

*Board of Trustees  
Meeting*

*November 4, 2024*

November 1, 2024

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

The Board of Trustees of the San Jacinto Community College District will meet for a Board workshop at 5:00 p.m., Monday, November 4, 2024, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

The live-stream of this meeting can be accessed as follows:  
[www.sanjac.edu/about/board-trustees/board-meeting-videos](http://www.sanjac.edu/about/board-trustees/board-meeting-videos)

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

**BOARD WORKSHOP  
AGENDA**

**I. Call the Meeting to Order**

**II. Roll Call of Board Members**

**III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes:**

**A. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.**

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

**1. Review Process for Board Appointment**

**IV. Reconvene in Open Meeting**

**V. Review of Process and Candidates for Member of Harris Central Appraisal District**

**VI. Review Request for Allocation of Funds for Equipment at Center for Biotechnology**

**VII. Review of Calendar**

**VIII. General Discussion of Meeting Items**

**A. Additional Purchasing Support Documents**

**IX. Adjournment**

Additional Closed Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 *et seq.* of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all

subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

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

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, November 1, 2024, this notice was posted to the College’s website, on a bulletin board located at a place convenient to the public at the administrative building of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, and is readily accessible to the public upon request.

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Brenda Hellyer, Ed.D.

November 1, 2024

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

The Board of Trustees of the San Jacinto Community College District will meet for a regularly scheduled Board meeting at 7:00 p.m. on Monday, November 4, 2024, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

The live-stream of this meeting can be accessed as follows:  
[www.sanjac.edu/about/board-trustees/board-meeting-videos](http://www.sanjac.edu/about/board-trustees/board-meeting-videos)

An electronic copy of the agenda packet is available on the College's website as follows:  
[www.sanjac.edu/about/board-trustees/#Board\\_of\\_trustees\\_meetings](http://www.sanjac.edu/about/board-trustees/#Board_of_trustees_meetings)

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

A link to a public comments form is available at: [www.sanjac.edu/request-speak-to-board](http://www.sanjac.edu/request-speak-to-board)  
The form must be completed prior to 11:00 a.m. on November 4, 2024. After completion of the form, the requestor will be contacted with further instructions. Registered participants will be allotted five minutes to address the Board of Trustees during the "Public Comment" portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

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

**BOARD MEETING  
AGENDA**

**I. Call the Meeting to Order**

**II. Roll Call of Board Members**

**III. Invocation and Pledge to the Flags**

**IV. Special Announcements, Recognitions, Introductions, and Presentations**

**A. Update from Board Members on Association of Community College Trustees (ACCT) Leadership Congress**

**B. Recognition of Alexander Okwonna for Receiving the Community Excellence Award from the Community Assistance Provider (CAP) of Greater Pearland**

Presenter: Laurel Williamson

**C. Recognition of San Jacinto College for Receiving the North American Marine Environment Protection Association (NAMEPA) 2024 Maritime Academies Award**

Presenter: Allatia Harris

**D. Recognition of San Jacinto College for Receiving the Exemplary Practice Award from the Community College Business Officers**

Presenter: Teri Zamora

**V. Student Success Presentations**

**A. Financial Aid Updates**

Presenter: JoEllen Price

**VI. Communications to the Board of Trustees**

**VII. Public Comment**

**VIII. Informative Reports to the Board**

**A. San Jacinto College Financial Statements**

**1. San Jacinto College Monthly Financial Statements September 2024**

**2. San Jacinto College Monthly Investment Report September 2024**

**B. San Jacinto College Foundation Financial Statements**

**C. Capital Improvement Program**

**ACTION ITEMS**

**IX. Consideration of Approval of Amendment to the 2024-2025 Budget for Restricted Revenue and Expenses Relating to Federal, State, and Local Grants/Contracts**

**X. Consideration of Approval of Policy IV.4004.B, Performance Management for Full-Time Faculty, Staff, and Administrators - Second Reading**

**XI. Consideration of Approval of Policy IV.4004.A, Secondary Review of Validated Performance Rating - Second Reading**

**XII. Consideration of Approval of Policy IV.4005.B, Definitions - Second Reading**

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

**XIV. Consideration of Approval of Joint Participation Interlocal Agreement with Harris County**

**XV. Consideration of Approval of Policy #, Appropriate Use of Copyrighted and Trademarked Materials - First Reading (Informational Item)**

**XVI. Consideration of Approval of Trustee Resignation and Method to Fill Vacated Trustee Position by Appointment**

**PURCHASING REQUESTS**

**XVII. Consideration of Purchasing Requests**

**CONSENT AGENDA**

**XVIII. 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 October 7, 2024, Workshop, Public Tax Hearing, and Regular Board Meeting**

**B. Approval of the Budget Transfers**

**C. Approval of Personnel Recommendations, Extra Services Agreements (ESA), and Educational Advancement Incentives**

**D. Approval of the Affiliation Agreements**

**E. Approval of the Next Regularly Scheduled Meeting**

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

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

## **XX. Adjournment**

### **Closed Session Authority**

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

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

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

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

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

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

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

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Brenda Hellyer, Ed.D.

San Jacinto College Monthly Financial Statements  
September 2024



San Jacinto Community College District  
Preliminary Statement of Net Position  
September 30,

<u>Assets</u>	<u>2024</u>	<u>2023</u>
<b>Current assets:</b>		
Cash and cash equivalents	\$ 50,542,575	\$ 55,568,927
Restricted cash and cash equivalents	73,049,930	77,200,566
Investments	14,971,050	10,293,274
Accounts receivable - taxes	5,527,508	5,256,975
Accounts receivable	19,230,094	19,724,049
Deferred charges	3,325,944	3,681,237
Inventories	444,074	434,916
Total current assets	167,091,175	172,159,944
<b>Noncurrent assets:</b>		
Other long term investments	15,076,300	19,872,250
Capital assets, net	717,662,058	724,522,846
Total noncurrent assets	1,016,378,133	1,033,146,057
Total assets	1,183,469,308	1,205,306,001
<b>Deferred outflows of resources:</b>		
Deferred outflow related to pensions	23,369,169	21,400,078
Deferred outflow related to OPEB	9,505,667	16,004,459
Deferred outflow related to defeased debt	3,637,407	4,479,909
Total deferred outflows of resources	36,512,243	41,884,446
<b><u>Liabilities</u></b>		
<b>Current liabilities:</b>		
Accounts payable	13,109,580	10,751,970
Accrued liabilities	3,716,321	3,071,175
Accrued compensable absences and deferred compensation	2,965,802	2,522,317
Deferred revenues	248,247	311,122
Total current liabilities	20,039,950	16,656,583
<b>Noncurrent liabilities:</b>		
Net pension liability	58,696,523	49,944,685
Net OPEB liability	88,758,738	92,463,106
Bonds and notes payable	646,993,634	667,495,436
Total noncurrent liabilities	794,448,895	809,903,227
Total liabilities	814,488,845	826,559,810
<b>Deferred inflows of resources:</b>		
Deferred inflows related to pensions	3,781,273	5,790,103
Deferred inflows related to OPEB	33,479,070	34,752,051
Deferred Inflows - Lease Receivable	192,100	1,227,296
Total deferred inflows of resources	37,452,444	41,769,451
<b><u>Net assets</u></b>		
Beginning of year - unaudited	80,044,637	83,621,118
Current year addition	4,355,851	6,489,108
Total net position	\$ 84,400,488	\$ 90,110,225

The year-end financial statements for August 31, 2024 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2024-2025.

**San Jacinto Community College District**  
**Preliminary Statement of Revenues, Expenditures and Changes In Net Position**  
**For the One Month Ended September 30, 2024**

**11 Unrestricted Funds**

	Adjusted Budget	Actual 8.3%	% Actual to Adjusted Budget	PV YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
State Appropriations	\$ 56,774,338	\$ -	-	\$ -	-
State Appropriations - FAST	2,550,000	-	-	-	-
Local Taxes - Maintenance & Operations	89,600,000	75,758	0.08%	45,157	0.05%
Credit Tuition	68,445,000	30,275,455	44.23%	29,628,887	44.21%
Credit Exemptions & Waivers	(9,500,000)	(4,404,100)	46.36%	(4,212,523)	42.19%
Continuing Education					
CPET	540,000	26,984	5.00%	66,660	18.48%
Biotechnology	600,000	-	-	-	-
Maritime Transportation	2,100,000	246,069	11.72%	203,910	10.77%
Continuing Professional Development (CPD)	6,360,000	185,689	2.92%	592,906	13.01%
Continuing Education Exemptions & Waivers	(45,000)	(5,400)	0.12	(8,002)	31.17%
Bad Debt	(1,100,000)	(91,667)	8.33%	(83,354)	8.34%
Sales & Services	2,200,000	154,675	7.03%	152,820	4.65%
Investment Income	6,000,000	439,486	7.32%	351,457	5.71%
<b>Total Revenues</b>	<b>224,524,338</b>	<b>26,902,948</b>	<b>11.98%</b>	<b>26,737,918</b>	<b>12.62%</b>
<b>Expenditures</b>					
Instruction	87,755,609	8,147,742	9.28%	7,314,447	8.48%
Public Service	19,900	-	-	351	1.96%
Academic Support	22,237,418	2,317,472	10.42%	2,096,813	11.47%
Student Services	22,931,526	1,594,970	6.96%	1,207,944	5.94%
Institutional Support	59,421,508	6,515,219	10.96%	4,938,568	9.00%
Physical Plant	27,481,880	1,164,155	4.24%	1,028,174	4.13%
<b>Total Expenditures</b>	<b>219,847,841</b>	<b>19,739,558</b>	<b>8.98%</b>	<b>16,586,297</b>	<b>8.11%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	4,676,497	112,653	2.41%	16,753	0.17%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 7,050,737</b>		<b>\$ 10,134,868</b>	

San Jacinto Community College District  
Preliminary Statement of Revenues, Expenditures and Changes in Net Position  
For the One Month Ended September 30, 2024

Federal Restricted Funds

	Adjusted Budget	Actual 8.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
Grants	\$ 57,961,141	\$ 10,883,535	18.78%	\$ 12,122,004	19.16%
<b>Total Revenues</b>	<b>57,961,141</b>	<b>10,883,535</b>	<b>18.78%</b>	<b>12,122,004</b>	<b>19.16%</b>
<b>Expenditures</b>					
Instruction	930,899	31,338	3.37%	55,750	3.87%
Public Service	119,631	13,748	11.49%	8,471	5.07%
Academic Support	5,706,525	299,648	5.25%	150,811	3.12%
Student Services	150,873	11,509	7.63%	10,804	2.82%
Institutional Support	391,602	32,196	8.22%	117,810	19.06%
Physical Plant	741,776	-	-	-	-
Scholarships and Fellowships	49,919,836	10,495,094	21.02%	11,778,358	21.21%
<b>Total Expenditures</b>	<b>57,961,142</b>	<b>10,883,535</b>	<b>18.78%</b>	<b>12,122,004</b>	<b>19.16%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	

**San Jacinto Community College District**  
**Preliminary Statement of Revenues, Expenditures and Changes in Net Position**  
**For the One Month Ended September 30, 2024**

**State Restricted Funds**

	Adjusted Budget	Actual 8.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
State Paid Benefits	\$ 13,200,000	\$ 1,121,153	8.49%	\$ 1,064,847	8.04%
Grants	8,785,807	1,338,504	15.23%	2,006,922	32.80%
<b>Total Revenues</b>	<b>21,985,807</b>	<b>2,459,657</b>	<b>11.19%</b>	<b>3,071,769</b>	<b>15.86%</b>
<b>Expenditures</b>					
Instruction	7,345,630	707,993	9.64%	658,450	9.45%
Public Service	1,845	1,845	100.00%	1,769	9.99%
Academic Support	1,857,538	112,015	6.03%	111,118	5.99%
Student Services	1,589,520	156,360	9.84%	139,434	6.48%
Institutional Support	3,932,547	160,111	4.07%	166,868	6.09%
Physical Plant	8,653	-	-	-	-
Scholarships and Fellowships	7,250,074	1,321,333	18.23%	1,994,129	35.38%
<b>Total Expenditures</b>	<b>21,985,807</b>	<b>2,459,657</b>	<b>11.19%</b>	<b>3,071,769</b>	<b>15.86%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	

**San Jacinto Community College District**  
**Preliminary Statement of Revenues, Expenditures and Changes In Net Position**  
**For the One Month Ended September 30, 2024**

**Local Restricted Funds**

	Adjusted Budget	Actual 8.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
Grants	\$ 4,972,233	\$ 1,543,283	31.04%	\$ 1,690,821	41.55%
<b>Total Revenues</b>	<b>4,972,233</b>	<b>1,543,283</b>	<b>31.04%</b>	<b>1,690,821</b>	<b>41.55%</b>
<b>Expenditures</b>					
Instruction	-	-	-	-	-
Public Service	224,852	12,800	5.69%	16,753	7.70%
Academic Support	1,414,306	38,374	2.71%	19,698	3.87%
Student Services	2,000	-	-	-	-
Institutional Support	7,208	95	1.31%	1,533	4.77%
Physical Plant	250,000	-	-	-	-
Scholarships and Fellowships	3,600,000	1,504,615	41.79%	1,661,036	46.57%
<b>Total Expenditures</b>	<b>5,498,367</b>	<b>1,555,883</b>	<b>28.30%</b>	<b>1,699,020</b>	<b>39.27%</b>
<b>Transfers Among Funds</b>					
Transfers In	(526,134)	(12,653)	-	(16,753)	6.91%
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 53</b>		<b>\$ 8,554</b>	

San Jacinto Community College District  
Preliminary Statement of Revenues, Expenditures and Changes In Net Position  
For the One Month Ended September 30, 2024

**27 FAST & TPEG**

	Adjusted Budget	Actual 8.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
State Appropriations - FAST	\$ 2,350,000	\$ 727,191	30.94%	\$ -	-
Tuition - Credit & Non Credit - TPEG	3,100,000	1,418,830	45.77%	1,409,697	43.15%
<b>Total Revenues</b>	<b>5,450,000</b>	<b>2,146,021</b>	<b>39.38%</b>	<b>1,409,697</b>	<b>25.76%</b>
<b>Expenditures</b>					
Scholarships and Fellowships - FAST	2,350,000	727,191	30.94%	-	-
Scholarships and Fellowships - TPEG	3,100,000	477,720	15.41%	847,467	23.96%
<b>Total Expenditures</b>	<b>5,450,000</b>	<b>1,204,911</b>	<b>22.11%</b>	<b>847,467</b>	<b>14.75%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 941,110</b>		<b>\$ 562,230</b>	

San Jacinto Community College District  
Preliminary Statement of Revenues, Expenditures and Changes In Net Position  
For the One Month Ended September 30, 2024

28 Private Gifts and Donations

	Adjusted Budget	Actual 8.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
Grants	-	-	-	-	-
<b>Total Revenues</b>	-	-	-	-	-
<b>Expenditures</b>					
Instruction	-	777	-	2,424	6.95%
Institutional Support	-	-	-	-	-
Scholarships and Fellowships	-	-	-	-	-
<b>Total Expenditures</b>	-	777	-	2,424	6.95%
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (777)</b>		<b>\$ (2,424)</b>	

San Jacinto Community College District  
Preliminary Statement of Revenues, Expenditures and Changes In Net Position  
For the One Month Ended September 30, 2024

Auxiliary Enterprises

	Adjusted Budget	Actual 8.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
Auxiliary Services	\$ 3,000,000	\$ 495,769	16.53%	\$ 479,662	15.43%
<b>Total Revenues</b>	<b>3,000,000</b>	<b>495,769</b>	<b>16.53%</b>	<b>479,662</b>	<b>15.43%</b>
<b>Expenditures</b>					
Labor	715,189	46,423	6.49%	38,423	4.78%
Benefits	150,000	8,093	5.40%	8,105	6.11%
Supplies	618,146	82,362	13.32%	50,247	8.11%
Travel	222,612	225	0.10%	3,832	1.25%
Contracted Services	158,399	14,629	9.24%	14,464	10.68%
Utilities	200	-	-	-	-
Scholarships and Fellowships	1,135,454	63,224	5.57%	283,330	23.45%
<b>Total Expenditures</b>	<b>3,000,000</b>	<b>214,956</b>	<b>7.17%</b>	<b>398,401</b>	<b>12.42%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 280,813</b>		<b>\$ 81,261</b>	



San Jacinto Community College District  
Preliminary Statement of Revenues, Expenditures and Changes In Net Position  
For the One Month Ended September 30, 2024

Fund 95 Retirement of Indebtedness

	Adjusted Budget	Actual 8.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
Local Taxes - Debt Service	\$ 40,105,400	\$ 34,133	0.09%	\$ 21,446	0.05%
Investment Income	-	1,529	-	4,075	1.09%
<b>Total Revenues</b>	<b>40,105,400</b>	<b>35,662</b>	<b>0.09%</b>	<b>25,522</b>	<b>0.06%</b>
<b>Expenditures</b>					
Institutional Support - Principal	16,938,184	-	-	-	-
Institutional Support - Interest	26,435,391	2,274,203	8.60%	1,982,972	8.72%
<b>Total Expenditures</b>	<b>43,373,575</b>	<b>2,274,203</b>	<b>5.24%</b>	<b>1,982,972</b>	<b>4.78%</b>
<b>Transfers Among Funds</b>					
Transfers In	(4,050,363)	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment	(16,938,184)	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ 17,720,372</b>	<b>\$ (2,238,542)</b>		<b>\$ 1,957,450</b>	

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

San Jacinto Community College District  
Preliminary Statement of Revenues, Expenditures and Changes in Net Position  
For the One Month Ended September 30, 2024

**Fund 97 Investment in Plant**

	Adjusted Budget	Actual 8.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Expenditures</b>					
Depreciation	\$ 30,225,000	\$ 2,141,810	7.09%	\$ 2,707,675	9.18%
<b>Total Expenditures</b>	<b>30,225,000</b>	<b>2,141,810</b>	<b>7.09%</b>	<b>2,707,675</b>	<b>9.18%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases <sup>1</sup>	(2,709,223)	(66,085)	2.44%	(36,918)	2.11%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (27,515,777)</b>	<b>\$ (2,075,725)</b>		<b>\$ (2,670,757)</b>	

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

**San Jacinto Community College District**  
**Preliminary Statement of Revenues, Expenditures and Changes In Net Position**  
**For the One Month Ended September 30, 2024**

	Adjusted Budget	Actual 8.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
State Appropriations	\$ 69,974,338	\$ 1,121,153	1.60%	\$ 1,064,847	1.56%
State Appropriations - FAST	4,900,000	727,191	-	-	-
Local Taxes - Maintenance & Operations	89,600,000	75,758	0.08%	45,157	0.05%
Local Taxes - Debt Service	40,105,400	34,133	-	21,446	0.05%
Credit Tuition	71,545,000	31,694,285	44.30%	31,038,584	44.16%
Credit Exemptions & Waivers	(9,500,000)	(4,404,100)	46.36%	(4,212,523)	42.19%
<b>Continuing Education</b>					
CPET	540,000	26,984	5.00%	66,660	18.48%
Biotechnology	600,000	-	-	-	-
Maritime Transportation	2,100,000	246,069	11.72%	203,910	10.77%
Continuing Professional Development	6,360,000	185,689	2.92%	592,906	13.01%
Continuing Education Exemptions & Waivers	(45,000)	(5,400)	-	(8,002)	31.17%
Bad Debt	(1,100,000)	(91,667)	8.33%	(83,354)	8.34%
Sales & Services	2,200,000	154,675	7.03%	152,820	4.54%
Investment Income	6,000,000	441,015	7.35%	355,532	5.44%
Investment Income - Restricted Funds	-	298,183	-	332,827	8.33%
Auxiliary Services	3,000,000	495,769	16.53%	479,662	15.43%
Grants	57,961,141	10,883,535	18.78%	14,174,496	20.62%
Local Grants	13,758,041	2,881,787	20.95%	1,645,251	34.96%
<b>Total Revenues</b>	<b>357,998,920</b>	<b>44,765,058</b>	<b>12.50%</b>	<b>45,870,219</b>	<b>13.07%</b>
<b>Expenditures</b>					
Instruction	96,032,137	8,887,850	9.26%	8,031,071	8.48%
Public Service	366,228	28,394	7.75%	27,344	6.51%
Academic Support	31,215,789	2,767,509	8.87%	2,378,440	9.34%
Student Services	24,673,918	1,762,838	7.14%	1,358,181	5.94%
Institutional Support	107,126,441	8,981,825	8.38%	7,207,752	7.23%
Physical Plant	28,482,309	1,164,155	4.09%	1,028,174	4.09%
Winter Storm	-	-	-	-	-
Scholarships and Fellowships	66,219,910	14,525,954	21.94%	16,280,991	23.10%
Auxiliary Enterprises	3,000,000	214,956	7.17%	398,401	12.42%
Depreciation	30,225,000	2,141,810	-	2,707,675	9.18%
<b>Total Expenditures</b>	<b>387,341,732</b>	<b>40,475,292</b>	<b>10.45%</b>	<b>39,418,029</b>	<b>10.61%</b>
<b>Transfers Among Funds</b>					
Transfers In	(4,676,497)	(112,653)	2.41%	(16,753)	0.17%
Transfers Out	4,676,497	112,653	2.41%	16,753	0.17%
Adjustment for Debt Principal Payment <sup>1</sup>	(16,938,184)	-	0.00%	-	-
Adjustment for Capital Purchases <sup>1</sup>	(2,709,223)	(66,085)	2.44%	(36,918)	2.11%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (9,695,406)</b>	<b>\$ 4,355,851</b>		<b>\$ 6,489,108</b>	

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

# Capital Improvement Program

San Jacinto Community College District  
Preliminary Statement of Revenues, Expenditures and Changes In Net Position  
For the One Month Ended September 30, 2024

Fund 91 Capital Projects

	Adjusted Budget	Actual 8.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
Investment Income	\$ -	\$ 247,429	-	\$ 309,388	8.86%
<b>Total Revenues</b>	<b>-</b>	<b>247,429</b>	<b>-</b>	<b>309,388</b>	<b>8.86%</b>
<b>Expenditures</b>					
SECO-Energy Conservation Projects	2,479,824	-	-	-	-
Bond Program	44,036,201	279	0.00%	4,628	0.04%
<b>Total Expenditures</b>	<b>46,716,025</b>	<b>279</b>	<b>-</b>	<b>4,628</b>	<b>0.04%</b>
<b>Transfers Among Funds</b>					
Transfers In	(100,000)	(100,000)	100.00%	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (46,616,025)</b>	<b>\$ 347,150</b>		<b>\$ 304,760</b>	

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

San Jacinto Community College District  
Preliminary Statement of Revenues, Expenditures and Changes In Net Position  
For the One Month Ended September 30, 2024

