

***Board of Trustees
Meeting***

March 1, 2021

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

The Board of Trustees of the San Jacinto Community College District will meet by videoconference at 5:00 p.m., Monday, March 1, 2021, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this workshop will be available to the public via a live-stream. At least a quorum of the Board will be present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

Members of the public may access the live-stream of this workshop as follows:

www.sanjac.edu/board-meeting-videos

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

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes:**
 - a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
 - b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
- IV. Reconvene in Open Meeting**
- V. Update on February 2021 Weather Closure**
- VI. Proposed Energy Efficiency Projects**
- VII. Update on 87th Legislative Session**
- VIII. 2021-2022 Budget Process**
- IX. Diversity Progress Update**
- X. Review of Calendar**
 - a. College Website Calendar
- XI. General Discussion of Meeting Items**
- XII. Adjournment**

Additional Closed Session Authority

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

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

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, February 26, 2021, this notice was posted, in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor, on the College’s website, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet by videoconference at 7:00 p.m. on Monday, March 1, 2021 in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this meeting will be available to the public via a live stream. At least a quorum of the Board will be present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

Members of the public may access the live-stream of this meeting as follows:

www.sanjac.edu/board-meeting-videos

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

www.sanjac.edu/board-meeting-agendas

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

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

The form must be completed prior to 11:00 a.m. on March 1, 2021. After completion of the form, the requestor will be sent call-in information for joining the meeting. Registered participants will be allotted five minutes to address the Board of Trustees during the "Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board" portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

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

**BOARD MEETING
AGENDA**

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

Announcement of Meeting Process	Mandi Reiland
Recognition of the 2020-2021 Excellence Awards Recipients and Minnie Piper Nominee	Laurel Williamson
- V. Student Success Presentations**

Fall 2020 vs Fall 2019 Course Success and	George González
---	-----------------

- VI. Communications to the Board of Trustees**
- VII. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board**
- VIII. Informative Reports to the Board**
 - A. San Jacinto College Financial Statements
 - a. San Jacinto College Financial Statements January 2021
 - b. San Jacinto College Monthly Investment Report January 2021
 - B. San Jacinto College Foundation Financial Statements
 - C. Capital Improvement Program

ACTION ITEMS

- IX. Consideration of Approval of Amendment to the 2020-2021 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval of an Order of Cancellation for the San Jacinto Community College District Trustees Election**
- XI. Consideration of Approval of Policy VII.7003.A, Expressive Activities – Second Reading**
- XII. Consideration of Approval of Policy III.3001.E, Budget Preparation – Second Reading**
- XIII. Consideration of Approval of Tuition Schedule for Fiscal Year 2022**
- XIV. Consideration of Approval of Tuition Exemptions and Waivers for Fiscal Year 2022**

PURCHASING REQUESTS

- XV. Consideration of Purchasing Requests**

CONSENT AGENDA

- XVI. 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 February 1, 2021, Workshop and Regular Board Meeting**
 - B. Approval of the Budget Transfers**
 - C. Approval of Personnel Recommendations, 2020-2021 Part-time Hourly Salary Schedule, and Extra Service Agreements**
 - D. Approval of the Affiliation Agreements**
 - E. Approval of the Next Regularly Scheduled Meeting**
- XVII. Items for Discussion/Possible Action**

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

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, February 26, 2021, this notice was posted, in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor, on the College’s website, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

San Jacinto College Financial Statements
January 2021

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Statement of Net Position
January 31,

<u>Assets</u>	<u>2021</u>	<u>2020</u>
Current assets:		
Cash and cash equivalents	\$ 85,692,843	\$ 95,091,475
Accounts receivable - taxes	4,476,059	3,183,068
Accounts receivable	18,070,777	17,598,471
Deferred charges	892,104	1,008,272
Inventories	366,250	356,016
Total current assets	<u>109,498,033</u>	<u>117,237,302</u>
Noncurrent assets:		
Restricted cash and cash equivalents	86,638,222	178,335,473
Capital assets, net	657,642,252	587,097,844
Total noncurrent assets	<u>744,280,474</u>	<u>765,433,317</u>
Total assets	<u>853,778,507</u>	<u>882,670,619</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	20,383,403	25,781,981
Deferred outflow related to OPEB	17,632,637	20,497,036
Deferred outflow related to defeased debt	7,177,235	8,423,856
Total deferred outflows of resources	<u>45,193,275</u>	<u>54,702,873</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	16,610,605	18,236,162
Accrued liabilities	11,618,085	13,667,054
Accrued compensable absences and deferred compensation	2,741,917	2,181,388
Deferred revenues	579,927	596,254
Total current liabilities	<u>31,550,534</u>	<u>34,680,858</u>
Noncurrent liabilities:		
Net pension liability	45,813,261	49,494,145
Net OPEB liability	107,182,217	95,083,178
Bonds and notes payable	575,400,004	590,369,521
Total noncurrent liabilities	<u>728,395,482</u>	<u>734,946,844</u>
Total liabilities	<u>759,946,016</u>	<u>769,627,702</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	9,070,812	6,771,550
Deferred inflows related to OPEB	26,740,139	36,803,285
Total deferred inflows of resources	<u>35,810,951</u>	<u>43,574,835</u>
<u>Net assets</u>		
Beginning of year - audited	80,169,233	76,748,779
Current year addition	23,045,582	47,422,176
Total net position	<u>\$ 103,214,815</u>	<u>\$ 124,170,955</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2021

11 Unrestricted Funds

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/20	% of 8/31/20 Actual
REVENUES:					
State Appropriations	\$ 42,079,966	\$ 18,099,335	43.01	18,099,707	42.88
Local Taxes - Maintenance & Operations	72,940,110	29,002,489	39.76	43,520,016	60.92
Credit Tuition	63,667,000	50,978,527	80.07	52,919,713	84.14
Credit Exemptions & Waivers	(7,900,000)	(7,749,906)	98.10	(7,073,167)	89.25
Continuing Education					
CPET	480,000	64,683	13.48	52,520	55.20
Maritime Transportation	1,200,000	529,714	44.14	474,962	67.50
Continuing Professional Development (CPD)	4,400,000	2,144,107	48.73	2,240,774	45.86
Continuing Education Exemptions & Waivers	-	(70,822)	-	(24,583)	56.76
Bad Debt	(1,900,000)	(791,667)	41.67	(708,335)	154.72
Sales & Services	1,535,000	696,536	45.38	907,672	23.13
Investment Income	500,000	60,120	12.02	640,911	61.94
Total	<u>177,002,076</u>	<u>92,963,116</u>	<u>52.52</u>	<u>111,050,190</u>	<u>62.12</u>
EXPENDITURES:					
Instruction	68,088,153	29,799,858	43.77	32,236,212	43.47
Public Service	5,404,428	2,447,642	45.29	2,323,241	34.08
Academic Support	15,713,578	5,877,991	37.41	6,413,719	46.43
Student Services	16,577,209	5,623,241	33.92	5,597,976	33.97
Institutional Support	44,804,235	17,405,442	38.85	17,399,599	39.46
Physical Plant	22,897,443	5,827,709	25.45	7,068,208	36.24
Total	<u>173,485,046</u>	<u>66,981,883</u>	<u>38.61</u>	<u>71,038,955</u>	<u>40.63</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	3,517,030	55,879	1.59	61,709	1.28
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 25,925,354</u>		<u>\$ 39,949,526</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2021

Federal Restricted Funds

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/20	% of 8/31/20 Actual
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
REVENUES:					
Grants	\$ 57,754,512	\$ 19,432,539	33.65	\$ 20,435,390	37.94
Total	<u>57,754,512</u>	<u>19,432,539</u>	<u>33.65</u>	<u>20,435,390</u>	<u>37.94</u>
EXPENDITURES:					
Instruction	588,626	37,563	6.38	323,845	16.22
Public Service	498,504	99,594	19.98	80,619	38.14
Academic Support	8,470,521	1,517,036	17.91	898,541	18.81
Student Services	212,371	70,514	33.20	158,795	42.30
Institutional Support	1,619,328	333,827	20.62	355,639	36.91
Scholarships and Fellowships	46,361,062	17,374,005	37.48	18,617,951	41.06
Physical Plant	-	0.00	-	-	-
Total	<u>57,750,412</u>	<u>19,432,539</u>	<u>33.65</u>	<u>20,435,390</u>	<u>37.94</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	(300,000)	-	-	-
Transfers Out	<u>-</u>	<u>300,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ 4,100</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2021

State Restricted Funds

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/20	% of 8/31/20 Actual
REVENUES:					
State Paid Benefits	\$ 11,597,879	\$ 4,912,217	42.35	\$ 4,932,793	43.23
Grants	3,407,133	1,164,442	34.18	1,078,255	35.84
Total	<u>15,005,012</u>	<u>6,076,659</u>	<u>40.50</u>	<u>6,011,048</u>	<u>41.69</u>
EXPENDITURES:					
Instruction	4,395,479	2,415,469	54.95	2,048,786	35.46
Public Service	428,106	132,469	30.94	126,732	37.31
Academic Support	1,836,752	521,237	28.38	475,207	26.43
Student Services	1,898,343	656,713	34.59	573,741	34.20
Institutional Support	3,705,245	1,327,997	35.84	1,880,086	60.94
Scholarships and Fellowships	2,741,087	1,022,966	37.32	906,496	52.01
Total	<u>15,005,012</u>	<u>6,076,851</u>	<u>40.50</u>	<u>6,011,048</u>	<u>41.69</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (192)</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2021

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>1/31/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Local Grants	\$ 3,078,261	\$ 1,038,991	33.75	\$ 1,442,831	48.57
Total	<u>3,078,261</u>	<u>1,038,991</u>	<u>33.75</u>	<u>1,442,831</u>	<u>48.57</u>
EXPENDITURES:					
Instruction	32,019	-	-	39,694	98.46
Public Service	216,216	60,958	28.19	61,912	35.26
Academic Support	1,061,106	141,051	13.29	261,870	43.36
Student Services	49,892	7,267	14.57	32,581	84.21
Institutional Support	47,508	2,841	-	1,691	5.47
Scholarships and Fellowships	1,910,000	884,265	46.30	1,152,802	53.06
Total	<u>3,316,741</u>	<u>1,096,382</u>	<u>33.06</u>	<u>1,550,550</u>	<u>50.63</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(238,480)	(55,879)	23.43	(61,709)	33.77
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (1,512)</u>		<u>\$ (46,010)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2021

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>1/31/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Credit Tuition	<u>\$ 3,000,000</u>	<u>\$ 2,397,597</u>	<u>79.92</u>	<u>\$ 2,489,204</u>	<u>82.69</u>
Total	<u>3,000,000</u>	<u>2,397,597</u>	<u>79.92</u>	<u>2,489,204</u>	<u>82.69</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>3,500,000</u>	<u>1,583,615</u>	<u>45.25</u>	<u>1,190,207</u>	<u>45.80</u>
Total	<u>3,500,000</u>	<u>1,583,615</u>	<u>45.25</u>	<u>1,190,207</u>	<u>45.80</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u><u>\$ (500,000)</u></u>	<u><u>\$ 813,982</u></u>		<u><u>\$ 1,298,997</u></u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2021

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>1/31/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 24,613	-	\$ 2,415	-
Total	<u>-</u>	<u>24,613</u>	<u>-</u>	<u>2,415</u>	<u>-</u>
EXPENDITURES:					
Instruction	-	6,513	-	34,304	-
Scholarships and Fellowships	-	-	-	-	-
Total	<u>-</u>	<u>6,513</u>	<u>-</u>	<u>34,304</u>	<u>-</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 18,100</u>		<u>\$ (31,889)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2021

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>1/31/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Auxiliary Services	\$ 2,753,200	\$ 942,352	34.23	\$ 1,738,400	63.74
Total	<u>2,753,200</u>	<u>942,352</u>	<u>34.23</u>	<u>1,738,400</u>	<u>63.74</u>
EXPENDITURES:					
Non-Instructional Labor	291,176	69,087	23.73	175,316	46.13
Benefits	44,343	142,549	321.47	166,948	44.41
Supplies	363,500	29,147	8.02	240,649	64.45
Travel	158,381	17,430	11.01	61,671	51.43
Contracted Services	398,919	13,954	3.50	127,016	56.79
Scholarships and Fellowships	1,178,116	693,992	58.91	805,464	70.46
Utilities	200	-	-	-	-
Total	<u>2,434,635</u>	<u>966,159</u>	<u>39.68</u>	<u>1,577,064</u>	<u>60.29</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 318,565</u>	<u>\$ (23,807)</u>		<u>\$ 161,336</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2021

95 Retirement of Indebtedness

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/20	% of 8/31/20 Actual
REVENUES:					
Investment Income	\$ -	\$ 3,775	-	\$ 120,300	48.99
Local Taxes - Debt Service	<u>36,920,763</u>	<u>14,896,944</u>	<u>40.35</u>	<u>22,604,718</u>	<u>60.82</u>
Total	<u>36,920,763</u>	<u>14,900,719</u>	<u>40.36</u>	<u>22,725,018</u>	<u>60.74</u>
EXPENDITURES:					
Institutional Support - Principal	15,980,930	-	-	-	-
Institutional Support - Interest	<u>24,218,383</u>	<u>9,981,690</u>	<u>41.22</u>	<u>11,798,059</u>	<u>44.07</u>
Total	<u>40,199,313</u>	<u>9,981,690</u>	<u>24.83</u>	<u>11,798,059</u>	<u>30.02</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,278,550)	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Adjustment for Debt Principal Payment ¹	<u>(15,980,930)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ 15,980,930</u>	<u>\$ 4,919,029</u>		<u>\$ 10,926,959</u>	

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

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2021

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>1/31/20</u>	<u>% of 8/31/20 Actual</u>
EXPENDITURES:					
Depreciation	\$ 20,500,000	\$ 8,950,549	43.66	\$ 6,299,549	34.56
Total	<u>20,500,000</u>	<u>8,950,549</u>	<u>43.66</u>	<u>6,299,549</u>	<u>34.56</u>
Adjustment for Capital Purchases ¹	<u>-</u>	<u>(287,945)</u>	<u>-</u>	<u>(219,722)</u>	<u>-</u>
TRANSFERS AMONG FUNDS:					
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u><u>\$ (20,500,000)</u></u>	<u><u>\$ (8,662,604)</u></u>		<u><u>\$ (6,079,827)</u></u>	

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

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2021

Consolidated -All Funds
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/20	% of 8/31/20 Actual
REVENUES:					
State Appropriations	\$ 53,677,845	\$ 23,011,552	42.87	\$ 23,032,500	42.95
Local Taxes - Maintenance & Operations	72,940,110	29,002,489	39.76	43,520,016	60.92
Local Taxes - Debt Service	36,920,763	14,896,944	40.35	22,604,718	60.82
Credit Tuition	66,667,000	53,376,124	80.06	55,408,917	84.08
Credit Exemptions & Waivers	(7,900,000)	(7,749,906)	98.10	(7,073,167)	89.25
Continuing Education					
CPET	480,000	64,683	13.48	52,520	55
Maritime Transportation	1,200,000	529,714	44.14	474,962	67.50
Continuing Professional Development	4,400,000	2,144,107	48.73	2,240,774	45.86
Continuing Education Exemptions & Waivers	-	(70,822)	-	(24,583)	56.76
Bad Debt	(1,900,000)	(791,667)	41.67	(708,335)	154.72
Sales & Services	1,535,000	721,149	46.98	910,087	23.18
Investment Income	500,000	63,895	12.78	761,211	59.45
Investment Income - San Jac Tomorrow Program	-	57,232	-	1,243,084	68.20
Auxiliary Services	2,753,200	942,352	34.23	1,738,400	63.74
Grants	61,161,645	20,596,981	33.68	21,513,645	37.83
Local Grants	3,078,261	1,038,991	33.75	1,442,831	48.57
Total	<u>295,513,824</u>	<u>137,833,818</u>	<u>46.64</u>	<u>167,137,580</u>	<u>56.66</u>
EXPENDITURES:					
Instruction	73,104,277	32,259,403	44.13	34,682,841	42.28
Public Service	6,547,254	2,740,663	41.86	2,592,504	34.37
Academic Support	27,081,957	8,057,315	29.75	8,049,337	38.34
Student Services	18,737,815	6,357,735	33.93	6,363,093	34.27
Institutional Support	90,375,629	29,051,797	32.15	31,435,074	41.94
Physical Plant	22,897,443	5,827,709	25.45	7,068,208	35.88
Scholarships and Fellowships	54,512,149	20,864,851	38.28	21,867,456	42.17
Auxiliary Enterprises	2,434,635	966,159	39.68	1,577,064	60.29
Depreciation	20,500,000	8,950,549	43.66	6,299,549	34.56
Total	<u>316,191,159</u>	<u>115,076,181</u>	<u>36.39</u>	<u>119,935,126</u>	<u>40.45</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,517,030)	(55,879)	1.59	(61,709)	1.21
Transfers Out	3,517,030	55,879	1.59	61,709	1.22
Adjustment for Debt Principal Payment ¹	(15,980,930)	-	-	-	-
Adjustment for Capital Purchases ¹	(425,341)	(287,945)	67.70	(219,722)	16.86
Net Increase (Decrease) in Net Position	<u>\$ (4,271,064)</u>	<u>\$ 23,045,582</u>		<u>\$ 47,422,176</u>	

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

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2021

91 Capital Projects

	Adjusted Budget	Actual (41.67%)	1/31/20
REVENUES:			
Investment Income	\$ -	\$ 57,232	\$ 1,243,084
Total	-	57,232	1,243,084
EXPENDITURES:			
Bond Programs	-	25,004,078	30,409,818
Total	-	25,004,078	30,409,818
Net Increase (Decrease) in Net Position	\$ -	\$ (24,946,846)	\$ (29,166,734)

