes taught on Humble ISD facilities, the ISD shall be responsible for maintenance and operation at those facilities. Students must comply with all SJCCD policies, rules, and regulations relating to conduct while on College property.
- b) The School District will work with the College to ensure that the School District's facilities meet the expectations and criteria required for college classes and are conducive to college-level instruction and learning by the first day of class including:
  - Ensuring that college faculty and dual credit students have appropriate access to all available instructional facilities, resources, and essential technology.
  - Ensuring that classrooms for dual credit instruction are free from high traffic and disruptions.
  - Displaying the signs provided by the College outside of the classroom that indicate "College Course is in Session".
  - Assuring **no or extremely minimal interruptions** take place in the College dual credit class while in session, such as bells or tones indicating class changes, removing students for high school activities, or making announcements, except for emergencies
  - Permitting access to the College's electronic learning resources, including adjusting firewalls, when the course is taught at the School District.
  - Ensuring that any science course classrooms meet the laboratory safety standards and have material/equipment required for College courses available in all labs in which classes are being taught to comply with the College science program requirements.
  - Students enrolled in the dual credit program attending classes at SJCCD must adhere to the SJCCD policies and procedures in the Code of Student Conduct.  
<https://publications.sanjac.edu/student-handbook/code-student-conduct/>
  - Students enrolled in dual credit classes at the high school must adhere to the ISD code of student conduct or student handbook.

## X. TRANSPORTATION

- a) SJCCD will not provide student transportation. Students are responsible for their own transportation. Students are required to attend classes at the College on days that constitute holidays or days off for the District when the College is open and operating classes. Students are required to ensure arrival at the College's campus early enough to be on time for class.
- b) If required and deemed necessary and at the sole discretion of the District, the District will provide students appropriate transportation under State law and District rules and procedures. If the District sponsors student transportation, the District agrees to schedule appropriate transportation to ensure arrival at the College's campus early enough to allow students to be on time for class.

**XI. STUDENT COMPOSITION OF CLASS**

- a) Where practical, SJCCD will make reasonable efforts to provide dual credit student only classes on the SJCCD campus and to limit class composition to dual credit students only. However, dual credit students attending classes on an SJCCD campus will likely be in classes with students from the general College population

**XII. FACULTY SELECTION, SUPERVISION AND EVALUATION**

- a) The College shall select, hire, supervise, and evaluate all instructors of dual credit courses offered at the College, according to College and departmental policies and procedures. These instructors must meet the minimal requirements specified by the SACSCOC and Applicable Law and are subject to approval procedures used by the College to select faculty.

**XIII. COURSE CURRICULUM, INSTRUCTION AND GRADING**

- a) The College shall ensure that all dual credit courses meet the same standards as any other College course with respect to the curriculum, materials, instruction, and method of student evaluation. These standards shall be upheld regardless of the student composition of the dual credit class.
- b) The course syllabus will be available to students through the Blackboard Learning Management System. The syllabus will contain the following information: course description; learning outcomes; a list of required materials/textbook(s) for the course; the method(s) of instruction; grading policy; instructor's office hours and location; method of student evaluation; general classroom policies including attendance; a calendar of lecture/discussion topics and assignment due dates; and other material deemed pertinent by the instructor.
- c) All faculty teaching dual credit students will follow the College Grading System as stated in the SJCCD Catalog as well as the grading criteria in the department approved syllabus.

SJC Grade	SJCCD Numerical Range	SJCCD Definition	SJCCD Point Value
A	90-100	Excellent, superior achievement	4
B	80-89	Good, above average achievement	3
C	70-79	Average, acceptable achievement	2
D	60-69	Passing, marginal achievement	1
F	59 and below	Failure, unsatisfactory achievement	0
FX	59 and below	Failure, unsatisfactory achievement due to absences	0
I		Incomplete	0
NG		No Grade Reported	0
W		Withdrawal, not included in 6 drop limit	0

- d) The College shall ensure that college courses taught for dual credit at any site for general college credit are substantially equivalent with respect to the contact hour requirements, curriculum, materials, instruction, and method/rigor of student evaluation. These standards must be reasonably upheld regardless of the student composition of the class.
- e) The primary responsibility for assigning College grades in a course belongs to the SJCCD faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or

procedural irregularities, the judgment of the faculty member responsible for the course must remain determinant. College and District officials will not interfere with the faculty member's responsibility for assigning College grades.

- f) Final grades shall be submitted by the College to the District's high school in which the student is enrolled at the end of the semester through the secure online dual credit dashboard. The final course grade recorded for the College will be a letter grade. Humble ISD is responsible for determining the numerical grade equivalent for their students.
- g) The District will provide textbooks, equipment, and supplemental materials required for classes for each registered student. The College will make every effort to use free or low-cost open educational resources in Program courses. To assist with their success, required textbooks and materials must be available to each registered student on the first day of class. Exceptions must be discussed with the Dual Credit Director and the SJCCD instructional Department Chair and agreed upon by the Parties prior to the first day of class.

#### **XIV. ATTENDANCE**

- a) Students must report regularly and promptly to dual credit Program courses to ensure success. Failure to comply with this College policy may result in receiving a grade of an "FX" which translates to an F for excessive absences. Students are expected to actively participate in class and complete all assigned readings/assignments. Failure to participate may be considered an absence.

#### **XV. WITHDRAWAL FROM COLLEGE COURSES**

- a) Dual Credit Program students wishing to withdraw from college courses must speak with the Dual Credit office and their high school counselor or other high school designated administrator to fully understand how the drop will impact their educational path at the high school and at SJCCD.
- b) All dates regarding withdrawal deadlines published on the SJCCD website shall apply to dual credit Program students. Once the final withdrawal deadline has passed, the student shall have no further opportunities for withdrawal thereafter and will receive the grade earned in the class.
- c) The District shall not implement any policy or procedure that prohibits or restricts a dual credit student from withdrawing from their college course.

#### **XVI. TRANSCRIPTION OF CREDIT**

- a) Grades for college courses will be transcribed upon successful completion of the College's end of term processing following the College's academic calendar.

#### **XVII. DATA SHARING; CONFIDENTIALITY OF EDUCATIONAL RECORDS**

- a) The College and the District agree that each institution has an educational interest in the educational records and protected student data of the students enrolled in the Program. FERPA allows educational records and protected student data to be exchanged between the College and District for students in the dual credit Program without the consent of either the parents or the student.
- b) Data obtained will be used solely for the purposes described in the Agreement. The College and the District will notify designated individuals authorized to access the individual student or employee data for purposes outlined in the Agreement that they must maintain the confidentiality of all personally identifiable data and confidential information.

