

***Board of Trustees
Meeting***

April 5, 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 5:30 p.m., Monday, April 5, 2021, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this 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, 551.072, and 551.074 of the Texas Open Meetings Act, for the following purposes:**
 - a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
 - b. Real Estate – For the purpose of discussing the purchase, exchange, lease or value of real property.
 - c. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
- IV. Reconvene in Open Meeting**
- V. Update on Ice Storm**
- VI. Update on State and Federal Legislative Sessions**
- VII. Review 2021-2022 Budget Process**
- VIII. Update on COVID Response**
- IX. Review Proposed Updates to Board Bylaws**
- X. Review Draft of 2021-2022 Annual Priorities**
- XI. Update on Diversity Progress – Additional Data**

XII. Update on Generation Park Signage

XIII. Review of Calendar

a. Spring Commencement

XIV. General Discussion of Meeting Items

XV. 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, March 31, 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, April 5, 2021 in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this meeting 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 April 5, 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 Honoraria Recipients Laurel Williamson
- V. Student Success Presentations**
 - SJC Through the Lens of Equity Laurel Williamson
Allatia Harris

- 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 February 2021
 - b. San Jacinto College Monthly Investment Report February 2021
 - c. San Jacinto College Quarterly Investment Report December 2020 - February 2021
 - B. San Jacinto College Foundation Financial Statements
 - C. Capital Improvement Program

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 Naming of the Programmable Logic Controller Lab at the Center for Petrochemical, Energy, and Technology**
- XI. Consideration of Approval of Policy #, Transcript Notation – First Reading (Informational Item)**
- XII. Consideration of Approval to Rescind Policy VI-M on Security Control and Approval of Policy #, Facilities Services – First Reading (Informational Item)**
- XIII. Consideration of Approval of Policy #, Keys and Proximity Cards – First Reading (Informational Item)**

PURCHASING REQUESTS

- XIV. Consideration of Purchasing Requests**

CONSENT AGENDA

- XV. 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 March 1, 2021, Workshop and Regular Board Meeting**
 - B. Approval of the Budget Transfers**
 - C. Approval of Personnel Recommendations**
 - D. Approval of the Affiliation Agreements**
 - E. Approval of the Next Regularly Scheduled Meeting**
- XVI. Items for Discussion/Possible Action**
 (Items removed from the Consent Agenda or items discussed in closed session, will be considered at this time)
- XVII. Adjournment**

Closed Session Authority

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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:

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Brenda Hellyer, Ed.D.

San Jacinto College Financial Statements
February 2021

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Statement of Net Position
February 28,

<u>Assets</u>	<u>2021</u>	<u>2020</u>
Current assets:		
Cash and cash equivalents	\$ 115,963,960	\$ 113,836,591
Accounts receivable - taxes	4,476,059	3,183,068
Accounts receivable	11,813,564	11,121,995
Deferred charges	627,114	553,437
Inventories	366,250	356,016
Total current assets	<u>133,246,947</u>	<u>129,051,107</u>
Noncurrent assets:		
Restricted cash and cash equivalents	156,156,042	156,120,569
Capital assets, net	658,835,036	593,493,393
Total noncurrent assets	<u>814,991,078</u>	<u>749,613,962</u>
Total assets	<u>948,238,025</u>	<u>878,665,069</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	8,314,517
Total deferred outflows of resources	<u>45,193,275</u>	<u>54,593,534</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	16,263,747	19,241,013
Accrued liabilities	760,988	971,567
Accrued compensable absences and deferred compensation	2,741,917	2,181,388
Deferred revenues	572,635	588,962
Total current liabilities	<u>20,339,287</u>	<u>22,982,930</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	640,956,960	577,643,293
Total noncurrent liabilities	<u>793,952,438</u>	<u>722,220,616</u>
Total liabilities	<u>814,291,725</u>	<u>745,203,546</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	63,159,391	67,731,443
Total net position	<u>\$ 143,328,624</u>	<u>\$ 144,480,222</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2021

11 Unrestricted Funds

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/29/20	% 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	66,981,238	91.83	67,873,412	95.01
Credit Tuition	63,667,000	51,134,122	80.31	54,635,352	86.87
Credit Exemptions & Waivers	(7,900,000)	(7,785,690)	98.55	(7,130,597)	89.98
Continuing Education					
CPET	480,000	67,188	14.00	51,493	54.12
Maritime Transportation	1,200,000	589,545	49.13	594,483	84.48
Continuing Professional Development (CPD)	4,400,000	2,505,264	56.94	2,634,318	53.92
Continuing Education Exemptions & Waivers	-	(73,158)	-	(26,230)	60.56
Bad Debt	(1,900,000)	(950,000)	50.00	(850,000)	185.66
Sales & Services	1,535,000	788,961	51.40	1,047,498	26.69
Investment Income	500,000	69,395	13.88	793,157	76.65
Total	<u>177,002,076</u>	<u>131,426,200</u>	<u>74.25</u>	<u>137,722,593</u>	<u>77.04</u>
EXPENDITURES:					
Instruction	68,397,678	35,844,813	52.41	38,935,475	52.50
Public Service	5,423,531	2,871,584	52.95	2,818,472	41.35
Academic Support	15,455,526	6,769,267	43.80	7,511,932	54.38
Student Services	16,575,584	6,750,588	40.73	6,821,601	41.40
Institutional Support	44,735,116	20,122,015	44.98	20,574,306	46.66
Physical Plant	22,897,611	6,993,726	30.54	8,564,232	43.91
Total	<u>173,485,046</u>	<u>79,351,993</u>	<u>45.74</u>	<u>85,226,018</u>	<u>48.74</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	3,517,030	69,985	1.99	2,372,143	49.36
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 52,004,222</u>		<u>\$ 50,124,432</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2021

Federal Restricted Funds

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/29/20	% of 8/31/20 Actual
REVENUES:					
Grants	\$ 81,754,591	\$ 26,194,371	32.04	\$ 28,953,330	53.76
Total	<u>81,754,591</u>	<u>26,194,371</u>	<u>32.04</u>	<u>28,953,330</u>	<u>53.76</u>
EXPENDITURES:					
Instruction	19,698,666	166,030	0.84	397,132	19.88
Public Service	498,504	122,074	24.49	95,491	45.18
Academic Support	8,503,393	1,876,503	22.07	1,025,377	21.46
Student Services	262,786	96,192	36.60	215,389	57.38
Institutional Support	1,635,534	403,173	24.65	440,350	45.71
Scholarships and Fellowships	51,161,279	23,531,599	45.99	26,779,591	59.06
Physical Plant	(9672.00)	0.00	-	-	-
Total	<u>81,750,490</u>	<u>26,195,571</u>	<u>32.04</u>	<u>28,953,330</u>	<u>53.76</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	(300,000)	-	-	-
Transfers Out	-	300,000	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 4,101</u>	<u>\$ (1,200)</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2021

State Restricted Funds

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/29/20	% of 8/31/20 Actual
REVENUES:					
State Paid Benefits	\$ 11,597,879	\$ 5,887,319	50.76	\$ 5,914,178	51.83
Grants	3,454,383	1,848,457	53.51	1,811,691	60.22
Total	<u>15,052,262</u>	<u>7,735,776</u>	51.39	<u>7,725,869</u>	<u>53.58</u>
EXPENDITURES:					
Instruction	4,779,715	3,121,360	65.30	2,540,998	43.98
Public Service	452,118	175,125	38.73	157,222	46.29
Academic Support	1,913,728	659,457	34.46	580,842	32.31
Student Services	2,012,190	870,528	43.26	712,470	42.47
Institutional Support	3,108,424	1,213,209	39.03	2,130,005	69.05
Scholarships and Fellowships	2,786,087	1,696,097	60.88	1,604,332	92.05
Total	<u>15,052,262</u>	<u>7,735,776</u>	51.39	<u>7,725,869</u>	<u>53.58</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	-	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2021

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/29/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Local Grants	\$ 3,078,261	\$ 1,176,641	38.22	\$ 1,652,400	55.63
Total	<u>3,078,261</u>	<u>1,176,641</u>	<u>38.22</u>	<u>1,652,400</u>	<u>55.63</u>
EXPENDITURES:					
Instruction	32,019	-	-	39,694	98.46
Public Service	216,216	75,065	34.72	77,794	44.31
Academic Support	1,061,106	199,698	18.82	267,874	44.36
Student Services	49,892	7,135	14.30	32,586	84.22
Institutional Support	47,508	3,213	-	4,818	15.58
Scholarships and Fellowships	1,910,000	953,029	49.90	1,354,338	62.33
Total	<u>3,316,741</u>	<u>1,238,140</u>	<u>37.33</u>	<u>1,777,104</u>	<u>58.03</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(238,480)	(69,985)	29.35	(78,693)	43.07
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 8,486</u>		<u>\$ (46,011)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2021

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/29/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Credit Tuition	<u>\$ 3,000,000</u>	<u>\$ 2,410,208</u>	<u>80.34</u>	<u>\$ 2,586,302</u>	<u>85.92</u>
Total	<u>3,000,000</u>	<u>2,410,208</u>	<u>80.34</u>	<u>2,586,302</u>	<u>85.92</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>3,500,000</u>	<u>2,129,510</u>	<u>60.84</u>	<u>1,827,630</u>	<u>70.33</u>
Total	<u>3,500,000</u>	<u>2,129,510</u>	<u>60.84</u>	<u>1,827,630</u>	<u>70.33</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u><u>\$ (500,000)</u></u>	<u><u>\$ 280,698</u></u>		<u><u>\$ 758,672</u></u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2021

28 Private Gifts and Donations

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/29/20	% of 8/31/20 Actual
REVENUES:					
Sales & Service	\$ -	\$ 25,284	-	\$ 2,415	-
Total	-	25,284	-	2,415	-
EXPENDITURES:					
Instruction	-	7,200	-	38,583	-
Scholarships and Fellowships	-	-	-	-	-
Total	-	7,200	-	38,583	-
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 18,084</u>		<u>\$ (36,168)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2021

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/29/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Auxiliary Services	\$ 2,753,200	\$ 1,062,520	38.59	\$ 2,019,975	74.06
Total	<u>2,753,200</u>	<u>1,062,520</u>	<u>38.59</u>	<u>2,019,975</u>	<u>74.06</u>
EXPENDITURES:					
Non-Instructional Labor	291,176	79,466	27.29	209,494	55.12
Benefits	44,343	172,861	389.83	199,063	52.96
Supplies	363,500	32,913	9.05	292,650	78.37
Travel	158,381	33,197	20.96	82,032	68.41
Contracted Services	398,919	22,274	5.58	150,605	67.34
Scholarships and Fellowships	1,178,116	727,276	61.73	837,206	73.24
Utilities	200	-	-	-	-
Total	<u>2,434,635</u>	<u>1,067,987</u>	<u>43.87</u>	<u>1,771,050</u>	<u>67.70</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 318,565</u>	<u>\$ (5,467)</u>		<u>\$ 248,925</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2021

95 Retirement of Indebtedness

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/29/20	% of 8/31/20 Actual
REVENUES:					
Investment Income	\$ -	\$ 4,196	-	\$ 154,798	63.04
Local Taxes - Debt Service	36,920,763	34,478,242	93.38	35,247,196	94.83
Total	<u>36,920,763</u>	<u>34,482,438</u>	<u>93.40</u>	<u>35,401,994</u>	<u>94.62</u>
EXPENDITURES:					
Institutional Support - Principal	15,980,930	15,980,930	-	11,232,293	-
Institutional Support - Interest	24,218,383	13,288,065	54.87	15,225,612	56.87
Total	<u>40,199,313</u>	<u>29,268,995</u>	<u>72.81</u>	<u>26,457,905</u>	<u>67.33</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,278,550)	-	-	(2,293,450)	-
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment ¹	<u>(15,980,930)</u>	<u>(15,980,930)</u>	<u>-</u>	<u>(11,232,293)</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ 15,980,930</u>	<u>\$ 21,194,373</u>		<u>\$ 22,469,832</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 Six Months Ended February 28, 2021