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2021

93 Generation Park Clear Lake Land Proceeds

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>1/31/20</u>
REVENUES:			
Land Sale Proceeds	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Total	<u>-</u>	<u>-</u>	<u>-</u>
EXPENDITURES:			
Generation Park	<u>117,078</u>	<u>69,545</u>	<u>4,865,143</u>
Total	<u>117,078</u>	<u>69,545</u>	<u>4,865,143</u>
TRANSFERS AMONG FUNDS:			
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (117,078)</u>	<u>\$ (69,545)</u>	<u>\$ (4,865,143)</u>

San Jacinto College Financial Statements
Monthly Investment Report
January 2021

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

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	January 1, 2021	\$ 149,496,534	\$ 149,496,534
Additions/Subtractions (Net)		22,834,531	22,834,531
Change in Fair Value*		-	-
Ending Value	January 1, 2021	<u>\$ 172,331,065</u>	<u>\$ 172,331,065</u>

Earnings for January	\$	15,779
WAM at Ending Period Date (Days)		1.00

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

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

Prepared by:



 William E. Dickerson
 Director of Accounting & Financial Services

Reviewed by:



 Carin Hutchins
 Associate Vice Chancellor of Finance

Reviewed by:



 Teri Zamora
 Vice Chancellor of Fiscal Affairs

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

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Short-Term Investments - Cash & Cash Equivalents										
Credit Cards in Transit	Heartland	N/A	N/A	02/01/21	\$	41,159	41,159	0.02%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	02/01/21	N/A	(863,152)	(863,152)	-0.50%	1	-0.01
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	02/01/21	N/A	3,217,928	3,217,928	1.87%	1	0.02
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	02/01/21	N/A	(24,145)	(24,145)	-0.01%	1	0.00
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	02/01/21	N/A	(850)	(850)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	02/01/21	N/A	20,025	20,025	0.01%	1	0.00
East West MM Operating Account	East West Bank	0.2500%	N/A	02/01/21	N/A	10,004,281	10,004,281	5.81%	1	0.06
Texas Citizens Bank	Texas Citizens Bank	0.4000%	N/A	02/01/21	N/A	248,270	248,270	0.14%	1	0.00
LSJP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	0.0493%	N/A	02/01/21	N/A	6,406,177	6,406,177	3.72%	1	0.04
TexPool - Operating	TexPool	0.0793%	N/A	02/01/21	N/A	1,436,074	1,436,074	0.83%	1	0.01
TexPool - PRIME - Operating	TexPool	0.1192%	N/A	02/01/21	N/A	70,005,980	70,005,980	40.62%	1	0.41
Restricted - Cash & Cash Equivalents										
LSJP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0493%	N/A	02/01/21	N/A	2,007,369	2,007,369	1.16%	1	0.01
LSJP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	0.0493%	N/A	02/01/21	N/A	23,580,466	23,580,466	13.68%	1	0.14
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.1192%	N/A	02/01/21	N/A	56,251,483	56,251,483	32.64%	1	0.33
Grand Total Short-Term Investments and Cash & Cash Equivalents					\$	<u>172,331,065</u>	<u>172,331,065</u>	<u>100.00%</u>		<u>1.00</u>
Weighted Average to Maturity at Ending Period Date (Days)										
CAFR										
Note 4			\$	20,025		Petty cash on hand				0.00
				159,687,549		Investment pools				0.93
				10,252,551		Money market				0.06
				2,370,940		Bank deposits - demand deposits				0.01
				-		U. S. government securities and municipal bonds				
				-		Accrued earnings				
			\$	<u>172,331,065</u>		Total cash, cash equivalents, and investments				<u>1.00</u>

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

Description	Held At	Annualized Interest Rate	Maturity	Par	12/31/2020		1/31/2021		Change in Fair Value For the Month	FY21 Total Earnings To Date
					Ending Fair Value	Ending Book Value	Ending Fair Value	Ending Book Value		
Operating Funds										
Short Term Investments - Maturities less than one year from date of report	Bank of America				\$ -	\$ -	\$ -	\$ -	N/A	
Sub Total Short Term Investments - Operating Funds					\$ -	\$ -	\$ -	\$ -		
Operating Funds										
Long Term Investments - Maturities greater than one year from date of report					\$ -	\$ -	\$ -	\$ -	N/A	
Sub Total Long Term Investments - Operating Funds					\$ -	\$ -	\$ -	\$ -		
Bond Proceeds Funds										
Short Term Investments - Maturities less than one year from date of report					\$ -	\$ -	\$ -	\$ -	N/A	
Sub Total Short Term Investments - Bond Funds					\$ -	\$ -	\$ -	\$ -		
Bond Proceeds Funds										
Long Term Investments - Maturities greater than one year from date of report					\$ -	\$ -	\$ -	\$ -	N/A	
Sub Total Long Term Investments - Bond Funds					\$ -	\$ -	\$ -	\$ -		
Sub Total Investments					\$ -	\$ -	\$ -	\$ -		

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

Description	Held At	Annualized Interest Rate	Maturity	Par	12/31/2020		1/31/2021		Change in Fair Value For the Month	January Earnings	FY21 Total Earnings To Date
					Ending Fair Value	Ending Book Value	Ending Fair Value	Ending Book Value			
Short-Term Investments - Unrestricted Funds											
Demand Deposits											
Credit Cards in Transit					7,064	7,064	41,159	41,159	34,095	N/A	N/A
JPMorgan Chase Bank		N/A	02/01/21	N/A	(340,697)	(340,697)	(863,152)	(863,152)	(522,455)	N/A	N/A
JPMorgan Chase Bank		N/A	02/01/21	N/A	2,743,911	2,743,911	3,217,928	3,217,928	474,017	N/A	N/A
JPMorgan Chase Bank		N/A	02/01/21	N/A	(26,649)	(26,649)	(24,145)	(24,145)	2,504	N/A	N/A
JPMorgan Chase Bank		N/A	02/01/21	N/A	(385)	(385)	(850)	(850)	(465)	N/A	N/A
Petty Cash		N/A	02/01/21	N/A	20,025	20,025	20,025	20,025	-	N/A	N/A
Sub Total Demand Deposits					2,403,269	2,403,269	2,390,965	2,390,965	(12,304)	N/A	N/A
Money Market Accounts											
East West M/M Operating Account		0.2500%	02/01/21	N/A	10,002,158	10,002,158	10,004,281	10,004,281	2,123	2,158	11,544
Texas Citizens Bank		0.4000%	02/01/21	N/A	248,191	248,191	248,270	248,270	79	84	340
Sub Total Money Market Accounts					10,250,349	10,250,349	10,252,551	10,252,551	2,202	2,242	11,884
Pool Accounts											
TexPool - Operating		0.0793%	02/01/21	N/A	10,733	10,733	1,436,074	1,436,074	1,425,341	106	1,144
TexPool PRIME - Operating		0.1192%	02/01/21	N/A	57,006,696	57,006,696	70,005,980	70,005,980	12,999,284	5,980	44,542
LSIP Government Overnight Fund - Operating Funds		0.0493%	02/01/21	N/A	1,631,226	1,631,226	6,406,177	6,406,177	4,774,951	275	347
Sub Total Pool Accounts					58,648,655	58,648,655	77,848,231	77,848,231	19,199,576	6,361	46,033
Sub Total - Short Term Investments - Unrestricted Funds					71,302,273	71,302,273	90,491,747	90,491,747	19,189,474	8,603	57,917
Short-Term Investments - Restricted (Bond) Funds											
Money Market Accounts											
Sub Total Money Market Accounts					-	-	-	-	-	-	-
Pool Accounts											
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds		0.0493%	02/01/21	N/A	2,584,159	2,584,159	2,007,369	2,007,369	(576,790)	102	780
LSIP Government Overnight Fund - GOB Debt Service		0.0493%	02/01/21	N/A	10,327,608	10,327,608	23,580,466	23,580,466	13,252,858	642	2,996
TexPool PRIME - 2019 Bond Proceeds		0.1192%	02/01/21	N/A	65,282,494	65,282,494	56,251,483	56,251,483	(9,031,011)	6,432	57,232
Sub Total Pool Accounts					78,194,261	78,194,261	81,839,318	81,839,318	3,645,057	7,176	61,008
Sub Total - Short Term Investments - Restricted (Bond) Funds					78,194,261	78,194,261	81,839,318	81,839,318	3,645,057	7,176	61,008
Accrued Earnings											
Operating Funds		Var			-	-	-	-	-	-	-
Bond Funds		Var			-	-	-	-	-	-	-
Sub Total Accrued Earnings					-	-	-	-	-	-	-
Grand Total					149,496,534	149,496,534	172,331,065	172,331,065	22,834,531	15,779	118,925

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

**San Jacinto College District
 Analysis of Benchmark Rates
 For the Fiscal Year Ending August 31, 2021**

Benchmark - U.S. Department of the Treasury Daily Treasury Yield Curve Rates

<https://www.treasury.gov/resource-center/data-chart-center/interest-rates/pages/TextView.aspx?data=yieldYear&year=2020>

	EWB	LSIP	TexPool	TexPool Prime
January 31, 2021	0.2500%	0.0493%	0.0793%	0.1192%
1 yr Tsy = 0.10%				
2 Yr Tsy = 0.11%				
3 Yr Tsy = 0.19%				

	EWB	LSIP	TexPool	TexPool Prime
December 31, 2020	0.2500%	0.0666%	0.0909%	0.1431%
1 yr Tsy = 0.10%				
2 Yr Tsy = 0.13%				
3 Yr Tsy = 0.17%				

	EWB	LSIP	TexPool	TexPool Prime
November 30, 2020	0.2500%	0.0778%	0.1231%	0.1625%
1 yr Tsy = 0.11%				
2 Yr Tsy = 0.16%				
3 Yr Tsy = 0.19%				

	EWB	LSIP	TexPool	TexPool Prime
October 31, 2020	0.2500%	0.0817%	0.1335%	0.2281%
1 yr Tsy = 0.13%				
2 Yr Tsy = 0.14%				
3 Yr Tsy = 0.19%				

	EWB	LSIP	TexPool	TexPool Prime
September 30, 2020	0.2500%	0.0866%	0.1474%	0.2619%
1 yr Tsy = 0.12%				
2 Yr Tsy = 0.13%				
3 Yr Tsy = 0.16%				

San Jacinto College Foundation

Statement of Financial Position

As of January 31, 2021

ASSETS	Current Year	Previous Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$2,015,704	\$2,175,605	(\$159,901)
Other Funds	-	-	-
Total Checking/Savings	<u>2,015,704</u>	<u>2,175,605</u>	<u>(159,901)</u>
Accounts Receivable			
Other Receivables	7,500	7,500	0
Pledge Receivables	177,000	170,500	6,500
Special Events Receivables	59,340	0	59,340
Sponsorship Receivable	4,000,000	11,938	3,988,062
Total Accounts Receivables	<u>4,243,840</u>	<u>189,938</u>	<u>4,053,902</u>
Other Current Assets			
Short Term Investments			
Goldman Sachs	12,967,556	12,018,732	948,824
Capital Bank CD	0	208,572	(208,572)
Prosperity Bank	0	208,461	(208,461)
Total SJC Short Term Investments	<u>12,967,556</u>	<u>12,435,765</u>	<u>531,791</u>
Total Current Assets	<u>19,227,100</u>	<u>14,801,308</u>	<u>4,425,793</u>
TOTAL ASSETS	<u>\$19,227,100</u>	<u>\$14,801,308</u>	<u>\$4,425,793</u>
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	43,236	52,953	(9,717)
Programs Payable	28,987	33,164	(4,177)
Endowments Payable	166,699	192,925	(26,226)
Scholarship Payables	321,305	224,258	97,048
Student Success Payables	87,129	116,019	(28,890)
Total Accounts Payable	<u>647,356</u>	<u>619,319</u>	<u>28,037</u>
Total Current Liabilities	<u>647,356</u>	<u>619,319</u>	<u>28,037</u>
Total Liabilities	647,356	619,319	28,037
NET ASSETS			
Net Assets Without Donor Restrictions	3,872,912	3,734,388	138,524
Net Assets With Donor Restrictions	14,260,609	9,024,227	5,236,382
Net Assets	<u>18,133,522</u>	<u>12,758,615</u>	<u>5,402,944</u>
Net Income	446,222	1,423,373	(977,151)
Total Net Assets	<u>18,579,744</u>	<u>14,181,988</u>	<u>4,397,756</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$19,227,100</u>	<u>\$14,801,308</u>	<u>\$4,425,793</u>

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

	Current Year	Last Year	Effect on Net Income	Annual Budget	Actual % of Annual Budget
Ordinary Income/Expense					
Income					
Contributions					
Grant Contributions	18,500	22,500	(4,000)	71,000	26%
Endowments	61,805	47,343	14,461	75,000	82%
Program Sponsorship	97,722	1,280,180	(1,182,458)	275,000	36%
Scholarships	197,612	209,106	(11,493)	400,000	49%
Total Contributions	<u>375,639</u>	<u>1,559,129</u>	<u>(1,183,490)</u>	<u>821,000</u>	<u>46%</u>
Other Income					
Special Events	4,562	98,809	(94,247)	-	
Investment Income	140,326	171,185	(30,859)	140,000	100%
Realized Gain / (Loss)	24,777	(2,072)	26,849	-	
Unrealized Gain / (Loss)	873,174	402,670	470,503	-	
Total Other Income	<u>1,042,839</u>	<u>670,593</u>	<u>372,246</u>	<u>140,000</u>	<u>745%</u>
Total Income	<u>1,418,477</u>	<u>2,229,722</u>	<u>(811,245)</u>	<u>961,000</u>	<u>148%</u>
Expense					
Programs					
Scholarships Awarded	698,530	387,679	(310,852)	450,000	155%
Programs Sponsored	235,359	205,051	(30,308)	600,000	39%
Student Success Initiatives	28,857	93,920	65,063	150,000	19%
Total Programs	<u>962,746</u>	<u>686,650</u>	<u>(276,096)</u>	<u>1,200,000</u>	<u>80%</u>
Supporting Services					
Bad Debt Expense	0	0	0	2,000	0%
Supporting Services					
Foundation Expenses	9,309	41,394	32,085	33,000	28%
Fundraising Expenses	0	72,205	72,205	-	
Sponsorship Expense	200	6,100	5,900	5,000	4%
Total Supporting Services	<u>9,509</u>	<u>119,699</u>	<u>110,190</u>	<u>38,000</u>	<u>25%</u>
Total Expense	<u>972,255</u>	<u>806,349</u>	<u>(165,906)</u>	<u>1,240,000</u>	<u>78%</u>
Net Ordinary Income	<u>446,222</u>	<u>1,423,373</u>	<u>(977,151)</u>	<u>(279,000)</u>	
Other Income / Expenses					
Increase/Decrease in Net Position	<u><u>\$446,222</u></u>	<u><u>\$1,423,373</u></u>	<u><u>(\$977,151)</u></u>	<u><u>(\$279,000)</u></u>	

2008 Bond Program

Report as of January 31, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
721918 - CC Chiller Optimization	-	350,000	350,000	-	350,000	-	-	350,000	-
721919 - CC Install Backup Chiller C26	-	175,000	175,000	-	175,000	13,060	9,940	152,000	13.14%
721920 - CC Refurbish 4 Cooling Towers	-	150,000	150,000	-	150,000	141,020	-	8,980	94.01%
Sub-total	-	675,000	675,000	-	675,000	154,080	9,940	510,980	24.30%
North									
	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-
South									
Sub-total	-	-	-	-	-	-	-	-	-
District									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,306,582)	319,678	-	319,678	-	-	319,678	-
726907 - Wayfinding Signage	50,000	939,076	989,076	10,924	1,000,000	164,509	489,214	346,277	65.37%
726923 - Replace HVAC, A1	-	350,000	350,000	-	350,000	10,875	26,625	312,500	10.71%
Sub-total	14,676,260	(3,411,559)	11,264,701	(9,595,023)	1,669,678	175,384	515,839	978,455	6.14%
2008 Contingency Supplemental Projects									
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	200,000	-	-	200,000	-
Sub-total	-	200,000	200,000	-	200,000	-	-	200,000	-
Supplemental Projects closed									
Sub-total	-	4,169,567	4,169,567	-	4,169,567	-	4,169,567	-	100.00%
Projects closed									
Sub-total	280,323,740	(1,633,008)	278,690,732	9,595,023	288,285,755	-	288,285,755	-	100.00%
TOTALS	295,000,000	-	295,000,000	-	295,000,000	329,464	292,981,101	1,689,435	99.43%