- c) Both Parties agree that they shall not permit any unauthorized disclosure of confidential student information in contravention of FERPA. Both Parties agree not to share information with third parties unless authorized to do so by Applicable Law. While in possession of protected student data, the College and the District shall permit only authorized employees as permitted under FERPA to have access to the data. Both Parties agree to store the data in a secure area and to prevent unauthorized access.
- d) To ensure the continued confidentiality and security of the data protected by FERPA, the College and District shall each independently employ industry best practices, both technically and procedurally to protect the data from unauthorized physical and electronic access.
- e) If the student is under 18, the parents still retain the right under FERPA to inspect and review any education records maintained by the District, including records that the College has disclosed.
- f) The College and the District agree to comply with all FERPA requirements to maintain the privacy of student data. Information on FERPA at the College can be found on the SJCCD website at <https://www.sanjac.edu/student-services/student-concerns/ferpa>.

### **XVIII. ACADEMIC POLICES AND STUDENT SUPPORT SERVICES**

- a) Students in dual credit Program courses are eligible to utilize the same support services, learning resources, and benefits that are afforded all College students.
- b) The School District may access the current College Catalog <https://publications.sanjac.edu/> and the current Student Handbook <https://publications.sanjac.edu/student-handbook/> from the website. All policies in the SJCCD Catalog and Student Handbook apply fully to dual credit students enrolled in the Program.
- c) The District will post information and a link to the SJCCD Dual Credit website on the Humble ISD Advanced Learning webpage. Information about SJCCD Dual Credit will be posted on the individual high school's College/Career or College Resources website.
- d) Both Parties will offer college advising services for dual credit students enrolled in the Program. The College and the District will establish common advising strategies and terminology related to dual credit and college readiness and will conduct periodic meetings to review and hone such strategies and terminology. The College offers advising services for dual credit students regarding transferability and applicability to baccalaureate degree plans of all college credit offered and earned and with interpreting their degree plan. In addition, the College advisor can assist dual credit students with navigating SJCCD's policies and procedures. The name of the SJCCD advisor responsible for dual credit is located on the SJCCD Dual Credit web site. In active collaboration with the College, the District shall take whatever actions deemed reasonably necessary by the College to fully comply with the advising mandates delineated in TX SB 25 (2019) and TX SB 1324 (2019).
- e) The College provides a guide to the alignment of high school endorsements, dual credit courses, post-secondary pathways, credentials at the institution, and industry certifications, which can be found on the College's Dual Credit website. An individual pathway for each dual credit student enrolled in the Program will be developed and accessible to the student in Degreeworks.
- f) Tools to assist counselors, students, and families in selecting endorsements offered by Humble ISD and choosing Dual Credit courses have been developed by TEA, THECB, and Texas Workforce Commission. Links to these tools are located on the Humble ISD web site and the SJCCD Dual Credit web page.
- g) The College and the District will adhere to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008. If the class

is taught at SJCCD, the College will be responsible for providing the classroom accommodation and the SJCCD Accessibility Counselor will coordinate class accommodations with the high school's Counselor responsible for determining accommodations. If the class is taught at the high school by a Dual Credit Faculty, the School District's high school will be responsible for providing the classroom accommodations. If the class is taught by SJC Faculty at the high school, the District will be responsible for providing the classroom accommodations, and the College's Accessibility Counselor will coordinate class accommodations with the high school's Counselor responsible for determining accommodation.

- h) The College provides informational sessions for students and parents regarding dual credit opportunities, benefits, cost, and resources. Sessions are available throughout the academic year upon request by the School District. The College disseminates the most current dual credit information regarding enrollment, resources, and requirements for the program on the College's dual credit website.
- i) Dual credit classes will follow the College Academic Calendar including San Jacinto College student holidays. Exceptions may be arranged through collaboration between the College and the School District. When the requested exception involves the Final Exam Schedule for long semester classes, the College Department Chair and Division Dean should be involved in any decision. The College requires that the Division Dean approve any exception. Notification of conflicts between mandatory State testing and final exams must be made well in advance. College courses and exams should take reasonable priority over School District activities. All dual credit students are responsible for notifying their college instructor if they are missing any classes and must follow course policies on syllabus concerning attendance.
- j) Dual Credit classes must align with and follow the SJC scheduled course start and end times established for the semester. SJC class times must meet established state requirements for instructional minutes. Any exceptions to the schedule must be approved by the Dual Credit office in advance of the start of the semester. SJC faculty are not authorized to change the start and end times of their classes to meet scheduling needs of the District. SJC faculty will remain in the classroom only for the duration of the assigned class time.
- k) The School District will work with the College so College personnel will have the opportunity to monitor the quality of instruction in classes held on the high school campus in compliance with the College course syllabus and the standards established by the State of Texas, SACSCOC, and the School District.

#### **XIX. STUDENT CONDUCT**

- a) Students enrolled in the dual credit Program are required to adhere to both the District and SJCCD policies, procedures, and regulations regarding facilities and equipment usage and both SJCCD and the District's policies with regard to student conduct while at SJCCD facilities. The failure of any dual credit Program student to comply with the policies, procedures, and regulations will subject the student to appropriate action taken by the College and the District, including suspension and dismissal from the Program. The SJCCD Dual Credit office will notify the District if any student fails to comply with the policies, procedures, and regulations resulting in disciplinary action from the College. All disciplinary action, including suspension and dismissal from the dual credit Program shall be in conformity with the codes of conduct of the parties. In the event of a conflict between the policies of the District and SJCCD, the Parties will collaborate to resolve any conflict.

- b) Grievance or Complaint procedures for handling student complaints regarding college courses are applicable to all students including those enrolled in dual credit courses. Dual credit students with general complaints, discrimination or harassment complaints, or complaints alleging sexual harassment, sexual assault, dating violence, domestic violence or stalking shall follow the complaint procedures as stated in the College's Code of Student Conduct at <https://publications.sanjac.edu/student-handbook/complaint-procedures/>. A student may report a grievance or complaint at the following link: [https://cm.maxient.com/reportingform.php?SanJacCollege&layout\\_id=0](https://cm.maxient.com/reportingform.php?SanJacCollege&layout_id=0).

## **XX. ACCIDENTS/EMERGENCIES**

Due to federally mandated reporting and procedural requirements applicable specifically to higher education institutions, the procedures set forth in this section will apply in the event any Dual Credit student, instructor, or administrator experiences a physical, mental, or emotional crisis including behavior, or a threat thereof, that is law-violating. Incidents or behaviors that may affect the safety and welfare of a student or students will also follow the provisions of this section. If such an event occurs while the individual is on SJC property or attending an SJC sponsored event or activity off campus, the response to such incidents will be based on SJC policies, procedures, regulations, and guidelines. If such an event occurs while not on SJC property, the response to such incidents will be based on the ISD policies, procedures, regulations, and guidelines. Accordingly, while on SJC property, the policies and procedures of SJC related building use, emergency response, and safety of shall apply, to the extent applicable. Both Parties agree to share all information regarding the event as soon as safely possible utilizing the agreed upon reporting processes.

## **XXI. CONCEALED HANDGUN NOTICE**

Pursuant to Texas Senate Bill 11 (S.B. 11), and in accordance with SJCCD Policy III.3000.A: Campus Carry, a holder of a valid license to carry who is age 21 or older is authorized to possess a concealed handgun on SJCCD property. The policy also identifies certain campus locations and activities that a valid licensed to carry holder may be excluded from carrying a handgun due to previously existing State of Texas Statutes or exclusion zones identified by the College. More information can be found at <https://www.sanjac.edu/policy-iii3000a-campus-carry>.