97 Investment in Plant

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/29/20	% of 8/31/20 Actual
EXPENDITURES:					
Depreciation	\$ 20,500,000	\$ 10,745,213	52.42	\$ 7,497,734	41.13
Total	<u>20,500,000</u>	<u>10,745,213</u>	<u>52.42</u>	<u>7,497,734</u>	<u>41.13</u>
Adjustment for Capital Purchases ¹	<u>-</u>	<u>(341,782)</u>	<u>-</u>	<u>(285,832)</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>\$ (20,500,000)</u>	<u>\$ (10,403,431)</u>		<u>\$ (7,211,902)</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 Six Months Ended February 28, 2021

Consolidated - All Funds
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/29/20	% of 8/31/20 Actual
REVENUES:					
State Appropriations	\$ 53,677,845	\$ 23,986,654	44.69	\$ 24,013,885	44.78
Local Taxes - Maintenance & Operations	72,940,110	66,981,238	91.83	67,873,412	95.01
Local Taxes - Debt Service	36,920,763	34,478,242	93.38	35,247,196	94.83
Credit Tuition	66,667,000	53,544,330	80.32	57,221,654	86.83
Credit Exemptions & Waivers	(7,900,000)	(7,785,690)	98.55	(7,130,597)	89.98
Continuing Education					
CPET	480,000	67,188	14.00	51,493	54
Maritime Transportation	1,200,000	589,545	49.13	594,483	84.48
Continuing Professional Development	4,400,000	2,505,264	56.94	2,634,318	53.92
Continuing Education Exemptions & Waivers	-	(73,158)	-	(26,230)	60.56
Bad Debt	(1,900,000)	(950,000)	50.00	(850,000)	185.66
Sales & Services	1,535,000	814,245	53.05	1,049,913	26.74
Investment Income	500,000	73,591	14.72	947,955	74.04
Investment Income - San Jac Tomorrow Program	-	63,626	-	1,423,663	78.11
Auxiliary Services	2,753,200	1,062,520	38.59	2,019,975	74.06
Grants	85,208,974	28,042,828	32.91	30,765,021	54.10
Local Grants	3,078,261	1,176,641	38.22	1,652,400	55.63
Total	<u>319,561,153</u>	<u>204,577,064</u>	<u>64.02</u>	<u>217,488,541</u>	<u>73.73</u>
EXPENDITURES:					
Instruction	92,908,078	39,139,403	42.13	41,951,882	51.15
Public Service	6,590,369	3,243,848	49.22	3,148,979	41.75
Academic Support	26,933,753	9,504,925	35.29	9,386,025	44.71
Student Services	18,900,452	7,724,443	40.87	7,782,046	41.91
Institutional Support	89,725,895	51,010,605	56.85	49,607,384	66.19
Physical Plant	22,897,611	6,993,726	30.54	8,564,232	43.47
Scholarships and Fellowships	59,357,366	28,310,235	47.69	31,565,891	60.87
Auxiliary Enterprises	2,434,635	1,067,987	43.87	1,771,050	67.70
Depreciation	20,500,000	10,745,213	52.42	7,497,734	41.13
Total	<u>340,248,159</u>	<u>157,740,385</u>	<u>46.36</u>	<u>161,275,223</u>	<u>54.40</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,517,030)	(69,985)	1.99	(2,372,143)	46.70
Transfers Out	3,517,030	69,985	1.99	2,372,143	46.72
Adjustment for Debt Principal Payment ¹	(15,980,930)	(15,980,930)	-	(11,232,293)	-
Adjustment for Capital Purchases ¹	(425,341)	(341,782)	80.35	(285,832)	21.94
Net Increase (Decrease) in Net Position	<u>\$ (4,280,735)</u>	<u>\$ 63,159,391</u>		<u>\$ 67,731,443</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 Six Months Ended February 28, 2021

91 Capital Projects

	Adjusted Budget	Actual (50%)	2/29/20
REVENUES:			
Investment Income	\$ -	\$ 63,626	\$ 1,423,663
Total	-	63,626	1,423,663
EXPENDITURES:			
Bond Programs	-	27,936,035	37,916,527
Total	-	27,936,035	37,916,527
Net Increase (Decrease) in Net Position	\$ -	\$ (27,872,409)	\$ (36,492,864)

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2021

93 Generation Park Clear Lake Land Proceeds

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>2/29/20</u>
REVENUES:			
Land Sale Proceeds	\$ -	\$ -	-
Total	<u>-</u>	<u>-</u>	<u>-</u>
EXPENDITURES:			
Generation Park	<u>117,078</u>	<u>71,201</u>	<u>4,886,058</u>
Total	<u>117,078</u>	<u>71,201</u>	<u>4,886,058</u>
TRANSFERS AMONG FUNDS:			
Transfers In	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (117,078)</u>	<u>\$ (71,201)</u>	<u>\$ (4,886,058)</u>

San Jacinto College Financial Statements
Monthly Investment Report
February 2021

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Period Ending February 28, 2021

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	February 1, 2021	\$ 172,331,065	\$ 172,331,065
Additions/Subtractions (Net)		99,788,937	99,788,937
Change in Fair Value*		-	-
Ending Value	February 28, 2021	<u>\$ 272,120,002</u>	<u>\$ 272,120,002</u>

Earnings for the Month of February	\$	16,091
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
February 28, 2021

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Days to		Weighted Avg. Mat.
								Portfolio	Maturity	
Short-Term Investments - Cash & Cash Equivalents										
Credit Cards in Transit	Heartland	N/A	N/A	03/01/21	\$	6,375	\$ 6,375	0.00%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	03/01/21	N/A	(580,031)	(580,031)	-0.21%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	03/01/21	N/A	8,750,898	8,750,898	3.22%	1	0.03
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	03/01/21	N/A	(52,041)	(52,041)	-0.02%	1	0.00
JPMorgan Workment's Comp	JPMorgan Chase Bank	N/A	N/A	03/01/21	N/A	(5,775)	(5,775)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	03/01/21	N/A	20,025	20,025	0.01%	1	0.00
East West MM Operating Account	East West Bank	0.1300%	N/A	03/01/21	N/A	45,008,057	45,008,057	16.54%	1	0.17
Restricted - Cash & Cash Equivalents										
Texas Citizens Bank	Texas Citizens Bank	0.4000%	N/A	03/01/21	N/A	248,576	248,576	0.09%	1	0.00
LSIP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	0.0266%	N/A	03/01/21	N/A	1,533,360	1,533,360	0.56%	1	0.01
TexPool - Operating	TexPool	0.0431%	N/A	03/01/21	N/A	466,860	466,860	0.17%	1	0.00
TexPool - PRIME - Operating	TexPool	0.0973%	N/A	03/01/21	N/A	65,005,315	65,005,315	23.89%	1	0.24
Restricted - Cash & Cash Equivalents										
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0266%	N/A	03/01/21	N/A	1,823,640	1,823,640	0.67%	1	0.01
LSIP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	0.0266%	N/A	03/01/21	N/A	11,876,335	11,876,335	4.36%	1	0.04
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0973%	N/A	03/01/21	N/A	53,016,017	53,016,017	19.48%	1	0.19
TexPool PRIME - 2021 Bond Proceeds NEW 02/18/2021	TexPool	0.0973%	N/A	03/01/21	N/A	85,002,391	85,002,391	31.24%	1	0.31
Grand Total Short-Term Investments and Cash & Cash Equivalents					\$	<u>272,120,002</u>	<u>\$ 272,120,002</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
				218,723,918		Investment pools				0.80
				45,256,633		Money market				0.17
				8,119,426		Bank deposits - demand deposits				0.03
				-		U. S. government securities and municipal bonds				
				-		Accrued earnings				
			\$	<u>272,120,002</u>		Total cash, cash equivalents, and investments				<u>1.00</u>

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Inventory Holdings Report
February 28, 2021

Description	Held At	Annualized Interest Rate	Maturity	Par	January 31, 2021		February 28, 2021		Change in Fair Value For the Month	September Through February Earnings		
					Ending Fair Value	Ending Book Value	Ending Fair Value	Ending Book Value		February Earnings	February Earnings	
Short-Term Investments - Unrestricted Funds												
Demand Deposits												
Credit Cards in Transit												
JPMorgan Accounts Payable Disbursements	Heartland	N/A	03/01/21	N/A	\$ 41,159	\$ 41,159	\$ 6,375	\$ 6,375	\$ (34,784)		N/A	N/A
JPMorgan Operating	JPMorgan Chase Bank	N/A	03/01/21	N/A	(863,152)	(863,152)	(580,031)	(580,031)	283,121		N/A	N/A
JPMorgan Payroll	JPMorgan Chase Bank	N/A	03/01/21	N/A	3,217,928	3,217,928	8,750,898	8,750,898	5,532,970		N/A	N/A
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	03/01/21	N/A	(24,145)	(24,145)	(52,044)	(52,044)	(27,896)		N/A	N/A
Petty Cash	JPMorgan Chase Bank	N/A	03/01/21	N/A	(850)	(850)	(5,775)	(5,775)	(4,925)		N/A	N/A
Sub Total Demand Deposits	Campus Business Offices	N/A	03/01/21	N/A	20,025	20,025	20,025	20,025	-		N/A	N/A
					\$ 2,390,965	\$ 2,390,965	\$ 8,139,451	\$ 8,139,451	\$ 5,748,486		N/A	N/A
Money Market Accounts												
East West MM Operating Account	East West Bank	0.1300%	03/01/21	N/A	\$ 10,004,281	\$ 10,004,281	\$ 45,008,057	\$ 45,008,057	\$ 35,003,776		3,776	\$ 17,444
Texas Citizens Bank	Texas Citizens Bank	0.4000%	03/01/21	N/A	248,270	248,270	248,576	248,576	306		76	485
Sub Total Money Market Accounts					\$ 10,252,551	\$ 10,252,551	\$ 45,256,633	\$ 45,256,633	\$ 35,004,082		3,852	\$ 17,939
Pool Accounts												
TexPool - Operating	TexPool	0.0431%	03/01/21	N/A	\$ 1,436,074	\$ 1,436,074	\$ 466,860	\$ 466,860	\$ (969,214)		45	\$ 1,189
TexPool PRIME - Operating	TexPool	0.0973%	03/01/21	N/A	70,005,980	70,005,980	65,005,315	65,005,315	(5,000,665)		5,315	49,857
LSIP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	0.0266%	03/01/21	N/A	6,406,177	6,406,177	1,533,360	1,533,360	(4,872,817)		63	410
Sub Total Pool Accounts					\$ 77,848,231	\$ 77,848,231	\$ 67,005,535	\$ 67,005,535	\$ (10,842,696)		5,423	\$ 51,456
Sub Total - Short Term Investments - Unrestricted Funds					\$ 90,491,747	\$ 90,491,747	\$ 120,401,619	\$ 120,401,619	\$ 29,909,872		9,275	\$ 69,395
Short-Term Investments - Restricted (Bond) Funds												
Money Market Accounts												
Sub Total Money Market Accounts					\$ -	\$ -	\$ -	\$ -	\$ -		-	\$ -
Pool Accounts												
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0266%	03/01/21	N/A	\$ 2,007,369	\$ 2,007,369	\$ 1,823,640	\$ 1,823,640	\$ (183,729)		39	\$ 819
LSIP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	0.0266%	03/01/21	N/A	23,580,466	23,580,466	11,876,335	11,876,335	(11,704,131)		383	3,379
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0973%	03/01/21	N/A	56,251,483	56,251,483	53,016,017	53,016,017	(3,235,466)		4,003	61,235
TexPool PRIME - 2021 Bond Proceeds NEW 02/18/2021	TexPool	0.0973%	03/01/21	N/A	-	-	85,002,391	85,002,391	85,002,391		2,391	2,391
Sub Total Pool Accounts					\$ 81,839,318	\$ 81,839,318	\$ 151,718,383	\$ 151,718,383	\$ 69,879,065		6,816	\$ 65,433
Sub Total - Short Term Investments - Restricted (Bond) Funds					\$ 81,839,318	\$ 81,839,318	\$ 151,718,383	\$ 151,718,383	\$ 69,879,065		6,816	\$ 65,433
Accrued Earnings												
Operating Funds	Bank of America	Var	Var		\$ -	\$ -	\$ -	\$ -	\$ -		-	\$ -
Bond Funds	Bank of America	Var	Var		\$ -	\$ -	\$ -	\$ -	\$ -		-	\$ -
Sub Total Accrued Earnings					\$ -	\$ -	\$ -	\$ -	\$ -		-	\$ -
Grand Total					\$ 172,331,065	\$ 172,331,065	\$ 272,120,002	\$ 272,120,002	\$ 99,788,937		16,091	\$ 134,828