2015 Bond Program

Report as of January 31, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
731601 - CC Petrochemical Center	52,450,000	(3,305,414)	49,144,586	2,154,564	51,299,150	472,851	50,761,587	64,713	99.87%
71601A - CC Petrochem Process Plant	-	6,349,985	6,349,985	278,392	6,628,377	-	6,628,377	-	100.00%
71601B - CC Petrochem Extended Site Development	-	6,980,912	6,980,912	306,052	7,286,964	233,676	6,094,186	959,101	86.84%
731602 - CC Welcome Center	16,600,000	1,498,375	18,098,375	584,783	18,683,158	29,632	18,463,145	190,381	98.98%
71602A - CC Welcome Center Site Development	-	2,906,100	2,906,100	93,900	3,000,000	2,987	154,222	2,842,791	5.24%
731603 - CC Class Room Building	47,155,000	8,195,219	55,350,219	1,788,440	57,138,659	34,568,799	12,623,833	9,946,027	82.59%
731604 - CC Central Data Closets	2,444,000	(663,779)	1,780,221	57,521	1,837,742	79,577	1,102,300	655,865	64.31%
731605 - CC Central Access Security	1,852,000	289,991	2,141,991	69,211	2,211,202	25,963	1,116,970	1,068,270	51.69%
731606 - CC Frels Renovation	1,153,000	2,934,789	4,087,789	132,082	4,219,871	231,011	3,841,061	147,798	96.50%
731607 - CC Davison Building Renovation	14,970,000	(4,787,356)	10,182,644	329,015	10,511,659	432,928	9,965,248	113,483	98.92%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,253,702)	11,431,298	369,361	11,800,659	6,908,298	4,892,361	-	100.00%
71608A - CC McCollum Center Reno Phase II	-	10,483,421	10,483,421	338,733	10,822,154	5,112,765	234,056	5,475,333	49.41%
731609 - CC McCollum North Renovation	2,535,000	1,214,962	3,749,962	121,166	3,871,128	-	116,762	3,754,366	3.02%
731610 - CC Ball Demolition	1,725,000	(125,899)	1,599,101	51,669	1,650,770	100	1,529,141	121,529	92.64%
731611 - CC Anderson Demolition	2,654,000	(236,919)	2,417,081	78,099	2,495,180	52	2,263,638	231,490	90.72%
731612 - CC Stadium and Track Demolition	174,000	(109,420)	64,580	2,087	66,667	-	66,667	-	100.00%
731613 - CC Central DDC Network	1,160,000	356,233	1,516,233	48,992	1,565,225	52,081	1,036,771	476,373	69.57%
731614 - CC Central Plant Upgrades	1,160,000	68,603	1,228,603	39,698	1,268,301	-	1,263,670	4,631	99.63%
Sub-total	170,717,000	18,796,101	189,513,101	6,843,765	196,356,866	48,150,719	122,153,994	26,052,153	86.73%
North									
732601 - NC Cosmetology & Culinary Center	22,845,000	638,019	23,483,019	758,768	24,241,787	792,427	23,428,344	21,016	99.91%
732602 - NC North Data Closets	915,000	(101,577)	813,423	26,283	839,706	189,509	425,434	224,763	73.23%
732604 - NC Lehr Library Demolition	650,000	(434,122)	215,878	6,975	222,854	-	222,854	-	100.00%
732605 - NC North Access/Security	877,000	147,246	1,024,246	33,095	1,057,341	1,918	426,751	628,672	40.54%
732606 - NC Wheeler Renovation	14,300,000	(53,625)	14,246,375	468,471	14,714,846	3,400,601	7,987,287	3,326,959	77.39%
732607 - NC Brightwell Renovation	6,628,000	2,063,151	8,691,151	280,823	8,971,974	5,848,547	1,544,315	1,579,111	82.40%
732608 - NC Spencer Renovation	13,000,000	(2,003,815)	10,996,185	347,150	11,343,335	2,889,067	8,314,392	139,876	98.77%
732609 - NC North DDC Network	580,000	178,117	758,117	24,496	782,613	1,313	546,914	234,386	70.05%
732610 - NC Underground Utility Tunnel	11,600,000	(7,623,969)	3,976,031	128,471	4,104,502	-	4,016,439	88,063	97.85%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-
732613 - NC Burleson Renovation	-	3,803,606	3,803,606	122,900	3,926,506	603,443	3,188,942	134,121	96.58%
Sub-total	78,395,000	(10,386,968)	68,008,032	2,197,431	70,205,463	13,726,825	50,101,670	6,376,968	90.92%

2015 Bond Program

Report as of January 31, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
South									
733601 - SC Engineering & Technology Center	28,400,000	(5,795,907)	22,604,093	730,369	23,334,462	65,404	22,026,578	1,242,480	94.68%
733602 - SC Cosmetology Center	16,213,000	(1,199,010)	15,013,990	485,122	15,499,112	19,809	15,242,000	237,303	98.47%
733603 - SC Longenecker Renovation	22,555,000	(2,274,884)	20,280,116	664,794	20,944,911	453,627	19,908,581	582,702	97.22%
733604 - SC South Data Closets	765,000	(98,044)	666,956	21,550	688,507	210,140	353,070	125,297	81.80%
733605 - SC South Primary Electrical Upgrade	5,800,000	966,625	6,766,625	218,639	6,985,264	-	2,650,798	4,334,466	37.95%
733606 - SC South Access/ Security	599,000	105,558	704,558	22,765	727,324	22,560	569,332	135,432	81.38%
733607 - SC South HW/CW Relocation	10,266,000	(6,589,827)	3,676,173	118,782	3,794,955	-	3,460,157	334,798	91.18%
733608 - SC Domestic Water System Rehabilitation	1,160,000	823,696	1,983,696	64,096	2,047,792	206,781	848,947	992,064	51.55%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Renovation	13,803,000	4,948,177	18,751,177	605,876	19,357,053	1,746,233	1,243,936	16,366,884	15.45%
73610A - SC Jones Cenral Plant Relocation	-	10,573,572	10,573,572	341,646	10,915,218	7,244,047	1,492,547	2,178,624	80.04%
733611 - SC Bruce Student Center Renovation	10,400,000	(8,225,107)	2,174,893	70,274	2,245,167	129,908	2,053,019	62,240	97.23%
733612 - SC HVAC Tech	312,000	2,372,314	2,684,314	86,734	2,771,048	6,367	2,707,360	57,321	97.93%
733613 - SC South DDC Network	580,000	178,117	758,117	24,496	782,613	81,976	442,149	258,488	66.97%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,574,163	5,574,163	170,712	5,744,875	831,430	4,708,084	205,361	96.43%
Sub-total	116,438,000	(4,225,556)	112,212,444	3,625,855	115,838,299	11,018,282	77,706,558	27,113,459	76.59%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(27,031,300)	968,700	31,300	1,000,000	117,852	10,136	872,012	12.80%
76603A - MC Maritime Fire Program Relocation	-	1,916,000	1,916,000	84,000	2,000,000	20,493	1,783,988	195,519	90.22%
Sub-total	28,000,000	(25,115,300)	2,884,700	115,300	3,000,000	138,345	1,794,124	1,067,531	64.42%
Generation Park									
726601 - Generation Park	-	6,169,133	6,169,133	199,333	6,368,466	533,223	3,565,177	2,270,066	64.35%
Sub-total	-	6,169,133	6,169,133	199,333	6,368,466	533,223	3,565,177	2,270,066	64.35%
Admin									
736602 - College Development	30,000,000	(29,927,750)	72,250	-	72,250	882	71,368	-	100.00%
736604 - Dist Construction Studies	283,820	35,776	319,596	-	319,596	-	319,596	-	100.00%
76605A - CW Deferred Maintenance	-	11,728,319	11,728,319	378,958	12,107,277	441,957	-	11,665,320	3.65%
736606 - Parking Garage	-	20,000,000	20,000,000	-	20,000,000	-	-	20,000,000	-
720100 - Program Management - AECOM	-	11,269,416	11,269,416	(10,537,632)	731,784	-	39,532	692,251	5.40%
720100 - Program Management - Other	-	2,823,009	2,823,009	(2,823,009)	-	-	-	-	-
736601 - Contingency	1,166,180	(1,166,180)	-	-	-	-	-	-	-
Sub-total	31,450,000	14,762,590	46,212,590	(12,981,684)	33,230,906	442,839	430,496	32,357,571	2.63%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	74,010,233	255,752,019	95,237,748	77.59%

Generation Park

Report as of January 31, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park - 726601									
904605 - 2015 Revenue Bond - 726601	6,787,977	-	6,787,977	-	6,787,977	-	6,787,977	-	100.00%
929603 - Operational - 726601	8,843,556	-	8,843,556	-	8,843,556	47,533	8,796,024	-	100.00%
901609 - 2015 Bond - 726601	6,368,466	-	6,368,466	-	6,368,466	533,224	3,565,177	2,270,066	64.35%
901610 - Generation Park Site Infrastructure - 726601	4,000,000	-	4,000,000	-	4,000,000	462	3,990,913	8,625	99.78%
901610 - Generation Park Parking Lot - 76601A	3,521,892	-	3,521,892	-	3,521,892	100,400	159,600	3,261,892	7.38%
TOTALS	29,521,892	-	29,521,892	-	29,521,892	681,618	23,299,691	5,540,583	81.23%

Repair and Renovation

Report as of January 31, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
F21004 - CC - Central Misc.	-	27,439	27,439	-	27,439	4,574	4,464	18,400	32.94%
F21015 - CC - C20 Canopy Repair	-	8,400	8,400	-	8,400	8,400	-	-	100.00%
F21020 - CC - C11 Tier 1 Upgrade	-	11,491	11,491	-	11,491	11,491	-	-	100.00%
Sub-total	-	47,330	47,330	-	47,330	24,465	4,464	18,400	61.12%
North									
F21005 - NC - North Misc.	-	10,000	10,000	-	10,000	-	-	10,000	-
Sub-total	-	10,000	10,000	-	10,000	-	-	10,000	-
South									
F21006 - SC - South Misc.	-	15,586	15,586	-	15,586	419	5,187	9,980	35.97%
F21022 - SC - S1 Water Purification System	-	26,186	26,186	-	26,186	26,186	-	-	100.00%
Sub-total	-	41,772	41,772	-	41,772	26,606	5,187	9,980	76.11%
District									
F21007 - DIST - Campus Misc.	-	10,000	10,000	-	10,000	336	-	9,664	3.36%
F21010 - DIST - Maritime Gate & Seat	-	8,493	8,493	-	8,493	8,493	-	-	100.00%
Sub-total	-	18,493	18,493	-	18,493	8,829	-	9,664	47.74%
Contingency (720700) -Major Repairs	200,000	(109,520)	90,480	-	90,480	-	-	90,480	-
Sub-total	200,000	(109,520)	90,480	-	90,480	-	-	90,480	-
TOTALS	200,000	8,075	208,075	-	208,075	59,900	9,651	138,524	33.43%

Action Item “IX”
Regular Board Meeting March 01, 2021
Consideration of Approval of Amendment to the 2020-2021 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 2020-2021 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 in order to provide the access to funding to meet the objectives set forth within the grant requirements. This budget amendment request includes the additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants received during the month of February 2021.

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$24,180,803, 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-03-01-21

Attachment 2- Grant Detail-03-01-21

RESOURCE PERSONNEL

Teri Zamora

281-998-6306

teri.zamora@sjcd.edu

Tomoko Olson

281-998-6146

tomoko.olson@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
March 1, 2021

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education - Higher Education Emergency Relief Fund II - Student Aid Portion/Coronavirus</u>					
<u>Response and Relief Supplemental Appropriations Act (CRRSAA) (New Grant)</u>					
Federal Grant Revenue	538451	56700	554100	110000	(4,475,232)
Student Aid - Scholarships	538451	56700	751009	520233	4,475,232
					\$ -
<u>U.S. Department of Education - Higher Education Emergency Relief Fund II - Institutional Portion/Coronavirus</u>					
<u>Response and Relief Supplemental Appropriations Act (CRRSAA) (New Grant)</u>					
Federal Grant Revenue	538452	56700	554100	110000	(19,350,825)
Non-Instructional Labor	538452	56700	610000	660946	100,000
Benefits	538452	56700	650000	660946	28,000
Supplies	538452	56700	711000	660946	4,222,825
Computer Supplies	538452	56700	711320	460914	10,000,000
Contractual Services	538452	56700	731000	460914	5,000,000
					-
<u>U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical</u>					
<u>Education - Basic Grant 2021 (Additional Funds)</u>					
Federal Grant Revenue	528436	56700	554100	110000	(123,608)
Supplies	528436	56700	711000	460115	117,722
Contractual Svcs - Indirect costs	528436	56700	731500	620909	5,886
					-
<u>U.S. Department of Health and Human Services/Texas Workforce Commission - Temporary Assistance</u>					
<u>for Needy Families (TANF) - 2021 Governor's Summer Merit Program (New Grant)</u>					
Federal Grant Revenue	539350	56700	554100	110000	(50,415)
Non-Instructional Labor	539350	56700	610000	561612	1,720
Non-Instructional Labor	539350	56700	610000	561611	6,000
Instructional Labor - Adjunct	539350	56700	621100	561611	9,450
Fringe Benefits	539350	56700	650000	561611	760
Supplies	539350	56700	710000	561611	24,900
Travel	539350	56700	721000	561611	2,400
Contractual Services	539350	56700	731000	561611	4,500
Contractual Services	539350	56700	731000	561611	685
					-
<u>U.S. Department of Labor/Texas Workforce Commission - FY2021 Apprenticeship Training Program -</u>					
<u>Texas Education Code, Chapter 133 (Additional Funds)</u>					
Federal Grant Revenue	531722	56700	554100	110000	10,383
State Grant Revenue	551039	56700	554200	110000	(15,106)
Contractual Svcs	531722	56700	731000	460961	(10,383)
Contractual Svcs	551039	56700	731000	460962	15,106
					-
<u>Texas Workforce Commission - Skills Development Fund COVID-19 Special Initiative (Additional Funds)</u>					
State Grant Revenue	551037	56700	554200	110000	(110,000)
Student Aid - Scholarships	551037	56700	751009	520233	110,000

-

Texas Workforce Commission - Skills for Small Business Program 2021 - 2022 (New Grant)

State Grant Revenue	551034	56700	554200	110000	(47,250)
Contractual Svcs - Indirect costs	551034	56700	731500	620909	2,250
Student Aid - Scholarships	551034	56700	751009	520235	<u>45,000</u>

-

Aspen Institute - 2020-2021 Excellence and Equity in Community College Award-Winning Program

(Additional Funds)

Local Grant Revenue	570031	56700	554300	110000	(9,375)
Local Grant Revenue	570032	56700	554300	110000	(9,375)
Student Aid - Scholarships	570031	56700	751009	520235	9,375
Student Aid - Scholarships	570032	56700	751009	520235	<u>9,375</u>

-

Net Increase (Decrease)

\$ -

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

Grant Funding Summary by Agency:

U.S. Department of Education	\$ 23,949,665
U.S. Department of Health and Human Services	50,415
U.S. Department of Labor	(10,383)
Texas Workforce Commission	172,356
Aspen Institute	<u>18,750</u>
	\$ 24,180,803

March 01, 2021 Board Book – Grant Amendments Detail List

U.S. Department of Education - Higher Education Emergency Relief Fund II - Student Aid Portion/Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) (New Grant)

CRRSAA funding provides emergency financial assistance to eligible students (including students who are exclusively enrolled in distance education), which may be used for any component of the student's cost of attendance or for emergency costs that arise due to the coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.

U.S. Department of Education - Higher Education Emergency Relief Fund II - Institutional Portion/Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) (New Grant)

CRRSAA provides funding for institutional expenses directly related to the disruption of campus operations due to the coronavirus. The grant funds are to be used for institutional costs, to defray expenses associated with the coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll); to carry out student support activities authorized by the Higher Education Act of 1965, as amended (HEA) that address needs related to the coronavirus; and to make additional financial grants to students, which may be used for any component of the student's cost of attendance or for emergency costs that arise due to the coronavirus, such as tuition, food, housing, health care (including mental health care), or child care. Estimates of cost allocations are included in the budget amendment but are subject to change as firm plans for the exact use of these funds are developed. Any changes will be brought forward for approval.

U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical Education - Basic Grant 2021 (Additional Funds)

The Perkins Act defines vocational-technical education as organized educational programs offering sequences of courses directly related to preparing individuals for employment in current or emerging occupations requiring credentials other than a baccalaureate or advanced degree. Programs include competency-based applied learning, which contributes to an individual's academic knowledge, higher-order reasoning, problem solving skills, and the occupational-specific skills necessary for economic independence as a productive and contributing member of society. The most frequent use of funds include: occupationally relevant equipment, materials for vocational curriculum, materials for learning labs, curriculum development or modification, staff development, career counseling and guidance activities, efforts for academic-vocational integration, supplemental services for special populations, hiring vocational staff, remedial classes, and expansion of tech prep programs.

U.S. Department of Health and Human Services/Texas Workforce Commission - Temporary Assistance for Needy Families (TANF) - 2021 Governor's Summer Merit Program (New Grant)

San Jacinto College Camp STEM PACT is designed for 120 eligible students aged 14-18. The camp focus includes, but is not limited to, mathematics and science related to engineering and STEM careers. Curriculum will include hands-on experiments and experiential activities, small and large group work with a virtual or in person presentation for camper guardians. Recruitment

for eligible participants will involve working with school district partners including Channelview, Deer Park, Galena Park, La Porte, Pasadena, and Sheldon.

U.S. Department of Labor/Texas Workforce Commission - FY2021 Apprenticeship Training Program - Texas Education Code, Chapter 133 (Additional Funds)

San Jacinto College is partnering in an apprenticeship program with the Texas Carpenters and Millwrights, Technical Training Facility in Houston (TCMTTF). San Jacinto College will identify and deliver training needs, assess apprentices' achievement of skills, and, upon successful completion of apprenticeship training classes, issue DOL Office of Apprenticeship Certificates which are recognized by industry nationally and often globally. The program is funded by two funding resources, the U.S. Department of Labor (DOL) and the Texas Workforce Commission (TWC). The DOL funds budget is decreased by \$10,383, and TWC funds budget is increased by \$15,106. The net increase in overall funding is \$4,723.