Fund 93 Renewal and Replacement

	Adjusted Budget	Actual 8.3%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
<b>Revenues</b>					
Interest Earnings	\$ -	\$ 50,754	-	\$ 23,439	4.68%
<b>Total Revenues</b>	-	50,754	-	23,439	4.68%
<b>Expenditures</b>					
District Energy Savings Projects	917,656	-	-	-	-
<b>Total Expenditures</b>	917,656	-	-	-	-
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (917,656)</b>	<b>\$ 50,754</b>		<b>\$ 23,439</b>	

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

San Jacinto College Monthly Investment Report  
September 2024

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
Preliminary Cash, Cash Equivalents, and Investments  
Portfolio Summary Report  
Period Ending September 30, 2024**

		<u>Fair Market Value</u>	<u>Book Value</u>
Beginning Value	September 1, 2024	\$ 164,894,356	\$ 164,772,036
Additions/Subtractions (Net)		(11,356,360)	(11,356,360)
Change in Fair Market Value*		101,860	-
Ending Value	September 30, 2024	<u>\$ 153,639,856</u>	<u>\$ 153,415,676</u>

Earnings for the Month of September	\$ 681,452
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate	5.1344%
Benchmark - One Year Treasury Yield	3.9800%

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

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

Prepared by:




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Carol Tillman  
Assistant Comptroller

Reviewed by:




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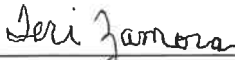
Andrea DuBois  
Comptroller




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Carin Hutchins  
Associate Vice Chancellor of Finance

Approved by:




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Teri Zamora  
Vice Chancellor of Fiscal Affairs



**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Preliminary Cash, Cash Equivalents, and Investments**  
**Weighted Average to Maturity**  
**September 30, 2024**

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.		
<b>Short-Term Investments - Unrestricted Funds</b>												
Demand Deposits												
Credit Cards in Transit	Heartland	N/A	N/A	10/01/24	\$	(6,501)	(6,501)	0.00%	1	0.00		
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	10/01/24	N/A	(842,523)	(842,523)	-0.55%	1	-0.01		
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.850%	N/A	10/01/24	N/A	7,044,780	7,044,780	4.59%	1	0.05		
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	10/01/24	N/A	(23,021)	(23,021)	-0.02%	1	0.00		
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	N/A	10/01/24	N/A	(3,393)	(3,393)	0.00%	1	0.00		
Petty Cash	Campus Business Offices	N/A	N/A	10/01/24	N/A	19,067	19,067	0.01%	1	0.00		
Pool Accounts												
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	5.3333%	N/A	10/01/24	N/A	25,322,680	25,322,680	16.51%	1	0.17		
TexPool - Operating	TexPool	5.1637%	N/A	10/01/24	N/A	792,588	792,588	0.52%	1	0.01		
TexPool - PRIME - Operating	TexPool	5.2797%	N/A	10/01/24	N/A	22,324,585	22,324,585	14.55%	1	0.15		
Investments												
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	06/16/23	06/13/25	10,000,000	10,042,800	10,000,000	6.52%	256	0.07		
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	07/13/23	06/13/25	5,000,000	5,033,500	5,027,750	3.28%	256	0.03		
US Agency Note, CUSIP 3133ENEJ5	BNY Mellon	5.181%	11/30/23	11/18/24	5,000,000	4,974,000	4,799,500	3.13%	49	0.03		
US Agency Note, CUSIP 3130AYKY1	BNY Mellon	4.800%	01/30/24	01/22/25	5,000,000	5,002,500	4,997,580	3.26%	114	0.03		
US Agency Note, CUSIP 3133ERTZ4	BNY Mellon	4.034%	09/19/24	09/19/25	\$5,000,000	4,994,550	4,998,340	3.26%	354	0.03		
<b>Short-Term Investments - Restricted (Bond) Funds</b>												
Pool Accounts												
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.3333%	N/A	10/01/24	N/A	352,771	352,771	0.23%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.3333%	N/A	10/01/24	N/A	111	111	0.00%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.3333%	N/A	10/01/24	N/A	18	18	0.00%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.3333%	N/A	10/01/24	N/A	179	179	0.00%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.3333%	N/A	10/01/24	N/A	854	854	0.00%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.3333%	N/A	10/01/24	N/A	95	95	0.00%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.3333%	N/A	10/01/24	N/A	44,704,788	44,704,788	29.14%	1	0.29		
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.3333%	N/A	10/01/24	N/A	11,664,544	11,664,544	7.60%	1	0.08		
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	Lone Star Investment Pool	5.3333%	N/A	10/01/24	N/A	520,127	520,127	0.34%	1	0.00		
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.2797%	N/A	10/01/24	N/A	11,720,755	11,720,755	7.64%	1	0.08		
<b>Grand Total - Cash, Cash Equivalents, and Investments</b>					<b>\$</b>	<b>30,000,000</b>	<b>\$</b>	<b>153,639,856</b>	<b>\$</b>	<b>153,415,676</b>	<b>100.00%</b>	<b>1.00</b>

The year-end balances for August 31, 2024 are not final. They are pending year end closing adjustments and should be complete by mid-December.

Weighted Average to Maturity at Ending Period Date (Days)			
ACFR, Note 4			
0.01%	\$ 19,067	Petty cash on hand	0.00
76.42%	117,404,097	Investment pools	0.76
4.03%	6,169,342	Bank deposits - demand deposits	0.04
19.56%	30,047,350	U. S. government securities	0.19
<u>100.00%</u>	<u>\$ 153,639,856</u>	Total cash, cash equivalents, and investments	<u>1.00</u>

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Preliminary Cash, Cash Equivalents, and Investments**  
**Inventory Holdings Report**  
**September 30, 2024**

Description	Held At	Annualized Interest Rate	Maturity	Par	9/31/2024 Ending Fair Market Value	8/31/2024 Ending Book Value	9/30/2024 Ending Fair Market Value	9/30/2024 Ending Book Value	Additions/Subtractions and Change in Fair Market Value For the Month	LTD Unrealized Gain/Loss	September Earnings	September through September Earnings
<b>Short-Term Investments - Unrestricted Funds</b>												
Demand Deposits												
Credit Cards in Transit	Heartland	N/A	10/01/24	\$ N/A	\$ 37,380	\$ 37,380	\$ (6,501)	\$ (6,501)	\$ (43,880)	\$ N/A	\$ N/A	\$ N/A
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	10/01/24	N/A	(457,298)	(457,298)	(842,523)	(842,523)	(385,288)	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.850%	10/01/24	N/A	5,887,050	5,887,050	7,044,780	7,044,780	1,157,730	N/A	17,114	17,114
JPMorgan Payroll	JPMorgan Chase Bank	N/A	10/01/24	N/A	(1,023,143)	(1,023,143)	(23,021)	(23,021)	1,000,121	N/A	N/A	N/A
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	10/01/24	N/A	(3,541)	(3,541)	(3,393)	(3,393)	149	N/A	N/A	N/A
Petty Cash	Campus Business Offices	N/A	10/01/24	N/A	19,042	19,042	19,067	19,067	25	N/A	N/A	N/A
<b>Sub Total Demand Deposits</b>				<b>\$ N/A</b>	<b>\$ 4,459,551</b>	<b>\$ 4,459,551</b>	<b>\$ 6,188,409</b>	<b>\$ 6,188,409</b>	<b>\$ 1,728,858</b>	<b>\$ N/A</b>	<b>\$ 17,114</b>	<b>\$ 17,114</b>
Pool Accounts												
TexPool - Operating	TexPool	5.1637%	10/01/24	\$ N/A	\$ 789,238	\$ 789,238	\$ 792,588	\$ 792,588	\$ 3,350	\$ N/A	\$ 3,350	\$ 3,350
TexPool PRIME - Operating	TexPool	5.2797%	10/01/24	N/A	22,228,128	22,228,128	22,324,585	22,324,585	96,459	N/A	96,459	96,459
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	5.3333%	10/01/24	N/A	38,779,759	38,779,759	25,322,880	25,322,880	(13,457,079)	N/A	142,921	142,921
<b>Sub Total Pool Accounts</b>				<b>\$ N/A</b>	<b>\$ 61,797,123</b>	<b>\$ 61,797,123</b>	<b>\$ 48,439,853</b>	<b>\$ 48,439,853</b>	<b>\$ (13,357,270)</b>	<b>\$ N/A</b>	<b>\$ 242,730</b>	<b>\$ 242,730</b>
Investments												
US Agency Note, CUSIP 3130ATVD8	BNY Mellon	4.875%	09/13/24	5,000,000	4,969,000	5,028,000	-	-	(4,999,000)	-	21,313	21,313
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	08/13/25	10,000,000	10,003,800	10,000,000	10,042,800	10,000,000	39,000	42,800	39,083	39,083
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	06/13/25	5,000,000	5,023,000	5,027,750	5,033,500	5,027,750	10,500	5,750	21,354	21,354
US Agency Note, CUSIP 3130ENJL5	BNY Mellon	5.181%	11/18/24	5,000,000	4,964,100	4,799,500	4,974,000	4,799,500	19,900	174,500	20,354	20,354
US Agency Note, CUSIP 3130AYKY1	BNY Mellon	4.800%	01/22/25	5,000,000	4,993,250	4,997,500	5,002,500	4,997,500	9,250	4,920	19,792	19,792
US Agency Note, CUSIP 3133ERTZ4	BNY Mellon	4.034%	09/19/25	5,000,000	-	-	4,994,550	4,998,340	4,994,550	(3,790)	-	-
<b>Sub Total Investments</b>				<b>\$ 35,000,000</b>	<b>\$ 29,973,150</b>	<b>\$ 28,850,830</b>	<b>\$ 30,047,350</b>	<b>\$ 28,823,170</b>	<b>\$ 74,200</b>	<b>\$ 224,180</b>	<b>\$ 121,896</b>	<b>\$ 121,896</b>
<b>Sub Total - Short-Term Investments - Unrestricted Funds</b>				<b>\$ 35,000,000</b>	<b>\$ 98,229,824</b>	<b>\$ 98,107,504</b>	<b>\$ 84,675,612</b>	<b>\$ 84,451,432</b>	<b>\$ (11,854,212)</b>	<b>\$ 224,180</b>	<b>\$ 381,740</b>	<b>\$ 381,740</b>
<b>Short-Term Investments - Restricted (Bond) Funds</b>												
Pool Accounts												
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.3333%	10/01/24	N/A	351,242	351,242	352,771	352,771	1,529	N/A	1,529	1,529
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.3333%	10/01/24	N/A	111	111	111	111	0	N/A	0	0
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.3333%	10/01/24	N/A	18	18	18	18	0	N/A	0	0
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.3333%	10/01/24	N/A	179	179	179	179	1	N/A	1	1
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.3333%	10/01/24	N/A	851	851	854	854	3	N/A	3	3
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.3333%	10/01/24	N/A	95	95	95	95	0	N/A	0	0
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.3333%	10/01/24	N/A	44,510,270	44,510,270	44,704,788	44,704,788	194,518	N/A	194,518	194,518
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.3333%	10/01/24	N/A	11,613,789	11,613,789	11,664,544	11,664,544	50,754	N/A	50,754	50,754
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	Lone Star Investment Pool	5.3333%	10/01/24	N/A	517,884	517,884	520,127	520,127	2,263	N/A	2,263	2,263
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.2797%	10/01/24	N/A	11,070,113	11,070,113	11,720,755	11,720,755	50,643	N/A	50,643	50,643
<b>Sub Total Pool Accounts</b>				<b>\$ N/A</b>	<b>\$ 68,664,531</b>	<b>\$ 68,664,531</b>	<b>\$ 68,964,243</b>	<b>\$ 68,964,243</b>	<b>\$ 299,712</b>	<b>\$ N/A</b>	<b>\$ 299,712</b>	<b>\$ 299,712</b>
<b>Sub Total - Short-Term Investments - Restricted (Bond) Funds</b>				<b>\$ N/A</b>	<b>\$ 68,664,531</b>	<b>\$ 68,664,531</b>	<b>\$ 68,964,243</b>	<b>\$ 68,964,243</b>	<b>\$ 299,712</b>	<b>\$ N/A</b>	<b>\$ 299,712</b>	<b>\$ 299,712</b>
<b>Grand Total - Cash, Cash Equivalents, and Investments</b>				<b>\$ 35,000,000</b>	<b>\$ 164,894,356</b>	<b>\$ 164,772,036</b>	<b>\$ 153,039,859</b>	<b>\$ 153,415,678</b>	<b>\$ (11,254,500)</b>	<b>\$ 224,180</b>	<b>\$ 681,452</b>	<b>\$ 681,452</b>

The year-end balances for August 31, 2024 are not final. They are pending year end closing adjustments and should be complete by mid-December.

San Jacinto College Foundation Financial Statements  
September 2024

**San Jacinto College Foundation**  
Statement of Financial Position  
As of September 30, 2024

	Current Year			Previous Year			Difference		
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total
<b>ASSETS</b>									
Current Assets									
Checking/Savings									
General Fund	\$2,024,666	-	\$2,024,666	\$2,755,699	-	\$2,755,699	(\$731,033)	-	(\$731,033)
Other Funds	-	-	-	-	-	-	-	-	-
Total Checking/Savings	2,024,666	-	2,024,666	2,755,699	-	2,755,699	(731,033)	-	(731,033)
Accounts Receivables	2,691,097	-	2,691,097	2,567,730	-	2,567,730	123,367	-	123,367
Other Current Assets									
Short Term Investments									
Goldman Sachs - SS2 (Endowed)		22,568,483	22,568,483		18,446,505	18,446,505	-	4,121,977	4,121,977
Goldman Sachs - SSF (Non-Endowed)		3,679,159	3,679,159		6,638,141	6,638,141	-	(2,958,982)	(2,958,982)
Goldman Sachs - FDN - HOE	740,409		740,409	477,720		477,720	262,689	-	262,689
Goldman Sachs - FDN-SSE (Endowed)	3,249,623		3,249,623	1,771,978		1,771,978	1,477,644	-	1,477,644
Goldman Sachs - FDN	17,140,473		17,140,473	12,849,288		12,849,288	4,291,185	-	4,291,185
Total SJC Short Term Investments	21,130,504	26,247,642	47,378,146	15,098,986	25,084,646	40,183,633	6,031,518	1,162,996	7,194,513
Total Current Assets	25,846,268	26,247,642	52,093,909	20,422,415	25,084,646	45,507,061	5,423,852	1,162,996	6,586,848
<b>TOTAL ASSETS</b>	<b>25,846,268</b>	<b>26,247,642</b>	<b>52,093,909</b>	<b>20,422,415</b>	<b>25,084,646</b>	<b>45,507,061</b>	<b>5,423,852</b>	<b>1,162,996</b>	<b>6,586,848</b>
<b>LIABILITIES &amp; NET ASSETS</b>									
Liabilities									
Current Liabilities									
Accounts Payable									
Grants Payable	140,402	-	140,402	140,489	-	140,489	(88)	-	(88)
Programs Payable	2,030	-	2,030	2,030	-	2,030	-	-	-
Endowments Payable	349,827	-	349,827	239,733	-	239,733	110,094	-	110,094
Scholarship Payables	945,683	1,682,902	2,628,585	270,918	1,622,703	1,893,621	674,765	60,198	734,964
Student Success Payables	65,915	-	65,915	142,564	-	142,564	(76,648)	-	(76,648)
Total Accounts Payable	1,503,857	1,682,902	3,186,759	795,734	1,622,703	2,418,437	708,124	60,198	768,322
Total Current Liabilities	1,503,857	1,682,902	3,186,759	795,734	1,622,703	2,418,437	708,124	60,198	768,322
Total Liabilities	1,503,857	1,682,902	3,186,759	795,734	1,622,703	2,418,437	708,124	60,198	768,322
NET ASSETS									
Net Assets Without Donor Restrictions	4,107,816	24,494,145	28,601,961	2,825,046	24,004,479	26,829,525	1,282,769	489,666	1,772,436
Net Assets With Donor Restrictions	19,166,081		19,166,081	17,129,093		17,129,093	2,036,988	-	2,036,988
Net Assets	23,273,897	24,494,145	47,768,042	19,954,139	24,004,479	43,958,618	3,319,757	489,666	3,809,424
Net Income	1,068,513	70,595	1,139,109	(327,458)	(542,536)	(869,993)	1,395,971	613,131	2,009,102
Total Net Assets	24,342,410	24,564,740	48,907,150	19,626,681	23,461,943	43,088,625	4,715,729	1,102,797	5,818,526
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>\$25,846,268</b>	<b>\$26,247,642</b>	<b>\$52,093,909</b>	<b>\$20,422,415</b>	<b>\$25,084,646</b>	<b>\$45,507,061</b>	<b>\$5,423,852</b>	<b>\$1,162,996</b>	<b>\$6,586,848</b>

**San Jacinto College Foundation**  
Statement of Activities  
For the Period Ending September 30, 2024

	Current Year			Previous Year			Difference			Foundation Annual Budget	Actual % of Annual Budget
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total		
<b>Ordinary Income/Expense</b>											
<b>Income</b>											
<b>Contributions</b>											
Grant Contributions	497,914	-	497,914	51,600	-	51,600	446,314	-	446,314	500,000	100%
Endowments	16,867	-	16,867	21,344	-	21,344	(4,477)	-	(4,477)	1,000,000	2%
Program Sponsorship	17,094	-	17,094	80,395	-	80,395	(63,301)	-	(63,301)	600,000	3%
Unrestricted Foundation	3,135	-	3,135	-	-	-	3,135	-	3,135	150,000	2%
Scholarships	160,916	-	160,916	88,838	-	88,838	72,078	-	72,078	650,000	25%
<b>Total Contributions</b>	<b>695,925</b>	<b>-</b>	<b>695,925</b>	<b>242,177</b>	<b>-</b>	<b>242,177</b>	<b>453,748</b>	<b>-</b>	<b>453,748</b>	<b>2,900,000</b>	<b>24%</b>
<b>Other Income</b>											
Special Events	-	-	-	5,425	-	5,425	(5,425)	-	(5,425)		
Investment Income	169,467	166,637	336,104	117,654	176,924	294,578	51,813	(10,287)	41,526	3,000,000	
Realized Gain / (Loss)	(1,041)	(34,848)	(35,890)	7,959	(11,941)	(3,982)	(9,000)	(22,907)	(31,907)	-	
Unrealized Gain / (Loss)	728,093	1,135,033	1,863,126	(249,439)	(707,518)	(956,957)	977,532	1,842,551	2,820,083	-	
<b>Total Other Income</b>	<b>896,519</b>	<b>1,266,821</b>	<b>2,163,340</b>	<b>(118,401)</b>	<b>(542,536)</b>	<b>(660,937)</b>	<b>1,014,920</b>	<b>1,809,356</b>	<b>2,824,277</b>	<b>3,000,000</b>	<b>72%</b>
<b>Total Income</b>	<b>1,592,444</b>	<b>1,266,821</b>	<b>2,859,265</b>	<b>123,776</b>	<b>(542,536)</b>	<b>(418,760)</b>	<b>1,468,668</b>	<b>1,809,356</b>	<b>3,278,025</b>	<b>5,900,000</b>	<b>48%</b>
<b>Expense</b>											
<b>Programs</b>											
Scholarships Awarded - SSF		1,196,226	1,196,226	-	-	-		1,196,226	1,196,226	3,000,000	40%
Scholarships Awarded - FND	350,103	-	350,103	327,463	-	327,463	22,640	-	22,640	1,000,000	35%
Programs Sponsored	84,950	-	84,950	55,517	-	55,517	29,434	-	29,434	400,000	21%
Student Success Initiatives	54,461	-	54,461	57,470	-	57,470	(3,009)	-	(3,009)	100,000	54%
<b>Total Programs</b>	<b>489,515</b>	<b>1,196,226</b>	<b>1,685,740</b>	<b>440,450</b>	<b>-</b>	<b>440,450</b>	<b>49,065</b>	<b>1,196,226</b>	<b>1,245,290</b>	<b>4,500,000</b>	<b>37%</b>
<b>Supporting Services</b>											
Bad Debt Expense	-	-	-	-	-	-	-	-	-	3,500	0%
<b>Supporting Services</b>											
Foundation Expenses	33,716	-	33,716	8,434	-	8,434	25,283	-	25,283	189,500	18%
Sponsorship Expense	700	-	700	2,350	-	2,350	(1,650)	-	(1,650)	15,000	5%
<b>Total Supporting Services</b>	<b>34,416</b>	<b>-</b>	<b>34,416</b>	<b>10,784</b>	<b>-</b>	<b>10,784</b>	<b>23,633</b>	<b>-</b>	<b>23,633</b>	<b>204,500</b>	<b>17%</b>
<b>Total Expense</b>	<b>523,931</b>	<b>1,196,226</b>	<b>1,720,157</b>	<b>451,234</b>	<b>-</b>	<b>451,234</b>	<b>72,697</b>	<b>1,196,226</b>	<b>1,268,923</b>	<b>4,708,000</b>	<b>37%</b>
<b>Net Ordinary Income</b>	<b>1,068,513</b>	<b>70,595</b>	<b>1,139,109</b>	<b>(327,458)</b>	<b>(542,536)</b>	<b>(869,993)</b>	<b>1,395,971</b>	<b>613,131</b>	<b>2,009,102</b>	<b>1,192,000</b>	
Other Income / Expenses											
<b>Increase/Decrease in Net Position</b>	<b>\$1,068,513</b>	<b>\$70,595</b>	<b>\$1,139,109</b>	<b>(\$327,458)</b>	<b>(\$542,536)</b>	<b>(\$869,993)</b>	<b>\$1,395,971</b>	<b>\$613,131</b>	<b>\$2,009,102</b>	<b>\$1,192,000</b>	

Capital Improvement Program  
September 30, 2024

## 2015 Bond Program

Preliminary Report as of September 30, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>									
731603 - CC Classroom Building	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	127,754	47,280,773	730,132	98.48%
<b>Sub-total</b>	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	127,754	47,280,773	730,132	98.48%
<b>North</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>South</b>									
733616 - SC BioManufacturing Program	-	750,000	750,000	-	750,000	16,617	605,211	128,172	82.91%
<b>Sub-total</b>	-	750,000	750,000	-	750,000	16,617	605,211	128,172	82.91%
<b>Maritime</b>									
736603 - MC Maritime Expansion	28,000,000	(26,631,300)	1,368,700	31,300	1,400,000	275,113	964,850	160,037	88.57%
<b>Sub-total</b>	28,000,000	(26,631,300)	1,368,700	31,300	1,400,000	275,113	964,850	160,037	88.57%
<b>Generation Park</b>									
736606 - Generation Park Opportunities	-	18,400,000	18,400,000	-	18,400,000	247,381	700,070	17,452,549	5.15%
736616 - Generation Park BioManufacturing Program	-	1,600,000	1,600,000	-	1,600,000	292,392	126,881	1,180,727	26.20%
<b>Sub-total</b>	-	20,000,000	20,000,000	-	20,000,000	539,773	826,951	18,633,276	6.83%
<b>Admin</b>									
76605A - CW Deferred Maintenance Phase I	-	31,184,038	31,184,038	427,385	31,611,423	3,456,605	25,191,297	2,963,522	90.63%
736610 - CW Deferred Maintenance Phase II	-	4,938,284	4,938,284	-	4,938,284	944,082	1,865,648	2,128,554	56.90%
720100 - Program Management - AECOM	-	11,431,567	11,431,567	(11,404,113)	27,454	26,428	-	1,026	96.26%
736601 - Contingency	1,166,180	17,833,392	18,999,572	-	18,999,572	-	-	18,999,572	-
<b>Sub-total</b>	1,166,180	65,387,281	66,553,461	(10,976,728)	55,576,733	4,427,115	27,056,944	24,092,674	56.65%
<b>Previously Completed and Closed Projects</b>									
<b>Sub-total</b>	348,678,820	(58,701,200)	289,977,620	9,156,988	299,134,608	-	299,134,608	-	100.00%
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>5,386,372</b>	<b>375,869,337</b>	<b>43,744,291</b>	<b>89.71%</b>