**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>

	East West Bank	Lone Star Investment Pool - Government Overnight Fund	TexPool	TexPool Prime
February 28, 2021	0.1300%	0.0266%	0.0431%	0.0973%
1 yr Tsy = 0.08%				
2 Yr Tsy = 0.14%				
3 Yr Tsy = 0.30%				
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%				
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%				
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%				
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%				
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 Financial Statements
Quarterly Investment Report
December 2020 - February 2021

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Quarterly Investments - November 30, 2020 to February 28, 2021

		Fair Value	Book Value
Beginning Value	November 30, 2020	\$ 151,812,997	\$ 151,812,997
Additions/Subtractions (Net)		120,307,005	120,307,005
Change in Fair Value*		-	-
Ending Value	February 28, 2021	<u>\$ 272,120,002</u>	<u>\$ 272,120,002</u>

Earnings for the Month of February	\$	16,091
Earnings for the Quarter Ending February 28, 2021	\$	49,759
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



Teri Zamora
 Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
February 28, 2021

Description	Held At	Coupon 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	03/01/21	N/A	\$ 6,375	\$ 6,375	0.00%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	03/01/21	N/A	(580,031)	(580,031)	-0.21%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	03/01/21	N/A	8,750,898	8,750,898	3.22%	1	0.03
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	03/01/21	N/A	(52,041)	(52,041)	-0.02%	1	0.00
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	03/01/21	N/A	(5,775)	(5,775)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	03/01/21	N/A	20,025	20,025	0.01%	1	0.00
East West MM Operating Account	East West Bank	0.1300%	N/A	03/01/21	N/A	45,008,057	45,008,057	16.54%	1	0.17
Texas Citizens Bank	Texas Citizens Bank	0.4000%	N/A	03/01/21	N/A	248,576	248,576	0.09%	1	0.00
LSIP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	0.0266%	N/A	03/01/21	N/A	1,533,360	1,533,360	0.56%	1	0.01
TexPool - Operating	TexPool	0.0431%	N/A	03/01/21	N/A	466,860	466,860	0.17%	1	0.00
TexPool - PRIME - Operating	TexPool	0.0973%	N/A	03/01/21	N/A	65,005,315	65,005,315	23.89%	1	0.24
Restricted - Cash & Cash Equivalents										
East West MM Operating Account	East West Bank	0.1300%	N/A	03/01/21	N/A	-	-	0.00%	1	0.00
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0266%	N/A	03/01/21	N/A	1,823,640	1,823,640	0.67%	1	0.01
LSIP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	0.0266%	N/A	03/01/21	N/A	11,876,335	11,876,335	4.36%	1	0.04
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0973%	N/A	03/01/21	N/A	53,016,017	53,016,017	19.48%	1	0.19
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.0973%	N/A	03/01/21	N/A	85,002,391	85,002,391	31.24%	1	0.31
Grand Total Short Term Investments and Cash & Cash Equivalents					\$ -	\$ 272,120,002	\$ 272,120,002	100.00%		1.00

CAFR	Weighted Average to Maturity at Ending Period Date (Days)
Note 4	
\$ 20,025	Petty cash on hand
218,723,918	Investment pools
45,256,633	Money market
8,119,426	Bank deposits - demand deposits
-	U. S. government securities and municipal bonds
-	Accrued earnings
\$ 272,120,002	Total cash, cash equivalents and investments
53,396,084	Bank deposits, credit cards, and petty cash
203,490,583	TexPool
15,233,335	LSIP
<u>272,120,002</u>	SAO report

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

Description	Held At	Annualized February Interest Rate	Maturity	11/30/2020				2nd Quarter Fiscal Year 2020-2021 Activity				December Through February Earnings
				11/30/2020 Ending Fair Value	11/30/2020 Ending Book Value	2/28/2021 Ending Fair Value	2/28/2021 Ending Book Value	Change in Fair Value For the Month	February Earnings			
Short-Term Investments - Unrestricted Funds												
Demand Deposits												
Credit Cards in Transit				4,475 \$	4,475 \$	6,375 \$	6,375 \$	1,900				
JPMorgan Chase Bank		N/A	03/01/21	(406,994)	(406,994)	(580,031)	(580,031)	(173,037)				
JPMorgan Chase Bank		N/A	03/01/21	3,174,758	3,174,758	8,750,898	8,750,898	5,576,140				
JPMorgan Payroll		N/A	03/01/21	(25,007)	(25,007)	(52,041)	(52,041)	(27,034)				
JPMorgan Workment's Comp		N/A	03/01/21	(2,675)	(2,675)	(5,775)	(5,775)	(3,100)				
Petty Cash		N/A	03/01/21	20,025	20,025	20,025	20,025					
Sub Total Demand Deposits				2,764,582 \$	2,764,582 \$	8,139,451 \$	8,139,451 \$	5,374,869				
Money Market Accounts												
East West IMM Operating Account		0.1300%	03/01/21	15,009,386 \$	15,009,386 \$	45,008,057 \$	45,008,057 \$	29,998,671 \$				8,058
Texas Citizens Bank		0.4000%	03/01/21	248,107	248,107	248,576	248,576	469				239
Sub Total Money Market Accounts				15,257,493 \$	15,257,493 \$	45,256,633 \$	45,256,633 \$	29,999,140 \$				8,297
Pool Accounts												
TexPool - Operating		0.0431%	03/01/21	56,733 \$	56,733 \$	466,860 \$	466,860 \$	410,127 \$				45
TexPool PRIME - Operating		0.0973%	03/01/21	53,007,760	53,007,760	65,005,315	65,005,315	11,997,555				17,991
LSIP Government Overnight Fund - Operating Funds		0.0266%	03/01/21	9,927	9,927	1,533,360	1,533,360	1,523,433				357
Sub Total Pool Accounts				53,074,420 \$	53,074,420 \$	67,005,535 \$	67,005,535 \$	13,931,115 \$				18,565
Sub Total - Short Term Investments - Unrestricted Funds				71,096,495 \$	71,096,495 \$	120,401,619 \$	120,401,619 \$	49,305,124 \$				26,882
Short-Term Investments - Restricted (Bond) Funds												
Money Market Accounts												
East West Bank		0.1300%	03/01/21	- \$	- \$	- \$	- \$	- \$				-
Sub Total Money Market Accounts				- \$	- \$	- \$	- \$	- \$				-
Pool Accounts												
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds		0.0266%	03/01/21	2,584,178 \$	2,584,178 \$	1,823,640 \$	1,823,640 \$	(760,538) \$				39
LSIP Government Overnight Fund - GOB Debt Service		0.0266%	03/01/21	8,948,186	8,948,186	11,876,335	11,876,335	2,928,149				383
TexPool PRIME - 2019 Bond Proceeds		0.0973%	03/01/21	69,184,138	69,184,138	53,016,017	53,016,017	(16,168,121)				4,003
TexPool PRIME - 2021 Bond Proceeds		0.0973%	03/01/21	80,716,502	80,716,502	85,002,391	85,002,391	85,002,391				2,391
Sub Total Pool Accounts				151,718,383 \$	151,718,383 \$	151,718,383 \$	151,718,383 \$	71,001,881 \$				22,877
Sub Total - Short Term Investments - Restricted (Bond) Funds				151,718,383 \$	151,718,383 \$	151,718,383 \$	151,718,383 \$	71,001,881 \$				22,877
Grand Total				151,812,997 \$	151,812,997 \$	272,120,002 \$	272,120,002 \$	120,307,005 \$				49,759

**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>

	East West Bank	Lone Star Investment Pool - Government Overnight Fund	TexPool	TexPool Prime
February 28, 2021	0.1300%	0.0266%	0.0431%	0.0973%
1 yr Tsy = 0.08%				
2 Yr Tsy = 0.14%				
3 Yr Tsy = 0.30%				
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%				
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%				
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%				
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%				
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 February 28, 2021

ASSETS	Current Year	Previous Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$1,848,061	\$2,198,777	(\$350,716)
Other Funds	-	-	-
Total Checking/Savings	<u>1,848,061</u>	<u>2,198,777</u>	<u>(350,716)</u>
Accounts Receivable			
Other Receivables	7,500	7,500	0
Pledge Receivables	177,000	160,400	16,600
Special Events Receivables	59,120	0	59,120
Sponsorship Receivable	4,000,000	17,938	3,982,062
Total Accounts Receivables	<u>4,243,620</u>	<u>185,838</u>	<u>4,057,782</u>
Other Current Assets			
Short Term Investments			
Goldman Sachs	13,121,369	11,700,806	1,420,563
Capital Bank CD	0	209,492	(209,492)
Prosperity Bank	0	209,300	(209,300)
Total SJC Short Term Investments	<u>13,121,369</u>	<u>12,119,599</u>	<u>1,001,770</u>
Total Current Assets	<u>19,213,050</u>	<u>14,504,213</u>	<u>4,708,837</u>
TOTAL ASSETS	<u>\$19,213,050</u>	<u>\$14,504,213</u>	<u>\$4,708,837</u>
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	44,301	48,400	(4,100)
Programs Payable	30,212	33,164	(2,952)
Endowments Payable	163,032	168,386	(5,354)
Scholarship Payables	316,053	190,672	125,381
Student Success Payables	87,129	157,071	(69,942)
Total Accounts Payable	<u>640,727</u>	<u>597,694</u>	<u>43,033</u>
Total Current Liabilities	<u>640,727</u>	<u>597,694</u>	<u>43,033</u>
Total Liabilities	640,727	597,694	43,033
NET ASSETS			
Net Assets Without Donor Restrictions	3,963,536	3,613,526	350,010
Net Assets With Donor Restrictions	14,169,986	9,145,089	5,024,897
Net Assets	<u>18,133,522</u>	<u>12,758,615</u>	<u>5,417,939</u>
Net Income	438,802	1,147,904	(709,102)
Total Net Assets	<u>18,572,324</u>	<u>13,906,520</u>	<u>4,665,804</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$19,213,050</u>	<u>\$14,504,213</u>	<u>\$4,708,837</u>

San Jacinto College Foundation
Statement of Activities
For the Period Ending February 28, 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	61,830	47,843	13,986	75,000	82%
Program Sponsorship	100,243	1,316,697	(1,216,455)	275,000	36%
Scholarships	221,220	212,434	8,786	400,000	55%
Total Contributions	<u>401,792</u>	<u>1,599,475</u>	<u>(1,197,683)</u>	<u>821,000</u>	<u>49%</u>
Other Income					
Special Events	4,562	188,944	(184,382)	-	
Investment Income	186,591	188,842	(2,251)	140,000	133%
Realized Gain / (Loss)	26,526	(2,207)	28,733	-	
Unrealized Gain / (Loss)	978,819	70,317	908,502	-	
Total Other Income	<u>1,196,497</u>	<u>445,896</u>	<u>750,601</u>	<u>140,000</u>	<u>855%</u>
Total Income	1,598,289	2,045,370	(447,081)	961,000	166%
Expense					
Programs					
Scholarships Awarded	694,891	391,809	(303,082)	450,000	154%
Programs Sponsored	424,473	249,309	(175,165)	600,000	71%
Student Success Initiatives	28,857	134,972	106,115	150,000	19%
Total Programs	<u>1,148,221</u>	<u>776,089</u>	<u>(372,132)</u>	<u>1,200,000</u>	<u>96%</u>
Supporting Services					
Bad Debt Expense	0	0	0	2,000	0%
Supporting Services					
Foundation Expenses	11,066	42,507	31,441	33,000	34%
Fundraising Expenses	0	72,770	72,770	-	
Sponsorship Expense	200	6,100	5,900	5,000	4%
Total Supporting Services	<u>11,266</u>	<u>121,377</u>	<u>110,111</u>	<u>38,000</u>	<u>30%</u>
Total Expense	<u>1,159,487</u>	<u>897,466</u>	<u>(262,021)</u>	<u>1,240,000</u>	<u>94%</u>
Net Ordinary Income	438,802	1,147,904	(709,102)	(279,000)	
Other Income / Expenses					
Increase/Decrease in Net Position	<u>\$438,802</u>	<u>\$1,147,904</u>	<u>(\$709,102)</u>	<u>(\$279,000)</u>	