Texas Workforce Commission - Skills Development Fund COVID-19 Special Initiative (Additional Funds)

The grant provides training primarily for the healthcare and transportation/logistics industries. Healthcare training supports health care providers and includes providing skills for virtual services, administration, medical coding, medical billing, and medical services. The transportation/logistics training will be provided through the Maritime campus focusing on companies to maintain the supply chain via maritime transportation. Additionally, the project will work with logistics companies to identify and request approval for shore side, warehousing, and other training allowing companies to be responsive to the COVID-19 event.

Texas Workforce Commission - Skills for Small Business Program 2021 - 2022 (New Grant)

The Skills for Small Business (SSB) Program will provide training for small private businesses. Participating businesses will select training courses for new and/or existing employees that will contribute to the enhancement of the business' operations. The program will cover costs of tuition and fees for selected courses offered through San Jacinto College of up to \$1,800 in a 12-month period for a new employee or up to \$900 in a 12-month period for an existing employee.

Aspen Institute - 2020-2021 Excellence and Equity in Community College Award-Winning Program (Additional Funds)

San Jacinto College participates in a cohort of institutions committed to accelerating the production of credentials of value, especially for low-income, first generation students, while documenting and sharing new knowledge about the institutional change process. The selected institutions accelerate a series of promising strategies for improving student outcomes. Each participating institution contributes to and benefits from critical learning about how to achieve accelerated improvements in student success. Participation in the network gives institutions access to funding intended to support the implementation of key solutions, targeted support and technical assistance, and the opportunity to learn from and alongside other high-performing institutions.

Action Item "X"
Regular Board Meeting March 1, 2021
Consideration of Approval of an Order of Cancellation for
the San Jacinto Community College District Trustees Election

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an Order of Cancellation for the San Jacinto Community College District Trustees election scheduled for May 1, 2021.

BACKGROUND

In accordance with Section 2.052 of the Texas Election Code, the attached Certification of Unopposed Candidates is submitted to the Board Chair certifying that candidates for a six-year term for Trustee Position Five (5), Trustee Position Six (6), and Trustee Position Seven (7) are unopposed for election. The attached Order conforms to the requirements of the Texas Election Code, Section 2.053(a).

IMPACT OF THIS ACTION

Adoption of the Order of Cancellation will allow the College to cancel the election scheduled May 1, 2021, being the first Saturday in May 2021, and declare each unopposed candidate elected to the office. A copy of the order shall be posted on Election Day at each polling place used or that would have been used in the election.

Unopposed candidates will be sworn into their elected position after the official canvassing date. This generally occurs at the June Board meeting.

BUDGET INFORMATION

Adoption of the Order of Cancellation reduces spending of approximately \$150,000 budgeted for election costs.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 - Certification of Unopposed Candidates for Other Political Subdivision (Not County)

Attachment 2 - Order of Cancellation

RESOURCE PERSONNEL

Rosselle Helms	281-998-6320	rosselle.helms@sjcd.edu
Teri Zamora	281-998-6306	teri.zamora@sjcd.edu

AW12-1
Prescribed by Secretary of State
Section 2.051 – 2.053, Texas Election
Code 2/14

**CERTIFICATION OF UNOPPOSED CANDIDATES FOR OTHER
POLITICAL SUBDIVISIONS (NOT COUNTY)**

***CERTIFICACIÓN DE CANDIDATOS ÚNICOS
PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)***

To: Presiding Officer of Governing Body
Al: Presidente de la entidad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held Saturday, May 1, 2021.

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el Sabado 1 de Mayo de 2021.

List offices and names of candidates:
Lista de cargos y nombres de los candidatos:

Office(s) Cargo(s)	Candidate(s) Candidato(s)
Position 5	John Moon, Jr.
Position 6	Dan Mims
Position 7	Keith Sinor

Signature (Firma)

Rosselle Helms

Printed name (Nombre en letra de molde)

Chief Election Official

Title (Puesto)

February 16, 2021

Date of signing (Fecha de firma)

(Seal) (sello)

Attachment 2
Adjunto 2
Tài Liệu Đính Kèm 2
附件2

AW12-2
Prescribed by Secretary of State
Section 2.051 – 2.053, Texas Election Code
2/14

ORDER OF CANCELLATION
ORDEN DE CANCELACIÓN
LỆNH HỦY BỎ
選舉取消命令

The San Jacinto Community College District hereby cancels the election scheduled to be held on Saturday, May 1, 2021 in accordance with Section 2.053(a) of the Texas Election Code. The following candidates have been certified as unopposed and are hereby elected as follows:

El Distrito de San Jacinto Community College por la presente cancela la elección que, de lo contrario, se hubiera celebrado el Sabado 1 de Mayo de 2021 de conformidad, con la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido certificados como candidatos únicos y por la presente quedan elegidos como se haya indicado a continuación:

Theo đây Khu Học Chánh San Jacinto Community College hủy bỏ cuộc bầu cử dự kiến được tổ chức vào thứ Bảy, 1 tháng Năm, 2021 theo Mục 2.053(a) của Bộ Luật Bầu Cử Texas. Các ứng cử viên sau đây được xác nhận là không có đối thủ tranh cử và theo đây được đắc cử như sau:

San Jacinto Community College行政區現根據Texas州選舉法第2.053(a)節規定，取消原定於2021年5月1日（週六）舉行的選舉。下列候選人已被認證為無競爭對手候選人，特此當選如下：

Candidate (Candidato) (Ứng Cử Viên) (候選人)	Office Sought (Cargo al que presenta candidatura) (Vị Trí Đắc Cử) (競選職務)
John Moon	Position 5 / Posición 5 / Vị Trí 5 / 第 5 席位
Dan Mims	Position 6 / Posición 6 / Vị Trí 6 / 第 6 席位
Keith Sinor	Position 7 / Posición 7 / Vị Trí 7 / 第 7 席位

A copy of this order will be posted on Election Day at each polling place that would have been used in the election in accordance with Section 2.053(b) of the Texas Election Code.

El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la elección, con la Sección 2.053(b) del Código de Elecciones de Texas.

Một bản sao của lệnh này sẽ được niêm yết vào Ngày Bầu Cử tại mỗi địa điểm phòng phiếu mà lẽ ra được sử dụng trong cuộc bầu cử theo Mục 2.053(b) của Bộ Luật Bầu Cử Texas.

本命令的副本將根據Texas州選舉法第2.053(b)節規定，在選舉日張貼於原定舉行選舉的各個投票所。

Chairperson to the Board of Trustees (*Presidente de la Junta de Síndicos*)
(Chủ Tịch Hội Đồng Quản Trị) (理事會主席)

Secretary of the Board of Trustees (*Secretario de la Junta de Síndicos*)
(Thư Ký Hội Đồng Quản Trị) (理事會秘書長)

(seal) (*sello*) (đóng dấu) (印鑑)

March 1, 2021 (*1 de marzo de 2021*)
Ngày 1 tháng Ba, 2021 (2021年3月1日)

Date of Adoption (*Fecha de Adopción*)
(Ngày Thông Qua) (採納日期)

Action Item “XI”
Regular Board Meeting, March 1, 2021

Consideration of Approval of Policy VII.7003.A, Expressive Activities – Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve new Policy VII.7003.A, Expressive Activities.

BACKGROUND

The purpose of this policy, and the associated procedure, is to provide guidance to the San Jacinto College community regarding freedom of expression that occurs on the College campuses and district buildings. This was an issue that needed to be implemented to meet legislative requirements and was reviewed by the College’s legal counsel.

IMPACT OF THIS ACTION

In response to Senate Bill 18, the College is required to adopt a policy that details rights and responsibilities regarding expressive activities requested by student groups, students, faculty members, staff members, or outside groups on the College campuses and district buildings. The Senate Bill allows for limited time, place, and manner restrictions but does not require the College to place restrictions on expressive activities. Approval of this policy ensures the College is in compliance with State law. Senate Bill 18 required communications to the State’s leadership by December 1, 2020 and compliance by August 1, 2020. In order to comply with this legislation, the policy, procedure, and required training were implemented in December 2020. The Chancellor exercised this authority according to Policy II.2000.A.

This policy and associated procedures were sent to the College community on December 9, 2020 and again on January 19, 2021. Comments were reviewed, and any necessary changes were incorporated (see attachment 2 – track changes). The procedure is provided for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy VII.7003.A, Expressive Activities (track changes)

Informational Items Only:

Attachment 3 – Procedure VII.7003.A.a, Expressive Activities

RESOURCE PERSONNEL

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

Policies and Procedures Summary of Changes

New Policy Number: **VII.7003.A**
Proposed Policy Name: **Expressive Activities**
Current Policy Number/Name: **N/A**

New Procedure Number: **VII.7003.A.a**
Proposed Procedure Name(s): **Expressive Activities**
Current Procedure Number(s)/Name(s): **N/A**

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

Web Links: <https://www.sanjac.edu/policy-vii7003a-expressive-activities>
<https://www.sanjac.edu/procedure-vii7003aa-expressive-activities>

Primary Owner: Deputy Chancellor & President

Secondary Owner: Associate Vice Chancellor, Student Services

Summary:

- Reviewed by the College's legal counsel.
- In response to Senate Bill 18, the College is required to adopt a policy that details rights and responsibilities regarding expressive activities requested by a student group, student, faculty member, staff member, or outside groups on the college campuses and district buildings. The senate bill allows for limited time, place, and manner restrictions but does not require the College to place restrictions on expressive activities.
- A grievance procedure and disciplinary sanctions for the above groups are also included in this procedure.
- Creation of a new policy concerning expressive activities on campus.
- Creation of a new procedure concerning when and how expressive activities are allowed on campus given reasonable time, place, and manner restrictions.

Policy VII.7003.A, Expressive Activities

Purpose

The purpose of this policy, and the associated procedure, is to provide guidance to the San Jacinto College community regarding freedom of expression that occurs on the College campuses and the District Administration buildings.

Policy

San Jacinto College is committed to fostering a learning environment where free inquiry and expression are encouraged. The College expects that persons engaging in organized expressive activities will demonstrate respect for the safety of persons and property, respect for those who may disagree with their message, and compliance with College policies and applicable local, state, and federal laws.

The College recognizes that freedom of speech is a fundamental right. Per Texas Education Code Section 51.9315, freedom of expression is of critical importance and requires the College to ensure free, robust, and uninhibited debate and deliberations by students enrolled at the institution, regardless of whether the students are on or off campus.

The College recognizes freedom of speech and assembly as central to the mission of institutions of higher education and ensures that all persons may assemble peaceably on College campuses and the District Administration buildings for expressive activities, including to listen to or observe the expressive activities of others.

Notwithstanding these rights and freedoms, the College adopts a policy that imposes reasonable restrictions on the time, place, and manner of expressive activities on the College's campuses and the District Administration buildings.

Definitions

Expressive Activities: Any speech or expressive conduct protected by the First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions. The term does not include commercial speech.

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

Associated Procedures

Procedure VII.7003.A.a, Expressive Activities

Attachment 2 – Proposed Policy – Track Changes

Date of Board Approval	This policy was effective as of December 9, 2020, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process at the next regularly scheduled meetings of the Board. Anticipated March 1, 2021 (First reading on February 1, 2021)
Effective Date	December 9, 2020
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

Procedure VII.7003.A.a, Expressive Activities

Associated Policy

Policy VII.7003.A, Expressive Activities

Procedures

I. Overview

- A. San Jacinto College is committed to fostering a learning environment where free inquiry and expression are encouraged. The College may not take action against a College-related organization (student or employee) or outside organization or deny these organizations any benefit generally available to other organizations at the College on the basis of a political, religious, philosophical, ideological, or academic viewpoint expressed by the organizations or of any expressive activities of the organizations. College-related organizations (student or employee) or outside organizations may, subject to this policy, invite speakers to speak on campus.
- B. The College expects that persons engaging in organized expressive activities will demonstrate respect for the safety of persons and property, respect for those who may disagree with their message, and compliance with College policies and applicable local, state, and federal laws. As permitted by law, San Jacinto College imposes reasonable time, place, and manner restrictions on organized expressive activities. Additionally, any expressive activities that are unlawful or materially and substantially disruptive to the normal operations of the College will not be tolerated. Groups or individuals engaging in disruptive activities, unduly interfering with the expressive activities of others on campus or failing to comply with College policies and procedures and applicable local, state, and federal laws may face immediate removal from the campus and other appropriate and lawful sanctions. See Section IV, Violations and Sanctions, for further information.
- C. These guidelines regulate the time, place, and manner of organized expressive activities by (i) individuals and groups that are affiliated with the College (current students, faculty, and staff) and (ii) individuals and groups that are not affiliated with the College. The location of organized expressive activities will depend upon the factors listed in these guidelines, including the size of the audience for the activity. Decisions to be made by College officials will be based on these guidelines and will not be based on the content or viewpoint of a proposed organized expressive activity, or on any anticipated controversy related to the proposed event. Organized expressive activities permitted under these guidelines do not imply official endorsement by the College.
- D. The Chancellor, Deputy Chancellor and College President, or other designated College representatives retain the authority to take such steps to prevent expressive activities that materially interfere with the educational mission of the College. Permissible activities must be conducted in a manner that does not disturb or interfere

with the academic programs or administrative or business activities of San Jacinto College or any program or activity that is conducted by or is authorized by the College. Additionally, permissible activities shall not:

- interfere with the free entry to or exit from a building, structure, or facility;
- interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, or facilities;
- deny the use of offices or other facilities to the students, faculty, staff, or guests of the College;
- threaten or endanger the safety of any person on a campus;
- engage in conduct that is likely to result in damage to or destruction of College property or to cause disruption in utilities;
- create a sustained or repeated noise disturbance that substantially interferes with a speaker's ability to communicate with others and/or the rights of others to listen; or
- attempt to prevent a College event or other lawful assembly by the threat or use of force or violence.

Additionally, no person, including a student or employee of the College or outside group, shall distribute any petition, handbill, object, or piece of literature; post or carry any sign, placard, or banner; or engage in speech or conduct on property or in buildings or facilities owned or controlled by the College if it is obscene, libelous, or directed to inciting or producing imminent lawless action and is likely to incite or produce such action.

E. These guidelines do not apply to official College activities.

II. Definitions

- A. *Amplified sound*: The use of any loudspeaker, loudspeaker system, sound amplifier, or any other machine or device that produces, reproduces, or amplifies sound.
- B. *College*: The San Jacinto College and any of its campuses or buildings.
- C. *College department*: Any academic or non-academic unit or division or any other official College entity.
- D. *College grounds*: Any College-owned, leased, or maintained property, including, but not limited to, the College's South Campus, Central Campus, North Campus, Maritime Campus, Generation Park Campus, and District Administration Building.
- E. *Commercial activity*: The selling of objects or services by an individual, organization, or company for personal gain or for the financial benefit of owners or investors.
- F. *Non-profit group*: A group whose purpose is to serve a public or mutual benefit other than the pursuit or accumulation of profits for owners or investors. The term includes,

but is not limited to, registered student organizations, public charities, social welfare agencies, religious organizations, and organizations exempt from federal income tax.

- G. *Official College event or activity*: Any event, program, or activity sponsored by a College department or division in the course of fulfilling its College mission, activities that occur within the classroom, or events that occur within the regular or recurring sphere of activity of a College department or division.
- H. *Organized expressive activity*: Any rally, parade, demonstration, stationary structure or display, concert or other similar event designed to attract a gathering of twenty-five or more people during a specified period of time. The term also includes a stationary structure, display, or activity that is scheduled to be in the same location for two or more hours in a single day and that is intended to distribute or is prepared to distribute literature or materials to twenty-five or more people.
- I. *Outside group*: A group not affiliated with the College and who requests indoor or outdoor expressive activities and/or literature distribution on College property.
- J. *Registered student organization*: A student organization officially registered with the Office of Student Engagement & Activities at the College.

III. Use of Outdoor Space by Individuals Affiliated and Not-affiliated with the San Jacinto College

A. Time, Place, and Manner for Outdoor Expression

Common outdoor areas are traditional public forums and are not subject to the same approval procedures. Students, employees, student organizations, and outside groups may engage in expressive activities in common outdoor areas without prior approval or reservation, unless:

- a. The person's conduct is unlawful;
- b. The activity is commercial activity rather than expressive activity;
- c. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
- d. There is inclement weather;
- e. The use would materially or substantially disrupt or disturb the regular academic program; or
- f. The use would result in damage to or defacement of property.

B. Areas Where Outdoor Expressive Activity May Not Take Place

The College will regulate outdoor expressive activity under criteria that is content and viewpoint neutral and is narrowly tailored to serve significant institutional interest.

Therefore, an outdoor expressive activity may not take place:

- a. In areas already reserved for an official College event during the specific times reserved for the official College event;

Attachment 3

- b. In areas that block free movement of pedestrian or vehicle traffic;
- c. In areas that prevent or substantially hinder entry or exit of a campus building;
or
- d. In any areas on campus during times that the College campus is closed to the public.

C. Reserving Space for Outdoor Expression

While no approval or reservation is required by the College to engage in outdoor expressive activity, individuals affiliated or not affiliated with the College have the ability to reserve an outdoor space on campus in order to guarantee their desired space of expression is kept available to them during the specific date/time of their planned activity. To make reservations for an outdoor expressive activity, individuals must:

- a. Contact the Student Engagement & Activities Office on the campus of their planned activity and complete an Outdoor Expressive Activity Reservation Form.
- b. Student Engagement and Activities will ensure the space is not already reserved for the desired date/time and send the requestor a confirmation within 5 business days. While there is no limit to the frequency that an organization may engage in expressive activity on campus, an organization may only reserve a specific location in advance up to four times per calendar month.
- c. Individuals affiliated or not affiliated with the College reserving an outdoor space may not assign or delegate any control or responsibility of that reservation to any other person, agent, or third party without prior written approval of the respective campus Student Engagement & Activities Coordinator. All individuals affiliated or not affiliated with the College requesting a reservation must be clearly identified prior to confirmation of a reservation. Reservations of an outdoor expressive activity space may not be used for a different activity without written approval of the respective campus Student Engagement & Activities Coordinator.