## **XXII. FUNDING**

- a) State funding for dual credit courses is available to both the Humble ISD and the College based on the current agreement between the Commissioner of Education and the Commissioner of Higher Education.
- b) Students enrolled in college courses at SJCCD campuses or at the high school location will be charged the appropriate SJCCD tuition and/or fee rate based on the residency requirements under Applicable Law. SJCCD will waive a portion of the student's tuition as approved by the Board of Trustees for college courses taken for dual credit. The remaining tuition and fees will be paid by the District to SJCCD. The District may charge students and/or parents/guardians fees associated with the dual credit tuition. The College's Board of Trustees reserves the right to adjust tuition and fees as deemed necessary or advisable during the year and will provide written notice to the District prior to any adjustments to tuition and fees being made. Upon receipt of this notice, the District shall have the option of terminating this Agreement, without liability or penalty upon thirty (30) days written notice to SJCCD.

- c) The District will act as the third-party sponsor and will be responsible for remission of payment to SJCCD for Humble ISD students enrolled in the Program including dual credit student tuition, fees, and books/materials as set forth in this Agreement. Humble ISD will provide a primary and secondary point of contact with appropriate contact information. SJCCD will process and remit the invoice after the official day of record for the specified term via email to the designated primary and secondary contact and any other personnel or departments desired by Humble ISD. Payment for invoiced amounts should be made to San Jacinto Community College District, to the address listed below, within 45-days of the billing date:

San Jacinto Community College District  
Attn: Accts. Receivable  
4624 Fairmont Parkway Ste. A2-214  
Pasadena, TX. 77504

SJCCD Invoicing Contact:

Primary: Amanda Piggott [amanda.piggott@sjcd.edu](mailto:amanda.piggott@sjcd.edu) 281-998-2665

Secondary: Esmeralda Parrales [esmeralda.parrales@sjcd.edu](mailto:esmeralda.parrales@sjcd.edu) 281-998-6145

- d) The costs for textbooks and/or materials for dual credit courses shall be the responsibility of the District or the student, not SJCCD.

### **XXIII. PROGRAM GOALS**

In accordance with Applicable Law, including Texas Education Code § 28.009, SJCCD has developed specific program goals that align with the statewide goals and are listed in Appendix A.

### **XXIV. TERMINATION OF AGREEMENT**

- a) Termination for Convenience. This Agreement may be terminated by either Party, with or without cause, upon 30 days prior written notice to the other Party. Notwithstanding the foregoing, in the event of such termination, any Humble ISD students taking SJCCD college courses for dual credit at the time this Agreement is effectively terminated will be allowed to complete those courses notwithstanding the termination of this Agreement.
- b) Fiscal Funding Out. Notwithstanding anything in this Agreement regarding either Party allocating funds to undertake its responsibilities under this Agreement or to make payments under this Agreement, such obligations constitute a commitment of revenues for the current fiscal year only and does not create an impermissible debt. In accordance with Texas Local Government Code Section 271.903, or similarly applicable law, in the event that either the District's Board of Trustees or the College's Board of Trustees fails to obtain and appropriate funds for any fiscal year during the Term, despite its best efforts, then an event of non-appropriation ("Non-Appropriation") shall be deemed to have occurred. If a Non-Appropriation occurs, then: (i) the Party will provide immediate notice of such Non-Appropriation to the other Party and provide written notice of such failure by its governing body at least 45 days prior to the end of the then current fiscal year or if Non-Appropriation has not occurred by such date, immediately upon Non-Appropriation; and (ii) this Agreement shall terminate on the last day of the fiscal year for which funds were appropriated without penalty or expense to either Party except for any amounts owed during the period prior to the next fiscal year for which funds were not allocated.

## XXV. GENERAL PROVISIONS

- a) No Personal Liability; No Third-Party Liability; No Waiver. Nothing in this Agreement may be construed as creating any personal liability on the part of any officer, director, employee or agent of SJCCD or Humble ISD, and the Parties expressly agree that the execution of this Agreement does not create any personal liability on the part of any officer, director, employee or agent of SJCCD or Humble ISD. These provisions are solely for the benefit of the Parties hereto and not for the benefit of any person or entity not a party to this Agreement. No provisions shall be deemed a waiver of any defenses available by law, including, but not limited to, governmental immunity.
- b) Integrated Agreement; Modification. This Agreement, including any and all appendices and exhibits, contains the entire agreement between the Parties with respect to the dual credit Program and the subject matter herein and cannot be amended or modified except by written agreement signed by the Party against whom enforcement of the amendment or modification is sought.
- c) Governing Law; Venue. This Agreement shall be construed by and interpreted in accordance with the laws of the State of Texas. Exclusive venue for any proceeding or action with respect to this Agreement shall lie in a court of competent jurisdiction in the Harris County, Texas.
- d) Notice. Any notice, demand, request, consent, approval, submittal or communication required by this Agreement or that either Party desires to give to the other Party shall be in writing and either delivered personally; sent by prepaid, first-class certified mail; delivered by a nationally recognized overnight delivery service (such as FedEx, UPS or Airborne); or delivered by electronic means (facsimile or electronic mail). Any notice given by certified mail shall be deemed given on the second business day after deposit thereof in the United States Mail, postage prepaid. Any notice given by overnight delivery service shall be deemed given on the next business day after deposit thereof with such overnight delivery service. Any notice given personally shall be deemed given on the day delivered. Any notice given electronically shall be deemed delivered when sent. Either Party may change its address or any part of its contact information by notifying the other Party of the change of address in writing.

Addresses for Notices are as follows:

Humble Independent School District

Attn:

[Address]

Email:

San Jacinto Community College District

Attn: Brenda Hellyer, Chancellor

4624 Fairmont Parkway

Pasadena, TX. 77504

Email: Brenda.hellyer@sjcd.edu

- e) Severability. The unenforceability, invalidity, or illegality of any provision shall not render any other provisions of this Agreement unenforceable, invalid, or illegal.

- f) Counterparts; Electronic Signatures and Transmission. This Agreement may be executed in two or more identical counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Parties consent to electronic signatures affixed to documents as though they had been physically signed. Additionally, the Parties consent to the electronic transmission of documents and communication, including any notices required under this Agreement.

Executed as of the Effective Date of \_\_\_\_\_, 2022:

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_

Dr. Brenda Hellyer, Chancellor

**HUMBLE INDEPENDENT SCHOOL DISTRICT**

By: \_\_\_\_\_

Dr. Elizabeth Fagan, Superintendent **Appendix A**

This Appendix A is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and the Independent School District effective as of the date the second Party signs the Agreement.