2008 Bond Program

Report as of February 28, 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	12,500	10,500	152,000	13.14%
Sub-total	-	525,000	525,000	-	525,000	12,500	10,500	502,000	4.38%
North									
	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-
South									
Sub-total	-	-	-	-	-	-	-	-	-
District									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,297,602)	328,658	-	328,658	-	-	328,658	-
726907 - Wayfinding Signage	50,000	939,076	989,076	10,924	1,000,000	140,484	532,043	327,473	67.25%
726923 - Replace HVAC, A1	-	350,000	350,000	-	350,000	9,375	28,125	312,500	10.71%
Sub-total	14,676,260	(3,402,579)	11,273,681	(9,595,023)	1,678,658	149,859	560,168	968,631	6.30%
2008 Contingency Supplemental Projects									
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	200,000	-	-	200,000	-
Sub-total	-	200,000	200,000	-	200,000	-	-	200,000	-
Supplemental Projects closed									
Sub-total	-	4,169,567	4,169,567	-	4,169,567	-	4,169,567	-	100.00%
Projects closed									
Sub-total	280,323,740	(1,491,988)	278,831,752	9,595,023	288,426,775	-	288,426,775	-	100.00%
TOTALS	295,000,000	-	295,000,000	-	295,000,000	162,359	293,167,010	1,670,631	99.43%

2015 Bond Program

Report as of February 28, 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	227,351	6,100,711	958,901	86.84%
731602 - CC Welcome Center	16,600,000	1,498,375	18,098,375	584,783	18,683,158	22,432	18,470,345	190,382	98.98%
71602A - CC Welcome Center Site Development	-	2,906,100	2,906,100	93,900	3,000,000	1,637	160,528	2,837,835	5.41%
731603 - CC Class Room Building	47,155,000	8,195,219	55,350,219	1,788,440	57,138,659	34,638,649	12,629,633	9,870,377	82.73%
731604 - CC Central Data Closets	2,444,000	(663,779)	1,780,221	57,521	1,837,742	52,464	1,145,746	639,532	65.20%
731605 - CC Central Access Security	1,852,000	289,991	2,141,991	69,211	2,211,202	52,099	1,117,444	1,041,659	52.89%
731606 - CC Frels Renovation	1,153,000	2,934,789	4,087,789	132,082	4,219,871	156,831	3,915,242	147,798	96.50%
731607 - CC Davison Building Renovation	14,970,000	(4,787,356)	10,182,644	329,015	10,511,659	414,267	9,986,744	110,648	98.95%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,253,702)	11,431,298	369,361	11,800,659	6,851,598	4,949,061	-	100.00%
71608A - CC McCollum Center Reno Phase II	-	10,483,421	10,483,421	338,733	10,822,154	5,443,281	246,010	5,132,863	52.57%
731609 - CC McCollum North Renovation	2,535,000	1,214,962	3,749,962	121,166	3,871,128	-	119,082	3,752,046	3.08%
731610 - CC Ball Demolition	1,725,000	(125,899)	1,599,101	51,669	1,650,770	100	1,531,754	118,916	92.80%
731611 - CC Anderson Demolition	2,654,000	(236,919)	2,417,081	78,099	2,495,180	52	2,263,732	231,396	90.73%
731612 - CC Stadium and Track Demolition	174,000	(109,420)	64,580	2,087	66,667	-	66,667	-	100.00%
731613 - CC Central DDC Network	1,160,000	356,233	1,516,233	48,992	1,565,225	163,072	1,087,804	314,349	79.92%
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	48,496,683	122,444,136	25,416,047	87.06%
North									
732601 - NC Cosmetology & Culinary Center	22,845,000	638,019	23,483,019	758,768	24,241,787	747,266	23,494,522	-	100.00%
732602 - NC North Data Closets	915,000	(101,577)	813,423	26,283	839,706	104,853	565,500	169,353	79.83%
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	20,548	426,908	609,886	42.32%
732606 - NC Wheeler Renovation	14,300,000	(53,625)	14,246,375	468,471	14,714,846	3,163,994	8,236,927	3,313,925	77.48%
732607 - NC Brightwell Renovation	6,628,000	2,063,151	8,691,151	280,823	8,971,974	5,819,611	1,829,701	1,322,662	85.26%
732608 - NC Spencer Renovation	13,000,000	(2,003,815)	10,996,185	347,150	11,343,335	2,863,495	8,346,564	133,276	98.83%
732609 - NC North DDC Network	580,000	178,117	758,117	24,496	782,613	129,142	547,887	105,584	86.51%
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	3,188,941	134,122	96.58%
Sub-total	78,395,000	(10,386,968)	68,008,032	2,197,431	70,205,463	13,452,351	50,876,242	5,876,870	91.63%

2015 Bond Program

Report as of February 28, 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	53,926	22,038,055	1,242,481	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	237,302	98.47%
733603 - SC Longenecker Renovation	22,555,000	(2,274,884)	20,280,116	664,794	20,944,911	457,798	19,922,985	564,128	97.31%
733604 - SC South Data Closets	765,000	(98,044)	666,956	21,550	688,507	131,431	487,155	69,921	89.84%
733605 - SC South Primary Electrical Upgrade	5,800,000	966,625	6,766,625	218,639	6,985,264	280,500	2,650,798	4,053,966	41.96%
733606 - SC South Access/ Security	599,000	105,558	704,558	22,765	727,324	45,658	569,429	112,237	84.57%
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	849,153	991,858	51.56%
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	3,883,606	1,650,622	13,822,824	28.59%
73610A - SC Jones Cenral Plant Relocation	-	10,573,572	10,573,572	341,646	10,915,218	6,791,836	1,962,651	2,160,730	80.20%
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	57,320	97.93%
733613 - SC South DDC Network	580,000	178,117	758,117	24,496	782,613	149,363	523,347	109,902	85.96%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,574,163	5,574,163	170,712	5,744,875	514,033	5,024,353	206,489	96.41%
Sub-total	116,438,000	(4,225,556)	112,212,444	3,625,855	115,838,299	12,671,017	79,141,085	24,026,197	79.26%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(27,031,300)	968,700	31,300	1,000,000	129,352	10,816	859,832	14.02%
76603A - MC Maritime Fire Program Relocation	-	1,916,000	1,916,000	84,000	2,000,000	19,508	1,785,789	194,703	90.26%
Sub-total	28,000,000	(25,115,300)	2,884,700	115,300	3,000,000	148,860	1,796,605	1,054,535	64.85%
Generation Park									
726601 - Generation Park	-	6,169,133	6,169,133	199,333	6,368,466	267,503	3,830,327	2,270,636	64.35%
Sub-total	-	6,169,133	6,169,133	199,333	6,368,466	267,503	3,830,327	2,270,636	64.35%
Admin									
736602 - College Development	30,000,000	(29,927,750)	72,250	-	72,250	882	71,369	-	100.00%
736604 - Dist Construction Studies	283,820	35,776	319,596	-	319,596	-	319,595	-	100.00%
76605A - CW Deferred Maintenance	-	11,728,319	11,728,319	378,958	12,107,277	307,556	12,530	11,787,192	2.64%
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	441,957	-	289,826	60.39%
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	750,395	403,493	32,077,018	3.47%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	75,786,809	258,491,888	90,721,303	78.65%

Generation Park

Report as of February 28, 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	29,517	8,797,680	16,360	99.82%
901609 - 2015 Bond - 726601	6,368,466	-	6,368,466	-	6,368,466	267,503	3,830,327	2,270,636	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	397,882	23,566,497	5,557,513	81.17%

Repair and Renovation

Report as of February 28, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
F21004 - CC - Central Misc.	-	27,439	27,439	-	27,439	2,619	9,039	15,781	42%
F21015 - CC - C20 Canopy Repair	-	8,400	8,400	-	8,400	-	8,400	-	100%
F21020 - CC - C11 Tier 1 Upgrade	-	11,491	11,491	-	11,491	9,356	2,135	-	100%
Sub-total	-	47,330	47,330	-	47,330	11,975	19,574	15,781	67%
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	-	5,187	10,399	33%
F21022 - SC - S1 Water Purification System	-	26,186	26,186	-	26,186	26,186	-	-	100%
Sub-total	-	41,772	41,772	-	41,772	26,186	5,187	10,399	75%
District									
F21007 - DIST - Campus Misc.	-	10,000	10,000	-	10,000	-	336	9,664	3%
F21010 - DIST - Maritime Gate & Seat	-	8,493	8,493	-	8,493	8,493	-	-	100%
Sub-total	-	18,493	18,493	-	18,493	8,493	336	9,664	48%
Contingency (720700) -Major Repairs	200,000	(109,352)	90,648	-	90,648	-	-	90,648	-
Sub-total	200,000	(109,352)	90,648	-	90,648	-	-	90,648	-
TOTALS	200,000	8,243	208,243	-	208,243	46,655	25,096	136,492	34%

Action Item “IX”
Regular Board Meeting April 5, 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 months of March 2021.

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$1,665,392, 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-04-05-21

Attachment 2- Grant Detail-04-05-21

RESOURCE PERSONNEL

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SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
April 5, 2021

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education - Higher Education Emergency Relief Fund II - Minority Serving Institutions (MSI)/ Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) (New Grant)</u>					
Federal Grant Revenue	538454	56700	554100	110000	(1,321,737)
Non-Instructional Labor	538454	56700	610000	660946	80,000
Benefits	538454	56700	650000	660946	27,000
Supplies	538454	56700	711000	460914	214,737
Contractual Services	538454	56700	731000	460914	1,000,000
					\$ -
<u>U.S. Department of Education/Texas Higher Education Coordinating Board - CARES Act/Governor's Emergency Education Relief (GEER) Fund - Texas Reskilling Support Fund Grant Program No. 2 (New Grant)</u>					
Federal Grant Revenue	538453	56700	554100	110000	(300,000)
Student Aid - Scholarships	538453	56700	520233	520233	300,000
					-
<u>U.S. Department of Transportation/Texas Department of Transportation - National Summer Transportation Institute Program (New Grant)</u>					
Federal Grant Revenue	532002	56700	554100	110000	(43,655)
Non-Instructional Labor	532002	56700	610000	561611	13,900
Benefits	532002	56700	650000	561611	4,170
Supplies	532002	56700	711000	561161	2,770
Travel	532002	56700	711320	460914	2,846
Contractual Services	532002	56700	731000	460914	16,000
Contractual Svcs - Indirect costs	532002	56700	731500	620909	3,969
					-
Net Increase (Decrease)					\$ -

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

Grant Funding Summary by Agency:

U.S. Department of Education	\$ 1,621,737
U.S. Department of Transportation	43,655
	<u>\$ 1,665,392</u>

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

This award is provided to San Jacinto College 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); carry out student support activities authorized by the parts A and B of Title III, parts A and B of Title V, and subpart 4 of part A of Title VII of the Higher Education Act of 1965 that address needs related to the coronavirus; and make financial aid 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 coronavirus, such as tuition, food, housing, health care (including mental health care), or child care.