E. Other Considerations

Amplified sound is allowed, but bullhorns are prohibited. Noise levels should not interfere with classes, meetings, or activities in progress. Making sustained or repeated noise in a manner that substantially, unduly interferes with a speaker's ability to communicate his/her message is not permitted. A student, faculty member, or staff member responsible for a structure or display must remain with the structure or display at all times.

The College may move a scheduled or reserved event to a different location upon the occurrence of:

- a. circumstances beyond the control of the College, such as facility infrastructure disruption and/or inclement weather;
- b. unanticipated needs of the College for use of the space for College purposes;
- c. substantial changes in the needs or size of the scheduled event; or
- d. subsequent disruption to previously scheduled College events.

The Student Engagement & Activities Office will consult with the organizer of the scheduled event to consider other feasible locations or the rescheduling of the event. The Student Engagement & Activities Office will move the event to an agreed-upon location or to the nearest suitable location. The College is not responsible for any costs incurred by the organizers of the scheduled event that may result from a change in location.

Note: Each individual or organization granted a reservation is responsible for removing personal items and trash generated as a result of the activity. If the individual or organization does not comply with this notice, the individual or organization may be denied future access to expressive activity areas.

IV. Distribution of Literature by Persons Affiliated with San Jacinto College

If San Jacinto College faculty, staff, students, or members of registered student organizations desire to distribute literature or other printed materials and the proposed distribution satisfies the definition of "organized expressive activity," then the distribution shall occur in an area designated for organized expressive activities in accordance with these guidelines.

If College faculty, staff, students, or members of registered student organizations desire to distribute literature or other printed materials, this may occur in the College's outdoor common areas such as sidewalks, walkways, and plazas. No prior approval is required.

Additionally, no person, including a student or employee of the College, shall distribute any petition, handbill, object, or piece of literature; post or carry any sign, placard, or banner; or engage in speech or conduct on property or in buildings or facilities owned or controlled by the College if it is obscene, libelous, or directed to inciting or producing imminent lawless action and is likely to incite or produce such action. All literature distribution by San Jacinto College faculty, staff, students, or members of registered student organizations, regardless of the size of the expected or intended audience, must comply with the following rules:

- Literature or other printed materials must be distributed in person.
- Literature or other printed materials must not be forced upon others.
- The materials must not be considered prohibited harassment.
- The materials must not infringe upon intellectual property rights of the College.
- The free flow of pedestrian, vehicular, or other traffic must not be obstructed at any point at any time. Entrances and exits shall not be blocked, and pedestrians shall have sufficient space to safely maneuver around the individual(s) offering literature or material.

- Groups or individuals are responsible for ensuring that literature/printed materials do not litter the area.
 - Literature/printed materials must not promote non-permitted commercial activities.
 - Faculty, staff, and students must produce upon request by a College official their College identification or other objective proof that the faculty member, staff member, or student is currently affiliated with the College.
- Additionally, as permitted by Section 51.209 of the Texas Education Code, it shall violate these regulations for any person who is on any property or in a building owned or controlled by the College to fail to identify themselves in response to a request by an institutional representative. For the purpose of this section, a person identifies themselves by: (1) giving their name and complete address substantiated by a current driver's license, voter registration card, or other official documentation; and (2) stating truthfully whether they are a student or employee of the College, institutional representative, outside group, or outside individual. An "institutional representative" is any member of the Board of Trustees; any College administrator or manager; or any peace officer or security officer of the College acting pursuant to authority of Texas law. Any person who refuses to properly identify themselves in accordance with this regulation may be required to leave the premises and may be subject to arrest for trespass.

V. Distribution of Literature by Persons Not Affiliated with San Jacinto College

Individuals and non-profit organizations that are not affiliated with the College may distribute literature and materials in the outdoor common areas of the College in accordance with these guidelines.

No person, including a student or employee of the College, shall distribute any petition, handbill, object, or piece of literature; post or carry any sign, placard, or banner; or engage in speech or conduct on property or in buildings or facilities owned or controlled by the College if it is obscene, libelous, or directed to inciting or producing imminent lawless action and is likely to incite or produce such action. All literature distribution, regardless of the size of the expected or intended audience, must comply with the following rules:

- Literature or other printed materials must be distributed in person.
- Literature or other printed materials must not be forced upon others.
- The materials must not be considered prohibited harassment.
- The materials must not infringe upon intellectual property rights of the College.
- The free flow of pedestrian, vehicular, or other traffic must not be obstructed at any point at any time. Entrances and exits shall not be blocked, and pedestrians shall have sufficient space to safely maneuver around the individual(s) offering literature or material.

- Groups or individuals are responsible for ensuring that literature/printed materials do not litter the area.
- Literature/printed materials must not promote non-permitted commercial activities.

Additionally, as permitted by Section 51.209 of the Texas Education Code, it shall violate these regulations for any person who is on any property or in a building owned or controlled by the College to fail to identify themselves in response to a request by an institutional representative. For the purpose of this section, a person identifies themselves by: (1) giving their name and complete address substantiated by a current driver's license, voter registration card, or other official documentation; and (2) stating truthfully whether they are a student or employee of the College, institutional representative, outside group, or outside individual. An "institutional representative" is any member of the Board of Trustees; any College administrator or manager; or any peace officer or security officer of the College acting pursuant to authority of Texas law. Any person who refuses to identify themselves properly in accordance with this regulation may be required to leave the premises and may be subject to arrest for trespass.

VI. Reservation of Indoor Space

The buildings and facilities owned or controlled by the San Jacinto College District generally are not traditional public forums open for assembly, debate, demonstrations, or similar activities by members of the general public or by students or employees of the College. The space and facilities of the College are intended primarily for the support of the instructional programs of the College and for the support of programs conducted or sponsored by the College's academic and administrative departments or organizations affiliated with those departments. The responsibility of the College to operate and maintain an effective and efficient institution of higher education requires that the College regulate the time, place, and manner of assembly, speech, and other expressive activities inside the buildings of the College.

A. Authorized Uses

The College permits individuals and organizations to reserve a table (also known as a booth) in certain designated areas of certain campus buildings for certain limited purposes. Authorized uses include the distribution of literature to promote a College or community event or to provide information about the organization or its activities; membership recruitment; and fundraising by a non-profit organization.

Identification of Sponsor: applicants may not assign or delegate any control or responsibility to any other applicant or co-sponsor, agent, or third party without prior written approval of the respective campus Student Engagement & Activities Coordinator. All applicants or co-sponsors of indoor expressive activities must be clearly identified prior to confirmation of a reservation. Reservations of an indoor expressive activity space may not be used for a different activity without written

Attachment 3

approval of the respective campus Student Engagement & Activities Coordinator. Indoor site availability is determined by the days and times that the building is open to the public.

Designated indoor sites:

Central Campus

- *Newton Student Center northwest lobby*

Maritime Campus

- *First floor covered open area adjacent to the main entrance*

North Campus

- *Slovacek Student Center 1st floor west entrance*

Generation Park Campus

- *First floor covered open area adjacent to the main entrance*

South Campus

- *Bruce Student Center, 1st floor west atrium adjacent to stairway*

District Building 1

- *First Floor Lobby area outside of and adjacent to the Boardroom (A-1.104)*

B. Restrictions on Use of Space

Tables/booths may be reserved by individual students, student organizations, employees, and employee organizations. Tables/booths also may be reserved by groups and non-profit organizations that are not affiliated with the College so long as their purpose is non-commercial in nature. The tables/booths may not be used for a commercial purpose or a for-profit business activity. Fundraising is not permitted unless the group is affiliated with a registered College student organization or any official College entity.

C. Table/Booth Restrictions

Persons distributing information at a reserved table/booth must remain within three feet of their reserved table space. Tables/booths may not be moved and must remain in the location designated by the College. Signs and displays at reserved tables/booths may not extend beyond three (3) feet of the reserved table space and may not exceed six (6) feet in height. Under no circumstances may any stationary display, exhibit, or structure present a significant safety hazard or threat to public safety. A member of the group reserving the table/booth must tend the table/booth at all times.

D. Distribution of Printed Materials

Attachment 3

Literature or other printed materials must be distributed in person. Individuals or groups distributing literature or other materials may not force literature or materials upon others. The free flow of pedestrian, vehicular, or other traffic may not be obstructed at any point at any time. Groups or individuals are responsible for ensuring that literature/printed materials do not litter the area. At the conclusion of the reservation, the individual or organization is responsible for removing personal items and trash generated as a result of the activity.

Additionally, no person, including a student or employee of the College, shall distribute any petition, handbill, object, or piece of literature; post or carry any sign, placard, or banner; or engage in speech or conduct on property or in buildings or facilities owned or controlled by the College if it is obscene, libelous, or directed to inciting or producing imminent lawless action and is likely to incite or produce such action. All literature distribution, regardless of the size of the expected or intended audience, must comply with the following rules:

- Literature or other printed materials must be distributed in person.
- Literature or other printed materials must not be forced upon others.
- The materials must not be considered prohibited harassment.
- The materials must not infringe upon intellectual property rights of the College.
- The free flow of pedestrian, vehicular, or other traffic must not be obstructed at any point at any time. Entrances and exits shall not be blocked, and pedestrians shall have sufficient space to safely maneuver around the individual(s) offering literature or material.
- Groups or individuals are responsible for ensuring that literature/printed materials do not litter the area.
- Literature/printed materials must not promote non-permitted commercial activities.

E. Restrictions on Amplified Sound

Amplified sound is allowed but bull-horns are prohibited. Noise levels should not interfere with or disrupt classes, meetings or activities in progress. Making sustained or repeated noise in a manner that substantially interferes or disrupts with a speaker's ability to communicate his/her message is not permitted.

F. Space Availability

The space available for reserved tables/booths is limited. Other than the designated table/booth located in the student centers, all other indoor areas on campus may only be reserved by official College departments or organizations. To ensure that all eligible groups have a reasonable opportunity to reserve a table/booth, eligible individuals and organizations will be limited to a maximum of four advance reservations per space each month. Eligible individuals or a group may inquire with the Student Engagement & Activities Coordinators/Event Services Coordinator about

same-day table/booth availability beginning at 8:30 AM. If the designated space has not been reserved then an application for that same-day usage can be submitted and accepted on a first-come, first-served basis. All applications actually received between 8:30 AM. and 4:00 PM. on the same day will be eligible for selection using the neutral, random method.

G. Application Process

Eligible individuals or groups may request the use of indoor space by completing an application. Applications are available at the Student Engagement & Activities Offices. The requesting group or individual must submit a completed Application to Reserve Indoor Space for Organized Expressive Activity to the relevant campus. Reservations must be made at least five business days in advance of the planned event but no more than sixty days in advance of the planned event. Reservations are accepted on a first-come, first-served basis. An application is "received" for purpose of this section if it is actually received between the hours of 8:30 AM. and 4:00 PM. Reservations may be sent via email, but such reservations are not considered received until opened. Registered student organizations and/or College employees are given priority over outside organizations if a campus receives two or more applications on the same day seeking to reserve the same location at the same or conflicting times. In the event of conflicting applications between multiple registered student organizations and/or College employees, applications will be selected using a neutral, random method. In the event of conflicting applications between organizations not affiliated with the College, applications will be selected using a neutral, random method.

The Student Engagement & Activities Coordinator, or his or her designee, will approve or deny a requested reservation within three business days of receiving the application. Applicants must supply the following information:

- Date of application;
- Proposed date(s) of the reservation;
- Proposed start and finish times;
- Proposed location;
- Name of the activity;
- Anticipated attendance;
- Advertising methods;
- Description of the activities planned for the table/booth and the dimensions of any display or exhibit;
- Campus sponsoring organization name, if any;
- Contact person name, address, phone number, and email address; and
- Applicant's signature.

Applicants must supply all of the above information. If the College, in its sole discretion, determines that a proposed event poses a potential hazard to public safety,

Attachment 3

the expressive activity may be cancelled or denied. An application may be denied for the following reasons:

1. the applicant failed to supply requested information on the application;
2. the requested space is not available because it has already been reserved;
3. the application contains a material misrepresentation of fact;
4. the applicant is ineligible due to a previous violation of these regulations within the previous six months (including prior non-compliances, including but not limited to, failure to remove personal items and trash during prior expressive activity requests);
5. the proposed use is not suitable for the location because the anticipated attendance exceeds the reasonable capacity of the space;
6. the proposed use is not suitable for the location because the design or dimensions of the display will substantially interfere with pedestrian access, traffic flow, or public safety;
7. the proposed use would constitute an immediate and actual danger to the peace or security of the College and/or the local community, that available law enforcement officials could not control with reasonable efforts;
8. the proposed use would constitute a material and substantial disruption to the regular academic program or other operation of the College;
9. the proposed use conflicts with previously scheduled activities and events in the same area; and/or
10. the proposed activity is commercial in nature.

Additionally, the campus Administration may move a scheduled event to a different location upon the occurrence of:

- circumstances beyond the control of the College, such as facility infrastructure disruption and/or inclement weather;
- unanticipated needs of the College for use of the space for College purposes;
- substantial changes in the needs or size of the scheduled event; and/or
- subsequent disruption to previously scheduled College events.

The Administration will consult with the organizer of the scheduled event to consider other feasible locations. The Administration will move the event to an agreed-upon location or to the nearest suitable location, which may include an outdoor location if available. The College is not responsible for any costs incurred by the organizers of the scheduled event that may result from a change in location.

The decision to grant or deny a reservation will not be based on the content or viewpoint of the organized expressive activity or upon the expected reaction of others to the activity.

VII. Violations and Sanctions

Any individuals or groups who unduly interferes with the expressive activities of others on campus or are found in violation of this procedure will be asked to immediately correct the behavior or instance that caused the violation. Any further, continued violation may result in being barred from the ability to use any indoor or outdoor expressive activity area for a specified period of time, as determined by the Student Engagement & Activities Office of the respective campus.

If the violator is a College student, the Student Engagement & Activities Office may also file a complaint with the Compliance & Judicial Affairs Office. If the violator is a College employee, notification of the continued violation will be sent to the employee's leader.

VIII. Appeals

Any person who feels their right to free expression on-campus has been denied or prevented may appeal to the Compliance & Judicial Affairs Office using the College's established and published complaint procedures.

Definitions

Expressive Activities: Any speech or expressive conduct protected by the First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions. The term does not include commercial speech.

Date of SLT Approval	December 9, 2020
Effective Date	December 9, 2020
Associated Policy	Policy VII.7003.A, Expressive Activities
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revisions to Policy III.3001.E, Budget Preparation.

BACKGROUND

The annual budget preparation process is guided by state law and local procedures and practices. The attached policy and procedure on budget preparation combine the requirements of state law with the College’s requirements that:

- The Chancellor is the responsible official charged with budget development.
- The budget conforms to the requirements of state law.
- The budget is to be developed according to an internally developed calendar.
- The budget development process provides for adequate communication of the proposed budget to taxpayers.
- The budget development process provides the requirements for adoption and amendment.

IMPACT OF THIS ACTION

Approval of these revisions ensures the Budget Preparation Policy and Procedures remain consistent with state law and local procedures and practices.

This policy and associated procedures were sent to the College community for review on February 1 through February 15, 2021. There were no comments received. The procedure is provided for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

Evaluation of management’s compliance with the Budget Preparation Policy is periodically evaluated by the College’s independent auditors. Reporting to the Board will be according to the annual budget calendar.

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy III.3001.E: Policy on Budget Preparation (current policy)

Attachment 3 – Policy III.3001.E: Policy on Budget Preparation (proposed policy – track changes)

Action Item “XII”
Regular Board Meeting, February 1, 2021

Consideration of Approval of Policy III.3001.E, Budget Preparation – Second Reading

Informational Items Only:

Attachment 4 – Procedure III.3001.E.a, Budget Preparation (current procedure)

Attachment 5 – Procedure III.3001.E.a, Budget Preparation (proposed procedures – track changes)

RESOURCE PERSONNEL

Brenda Hellyer

281-998-6100

brenda.hellyer@sjcd.edu

Teri Zamora

281-998-6306

teri.zamora@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: N/A

Proposed Policy Name: N/A

Current Policy Number/Name: Policy III.3001.E, Budget Preparation

New Procedure Number: N/A

Proposed Procedure Name(s): N/A

Current Procedure Number(s)/Name(s): Procedure III.3001.E.a, Budget Preparation

Action Recommended for Policy: Revise

Action Recommended for Procedures: Revise

Web Links:

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-v-policy-budget-preparation>

<https://www.sanjac.edu/procedure-iii3001ea-budget-preparation>

Primary Owner: Chancellor

Secondary Owner: Vice Chancellor, Fiscal Affairs

Summary of Changes:

Policy Changes:

- Removed section, Public Hearing on the Budget, since a public hearing is not required by law
- Added language for citizen comment in the Budget Adoption section
- Made other minor edits for clarification

Procedure Changes:

- Added Budget Amendments section

Policy III.3001.E, Budget Preparation

Purpose

The purpose of this policy is to provide guidance surrounding the annual budget process for San Jacinto College (College).

Policy

The College shall produce a budget annually that conforms to the requirements of the Texas Higher Education Coordinating Board (THECB) and that meet the standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Budget Officer

The Chancellor shall serve as budget officer for the College.