**Program Goals**

STATE DUAL CREDIT GOALS	SJCCD DUAL CREDIT GOALS
<p>Goal 1: Independent school districts and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.</p> <p>Measures of Implementation: Examples of items to include in documentation:</p> <ul style="list-style-type: none"> <li>• Collaboration between ISDs and IHE partner(s) to host informational sessions for students and parents on dual credit opportunities, benefits, and cost.</li> </ul>	<p>Goal 1: The SJCCD dual credit program’s achievement of enrollment in postsecondary education goal is fully supported by outreach efforts to inform students and parents of the benefits and costs of dual credit are a major part of this goal, as included in the SJCCD Strategic Plan.</p> <p>Measures of Implementation include:</p> <ul style="list-style-type: none"> <li>• Parent Night and Student Presentations</li> <li>• Website and associated College documents updated often to reflect policies, rules, and financial policies.</li> <li>• College staff presentations to ISD School Boards, as requested.</li> </ul>

<ul style="list-style-type: none"> <li>• ISD and IHE dual credit webpages reflect the most current dual credit program information including enrollment and fee policies</li> <li>• Hosting dual credit 101 sessions for high school counselors.</li> <li>• Collaboration between ISDs and IHE partner(s) on a marketing campaign.</li> <li>• Documentation summarizing collaboration and outreach efforts of IHEs and secondary school partners will be readily available and posted.</li> </ul>	<ul style="list-style-type: none"> <li>• Dual credit director and administrators meet with ISD administrators about dual credit programming.</li> <li>• SJCCD dual credit office creates marketing posters and brochures to disseminate to the ISDs and homeschools.</li> <li>• SJCCD dual credit office maintains a record of visits and activities.</li> </ul>
<p>Goal 2: Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.</p> <p>Metric: Examples of items included in analysis:</p> <ul style="list-style-type: none"> <li>• Student enrollment in postsecondary after high school.</li> <li>• Time to degree completion.</li> <li>• Semester credit hours to degree.</li> <li>• Analysis of measures in enrollment in and persistence through postsecondary education, disaggregated by student subpopulation.</li> </ul>	<p>Goal 2: The SJCCD dual credit program’s successful transition to and acceleration through postsecondary education goal is to increase dual credit AA, AS, AAS, or certificate completion as included in the SJCCD Strategic Plan.</p> <p>Metric:</p> <ul style="list-style-type: none"> <li>• Goals for both transfer and technical certificate and degree attainment assessed through internal databases, THECB data, and the National Student Clearinghouse data; all data are disaggregated based on race and ethnicity, gender, and age.</li> <li>• Time to degree completion tracked through internal data.</li> <li>• Semester credit hours to degree tracked through internal data.</li> <li>• Analysis of measures in enrollment in persistence through postsecondary education, disaggregated by student subpopulations, tracked through internal data.</li> <li>• Dual credit office performs transcript audits to determine hours to degree and graduation options.</li> <li>• Dual credit office performs student advising with dual credit high school students per THECB rules.</li> </ul>
<p>Goal 3: All dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.</p> <p>Metric: Examples of items included in analysis:</p> <ul style="list-style-type: none"> <li>• Student enrollment in postsecondary after high school.</li> <li>• Time to degree completion.</li> </ul>	<p>Goal 3: The SJCCD dual credit program will develop an effective bridge between secondary and postsecondary education to increase the number of high school graduates who are college ready, according to the policies of THECB and statute, as included in the SJCCD Strategic Plan.</p> <p>Metric:</p>

<ul style="list-style-type: none"> <li>• Decrease in excess number of semester hours beyond required hours to degree completion.</li> <li>• Analysis of measures in enrollment and degree completion, disaggregated by student sub-population.</li> </ul>	<ul style="list-style-type: none"> <li>• Student enrollment in postsecondary after high school is tracked through internal databases and THECB data; all data are disaggregated based on race and ethnicity, gender, and age, as well as specific ISD.</li> <li>• Using transcripts and testing, the Dual credit office determines dual credit student college readiness, according to the methodologies set forth in statute and THECB policies.</li> <li>• SJCCD offers online test preparation through the PAA which is available to all dual credit students.</li> <li>• To decrease the excess hours to completion, the Dual credit office creates a program completion plan for each student and maintains these in Degreeworks; dual credit students are tracked according to standard College processes.</li> <li>• SJCCD provides student support services for all dual credit students, as do the ISDs.</li> </ul>
<p>Goal 4: The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.</p> <p>Metric:</p> <ul style="list-style-type: none"> <li>• Analysis of performance in subsequent course work.</li> </ul>	<p>Goal 4: The SJCCD goal for dual credit students' performance in college-level coursework is to increase academic and career and technical education course completion, as included in the SJCCD Strategic Plan.</p> <p>Metric:</p> <ul style="list-style-type: none"> <li>• SJCCD analyzes enrollment, completion, and success data of dual credit students by ISD. SJCCD analyzes success data for all students by course, by student, by instructor, and by mode of delivery.</li> <li>• SJCCD Institutional Research Office creates an ISD portfolio for each ISD with pertinent student data, including retention, course A-C success, and completion of certificates and/or degrees; all data are disaggregated by race and ethnicity, gender, and age.</li> </ul>

### **Appendix B – Course Crosswalk**

This Appendix B is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and the Independent School District effective as of the date the second Party signs the Agreement.

**Action Item “XV”**  
**Regular Board Meeting December 12, 2022**  
**Consideration of Approval of Rescission of Policy VI-R: Policy on Enrollment**  
**in San Jacinto College Children's Center – First Reading (Informational Item)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees rescind Policy VI-R: Policy on Enrollment in San Jacinto College Children's Center. The Board of Trustees will not vote on this item but is creating awareness that the rescission is being considered and input is being gathered.

**BACKGROUND**

This policy is outdated, and a Board policy is not required to support this practice. Instead, the practice of enrolling children in the San Jacinto College Children’s Center has been included in the revised Parent’s Handbook. Enrollment practices will continue to be updated as practices change.

**IMPACT OF THIS ACTION**

This policy recommendation was sent to the College community on December 12, 2022. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading and approval of this policy which is anticipated on January 30, 2023.

**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-R: Policy on Enrollment in San Jacinto College Children's Center

**RESOURCE PERSONNEL**

Teri Zamora	281-998-63064	teri.zamora@sjcd.edu
Van Wigginton	281-998-2045	van.wigginton@sjcd.edu

## Policies and Procedures Summary of Changes

New Policy Number: *N/A*

Proposed Policy Name: *N/A*

Current Policy Number/Name: **Policy VI-R: Policy on Enrollment in San Jacinto College Children's Center**

New Procedure Number: *N/A*

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

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

Action Recommended for Policy: **Rescission**

Action Recommended for Procedures: *N/A*

- VI-R: Policy on Enrollment in San Jacinto College Children's Center, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/vi-r-policy-enrollment-san-jacinto-college-childrens-center>

Primary Owner: Vice Chancellor-Fiscal Affairs, Provost

Secondary Owner:

### Summary of Changes:

- This policy is outdated and a Board policy is not required to support this practice. Instead, the practice of enrolling children in the San Jacinto College Children's Center has been included in the revised Parent's Handbook. Enrollment practices will continue to be updated as practices

# Policy VI-R: Policy On Enrollment In San Jacinto College Children's Center

Children in a parent child relationship with currently enrolled students and currently employed staff, faculty and administrators are eligible and have priority for initial enrollment in the Children's Centers within the district. Other children not meeting one of these criteria may be initially enrolled on a first-come first-served basis only if space is available. Children may be placed on a waiting list for notification of future vacancies.