U.S. Department of Education/Texas Higher Education Coordinating Board - CARES Act/Governor's Emergency Education Relief (GEER) Fund - Texas Reskilling Support Fund Grant Program No. 2 (New Grant)

The Texas Reskilling Support Fund Grant Program provides support to displaced Texas students who have been impacted by the COVID-19 pandemic and who have stopped out of higher education without completing a postsecondary credential. This program will provide financial assistance to these students through coverage of tuition and fees. The grant will impact a total of 200 San Jacinto College students during the next 12 months.

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

The purpose of the National Summer Transportation Institute Program is to create awareness and stimulate interest in middle and high school participants to seek career opportunities in the transportation industry; enhance Science, Technology, Engineering, and Math (STEM) skills; and attract and acquaint a broad and diverse selection of youth with various aspects of the transportation industry. The objectives of the three-week program are 1) Enhance the STEM skills of high school students; 2) Create an awareness about the variety of careers that are a part of the transportation industry, whether on land, on the waters, or in the air; 3) Stimulate an interest for seeking out one of those careers in transportation to pursue; and 4) Demonstrate the interdisciplinary nature of the field of transportation as well as its contribution to U. S. economy. This program will impact 15, Grade 9-12, students during summer 2021.

Action Item “X”
Regular Board Meeting April 5, 2021

**Consideration of Approval of Naming of the Programmable Logic Controller Lab
at the Center for Petrochemical, Energy, and Technology**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the naming of the Programmable Logic Controller Lab within the LyondellBasell Center for Petrochemical, Energy, and Technology at San Jacinto College Central Campus.

BACKGROUND

The College completed construction of the LyondellBasell Center for Petrochemical, Energy, and Technology (CPET) and opened the facility to students on August 26, 2019. Throughout the development of the program and building, donations and gifts have been received from industry and industry-related partners.

Gifts of \$100,000 or more, whether made to the San Jacinto College Foundation or to San Jacinto College, qualify the donor for a naming opportunity within the CPET. This is in accordance with the College’s existing Policy VI-S: Policy on Naming College Facilities and Academic and Support Entities and related procedure.

Contech Control Services, Inc. has provided lab equipment and entered into an agreement with the College to contribute cash, for a total donation of \$100,000.

IMPACT OF THIS ACTION

The naming rights have allowed the College to secure donations to benefit the programs at CPET.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The donation total of \$100,000 associated with the naming agreement will be used to equip and otherwise benefit the programs associated with the Center for Petrochemical, Energy and Technology.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

None

RESOURCE PERSONNEL

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**Action Item “XI”
Regular Board Meeting April 5, 2021
Consideration of Approval of Policy #,
Transcript Notation – First Reading (Informational Item)**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy on transcript notation. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered. New numbering will be added prior to the second reading.

BACKGROUND

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

IMPACT OF THIS ACTION

This policy and associated procedure were sent to the College community on April 1, 2021. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on May 3, 2021. The procedure is provided for informational purposes and will not be voted on.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy #, Transcript Notation (proposed policy)

Informational Items Only:

Attachment 3 – Procedure #, Transcript Notation (proposed procedure)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Transcript Notation**

Current Policy Number/Name: N/A

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

Proposed Procedure Name(s): **Transcript Notation**

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

Action Recommended for Policy: **New**

Action Recommended for Procedures: **New**

Web Links: **(not applicable)**

Primary Owner: Deputy Chancellor & President

Secondary Owner: Associate Vice Chancellor, Student Services

Summary:

- These are proposals for a new policy and a new procedure that show the College's compliance with House Bill 449; a policy was not required per the House Bill.
 - The College has been in compliance with this bill since Summer 2019.
- Having a notation on a transcript communicates to the College and other institutions that a student is ineligible to reenroll at a college in the state of Texas.
- Notations are made to a student's transcript after the student has exhausted the student disciplinary process, which includes the investigatory process and a student's appeal rights.
- Distinctions were made between the types of determinations that will result in a transcript notation: disciplinary suspension and expulsion.
- In the procedure, information was provided regarding a student's request to remove a transcript notation.

Policy #, Transcript Notation

Purpose

The purpose of this policy is to show the College’s compliance with State laws regarding transcript notation.

Policy

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

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

Definitions

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

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

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

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

Associated Procedures

Procedure #, Transcript Notation

Date of Board Approval	Anticipated May 3, 2021
Effective Date	Anticipated May 4, 2021
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

Procedure #, Transcript Notation

Associated Policy

Policy #, Transcript Notation

Procedures

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

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

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

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

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

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

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

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

Definitions

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

Attachment 3

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

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

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

Action Item “XII”
Regular Board Meeting April 5, 2021
Consideration of Approval to Rescind Policy VI-M on Security Control
and Approval of Policy #, Facilities Services – First Reading (Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve to rescind Policy VI-M on Security Control and approve a new policy on Facilities Services. The Board of Trustees will not vote on these items but is creating awareness that the policy and procedure changes are being considered and input is being gathered. New numbering will be added prior to the second reading.

BACKGROUND

The Facilities Services Department is tasked with the responsible management of resources in order to provide and maintain adequate spaces for student success, employees, and other constituents. The policy aligns with federal, state, local laws, and the College requirements that:

- Facilities and supporting systems are properly configured and maintained.
- Operations conform to the requirements of federal, state, and local law.
- Facilities are maintained in a manner that is conducive to learning and projects a positive community image.

IMPACT OF THIS ACTION

Approval of the Facilities Services policy will formalize the Board’s expectations for management of the College’s facilities by providing a framework for administration of the College’s physical plant.

This policy and associated procedure were sent to the College community on April 1, 2021. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on May 3, 2021. The procedure is provided for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – VI-M Policy on Security Control (current policy - rescind)

Attachment 3 – Policy #, Facilities Services (proposed policy - new)

Action Item “XII”
Regular Board Meeting April 5, 2021
Consideration of Approval to Rescind Policy VI-M on Security Control
and Approval of Policy #, Facilities Services – First Reading (Informational Item)

Informational Items Only:

Attachment 4 – Procedure 2-7 Physical Plant (current procedure - rescind)

Attachment 5 – Procedure #, Facilities Services (proposed procedure - new)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: To be determined

Proposed Policy Name: **Facilities Services**

Current Policy Number/Name: **VI-M: Policy on Security Control - Rescind**

New Procedure Number: To be determined

Proposed Procedure Name(s): **Facilities Services**

Current Procedure Number(s)/Name(s): **2-7 Physical Plant**

Action Recommended for Policy: Rescind and New

Action Recommended for Procedures: Rescind and New

Web Links:

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/vi-m-policy-security-control>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-2-7-physical-plant>

Primary Owner: Associate Vice Chancellor, Facilities Services

Secondary Owner: Vice Chancellor, Fiscal Affairs

Summary of Changes:

Policy Creation

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

Procedure Changes

New procedure encompasses operational aspects of Facilities Services, including types of services provided, method of requests, quality measures, deferred maintenance, service level agreements, budgeting, and management of resources.

Policy VI-M: Policy on Security Control

Keys may be issued to employees for access to appropriate areas. All employees must adhere to the guidelines of the campus of their assignment regarding the use of keys and security control codes.

Policy #:	VI-M
Policy Name:	Policy on Security Control
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	May 2, 1994
Effective Date:	March 2, 198 and May 2, 1994
Associated Procedure:	2-7

Policy #, Facilities Services

Purpose

The College shall conduct operations to ensure appropriate physical resources are available for College constituents.

Policy

San Jacinto College shall assure campuses, facilities, and their supporting systems are configured and maintained in proper condition for safe, effective, and efficient operations. Assessments shall be carried out periodically to assure compliance with requirements and codes of accrediting agencies and authorities having jurisdiction. Aesthetic appearance and cleanliness shall be maintained in order to create an environment conducive to learning and to project a positive community image.

Definitions

Physical Resources: Relates to the buildings, grounds, and infrastructure of the College.

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 #, Facilities Services

Date of Board Approval	Anticipated May 3, 2021
Effective Date	Anticipated May 4, 2021
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Associate Vice Chancellor, Facilities Services

Procedure 2-7: Physical Plant

The goal of the Physical Plant (Maintenance) is to maintain and keep all San Jacinto College systems in good repair, to keep the College community comfortable, safe, and a beautiful place to work. It also responds to the needs of our campuses quickly and efficiently. In 2012 the Maintenance department processed more than 12,000 work orders throughout the district.

To streamline and keep up with a vast multi-campus workload, Maintenance must prioritize and schedule non-emergency work requests to efficiently serve the needs of every requestor in a timely and orderly manner.

Non-Emergency Requests

All maintenance requests are submitted via email at Maintenance.request@sjcd.edu. When a request is submitted, the work order system will send requestors a confirmation email notifying them that the order has been received.

When making a maintenance request, remember to supply the requestor's name and contact phone number, which campus, building, room number or general area, and a brief but detailed description of what is needed. Requests should be need specific and not include more than one craft on one request (ex.: requesting a plumber and an electrician on the same order). Separate detailed orders must be submitted.

The work order system will notify the originator when the work order has been completed.

Requests that require set up or heat/air for an event should be submitted at least three days prior to your scheduled event. The sooner maintenance is notified of a planned event, the better their response can be.

Work requests without sufficient data to process properly will be rejected and sent back to the requestor stating the reasons of its rejection. If this occurs, add the requested information needed to complete the order and reply to the email from maintenance.

Additionally, if changes need to be made to a request the originator may resubmit the changes before the original work order has been fulfilled. Please make note that you are making changes to a previous order and maintenance will update the original request to reflect the change order. The requestor will receive an additional email reflecting the request and confirmation of the change order.

Available maintenance crafts and services:

Carpenter, painter, custodial, pest control, electrician, courier, landscaping, HVAC, room setup, locksmith, and building repairs

Emergency Requests

Emergency requests, such as power outages, large water leaks, natural gas smells, chemical spills or other items needing immediate attention on campus can be addressed to:

Campus	Extension
North	7105
Central	1854
South	3411

After hours/ weekends: 281-476-1820

Attachment 4 – Current Procedure - Rescind

On-Campus via office phone: 5555

Procedure #:	2-7
Procedure Name:	Physical Plant
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	VI-M

Procedure #, Facilities Services

Associated Policy

Policy #, Facilities Services

Procedures

Requests for services provided by the Facilities Services department shall be made through a prescribed process. This process receives requests via email, interoffice mail, by telephone, or in person. The requests are screened for details relevant to the intended work and entered in the College work task management software application. The tasks are then assessed, planned, and scheduled by the various department subgroups as priority, facilities availability, and resource availability dictate.

Service provided by Facilities Services include:

- repair of mechanical, plumbing, and electrical systems,
- carpentry and painting services,
- landscape and pest management services,
- moving and logistics support services,
- housekeeping and janitorial services,
- solid and recycled waste management,
- parking lot and College roadway maintenance,
- access control systems operation and maintenance,
- vehicle fuel storage and disbursement operations,
- vehicle maintenance and operations,
- facilities life safety systems operations and maintenance,
- campus grounds management,
- wayfinding and informational signage maintenance,
- building envelope inspection and maintenance, and
- building automation and energy management systems operation and maintenance.

Quality measures are taken on work processes. Customer satisfaction surveys are generated automatically for a sampling of work requests received. Additionally, periodic audits are carried out on select components of the work process. Results of these measures are reviewed and reported to the College community.

Deferred maintenance is managed in three separate Facilities Services processes. These include the work order management system, the Request for Facilities Services (RFS) system, and the large capital improvement programs. The work order system is used to correct facilities failures and breakdowns that are routine or normal in nature. Labor is provided by in-house staff or through contract sources with established agreements. Moderate level renovation and heavy repairs are managed through the RFS process. Heavy, large-scale renovations and new building construction is managed through the capital improvement programs.

Service level agreements (SLAs) shall be created for the various services offered by the Facilities Services department. These SLAs may be general as with office housekeeping, or they may be

specific as with certain labs or other spaces having unique service needs. The details of the SLAs are to be mutually agreed upon between Facilities Services and the respective campus or department leadership receiving services.