Duties

The budget officer's duties shall include:

1. Responsibility for the preparation of a budget covering estimated revenue and proposed expenditures of the College for the following year.
2. Maintenance of proper records and responsibility to file copies of all budget forms and all other reports with the proper authorities at the proper times.

Deputy Budget Officer

The Chancellor shall designate the Vice Chancellor of Fiscal Affairs as deputy budget officer. The deputy budget officer shall assist in professional and technical aspects of the budget preparation.

Preparation

In accordance with Texas Administrative Code, Title 19, Rule 13.45, the annual budgets shall:

1. Include general revenue, local funds, and estimated institutional funds;
2. Include detail by department for current and prior year;
3. Include a summary by functional categories for current and prior year;
4. Include a summary of the instructional budget for the current and preceding year;
5. Include a summary by amount and method of finance for each listed informational item in the general appropriation act; and
6. Be prepared within the limits of revenue available.

Availability of Proposed Budget

After the proposed budget is presented to the Board and prior to adoption, a copy of the proposed budget shall be available for inspection at the College district's administrative offices during regular business hours.

Public Hearing on the Budget

After the proposed budget has been prepared, the Board Chair shall call a public hearing for the purpose of adopting a budget for the succeeding fiscal year. Any member of the general public may be present and participate in the hearing. The hearing must comply with the notice requirements of the Open Meetings Act.

The annual public hearing on the proposed budget shall be conducted as follows:

1. The Board Chair shall request at the beginning of the hearing that all persons who desire to speak should register.
2. Prior to the beginning of the hearing, the Board may establish time limits for speakers and may determine the number of speakers for group presentations.
3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget.
4. No officer or employee of the College shall be required to respond to questions from speakers at the hearing.

Budget Adoption

The Board shall adopt a budget on or before August 31 annually. The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the College's approved purchasing procedures. The expenditure of funds shall be under the direction of the Chancellor or designee who shall ensure that funds are expended in accordance with the adopted budget.

Copies of each annual budget shall be furnished to the THECB, the Legislative Budget Board, the Governor's Budget and Planning Office, and the Legislative Reference Library by December 1 of each year. Annual budgets are provided to other related parties as required.

Copies shall be maintained in the College libraries and on the College website.

Authorized Expenditures

No public funds of the College may be spent in any manner other than as provided for in the budget adopted by the Board. The College shall not lend its credit or gratuitously grant public money or things of value in aid of any individual, association, or corporation.

The College shall not grant any extra compensation, fee, or allowance to a public officer, agent, servant, or contractor after service has been rendered or a contract entered into and performed in whole or in part. Nor shall the College pay or authorize the payment of any claim against the College under any agreement or contract made without authority of law.

Commitment of Current Revenue

Attachment 2 – Current Policy

A contract for the acquisition, including lease, of real or personal property is a commitment of the College's current revenue only, provided the contract contains either or both of the following provisions:

1. Retains to the Board the continuing right to terminate the contract at the expiration of each budget period during the term of the contract.
2. Is conditioned on a best efforts attempt by the Board to obtain and appropriate funds for payment of the contract

Budget Amendments

The Board may amend the budget at any time during the fiscal year. The Chancellor or designee shall develop procedures for budget amendments.

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

Associated Procedures

Procedure III.3001.E.a, Budget Preparation

Date of Board Approval	October 7, 2019
Effective Date	October 8, 2019
Primary Owner	Chancellor
Secondary Owner	Vice Chancellor, Fiscal Affairs

Policy III.3001.E, Budget Preparation

Purpose

The purpose of this policy is to provide guidance surrounding the annual budget process for San Jacinto College (College).

Policy

The College shall produce a budget annually that conforms to the requirements of the Texas Higher Education Coordinating Board (THECB) and that meets the standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Budget Officer

The Chancellor shall serve as [the](#) budget officer for the College.

Duties

The budget officer's duties shall include:

1. Responsibility for the preparation of a budget covering estimated revenue and proposed expenditures of the College for the following year.
2. Maintenance of proper records and responsibility to file copies of all budgets [forms](#) and all other [budget related](#) reports with the proper authorities at the proper times.

Deputy Budget Officer

The Chancellor shall designate the Vice Chancellor of Fiscal Affairs as [the](#) deputy budget officer. The deputy budget officer shall assist in professional and technical aspects of the budget preparation.

[Minimum Budget Requirements Preparation](#)

In accordance with Texas Administrative Code, Title 19, Rule 13.45, the annual budgets shall:

1. Include general revenue, local funds, and estimated institutional funds;
2. Include detail by department for current and prior year;
3. Include a summary by functional categories for current and prior year;
4. Include a summary of the instructional budget for the current and preceding year;
5. Include a summary by amount and method of finance for each listed informational item in the general appropriation act; and
6. Be prepared within the limits of revenue available.

Availability of Proposed Budget

[The proposed budget will be available online with the Board Agenda for the regular or special Board meeting where the budget will be considered. Public comments may be made during the public comment section of the appropriate meeting, after following the directions to sign up. After the proposed budget is presented to the Board and prior to adoption, a copy of the proposed budget shall be available for inspection at the College district's administrative offices.](#)

~~during regular business hours.~~

Public Hearing on the Budget

~~After the proposed budget has been prepared, the Board Chair shall call a public hearing for the purpose of adopting a budget for the succeeding fiscal year. Any member of the general public may be present and participate in the hearing. The hearing must comply with the notice requirements of the Open Meetings Act.~~

~~The annual public hearing on the proposed budget shall be conducted as follows:~~

- ~~1. The Board Chair shall request at the beginning of the hearing that all persons who desire to speak should register.~~
- ~~2. Prior to the beginning of the hearing, the Board may establish time limits for speakers and may determine the number of speakers for group presentations.~~
- ~~3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget.~~
- ~~4. No officer or employee of the College shall be required to respond to questions from speakers at the hearing.~~

Budget Adoption

The Board shall adopt a budget on or before August 31 annually during a scheduled regular or special meeting, allowing for citizen comment through the normal process.

The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the College's approved purchasing procedures. The expenditure of funds shall be under the direction of the Chancellor or designee who shall ensure that funds are expended in accordance with the adopted budget.

Copies of each annual budget shall be furnished to the THECB, the Legislative Budget Board, the Governor's Budget and Planning Office, and the Legislative Reference Library by December 1 of each year. Annual budgets are provided to other related parties as required.

Copies shall be maintained in the College libraries and on the College website.

Authorized Expenditures

No public funds of the College may be spent in any manner other than as provided for in the budget adopted by the Board. The College shall not lend its credit or gratuitously grant public money or things of value in aid of any individual, association, or corporation.

The College shall not grant any extra compensation, fee, or allowance to a public officer, agent, servant, or contractor after service has been rendered or a contract entered into and performed in whole or in part. Nor shall the College pay or authorize the payment of any claim against the College under any agreement or contract made without authority of law.

Commitment of Current Revenue

A contract for the acquisition, including lease, of real or personal property is a commitment of the College's current revenue only, provided the contract contains either or both of the following provisions:

1. ~~Retains to the Board~~ The continuing right of the Board to terminate the contract at the expiration of each budget period during the term of the contract.
2. Is conditioned on a best efforts attempt by the Board to obtain and appropriate funds for payment of the contract.

Budget Amendments

The Board may amend the budget at any time during the fiscal year. The Chancellor or designee shall develop procedures for budget amendments.

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

Associated Procedures

Procedure III.3001.E.a, Budget Preparation

Date of Board Approval	October 7, 2019 <u>Anticipated March 1, 2021</u>
Effective Date	October 8, 2019 <u>Anticipated March 2, 2021</u>
Primary Owner	Chancellor
Secondary Owner	Vice Chancellor, Fiscal Affairs

Procedure III.3001.E.a, Budget Preparation

Associated Policy

Policy III.3001.E, Budget Preparation

Procedures

Budget Planning

Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the strategic plan and annual operating goals of the College and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered. Budget planning and evaluation are continuous processes and should be a part of each month's activities.

Calendar

The Chancellor or designee shall supervise the development of a budget calendar and a specific plan for budget preparation that ensures appropriate input from all levels of operation within the District.

Reporting

The Vice Chancellor of Fiscal Affairs will provide the Board of Trustees a monthly financial report that includes balance sheets for all College operating funds as well as a status of current budgeted revenues and expenditures.

Date of SLT Approval	September 3, 2019
Effective Date	October 8, 2019
Associated Policy	Policy III.3001.E, Budget Preparation
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director, Budget Control

Procedure III.3001.E.a, Budget Preparation

Associated Policy

Policy III.3001.E, Budget Preparation

Procedures

Budget Planning

Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the strategic plan and annual operating goals of the College and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered. Budget planning and evaluation are continuous processes and should be a part of each month's activities.

Calendar

The Chancellor or designee shall supervise the development of a budget calendar and a specific plan for budget preparation that ensures appropriate input from all levels of operation within the College District.

Reporting

The Vice Chancellor of Fiscal Affairs will provide the Board of Trustees a monthly financial report that includes balance sheets for all College operating funds as well as a status of current budgeted revenues and expenditures.

Budget Amendments

Adoption of the budget by the Board of Trustees prior to September 1 of each year serves as the authorization to expend funds for the next fiscal year. The budget is adopted by functional classification (or cost elements: Instruction, Academic Support, Student Services, Institutional Support, and Operation and Maintenance of Plant) as defined by the National Association of College and University Business Officers (NACUBO).

Realizing that the budget is a living document that reflects the evolving needs of the College in terms of meeting goals and objectives, occasional movement of budgeted funds between cost elements is desirable and warranted. These budget transfers represent previously authorized expenditures that are requested to be reclassified from one cost element to another cost element and will be presented to the Board of Trustees monthly at the scheduled regular meetings.

In addition, when a permanent increase or decrease to the total budget is required, the change will be presented to the Board of Trustees for approval at the next scheduled regular or special Board meeting. Notification of a permanent increase or decrease is required with agencies and others who received the original approved budget.

Date of SLT Approval	<u>January 27, 2021</u>
Effective Date	<u>Anticipated March 2, 2021</u>
Associated Policy	Policy III.3001.E, Budget Preparation

Attachment 5 – Proposed Procedure

Primary Owner	Vice Chancellor, Fiscal Affairs
------------------	---------------------------------

Secondary Owner	Associate Vice Chancellor, Finance
--------------------	------------------------------------

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the existing schedule of tuition, along with charges that are not included in semester credit hour enrollment, for fiscal year 2022.

BACKGROUND

San Jacinto College has three primary sources of revenue – state appropriations, ad valorem taxes, and student revenues. As the funding model for community colleges has grown less reliant on state funding, the College has relied more heavily on student revenues and property tax revenues.

In March 2019, the Board of Trustees approved a new tuition model, where student tuition would be charged at registration based on the student residency classification with no add-on fees. The intent was to provide transparency, remove complexity, allow equitable access to all programs, and provide the same cost per semester credit hour based on residency for all students, regardless of course load.

The new tuition model has been successful, and all of the intended results have been accomplished. In addition, the College now has an in-district tuition rate that is lower than the combined tuition and fee rates for 46 out of 50 community college districts in Texas, and an out-of-district tuition rate that is lower than the combined tuition and fee rates for 38 out of 50 community college districts.

The low rates are evidence of the College’s commitment to the community we serve by providing affordable, high-quality education.

IMPACT OF THIS ACTION

The recommended tuition rates per semester credit hour (SCH) for credit courses are:

- \$78 per SCH for in-district
- \$135 per SCH for out-of-district
- \$210 per SCH for out-of-state
- \$75 per SCH for 3-Peat tuition, regardless of residency – Additional tuition is charged on all courses attempted three or more times (Texas Education Code 54.014). The College receives no state funding for these course enrollments.

The recommended rates above are the same rates currently in place, so there will be no change in tuition cost for students. In addition, no additional fees are added to a student’s registration.

Students have the opportunity to opt into sections that deliver their course materials with an associated charge. These electronic course materials are purchased at the discretion of the

Action Item “XIII”
Regular Board Meeting March 1, 2021
Consideration of Approval of Tuition Schedule for Fiscal Year 2022

student and include items that represent a minimum of 45% cost savings and items that cost less than \$100.

Other charges that are not included with a credit-seeking students’ registration are listed below and are billed when appropriate:

- Installment Payment Plan Set up Charge (\$25) and Late Charge (\$25)
- Returned Check Charge (\$30)
- Testing Charge for repeat Texas Success Initiative Assessment (TSI tests), (the first test is administered at no charge):
 - All sections retest (\$30)
 - Math retest (\$15)
 - Integrated reading and writing retest (\$15)
- Collection agency charges for delinquent accounts sent for collection
- Audit Course Charge, which is set at the same rate as in-district tuition

Currently the charge for repeat TSI tests is a flat \$30 regardless of whether a student is taking all tests or just one of them. This change in rate structure will benefit students as well as bring the College’s rate structure in alignment with neighboring institutions.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

For fiscal year 2020, total tuition revenue was \$44.2 million, net of exemptions. Through January 2021 tuition revenue is down compared to the prior year by approximately \$2.0 million which is attributed to the impact of the pandemic. Forecasts for tuition revenue for fiscal year 2022 will be based upon actual past experience and conservative expectations of enrollment trends.

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
Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu

Action Item “XIV”
Regular Board Meeting March 1, 2021

Consideration of Approval of Tuition Exemptions and Waivers for Fiscal Year 2022

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the list of optional tuition exemptions and waivers to be offered to students for Fiscal Year 2022.

BACKGROUND

The Texas Education Code authorizes certain exemptions and waivers to students in various circumstances and meeting specialized criteria. Some exemptions and waivers are mandatory, while others are optional at the discretion of the College.

A listing of the mandatory exemptions and waivers that are available to San Jacinto College students and a listing of the optional exemptions and waivers currently available to San Jacinto College students and recommended for continuation are attached. Additionally, the amount of exemptions and waivers honored during Fiscal Years 2019 and 2020 under each exemption and waiver is listed.

IMPACT OF THIS ACTION

Exemptions and waivers are intended to encourage targeted populations to persist and complete College coursework. The entire list of available exemptions and waivers are posted prominently for student awareness on the College website and are recommended to remain the same as those currently in place.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The net amount of revenues waived for Fiscal Years 2019 and 2020 was approximately \$6.7 and \$8.0 million, respectively. Fiscal year-to-date totals through January 2021 are \$7.8 million, due primarily to growth in the Dual Credit Exemption.

Based on historical trends, there is an expectation of continued growth in the Dual Credit Exemption in fiscal year 2022.

MONITORING AND REPORTING TIMELINE

Monthly budget reports provide ongoing monitoring and reporting.

ATTACHMENTS

Attachment 1 - List of Mandatory Exemptions and Waivers
Attachment 2 - List of Optional Exemptions and Waivers

RESOURCE PERSONNEL

Teri Zamora	281-998-6100	teri.zamora@sjcd.edu
Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu

Exemptions and Waivers - Mandatory

Program Name	Statute	Cost to SJC Fiscal Year 2020	Cost to SJC Fiscal Year 2019	Currently in Use	Notes
Hazlewood Exemptions · Veterans · child/spouse of deceased veteran · child/spouse of disabled veteran · Legacy recipients	TEC 54.341	\$833,846	\$916,408	Active	Veterans and other military personnel and dependents living in Texas receive 100% exemption from payment of tuition based upon specific criteria
Children of Disabled Firemen/Peace Officers	TEC 54.351	\$3,240	\$6,152	Active	Children who meet age requirements and are dependents of firefighters and law enforcement officers injured or killed in the line of duty receive 100% exemption of tuition
Firefighters taking Fire Science Courses	TEC 54.353	\$14,852	\$5,623	Active	Students currently employed as firefighters or volunteer firefighters and meet certification criteria receive 100% exemption of tuition when enrolled in a fire science curriculum
Peace Officer Exemption	TEC 54.3531	\$4,581	\$2,025	Active	Students currently employed as peace officers receive 100% exemption of tuition when enrolled in a criminal justice curriculum
Children of Nurse Faculty	TEC 54.355	\$7,344	\$3,515	Active	Children under the age of 25 whose parent is a nurse educator in Texas higher education receive 100% exemption of tuition
Preceptors and/or their Children	TEC 54.356	\$2,322	\$680	Active	Children under the age of 25 whose parent is a nurse overseeing clinicals in Texas higher education receive a \$500 exemption of tuition
Deaf or Blind	TEC 54.364	\$49,282	\$50,555	Active	Students presenting proper certification attesting to the fact that they are deaf or blind receive 100% exemption of tuition
Foster Care/TX Dpt. Family Protective Svcs.	TEC 54.366	\$37,283	\$33,143	Active	Students who were under the conservatorship of the Department of Family and Protective Services on their 18th birthday receive 100% exemption of tuition
Adopted	TEC 54.367	\$109,882	\$104,227	Active	Students who were adopted and formerly in foster or other residential care receive 100% exemption of tuition
Texas Tomorrow Fund Contract	TEC 54.621(c)	\$0	\$0	Available	Students who are beneficiaries of a prepaid tuition contract receive exemption from payment of any additional tuition amounts for the credits covered under the contract
Foreign Service Officer	TEC 54.206	\$0	\$0	Available	A foreign service officer employed by the US Department of State receives in-state tuition when assigned to a foreign nation that borders the state
College Teachers, Professors and their Dependents	TEC 54.211	\$0	\$0	Available	A professor of higher education in Texas and their dependents receive in-state tuition regardless of the length of time they have lived in Texas
NATO Members and Families	TEC 54.232	\$0	\$0	Available	A non-immigrant alien and their dependents residing in Texas in accordance with certain NATO agreements receive in-state tuition regardless of the length of time they have lived in Texas
Military (and dependents) in Texas	TEC 54.241	\$0	\$0	Available	An active officer, enlisted person, selectee, or draftee of the U.S. armed forces and their dependents living in Texas on assignment receive in-state tuition regardless of the length of time they have lived in Texas
Ex-Prisoners of War	TEC 54.342	\$0	\$0	Available	Persons first classified as prisoners of war on or after January 1, 1999 receive full exemption of tuition and also receive free housing and other assistance upon enrollment for 12 semester credit hours