Enrollment in the Children's Center reserves a child's place for one semester or the remaining portion thereof; Fall, Spring, or Summer. Children, who are currently enrolled, regardless of the employment or student status of the parent, have first priority to re-enroll for the subsequent semester.

<b>Policy #:</b>	<b>VI-R</b>
<b>Policy Name:</b>	<b>Policy on Enrollment in San Jacinto College Children's Center</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>March 5, 1984</b>
<b>Revision/Reviewed Date:</b>	<b>May 2, 1994</b>
<b>Effective Date:</b>	<b>March 5, 1984; May 2, 1994 and March 5, 2001</b>
<b>Associated Procedure:</b>	

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
PURCHASE RECAP  
December 12, 2022**

**PURCHASE REQUESTS AND CONTRACT RENEWALS**

Purchase Request #1		
Repair and Maintenance Services for Semi-Trucks and School Buses (pgs. 2 - 3)	\$	150,000
Purchase Request #2		
Service Desk Software (pgs. 4 - 6)		160,943
Purchase Request #3		
Renew Contract for Steel Supplies (pg. 7)		130,000
Purchase Request #4		
Renew Contract for Printing Services (pg. 8)		<u>125,000</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$</b>	<b><u><u>565,943</u></u></b>

**Purchase Request #1**  
**Regular Board Meeting December 12, 2022**  
**Consideration of Approval to Purchase Repair and Maintenance Services for**  
**Semi-Trucks and School Buses**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees authorize a contract with LaPorte Tire Center and Transwest Mobile LLC to provide vehicle repair services for the continuing and professional development (CPD) division.

**BACKGROUND**

The awarded vendor(s) will provide mechanical and/or body repair of semi-trucks and school buses that require repair due to mechanical failure or accidental damage. The vendor(s) will perform both major and minor repairs. These services are necessary to keep the College's fleet of seven semi-tractors and two school buses in service. Three commercial driver's license CDL-A sessions are offered (day, evening, and weekend), and a CDL-B school bus driver training program will begin soon. The programs are projected to train over 200 students in the next calendar year with plans to expand contract training opportunities to local transport companies, school districts, and governmental entities.

Request for Proposal #23-16 was issued on October 31, 2022, to procure maintenance and repair services that complies with competitive procurement requirements in Texas Education Code §44.031(a). Two responses were received and evaluated by a team comprised of representatives from CPD Applied Tech/Trades who determined the proposals submitted by LaPorte Tire Center and Transwest Mobile LLC will provide the best value to the College

**IMPACT OF THIS ACTION**

All the semi-trucks and buses have high mileage with the oldest of the vehicles approaching one million miles. These services are essential for the continued operation of both programs and failure to maintain the fleet of vehicles will result in class cancellations.

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

The estimated annual expenditure is \$150,000 and will be funded from the continuing and professional development department's 2022-2023 operating budget and subsequent year budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Kenneth Tidwell	281-478-3684	kenneth.tidwell@sjcd.edu
Tony Rich	281-478-3687	tony.rich@sjcd.edu
Melissa Fuqua	281-998-6378	melissa.fuqua@sjcd.edu

**RFP 23-16**  
**Semi-Truck and Bus Repair and Maintenance**  
**Attachment 1 - Tabulation**

<b>Stated Criteria</b>	<b>Maximum Value</b>	<b>LaPorte Tire Center</b>	<b>Transwest Mobile LLC</b>
Qualifications Form	<b>40</b>	32	30
References	<b>10</b>	9	9
Campus Location	<b>10</b>	10	10
Price Proposal	<b>40</b>	40	30
<b>Total</b>	<b>100</b>	<b>91</b>	<b>79</b>

**Final Ranking**

	<b>Vendor Name</b>	<b>Total Score</b>
1	LaPorte Tire Center	91
2	Transwest Mobile LLC	79

**Purchase Request #2**  
**Regular Board Meeting December 12, 2022**  
**Consideration of Approval to Contract for Service Desk Software**

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with TeamDynamix for a service desk information technology services management (ITSM) solution for the information technology services (ITS), human resource (HRIS/OTD), and the instructional support system departments.

## **BACKGROUND**

The three departments listed above utilize an ITSM solution to deliver services and handle incident requests from a range of parties including prospective students, enrolled students, employees, and alumni. The current ITSM solution is undersized and is not scalable for departmental needs including integration with enterprise systems, automation, and workflow capabilities. State mandated information security requirements also contribute to the need for replacement.

Request for proposals #23-09 was issued on September 13, 2022, to procure a service desk ITSM solution, that complies with competitive procurement requirements in Texas Education Code §44.031(a). Seven responses were received and evaluated by a team comprised of representatives from ITS, HRIS/OTD, and the instructional support department who determined the proposal submitted by TeamDynamix will provide the best value to the College.

## **IMPACT OF THIS ACTION**

The purchase of a more robust ITSM solution is needed to handle the increasing technical support needs of the College. The new system includes a knowledge base which includes self-service articles that can provide first tier support for common issues. The client portal supports dynamic online forms to submit service requests and report incidents which are immediately turned into support tickets and assigned to the appropriate work team. By utilizing workflow capabilities, the teams can work more efficiently. It eliminates the need for customers to wait in a phone queue during peak hours as well as the requirement to manually convert an email request into a service ticket. The client portal also allows customers to view real time information on submitted requests and to communicate directly with the agent assigned to the ticket.

The system allows for multiple service desks to support the current needs of the three departments and is also scalable for any future needs to expand to other departments. The solution integrates with the College's current enterprise systems. It also provides reporting and dashboards to aid in business management decisions. Finally, it has features such as change management, asset management, and project management modules included in the solution which can be phased into current processes. Notably, the solution does not require coding knowledge which will allow the three departments to create workflows and automations that meet their specific needs now and in the future.

**Purchase Request #2**  
**Regular Board Meeting December 12, 2022**  
**Consideration of Approval to Contract for Service Desk Software**

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

The three-year expenditure is \$160,943. The first-year cost is \$62,420, the second-year cost is \$48,534, and the third-year cost is \$49,990. The purchase will be funded from the information technology services department's 2022-2023 operating budget and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

The initial three-year award term will commence on March 1, 2023, with renewal options of two one-year terms.