Furniture and non-program specific building equipment are managed by Facilities Services. Budgets for the funding of departmental activities should be created annually and employ lifecycle methodology where the operating and replacement costs of large-scale systems and assets are amortized over a period of time representative of the expected lifespan of the items.

Facilities Services shall manage supplies and equipment necessary for a first response to foreseeable emergency conditions outlined on the department emergency plan. The department plan shall be coordinated with that of the College and be reviewed periodically. Expectations of the department are to be able to provide an initial response to control the spread of and mitigate damage from threats such as, but not limited to, rising floodwaters, water infiltration, loss of critical utilities, and regional/local emergency repurpose of College facilities for community relief efforts. Facilities Services may also provide support to other Colleges and responding agencies in the event of emergency conditions.

Definitions

Deferred Maintenance: The practice of postponing maintenance activities such as repairs on both real property (i.e., infrastructure) and personal property (i.e., machinery) to save costs, meet budget funding levels, or realign available budget funds.

Work Order: A work order is a discrete task or a job request for a client, which can be scheduled or assigned to department resources for execution. Facilities Services utilizes a computerized maintenance management software application to aid in the backlog, planning, and scheduling of work orders.

SLA: A Service Level Agreement is a prearranged listing of services and deliverables between a service provider and a client.

Date of SLT Approval	March 29, 2021
Effective Date	Anticipated May 4, 2021
Associated Policy	Policy #, Facilities Services
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Facilities Services

**Action Item “XIII”
Regular Board Meeting April 5, 2021
Consideration of Approval of Policy #, Keys and Proximity Cards – First Reading
(Informational Item)**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revision of the policy on Keys and Proximity Cards. The Board of Trustees will not vote on this item but is creating awareness that the policy and procedure changes are being considered and input is being gathered. New numbering will be added prior to the second reading.

BACKGROUND

The Facilities Services Department is tasked with the responsible management of resources in order to provide and maintain adequate spaces for student success, employees, and other constituents. The attached policy and procedure on Keys and Proximity Cards address the College requirements that:

- Access tools are integral to physical security of College Facilities.
- Access tools are issued to provide access for core business function.
- Access tools shall be responsibly controlled.

IMPACT OF THIS ACTION

Approval of the Policy#, Keys and Proximity Cards will formalize the Board’s expectations for management of access to the College’s facilities. The policy will provide a framework for administration of the College’s key and proximity card resources.

This policy and associated procedure were sent to the College community on April 1, 2021. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on May 3, 2021. Procedures are provided for informational purposes and are not voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy V-K Key and Proximity Cards (current policy)

Attachment 3 – Policy#, Keys and Proximity Cards (proposed policy)

Informational Items Only:

Attachment 4 – Procedure 3-16 Key and Proximity Cards (current procedure)

Attachment 5 – Procedure#, Keys and Proximity Cards (proposed procedure)

Action Item “XIII”
Regular Board Meeting April 5, 2021
Consideration of Approval of Policy #, Keys and Proximity Cards – First Reading
(Informational Item)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: **To be determined**

Proposed Policy Name: **Key and Proximity Cards**

Current Policy Number/Name: **V-K: Policy on Key and Proximity Cards**

New Procedure Number: **To be determined**

Proposed Procedure Name(s): **Key and Proximity Cards**

Current Procedure Number(s)/Name(s): **Procedure 3-16: Key and Proximity Cards**

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-k-policy-key-and-proximity-cards>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-3-16-keys-and-proximity-cards>

Primary Owner: Associate Vice Chancellor, Facilities Services

Secondary Owner: Vice Chancellor, Fiscal Affairs

Summary of Changes:

Policy Revision

- Transition to new policy format
- Added a Purpose statement
- Added Policy segment
- Added Definitions
- Identified associated procedures

Procedure Revision

New procedure encompasses operational aspects of Key and Proximity Card issuance and control, including issuance to full and part time employees, furniture access limitations, method of requests, lost key fee, security breach, and definitions.

Policy V-K: Policy on Key and Proximity

Cards

Keys and proximity cards are tied to the over-all security of the college and may be issued to gain access to facilities in order for specific employees to perform their assigned duties. Keys and the like are the sole property of the college and may not be duplicated or be allowed to be used by others. Violations of this policy may result in disciplinary action.

Policy #:	V-K
Policy Name:	Policy on Key and Proximity Cards
Pages:	1
Adopted Date:	June 5, 2006
Revision/Reviewed Date:	
Effective Date:	June 5, 2006
Associated Procedure:	3-16

Policy #, Keys and Proximity Cards

Purpose

To maintain control over keys and proximity cards that grant access to facilities.

Policy

Keys and proximity cards are integral to the physical security of San Jacinto College facilities and may be issued to provide access for employees in performance of their assigned duties. All employees must adhere to the procedures of the College regarding the use and control of keys and proximity cards. Violations of this policy may result in disciplinary action.

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#, Keys and Proximity Cards

Date of Board Approval	Anticipated May 3, 2021
Effective Date	Anticipated May 4, 2021
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Associate Vice Chancellor, Facilities Services

Procedure 3-16: Keys and Proximity Cards

(The use of the word “key” in this policy and procedures shall mean key, or proximity cards. Likewise, the use of the term “Campus Services” shall mean the Central, North or south Campus service office that issues keys.)

- The college regards unauthorized duplicate keys or proximity cards as an unacceptable security risk. Employees found with such duplicate(s), or found having given them to an unauthorized party may be subject to disciplinary action.
- Keys are college property and may only be issued by Campus Services or by the Construction Office at District. Employees with a business need to gain entry must complete an [ACCESS REQUEST FORM](#) and return it to the appropriate office for approval and issue.
- Keys must be accounted for and/or returned to the college upon separation of employment through Campus Services or the Construction Office at District. An employee, who retires, terminates employment, or transfers to another campus, must surrender all keys to the Campus Services Office or the Construction Office at District. In the event a transfer, new keys will be issued at the new location.
- Keys for part-time employees and adjunct instructors are issued to the supervisors and/or department chairs. Proximity cards for part-time employees and/or adjunct instructors for use in the ILC are issued to the employee.
- Keys for desks, file cabinets, and cabinets or furniture are the responsibility of the individuals using these storage receptacles.
- Keys issued to contractors must be processed through maintenance and/or the construction office after the receipt of an [ACCESS REQUEST FORM](#).
- All college keys and proximity cards are serialized and are the sole property of the College. Individuals who are provided access shall surrender all keys and cards upon request for inventory or serialization checks by authorized personnel, and he/she shall report lost keys or cards immediately to the appropriate office. Notification of any changes or updates in key status is the responsibility of the person who has been issued access or the supervisor if the person is no longer an employee. In the event keys are lost or unaccounted for, the college reserves the right to charge a reasonable fee not to exceed \$10 per key or card to recover the labor, materials and administrative costs of making duplicates.
- A breach in security that results in re-keying or re-coring of an affected area will be evaluated and the resulting costs may be the responsibility of the individual or department where the breach occurred.

Procedure #:	3-16
Procedure Name:	Keys and Proximity Cards
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	V-K

Procedure #, Keys and Proximity Cards

Associated Policy

Policy #, Keys and Proximity Cards

Procedures

Keys and proximity cards (keys) are College property and may only be issued by the appropriate campus office or by the Facility Services Department. Employees with a business need to gain entry must complete a KEY ACCESS REQUEST FORM and return it to the appropriate office for approval and issue. This form is located on the Facilities Operations webpage of the Facilities Services webpage on the College website.

The College regards unauthorized duplicate keys or proximity cards as an unacceptable security risk. Employees found with such duplicate(s) or found sharing them with an unauthorized party may be subject to disciplinary action.

Keys must be accounted for and/or returned to the College upon separation of employment through Campus Services or the Facility Services Department, depending on location. An employee who retires, terminates employment, or transfers to another campus, must surrender all keys to the Campus Services Office or the Facility Services Department. In the event of an employee transfer, keys will be issued at the new location. Human Resources Workflow processes are utilized for these purposes.

Keys for part-time employees and adjunct instructors are issued to the appropriate supervisors and/or Department Chairs. Proximity cards for part-time employees and/or adjunct instructors are issued to the employee.

Keys for desks, file cabinets, and cabinets or furniture are the responsibility of the individuals using these storage receptacles and should be obtained from the employee's leader.

Contractors needing keys should submit a KEY ACCESS REQUEST FORM directly to the Facility Services Department, which will process the request and issue keys as needed. This form is located on the Facilities Operations webpage of the Facilities Services webpage on the College website.

All College keys and proximity cards are serialized and are the sole property of the College. Individuals who are provided access shall surrender all keys and proximity cards upon request for inventory or serialization checks by authorized personnel.

Employees shall report lost keys or cards immediately to their leader. Notification of any changes or updates in key status is the responsibility of the person who has been issued access or the leader if the person is no longer an employee. In the event keys are lost or unaccounted for, the College reserves the right to charge a reasonable fee not to exceed \$10 per key or proximity card to recover the labor, materials, and administrative costs of making duplicates.

Attachment 5 – Proposed Procedure

A breach in security that results in the re-keying or re-coring of an affected area will be evaluated and the resulting costs may be the responsibility of the individual or department where the breach occurred.

Definitions

Key: Hard cut access tool to provide access to secured spaces

Proximity Card: Electronic access tool such as employee ID card or other electronic devices

Date of SLT Approval	March 29, 2021
Effective Date	Anticipated May 4, 2021
Associated Policy	Policy #, Keys and Proximity Cards
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Facilities Services

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
April 5, 2021**

PURCHASE REQUESTS AND CONTRACT RENEWALS

Purchase Request #1	
Renew the Contract for Property Insurance (pgs. 2-3)	\$ 3,270,824
Purchase Request #2	
Renew the Contract for Casualty Insurance (pg. 4)	326,800
Purchase Request #3	
Renew the Contract for Asphalt and Concrete Paving and Parking Lot Striping Services (pgs. 5-6)	500,000
Purchase Request #4	
Purchase Technology Services (pgs. 7-8)	195,000
Purchase Request #5	
Renew the Contract for Backbone Circuits (pg. 9)	115,300
Purchase Request #6	
Purchase Graduation Event License (pg. 10)	<u>\$ 129,700</u>
TOTAL OF PURCHASE REQUESTS	<u><u>\$4,537,624</u></u>

Purchase Request #1
Regular Board Meeting April 5, 2021

Consideration of Approval to Renew the Contract for Property Insurance

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with McGriff, Seibels & Williams Insurance to provide property insurance coverage for the College.

BACKGROUND

The proposed insurance package for the year beginning May 1, 2021 will utilize the current underwriters for coverage of physical structures and contents for a total insurable value of \$908,643,714. The coverage amount includes an increase of 4.5 percent due to the additions of the Generation Park Academic building and the renovation of the Davison Tech building at Central Campus. When the new mass timber classroom building at Central Campus is completed in Summer 2021, it will also be added to the policy.

The College continues to enlist the consulting services of Pozmantier, Williams & Stone Insurance Consultants to review property insurance coverages. The firm assists in the overall review of the College's insurance policies, specifically related to property, and ensures the property coverage is adequate and meets or exceeds the needs of the College.

The renewal package proposal provides coverage at \$0.338 per hundred dollars of insured value. This rate is an increase of 13.1 percent over last year's rate of \$0.299 per hundred dollars of insured value. The coverage limits remain the same with a maximum two percent deductible; a named storm deductible cap of \$2.5 million; \$100 million per occurrence for fire, wind, hail, tornado, and vandalism; and \$25 million aggregate for flood. The increase in premium reflects the additions to the College's building portfolio as well as the underwriter's report that property insurance premiums have increased across the board in response to severe weather-related damages from an above-normal 2020 Atlantic hurricane season and 2021 Winter Storm Uri.

Request for proposals #17-11 was issued in January 2017 to select an agent of record to procure property insurance coverage. The Board approved the original contract with McGriff, Seibels & Williams in April 2017.