Attachment 1

Children of POWs and MIAs	TEC 54.343	\$0	\$0	Available	Students who are under age 25, Texas residents and are children of members of the armed forces currently delcared as prisoners of war or missing in action receive full exemption of tuition
Taps Performers	TEC 54.344	\$0	\$0	Available	Students who sound TAPS in military funerals shall receive a \$25 tuition exemption
National Guard Waiver	TEC 54.345	\$0	\$0	Available	Students who are identified annually by the adjutant general of the state military forces receive exemption of tuition for up to 12 semester credit hours
Dependents of Deceased Public Servants	TEC 54.354	\$0	\$0	Available	Children and surviving spouses of certain deceased firefighters, peace officers and other public servants receive exemption of tuition, free textbooks and housing assistance until the completion of 200 hours or a Bachelor's degree.
Economic Development	TEC 54.222	\$0	\$0	Available	Students (and their dependents) who are employed by a business that relocated within the past 5 years to Texas under certain agreements with the Texas Economic Development and Tourism Office receive in-state tuition regardless of length of residency in Texas
One-Year Exemption for Certain TANF Students	TEC 54.361	\$0	\$0	Available	Students who graduated from high school in Texas and during the last year of high school were dependent children receiving financial assistance under chapter 31, Human Resources Code receive exemption from one year of tuition
		<u>\$1,062,632</u>	<u>\$1,122,328</u>		

Exemptions and Waivers - Optional

Program Name	Statute	Cost to SJC Fiscal Year 2020	Cost to SJC Fiscal Year 2019	Currently in Use	Notes
Ad Valorem	TEC 130.0032	\$3,876	\$861	Active	Out-of-District students coming from households (taxpayer and dependents) who own property and pay property tax receive in-district rates
Community College District Employees	TEC 130.0851	\$10,260	\$2,063	Active	Employees who live out of district receive in-district rates
Competitive Scholarship	TEC 54.213	\$31,635	\$3,565	Active	Students coming from out of state who have a competitive scholarship in excess of \$1,000 receive in-state rate
Dual Enrollment – Jr. Colleges	TEC 130.008, 54.216	\$6,800,998	\$5,520,592	Active	Dual Credit Students receive 75% exemptions from enrollment charges
Senior Citizen Lowered Tuition 55 +	TEC 54.263	\$49	\$349	Active	CPD use only
Highest Ranking HS Scholar	TEC 54.301	\$6,240	\$3,655	Active	Students who graduated top of their class receive full tuition waiver for 2 semesters
Good Neighbor	TEC 54.331	\$41,445	\$21,280	Active	Tuition waiver for up to 235 students native-born in other countries in American hemisphere
Senior Citizen 65+ for 6 hours free tuition	TEC 54.365 (c)	\$10,931	\$2,231	Active	Students over age 65 receive tuition waiver for up to 6 SCH, if space is available
Disabled Peace Officer	TEC 54.352	\$0	\$0	Approved March 2019 for FY2020	Students can have tuition waived if student is permanently disabled as a result of an injury suffered during the performance of a duty as a peace officer of this state or a political subdivision of this state. Student must be a Texas resident for 12 months immediately prior to the semester.
Combat Exemption	TEC 54.2031	\$0	\$0	Approved March 2019 for FY2020	Students who are a dependent of a parent deployed during active combat may have tuition waived
		<u>\$6,905,434</u>	<u>\$5,554,596</u>		

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
March 1, 2021**

PURCHASE REQUESTS AND CONTRACT RENEWALS

Purchase Request #1		
Renew Contract for Geofencing Services (pgs. 2-3)	\$	200,000
Purchase Request #2		
Contract for Plumbing Services (pgs. 4-5)		165,000
Purchase Request #3		
Renew Contract for Direct Mail Marketing Campaign Services (pgs. 6-7)		130,000
Purchase Request #4		
Additional Funds for Feasibility Study (pg. 8)		<u>45,000</u>
TOTAL OF PURCHASE REQUESTS		<u><u>\$540,000</u></u>

Purchase Request #1
Regular Board Meeting March 1, 2021

Consideration of Approval to Renew the Contract for Geofencing Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with CLARUS Corporation for geofencing services for the marketing, public relations, and government affairs department.

BACKGROUND

The College uses a wide variety of advertising and outreach initiatives, including several digital tactics. Geofencing campaigns are a type of digital tactic well suited to community colleges because of the ability to hypertarget and track ad performance. The ads are served on mobile phones and tablets, while also being displayed on laptops or desktop computers. CLARUS Corporation has exhibited satisfactory records of service, provided strong campaign performance, community college expertise, along with excellent customer service. Their network allows the College to target individual addresses, whereas many vendors do not provide this option. Geofencing services provided by CLARUS Corporation are versatile, efficient, and a good value for the College's overall advertising budget.

Request for proposals #19-03 was issued in January 2019 to procure geofencing services. The Board approved the original contract with CLARUS Corporation March 4, 2019.

IMPACT OF THIS ACTION

Geofencing campaigns are a strategic form of advertising that work well for specific lists and well-defined targets, such as applicants in the enrollment funnel, to remind them of their next step, and to ultimately, enroll in classes. Geofencing allows the College to utilize an efficient and effective outreach method instead of solely relying on broader digital methods of outreach that are not as targeted.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$200,000 and will be funded from the marketing, public relations, and government affairs department's 2020-2021 operating budget and subsequent year budget.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

None

Purchase Request #1
Regular Board Meeting March 1, 2021

Consideration of Approval to Renew the Contract for Geofencing Services

RESOURCE PERSONNEL

Janet Cowey	281-991-2603	janet.cowey@sjcd.edu
William Stinson	281-998-6378	william.stinson@sjcd.edu

Purchase Request #2
Regular Board Meeting March 1, 2021
Consideration of Approval to Contract for Plumbing Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Modern Plumbing Company Inc. (“Modern Plumbing”) for plumbing services for the facilities services department.

BACKGROUND

The facilities services department is responsible for maintaining the College’s plumbing equipment and related infrastructure. Services provided by an outside firm are required for larger projects and to assist with emergency repairs that may arise throughout the year.

Request for proposals #21-09 was issued on December 4, 2020 to procure plumbing services. Four responses were received and evaluated by a team comprised of representatives from facilities services who determined the proposal submitted by Modern Plumbing will provide the best value to the College. Modern Plumbing is the incumbent provider for plumbing services and has been providing emergency and supplemental plumbing services for the College for more than ten years.

IMPACT OF THIS ACTION

Modern Plumbing will provide all work necessary to install, repair, and maintain plumbing infrastructure and equipment when the College does not have the capacity to self-perform these services. They will provide all staff, materials and equipment as needed for every project.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$165,000 and will be funded from the facilities services department’s 2020-2021 operating budget and subsequent year budget.

MONITORING AND REPORTING TIMELINE

The initial one-year award term will commence on March 8, 2021, with renewal options of four one-year terms.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ron Andell	281-929-4659	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

ATTACHMENT NO. 1

**RFP 21-09 Plumbing Services
Evaluation Summary**

Stated Criteria	Maximum Value	Modern Plumbing Company Inc.	K.R. Allen Construction, L.L.C.	MLN Service Company	Kenns Plumbing Inc
Project Understanding, Approach, and Management	90	80.0	60.0	59.0	45.0
Price Proposal	75	52.3	74.3	57.1	35.6
Qualifications and Experience of Firm	60	58.0	45.0	44.0	26.0
Qualifications and Experience of Personnel	45	41.0	25.0	33.0	21.0
List of Equipment and Supplies on Hand	30	26.0	18.0	19.0	12.0
Total (100 x 3 Evaluators)	300	257.3	222.3	212.1	139.6

Final Ranking

	Vendor Name	Total Score
1	Modern Plumbing Company Inc.	257.3
2	K.R. Allen Construction, L.L.C.	222.3
3	MLN Service Company	212.1
4	Kenns Plumbing Inc	139.6

Purchase Request #3
Regular Board Meeting March 1, 2021
Consideration of Approval to Renew the Contract for
Direct Mail Marketing Campaign Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with Academic Marketing Services, LLC for direct mail marketing campaign services for the marketing, public relations, and government affairs department.

BACKGROUND

Request for proposals #19-12 was issued in January 2019 to procure direct mail marketing campaign services. In March 2019, the Board approved a two-year contract with Academic Marketing Services to provide a new direct mail marketing magazine, SeniorFocus. Academic Marketing Services has exhibited a highly satisfactory record of service. The services they provide are a vital tool to market and promote the College's academic and training programs, as well as provide our audience with pertinent information to make informed decisions regarding enrolling at and engaging with the College.

Academic Marketing Services has provided a quality product that is customizable to reach the College's senior (55+) population with news and information that is relevant to that audience.

IMPACT OF THIS ACTION

The SeniorFocus publication enhances the image of the College among this target audience and provides customized content directed to senior citizens to encourage engagement with the College. The marketing, public relations, and government affairs team works closely with the vendor to tailor the mailer to the programs and content appropriate for the target audience.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$130,000 and will be funded from the marketing, public relations, and government affairs department's 2020-2021 operating budget and subsequent year budget.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the first of three one-year renewal options available. The new contract term will be March 5, 2021 through March 4, 2022.

ATTACHMENTS

None

RESOURCE PERSONNEL

**Purchase Request #3
Regular Board Meeting March 1, 2021
Consideration of Approval to Renew the Contract for
Direct Mail Marketing Campaign Services**

Amanda Fenwick
Torrie Hardcastle
William Stinson

281-998-6160
281-998-6139
281-998-6378

amanda.fenwick@sjcd.edu
torrie.hardcastle@sjcd.edu
william.stinson@sjcd.edu

Purchase Request #4
Regular Board Meeting March 1, 2021
Consideration of Approval of Additional Funds for a Feasibility Study

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the expenditure of additional funds for a contract with MGT Consulting Group to provide additional support for the Houston Spaceport's feasibility study for a training center.

BACKGROUND

The College was approached by the Houston Airport System to assist with procuring a firm who could provide a detailed feasibility study to assess the viability of an expanded training center at the Houston Spaceport and the College's EDGE center. The College issued a request for qualifications (RFQ) #20-21 and in August 2020, awarded a contract to MGT Consulting Group to provide the services. The study included an environmental scan to examine market data, demographic, educational and economic trends in the area and identify impediments to educational access and determine potential new programs to supply the needs to support the Houston Spaceport.

IMPACT OF THIS ACTION

The initial study is complete, and the second phase will provide additional support for the implementation of the Houston Spaceport Training and Leadership Institute and prepare it for ongoing success. The deliverables of the second phase of the study include: further study to ensure employer needs align with education programs, develop a program plan for offering identified educational programs at the Houston Spaceport Training and Leadership Institute, and develop an appropriate organizational structure for the Institute.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The cost for the second phase of the study is estimated at \$45,000 making the new contract value \$164,964. The second phase will also be funded from the grant the College received from the Houston Airport System Development Corporation for the study.

MONITORING AND REPORTING TIMELINE

The second phase of the study is expected to be completed in five months.

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Item "A"
Regular Board Meeting March 1, 2021
Approval of the Minutes for the February 1, 2021
Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the February 1, 2021, Workshop and Regular Board Meeting.

San Jacinto College District Board Workshop February 1, 2021

The Board of Trustees of the San Jacinto Community College District met by videoconference at 5:00 p.m., Monday, February 1, 2021, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this workshop was made available to the public via a live-stream. At least a quorum of the Board was present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse, Marie Flickinger, Dan Mims, Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Absent: John Moon, Jr. Chancellor: Brenda Hellyer Other: Bo Hopper, Paul Lamp (via conference call), Joseph Pena, Sandra Ramirez, Mandi Reiland, Chuck Smith, and Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 5:01 p.m.
II.	Roll Call of Board Members	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr. (absent), Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal and Personnel Matters	Chair Flickinger adjourned to closed session at 5:02 p.m. Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for the closed session for a consultation with attorney, Paul Lamp, via conference call. 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	The meeting reconvened to the open meeting at 5:55 p.m.
V.	Construction Update	<p>Chuck Smith joined the meeting.</p> <p>Chuck Smith provided a construction update. The College's overall safety performance continues to be excellent. There was one OSHA injury in December, an employee cut his hand on a portable band saw and required stitches.</p> <p>Dr. Brenda Hellyer clarified that Chuck's safety report is on large construction projects and does not include maintenance.</p> <p>Chuck provided an overview of the 2015 Bond Program master schedule. He explained that the schedule remains largely intact. Although there is still a full year of significant effort on the Central Campus Classroom Building and the McCollum and Jones renovations, focus is shifting toward successful program completion of the Bond projects. This also includes the execution of the Deferred Maintenance projects approved by the Board in December and which are now beginning to get underway.</p> <p>Chuck provided updates on the following projects:</p> <ul style="list-style-type: none"> • The new Fairmont drive entrance has been completed except for the entrance gate, which is currently being fabricated. • The Central Classroom Building is progressing nicely. The timber work is being completed by a four-man crew, and we began our mechanical and electrical installations on the completed section last week. • At Davison, revisions to the Audio Engineering Laboratory to reduce sound leakage into adjacent spaces have been successfully completed. A temporary recording studio has been installed in the second-floor classrooms to support instruction while architect, Kirksey, and their sub-consultants continue to diagnose the failure of the recording studio to meet sound transmission expectations. The College will not be paying for these required revisions. • At the McCollum Building, work on the entire east wing, the lobby, and the first two floors of the rotunda are progressing smoothly. Installation of

		<p>the new mechanical systems in these areas is nearing completion, and the build back of partitions has begun.</p> <ul style="list-style-type: none"> • At North Campus, the Wheeler Building is complete, and work is underway on the adjacent Brightwell Building. We have had to route temporary heating hot water supply piping to bridge the systems taken out of service at Brightwell. We expect this situation to be wholly resolved within the next forty-five days. • The primary work at Longenecker is complete and the building has been turned over to the campus except for a handful of rooms. Work has begun on the glazing project. • All work on the South Campus domestic water line upgrade except for the final cleaning and changeover to the new system has been completed. Changeover will happen as soon as the meter is installed. The courtyard has been restored and construction barriers removed. • Contractor Whiting-Turner has work at the Jones Building in full swing. Asbestos abatement is in progress at the north end of the building and protection has been installed over the terrazzo flooring that will be preserved and the start of general ceiling demolition. • The old Fire House at South Campus has been demolished, and the site is ready to be excavated for the new Central Plant. • Over the winter break, the illuminated building sign at Generation Park was installed and is now operational. In addition, we have submitted the additional parking lot to the county for permitting and requested Board approval of the competitive sealed proposal method of delivery. <p>Chuck explained that the Board approved the transfer of approximately \$12 million in savings from completed projects into “Deferred Maintenance” projects. He provided a chart to show estimated total project costs with a significant contingency included.</p> <p>He added that one of the first of those projects, which is submitted for approval of method this evening, is the C-26 detention pond. In the case of the C-26 detention pond, the civil engineer did not include a proper drainage system,</p>
--	--	---

		<p>and water has been forcing itself through any crack it could find or make to relieve the pressure. This progressive force against one side of the wall eventually caused a catastrophic collapse of a ninety-foot long section of the pond wall last summer. The architect and structural engineer on the project stepped in and produced the plan of work which is being used to solicit for repairs that will be paid out of the deferred maintenance project budget. We believe this represents the fastest path to repair and best use of taxpayer resources.</p> <p>Chuck explained that the remaining systemic revisions projects in the Bond Program are still being worked on and all are progressing. He highlighted the results of the construction audit thus far. In the case of the six audited projects, the auditors recovered more than \$1.1 million in overbillings, and likely prevented additional amounts due to the attention focused on these issues. The College's investment in a reputable construction auditor has returned \$9 for each dollar invested in the auditor.</p> <p>Brenda added that the Board has a purchase request item for approval of an additional \$80,000 to continue the work with our auditors. She added that these auditors also monitor and assess wage discrepancies.</p> <p>Erica Davis Rouse asked for an example of overbillings that the auditors are catching.</p> <p>Chuck responded that his team amends the contracts to rule something that is being caught as a trend out of the agreement. We select contractors based on what their fee is going to be and establish rules, so the auditor catches any discrepancies. We look at inflation, mark ups, and wage rates. We must look out for the taxpayers.</p> <p>Keith Sinor asked if there are any contractors that are worse than others and require a closer eye to be kept on them.</p> <p>Chuck responded that there are contractors who are going to stretch the limit if they can and will quickly fix it if we express a concern. There are also contractors who will claim that we have interpreted the contract wrong and ignore an issue that has already been raised which causes problems. They also modify contracts if there really is an interpretation issue.</p>
--	--	---