## Center for Biotechnology at Generation Park

Preliminary Report as of September 30, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Generation Park</b>								
736616 GP - BioManufacturing Program - Revenue Bond	4,000,000	-	4,000,000	4,000,000	3,489,259	510,741	-	100.00%
736616 GP - BioManufacturing Program - Bond Earnings	1,900,000	-	1,900,000	1,900,000	-	1,900,000	-	100.00%
736616 GP - BioManufacturing Program - 2015 Bond	1,600,000	600,000	2,200,000	2,200,000	292,392	126,881	1,780,727	19.06%
<b>TOTALS</b>	<b>7,500,000</b>	<b>600,000</b>	<b>8,100,000</b>	<b>8,100,000</b>	<b>3,781,650</b>	<b>2,537,623</b>	<b>1,780,727</b>	<b>78.02%</b>



## Interest Earnings per Bond Issue

Preliminary Report as of September 30, 2024

Bond Issue	Prior years Earnings as of 08.31.24	FY25 Interest Earnings	Allocated Earnings	Available Balance
2004-2011 Bond Issue Earnings	4,488,324	5	(4,488,324)	5
2016 & 2019 Bond Issue Earnings	8,505,744	1,649	(8,486,346)	21,047
2021 Bond Issue Earnings	2,776,135	48,994	(2,474,311)	350,818
2022 Bond Issue Earnings	4,509,270	194,518	(3,482,864)	1,220,924
<b>TOTALS</b>	<b>20,279,473</b>	<b>245,166</b>	<b>(18,931,845)</b>	<b>1,592,794</b>

## Projects Funded with Bond Interest Earnings

Projects	Allocated Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>					
731615 - CC - C3 Low Roof Replacement	563,932	311,474	236,697	15,761	97.21%
731616 - CC - C5 Roof Upgrade	1,008,201	665,779	23,889	318,533	68.41%
<b>Sub-total</b>	<b>1,572,134</b>	<b>977,253</b>	<b>260,586</b>	<b>334,295</b>	<b>78.74%</b>
<b>North</b>					
732614 - NC - N7, N8 & N9 Roof Replacement	2,115,545	-	1,988,004	127,541	93.97%
732615 - NC - N2 Roof Replacement	1,703,274	-	-	1,703,274	-
<b>Sub-total</b>	<b>3,818,819</b>	<b>-</b>	<b>1,988,004</b>	<b>1,830,815</b>	<b>52.06%</b>
<b>South</b>					
733615 - SC - S7 & S9 Roof Replacement	2,319,532	-	2,230,041	89,491	96.14%
733617 - SC - S11 Roof Replacement	680,990	580,121	51,395	49,474	92.74%
733618 - SC - S14 Roof Replacement	580,523	-	-	580,523	-
<b>Sub-total</b>	<b>3,581,045</b>	<b>580,121</b>	<b>2,281,436</b>	<b>719,488</b>	<b>79.91%</b>
<b>Gen Park</b>					
736616 - GP - BioManufacturing Prg	1,900,000	-	1,900,000	-	100.00%
<b>Sub-total</b>	<b>1,900,000</b>	<b>-</b>	<b>1,900,000</b>	<b>-</b>	<b>100.00%</b>
<b>Plant Support Services</b>					
Salaries & benefits (not capitalized)	614,650	-	614,650	-	100.00%
<b>Sub-total</b>	<b>614,650</b>	<b>-</b>	<b>614,650</b>	<b>-</b>	<b>100.00%</b>
<b>Closed Projects</b>					
Multiple Projects	7,445,197	-	7,445,197	-	100.00%
<b>Sub-total</b>	<b>7,445,197</b>	<b>-</b>	<b>7,445,197</b>	<b>-</b>	<b>100.00%</b>
<b>TOTALS</b>	<b>18,931,845</b>	<b>1,557,374</b>	<b>14,489,873</b>	<b>2,884,598</b>	<b>84.76%</b>

## Future Capital Projects

Preliminary Report as of September 30, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>College Wide</b>								
Sportsfields Upgrades (726505)	-	2,400,000	2,400,000	2,400,000	522,545	20,128	1,857,327	22.61%
Capital Reserve Contingency (726504)	-	9,244,416	9,244,416	9,244,416	-	-	9,244,416	-
<b>Sub-total</b>	-	9,244,416	9,244,416	9,244,416	-	-	9,244,416	-
<b>TOTALS</b>	-	<b>11,644,416</b>	<b>11,644,416</b>	<b>11,644,416</b>	<b>522,545</b>	<b>20,128</b>	<b>11,101,743</b>	<b>4.66%</b>

## Energy Conservation Project

Report as of September 30, 2024

Project	Base Budget	Budget Adjustments	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>College Wide</b>							
E25001 UCRM 1 - LED Lighting Retrofit	-	1,155,562	1,155,562	-	-	1,155,562	-
E25002 UCRM 2.1b - IDF/MDF Mini Split System	-	83,745	83,745	-	-	83,745	-
E25003 UCRM 2.1c - S11 Police Department Split System	-	29,582	29,582	-	-	29,582	-
E25004 UCRM 2.5a - NC Demand Flow Optimization	-	334,900	334,900	-	-	334,900	-
E25005 UCRM 2.5b - SC Boiler Optimization	-	77,000	77,000	-	-	77,000	-
E25006 UCRM 3 - Retro Commissioning 10 Buildings	-	350,920	350,920	-	-	350,920	-
E25007 UCRM 4.1 Power Factor Correction	-	16,280	16,280	-	-	16,280	-
E25008 UCRM 5.4a NC Baseball Field Water Recapture	-	411,480	411,480	-	-	411,480	-
E25009 UCRM 5.4b SC irrigation System Sub-metering	-	20,356	20,356	-	-	20,356	-
E25010 Utility Assessment Report	-	92,000	92,000	-	-	92,000	-
E25000 - Contingency Lone Star Loan 2025	2,571,824	(2,571,824)	-	-	-	-	-
<b>TOTALS</b>	<b>2,571,824</b>	<b>-</b>	<b>2,571,824</b>	<b>-</b>	<b>-</b>	<b>2,571,824</b>	<b>-</b>

## Repair and Renovation

Report as of September 30, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
F25001 CC - CC/EDGE/Maritime Misc. Funds	-	15,000	15,000	15,000	4,768	-	10,232	31.79%
F25009 CC - C3. 287 One Button Studio	-	30,000	30,000	30,000	-	-	30,000	-
F25012 CC - C11.1119 MRI Stimulator	-	-	-	-	-	-	-	-
F25013 CC - C11.1120 Surgical Lab	-	-	-	-	-	-	-	-
F25017 CC - C19.265 STEM Lab Furniture	-	4,159	4,159	4,159	4,159	-	-	100.00%
<b>Sub-total</b>	-	49,159	49,159	49,159	8,927	-	40,232	18.16%
<b>North</b>								
F25002 NC - NC Misc.Funds	-	10,000	10,000	10,000	-	-	10,000	-
F25007 NC - N8.219 AV English Ste PH II	-	-	-	-	-	-	-	-
F25008 NC - N8.152 Data Drop	-	-	-	-	-	-	-	-
F25010 NC - N10.155 IT Office Space	-	27,249	27,249	27,249	-	-	27,249	-
F25014 NC - N1 Fine Arts Stage Floor	-	-	-	-	-	-	-	-
F25016 NC - N24 Generator	-	-	-	-	-	-	-	-
<b>Sub-total</b>	-	37,249	37,249	37,249	-	-	37,249	-
<b>South</b>								
F25003 SC - SC Misc. Funds	-	10,000	10,000	10,000	-	-	10,000	-
F25015 SC - S15.115 Dance Rehearsal Studio	-	-	-	-	-	-	-	-
F25018 SC - S8 Classroom Conversion	-	-	-	-	-	-	-	-
F25019 SC - S15.122,124,126 Room Reno	-	-	-	-	-	-	-	-
<b>Sub-total</b>	-	10,000	10,000	10,000	-	-	10,000	-
<b>Maritime</b>								
F25020 MT - M1 Classroom Lighting Upgrade	-	-	-	-	-	-	-	-
F25021 MT - Maritime Bleachers	-	-	-	-	-	-	-	-
<b>Sub-total</b>	-	-	-	-	-	-	-	-
<b>Generation Park</b>								
GP - GP Misc. Funds	-	5,000	5,000	5,000	-	-	5,000	-
GP - G2.221 A&P Lab	-	2,146	2,146	2,146	2,146	-	-	100.00%
<b>Sub-total</b>	-	7,146	7,146	7,146	2,146	-	5,000	30.03%
<b>District</b>								
F25004 DIST - DC Misc. Funds	-	5,000	5,000	5,000	-	-	5,000	-
F25011 DIST - CW Reupholstering	-	75,000	75,000	75,000	-	-	75,000	-
<b>Sub-total</b>	-	80,000	80,000	80,000	-	-	80,000	-
<b>Contingency (720700) - Major Repairs</b>	600,000	(6,305)	593,695	593,695	-	-	593,695	-
<b>Sub-total</b>	600,000	(6,305)	593,695	593,695	-	-	593,695	-
<b>TOTALS</b>	600,000	177,249	777,249	777,249	11,073	-	766,176	1.42%

**Action Item "IX"**  
**Regular Board Meeting November 4, 2024**

**Consideration of Approval of Amendment to the 2024-2025 Budget  
for Restricted Revenue and Expenses Relating to Federal, State and Local Grants/Contracts**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve an amendment to the 2024-2025 budget for restricted revenue and expenses related to grants/contracts.

**BACKGROUND**

Federal, state, and local grants/contracts may require amendments for receipt of newly awarded grants or changes to existing grants/contracts. These amendments should be processed in a timely manner to provide access to funding to meet the objectives set forth within the grant/contract requirements. This budget amendment request includes additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants/contracts received during the month of October 2024.

**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 \$10,000 so the net impact on the College budget is zero.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1- Budget Amendments- 11-04-24  
Attachment 2- Grant/Contract Detail- 11-04-24

**RESOURCE PERSONNEL**

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**SAN JACINTO COLLEGE DISTRICT**  
**Federal, State, and Local Grant/Contract Amendments**  
**November 4, 2024**

	<b>Fund</b>	<b>Org.</b>	<b>Account</b>	<b>Prog.</b>	<b>Amount Debit (Credit)</b>
<b><u>Texas Higher Education Foundation - Course Sharing Mentoring (New Contract)</u></b>					
State Contract Revenue	245144	46275	552300	110000	(10,000)
Operating Supplies - Consumable	245144	46275	711410	420300	10,000
					-
Net Increase (Decrease)					\$ -

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

Grant Funding Summary by Agency:  
Texas Higher Education Foundation

10,000
\$ 10,000

**November 04, 2024, Board Book – Grant/Contract Amendments Detail List**

**Texas Higher Education Foundation - Course Sharing Mentoring (New Contract)**

The purpose of this contract is for the College to assist and provide guidance to the Texas Higher Education Foundation, for the benefit of the Texas Higher Education Coordinating Board (THECB), in the expansion of the statewide Course Sharing program and to serve as a mentor for institutions that will join the Course Sharing program in the future. This contract begins upon execution and will expire on January 31, 2025, or upon completion of the College's participation, whichever occurs first.

**Action Item “X”**  
**Regular Board Meeting November 4, 2024**  
**Consideration of Approval of Policy IV.4004.B, Performance Management for**  
**Full-Time Faculty, Staff, and Administrators – Second Reading**

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the following Policy IV.4004.B, pertaining to Human Resources as noted below.

Recommendation for Proposed Revision:

- Performance Management for Full-Time Faculty, Staff, and Administrators

## **BACKGROUND**

This action is being requested to update the Performance Management policy and procedure based on the College’s current practice.

The College’s current policy and procedure on Performance Management for Full-Time Faculty, Staff, and Administrators is being updated to clarify wording and to also expand the purpose statement.

## **IMPACT OF THIS ACTION**

This policy and associated procedure were sent to the College community on October 7 and allowed for feedback and comments through October 21, 2024. No comments were received. The procedure is provided for informational purposes.

## **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 – Performance Management for Full-Time Faculty, Staff, and Administrators

Attachment 2 - Policy IV-F-1: Performance Management for Full-Time Faculty, Staff, and Administrators (current policy)

Attachment 3 - Policy IV.4004.B, Performance Management for Full-Time Faculty, Staff, and Administrators (proposed policy with track changes)

Attachment 4 - Policy IV.4004.B, Performance Management for Full-Time Faculty, Staff, and Administrators (proposed policy - clean)

Informational Items:

Attachment 5 - Procedure 4-11: Performance Management for Full-Time Faculty, Staff, and Administrators (current procedure)

Attachment 6 - Procedure IV.4004.B.a, Performance Management for Full-Time Faculty,



**Action Item “X”**  
**Regular Board Meeting November 4, 2024**  
**Consideration of Approval of Policy IV.4004.B, Performance Management for**  
**Full-Time Faculty, Staff, and Administrators – Second Reading**

Staff, and Administrators (proposed procedure with track changes)  
Attachment 7 - Procedure IV.4004.B.a, Performance Management for Full-Time Faculty,  
Staff, and Administrators (proposed procedure - clean)

**RESOURCE PERSONNEL**

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## Attachment 1

### Policies and Procedures Summary of Changes

New Policy Number: **IV.4004.B**

Proposed Policy Name: **Performance Management for Full-Time Faculty, Staff and Administrators**

Current Policy Number/Name: **Policy IV-F-1: Policy on Performance Management for Full-Time Faculty, Staff and Administrators**

New Procedure Number: **IV.4004.B.a**

Proposed Procedure Name(s): **Performance Management for Faculty, Staff, and Administrators**

Current Procedure Number(s)/Name(s): **4-11 Performance Management for Faculty, Staff, and Administrators**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

[www.sanjac.edu/about/policies-procedures/IV-F-1-Policy-on-Performance-Management.pdf](http://www.sanjac.edu/about/policies-procedures/IV-F-1-Policy-on-Performance-Management.pdf)

[www.sanjac.edu/about/policies-procedures/4-11-Performance-Management-for-Full-Time-Faculty-Staff-and-Administrators.pdf](http://www.sanjac.edu/about/policies-procedures/4-11-Performance-Management-for-Full-Time-Faculty-Staff-and-Administrators.pdf)

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

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

#### Summary of Changes:

##### Policy:

- Expanded the purpose of the policy describing the intent of Performance Management.
- Removed the definitions section.
- Made minor wording changes.

##### Procedure:

- Added “self-evaluation” to “End-of-year evaluation (employee self-evaluation and leader evaluation).”

# **Policy IV-F-1: Policy On Performance Management for Full-Time Faculty, Staff and Administrators**

## **1. INTRODUCTION**

San Jacinto College District is committed to providing the highest quality service to its external constituent communities and among its internal departments.

## **2. DEFINITION**

Performance management is a continuous process of identifying, evaluating, and developing the performance of individuals and aligning performance with the strategic goals of the College.

## **3. GOALS**

The goals of performance management are:

- A. To align values, vision, and annual priorities throughout the College.
- B. To ensure faculty, staff and administrators are working on critical activities that will allow the College to accomplish its goals and objectives.
- C. To increase productivity.
- D. To help faculty, staff and administrators improve their performance through on-going feedback.
- E. To identify opportunities for development.
- F. To provide differentiated compensation based on validated ratings.

## Attachment 2 – Current Policy

<b>Policy #:</b>	IV-F-1
<b>Policy Name:</b>	Performance Management for Full-Time Faculty, Staff and Administrators' Annual Performance Review
<b>Pages:</b>	2
<b>Revision:</b>	Combines Previous Policies IV-F-1, 2, 3, 4
<b>Adopted Date:</b>	IV-F-1 March 2, 1981. IV-F-2 March 2, 1981. IV-F-3 March 2, 1981. IV-F-4 March 2, 1981.
<b>Revision/Reviewed Date:</b>	IV-F-1 Revised May 2, 1994 IV-F-2 Revised May 2, 1994; August 3, 1998 IV-F-3 Revised May 2, 1994; September 1, 2000 IV-F-4 Revised May 2, 1994 Revised January 6, 2015
<b>Effective Date:</b>	March 2, 1981 IV-F-1 May 2, 1994 IV-F-2 May 2, 1994; August 3, 1998 IV-F-3 May 2, 1994; September 1, 2000 IV-F-4 May 2, 1994 January 7, 2015
<b>Associated Procedure:</b>	4-11

## Attachment 3 – Proposed Policy with track changes

### Policy **IV.4004.B**, ~~Policy on~~ Performance Management for Full-Time Faculty, Staff, and Administrators

#### Purpose

~~Performance management is a continuous process of identifying, evaluating, and developing the performance of individuals and aligning performance with the strategic goals of the College.~~

San Jacinto College ~~District~~ is committed to providing the highest quality service to ~~its~~ external constituent communities and ~~among its~~ internal departments.

#### Policy

The goals of performance management are:

- A. To align values, vision, and annual priorities throughout the College.
- B. To ensure faculty, staff, and administrators are working on ~~critical~~ activities that accomplish for that will allow the College's ~~goals to accomplish its goals~~ and objectives.
- C. To increase productivity.
- D. To ~~assist help~~ faculty, staff, and administrators in enhancing~~improve~~ their performance through ~~continuous on going~~ feedback.
- E. To identify opportunities for development.
- F. To provide differentiated compensation based on validated ratings.

#### Definitions

~~Performance management is a continuous process of identifying, evaluating, and developing the performance of individuals and aligning performance with the strategic goals 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 **IV.4004.B.a**, Performance Management for Full-Time Faculty, Staff, and Administrators

Date of Board Approval	Anticipated November 4, 2024
Effective Date	Anticipated November 5, 2024
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

**Attachment 4 - Proposed Policy - clean**

**Policy IV.4004.B, Performance Management for Full-Time Faculty, Staff, and Administrators**

**Purpose**

Performance management is a continuous process of identifying, evaluating, and developing the performance of individuals and aligning performance with the strategic goals of the College.

San Jacinto College is committed to providing the highest quality service to external constituent communities and internal departments.

**Policy**

The goals of performance management are:

- A. To align values, vision, and annual priorities throughout the College.
- B. To ensure faculty, staff, and administrators are working on activities that accomplish the College’s goals and objectives.
- C. To increase productivity.
- D. To assist faculty, staff, and administrators in enhancing their performance through continuous feedback.
- E. To identify opportunities for development.
- F. To provide differentiated compensation based on validated ratings.

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

**Associated Procedures**

Procedure IV.4004.B.a, Performance Management for Full-Time Faculty, Staff, and Administrators

Date of Board Approval	Anticipated November 4, 2024
Effective Date	Anticipated November 5, 2024
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

# Procedure 4-11: Performance Management for Full-Time Faculty, Staff and Administrators

## 1. PROCEDURE

- A. The performance management processes for full-time faculty, staff, and administrators will be both cooperative and on-going and consist of:
1. Individual performance plan (IPP) development
  2. Mid-year review
  3. End of year evaluation (employee self and leader evaluation)
  4. Validation (One-College approach)
- B. Any employee who is not in agreement with their validated rating may request a secondary review; this is the exclusive means of requesting a review of the validated performance rating. Procedure 4.25 Secondary Review of Validated Performance Rating specifies the procedures for reviewing a validated performance rating

<b>Procedure #:</b>	4-11
<b>Procedure Name:</b>	Performance Management for Full-Time Faculty, Staff and Administrators
<b>Pages</b>	2
<b>Adopted Date:</b>	March 2, 1982
<b>Revision/Reviewed Date:</b>	May 2, 1994; January 6, 2015
<b>Effective Date:</b>	March 2, 1982, Revised May 2, 1994 and Revised January 7, 2015
<b>Associated Policy:</b>	IV-F-1

## Attachment 6 – Proposed Procedure with track changes

### Procedure IV.4004.B.a, Performance Management for Full-Time Faculty, Staff, and Administrators

#### Associated Policy

Policy #, Performance Management for Full-Time Faculty, Staff, and Administrators

#### Procedures

The performance management processes for full-time faculty, staff, and administrators will be both cooperative and on-going and consist of:

1. Individual performance plan (IPP) development
2. Mid-year review
3. End-of-year evaluation (employee self-evaluation and leader evaluation)
4. Validation (One-College approach)

Any employee who is not in agreement with their validated rating may request a secondary review; this is the exclusive means of requesting a review of the validated performance rating. Procedure IV.4004.A.a, Secondary Review of Validated Performance Rating specifies the procedures for reviewing a validated performance rating.

Date of SLT Approval	September 24, 2024
Effective Date	Anticipated November 5, 2024
Associated Policy	Policy <u>IV.4004.B</u> , Performance Management for Full-Time Faculty, Staff, and Administrators
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources



## Attachment 7 - Proposed Procedure - clean

### Procedure IV.4004.B.a, Performance Management for Full-Time Faculty, Staff, and Administrators

#### Associated Policy

Policy IV.4004.B, Performance Management for Full-Time Faculty, Staff, and Administrators

#### Procedure

The performance management processes for full-time faculty, staff, and administrators will be both cooperative and on-going and consist of:

1. Individual performance plan (IPP) development
2. Mid-year review
3. End-of-year evaluation (employee self-evaluation and leader evaluation)
4. Validation (One-College approach)

Any employee who is not in agreement with their validated rating may request a secondary review; this is the exclusive means of requesting a review of the validated performance rating. Procedure IV.4004.A.a, Secondary Review of Validated Performance Rating specifies the procedures for reviewing a validated performance rating.

Date of SLT Approval	September 24, 2024
Effective Date	Anticipated November 5, 2024
Associated Policy	Policy IV.4004.B, Performance Management for Full-Time Faculty, Staff, and Administrators
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

**Action Item “XI”**  
**Regular Board Meeting November 4, 2024**  
**Consideration of Approval of Policy IV.4004.A, Secondary Review of**  
**Validated Performance Rating – Second Reading**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the following policy pertaining to Human Resources as noted below.