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Suzanne DeBlanc	281-998-6360	Suzanne.DeBlanc@sjcd.edu
Karen Allen	281-998-6106	Karen.Allen@sjcd.edu

**RFP 23-09 Service Desk Software**

Attachment 1 - Tabulation

<b>Qualifications</b>		
<b>Vendor</b>	<b>Points (Max 30)</b>	<b>Invited for Presentation</b>
TeamDynamix	22.43	Yes
Freshworks Inc.	21.36	Yes
Giva Inc	20.39	Yes
EasyVista	19.75	No
SDI Presence LLC	19.00	No
HaloITSM	18.79	No
Kunz, Leigh & Associates	17.11	No

<b>Presentations</b>	
<b>Vendor</b>	<b>Points (Max 40)</b>
TeamDynamix	31.00
Freshworks Inc.	25.50
Giva Inc	14.25

<b>Price Proposal</b>		
<b>Vendor</b>	<b>Points (Max 30)</b>	<b>Price - 3 Years</b>
TeamDynamix	22.71	\$ 160,943.00
Giva Inc	13.30	\$ 228,261.00
Freshworks Inc.	8.55	\$ 395,125.00

<b>Final Ranking</b>	
<b>Vendor</b>	<b>(Max 100)</b>
TeamDynamix	76.14
Freshworks Inc.	55.41
Giva Inc	47.94

**Purchase Request #3**  
**Regular Board Meeting December 12, 2022**  
**Consideration of Approval to Renew Contract for Steel Supplies**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees renew a contract with North Shore Supply Company (North Shore) for steel supplies for the welding technology departments at North and Central Campus.

**BACKGROUND**

Invitation for bids #19-09 was issued in November 2018 to procure steel supplies used for instructional purposes by the welding technology departments. One response was received, and it was determined the bid submitted by North Shore was responsive to all bid requirements and would provide the best value to the College. The Board approved the original contract with North Shore on January 28, 2019.

North Shore has been providing steel supplies to the College for over twenty years at competitive rates and receives satisfactory approval ratings from the departments who procure their products.

**IMPACT OF THIS ACTION**

Approval of this request will continue a valuable business relationship with a local firm and provide the College with a supplier who will continue to serve as a reliable source for steel supplies and will accommodate the fluctuations inherent to the steel market with regard to availability and pricing. North Shore supplies products which include structural steel and steel pipe on an as needed basis for the programs.

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

The estimated annual expenditure for this request is \$130,000 and will be funded from the welding technology departments' 2022-2023 operating budget and subsequent year budget.

**MONITORING AND REPORTING TIMELINE**

This renewal will exercise the fourth of four one-year renewal options available. The new contract term will be January 28, 2023 through January 27, 2024.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Heather Rhodes	281-998-6150 x 7106	heather.rhodes@sjcd.edu
James Ragaisis	281-476-1806	james.ragaisis@sjcd.edu
Durrell Dickens	281-478-2799	durrell.dickens@sjcd.edu
Melissa Fuqua	281-998-6378	melissa.fuqua@sjcd.edu

**Purchase Request #4**  
**Regular Board Meeting December 12, 2022**  
**Consideration of Approval to Renew Contract for Printing Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

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

Request for proposals #21-05 was issued in October 2020 to procure printings services for collaterals, signs, and banners. The Board approved the original contract with 1Vision on December 7, 2020.

**IMPACT OF THIS ACTION**

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

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

The estimated annual expenditure for this request is \$125,000 and will be funded by various departments' 2022-2023 operating budget and subsequent year budgets as approved.

**MONITORING AND REPORTING TIMELINE**

This renewal will exercise the second of four one-year renewal options available. The new contract term will be January 25, 2023 through January 24, 2024.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Item "A"**  
**Regular Board Meeting December 12, 2022**

**Approval of the Minutes for the November 7, 2022, Workshop and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the November 7, 2022, Workshop and Regular Board Meeting.

## San Jacinto College District Board Workshop November 7, 2022

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 5:00 p.m., Monday, November 7, 2022, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

### MINUTES

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Micki Morris (via conference call), Mandi Reiland, 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>	Board Chair Flickinger conducted a roll call of the Board members:  Erica Davis Rouse (absent) Marie Flickinger Dan Mims (arrived during Item VI) John Moon, Jr. Keith Sinor (absent) Dr. Ruede Wheeler Larry Wilson
<b>III.</b>	<b>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters and Personnel Matters</b>	Board Chair Flickinger adjourned to closed session at 5:02 p.m.  The Board members listed above as attending, Chancellor Brenda Hellyer, Teri Zamora, and Mandi Reiland 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. Conference call with attorney Micki Morris. 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.
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	Board Chair Flickinger reconvened to open meeting at 5:32 p.m.
<b>V.</b>	<b>Review of Proposal to Update College's Contribution Rate to the Optional Retirement Program</b>	<p>Dr. Brenda Hellyer reviewed the proposal to update the College's contribution rate to the Optional Retirement Program (ORP) and explained that an action item was included in the Board book for consideration of approval. The recommendation is to increase the College's contribution rate from 3.5 percent to 4.0 percent. She provided background on the ORP and explained the difference between ORP and the Texas Retirement System (TRS) plan. Employees of San Jacinto College can select from two retirement plans, ORP or TRS. ORP is only available to faculty, librarians, and administrators. Brenda provided an overview of the historical percentage of the total TRS and ORP contributions from 2015 to present. The contributions were equal until FY20-21 when the total TRS contribution (combined state and college contribution) increased to 7.5 percent with the total ORP contribution remaining the same at 6.8 percent. The Faculty Senate (FS) brought this inconsistency to Brenda's attention during a monthly FS meeting which resulted in reviewing the contributions. This action item will approve adjusting the College's voluntary ORP contribution from 0.2 percent to 0.7 percent in order to match the TRS contribution. The College is allowed one annual adjustment, so the request is to approve the adjustment for this year and backdate to September 1, 2022. This action will make the College's contribution for all employees consistent at 4.0 percent. The cost of this adjustment is approximately \$50,000 annually.</p> <p>Teri Zamora added that the State statute caps the total ORP contribution at 8.5 percent. If TRS keeps increasing and the College keeps increasing its ORP contribution, there could be a point where the College will reach the cap.</p> <p>Larry Wilson asked for clarification on the payout for TRS versus ORP.</p> <p>Brenda explained that ORP is a defined contribution plan meaning it is based on the value of the employee's retirement plan. TRS is a defined benefit plan.</p>