		<p>Keith asked if contractors are contractually obligated to participate in the audit. Chuck responded that the contractors are contractually obligated to participate in the audit, work in an open book manner with us, and to provide proof of any charge we request documentation for.</p> <p>Erica asked if the amount in the presentation represented recovered receivables. Chuck responded that it is a reduction in the final billing of the project. We hold retainage on all projects and set aside 5% of every invoice. We try to clear the subcontractor as soon as possible, in order to hold the contractor's profits and not the subcontractor's mortgages.</p> <p>There were no other questions. Chuck Smith left the meeting.</p>
VI.	Update on Energy Projects	Due to limited time, this item was tabled until the next workshop.
VII.	Recap of Bond Sale Held on January 26, 2021	<p>Teri Zamora provided a recap of the bond sale held on January 26, 2021 and reported that the sale was very successful. We had planned to sell our bonds on January 19, but another large college planned for that date, so we deferred to January 26. We did a combined transaction and issued \$85 million of new General Obligation debt and refunded \$21 million. We arranged to prepay \$4.5 million in General Obligation Bonds which are callable next year so these dollars will be put in escrow. We did not have to use any unrestricted money. All of these transactions will close on February 18, 2021.</p> <p>Teri provided a chart to show how much debt principal would be due each year. We were trying to sell \$88 million in bonds and received \$567 million in offers. She provided projected versus actual finances and explained that the true interest cost that was projected in December was 1.96 percent, and the actualized interest was 1.49 percent. We had 32.15 percent savings in the refunded bonds instead of the projected 26.78 percent savings. In new money, the projected true interest costs were 2.89 percent, and we actualized 2.34 percent. She provided an overview of the professional team who assisted with the transaction including the underwriters, independent municipal advisor, bond counsels, and disclosure counsel.</p>

		There is an additional \$40 million of the 2015 Bond remaining that will be issued when needed.
VIII.	Review of Board Election Calendar and Processes	<p>Teri Zamora provided an overview of the Board election calendar and processes. There is a new statute that requires us to post candidate requirements on the College website by May of the previous year, which was completed.</p> <p>She communicated that if there are any contested trustee positions, any candidates will be notified of the drawing to receive places on the ballot on February 18, and on February 22 the drawing for order of names listed on the ballot will take place. She explained that the public notice of the election will be posted on April 1, and the election will be held May 1. She reported that if an election is needed, the College will hold a joint election with Harris County, and she provided a list of each parties' responsibilities. The estimated cost to run the joint election is roughly equivalent. We previously spent \$156,000, and our estimate to participate with Harris County is \$150,000. If the election is cancelled, the College is only responsible for payment for services rendered by the county until the point of cancellation. Research indicates that the College's jurisdiction will have the same or greater number of early voting and polling locations by contracting with Harris County. Early voting for the election will be April 19-27, 2021.</p> <p>Brenda explained that the Board has an action item to approve the election order this evening. The Board was given a revised version of the Spanish election order which will be signed tonight and a press release announcing the election will go out tomorrow.</p>
IX.	Update on COVID-19 Responses and Federal Stimulus Funding	<p>Brenda Hellyer provided an update on COVID-19 responses and federal stimulus funding. She explained that there was an executive order that President Biden signed regarding higher education and COVID, and we are still working on details around this.</p> <p>She stated that employees who have COVID symptoms, test positive, or are asked to quarantine are eligible to work remotely for up to 80 hours. Vaccines cannot be required at this time due to the FDA emergency approval process for the current vaccine. She explained the process</p>

		<p>for visiting onsite and receiving a wrist band upon passing the pre-screening.</p> <p>She added that we had one incident of transmission due to exposure on campus out of the 292,966 total visitors on campus since April 2020.</p> <p>Brenda provided an update on the San Jac Cares program stating that calling is kicking off for the next phase, and marketing has created a campaign called “Add a Spring 8B on Us”. We will use Hispanic Serving Institution/Minority Service Institution (HSI/MSI) dollars and are telling students if they take an 8B course after spring break, we will pay their tuition for that course.</p> <p>She provided a brief update on spring enrollment. Enrollment is currently 22 percent face-to-face and 78 percent online. The College’s enrollment is down 3.9 percent in headcount and 4.6 percent in contact hours. San Jac is doing better than most of the colleges we have received feedback from. For summer, we are looking at 50 percent face-to-face and 50 percent online. For fall 2021, we are planning 60 to 70 percent face-to-face and 30 percent online. She clarified that percentages of courses may change based on demand. She provided a comparison of modalities in spring 2020 versus spring 2021.</p> <p>Keith asked if there are certain courses where enrollment is down more.</p> <p>Brenda responded that automotive and petrochemical courses are down in enrollment. Nursing is stable but had some clinical sites cancel due to the uptick in COVID in January.</p> <p>Brenda explained that the College continues to partner with Harris County Public Health (HCPH) by hosting a COVID testing site. The College partnered with HCPH by hosting a COVID vaccination site but has since transitioned to Memorial Stadium to prevent the testing and vaccination sites being in the same location.</p> <p>She provided an update on the CARES Act funds. Grants have been awarded to 2,722 unduplicated students and a total of 4,173 grants have been awarded. We received \$4.475 million in institutional dollars and \$589,000 in HSI/MSI dollars. The remaining balance of these dollars is</p>
--	--	--

		<p>\$1.203 million in institutional and \$158,000 in HSI. The remaining institutional dollars will be used to distribute as emergency grants and HSI funds will be used for 8B scholarships. She provided an update on the new stimulus fund, Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), which was signed into law on December 27, 2020. She stated that we are waiting for the guidelines and dollars. Student aid dollars will stay the same as the CARES Act, but we will get an additional \$19.35 million in institutional dollars, and the HSI amount is still unsure. Emergency funding will be distributed to students between February 2021 and January 2022. We are still assessing where to allocate the institutional funds but will not make decisions until the final guidance is received.</p> <p>Brenda provided an update on the FY2021 budget revenues and expenses. She explained that the College set aside funds (\$8.2 million) in the FY2021 unrestricted budget to meet revenue shortfalls and needed expenditures. The remaining amount of this reserve as of February 1 is \$4.2 million.</p> <p>Marie Flickinger asked if Harris County takes some extra time to get amounts credited to accounts. Teri responded that we get drastically different timelines every year, but she does not know the cause of this. We looked at this information over a four-year window and concluded that by the end of February we have normally collected approximately 90 percent of our tax revenues.</p> <p>Brenda presented on the technology access status. The College had a pool of 2,362 registered and paid students who indicated a need for a computer, internet access, or both. We were able to loan out 623 laptops, 577 virtual desktops, 14 webcams, and 24 MiFi's. We confirmed that 86 students applied or are applying for home broadband assistance with Comcast or AT&T and one student has been reimbursed for broadband assistance. We have 1,026 students who have not responded regarding their technology needs.</p> <p>She informed the Board that College Community Day will be on February 11 with a focus on catching up on projects, remote work will be extended beyond February 14, and we are still developing a plan for spring commencement.</p>
--	--	--

<p>X.</p>	<p>Update on Promise Program</p>	<p>Brenda provided an update on the Promise Program. She stated that 517 Promise students started in the fall with 371 (72%) of those being enrolled full-time in spring classes. Of those, 22 students appealed poor performance, and 28 of the students are not attending full-time and are no longer eligible for Promise. We have 16 (3%) students who are on academic suspension and have not appealed so we are reaching out to them, and 102 (20%) students did not return for the spring semester. It was a hard year for these students, so we are trying to put extra support in place for them. The pledge goal for Promise 2021 is 90 percent, and the deadline is Friday. We currently have an average of 73% pledged for all three of our Pasadena high schools.</p>
<p>XI.</p>	<p>Update on 87th Legislative Session</p>	<p>Brenda explained that Teri Crawford put together a document to cover Federal updates and an update on the 87th Texas Legislative Session.</p> <p>At the federal level, she summarized that Congress passed a FAFSA (Free Application for Federal Student Aid) Simplification Act in December which should help to quickly move some data and processes around FAFSA. This Act does not go into effect for another year. She added that the College’s Maritime Center of Excellence program continues to move forward.</p> <p>At the State level, an update on the State biennial revenue was released with a billion-dollar shortfall which is much better than anticipated. She informed the group that Dave Phelan was announced as the Speaker of the House but has not announced his committees yet.</p> <p>She explained that Senate Bill 1 was the lead funding bill on the budget. The total funding for community colleges decreased approximately 2/10 of a percent which was due to special items funding. The formula funding did not decline. She explained the different buckets of funding and how they were impacted. Thirty of the fifty colleges in Texas have reduced funding with this budget bill and San Jacinto College is one of those. Texas Association of Community Colleges (TACC) is looking at how to pivot and have sustainability or hold harmless funding for each college. She explained the Public Education Finance Commission during the 86th Legislative Session took a hard look at the funding model for school districts.</p>

		Community colleges are looking at how to analyze the funding model for community colleges across the State using a commission model. Community College Association of Texas Trustees' (CCATT) legislative committee is in support of a Community College Finance Commission and will be a recommendation to its full board. Community College Student Day at the Capitol will now be virtual.
XII.	Review of Expressive Activities Policy and Procedure	Brenda reviewed the expressive activities policy and procedure and explained that this is an item in the board book for first reading. This was mandated through Senate Bill 18 in the last legislative session and had requirements for when it was supposed to be implemented with a reporting requirement to the leadership at the State on December 1, 2020. We did not meet the deadline to report to the State or the deadline to meet the initial implementation for this bill. We submitted our notification on December 14, 2020, and did an emergency implementation of the policy. We are in compliance and have not received a response to our letter. The policy and related procedure were sent to the College community for feedback and can be amended if any changes are needed based on the feedback received.
XIII.	Review of Calendar	Brenda reviewed the calendar and upcoming events with the Board. A calendar of campus activities is on the website and will be distributed to the Board at the next Board meeting.
XIV.	General Discussion of Meeting Items	<p>a. Delegation of Construction Procurement Method Brenda explained that this is not for the Board to delegate issuing a contract but is regarding the process of notification around the procurement method. These have been brought as Board action items and have delayed processes, so we are requesting the Board to delegate the Chancellor, Brenda Hellyer and Teri Zamora to approve the procurement method. The final purchase order or contract will still be brought to the Board.</p> <p>b. Proposed Changes to Budget Development Policy and Procedure Brenda explained we have generally had a budget hearing before the budget is approved which is not a requirement. Instead, feedback can be collected</p>

		the budget in the public comment section of the appropriate Board meeting. We are proposing to eliminate the budget hearing and allow for public comments during the regular Board meeting. This is in the Board book for first reading.
XV.	Adjournment	Workshop adjourned at 7:08 p.m.

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

February 1, 2021

The Board of Trustees of the San Jacinto Community College District met by videoconference at 7:00 p.m., Monday, February 1, 2021, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this meeting was available to the public via a live stream. At least a quorum of the Board was present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

Board of Trustees: Erica Davis Rouse, Assistant Secretary
Marie Flickinger, Chair
Dan Mims
Keith Sinor, Secretary
Dr. Ruede Wheeler
Larry Wilson

Absent: John Moon, Jr., Vice Chair

Chancellor: Brenda Hellyer

Others Present: George González
Bo Hopper
Joseph Pena
Mandi Reiland
Laurel Williamson
Teri Zamora

Call the Meeting to order: Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:14 p.m.

Roll Call of Board Members: Chair Marie Flickinger conducted a roll call of the Board members:
Erica Davis Rouse
Dan Mims
John Moon, Jr. – absent
Keith Sinor
Dr. Ruede Wheeler
Larry Wilson

Invocation and Pledges to the Flags: The invocation was given by Laurel Williamson. The pledges to the American flag and the Texas flag were led by Keith Sinor.

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

1. Mandi Reiland read an announcement regarding the meeting process.

**Student Success
Presentations**

1. George González provided an overview of the KPI Dashboard: Fall 2020 Headcount.
2. Laurel Williamson and George González provided an update on the KPI Dashboard: Graduation Rates and 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 Suzanne DeBlanc for the plant sent in memory of her mother and brother.
2. A thank you was sent to the Board from Rick Gonzales for the plant sent in memory of his sister-in-law.
3. A thank you was sent to the Board from Ross Soileau for the plant sent in memory of his grandmother.
4. A thank you was sent to the Board from JR Ragaisis for the plant sent in memory of his father-in-law.
5. A thank you was sent to the Board from Kenneth Underwood for the plant sent in memory of his mother.
6. A thank you was sent to the Board from Brittany Miklis for the plant sent in memory of her grandmother.
7. January 2021 Opportunity News
8. 2020 Report to the Community
9. Comprehensive Annual Financial Report for the Fiscal Years Ending August 31, 2020 and 2019

**Hearing of Such
Citizens or Groups of
Citizens Desiring to
be Heard Before the
Board:**

There was one citizen desiring to speak before the Board:

- Robert Jeter, III

Informative Reports:

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

- A. San Jacinto College Financial Statements
 - a. San Jacinto College Financial Statements December 2020
 - b. San Jacinto College Monthly Investment Report December 2020
 - c. San Jacinto College Financial Statements November 2020
 - d. San Jacinto College Monthly Investment Report November 2020
 - e. San Jacinto College Quarterly Investment Report September – November 2020

- B. San Jacinto College Foundation Financial Statements
 - a. December 2020
 - b. November 2020
- C. Capital Improvement Program
 - a. December 2020
 - b. November 2020

**Motion 10079
Consideration of
Approval of
Amendment to the
2020-2021 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 2020-2021 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Motion Carried.

Yeas: Davis Rouse, Mims, Sinor, Wheeler, Wilson
Nays: None

**Motion 10080
Consideration of
Approval to
Authorize Resolution
to Order a General
Election and
Execution of Such
Order to Hold
Trustee Election**

Chair Flickinger noted that as reviewed in the workshop, changes were made to the Spanish version of the election order after the Board book was distributed. A copy of the updated version was distributed for reference.

Motion was made by Larry Wilson, seconded by Dr. Ruede Wheeler, for approval to Authorize Resolution to Order a General Election and Execution of Such Order to Hold Trustee Election.

Motion Carried.

Yeas: Davis Rouse, Mims, Sinor, Wheeler, Wilson
Nays: None

**Motion 10081
Consideration of
Delegation of
Approval of Method
of Procurement for
Construction Projects**

Motion was made by Keith Sinor, seconded by Dan Mims, for approval of Delegation of Approval of Method of Procurement for Construction Projects.

Motion Carried.

Yeas: Davis Rouse, Mims, Sinor, Wheeler, Wilson
Nays: None

**Motion 10082
Consideration of
Approval of Banking
and Investment
Resolutions and
Forms**

Motion was made by Dr. Ruede Wheeler, seconded by Keith Sinor, for approval of Banking and Investment Resolutions and Forms.

Motion Carried.

Yeas: Davis Rouse, Mims, Sinor, Wheeler, Wilson

Nays: None

Consideration of Approval of Policy VII.7003.A, Expressive Activities – First Reading (Informational Item)

Consideration of Approval of Policy VII.7003.A, Expressive Activities – First Reading (Informational Item)

No vote required

Consideration of Approval of Policy III.3001.E, Budget Preparation – First Reading (Informational Item)

Consideration of Approval of Policy III.3001.E, Budget Preparation – First Reading (Informational Item)

Note – The action item indicates the items were distributed to the College community for review on January 29, 2021, but they were sent on February 1, 2021.

No vote required

Motion 10083 Consideration of Purchasing Requests

Motion was made by Dan Mims, seconded by Dr. Ruede Wheeler, for approval of the purchasing requests.

Purchase Request #1 Contract for College-Wide Parking Lot Light Fixture Replacement	\$275,000
Purchase Request #2 Contract for Design-Build Services for Maritime Davit Upgrades	565,168
Purchase Request #3 Contract for Engineering Services for Electrical Infrastructure Upgrades	280,500
Purchase Request #4 Additional Funds for Construction Audit Services	80,000
Purchase Request #5 Method of Procurement for CPET Extended Site Lighting	-
Purchase Request #6 Method of Procurement for Central Campus C-26 Detention Pond Repairs	-
Purchase Request #7 Method of Procurement for College-wide Fire Alarm Integration	-
Purchase Request #8 Contract for Architectural Services for the South	

Campus General Services Building	-
Purchase Request #9 Contract for Promotional Items	300,000
Purchase Request #10 Additional funds for Grant Development Services	54,000
Purchase Request #11 Contract for Customized National Center for Construction Education & Research (NCCER) Core Training	<u>130,000</u>
TOTAL OF PURCHASE REQUESTS	\$1,684,668

Motion Carried.

Yeas: Davis Rouse, Mims, Sinor, Wheeler, Wilson

Nays: None

**Motion 10084
Consent Agenda**

Motion was made by Larry Wilson, seconded by Keith Sinor, to approve the consent agenda.

- A. Approval of the Minutes for the December 7, 2020, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations and Extra Service Agreements
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting

Motion Carried.

Yeas: Davis Rouse, Mims, Sinor, Wheeler, Wilson

Nays: None

**Items for Discussion/
Possible Action**

There were no additional items discussed.

Adjournment:

Chair Marie Flickinger adjourned the meeting at 8:05 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers

RESOURCE PERSONNEL

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

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

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 1,152	\$ 1,758
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 1,183	\$ 1,152
STUDENT SERVICES	\$ 125	\$ 3,780
INSTITUTIONAL SUPPORT	\$ 450	\$ -
PHYSICAL PLANT	\$ 3,780	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	\$ 6,690	\$ 6,690

RECOMMENDATION

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

Central Campus

Department

Associates Degree/Nursing Program

Affiliation Entity

Surgery Specialty Hospitals of America

South Campus

Department

Vocational Nursing Program

Affiliation Entity

Clear Brook Crossing

Physical Therapist Assistant Program

CHI St. Luke’s Health Brazosport

North Campus

Department

Medical Assistant Program

Affiliation Entity

Trinity Health & Family Services

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 March 1, 2021
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, April 5, 2021.