Recommendation for Proposed Revision:

- Policy IV.4004.A, Secondary Review of Validated Performance Rating

**BACKGROUND**

This action is being requested to update the Secondary Review of Validated Performance Rating policy and procedure based on the College’s current practices.

The College’s current policy and procedure on Secondary Review of Validated Performance Rating includes the process for employees who have expressed a concern about their validated performance rating. It is recommended to clarify the timing expectations for the steps within the process. It is also recommended to add the statement that employees are not permitted to request a higher rating than they originally rated themselves (with the exception of requesting an exceptional rating if the employee originally rated themselves notable).

**IMPACT OF THIS ACTION**

This policy and associated procedure were sent to the College community on October 7 and allowed for feedback and comments through October 21, 2024. No comments were received. The procedure is provided for informational purposes.

**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**

Proposed Revisions:

Attachment 1 - Summary of Changes – Secondary Review of Validated Performance Rating

Attachment 2 - Policy IV.4004.A, Secondary Review of Validated Performance Rating (current policy)

Attachment 3 - Policy IV.4004.A, Secondary Review of Validated Performance Rating (proposed policy with track changes)

Attachment 4 - Policy IV.4004.A, Secondary Review of Validated Performance Rating (proposed policy - clean)

**Action Item “XI”**  
**Regular Board Meeting November 4, 2024**  
**Consideration of Approval of Policy IV.4004.A, Secondary Review of**  
**Validated Performance Rating – Second Reading**

Informational Items:

Attachment 5 - Procedure IV.4004.A.a, Secondary Review of Validated Performance Rating  
(current procedure)

Attachment 6 - Procedure IV.4004.A.a, Secondary Review of Validated Performance Rating  
(proposed procedure with track changes)

Attachment 7 - Procedure IV.4004.A.a, Secondary Review of Validated Performance Rating  
(proposed procedure - clean)

**RESOURCE PERSONNEL**

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**Attachment 1**  
**Policies and Procedures Summary of Changes**

New Policy Number: N/A

Proposed Policy Name: N/A

Current Policy Number/Name: **Policy IV.4004.A, Secondary Review of Validated Performance Rating**

New Procedure Number: N/A

Proposed Procedure Name(s): N/A

Current Procedure Number(s)/Name(s): **Procedure IV.4004.A.a, Secondary Review of Validated Performance Rating**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

[www.sanjac.edu/about/policies-procedures/IV-4004-A-Secondary-Review-of-Validated-Performance-Rating.pdf](http://www.sanjac.edu/about/policies-procedures/IV-4004-A-Secondary-Review-of-Validated-Performance-Rating.pdf)

[www.sanjac.edu/about/policies-procedures/IV.4004.A.a-Secondary-Review-Validated-Performance-Rating.pdf](http://www.sanjac.edu/about/policies-procedures/IV.4004.A.a-Secondary-Review-Validated-Performance-Rating.pdf)

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

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

Summary of Changes:

Policy:

- Expanded the purpose to state that an employee who has expressed a concern about their validated rating can request a secondary review of the validated rating.
- Included that employees can expand on information already included in their performance self-evaluation.

Procedure:

- Deleted “This Secondary Review procedure applies only to full-time employees including Faculty, Administrators, and Staff.” This was duplicated in another paragraph.
- Deleted “Employees who have expressed a concern about their validated performance rating will utilize this Secondary Review procedure for their request.” This is stated in the policy.
- Changed “including the Provost, Vice Chancellor or Deputy Chancellor & President” to “the successive levels of leadership.”
- Changed “respective Provost, Vice Chancellor or Deputy Chancellor & President” to “respective SLT member.”
- Added employees are not permitted to request a higher rating than they originally rated themselves (with the exception of requesting an exceptional rating if the employee originally rated themselves notable).
- Updated language. For example, changed “shall” to “will” and “human resources” to “employee relations.”

### **Attachment 1**

- Added that if the matter is not resolved, the employee's leader must "**immediately**" notify the successive levels of leadership and Employee Relations of the need for a Secondary Review.
- Changed "Employee states the concerns and facts" to "Employee presents the facts."
- Changed "agreed upon date must be scheduled prior to the Secondary Review" to "agreed upon date must be within the following five (5) working days."
- Changed "Each appeal shall be allotted a maximum of 20 minutes for presentation of information or facts, clarification of facts, and discussion." to "Each Secondary Review will be allotted a maximum of 20 minutes for presentation of information or facts, clarification of facts, and discussion. The time allotted for each step is listed below."

## Attachment 2 - Current Policy

### Policy IV.4004.A, Secondary Review of Validated Performance Rating

#### Purpose

Employees who have expressed a concern about their validated performance rating will utilize the Secondary Review process for their request.

#### Policy

This process allows the employee to present clarifying information to the validation committee when they disagree with their final validated performance rating.

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

#### Associated Procedures

Procedure IV.4004.A.a, Secondary Review of Validated Performance Rating

Date of Board Approval	June 4, 2018
Effective Date	June 5, 2018
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness (Primary Owner Updated September 27, 2021 – Does not require Board or SLT approval)
Secondary Owner	Vice President, Human Resources

## Attachment 3 - Proposed Policy with track changes

### Policy IV.4004.A, Secondary Review of Validated Performance Rating

#### Purpose

~~The purpose of this policy is to allow E~~employees who have expressed a concern about their validated performance rating ~~to request a secondary review of their validated rating. will utilize the Secondary Review process for their request.~~

#### Policy

~~This process~~The Secondary Review process allows ~~the~~employees to present clarifying information or expand on information already included in their performance self-evaluations to the validation committee when they disagree with their final validated performance rating.

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

#### Associated Procedures

Procedure IV.4004.A.a, Secondary Review of Validated Performance Rating

Date of Board Approval	<del>June 4, 2018</del> <u>Anticipated November 4, 2024</u>
Effective Date	<del>June 5, 2018</del> <u>Anticipated November 5, 2024</u>
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness <del>(Primary Owner Updated September 27, 2021—Does not require Board or SLT approval)</del>
Secondary Owner	Vice President, Human Resources

## Attachment 4 - Proposed Policy - clean

### Policy IV.4004.A, Secondary Review of Validated Performance Rating

#### Purpose

The purpose of this policy is to allow employees who have expressed a concern about their validated performance rating to request a secondary review of their validated rating.

#### Policy

The Secondary Review process allows employees to present clarifying information or expand on information already included in their self-evaluations to the validation committee when they disagree with their final validated performance rating.

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

#### Associated Procedure

Procedure IV.4004.A.a, Secondary Review of Validated Performance Rating

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Date of Board Approval	Anticipated November 4, 2024
Effective Date	Anticipated November 5, 2024
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

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## Attachment 5 - Current Procedure

### Procedure IV.4004.A.a, Secondary Review of Validated Performance Rating

#### Associated Policy

Policy IV.4004.A, Secondary Review of Validated Performance Rating

#### Procedures

This procedure specifies the process for reviewing a validated performance rating. The review process defined in this Secondary Review procedure is the exclusive means of requesting a review of the validated performance rating. This Secondary Review procedure applies only to full-time employees including: Faculty, Administrators, and Staff.

Performance ratings will be validated for all full-time faculty, administrators, and staff. Employees who have expressed a concern about their validated performance rating will utilize this Secondary Review procedure for their request. All performance documentation within the review period should have been included in the original self-evaluation; however, for the Secondary Review an employee may clarify or expand original information from their performance self-evaluation.

- A. Employees must present their performance evaluation concern in writing or via email to their respective leader within ten (10) working days of being advised of their final validated performance rating.
  1. The immediate leader will meet with the employee to discuss the concern within ten (10) working days.
  2. If the employee or leader are not available to meet within ten (10) working days, a mutually agreed upon date needs to be scheduled prior to the Secondary Review.
  3. The immediate leader may resolve the employee's request for a Secondary Review through discussion with the employee. If the matter is resolved, the leader will respond via email indicating no further action is requested by the employee. The employee will acknowledge the communication with an email response confirming agreement that there is no need to move forward with the Secondary Review.
  4. If the matter is not resolved after discussion with the employee, the immediate leader shall notify the successive levels of leadership (including the Provost, Vice Chancellor or Deputy Chancellor & President) and the Director of Employee Relations of the request for review; this will initiate the next step in the process, a Secondary Review. Human Resources will then send an acknowledgement confirming receipt of the request. Note: This process does not include a separate review by the employee's leadership chain.
- B. The validation team, to include the respective Provost, Vice Chancellor or Deputy Chancellor & President, will convene each September to hear all secondary reviews for faculty, staff, and administrators.

## Attachment 5 - Current Procedure

1. Employees may have a representative of their respective Faculty Senate, Administrative, or Staff Organization (FS, AO, or SO) attend the Secondary Review meeting. This representative shall not present information on behalf of the employee, participate in discussions, answer questions, or initiate discussions.
2. Each appeal shall be allotted a maximum of 20 minutes for presentation of information or facts, clarification of facts, and discussion.

Employee states the concern and facts	5 minutes
Leader summarizes the facts	5 minutes
Employee may rebut leader information	2 minutes
Employee and representative, if any, and leader will exit	
Validation team considers facts and makes a determination	8 minutes

3. The Provost, Vice Chancellor, or Deputy Chancellor & President shall notify the employee in writing within ten (10) working days of the determination of the respective validation team. A copy of the determination shall be provided to the employee's successive levels of leadership. If additional clarification is needed, the employee may ask for a meeting with their leader and the next level leader.

C. The respective validation team's decision is final and will act as the designee for the Chancellor regarding all reviews of validated ratings.

### SPECIAL CIRCUMSTANCES

Exceptional and Room for Improvement ratings must be approved by the Strategic Leadership Team (SLT) Validation Team. Should the respective validation team change the employee's rating to Exceptional or Room for Improvement as a result of the review, Human Resources will notify the Chancellor of the need to reconvene the SLT validation team.

The SLT Validation Team will convene within ten (10) working days after receiving the request from Human Resources. If the SLT members require more than ten (10) working days to consider the rating recommendation, the Provost, Vice Chancellor or Deputy Chancellor & President shall notify the employee in writing how much time will reasonably be needed to provide a response.

Following the SLT validation team's decision, the employee will receive a written determination from the appropriate Provost, Vice Chancellor or Deputy Chancellor & President within ten (10) working days. A copy of the determination shall be provided to the employee's successive levels of leadership.

## Attachment 5 - Current Procedure

Date of SLT Approval	September 7, 2021
Effective Date	September 27, 2021
Associated Policy	Policy IV.4004.A, Secondary Review of Validated Performance Rating
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

## Attachment 6 - Proposed Procedure with track changes

### Procedure IV.4004.A.a, Secondary Review of Validated Performance Rating

#### Associated Policy

Policy IV.4004.A, Secondary Review of Validated Performance Rating

#### Procedures

This procedure specifies the process for reviewing a validated performance rating. ~~The review process defined in this~~ Secondary Review procedure is the exclusive means of requesting a review of the validated performance rating. ~~This Secondary Review procedure applies only to full-time employees including: Faculty, Administrators, and Staff.~~

Performance ratings ~~are~~will be validated for all full-time faculty, administrators, and staff. ~~Employees who have expressed a concern about their validated performance rating will utilize this Secondary Review procedure for their request.~~ All performance documentation ~~within the review period~~ must should have been included in the original self-evaluation. Employees may not introduce new information during a Secondary Review. Employees are also not permitted to request a higher rating than they originally rated themselves (with the exception of requesting an exceptional rating if the employee originally rated themselves notable); however, for the Secondary Review an employee may clarify or expand original information from their performance self-evaluation.

- A. Employees must present their performance evaluation concern in writing or via email to their respective leader within ten (10) working days of being advised of their final validated performance rating.
  1. The immediate leader will meet with the employee to discuss the concern within ten (10) working days from the written request.
  2. If the employee or leader are not available to meet within ten (10) working days, a mutually agreed upon date ~~needs to~~must should be scheduled within the following five (5) working days prior to the Secondary Review.
  3. The immediate leader may resolve the employee's request for a Secondary Review through discussion with the employee. If the matter is resolved, the leader will respond via email indicating no further action is requested by the employee. The employee will acknowledge the communication with an email response confirming agreement that there is no need to move forward with the Secondary Review.
  4. If the matter is not resolved after discussion with the employee, the immediate leader ~~shall~~will notify the successive levels of leadership ~~(including the Provost, Vice Chancellor, or Deputy Chancellor & President, or Associate Vice Chancellor), and the Director of Employee Relations~~ immediately of the request for a review. ~~This will initiate the next step in the process,~~ a Secondary Review. ~~Human Resources, Employee Relations~~ will then send an acknowledgement confirming receipt of the

**Attachment 6 - Proposed Procedure with track changes**

request. Note: This process does not include a separate review by the employee’s successive levels of leadership~~leadership chain~~.

B. The validation team, to include the respective ~~Provost, Vice Chancellor, or Strategic Leadership Team (SLT) member~~ -will convene each September to hear all secondary reviews for faculty, staff, and administrators.

1. Employees may have a representative of their respective Faculty Senate, Administrative, or Staff Organization (FS, AO, or SO) attend the Secondary Review meeting. This representative ~~shall~~will not present information on behalf of the employee, participate in discussions, answer questions, or initiate discussions.
2. Each Secondary Review appeal ~~shall~~will be allotted a maximum of 20 minutes for presentation of information or facts, clarification of facts, and discussion. The breakdown of time allotted for each step is listed below~~that time is as follows:~~

<u>Employee</u> <del>presents the states the concerns and</del> facts	5 minutes
<u>Leader</u> summarizes the facts	5 minutes
<u>Employee</u> may rebut leader information	2 minutes
<u>Employee</u> and representative, if any, and leader will exit	
<u>Validation team</u> considers facts and makes a determination	8 minutes

3. ~~The Provost, Vice Chancellor, or Deputy Chancellor & President shall~~ The respective SLT member will notify the employee in writing within ten (10) working days of the determination. ~~of the respective validation team.~~ A copy of the determination ~~shall~~will be provided to the employee’s successive levels of leadership. If additional clarification is needed, the employee may ask for a meeting with their leader and the next level leader.

C. The respective validation team’s decision is final and will act as the designee for the Chancellor regarding all reviews of validated ratings.

**Special Circumstances**~~PECIAL CIRCUMSTANCES~~

Exceptional and Room for Improvement ratings must be approved by the ~~Strategic Leadership Team (SLT)~~ Validation Team. Should the respective validation team change the employee’s rating to Exceptional or Room for Improvement as a result of the review, ~~Employee Relations~~ Human Resources will notify the Chancellor’s office of the need to reconvene the SLT validation team.

The SLT Validation Team will convene within ten (10) working days after receiving the request from ~~Human Resources~~Employee Relations. If the SLT members require more than ten (10) working days to consider the rating recommendation, the respective SLT member ~~Provost, Vice Chancellor, or Deputy Chancellor & President, or Associate Vice Chancellor~~

## Attachment 6 - Proposed Procedure with track changes

~~shall~~will notify the employee in writing how much time will reasonably be needed to provide a response.

Following the SLT validation team’s decision, the employee will receive a written determination from the ~~appropriate respective SLT member~~Provost, Vice Chancellor, or Deputy Chancellor & President, or Associate Vice Chancellor within ten (10) working days. A copy of the determination shall be provided to the employee’s successive levels of leadership.

Date of SLT Approval	<del>September 7, 2024</del> <u>September 24, 2024</u>
Effective Date	<del>September 27, 2024</del> <u>Anticipated November 5, 2024</u>
Associated Policy	Policy IV.4004.A, Secondary Review of Validated Performance Rating
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

## Attachment 7 - Proposed Procedure - clean

### Procedure IV.4004.A.a, Secondary Review of Validated Performance Rating

#### Associated Policy

Policy IV.4004.A, Secondary Review of Validated Performance Rating

#### Procedure

This procedure specifies the process for reviewing a validated performance rating. The Secondary Review procedure is the exclusive means of requesting a review of the validated performance rating.

Performance ratings are validated for all full-time faculty, administrators, and staff. All performance documentation within the review period must have been included in the original self-evaluation. Employees may not introduce new information during a Secondary Review. Employees are also not permitted to request a higher rating than they originally rated themselves (with the exception of requesting an exceptional rating if the employee originally rated themselves notable); however, for the Secondary Review an employee may clarify or expand original information from their performance self-evaluation.

- A. Employees must present their performance evaluation concern in writing or via email to their respective leader within ten (10) working days of being advised of their final validated performance rating.
  1. The immediate leader will meet with the employee to discuss the concern within ten (10) working days from the written request.
  2. If the employee or leader are not available to meet within ten (10) working days, a mutually agreed upon date must be scheduled within the following five (5) working days.
  3. The immediate leader may resolve the employee's request for a Secondary Review through discussion with the employee. If the matter is resolved, the leader will respond via email indicating no further action is requested by the employee. The employee will acknowledge the communication with an email response confirming agreement that there is no need to move forward with the Secondary Review.
  4. If the matter is not resolved after discussion with the employee, the immediate leader will notify the successive levels of leadership and Employee Relations immediately of the request for a review. This will initiate a Secondary Review. Employee Relations will then send an acknowledgement confirming receipt of the request.  
Note: This process does not include a separate review by the employee's successive levels of leadership.
- B. The validation team, to include the respective Strategic Leadership Team (SLT) member will convene each September to hear all secondary reviews for faculty, staff, and administrators.

## Attachment 7 - Proposed Procedure - clean

1. Employees may have a representative of their respective Faculty Senate, Administrative, or Staff Organization (FS, AO, or SO) attend the Secondary Review meeting. This representative will not present information on behalf of the employee, participate in discussions, answer questions, or initiate discussions.
2. Each Secondary Review will be allotted a maximum of 20 minutes for presentation of information or facts, clarification of facts, and discussion. The time allotted for each step is listed below:

Employee presents the facts	5 minutes
Leader summarizes the facts	5 minutes
Employee may rebut leader information	2 minutes
Employee and representative, if any, and leader will exit	
Validation team considers facts and makes a determination	8 minutes

3. The respective SLT member will notify the employee in writing within ten (10) working days of the determination. A copy of the determination will be provided to the employee's successive levels of leadership. If additional clarification is needed, the employee may ask for a meeting with their leader and the next level leader.

C. The respective validation team's decision is final and will act as the designee for the Chancellor regarding all reviews of validated ratings.

### **Special Circumstances**

Exceptional and Room for Improvement ratings must be approved by the SLT Validation Team. Should the respective validation team change the employee's rating to Exceptional or Room for Improvement as a result of the review, Employee Relations will notify the Chancellor's office of the need to reconvene the SLT validation team.

The SLT Validation Team will convene within ten (10) working days after receiving the request from Employee Relations. If the SLT members require more than ten (10) working days to consider the rating recommendation, the respective SLT member will notify the employee in writing how much time will reasonably be needed to provide a response.

Following the SLT validation team's decision, the employee will receive a written determination from the respective SLT member within ten (10) working days. A copy of the determination shall be provided to the employee's successive levels of leadership.

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Date of SLT Approval                      September 24, 2024

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**Attachment 7 - Proposed Procedure - clean**

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Effective Date	Anticipated November 5, 2024
Associated Policy	Policy IV.4004.A, Secondary Review of Validated Performance Rating
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

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## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the following Human Resources policy pertaining to Definitions.

Recommendation for Proposed Revision:

- Policy IV.4005.B, Definitions

## **BACKGROUND**

This action is being requested to update the Definitions policy based on the College’s current use of terminology within Human Resources and other College-wide policies, procedures, and handbooks.

The College’s current policy on Definitions is being updated to include additional definitions and wording changes. These definitions are referenced in documentation submitted to the Southern Association of Colleges and Schools Commission on Colleges; therefore, there is a need for these definitions to be included in a policy rather than in the glossary. Generally, policies have associated procedures, but no procedures are needed for this policy.

## **IMPACT OF THIS ACTION**

This proposed policy was sent to the College community on October 7, 2024 and allowed for feedback and comments through October 21, 2024. Three comments were received that resulted in changes to the Policy (see attachment #3 – yellow highlights in tracked changes).

## **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**

### Proposed Revisions:

Attachment 1 - Summary of Changes – Definitions

Attachment 2 - Policy IV-A: Definitions (current policy)

Attachment 3 - Policy IV.4005.B, Definitions (proposed policy with track changes)

Attachment 4 - Policy IV.4005.B, Definitions (proposed policy - clean)

## **RESOURCE PERSONNEL**

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

Vickie Del Bello      281-998-6357      vickie.delbello@sjcd.edu

**Attachment 1**  
**Policies and Procedures Summary of Changes**

New Policy Number: **IV.4005.B**  
Proposed Policy Name: **Definitions**  
Current Policy Number/Name: **Policy IV-A: Definitions**

New Procedure Number: **IV.4005.B.a**  
Proposed Procedure Name(s): **N/A**  
Current Procedure Number(s)/Name(s): **N/A**

Action Recommended for Policy: **Revised**  
Action Recommended for Procedures: **N/A**

Web Links:  
<https://www.sanjac.edu/about/policies-procedures/IV-A-Definitions.pdf>

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

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

Summary of Changes:

*Policy:*

- Expanded the definition of adjunct faculty to articulate that adjunct employment is at will and there is no guarantee of employment from one semester to another.
- Added other employment related definitions including conditions of work, non-renewal, non-contractual, demotion, and reduction in force.
- Updated the wording in all of the definitions.

After review of feedback from College-wide comments, the definition for Contractual employees was added, the definition for Professionals was removed, and the definition for Reduction in Force was updated to reflect the complete definition as noted in Policy-IV-G-5: Policy on Reduction in Force.

## Policy IV-A: Definitions

For the purpose of this manual the following terms are defined:

### Administrative Personnel

Those persons employed on 12-month administrative contracts and whose assignments require the performance of work directly related to management, policies or general business operations of the institution; whose assignments require the exercise of discretion and independent judgment; and direct the work of others. Administrative personnel include Division Chairs, Directors, Registrars, Deans, Vice Presidents, Presidents and District Administrators.

### Faculty

Those persons, including department chairs, who are employed for the purpose of conducting instruction.

### Full-Time Faculty Members

Those persons employed by 9-, 10 1/2-, or 12-month contracts for the purpose of instruction.

### Adjunct Faculty Members

Those noncontracted persons employed for instruction whose assignment may be one class or more.

### Professional (non-faculty)

Those persons whose assignments require either college graduation or experience of such kind and amount as to provide a comparable background. This includes those persons with assignments that require specialized professional training who are not included under the administrative or faculty categories. Professional (nonfaculty) employees may be contracted.

### Classified Staff

Those persons employed to provide necessary support services for the college. The categories involved covered various levels and grades which include clerical, secretarial, technical, para-professional, skilled crafts and service maintenance.