IMPACT OF THIS ACTION

McGriff, Seibels & Williams has worked on behalf of the College to provide a property insurance package that protects the College's physical assets. The Board's approval will ensure continuity of property insurance coverage for the College.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The annual premium for all the College's existing buildings is be \$3,070,824. A contingency of \$200,000 is requested to insure the new mass timber classroom building at Central Campus once it is completed and any other additions that may occur during the policy period. The total estimated expenditure will be \$3,270,824 and will be funded from the safety, health, environmental and risk management department's operating budget. This represents an increase

Purchase Request #1
Regular Board Meeting April 5, 2021

Consideration of Approval to Renew the Contract for Property Insurance

of approximately \$673,000 over the current year's coverage; \$334,000 is due to increases in values covered, and \$339,000 is attributed to the increased rate.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the third of four one-year renewal options available. The new contract term will be May 1, 2021 through April 30, 2022.

ATTACHMENTS

None

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

Purchase Request #2
Regular Board Meeting April 5, 2021

Consideration of Approval to Renew the Contract for Casualty Insurance

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with USI Southwest Services Insurance (USI) for casualty insurance coverage for the College.

BACKGROUND

USI has historically provided liability and casualty coverage which includes automobile liability including physical damage, general liability, umbrella liability, law enforcement liability, educators legal liability (ELL), crime, cyber liability, and international travel coverage.

Request for proposals #17-11 was issued in January 2017 to procure casualty insurance coverage. The Board approved the original contract with USI in April 2017.

IMPACT OF THIS ACTION

Approval of the policy renewal will continue the existing liability and casualty insurance coverage for the College. New additions to the liability insurance portfolio include an environmental pollution policy and an active shooter / malicious attack liability policy. While premiums increased only slightly for some coverages, the ELL and general liability coverages saw an increase of 20 percent and 12.8 percent respectively.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$326,800 and will be funded from the safety, health, environmental and risk management department's operating budget. This represents an increase of approximately \$57,000. Approximately half is attributed to additional coverage, with the other half attributed to increased rates.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the fourth of four one-year renewal options available. The new contract term will be May 1, 2021 through April 30, 2022.

ATTACHMENTS

None

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

Purchase Request #3
Regular Board Meeting April 5, 2021
Consideration of Approval to Renew the Contract for Asphalt and
Concrete Paving and Parking Lot Striping Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with Enterprise Commercial Paving and Corestone Construction Services for asphalt and concrete paving and parking lot striping services for the facilities services department.

BACKGROUND

Due to the volume of cars and traffic and demand for parking on each campus, restricting use of parking lots to complete upgrades and repairs is limited to off-peak hours only. Facilities services coordinates multiple asphalt and concrete paving or parking lot striping projects during these lower-usage periods to minimize the disruption to students, faculty, and staff. In order to accommodate the small window of availability, it is advantageous to have two contractors on contract to complete projects, especially when working on concurrent projects across multiple campuses.

Request for proposals #19-13 was issued January 11, 2019 to procure asphalt and concrete paving and parking lot striping services. The Board approved the original contracts with Enterprise Commercial Paving and Corestone Construction Services in April 2019.

IMPACT OF THIS ACTION

The contracted firms are engaged to perform repairs and upgrades to maintain hazard-free walkways and parking surfaces. The facilities services department can perform minor repairs, but services of a qualified contractor are required for larger projects such as resurfacing or restriping entire parking lots.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$500,000 and will be funded from the facilities services department's 2020-2021 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the second of four one-year renewal options available. The new contract term will be April 9, 2021 through April 8, 2022.

ATTACHMENTS

None

Purchase Request #3
Regular Board Meeting April 5, 2021
Consideration of Approval to Renew the Contract for Asphalt and
Concrete Paving and Parking Lot Striping Services

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ron Andell	281-542-2016	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

The conversion to online instruction and remote services as a result of COVID-19 requires students have access to laptops compatible with the College's instructional software and systems. In order to address this need, the College procured laptops funded by the Coronavirus Aid, Relief, and Economic Security (CARES) Act and provided laptops to students in need through a laptop loaner program. There are currently over 730 students using laptops through this program. To support the scale of logistics, the College engaged the services of CompuCycle Inc. to prepare, maintain, clean, store, deliver, and pickup laptops at student home addresses. The College has received additional funding through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) which will provide continued funding for these services.

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$195,000 and will be funded by the CARES and CRRSAA Act funds.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

Purchase Request #4
Regular Board Meeting April 5, 2021
Consideration of Approval to Purchase Technology Services

RESOURCE PERSONNEL

Allen Bourque	281-922-3494	allen.bourque@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

Purchase Request #5
Regular Board Meeting April 5, 2021
Consideration of Approval to Renew the Contract for Backbone Circuits

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with AT&T for the information technology services (ITS) department.

BACKGROUND

The College interconnects campuses, satellite locations, and the district administrative offices through a series of data circuits. These data circuits allow the College locations to electronically share data and communicate with each other and the systems located in each of the data centers.

Request for proposals #18-21 was issued November 21, 2017 to procure backbone circuits. The Board approved the original contract with AT&T in February 2018.

IMPACT OF THIS ACTION

This service with AT&T allows ITS to continue to provide the network services critical to daily business operations and instructional purposes for use by all students and employees.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$115,300 and will be funded from the ITS department's 2020-2021 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the first of two one-year renewal options available. The new contract term will be April 13, 2021 through April 12, 2022.

ATTACHMENTS

None

RESOURCE PERSONNEL

Allen Bourque	281-922-3494	allen.bourque@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

Purchase Request #6
Regular Board Meeting April 5, 2021
Consideration of Approval to Purchase Graduation Event License

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an event license with SMG/NRG Park, as the venue for the May 2021 graduation ceremony.

BACKGROUND

This is a licensing agreement with SMG to host the College's spring commencement ceremonies at NRG Stadium in NRG Park on Saturday, May 15, 2021. This year there will be two ceremonies, one at 10:00 AM and one at 3:00 PM. This is an important milestone for our students, and we will host two ceremonies to allow for more social distancing and enhanced cleaning protocols in order to make the event as safe and celebratory as possible. This will be the sixth College commencement event held at NRG Stadium and will include graduating students from the spring 2021 semester. Previous ceremonies included approximately 8,700 guests and over 1,000 graduation participants. Following social distancing protocols of NRG Stadium, we are planning for 600 graduation participants and 6,500 guests at each ceremony.

Leasing of an event venue is precluded from the competitive bidding requirements mandated by Chapter 44 of the Texas Education Code.

IMPACT OF THIS ACTION

Approval of the licensing agreement will facilitate access to a large facility and allow the College to conduct safe commencement ceremonies for all graduates.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for the license fee and event expenses is \$129,700. This expenditure will be funded from the Associate Vice Chancellor of Student Services' 2020-2021 operating budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Joanna Zimmermann	281-476-1873	joanna.zimmermann@sjcd.edu
Tami Kelly	281-476-1843	tami.kelly@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

Item "A"
Regular Board Meeting April 5, 2021
Approval of the Minutes for the March 1, 2021
Workshop and Regular Board Meeting

RECOMMENDATION

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

San Jacinto College District Board Workshop March 1, 2021

The Board of Trustees of the San Jacinto Community College District met 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 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, Matt Keim, Paul Lamp (via conference call), 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	<p>Chair Flickinger reconvened to open meeting at 5:33 p.m.</p> <p>Chuck Smith joined the meeting.</p>
V.	Update on February 2021 Weather Closure	<p>Dr. Brenda Hellyer provided an update on the weather closure, including the timeframe the College was closed, damages to facilities, insurance coverage, technology updates, and financial and operating impacts.</p> <p>She explained that the College was closed Monday, February 15, through Sunday, February 21. The original plan was to work remotely and transition all classes to fully online on Monday and Tuesday, but it was decided a full College closure was appropriate due to the power outages which occurred early on February 15. She stated that the plan was to keep all of the power on to make sure the pipes would not freeze and for facilities to more easily be prepared for next steps after the storm. This was not feasible because of the power outages which resulted in several frozen pipes and consequently related damages.</p> <p>Brenda explained that police and appropriate leadership were brought to the campuses on Sunday for safety measures with the expectation that they would stay onsite through Tuesday. Employees received their standard pay during the closure unless they were on campus working in which case, they received their standard pay and closure pay in accordance with our policies and procedures.</p> <p>She stated that once the College was back open, we put our instructional recovery plan into place. She provided several scenarios regarding lost instructional time and responses along with the percentage of instruction each part of the term missed. Brenda explained that the deans will work with department chairs and faculty in all areas on how to make up instruction. On March 3, the faculty will submit recovery plans for each of their courses; department chairs will review, compile, and work with deans to approve these plans; and deans will provide final approvals on March 8. This process mirrors our instructional recovery plans for campus closures in the past, and accordingly, THECB and SACSCOC have been notified of the plan as required.</p> <p>Brenda provided an overview of the impact the storm had on electronic resources. The plan was to have tech support available and have employees work remotely, but this could</p>

		<p>not occur due to the power and cellular outages and service interruptions. Most systems are now operational, but there has been some damage to equipment and facilities including water damage. We are continuing with a post-event evaluation and assessment across all facilities.</p> <p>Teri Zamora provided an update on the insurance coverage and financial impacts of the storm. She explained this was an unnamed storm by the National Weather Service, so the entire College has one deductible of \$50,000. The College will be filing a FEMA claim for the deductible amount and any other losses that the insurance will not cover, such as having the police and supervisors on campus during the storm.</p> <p>Teri provided an overview of the damage to facilities on each campus with buildings S1 (Science and Allied Health) and S12 (Interactive Learning Center) at South Campus sustaining the most. The Science and Allied Health building had water damage to the east and west wings on all three stories. The restoration company arrived February 18 and is scheduled to finish recovery by March 12. We are working on a phase-in approach to allow students to be able to have use of health and science labs which are mostly located on the third floor of S1.</p> <p>The chiller at Generation Park seems to be working at less than full capacity and is being assessed to see if it needs to be repaired or replaced.</p> <p>The total estimated repair and replacement cost for all damaged facilities and payroll for additional onsite employees at this point is \$3.48 million. The College also waived late fees on student installment payments and childcare fees for the six days of closure. Two contracts resulting from the storm exceed the Chancellor's delegation of authority, including the contract for Mooring Restoration and Texan Flooring.</p> <p>Next steps are an after-action survey and meeting; review of preparatory actions and develop a plan for future incidents; continue identifying additional damages; continue ongoing assessments, repairs, and replacements; and explore grant offsets for mitigation work.</p>
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		<p>Dr. Ruede Wheeler asked what cost the College is responsible for and what the other entities will cover. Teri responded that the damages will be an insurance claim, and the College will cover the loss of productivity.</p> <p>Dr. Wheeler asked who is liable if a student is injured at CPET. Brenda responded it would be the College's responsibility as it is our building.</p> <p>Larry Wilson asked for clarification on the new generator that was installed at the district administration building. It was his understanding that it would keep the system going in inclement weather. Teri responded that the enclosure that houses the generator did not keep it warm enough. This caused one of the sensors to not function properly due to the cold, so the generator system was not notified that the power was out resulting in it not starting properly. We are looking at what options need to be in place for cold periods.</p>
<p>VI.</p>	<p>Proposed Energy Efficiency Projects</p>	<p>Chuck Smith presented on proposed energy efficiency projects to increase the efficient use of energy through the State Energy Conservation Office (SECO) LoanSTAR program. STAR is an acronym for Saving Taxes and Resources. He explained that SECO focuses on the public sector including local government, school districts, and higher education. They provide technical assistance at little or no cost to help develop eligible projects. They also provide financing through low cost loans and have a series of technical consultants that review proposals for robustness and compliance with program guidelines.</p> <p>He added that there have been no bad LoanSTAR loans throughout the State in 35 years. LoanSTAR makes sense for the College because it is a referee program and focuses on saving money for the taxpayer instead of making money for the lender. The program's technical assistance feature helps to define projects quickly and inexpensively and there is a known pool of funds available for energy efficiency efforts that are not in competition with other needs of the College or State. Oversight by the State Comptroller's office ensures that projects are vetted, and all savings are real. Loan applications are accepted at the College's convenience.</p> <p>Chuck explained how the program works and steps that are taken to apply. The package the College submitted to</p>