		<p>Teri added that employees on TRS will receive a percentage of their salary for the remainder of life when retiring. An ORP is like a 401K, an employee leaves with the amount the employee contributed and invested.</p> <p>Brenda added that the focus of the College is to look at how to be consistent with the College’s contributions for all employees. She explained that, after tonight’s approval, all employees who are impacted by this change will receive a letter from Human Resources informing them of the new contribution percentage. We intend to review the contributions as part of the annual budget process.</p> <p>The Board members were comfortable with this plan.</p>
<p><b>VI.</b></p>	<p><b>Discuss Upcoming Proposal to Provide Employee’s Dependents with Tuition Assistance at San Jacinto College</b></p>	<p>Brenda explained a request to waive the out of district fee on tuition for employee dependents was previously brought forward by the Staff Organization. This request was discussed by the Strategic Leadership Team (SLT), and it was decided that there should be a proposal which would treat all College employees in the same manner. The SLT proposes a \$30 discount per semester credit hour for all full-time employee’s spouses and dependents under the age of 26. The plan is to pilot this program in Summer 2023 in order to test processes and then it would be fully implemented for the 2023 fall semester.</p> <p>Teri added that this is a fairly common employee benefit with some institutions fully covering tuition for employee’s dependents.</p> <p>Brenda added that this will come forward as an action item in December if enough support is received from the Board. She asked for their feedback on the proposal.</p> <p>Teri provided an overview of a chart provided to the Board to show a schedule of in-district and out-of-district tuition and mandatory fees for San Jacinto College in comparison to the other Gulf Coast Colleges.</p> <p>Brenda explained that this proposal will be treated as an employee benefit and may help with recruiting and retaining employees.</p> <p>The Board members were comfortable with this action item being brought to the December Board Meeting.</p>

VII.	<b>Review Recommended Adjustments to Capital Budget</b>	<p>Teri provided an overview of the recommended adjustment to the capital budget for the 2008 Bond Program. The last project that was funded by the 2008 Bond Program is completed, and we are awaiting the final bill. The contingency currently has \$133,555. The request is to repurpose these remaining funds into the previously approved roof replacements for Buildings N7, N8, and N9 at the North Campus. The recommendation is to expend these funds as soon as possible to bring the 2008 Bond fund to a close.</p> <p>The Board members agreed with this plan.</p>
VIII.	<b>Update on Exploration of AAS Program and Non-Credit Training in Biopharma Manufacturing</b>	<p>Brenda provided an update on the exploration of an Associate of Applied Science (AAS) program and noncredit training in biopharma manufacturing. This has been under development for quite a while. Amgen previously conducted a nationwide search for a new manufacturing operation. McCord Development applied nominating Generation Park as a location and Generation Park was named a finalist. Generation Park did not win as there was a concern over the workforce component. San Jacinto College participated in a study with the Greater Houston Partnership to gather input around the Houston biosciences industry and potential growth areas. One key finding is that there needs to be a focus on developing a trained workforce in the Houston area. The College has been gathering information regarding other entities in the region around the biopharma industry and met with the director and various industry members of BioHouston to hear workforce needs. We saw a demand for technicians and for the Associate of Applied Sciences graduates. The College is continuing to gather input with a variety of biopharma companies in the region. Additionally, we are exploring licensing curriculum and adapting it to what is needed from the employers in the Houston region.</p> <p>Dan Mims asked for clarification on the skills being taught and what faculty we have or need to deliver this program.</p> <p>Brenda responded that the technicians would need to be in a clean room environment. The program is a lot of instrumentation and sciences and manufacturing of biochemicals.</p> <p>Teri added that Dr. Christopher Wild, Dean of Health Sciences at South Campus, used to work for Amgen and is currently writing the white paper to obtain Texas Higher</p>

		<p>Education Coordinating Board (THECB) approval for the degree based on the curriculum that has been developed at the State level. The College will hire adjunct faculty as needed, but the College already has several faculty members with backgrounds to align with this need.</p> <p>Larry asked if this is a field that must be licensed and where the program would be located.</p> <p>Teri responded that the company provides the additional specific training needed once the student completes the degree. Much of the requirements will be specific to the company requirements and standards.</p> <p>Brenda added that McCord Development is building a 65,000 square foot facility as a biomanufacturing facility to rent to different companies, and the College would like to rent a space there. We are developing this program initially in a rented facility to test its success. The College entered into a consulting agreement with the National Institute for Bioprocessing Research and Training (NIBRT). They will work with the College to assess workforce needs and specific competencies for area biomanufacturing companies. She explained that the equipment and labs manufacturers appear to be interested in the training components for this program, so we will look at partnership opportunities also. The plan is to bring the proposal for the new associate degree forward at the December Board Meeting and have it submitted to the THECB in January.</p> <p>The Board members were supportive of this proposal.</p>
<p><b>IX.</b></p>	<p><b>Update on State and Federal Legislative Sessions</b></p>	<p>Brenda provided an overview of the State and Federal legislative sessions. On the Federal side, the College continues to monitor the Student Loan Debt Relief executive order. The Maritime Centers of Excellence program funding is still being negotiated between the House and Senate, so we are also monitoring this.</p> <p>On the State side, the Commission voted on the final funding recommendations at its meeting on October 18. A few changes were made in the final version that differ from what was reviewed with the Board at the October 3 workshop. Brenda reviewed these changes with the Board members. Community colleges overall are down in enrollment as compared to Fall 2019/pre-COVID enrollment. She provided</p>

		<p>an overview of the three sources of revenue that community colleges are funded through: State Appropriations, local property taxes, and tuition and fees and included a chart to show what percentage each source funds. She highlighted slide 10 which highlights the dynamic funding formula that is recommended as opposed to the current static allocation formula. This is a historic opportunity to transition from a funding model that is static and merely redivides the same pie, to one that provides colleges with predictable funding based on outcomes.</p> <p>Brenda reviewed slide 11 which highlights key changes that were made from the September draft recommendations. The biggest change is that dual credit on an academic or workforce pathway has been added as an outcome measure. She noted that the items in red throughout the document are what differs from what was reviewed with the Board at the last workshop. Dual credit was changed to a maximum tuition rate, which is what the State will reimburse colleges for free and reduced lunch students. A temporary hold harmless was built to ensure that College’s won’t receive less funding under the new formula. The last substantial change is the addition for discretionary authority to be provided to the Texas Commissioner of Higher Education to address “unintended consequences” of the new funding formula. San Jacinto College will most likely be 100 percent outcomes based. She provided an overview of the funding and how it will be allocated. These recommendations are receiving a lot of support from the legislators.</p> <p>Dan asked if other community colleges support this model. Brenda replied that it was unanimous in support from the 48 community colleges who are members of the Texas Association of Community Colleges (TACC). The details of the models are still being worked and will then be broken down by colleges.</p>
<p><b>X.</b></p>	<p><b>Discuss Anders Gym Memorabilia</b></p>	<p>Teri provided an overview of the plans for the Anders Gym memorabilia. In recognition of the importance of the gym in many people’s lives, the College is providing the opportunity for anyone interested to purchase commemorative artifacts.</p> <p>Items available are:</p> <ul style="list-style-type: none"> <li>• commemorative brick with plaque and history letter</li> <li>• commemorative benchtop with plaque and history letter</li> </ul>