<b>Policy #:</b>	<b>IV-A</b>
<b>Policy Name:</b>	<b>Definitions</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>March 2, 1981</b>
<b>Revision/Reviewed Date:</b>	<b>May 2, 1994</b>
<b>Effective Date:</b>	<b>March 2, 1981 and May 2, 1994</b>
<b>Associated Procedure:</b>	

## Attachment 3 - Proposed Policy with track changes

### Policy IV.4005.B, Definitions

#### Purpose

The purpose of this policy is to define commonly used employment terms ~~referenced~~used throughout the College's Human Resources ~~policy~~iesy and procedures.

#### Policy

Commonly used terms and ~~their~~ definitions include but are not limited to the following:

**Administrators** are individuals ~~employed by a 12-month contract and~~ whose job functions include work directly related to management, ~~polieies,~~ or general business operations of the College. Administrators exercise discretion, and use independent judgement, and direct the work of others. ~~Administrators include Division Chairs, Directors, Registrars, Deans, Vice Presidents, Presidents, and District Administrators.~~

**Faculty** are individuals, including department chairs, who are employed by a 9, 10 ½, or 12-month contract for the purpose of instruction.

**Adjunct (Part-time) Faculty** are individuals employed to teach at least one class ~~or classes on a~~ during a semester ~~basis~~. These individuals are non-contracted and employed at will. ~~employees~~ This is an employment relationship in which either party can end the employment relationship at any time, for any reason, with or without cause ~~whose employment is at will, meaning they may resign or be dismissed at any time, for any reason. As adjunct faculty are non-contracted, there~~ There is no guarantee of employment from one semester to another.

**Professionals (non-faculty)** are individuals ~~whose assignments require either college graduation or experience of such kind and amount as to provide a comparable background. This includes those persons with assignments that that who require specialized professional training and who are not included under the administrative or faculty categories. Professional (nonfaculty) employees may be contracted.~~

**Staff** are individuals employed to provide necessary support services for the College. The categories involved cover various levels and salary grades which include clerical, administrative, technical, ~~para-professional, skilled, crafts, facilities, and~~ and service maintenance.

**Conditions of work** include hours of work, wages, duties, health and safety practices, and other practices or actions impacting the employee's work environment.

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

**Contractual** employees are employed under the specific terms of a contract, usually for a period of one year.

### Attachment 3 - Proposed Policy with track changes

**Non-contractual** employees are employed **at will**, an employment relationship in which either party can end the employment relationship at any time, for any reason, with or without cause. Part-time staff, part-time faculty, full-time staff, and some administrators are designated as non-contractual employees.

**At-Will** is a reduction in position, responsibilities, and pay.

**A Reduction in Force (RIF)** is an action to downsize the size of the College's work force within a particular unit, department, division, support area, campus, or location. A reduction in force may become necessary in the event of a financial exigency, program change or elimination, reorganization or restructuring, legislative directives, or other circumstances affecting the efficient operation of the College and the delivery of quality services. ~~a reduction in position, responsibilities, and pay.~~ RIF decisions are subject to Policy IV-G-5: Policy on Reduction in Force.

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

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Date of Board Approval	Anticipated November 4, 2024
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Effective Date	Anticipated November 5, 2024
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Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
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Secondary Owner	Vice President, Human Resources
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## Attachment 4 - Proposed Policy - clean

### Policy IV.4005.B, Definitions

#### Purpose

The purpose of this policy is to define commonly used employment terms referenced throughout the College's Human Resources policies and procedures.

#### Policy

Commonly used terms and definitions include but are not limited to the following:

**Administrators** are individuals whose job functions include work directly related to management or general business operations of the College. Administrators exercise discretion, use independent judgement, and direct the work of others.

**Faculty** are individuals, including department chairs, who are employed by a 9, 10 ½, or 12-month contract for the purpose of instruction.

**Adjunct (Part-time) Faculty** are individuals employed to teach at least one class during a semester. These individuals are non-contracted and employed at will. This is an employment relationship in which either party can end the employment relationship at any time, for any reason, with or without cause. There is no guarantee of employment from one semester to another.

**Staff** are individuals employed to provide necessary support services for the College. The categories involved cover various levels and salary grades which include clerical, administrative, technical, crafts, facilities, and maintenance.

**Conditions of work** include hours of work, wages, duties, health and safety practices, and other practices or actions impacting the employee's work environment.

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

**Contractual** employees are employed under the specific terms of a contract, usually for a period of one year.

**Non-contractual** employees are employed **at will**, an employment relationship in which either party can end the employment relationship at any time, for any reason, with or without cause. Part-time staff, part-time faculty, full-time staff, and some administrators are designated as non-contractual employees.

**Demotion** is a reduction in position, responsibilities, and pay.

**Reduction in Force (RIF)** is an action to downsize the size of the College's work force within a particular unit, department, division, support area, campus, or location. A reduction in force may become necessary in the event of a financial exigency, program change or elimination,

## Attachment 4 - Proposed Policy - clean

reorganization or restructuring, legislative directives, or other circumstances affecting the efficient operation of the College and the delivery of quality services. RIF decisions are subject to Policy IV-G-5: Policy on Reduction in Force.

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

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Date of Board Approval	Anticipated November 4, 2024
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Effective Date	Anticipated November 5, 2024
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Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
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Secondary Owner	Vice President, Human Resources
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**Action Item “XIII”**  
**Regular Board Meeting November 4, 2024**  
**Consideration of a Resolution for Casting a Ballot for the Election**  
**of Member(s) to the Board of Directors of the Harris Central Appraisal District**

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

Senate Bill 2 (SB 2), passed by the 88th Texas Legislature in the second special session, became effective after voters in the State of Texas voted to approve the changes in November 2023. SB 2 significantly changed the structure of appraisal district boards and how appraisal district directors in counties with a population of 75,000 or more are elected.

The size of the Board will increase from six to nine members, with the terms of the current elected members expiring on December 31, 2024. Five directors will be elected by the voting taxing units in Harris County, which includes community college districts. The number of votes allocated to each taxing unit is apportioned based upon their percentage of total property tax dollars imposed in the preceding tax year. For the current election cycle, San Jacinto College has been allocated fifty votes, which may be cast all for one candidate, or may be split between as many candidates as the Board may determine appropriate.

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

The deadline for the College to file a copy of the resolution that casts its votes for member(s) of the HCAD Board is December 16, 2024.

Nominations were received for the following eight candidates:

- 1) Cassandra Auzenne Bandy
- 2) Jonathan Cowen
- 3) Martina Lemond Dixon
- 4) Bill Frazer
- 5) Melissa Noriega
- 6) Jim Robinson
- 7) Paul Shanklin
- 8) Mike Sullivan

**IMPACT OF THIS ACTION**

Adoption of the proposed Resolution will cast the College’s ballot for member(s) of the HCAD Board of Directors for terms beginning January 1, 2025. The three candidates receiving the highest number of votes will serve a term of three years. The candidates receiving the fourth and fifth most vote totals will serve a term of one year.

**Action Item “XIII”**  
**Regular Board Meeting November 4, 2024**  
**Consideration of a Resolution for Casting a Ballot for the Election**  
**of Member(s) to the Board of Directors of the Harris Central Appraisal District**

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

No budget implication.

**MONITORING AND REPORTING TIMELINE**

The Resolution will be filed immediately following approval.

**ATTACHMENTS**

Attachment 1 – A Resolution of the Board of Trustees of the San Jacinto Community College District casting its ballot for the election of a person to the Board of Directors of the Harris County Appraisal District

Attachment 2 – Certification of Ballot for Board of Directors Harris County Appraisal District

Attachment 3 – October 17, 2024, Letter from Chief Appraiser Roland Altinger

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6100	<a href="mailto:Brenda.Hellyer@sjcd.edu">Brenda.Hellyer@sjcd.edu</a>
Teri Zamora	281-998-6306	<a href="mailto:Teri.Zamora@sjcd.edu">Teri.Zamora@sjcd.edu</a>
Carin Hutchins	281-998-6109	<a href="mailto:Carin.Hutchins@sjcd.edu">Carin.Hutchins@sjcd.edu</a>

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE GOVERNING BODY OF

**San Jacinto Community College District**

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

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

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

BE IT RESOLVED BY HARRIS COUNTY:

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

Section 2. That **San Jacinto Community College District** does hereby cast its vote, by casting **50** votes for the person(s) indicated on the enclosed Certificate of Ballot to be appointed to serve on the board of directors of the Harris Central Appraisal District, for a term beginning January 1, 2025.

Section 3. That the three candidates receiving the highest vote totals will serve three-year terms and the candidates receiving the fourth and fifth highest vote totals will serve a one-year term.

Section 4. That the presiding officer be, and he or she is hereby, authorized and directed to deliver or cause to be delivered an executed or certified copy of this resolution to the chief appraiser of the Harris Central Appraisal District no later than 5:00 p.m. on December 16, 2024, unless otherwise required to be delivered earlier pursuant to the provisions contained in Section 6.03 (k-1).

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Presiding Officer

ATTEST \_\_\_\_\_  
Witness

**Certification of Ballot - San Jacinto Community College**

**District**

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

I, \_\_\_\_\_, certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, the governing body of **San Jacinto Community College District** did by resolution cast its **50** votes as indicated below on this Certification of Ballot for the person(s) listed below to be appointed to the Harris Central Appraisal District's Board of Directors. There will be **five directors** appointed to the board through this voting process involving all taxing units eligible to vote.

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

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

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

NAME	MARK WITH "X"	NUMBER OF VOTES <u>50</u>
Cassandra Auzenne Bandy	_____	_____
Jonathan Cowen	_____	_____
Martina Lemond Dixon	_____	_____
Bill Frazer	_____	_____
Melissa Noriega	_____	_____
Jim Robinson	_____	_____
Paul Shanklin	_____	_____
Mike Sullivan	_____	_____

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

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
Presiding Officer

ATTEST:

\_\_\_\_\_  
Witness

RECEIVED OCT 21 2024  
RECEIVED OCT 21 2024



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

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TO: TO THE GOVERNING BODY AND/OR THE PRESIDING OFFICER OF

**San Jacinto Community College District**

SERVED BY THE HARRIS CENTRAL APPRAISAL DISTRICT

FROM: ROLAND ALTINGER, CHIEF APPRAISER

SUBJECT: VOTING BALLOT FOR THE ELECTION TO APPOINT FIVE (5)  
DIRECTORS TO THE HARRIS CENTRAL APPRAISAL DISTRICT BOARD  
OF DIRECTORS

DATE: October 17, 2024

As you know, the taxing units are following a new procedure to select appraisal district directors this year as directed by SB 2 (Texas Property Tax Code Sections See 6.0301 and 6.03). All taxing units have completed the process that the law specifies for selecting a nominee. We are now entering the phase whereby the taxing units that are qualified to vote under Section 6.03(d) will select the directors from among the nominated candidates for the five (5) open seats on the appraisal district's board of directors. This letter begins this final step in the process of appointing five directors.

**Before October 30**, the chief appraiser is required to prepare a voting ballot listing alphabetically by surname all candidates submitted by all taxing units, including the nominee of the conservation and reclamation districts, that were timely submitted. The chief appraiser is then required to send that ballot to the presiding officer of the governing body of each taxing unit that is entitled to vote. The names of all candidates officially nominated are reflected on the enclosed "Certification of Ballot" form.

Pursuant to voting entitlement calculations made pursuant to Texas Property Tax Code Section 6.03(d), **San Jacinto Community College District** has **50** votes.

To assist in the election procedure, please find enclosed a Certification of Ballot and a suggested form of resolution for casting vote(s) for the candidate(s). The governing body of each taxing unit

is entitled to cast its votes for a candidate(s) of its choice from the names appearing on the appropriate Certification of Ballot.

A taxing unit's votes may be cast for one candidate or may be distributed among any of the candidates listed on the Certification of Ballot. See Property Tax Code Section 6.03 (c). **Please be certain to write down the number of votes you wish to cast for the candidate(s) for whom you are casting your votes.**

Each governing body that casts its votes for one or more of the candidates must formally adopt a resolution naming the person or persons for whom it votes, the number of votes cast for each person, and submit a certified copy to the chief appraiser. ***The vote must be by resolution.***

The resolution, or a certified copy thereof, together with the completed Certification of Ballot, must be delivered to Roland Altinger, Chief Appraiser, 13013 Northwest Freeway, Houston, Texas 77040, or mailed to P. O. Box 920975, Houston, Texas 77292-0975 ***to arrive before 5:00 p.m. on December 16, 2024.*** The outside of the envelope should be marked "Ballot for Board of Directors." Ballots that arrive after that day and time will not be counted.

**Resolutions and the Certification of Ballot may be submitted via e-mail to [cguerra@hcad.org](mailto:cguerra@hcad.org). However, if they are submitted via e-mail, the original must also be mailed to the address shown above via regular first-class mail.**

The five candidates receiving the most votes will be appointed to the board of directors for a term beginning January 1, 2025. S.B. 2 requires that in this first election the taxing units elect three members to three-year terms and two members to a one-year term. The attached voting resolution states that the three candidates receiving the highest votes will serve three-year terms and the two candidates receiving the fourth and fifth highest vote totals will serve a one-year term.

It is important to note that a very specific voting time limit applies to some governing bodies of taxing units because they are each entitled to cast at least 5% (237) of the total votes (4,745).

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

In counting votes cast in the final election involving all voting taxing units entitled to vote, the Tax Code requires the chief appraiser to separate the ballots returned by the Conservation and Reclamation Districts. Pursuant to Section 6.03(k), the candidate who receives the most votes of the Conservation and Reclamation Districts is considered to have received all the votes cast by the Conservation and Reclamation Districts. The other candidates receiving votes from the Conservation and Reclamation Districts who did not receive the most votes cast are considered to have received no votes from the Conservation and Reclamation Districts.

The chief appraiser will count the votes as specified under the provisions contained within the Texas Property Tax Code. The chief appraiser will then declare the results and notify the winners, the nominees, and the presiding officers of each taxing unit before December 31, 2024.

A tie vote will be resolved by a method of chance chosen by the chief appraiser.

If you have questions about the board selection process, please call me at 713-957-5299.

Sincerely,

A handwritten signature in black ink, appearing to read "Roland Altinger".

Roland Altinger, RPA  
Chief Appraiser

Attachments

cc: HCAD Board Members  
Tax Assessors  
Attorneys

**Action Item “XIV”**  
**Regular Board Meeting November 4, 2024**

**Consideration of Approval of Joint Participation Interlocal Agreement with Harris County**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the College’s participation in an Interlocal Agreement with Harris County to construct improvements along Uvalde Road from Wallisville Road to 0.2 miles south of Crosby Parkway.

**BACKGROUND**

The potential for improving mobility options around the North Campus, particularly along the busy Uvalde Road corridor have been discussed for several years. In March 2024, the Board approved the allocation of up to \$445,000 of matching funds for such a project, as part of the College’s response to a proposal for placing walkways along Uvalde Road.

As the College has continued to work with Harris County Precinct 2 to actualize the project, it has been designed to address the issues of greatest importance. The County will provide engineering, permitting, procurement and oversight of construction, along with \$2 million in funding for the project. The College will participate by reviewing the plans and bids, attending walk-through inspections, and contributing \$441,056 of the College’s previously pledged amount.

**IMPACT OF THIS ACTION**

The College will participate in the review of the design and construction of the proposed walkways which will serve the North Campus Center for Industrial Technology, with access to the remainder of North Campus on the east side of Uvalde Road via crosswalks.

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

The estimated cost of this project is \$2,441,056. The College’s share of \$441,056 will be funded from the 2015 Capital Improvement Program Bond Contingency line, with Harris County funding the remainder of the project.

**MONITORING AND REPORTING TIMELINE**

This project will be managed by Harris County with participation from the College’s Capital Projects staff. Design and Construction is estimated to require one year.

**ATTACHMENTS**

- Attachment 1 – Project Plan
- Attachment 2 – Joint Participation Interlocal Agreement

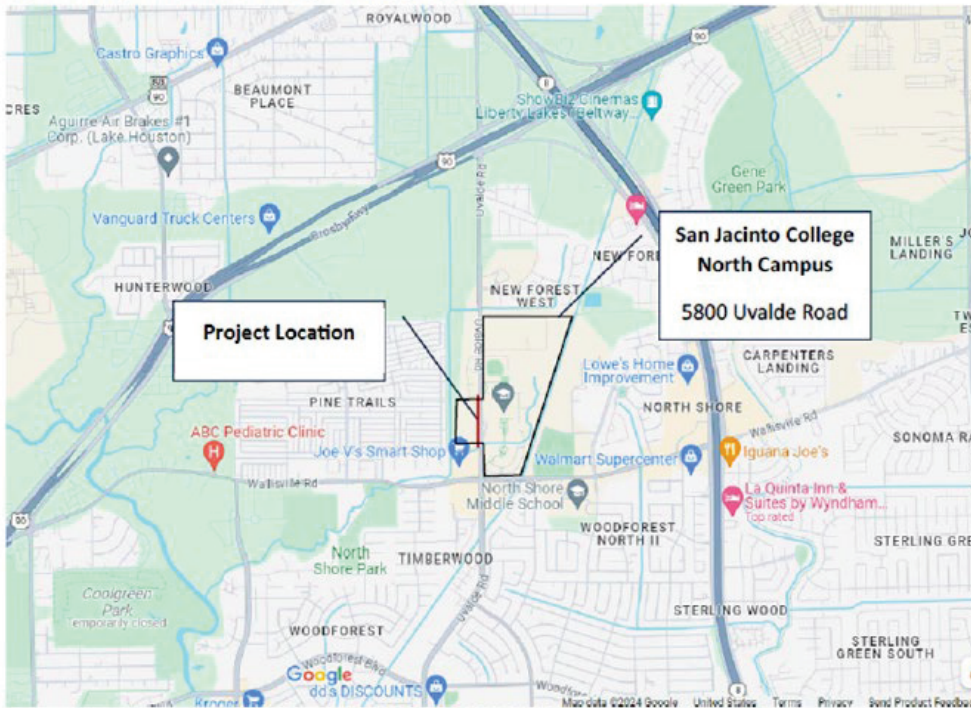
**RESOURCE PERSONNEL**

Chuck Smith	281-998-6341	<a href="mailto:Charles.Smith@sjcd.edu">Charles.Smith@sjcd.edu</a>
Teri Zamora	281-998-6306	<a href="mailto:Teri.Zamora@sjcd.edu">Teri.Zamora@sjcd.edu</a>



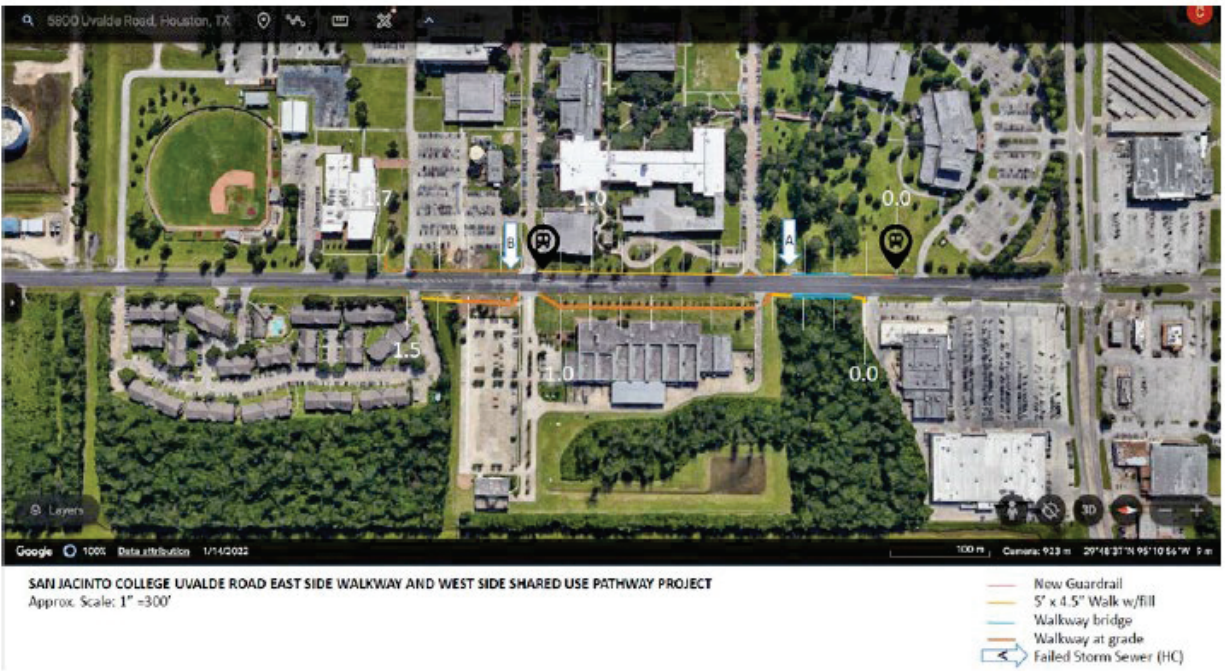


Figure 2 – Project Location with respect to Major Roads



Source: <https://www.google.com/maps/@29.8090024,-95.181445,756m/data=!3m1!1e3?entry=ttu>, captured 1 Feb 2024

Figure 3



**JOINT PARTICIPATION INTERLOCAL AGREEMENT**

This Joint Participation Interlocal Agreement (“Agreement”) is entered into by and between **Harris County** (“County”) and **San Jacinto Community College District** (“District”) pursuant to the Interlocal Cooperation Act, Tex. Gov’t Code Ch. 791.001, *et seq.* County and District may each be referred to herein individually as a “Party” or collectively as the “Parties”.

**RECITALS**

WHEREAS, it is of mutual benefit to both Parties to construct improvements along Uvalde Road from Wallisville Road to 0.2 miles south of Crosby Parkway of which improvements include maintenance of sidewalks, ramps and bus stops (“Project”), as generally illustrated on Exhibit A attached hereto and incorporated herein by reference;

WHEREAS, both Parties desire to cooperate in accordance with the terms of this Agreement to jointly accomplish the construction of the Project; and

WHEREAS, both Parties agree that all funds used under this Agreement shall be from current fiscal funds.

NOW THEREFORE, in consideration of the mutual promises, obligations, and benefits herein set forth, the Parties agree as follows:

**TERMS**

**Section 1. Responsibilities of the Parties**

A. County’s Responsibilities

- (i) The County will provide or cause to be provided, engineering services and related support services necessary to prepare plans, specifications, and estimates (“PS&E”) for the construction of the Project.
- (ii) The County shall be responsible for obtaining all necessary permits and jurisdictional approvals for construction of the Project.
- (iii) Upon completion of the PS&E the County will submit the PS&E to the District for review and approval.
- (iv) Upon approval by the District of the PS&E, the County will advertise for and receive bids for construction of the Project, in a manner similar to that of other County projects.
- (v) Upon execution of professional services agreement for study report related to this Project, the County shall provide an invoice to the District for their cost share

percentage for construction of the Project in accordance with Section 2 of this agreement.