		<p>reserve funding for our current application totals just over \$4 million in the following five categories: LED lighting renovation, variable frequency drives (VFD) renovation, HVAC renovation chiller, retro-commissioning, and water fixture renovation. Approximately 25 percent of the proposed package is allocated to LED lighting renovation. He explained that a significant LED lighting conversion was done two years ago but have approximately 30 percent of the College’s square footage that still requires upgrade. This is our highest return on investment project at 254 percent which can be used to fund other work.</p> <p>Chuck explained that approximately four percent of the package is allocated to VFD about 20 air handlers that do not currently have them. This project’s calculated return on investments is 47 percent on energy savings but there are additional savings in reduced maintenance and extended equipment life that are not factored into this return.</p> <p>He added that approximately 22 percent of the proposed funds will be used to purchase additional chillers. A third of our project is slated to go into retrocommissioning which is the process of systematically inspecting every building and its energy systems to ensure that they are properly designed, operating, and maintained. We believe our payback on this will be about twice as normally seen.</p> <p>Chuck stated that the last 5 percent of the project is allocated to water fixture renovation. Engineers from Energy System Associates have spent the past five days reviewing the first buildings to be retrocommissioned in order to provide the detailed reports required to the State. Once completed and approved, the administration will bring a loan agreement for the Board’s consideration.</p> <p>Erica Davis Rouse asked about the retrocommissioning project already underway. Chuck responded that the College’s investment in getting the retrocommissioning inspection done was within the Chancellor’s approval authority. The big ask is what will be brought forward to the Board in less than two months.</p> <p>A discussion about the energy saving project that was completed two years ago was had.</p> <p>The Board members present had no objections to this plan.</p>
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		<p>Chuck Smith left the workshop.</p>
<p>VII.</p>	<p>Update on 87th Legislative Session</p>	<p>Brenda Hellyer provided updates on the 87th Legislative Session. On the federal side, we are still waiting on the last Coronavirus Response and Relief Act guidelines but hope to have more information by the Strategic Leadership Team (SLT) retreat on March 11, so administration can begin planning how to distribute the funds.</p> <p>She explained that on the State side, Governor Abbott added an investigation of ERCOT and the Public Utility Commission to his five emergency items. She listed who from our area is on the House and Senate Committees and stated that an electronic list will be sent to all Board members.</p> <p>Brenda provided an update on last week’s Senate Finance hearing, and a copy of the testimony slides were distributed to the Board. The request to the Senate was for level funding or a hold-harmless for all community colleges who have experienced enrollment declines. The hold-harmless is for this session compared to last session. Senate Bill 1 came out with the level funding in total for the community colleges, but 30 institutions had reductions, so we are requesting \$46 million in additional funds to adjust student success points and make sure all community colleges have an enrollment hold-harmless. The request seemed to be positively received, and public and higher education are being seen as high priorities. House Appropriations Article III meets this week, and Brenda informed the Board that she will be testifying. Community College Week at the capitol will be virtual and students will be meeting with elected officials virtually.</p> <p>Larry asked if the State has more money to provide in their budget. Hellyer responded that in January, the Comptroller said we were approximately \$1 billion short, and there is \$11 billion in the rainy-day fund. The budgets that have come forward from the Senate and House have spending \$7 billion over the revenue at this point, and there is still concern about the impact from the winter storm.</p> <p>Brenda stated that Teri Crawford is tracking approximately 70 bills that have been filed around higher education. Four bills have been filed on funding promise programs. She said</p>

		<p>she believes the issue will be how likely anything can happen in light of the budget once a fiscal note is put on them.</p> <p>Dr. Wheeler asked how much the total State budget is. Brenda will get this information for the Board. Keith Sinor responded the State has \$113 billion to spend.</p>
<p>VIII.</p>	<p>Diversity Progress Update</p>	<p>Item was posted as Item IX on agenda but was reviewed as Item VIII.</p> <p>Sandra Ramirez presented on the College’s employee diversity progress. The affirmative action plan (AAP) is updated annually, due to the College being a federal contractor and compares the College’s utilization of the demographics of our labor force compared to the available workforce. The College has been working with the same consultant since 2013 and have closed several identified gaps as we have progressed through the years. The only goals that we still have open for this year are post-secondary teaching occupations for individuals who identify themselves as Asian or two or more races.</p> <p>Sandra provided data on diversity of new hires dating back to 2013. Last year, 96 full-time employees were hired. She provided the current and historical data on the demographics of full-time and part-time employees dating back to 2013.</p> <p>Erica asked a question regarding the decrease in the number of full-time faculty and if we are utilizing more adjuncts. Sandra responded that we are not using more adjuncts, and the part-time faculty count is on the next slide. The number is decreasing based on the number of classes we currently have.</p> <p>Brenda added that enrollment was down, and the College put a hiring freeze in place due to COVID and are only bringing forward positions that we can clearly justify filling at this time.</p> <p>Keith asked about the increase in staff and administration considering the faculty has decreased. Brenda explained we have tried to invest more in advisors, police officers, security, and tech support. All staff and administrators are also currently on a hiring freeze, but we believe the increase is due to more support in the student services area.</p>

		<p>Sandra provided an overview of separation data of all full-time employees and their demographics. The data included information on voluntary versus involuntary separations. The turnover rate for all College employees is lower than the national average provided by College University and Professional Association (CUPA) and indicates that employees like working at the College. Supplemental data on the demographics of each campus was also provided to the Board.</p> <p>Brenda explained that part of the decline in the part-time faculty numbers is also because of record clean up. Sandra added that part-time faculty are removed from the system if they have not taught two full semesters.</p> <p>Dr. Wheeler asked for clarification on the reason for analyzing data on employee demographics. Sandra responded that we are required to analyze the data as a federal contractor, but more importantly, we are looking at how we progress and look at recruitment opportunities and diversity outreach. We look for the opportunity to recruit in diverse methods when someone exits.</p> <p>Keith added that we also want to be reflective of our community and move in the direction to be able to represent our students' demographics even better.</p> <p>Brenda added that we have reviewed our hiring practices to recruit more diverse candidates, and we want our students to feel comfortable with our faculty. We are reaching out to communities and sources where we were not previously reaching and want to be that diverse institution where our students are comfortable and can see there are opportunities. Federal compliance is important but not the focus of this work.</p> <p>Keith asked about the impact to the College if we get to the point where we have a \$15 minimum wage. We see a lot of new hires that are currently below the minimum wage. Brenda responded that we are going to look at low start wages in this budget year regardless if the minimum wage increases. We feel we have some areas with lower wages that need to be reviewed.</p>
IX.	2021-2022 Budget Process	Item was posted as Item VIII on agenda but was reviewed as Item IX.

		<p>Teri Zamora provided an overview of the plans for the FY22 (Fiscal Year 2022) unrestricted budget including goals and assumptions, timing of budget, and a revenue estimation plan. The goals are to prepare for long-term viability of the College to serve our students and community, facilitate a stable College workforce, and support growth in student enrollment. We will also be re-prioritizing the performance management process including a pay adjustment.</p> <p>She added that there is still some uncertainty in our revenue streams so we will be very strategic with spending. We are targeting efforts to grow Generation Park and outreach to 2020 and 2021 high school students. Efforts are also being made to coordinate the College’s budget with federal COVID relief funds and determine what to pay from those funds and from the regular budget. She provided a timeline of the budget including submission of budget requests and a SLT retreat to review the requests. Regarding the revenue estimation plan, State allocations will be dependent on the legislative session, and we expect to know more by May or June. The preliminary property tax valuations are usually received by the end of April. We are planning on a flat tuition forecast but need to assess the rest of spring and summer enrollment. Sale, services, and other will be assessed with a decision made by May or June. Interest income has been estimated to \$500,000, but we will continue to monitor this.</p>
X.	Review of Calendar - College Website Calendar	Brenda reviewed the calendar and upcoming events with the Board. Information about the calendar of events on the College website was provided to the Board.
XI.	General Discussion of Meeting Items	Brenda mentioned that there is no new COVID or Federal funding updates at this time. She will bring updates to the Board as more information is received.
XII.	Adjournment	Chair Flickinger adjourned the workshop at 7:01 p.m.

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

March 1, 2021

The Board of Trustees of the San Jacinto Community College District met by videoconference at 7:00 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 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
Matt Keim
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 7:10 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 Teri Zamora. The pledges to the American flag and the Texas flag were led by Dan Mims.

Special Announcements, Recognitions, Introductions, and Presentations:

1. Mandi Reiland read an announcement regarding the meeting process.
2. Dr. Laurel Williamson recognized the 2020-2021 Excellence Awards Recipients and Minnie Piper Nominee.

Student Success Presentations

1. Dr. Laurel Williamson and George González provided an overview of the Fall 2020 vs Fall 2019 Course Success and Fall-to-Spring Persistence Data Analyses.

Communications to the Board:

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

1. February 2021 Opportunity News
2. Winter 2021 Senior Focus

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

There were no citizens desiring to speak before the Board:

Informative Reports:

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

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

Motion 10085 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 Keith Sinor, seconded by Erica Davis Rouse, 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 10086 Consideration of Approval of an Order of Cancellation for the San Jacinto Community College

Motion was made by Larry Wilson, seconded by Dr. Ruede Wheeler, for approval of an Order of Cancellation for the San Jacinto Community College District Trustees Election.

Motion Carried.

**District Trustees
Election**

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

**Motion 10087
Consideration of
Approval of Policy
VII.7003.A,
Expressive Activities
– Second Reading**

Motion was made by Dr. Ruede Wheeler, seconded by Dan Mims, for approval of Policy VII.7003.A, Expressive Activities – Second Reading.

Motion Carried.

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

**Motion 10088
Consideration of
Approval of Policy
III.3001.E, Budget
Preparation – Second
Reading**

Motion was made by Dan Mims, seconded by Larry Wilson, for approval of Policy III.3001.E, Budget Preparation – Second Reading.

Motion Carried.

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

**Motion 10089
Consideration of
Approval of Tuition
Schedule for Fiscal
Year 2022**

Motion was made by Dan Mims, seconded by Keith Sinor, for approval of Tuition Schedule for Fiscal Year 2022.

Motion Carried.

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

**Motion 10090
Consideration of
Approval of Tuition
Exemptions and
Waivers for Fiscal
Year 2022**

Motion was made by Larry Wilson, seconded by Dan Mims for approval of Tuition Exemptions and Waivers for Fiscal Year 2022.

Motion Carried.

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

**Motion 10091
Consideration of
Purchasing Requests**

Motion was made by Keith Sinor, seconded by Erica Davis Rouse, for approval of the purchasing requests.

Purchase Request #1
Renew Contract for Geofencing Services \$200,000

Purchase Request #2
Contract for Plumbing Services 165,000

Purchase Request #3

Renew Contract for Direct Mail Marketing Campaign Services	130,000
Purchase Request #4	
Additional Funds for Feasibility Study	<u>45,000</u>
TOTAL OF PURCHASE REQUESTS	\$540,000

Motion Carried.

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

Nays: None

**Motion 10092
Consent Agenda**

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

- 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

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 8:17 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for February 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 February 2021

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 265,573	\$ 143,737
PUBLIC SERVICE	\$ 143,000	\$ 19,000
ACADEMIC SUPPORT	\$ 7,750	\$ 253,011
STUDENT SERVICES	\$ 125	\$ 250
INSTITUTIONAL SUPPORT	\$ 250	\$ 868
PHYSICAL PLANT	\$ 168	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	\$ 416,866	\$ 416,866

RECOMMENDATION

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

North Campus

Department

Affiliation Entity

Medical Assistant Program

Family & Aesthetics Medical Center

Medical Assistant Program

Mohamed Ojeroudo MD, P.A.

Health Information Management
Program

UT Health

Associates Degree/Vocational Nursing
Program

Encompass Rehabilitation Hospital
of Vision Park LLC

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 April 5, 2021
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, May 3, 2021.