		<ul style="list-style-type: none"> <li>• commemorative gym floor section with plaque and history letter.</li> </ul> <p>An email will be sent to the same distribution list that was used for the mascot voting informing individuals of this opportunity. This opportunity will also be advertised on the College’s website and social media platforms. The plan is to have these artifacts ready for distribution by December 16. Scott Gernander is going through other items in the gym and digitizing old records and manuals to be retained or displayed on Central Campus.</p> <p>Larry asked if something can be put in the place of the gym to honor Anders as he was one of the first Board Members. Brenda and Teri will check. Brenda recommended using the cornerstone.</p> <p>Members were supportive of plan for memorabilia.</p>
<b>XI.</b>	<b>Review of Calendar</b>	Brenda asked the Board members to look at the upcoming events on the calendar they received and let Mandi Reiland know if they would like to attend any of the events. The November 15 <sup>th</sup> Building and Finance Committee meetings will be cancelled. Brenda informed the Board that the new mascot will be unveiled at the December 9 <sup>th</sup> commencement ceremony.
<b>XII.</b>	<b>General Discussion of Meeting Items</b>	Brenda provided an additional purchasing support item as a follow up item. The Board approved delegation of authority at the October Board Meeting for a contract for Primary Feeder Electrical Repair for the North Campus Project. This contract was awarded to Pfeiffer & Son for \$179,800. The Board also delegated for the demolition of the Central Campus gym. This contract was awarded to AAR Incorporated for \$4077,850. Both contracts awarded were within the budget.
<b>XIII.</b>	<b>Adjournment</b>	Board Chair Flickinger, adjourned the workshop at 6:43 p.m.

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

**November 7, 2022**

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

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

**Chancellor:** Brenda Hellyer

**Others Present:**

Kacie Allen	Kevin Morris
Rhonda Bell	Courtney Morris
Katlyn Colquitt	Alexander Okwonna
Jacquelynn Conger	Joe Pena
Kim DeLauro	JR Ragaisis
Destry Dokes	Sandra Ramirez
Chris Duke	Mandi Reiland
Dianne Duron	Sherilyn Reynolds
Scott Gernander	Heather Rhodes
George González	Shelley Rinehart
Kevin Hale	Eddy Ruiz
Allatia Harris	Rob Stanicic
Rosie Helms	Janice Sullivan
Carin Hutchins	Gina Thomas
Sallie Kay Janes	Kenneth Tidwell
Matt Keim	Westley Trevino
Aaron Knight	Karen Wheeler-Hall
Ann Kokx-Templett	Van Wigginton
Lamar McWaine	Chris Wild
DeRhonda McWaine	Teri Zamora

**Call the Meeting to order:** Chair Flickinger called the Regular Meeting of the Board of Trustees to order at 7:00 p.m.

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

Erica Davis Rouse (absent)  
Marie Flickinger  
Dan Mims

John Moon, Jr.  
Keith Sinor (attended via videoconference)  
Dr. Ruede Wheeler  
Larry Wilson

**Moment of Silence, Invocation, and Pledges to the Flags:** The moment of silence and invocation were given by Sandra Ramirez. The pledges to the American flag and the Texas flag were led by Larry Wilson.

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

1. Dr. Brenda Hellyer and Van Wigginton recognized the outgoing and incoming Officers of the Faculty Senate, Staff Organization, and Administrative Organization.
2. Dan Mims provided an update on the Association of Community College Trustees Leadership Congress.

**Student Success Presentations:**

1. Dr. Allatia Harris and George González presented an update on the High School Capture Rate (through the lens of equity).

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

1. A thank you was sent to the Board from Dawn Eaton, for the plant sent in memory of her mother.
2. Accents: The Student Literary Magazine of San Jacinto College
3. November Opportunity News

**Public Comment:** There were no citizens desiring to speak before the Board.

**Informative Reports:** Chair Flickinger indicated such reports were available in the Board documents and online.

- A. San Jacinto College Financial Statements
  - a. San Jacinto College Financial Statements September 2022
  - b. San Jacinto College Monthly Investment Report September 2022
- B. San Jacinto College Foundation Financial Statements
- C. Capital Improvement Program

**Motion 10233 Consideration of Approval of Amendment to the 2022-2023 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.** Motion was made by Larry Wilson, seconded by Dan Mims, for approval of Amendment to the 2022-2023 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

**Motion 10233 Consideration of Approval of Amendment to the 2022-2023 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants** Motion Carried.

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

**Motion 10234** Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for approval of Policy II.2001.A, Substantive Change – Second Reading.

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

Motion Carried.

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

**Motion 10235  
Consideration of  
Approval to Increase  
Contribution Rate for  
the Optional  
Retirement Program**

Motion was made by Dan Mims, seconded by Larry Wilson, for approval to Increase Contribution Rate for the Optional Retirement Program.

Motion Carried.

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

**Motion 10236  
Consideration of  
Purchasing Requests**

Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for approval of the purchasing requests.

Purchase Request #1	
Contract for Sierra Cloud Hosting Services	\$446,432
Purchase Request #2	
Contract for Internet Services	408,780
Purchase Request #3	
Additional Funds for Apprenticeship Program Costs	400,000
Purchase Request #4	
Purchase HVAC Equipment and Services	250,000
Purchase Request #5	
Purchase Modern Campus Web Content Management Systems	216,108
Purchase Request #6	
Purchase Manual Transmission Semi-Tractors	190,000
Purchase Request #7	
Contract for Internship Staffing Services	-
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$1,911,320</b>

Motion Carried.

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

**Motion 10237  
Consent Agenda**

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

- A. Approval of the Minutes for the October 3, 2022, Workshop, Public Tax Hearing, and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, Extra Service Agreements, and 2022 Educational Advancement Incentives
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting on December 12, 2022

Motion Carried.

Yeas: Mims, Moon, Sinor, Wheeler, Wilson

Nays: None

**Items for Discussion/  
Possible Action**

There were no additional items discussed.

**Adjournment:**

Chair Marie Flickinger adjourned the meeting at 7:45 p.m.

## **ADMINISTRATION RECOMMENDATION/REPORT**

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

## **BACKGROUND**

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

## **IMPACT OF THIS ACTION**

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

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

This request is a reclassification of existing authorizations.

## **MONITORING AND REPORTING TIMELINE**

None

## **ATTACHMENTS**

Attachment 1 – Budget Transfers

## **RESOURCE PERSONNEL**

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

SAN JACINTO COLLEGE DISTRICT  
 Budget Transfers related to Fiscal Year 2022-23  
 for October 2022

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 19,346	\$ 7,000
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 7,000	\$ 30,458
STUDENT SERVICES	\$ 14,350	\$ 20,000
INSTITUTIONAL SUPPORT	\$ 20,000	\$ 30,130
PHYSICAL PLANT	\$ 26,893	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	<b>\$ 87,589</b>	<b>\$ 87,589</b>

**RECOMMENDATION**

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

**Central Campus**

Department

Nursing (ADN AND BSN)

Affiliation Entity

West Oaks Hospital

Medical Imaging

TOPS Surgic

**North Campus**

Department

Health Information Management/  
Cancer Data Management

Affiliation Entity

Baylor Scott & White Health

Nursing

Lamar University

Medical Assisting

KS Management Services, LLC

**South Campus**

Department

Vocational Nursing

Affiliation Entity

Magnolia NH LLC dba The Rehab Suites at  
Magnolia Crossing

Occupational Therapy Assistant

Bellaire Physical Therapy

**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 December 12, 2022**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, January 30, 2023.