- (vi) Upon receipt of bids for the construction of the Project the County shall determine the lowest and best bidder and provide the bids to the District with its recommendation for award of the construction contract to such lowest and best bidder, as determined by the Harris County Commissioners Court.
- (vii) Upon award of a contract for construction of the Project, the County will:
  - (a) Manage and inspect the construction of the Project in a manner similar to that of other County construction projects; and
  - (b) Through its contractor, construct the Project in accordance with the PS&E approved by the District. The County may make minor changes in the PS&E through change(s) in contract ("CIC") that the County deems to be necessary or desirable during the construction of the Project, so long as the original scope and intent of the Project is maintained.
- (viii) Upon completion of the construction of the Project, the County shall:
  - (a) Provide an opportunity for the District to participate in a final walk-through and preparation of a punch list in regards to the construction of the Project;
  - (b) Continue to assume full responsibility for the ongoing maintenance and repairs of the Project located within the County's Right-of-Way.

**B. District's Responsibilities**

- (i) District will review the PS&E provided by the County and provide its approval within ten (10) business days. Should the District desire to make changes to such PS&E, the Parties agree to meet and resolve all issues within ten (10) business days of the District's receipt of the PS&E in order to finalize an agreed upon PS&E for the Project. If the District does not provide a response on the PS&E provided by the County within ten (10) business days from its receipt of the PS&E, then the PS&E submitted to the District by the County will be deemed approved.
- (ii) Upon receipt of the bids and award recommendation from the County for construction of the Project, the District will:
  - (a) Review the bids and provide concurrence for award of the construction contract to such lowest and best bidder within five (5) business days from receipt of the recommendation from the County. If the District does not provide a response on the construction contract award recommendation within five (5) business days from its receipt of the recommendation from

the County, then the recommendation submitted to the District will be deemed approved; and

- (b) Remit payment to the County for the District Funding Share for construction of the Project in accordance with Section 2 of this Agreement.

### **Section 2. Funding of the Project**

Notwithstanding any provision in this Agreement to the contrary, the following provisions will apply to all payments made under this Agreement:

- A. The County agrees to provide \$2,000,000.00 of the planning, design and construction cost necessary for the planning, design and construction of the Project and the District agrees to provide \$441,056.00 of the construction cost (“District Funding Share”) necessary for the construction of the Project, as generally illustrated on Exhibit B attached hereto and incorporated herein by reference.
- B. The District agrees to provide payment of the District Funding Share to the County within thirty (30) calendar days of receipt of the invoice.
- C. Parties agree that any construction costs incurred during the construction of the project or other work to be performed under this Agreement in excess of the construction contract award amount shall be funded by the County.

### **Section 3. Term and Termination**

- A. This Agreement shall commence upon final execution by all the Parties (the “Effective Date”) and shall remain in full force and effect until the completion of construction of the Project or the County’s receipt of all payments due from the District under this Agreement, whichever occurs later (“Term”).
- B. This Agreement may be terminated by the County before award of the construction contract and at any time by mutual written consent of the Parties, or as otherwise provided under this Agreement.

### **Section 4. Limitation of Appropriation**

- A. District understands and agrees, said understanding and agreement also being of the absolute essence of this Agreement, that the County is not currently appropriating any funds for the Project. County may appropriate funds to complete the Project, but such funds shall not under any conditions, circumstances, or interpretations thereof exceed the sum certified available by the Harris County Auditor.
- B. District understands and agrees, said understanding and agreement also being of the absolute essence of this Agreement, that failure of the Harris County Auditor to certify funds or to certify sufficient funding for any reason shall not be considered a breach of this Agreement.

**Section 5. Miscellaneous**

- A. Non-Assignability. The County and the District bind themselves and their successors, executors, administrators, and assigns to the other Party of this Agreement and to the successors, executors, administrators, and assigns of such other Party, in respect to all covenants of this Agreement. Neither the County nor the District shall assign, sublet, or transfer its interest in this Agreement without the prior written consent of the other Party.
  
- B. Notice. Any notice required to be given under this Agreement (“Notice”) shall be in writing and shall be duly served when it shall have been (a) personally delivered to the address below, (b) deposited, enclosed in an envelope with the proper postage prepaid thereon, and duly registered or certified, return receipt requested, in a United States Post Office, addressed to County or the District at the following addresses:

District: San Jacinto Community College District  
4624 Fairmont Parkway  
Pasadena, Texas 77504  
Attention: Teri Zamora  
Email: [teri.zamora@sjcd.edu](mailto:teri.zamora@sjcd.edu)

County: Harris County Engineering Department  
1111 Fannin Street, 11<sup>th</sup> Floor  
Houston, Texas 77002  
Attention: Interagency Agreement Coordinator

Any Notice given by mail hereunder is deemed given upon deposit in the United States Mail and any Notice delivered in person shall be effective upon receipt.

Each Party shall have the right to change its respective address by giving at least fifteen (15) days’ written notice of such change to the other Party.

Other communications, except for Notices required under this Agreement, may be sent by electronic means or in the same manner as Notices described herein.

- C. Independent Parties. It is expressly understood and agreed by the Parties that nothing contained in this Agreement shall be construed to constitute or create a joint venture, partnership, association or other affiliation or like relationship between the Parties, it being specifically agreed that their relationship is and shall remain that of independent parties to a contractual relationship as set forth in this Agreement. The County is an independent contractor and neither it, nor its employees or agents shall be considered to be an employee, agent, partner, or representative of the District for any purpose. Neither the District, nor its employees, officers, or agents shall be considered to be employees, agents, partners or representatives of the County for any purposes. Neither Party has the authority to bind the other Party.

- D. No Third Party Beneficiaries. This Agreement shall be for the sole and exclusive benefit of the Parties and their legal successors and assigns. The County is not obligated or liable to any party other than the District for the performance of this Agreement. Nothing in the Agreement is intended or shall be deemed or construed to create any additional rights or remedies upon any third party. Further, nothing contained in the Agreement shall be construed to or operate in any manner whatsoever to confer or create rights or remedies upon any third party, increase the rights or remedies of any third party, or the duties or responsibilities of the County with respect to any third party.
- E. Waiver of Breach. No waiver or waivers of any breach or default (or any breaches or defaults) by either Party hereto of any term, covenant, condition, or liability hereunder, or the performance by either Party of any obligation hereunder, shall be deemed or construed to be a waiver of subsequent breaches or defaults of any kind, under and circumstances.
- F. No Personal Liability; No Waiver of Immunity.
- (1) Nothing in the Agreement is construed as creating any personal liability on the part of any officer, director, employee, or agent of any public body that may be a Party to the Agreement, and the Parties expressly agree that the execution of the Agreement does not create any personal liability on the part of any officer, director, employee, or agent of the County.
  - (2) The Parties agree that no provision of this Agreement extends the County's liability beyond the liability provided for in the Texas Constitution and the laws of the State of Texas.
  - (3) Neither the execution of this Agreement nor any other conduct of either Party relating to this Agreement shall be considered a waiver by the County of any right, defense, or immunity on behalf of itself, its employees or agents under the Texas Constitution or the laws of the State of Texas.
- G. Applicable Law and Venue. This Agreement shall be governed by the laws of the State of Texas and the forum for any action under or related to the Agreement is exclusively in a state or federal court of competent jurisdiction in Texas. The exclusive venue for any action under or related to the Agreement is in a state or federal court of competent jurisdiction in Houston, Harris County, Texas.
- H. No Binding Arbitration; Right to Jury Trial. The County does not agree to binding arbitration, nor does the County waive its right to a jury trial.
- I. Contract Construction.
- (1) This Agreement shall not be construed against or in favor of any Party hereto based upon the fact that the Party did or did not author this Agreement.
  - (2) The headings in this Agreement are for convenience or reference only and shall not control or affect the meaning or construction of this Agreement.



- (3) When terms are used in the singular or plural, the meaning shall apply to both.
- (4) When either the male or female gender is used, the meaning shall apply to both.
- J. Recitals. The recitals set forth in this Agreement are, by this reference, incorporated into and deemed a part of this Agreement.
- K. Entire Agreement; Modifications. This Agreement contains the entire agreement between the Parties relating to the rights herein granted and the obligations herein assumed. This Agreement supersedes and replaces any prior agreement between the Parties pertaining to the rights granted and the obligations assumed herein. This Agreement shall be subject to change or modification only by a subsequent written modification approved and signed by the governing bodies of each Party.
- L. Severability. The provisions of this Agreement are severable, and if any provision or part of this Agreement or the application thereof to any person, entity, or circumstance shall ever be held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement and the application of such provision or part of this Agreement to other persons, entities, or circumstances shall not be affected thereby.
- M. Survival of Terms. Any provision of this Agreement that, by its plain meaning, is intended to survive the expiration or earlier termination of this Agreement shall survive such expiration or earlier termination. If an ambiguity exists as to survival, the provision shall be deemed to survive.
- N. Multiple Counterparts/Execution. This Agreement may be executed in several counterparts. Each counterpart is deemed an original and all counterparts together constitute one and the same instrument. In addition, each Party warrants that the undersigned is a duly authorized representative with the power to execute the Agreement.
- O. Warranty. By execution of this Agreement, the District warrants that the duties accorded to the District in this Agreement are within the powers and authority of the District.

**[EXECUTION PAGE FOLLOWS]**

**HARRIS COUNTY**

**SAN JACINTO COMMUNITY  
COLLEGE DISTRICT**

By: \_\_\_\_\_  
Lina Hidalgo  
County Judge

By: \_\_\_\_\_  
Teri Zamora  
Vice Chancellor Fiscal Affairs

APPROVED AS TO FORM:

ATTEST

CHRISTIAN D. MENEFEE  
County Attorney

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

By: \_\_\_\_\_  
Alexa Moores  
Assistant County Attorney  
CAO File No.: 24GEN1990

**ORDER OF COMMISSIONERS COURT**

The Commissioners Court of Harris County, Texas, met in regular session at its regular term at the Harris County Administration Building in the County of Houston, Texas, on \_\_\_\_\_, with all members present except \_\_\_\_\_.

A quorum was present. Among other business, the following was transacted:

**ORDER AUTHORIZING EXECUTION OF A JOINT PARTICIPATION INTERLOCAL AGREEMENT BETWEEN HARRIS COUNTY AND SAN JACINTO COMMUNITY COLLEGE DISTRICT TO CONSTRUCT IMPROVEMENTS ALONG UVALDE ROAD FROM WALLISVILLE TO CROSBY PARKWAY AND ALL RELATED APPURTENANCES IN HARRIS COUNTY PRECINCT 2.**

Commissioner \_\_\_\_\_ introduced an order and moved that Commissioners Court adopt the order. Commissioner \_\_\_\_\_ seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

	Yes	No	Abstain
Judge Lina Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Rodney Ellis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Adrian Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Tom S. Ramsey, P.E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lesley Briones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The County Judge thereupon announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order thus adopted follows:

**IT IS ORDERED THAT:**

1. The Harris County Judge is authorized to execute on behalf of Harris County the attached Joint Participation Interlocal Agreement between Harris County and San Jacinto Community College District to construct improvements along Uvalde Road from Wallisville Road to Crosby Parkway and all related appurtenances in Harris County Precinct 2.
2. All Harris County officials and employees are authorized to do any and all things necessary or convenient to accomplish the purposes of this order.

**Action Item “XV”**  
**Regular Board Meeting November 4, 2024**

**Consideration of Approval of Policy #, Appropriate Use of Copyrighted and Trademarked Materials - First Reading (Informational Item)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve Policy #, Appropriate Use of Copyrighted and Trademarked Materials. The Board of Trustees will not vote on this item but is creating awareness that changes to the policy and procedure are being considered and input is being gathered. New numbering will be added prior to the second reading.

**BACKGROUND**

This action is being requested to update Policy #, Appropriate Use of Copyrighted and Trademarked Materials policy and procedure based on the College’s current practice. A new procedure has also been developed to address the College marks and trademarks.

**IMPACT OF THIS ACTION**

This policy and associated procedure were sent to the College community on September 30, allowing for feedback and comments through October 11, 2024. No comments were received. The procedures are provided for informational purposes.

**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 – Appropriate Use of Copyrighted and Trademarked Materials

Attachment 2 - Policy VI-K: Regarding Appropriate Use of Copyrighted Materials (current policy)

Attachment 3 - Policy #, Appropriate Use of Copyrighted and Trademarked Materials (proposed policy with track changes)

Attachment 4 - Policy #, Appropriate Use of Copyrighted and Trademarked Materials (proposed policy - clean)

Informational Items:

Attachment 5 - Procedure 2-5: Instructional Copyright and Performance Licensing (current procedure)

Attachment 6 - Procedure #, Instructional Copyright and Performance Licensing Use of Copyrighted Materials (proposed procedure with track changes)

Attachment 7 - Procedure #, Instructional Copyright and Performance Licensing Use of Copyrighted Materials (proposed procedure - clean)

Attachment 8 – Procedure #, College Marks (new proposed procedure)

**Action Item “XV”**  
**Regular Board Meeting November 4, 2024**

**Consideration of Approval of Policy #, Appropriate Use of Copyrighted and Trademarked  
Materials - First Reading (Informational Item)**

**RESOURCE PERSONNEL**

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Niki Whiteside	281-998-2660	niki.whiteside@sjcd.edu

## Policies and Procedures Summary of Changes

New Policy Number: **TBD**

Proposed Policy Name: **Appropriate Use of Copyrighted and Trademarked Materials**

Current Policy Number/Name: **Policy VI-K: Regarding Appropriate Use of Copyrighted Materials**

New Procedure Number: **TBD; TBD (two procedures)**

Proposed Procedure Name(s): **Use of Copyrighted Materials; College Marks (New)**

Current Procedure Number(s)/Name(s): **Procedure 2-5: Instructional Copyright and Performance Licensing (Revised); N/A**

Action Recommended for Policy: **Revised**

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

Web Links:

<https://www.sanjac.edu/about/policies-procedures/VI-K-Policy-Regarding-Appropriate-Use-of-Copyrighted-Materials.pdf>

<https://www.sanjac.edu/about/policies-procedures/2-5-Instructional-Media.pdf>

Primary Owner: **Deputy Chancellor/President**

Secondary Owner: **Assistant Vice Chancellor Instructional Innovation and Support**

### Summary of Changes:

#### Policy:

##### *Appropriate Use of Copyrighted and Trademarked Materials*

- Added language to reflect all College employees' responsibility in complying with applicable law(s) related to copyrighted works and use of copyrighted materials.

#### Procedures:

##### *Use of Copyrighted Materials*

- Added "software" as a category to works of authorship. Use of copyrighted software is also described.
- Included additional language or descriptions about copyright, public domain, fair use, copyright infringement, use of College technology, and classroom usage.

##### *College Marks*

- New procedure associated with Policy [#]: Appropriate Use of Copyrighted and Trademarked Materials. This procedure describes San Jacinto College trademark items and use of the College's marks.

# Policy VI-K: Regarding Appropriate Use of Copyrighted Materials

It is the policy of the College to comply with federal and state laws regulating the use of copyrighted, patented, trademarked, and other proprietary materials in all forms, including in print or other hard copy, in any electronic form, or on audio or video recording.

Procedures describing the specific use of copyrighted, patented, and trademark-protected materials, as well as other proprietary material, are published regularly in the Guidelines and Procedures for College Personnel.

Supervisors at all levels are responsible for ensuring that college employees receive training and that the procedures are followed.

<b>Policy #:</b>	<b>VI-K</b>
<b>Policy Name:</b>	<b>Regarding Appropriate Use of Copyrighted Materials</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>May 2, 1994</b>
<b>Revision/Reviewed Date:</b>	<b>May 4, 2015</b>
<b>Effective Date:</b>	<b>May 2, 1994, May 5, 2015</b>
<b>Associated Procedure:</b>	<b>2-10, 2-5</b>

**Policy #~~VI-K~~; ~~Regarding~~ Appropriate Use of Copyrighted and Trademarked Materials**

**Purpose**

This policy provides guidance for use of copyrighted and trademarked materials by employees of San Jacinto College. This policy aligns with Policy V.5003.B, Intellectual Property Rights.

**Policy**

It is the policy of the College to comply with federal and state laws regulating the use of copyrighted, patented, trademarked, and other proprietary materials in all forms, including in print or other hard copy, in any electronic form, or on audio or video recording.

~~Procedures describing the specific use of copyrighted, patented, and trademark protected materials, as well as other proprietary material, are published regularly in the Guidelines and Procedures for College Personnel.~~

Employees are responsible for complying with applicable law and must refrain from the unauthorized copying, reproduction, or dissemination of copyrighted works. -Except as allowed by law, the reproduction, public distribution (including digital transmission), public display, public performance or creation of derivative works, without the consent of the copyright owner, is prohibited.

Supervisors at all levels are responsible for ensuring that college employees receive training and that the procedures are followed.

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

**Associated Procedures**

~~Procedure #2-5, Instructional Copyright and Performance Licensing Use of Copyrighted Materials~~

~~Procedure #, College Marks~~

Date of Board Approval	Anticipated November 4, 2024
Effective Date	Anticipated November 5, 2024
Primary Owner	Deputy Chancellor/President
Secondary Owner	Provosts



## **Policy #, Appropriate Use of Copyrighted and Trademarked Materials**

### **Purpose**

This policy provides guidance for use of copyrighted and trademarked materials by employees of San Jacinto College. This policy aligns with Policy V.5003.B, Intellectual Property Rights.

### **Policy**

It is the policy of the College to comply with federal and state laws regulating the use of copyrighted, patented, trademarked, and other proprietary materials in all forms, including in print or other hard copy, in any electronic form, or on audio or video recording.

Employees are responsible for complying with applicable law and must refrain from the unauthorized copying, reproduction, or dissemination of copyrighted works. Except as allowed by law, the reproduction, public distribution (including digital transmission), public display, public performance or creation of derivative works, without the consent of the copyright owner, is prohibited.

Supervisors at all levels are responsible for ensuring that college employees receive training and that the procedures are followed.

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

### **Associated Procedures**

Procedure #, Use of Copyrighted Materials

Procedure #, College Marks

Date of Board Approval	Anticipated November 4, 2024
Effective Date	Anticipated November 5, 2024
Primary Owner	Deputy Chancellor/President
Secondary Owner	Provosts

# Procedure 2-5: Instructional Copyright and Performance Licensing

Copyright protection subsists, in accordance with United States Copyright Law, 17 U.S.C. 101-1332, in original works of authorship fixed in tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Works of authorship include the following categories:

1. Literary works;
2. Musical works, including any accompanying words;
3. Dramatic works, including any accompanying music;
4. Pantomimes and choreographic works;
5. Pictorial, graphic, and sculptural works;
6. Motion pictures and other audiovisual works;
7. Sound recordings; and
8. Architectural works.

In no case does copyright protection for an original work of authorship extend to any idea, procedure, process, system, method of operation, concept, principle, or discovery, regardless of the form in which it is described, explained, illustrated, or embodied in such work.

Only copyrighted materials are subject to the restrictions in this procedure. Because a copyright notice is not required for copyright protection of works published on or after March 1, 1989, most works (except those authored by the United States Government) should be presumed to be copyright protected, unless further information from the copyright holder or express notice reveals that the copyright holder intends the work to be in the public domain.

Accordingly, all employees and students, of the San Jacinto Community College and any other individuals using works maintained by the College should follow these procedures. Copying of materials or other uses not specifically allowed by the law, fair use, license agreement, or the permission of the copyright holder is strictly prohibited. Employees and students who willfully disregard copyright policy are in violation and do so at their own risk and assume all liability.

The College designates the Educational Technology Office to exercise general oversight of the copyright function for the College and to assure that information about the law and procedures are available. Every attempt will be made to assist employees who need information so that they can perform their duties within the intent of the law.

The Fair Use Doctrine is a component of the U.S. Copyright Law. It allows for the use of copyrighted materials, without gaining authorization, based on the weighing of four factors:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole;
4. The effect of the use upon the potential market for or value of the copyrighted work.

Attachment 5  
Current Procedure

No one factor alone determines a person's right to use a copyrighted work without permission.

Notice that the Fair Use Doctrine does not grant permission for use of copyrighted material simply on the grounds that it is to be used for educational purposes.

The Technology, Education and Copyright Harmonization (TEACH) Act was signed into law in October, 2002. The TEACH Act amends Sections 110(2) and 112 of the Copyright Act of 1976 to give instructors at accredited nonprofit educational institutions greater flexibility to use third party copyrighted works in online course delivery. The act permits the display and performance of virtually all types of works during online instruction without the consent of the copyright owner, provided that:

1. The online instruction at an eligible institution is mediated by an instructor.
2. The transmission of material is intended only for receipt by students enrolled in the course, regardless of where the students are physically located.
3. The institution employs measures to prevent "retention of the work in accessible form by recipients of the transmission for longer than the class session."
4. The institution employs measures that limit the transmission of the material to students enrolled in the particular course and precludes unauthorized student retention and/or downstream redistribution "to the extent technologically feasible."
5. Use of the material is clearly for educational purposes.

If the reproduction of the copyrighted materials does not meet the "fair use" or "TEACH Act" guidelines, College employees must seek authorization through the Educational Technology Office. A permanent central repository of all written copyright authorizations, releases, or waivers will be established in the Educational Technology Office. Copies of such authorization will be sent, as appropriate, to the bookstore, library, or other student support areas.

College contracts and agreements for performance rights (e.g., ASCAP, BMI) are maintained in the Educational Technology and the Purchasing Offices. This office will coordinate reports to licensing agencies with campus performance departments. Questions relating to College performance rights and any associated rights should be directed to the Educational Technology Office.

All instructional personnel will successfully complete copyright training offered by San Jacinto College every two years beginning in fall 2015. Training will be assigned through the San Jacinto College SPARK system.

**Defense of Employees.** If permitted by State law and procedures, San Jacinto Community College may defend any employee against a civil action alleging copyright infringement where (a) the use is in accordance with the provisions of a valid software license agreement, (b) the permission of the copyright owner has been obtained, or (c) the Office of General Counsel has determined that the use is otherwise permissible. Otherwise, the employee will be personally responsible for the defense of a civil action for copyright infringement.

**Posting of Notices.** San Jacinto Community College offices are responsible for posting notices reflecting this policy at all computer and photocopying stations that may be used for reproducing copyrighted materials (e.g., in departmental copy rooms, libraries, and at or near all computer stations). The following is a suggested form of notice:

**"Copyright Notice"**

"Copying, displaying, or distributing copyrighted works may infringe on the owner's copyright. The Educational Technology Office at San Jacinto Community College can help you determine whether your use of a copyrighted work is a fair use or requires permission. Any use of computer or duplication devices

Attachment 5  
Current Procedure

that infringes on copyrighted works is subject to appropriate disciplinary action as well as those civil remedies and criminal penalties provided by federal law."

<b>Procedure #:</b>	<b>2-5</b>
<b>Procedure Name:</b>	<b>Instructional Copyright and Performance Licensing</b>
<b>Pages:</b>	
<b>Adopted Date:</b>	<b>May 2, 1994</b>
<b>Revision/Reviewed Date:</b>	<b>May 4, 2015</b>
<b>Effective Date:</b>	<b>May 5, 2015</b>
<b>Associated Policy:</b>	<b>VI-K</b>

**Procedure ~~<PROCEDURE NUMBER> 2-5, Instructional Copyright and Performance Licensing Use of Copyrighted Materials~~**

**Associated Policy**

**Policy #, ~~Regarding~~ Appropriate Use of Copyrighted and Trademarked Materials**

**Procedures**

I. Copyright Law – General Principles

~~Copyright law protection subsists, in accordance with United States Copyright Law, 17 U.S.C. 101-1332, in~~ original works of authorship fixed in tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. 17 U.S.C. 101-1332. Copyright law gives the author or creator the right to control how and when their work is used by other people. Works of authorship include the following categories:

1. Literary works;
2. Musical works, including any accompanying words;
3. Dramatic works, including any accompanying music;
4. Pantomimes and choreographic works;
5. Pictorial, graphic, and sculptural works;
6. Motion pictures and other audiovisual works;
7. Sound recordings; ~~and~~
8. Architectural works; ~~and~~
9. Software.

~~In no case does e~~Copyright protection ~~for an original work of authorship extend to any~~does not extend to ideas, procedures, processes, system, methods of operation, concepts, principles, or discovery, regardless of the form in which it is described, explained, illustrated, or embodied in such work. In addition, non-copyrighted materials and those in the public domain may be copied freely and without restriction.

~~Only copyrighted materials are subject to the restrictions in this procedure.~~

A work can be protected by copyright law even if it does not contain a copyright mark. Because a copyright notice is not required for copyright protection of works published on or after March 1, 1989, most works (except those authored by the United States Government) should be presumed to be copyright protected, unless further information from the copyright holder or express notice reveals that the copyright holder intends the work to be in the public domain.

Copyright law impacts all facet of the instructional program and other operations of the College. In particular, copyright law must be considered when copying literary works, music, or images, incorporating copyrighted materials into instructional material or a publication, downloading or

Attachment 6  
Proposed Procedure – Tracked Changes

distributing materials from the Internet, incorporating musical recordings or photos into a website or presentation, or performing music.

## II. Copyrighted Software

Copyrighted software may be copied without the copyright owner’s permission only in accordance with the Copyright Act. Section 117 of the Act allows the purchaser of software to make an archival back-up copy. Most software, however, is licensed to the user and the terms of the license agreement may give the user permission to make additional copies of the software. Due to differences in each software license agreement, the user’s right to copy licensed software beyond that permitted under the Copyright Act may be determined only by reading the actual license agreement. Any copying or reproduction of copyrighted software on College computing equipment must be in accordance with the Copyright Act and each software license agreement. Faculty, staff, and students may not use unauthorized copies of any software on College-owned computers or networks.

## III. Fair Use Doctrine

The “fair use” doctrine permits use of copyrighted material without permission for certain authorized purposes, including teaching, news reporting, and scholarship. Whether a particular use constitutes “fair use” will depend on the facts and circumstances surrounding use of the material, including the volume of material used and whether the use is non-commercial. For additional information on fair use, see “Reproduction of Copyrighted Works by Educators and Librarians,” which is published by the U.S. Copyright Office. -See <https://www.copyright.gov/circs/circ21.pdf>. For questions about a specific proposed use, employees should contact the Instructional Innovation and Support Office.

## IV. College Restrictions on Use of Copyrighted Materials by Employees and Students

Accordingly, ~~a~~All employees and students, of the San Jacinto Community College and any other individuals using copyrighted works maintained by the College must comply with copyright law and these procedures. ~~Displaying or c~~should follow these procedures. Copying of materials or other uses not specifically allowed by the law, fair use, license agreement, or the permission of the copyright holder is strictly prohibited. Employees and students who willfully disregard copyright policy are in violation and do so at their own risk and assume all liability.

Copyright infringement is different from plagiarism. Plagiarism is offering the work of another as one’s own, intentionally or unintentionally, without proper acknowledgment. In contrast, copyright infringement occurs when copyrighted material is used without permission of the copyright holder. Infringement can occur even if the work is properly cited or acknowledged.

Employees and students who violate these procedures are subject to discipline, termination, or expulsion by the College and may be held financially responsible by the copyright owner.

Attachment 6  
Proposed Procedure – Tracked Changes

~~Employees and students who willfully disregard copyright policy are in violation and do so at their own risk and assume all liability.~~

A. Use of College Technology

All persons are prohibited from using College technology in violation of any law, including copyright law. Only appropriately licensed programs or software by San Jacinto College may be used with College technology resources. No person shall use the College’s technology resources to post, publicize, or duplicate information in violation of copyright law. The Chancellor or designee shall employ all reasonable measures to prevent the use of college technology resources in violation of the law and these procedures. All persons using college technology resources in violation of law may lose user privileges in addition to other sanctions.

B. Classroom Use

The Fair Use Doctrine addresses the use of copyrighted materials in face-to-face teaching. The TEACH Act (Technology, Education and Copyright Harmonization Act) addresses faculty use and display of works in on-line teaching. Under the TEACH Act, audiovisual works, motion pictures, and dramatic musical works may be shown to online students only in reasonable and limited portions.

~~Unless any license or permission obtained provides otherwise, electronic or digital media in the classroom, including motion pictures and other audiovisual works, must be used in the course of teaching activities as defined by law, regardless of teaching modality.~~

Unless the proposed use of a copyrighted work falls qualifies is an exception under the “fair use” doctrine guidelines or the TEACH Act, The Technology, Education and Copyright Harmonization (TEACH) Act maintained by the Chancellor or designee, the College shall will require an employee or student to obtain a license or permission, or work with the College to obtain such license or permission, from the copyright holder before copying, modifying, displaying, performing, distributing, or otherwise employing the copyright holder’s work for instructional, curricular, or extracurricular purposes stating how the content may be used, for what purpose, who may use it, and for how long.

Responsible Administrators and Training

~~I. Copying of materials or other uses not specifically allowed by the law, fair use, license agreement, or the permission of the copyright holder is strictly prohibited. Employees and students who willfully disregard copyright policy are in violation and do so at their own risk and assume all liability.~~

V. Responsible Administrators and Training

College contracts and agreements for performance rights (i.e., ASCAP, BMI, SESAC, GMRO) are maintained in the Instructional Innovation and Support and the Purchasing Offices. Instructional Innovation and Support will coordinate reports to licensing agencies with campus performance departments. Questions relating to College performance rights and any associated rights should be directed to Instructional Innovation and Support.

Attachment 6  
Proposed Procedure – Tracked Changes

~~All Full-time employees and adjunct (part-time) faculty personnel must will successfully complete copyright training offered annually by San Jacinto College annually, every years.~~

~~All employees and students, of the San Jacinto Community College and any other individuals using works maintained by the College should follow these procedures.~~

The College designates the Educational Technology Instructional Innovation and Support Office to ~~provide~~exercise general oversight of the copyright function for the College, ~~and to provide~~assurance that information about the law and procedures, ~~and to provide guidance to promote compliance with the law.~~ are available. Every attempt will be made to assist employees who need information so that they can to perform their duties within the intent of the law.

The College designates the Assistant Vice Chancellor for Instructional Innovation and Support to receive notification of alleged online copyright infringement and to be listed as the designated agent with the U.S. Copyright Office. The College website will include information on how to contact the College's designated agent. Upon notification, the College's agent shall take all actions necessary to remedy any violation. The College shall provide the designated agent with appropriate training and resources. necessary to protect the College.

The Fair Use Doctrine is a component of the U.S. Copyright Law. It allows for the use of copyrighted materials, without gaining authorization, based on the weighing of four factors:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole;
4. The effect of the use upon the potential market for or value of the copyrighted work.

~~No one factor alone determines a person's right to use a copyrighted work without permission. Notice that the Fair Use Doctrine does not grant permission for use of copyrighted material simply on the grounds that it is to be used for educational purposes.~~

The Technology, Education and Copyright Harmonization (TEACH) Act was signed into law in October, 2002. The TEACH Act amends Sections 110(2) and 112 of the Copyright Act of 1976 to give instructors at accredited nonprofit educational institutions greater flexibility to use third party copyrighted works in online course delivery. The act permits the display and performance of virtually all types of works during online instruction without the consent of the copyright owner, provided that:

1. The online instruction at an eligible institution is mediated by an instructor.
2. The transmission of material is intended only for receipt by students enrolled in the course, regardless of where the students are physically located.
3. The institution employs measures to prevent "retention of the work in accessible form by recipients of the transmission for longer than the class session."



Attachment 6  
Proposed Procedure – Tracked Changes

~~4. The institution employs measures that limit the transmission of the material to students enrolled in the particular course and precludes unauthorized student retention and/or downstream redistribution “to the extent technologically feasible.”~~

~~5. Use of the material is clearly for educational purposes.~~

~~If the reproduction of the copyrighted materials does not meet the “fair use” or “TEACH Act” guidelines, College employees must seek authorization through the Educational Technology Office. A permanent central repository of all written copyright authorizations, releases, or waivers will be established in the Educational Technology Office. Copies of such authorization will be sent, as appropriate, to the bookstore, library, or other student support areas.~~

~~College contracts and agreements for performance rights (e.g., ASCAP, BMI) are maintained in the Educational Technology and the Purchasing Offices. This office will coordinate reports to licensing agencies with campus performance departments. Questions relating to College performance rights and any associated rights should be directed to the Educational Technology Office.~~

~~All instructional personnel will successfully complete copyright training offered by San Jacinto College every two years beginning in fall 2015. Training will be assigned through the San Jacinto College SPARK system.~~

VI. Defense of Employees

~~Unless prohibited by law, If permitted by State law and procedures,~~ San Jacinto Community College may defend any employee against a civil action alleging copyright infringement where (a) the use is in accordance with the provisions of a valid software license agreement, (b) the permission of the copyright owner ~~has been~~was obtained, or (c) the College’s legal counsel~~Office of General Counsel~~ has determined that the use is otherwise permissible. Otherwise, the employee will be personally responsible for the defense of a civil action for copyright infringement and the payment of damages, if awarded.

VII. Posting of Notices-

All San Jacinto Community College offices are responsible for posting notices reflecting this policy at all computer and photocopying stations that may be used for reproducing copyrighted materials (e.g., in departmental copy rooms, libraries, and at or near all computer stations). The following is a suggested form of notice:

“Copyright Notice”

“Copying, displaying, or distributing copyrighted works may infringe on the owner’s copyright. The Educational Technology-Instructional Innovation and Support Office at San Jacinto Community College can provide guidance to employees with questions about~~help you determine~~ whether a proposed~~your~~ use of a copyrighted work is a fair use or requires permission. Any use of computer or duplication devices that infringes on copyrighted works is subject to appropriate disciplinary action as well as those civil remedies and criminal penalties provided by federal law.”

Attachment 6  
Proposed Procedure – Tracked Changes

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Date of SLT Approval	September 24, 2024
Effective Date	Anticipated December 10, 2024
Associated Policy	Policy #, Appropriate Use of Copyrighted and Trademarked Materials
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor/President
Secondary Owner of Policy Associated with the Procedure	Assistant Vice Chancellor Instructional Innovation and Support

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## **Procedure #, Use of Copyrighted Materials**

### **Associated Policy**

#### **Policy #, Appropriate Use of Copyrighted and Trademarked Materials**

### **Procedures**

#### **I. Copyright Law – General Principles**

Copyright law protects original works of authorship fixed in tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. 17 U.S.C. 101-1332.

Copyright law gives the author or creator the right to control how and when their work is used by other people. Works of authorship include the following categories:

1. Literary works;
2. Musical works, including any accompanying words;
3. Dramatic works, including any accompanying music;
4. Pantomimes and choreographic works;
5. Pictorial, graphic, and sculptural works;
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7. Sound recordings;
8. Architectural works; and
9. Software.

Copyright protection does not extend to ideas, procedures, processes, system, methods of operation, concepts, principles, or discovery, regardless of the form in which it is described, explained, illustrated, or embodied in such work. In addition, non-copyrighted materials and those in the public domain may be copied freely and without restriction.

A work can be protected by copyright law even if it does not contain a copyright mark. Because a copyright notice is not required for copyright protection of works published on or after March 1, 1989, most works (except those authored by the United States Government) should be presumed to be copyright protected, unless further information from the copyright holder or express notice reveals that the copyright holder intends the work to be in the public domain.

Copyright law impacts all facet of the instructional program and other operations of the College. In particular, copyright law must be considered when copying literary works, music, or images, incorporating copyrighted materials into instructional material or a publication, downloading or distributing materials from the Internet, incorporating musical recordings or photos into a website or presentation, or performing music.

#### **II. Copyrighted Software**

Copyrighted software may be copied without the copyright owner's permission only in accordance with the Copyright Act. Section 117 of the Act allows the purchaser of software to

Attachment 7  
Proposed Procedure – Clean

make an archival back-up copy. Most software, however, is licensed to the user and the terms of the license agreement may give the user permission to make additional copies of the software. Due to differences in each software license agreement, the user's right to copy licensed software beyond that permitted under the Copyright Act may be determined only by reading the actual license agreement. Any copying or reproduction of copyrighted software on College computing equipment must be in accordance with the Copyright Act and each software license agreement. Faculty, staff, and students may not use unauthorized copies of any software on College-owned computers or networks.

### III. Fair Use Doctrine

The "fair use" doctrine permits use of copyrighted material without permission for certain authorized purposes, including teaching, news reporting, and scholarship. Whether a particular use constitutes "fair use" will depend on the facts and circumstances surrounding use of the material, including the volume of material used and whether the use is non-commercial. For additional information on fair use, see "Reproduction of Copyrighted Works by Educators and Librarians," which is published by the U.S. Copyright Office. *See* <https://www.copyright.gov/circs/circ21.pdf>. For questions about a specific proposed use, employees should contact the Instructional Innovation and Support Office.

### IV. College Restrictions on Use of Copyrighted Materials by Employees and Students

All employees and students of the San Jacinto Community College and any other individuals using copyrighted works maintained by the College must comply with copyright law and these procedures. Displaying or copying of materials or other uses not specifically allowed by the law, fair use, license agreement, or the permission of the copyright holder is strictly prohibited.

Copyright infringement is different from plagiarism. Plagiarism is offering the work of another as one's own, intentionally or unintentionally, without proper acknowledgment. In contrast, copyright infringement occurs when copyrighted material is used without permission of the copyright holder. Infringement can occur even if the work is properly cited or acknowledged.

Employees and students who violate these procedures are subject to discipline, termination, or expulsion by the College and may be held financially responsible by the copyright owner.

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All persons are prohibited from using College technology in violation of any law, including copyright law. Only appropriately licensed programs or software by San Jacinto College may be used with College technology resources. No person shall use the College's technology resources to post, publicize, or duplicate information in violation of copyright law. The Chancellor or designee shall employ all reasonable measures to prevent the use of college technology resources in violation of the law and these procedures. All persons using college technology resources in violation of law may lose user privileges in addition to other sanctions.

#### B. Classroom Use

Attachment 7  
Proposed Procedure – Clean

The Fair Use Doctrine addresses the use of copyrighted materials in face-to-face teaching. The TEACH Act (Technology, Education and Copyright Harmonization Act) addresses faculty use and display of works in on-line teaching. Under the TEACH Act, audiovisual works, motion pictures, and dramatic musical works may be shown to online students only in reasonable and limited portions.

Unless the proposed use of a copyrighted work falls qualifies under the fair use doctrine or the TEACH Act, the College will require an employee or student to obtain a license or permission, or work with the College to obtain such license or permission, from the copyright holder before copying, modifying, displaying, performing, distributing, or otherwise employing the copyright holder's work for instructional, curricular, or extracurricular purposes stating how the content may be used, for what purpose, who may use it, and for how long.

V. Responsible Administrators and Training

College contracts and agreements for performance rights (i.e., ASCAP, BMI, SESAC, GMRO) are maintained in the Instructional Innovation and Support and Purchasing Offices. Instructional Innovation and Support will coordinate reports to licensing agencies with campus performance departments. Questions relating to College performance rights and any associated rights should be directed to Instructional Innovation and Support.

Full-time employees and adjunct (part-time) faculty must successfully complete copyright training offered annually by San Jacinto College.

The College designates the Instructional Innovation and Support Office to provide general oversight of the copyright function for the College, to provide information about the law and procedures, and to provide guidance to promote compliance with the law.

The College designates the Assistant Vice Chancellor for Instructional Innovation and Support to receive notification of alleged online copyright infringement and to be listed as the designated agent with the U.S. Copyright Office. The College website will include information on how to contact the College's designated agent. Upon notification, the College's agent shall take all actions necessary to remedy any violation. The College shall provide the designated agent with appropriate training and resources.

VI. Defense of Employees

Unless prohibited by law, San Jacinto Community College may defend an employee against a civil action alleging copyright infringement where (a) the use is in accordance with the provisions of a valid software license agreement, (b) the permission of the copyright owner was obtained, or (c) the College's legal counsel has determined that the use is otherwise permissible. Otherwise, the employee will be personally responsible for the defense of a civil action for copyright infringement and the payment of damages, if awarded.

VII. Posting of Notices

Attachment 7  
Proposed Procedure – Clean

All San Jacinto Community College offices are responsible for posting notices reflecting this policy at all computer and photocopying stations that may be used for reproducing copyrighted materials (e.g., in departmental copy rooms, libraries, and at or near all computer stations). The following is a suggested form of notice:

“Copyright Notice”

“Copying, displaying, or distributing copyrighted works may infringe on the owner’s copyright. The Instructional Innovation and Support Office at San Jacinto Community College can provide guidance to employees with questions about whether a proposed use of a copyrighted work is a fair use or requires permission. Any use of computer or duplication devices that infringes on copyrighted works is subject to appropriate disciplinary action as well as those civil remedies and criminal penalties provided by federal law.”

Date of SLT Approval	September 24, 2024
Effective Date	Anticipated December 10, 2024
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**Procedure #, College Marks**

**Associated Policy**

**Policy #, Appropriate Use of Copyrighted and Trademarked Materials**

**Procedures**

A trademark or service mark may be a word, name, symbol, device, or any combination thereof that is used by its owner to identify or distinguish goods or services from those of others. Trademark and service marks are protected under Section 45 of the Trademark Act, 15 U.S.C. 1127.

San Jacinto College holds the rights to College marks, taglines, slogans, artwork, photographs, and other images. The unauthorized use of a San Jacinto College trademark in conjunction with the product, service, or business of an individual, group, or corporation may damage the College’s reputation or inaccurately imply College endorsement where none exists.

The San Jacinto College External Relations offices maintains exemplars of all items related to the College brand. The Vice President for Marketing and Public Relations is responsible for the oversight and enforcement of appropriate use of these marks by employees, vendors, local businesses, and members of the community.

Employees may use College marks in work product created for the College, including, for example, an instructional presentation, syllabus, or program handbook.

Inquiries on licensing or use of College marks may be obtained from the External Relations office. Information also is available on the College website at <https://www.sanjac.edu/information-for/business-partners/doing-business-with-san-jac/brand-standards>.

Date of SLT Approval	September 24, 2024
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Secondary Owner of Policy Associated with the Procedure	Assistant Vice Chancellor Instructional Innovation and Support

**Action Item “XVI”  
Regular Board Meeting November 4, 2024  
Consideration of Approval of Trustee Resignation and Method to  
Fill Vacated Trustee Position by Appointment**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the resignation of Trustee Marie Flickinger and conduct an appointment process to fill the resulting vacancy.

**BACKGROUND**

Trustee Flickinger has served as a trustee at San Jacinto College since 1995 and has decided to resign from this position. The Board of Trustees Bylaws state that any vacancy occurring on the Board shall be filled either by a special election or by appointment through a resolution of the Board, with the appointed trustee serving until the next regular election. The next regular election will occur on May 6, 2025.

**IMPACT OF THIS ACTION**

Approval of this action will result in public posting of the open position and process, a period of time for interested parties to file the requested paperwork, a review by Board members of all applicant documents, interview of chosen applicants, and selection of the new trustee.

It is anticipated that the public posting will begin the first week of November, culminating in the anticipated approval and seating of the new trustee at the Board of Trustees meeting on December 9, 2024.

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

No budget implication.

**MONITORING AND REPORTING TIMELINE**

This process is expected to finalize December 9, 2024.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Brenda Hellyer

281-998-6100

[Brenda.Hellyer@sjcd.edu](mailto:Brenda.Hellyer@sjcd.edu)



**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
PURCHASE RECAP  
November 4, 2024**

<b>PURCHASE REQUESTS AND CONTRACT RENEWALS</b>		
<i>No.</i>	<i>Purchase Requests</i>	<i>Amounts</i>
#1	Consideration of Approval to Contract for Maritime Pool Heating and Cooling Systems (BBC)	\$ 303,900
#2	Consideration of Approval to Contract for Design-Build for Generation Park Clean Room (BBC)	250,000
#3	Consideration of Approval of Additional Funds for Energy Efficiency Projects	600,000
#4	Consideration of Approval of Additional Funds for HVAC Equipment and Services	350,000
#5	Consideration of Approval of Additional Funds for the Customer Relationship Management Contract	116,125
#6	Consideration of Approval of Additional Funds for HVAC Equipment and Services for for Energy Efficiency Projects	200,000
#7	Consideration of Approval to Contract for Carpet & Flooring Services	150,000
#8	Consideration of Approval to Purchase Graduation Event License	130,000
#9	Consideration of Approval to Renew the Contract for Semi-Tractor and Bus Maintenance and Repair	100,000
	<b>TOTAL OF PURCHASE REQUESTS</b>	<b><u>\$ 2,200,025</u></b>

**Purchase Request #1**  
**Regular Board Meeting November 4, 2024**

**Consideration of Approval to Contract for Maritime Pool Heating and Cooling Systems**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Service Squad, Inc. to add heating and cooling capabilities to the existing maritime pool system.

**BACKGROUND**

In February 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or renovation project. On August 13, 2024, the Chancellor's designee approved the competitive sealed proposal (CSP) methodology for the maritime pool heating and cooling project. Detailed project plans and specifications developed by ACR Engineering, Inc. were used as part of the documentation package required for public solicitation of construction proposals.

CSP #25-06 was issued on August 15, 2024, to procure products and services for this project in accordance with Texas Government Code §2269.151. Three responses were received and evaluated by a team comprised of representatives from maritime services, facilities services, and ACR Engineering, Inc. The evaluation and ranking of the submittals were based on criteria published in the solicitation. Service Squad, Inc. received the highest overall score.

**IMPACT OF THIS ACTION**

This project will add a pool heater and a pool cooler, as well as all mechanical and structural systems required to integrate those devices with the existing system to the maritime pool. The ability to cool the pool in summer and heat it in the winter will extend the seasons when the outdoor pool can reasonably be scheduled for instruction. This will improve the student experience, improve student safety, and should increase total program revenues.

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

The estimated expenditure for this project is \$303,900 including contingency funds and will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Construction activities will begin upon execution of a contract for services and are expected to be completed by May 2025. This project will be monitored by capital projects personnel.

**ATTACHMENTS**

Attachment 1 – Tabulation

**RESOURCE PERSONNEL**

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**CSP #25-06**  
**Maritime Pool Heating and Cooling Systems**  
**Attachment 1 – Tabulation**

**QUALIFICATIONS**

#	Vendors	Section 1: General	Section 2: History & Experience	Section 3: Safety	Section 4: Financial	Section 5: References	Section 6: Exceptions to Terms & Conditions	Total Points
	<i>Total Points</i>	<i>20</i>	<i>5</i>	<i>10</i>	<i>5</i>	<i>5</i>	<i>5</i>	<i>50</i>
1	Service Squad, Inc.	15.84	3.52	6.80	4.40	2.30	4.40	<b>37.26</b>
2	HTX Industries, LLC	18.24	4.52	8.52	4.60	2.90	4.80	<b>43.58</b>
3	PMGR Development Corp	16.40	3.70	7.60	4.20	2.90	4.40	<b>39.20</b>

**FINAL SCORES**

#	Vendors	Qualification Score	Price Score	Price Value	Final Score
	<i>Total Points</i>	<i>50</i>	<i>50</i>		<i>100</i>
1	Service Squad, Inc.	37.26	50.00	303,856.40	<b>87.26</b>
2	HTX Industries, LLC	43.58	42.09	361,000.00	<b>85.67</b>
3	PMGR Development Corp	39.20	34.37	442,000.00	<b>73.57</b>

**Purchase Request #2**  
**Regular Board Meeting November 4, 2024**

**Consideration of Approval to Contract for Design-Build for Generation Park Clean Room**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract for design-build (DB) with TECHspace for an International Standards Organization (ISO) 7 clean room at the Generation Park campus for the biotechnology department.

**BACKGROUND**

In February 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or renovation project. On July 17, 2024, the Chancellor's designee approved the DB procurement method for this project. The solicitation under DB #25-04 utilized a two-step procurement process in accordance with the Texas Government Code §2269.251.

A request for qualifications (RFQ), the first step of the process, was issued on September 3, 2024, and submittals were received from two firms. Evaluation of the submittals was based on criteria published in the RFQ. Both firms were invited to participate in the second step of the process which included submission of their costing methodology and an interview with the evaluation team, comprised of representatives from facilities services and Huitt-Zollars. Each step was evaluated and ranked using a numerical assessment. TECHspace received the highest overall score.

**IMPACT OF THIS ACTION**

The issuance of a contract to TECHspace will allow for the turnkey design and installation of a modular cleanroom meeting the needs of external clients for employee certifications at the biotechnology department. In addition, the modular nature of this structure will allow it to be moved to another location at a future date.

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

The total expenditure for this contract should not exceed \$250,000. This project will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Every effort will be made to manage this project to allow the cleanroom to be operable in the summer of 2025. This project will be monitored by capital projects staff.

**ATTACHMENTS**

Attachment 1 – Tabulation

**RESOURCE PERSONNEL**

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Genevieve Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**DB #25-04**  
**Clean Room, Generation Park**  
**Attachment 1 – Tabulation**

**QUALIFICATIONS**

#	Vendors	Qualification 1 General	Qualification 2 Literature	Qualification 3 Performance	Qualification 4 References	Qualification Score
	<i>Total Points</i>	<i>40</i>	<i>20</i>	<i>20</i>	<i>20</i>	<i>100</i>
1	<b>TECHspace</b>	34.67	17.33	19.33	16.00	<b>87.33</b>
2	<b>ACH Engineering Inc</b>	22.67	14.00	10.00	14.67	<b>61.34</b>

**FINAL SCORES**

#	Vendors	Qualification Score	Costing Methodology Score	Interview Score	Final Score
	<i>Total Points</i>	<i>40%</i>	<i>30%</i>	<i>30%</i>	<i>100%</i>
1	TECHspace	34.93	30.00	26.17	<b>91.10</b>
2	ACH Engineering Inc	24.54	1.97	18.50	<b>45.01</b>

**Purchase Request #3**  
**Regular Board Meeting November 4, 2024**

**Consideration of Approval of Additional Funds for Energy Efficiency Projects**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of energy efficiency services from Siemens Industry, Inc. for the facilities energy management department.

**BACKGROUND**

Previously, facilities energy management successfully implemented demand flow at the Central Campus plant and completed the first round of retro-commissioning work in March 2024. Facilities energy management plans to continue this initiative by implementing the demand flow optimization of two chiller plants at The North Campus, located at the main central plant and at Building N32. Plans also include retro-commissioning of an additional ten buildings, where eight buildings were previously completed. This initiative will also provide the installation of a new air handling unit at The South Campus for the police department.

Siemens Industry, Inc. has a contract through the Sourcewell cooperative contract programs to provide energy efficient systems, contract number 030421-SIE, and complies with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

**IMPACT OF THIS ACTION**

The College will benefit from the improved energy efficiency initiative, reduced energy usage resulting in cost savings, and a stronger commitment to sustainability. Completion of this project is anticipated to meet the State Energy Conservation Office (SECO) required completion of July 2025. This initiative will provide approximately \$125,000 of annual cost savings.

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

In August 2024, the Board approved an expenditure of \$900,000 using operational funds. This request will increase the approved amount by \$600,000 to a total expenditure of \$1,500,000 and will be funded from the SECO/LoanStar budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Rezaur Rahman	281-476-1876	rezaur.rahman@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Purchase Request #4**  
**Regular Board Meeting November 4, 2024**

**Consideration of Approval of Additional Funds for HVAC Equipment and Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of heating, ventilation, and air conditioning (HVAC) equipment and services from Gowan-Garrett Inc. (Gowan) for the facilities services department.

**BACKGROUND**

Gowan has historically provided services to repair and maintain the HVAC mechanical equipment for college facilities. These services range from planned events to unforeseen and emergency situations when a quick response is essential. Gowan is able to provide a range of services such as HVAC service, plumbing, air compressor, buildouts, pipe fabrication, and sheet metal work.

Gowan has a contract through the Choice Partners cooperative contracts program to provide HVAC equipment and services, contract no.22/049MF-10, and complies with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

**IMPACT OF THIS ACTION**

The College's HVAC staff effectively handles smaller tasks and routine troubleshooting, but it is essential to have access to the extensive resources and broad expertise offered by an HVAC firm, such as Gowan. This partnership ensures maximum uptime and reliability of the College's environmental control systems, which are critical for maintaining optimal learning environments in the semi-tropical Gulf Coast region, where continuous environmental control and air treatment are necessary. The College has experienced approximately \$340,000.00 in recent expenditures for chiller replacement and other HVAC costs related to last winter's freeze and Hurricane Beryl.

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

In August 2024, the Board approved an expenditure of \$350,000 for HVAC equipment and services. This request will increase the approved amount by \$350,000 to a total expenditure of \$700,000. This expenditure will be funded from the facilities services department's 2024-2025 operating budget, with approximately \$340,000.00 reimbursed by property insurance and FEMA.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**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

**Consideration of Approval of Additional Funds for the Customer Relationship Management Contract**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the Customer Relationship Management (CRM) contract with TargetX for the College.

**BACKGROUND**

In June 2022, the Board of Trustees approved a contract TargetX for a CRM solution with the ability to assign advisors based on pathway, manage early alerts and interventions, implement a student communication plan, connect students to the appropriate resources/staff members, and manage prospects and applicants through the enrollment funnel.

On September 1, 2023, the TargetX contract was amended to include PremierX Support Services through TargetX at a cost of \$31,250.00. Services include training sessions, assistance with configuration of the TargetX product and upgrades, and pre-scoped virtual consultation sessions on best practices and configurations.

Request for proposals (RFP) #22-04 was issued February 16, 2022, to procure a CRM solution, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The Board approved a contract with TargetX on June 6, 2022.

**IMPACT OF THIS ACTION**

Approval of this request will allow the College to continue to use PremierX services, providing the College with 163 hours of support services, in order to utilize all services offered within the CRM solution.

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

In June 2022, the Board approved \$770,000 for a three-year agreement with TargetX. This request will increase the approved amount by \$116,125 for a total contract value of \$886,125 and will be funded from the student communications and administrative support department's 2024-2025 operating budget.

**MONITORING AND REPORTING TIMELINE**

The PremierX added services term will be October 1, 2024, through September 30, 2025.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Jessica Tello	281-998-6150 ext.1126	Jessica.Tello@sjcd.edu
Karen Allen	281-998-6106	Karen.Allen@sjcd.edu



**Purchase Request #6**  
**Regular Board Meeting November 4, 2024**

**Consideration of Approval of Additional Funds for HVAC Equipment and Services  
for Energy Efficiency Projects**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of heating, ventilation and air conditioning (HVAC) equipment and services from Blue Northern Air Conditioning for energy efficiency projects.

**BACKGROUND**

Facilities energy management have identified potential areas to improve energy efficiency by utilizing stand-alone split air conditioning (AC) systems to enhance operational flexibility by shutting off the main air handling unit (AHU) and building pumps during after-hours and summer curtailment periods. The areas identified for this strategic move are five information technology services (ITS) data closets districtwide, the police station at south campus, and lab preparation room at generation park.

Blue Northern Air Conditioning was selected for these projects due to their proven track record of completing multiple projects in collaboration with facilities HVAC team, and their expertise is essential to ensuring these upgrades are executed efficiently and effectively.

Blue Northern Air Conditioning has a contract through the Region 5 cooperative contracts programs to provide HVAC capital equipment, supplies, and services, contract number 20230504 and complies with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

**IMPACT OF THIS ACTION**

Upon project completion, facilities will be able to turn off the main air handling units and associated chilled water pumps during after-hours utilizing the newly installed split AC system, providing additional cost savings due to reduced energy consumption. This will also increase the life cycle of building air handling units and pumps.

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

In August 2024, the Board approved an expenditure of \$100,000 for HVAC equipment and services using operational funds. This request will increase the approved amount by \$200,000 to a total expenditure of \$300,000 and will be funded from the SECO/LoanStar budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**Purchase Request #6**  
**Regular Board Meeting November 4, 2024**

**Consideration of Approval of Additional Funds for HVAC Equipment and Services  
for Energy Efficiency Projects**

**RESOURCE PERSONNEL**

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Rezaur Rahman	281-476-1876	rezaur.rahman@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Purchase Request #7**  
**Regular Board Meeting November 4, 2024**  
**Consideration of Approval to Contract for Carpet & Flooring Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Texan Floor Service for carpet and flooring services for the facilities services department.

**BACKGROUND**

The College maintains building flooring surfaces in order to provide proper acoustics, appropriate appearance, and safe walking and working surfaces. When flooring surfaces wear to the point of needing replacement or remodeling, the College requires services of an outside flooring contractor to repair or replace the floor covering.

Request for proposals (RFP) #25-02 was issued on August 30, 2024, to procure carpet and flooring services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Four responses were received and evaluated by a team comprised of representatives from the facilities services department who determined the proposal submitted by Texan Floor Service will provide the best value to the College.

**IMPACT OF THIS ACTION**

Properly maintained floors are important for safe operational use and contribute to the aesthetically pleasing image that the College is committed to maintaining. Approval of this contract will allow the College to maintain appropriate and safe flooring surfaces, repair unsafe and damaged conditions, and improve the appearance of the College's facilities.

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

The estimated annual expenditure is \$150,000 and will be funded from the facilities services department's 2024-2025 operating budget.

**MONITORING AND REPORTING TIMELINE**

The initial one-year term will commence on November 5, 2024, through November 4, 2025, with four one-year renewal options.

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ron Andell	281-998-6016	ron.andell@sjcd.edu
Kimberly Adams	281-991-2614	kimberly.adams@sjcd.edu

**RFP #25-02**  
**Carpet & Flooring Services**  
**Attachment 1 – Tabulation**

**QUALIFICATIONS**

#	Vendors	Section 1: Qualifications	Section 2: Scope & Safety	Section 3: Quality of Materials	Section 4: References	Price Score	Total Points
	<i>Total Points</i>	<i>20</i>	<i>25</i>	<i>15</i>	<i>10</i>	<i>30</i>	<i>100</i>
1	Texan Floor Service	18.67	23.17	13.9	9	18.11	<b>82.84</b>
2	Viva Flooring llc	14.67	18.33	10.00	7.67	29.58	<b>80.25</b>

**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 2025 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 Friday, May 16, 2025. This will be the eleventh college commencement event held at NRG Stadium. Previous ceremonies included approximately 10,000 guests and over 1,500 graduation participants.

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 one commencement ceremony for all graduates.

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

The estimated expenditure for the license fee and event expenses will not exceed \$130,000. This expenditure will be funded from the student services department’s 2024-2025 operating budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Joanna Zimmermann	281-476-1873	joanna.zimmermann@sjcd.edu
Jesus Bernal	281-476-1875	jesus.bernal@sjcd.edu
Damon Harris	281-998-6103	damon.harris@sjcd.edu

**Consideration of Approval to Renew the Contract for Semi-Tractor and Bus Maintenance and Repair**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees renew a contract with Transwest Mobile Truck Repair for semi-tractor and bus maintenance and repairs for the continuing and professional development (CPD) department.

**BACKGROUND**

The CPD department is meeting the demand for commercial driver’s license (CDL) Class A and B drivers by providing CDL training to CenterPoint Energy, Harris County Precinct 2, Port Houston drivers, and participants in the school bus driver training program. CPD is developing opportunities with community-based organizations such as Goodwill Industries, Capital IDEA, and Volunteers of America, to provide their employees and clients with the training they need to become licensed drivers. All these opportunities will increase the wear and tear on the semi-tractors, trailers, and buses used for training, thus requiring continual repair and maintenance.

Request for proposals (RFP) #23-16 was issued on October 31, 2022, to procure semi-tractor and bus maintenance and repair, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The Board approved the original contract with Transwest Mobile Truck Repair on December 12, 2022.

**IMPACT OF THIS ACTION**

Approval of this request will allow Transwest Mobile Truck Repair to continue repairs and maintenance of semi-tractors, trailers, and buses as needed to assist with the CDL training programs.

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

The estimated annual expenditure for this request is \$100,000 and will be funded from the CPD department’s 2024-2025 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 January 3, 2025 through January 4, 2026.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Jerelyn Glenn	281-542-2066	jerelyn.glenn@sjcd.edu
Tony Rich	281-478-3687	tony.rich@sjcd.edu
Melissa Fuqua	281-998-6378	melissa.fuqua@sjcd.edu

**Item "A"**  
**Regular Board Meeting November 4, 2024**  
**Approval of the Minutes for the October 7, 2024, Workshop,**  
**Public Tax Hearing, and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the October 7, 2024, Workshop, Public Tax Hearing, and Regular Board Meeting.

## San Jacinto College District Board Workshop October 7, 2024

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 4:45 p.m., Monday, October 7, 2024, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

### MINUTES

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Dr. Michelle Cantú-Wilson, Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Kacie Allen, Sandra Ramirez, Teri Zamora
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Chair Flickinger called the workshop to order at 4:50 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Chair Flickinger conducted a roll call of the Board members:  Dr. Michelle Cantú-Wilson Erica Davis Rouse, Assistant Secretary Marie Flickinger, Chair Dan Mims John Moon, Jr., Vice Chair Keith Sinor, Secretary Larry Wilson
<b>III.</b>	<b>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters and Personnel Matters</b>	Chair Flickinger adjourned to closed session at 4:51 p.m.  The Board members listed above as attending and Chancellor Brenda Hellyer were present for the closed session.  a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law. b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.



		<ul style="list-style-type: none"> <li>• Conduct Chancellor Evaluation</li> <li>• Discuss Board Positions</li> </ul>
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	<p>Chair Flickinger reconvened to open meeting at 6:27 p.m.</p> <p>Kacie Allen, Sandra Ramirez, Teri Zamora, and Joanna Zimmermann joined the workshop.</p>
<b>V.</b>	<b>Overview of Title IX and Reporting Requirement Under Texas Education Code 51.252</b>	<p>Joanna Zimmermann presented the Title IX reporting requirements. Employees are legally required to report any observations witnessed or information received regarding sexual harassment, sexual assault, dating violence, or stalking committed by or against a student or employee who was enrolled or employed at the College at the time of the incident. She provided steps on how to handle a complaint at the College and who to report to.</p> <p>The Texas Education Code (TEC) 51.252 provides specific requirements for College employees to report when they have knowledge of sexual harassment, sexual assault, dating violence, or stalking affecting a student or employee. Under Texas law, an employee who has knowledge of these types of incidents and fails to report or promptly report will be terminated per the regulations. The annual compliance training includes Title IX and TEC 51.252 requirements and is mandatory for all College employees.</p> <p>Dr. Brenda Hellyer reviewed the Chief Executive Officer Report and explained this is a report that must be provided to the Board of Trustees annually per the Texas Education Code. This report provides an update on any employees who have reported incidents to the Title IX coordinator September 1, 2023 through August 31, 2024. There were 123 reports submitted, including 21 confidential reports. Appropriate action was taken with three employees for their failure to make a Title IX report or to promptly report.</p> <p>Brenda stated she is made aware of these reports and receives more details quarterly.</p> <p>Larry Wilson asked what the process is once a report is received and who determines if it needs to be investigated. Joanna responded that once reports are received, they are reviewed to determine if they fall under the Title IX</p>

		requirements. If it does, an investigation will be initiated including walking through the process with the alleged victim and providing the appropriate resources.
<b>VI.</b>	<b>Update on Enrollment – Fall 2024</b>	Teri Zamora provided an update on the fall enrollment. She explained a note has been added to notate how many new students have enrolled since the first day of the semester, meaning they are new to the College since the start of the semester. Since the first day of class, 1,043 new students have enrolled this semester. The College is currently 0.9 percent above last year’s headcount and had a 1.5 percent increase in contact hours compared to last year.
<b>VII.</b>	<b>Review Request for Allocation from Existing 2015 Bond Funds</b>	<p>Teri provided an overview of the requests for funding allocations from the 2015 Bond Contingency. The College is requesting to increase the funding for the renovation of the North Campus welcome center. Advising, business operations, and financial aid are all housed in the same area, which required the renovation to be larger than anticipated. The business and advising operations will be configured to have four service windows instead of 17, and 14 additional offices will be added to allow for private student advising. Due to the increase of the project, the College is requesting \$700,000 in addition to the \$600,000 budget that was approved last summer. That original budget was developed based on renovations completed at the South welcome center. The large scope and price inflation account for the increase. This approval would bring the new contingency balance to \$18,299,572.</p> <p>The Board members did not have any questions.</p>
<b>VIII.</b>	<b>Review San Jacinto College Official and Daily Use Name</b>	<p>Brenda explained the history of San Jacinto College’s official and daily use name. It was the original intention of the Board of Regents in 1996 to change the name from San Jacinto Junior College to better reflect San Jacinto College's expanded mission as a "community" college. It was the Board's intention to use the name, San Jacinto Community College District, in all legislative and legal documents. However, the daily use of the College name could remain the same.</p> <p>Brenda found a memo from 2007 that stated the College is registered with the Texas Higher Education Coordinating Board (THECB) as San Jacinto Community College District. She listed examples where the College is listed as</p>

		<p>different names. She stated she has checked with the Provosts and there does not seem to be any talk around the College’s official name, so she does not see a need for any additional steps on this item.</p> <p>The Board members did not have any questions.</p>
<b>IX.</b>	<b>Update on Pipeline Incident</b>	<p>Brenda updated the Board on the pipeline incident including a timeline of events and processes the College put in place during the event. The College did not incur any significant costs or revenue loses during this incident. There was a small loss of childcare and food services revenue due to the evacuation closure. The Office of Emergency Management, police, and communications duties were redirected from normal daily tasks to coordinating and assisting with this incident. Instructors developed plans to make-up class time as deemed necessary.</p>
<b>X.</b>	<b>Review of Calendar</b> <b>A. Review of ACCT Leadership Congress Activities and Voting Delegation</b>	<p>Brenda reviewed the calendar and asked the Board members to let Kacie Allen know if they would like to attend any events. She informed them that several campus activities have been added in case they would like to attend any. The Board determined John Moon, Jr. and Dr. Michelle Cantú-Wilson will be the voting delegates during the Association of Community College Trustees (ACCT) conference.</p>
<b>XI.</b>	<b>General Discussion of Meeting Items</b> <b>a. Additional Purchasing Support Documents</b>	<p>The Board members had no questions about any items in this Board book.</p>
<b>XII.</b>	<b>Adjournment</b>	<p>Chair Flickinger adjourned the meeting at 7:00 p.m.</p>

**San Jacinto Community College District  
Public Tax Hearing and Regular Board Meeting Minutes  
October 7, 2024**

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m. for a public tax hearing and a regularly scheduled Board meeting on Monday, October 7, 2024, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**Attendance**

**Present:**

Members: Dr. Michelle Cantú-Wilson, Marie Flickinger, John Moon, Jr., Dan Mims, Erica Davis Rouse, Keith Sinor, Larry Wilson

Chancellor: Dr. Brenda Hellyer

Others Present: Kacie Allen, Dana Belt, Amber Buras, Jesse Bernal, Christian Bionat, Robert Cage, Heidi Cartzendafner, Sukki Choi, Jacquelynn Conger, Matt Crow, Dianne Duron, Flor Escatel, Teddy Farias, Maria Fargo, Pandora Freestone, Melissa Fuqua, Veva Garcia, George González, Allatia Harris, Damon Harris, Carolyn Harwood, Michelle Harwood, Carin Hutchins, Sallie Kay Janes, Bryan Jones, Matt Keim, Kara Kennebrew, Aaron Knight, Diep Le, Kevin McKisson, DeRhonda McWaine, Kevin Morris, Chelsea Nakayama, Lambrini Nicopoulos, Alexander Okwonna, Tomoko Olson, Joe Pena, Linda Pennington, Elida Petkovich, JR Ragaisis, Sandra Ramirez, Shelley Rinehart, Angela Russell, Liana Russell, Genevieve Scholes, Chuck Smith, Teresa Solis, Jaclyn Stafford, Rob Stanicic, Janice Sullivan, Ken Tidwell, Carol Tillman, Sonia Townsend, Jose Valentine, Van Wigginton, Rhonda Williams, Teri Zamora, Joanna Zimmermann

**Public Tax Hearing:**

Chair Flickinger called the public tax hearing to order at 7:05 p.m.

Teri Zamora reviewed the presentation on the proposed tax rate.

There were no citizens desiring to speak in the public comment portion of the hearing.

Chair Flickinger announced that the Board of Trustees would vote on the tax rate today, Monday, October 7, 2024, directly following the public tax hearing in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, TX 77504.

The hearing was adjourned at 7:15 p.m.

**Regularly Scheduled Board Meeting:**

- I. Call the Regularly Scheduled Board Meeting to Order

Chair Flickinger called the regular meeting of the Board of Trustees to order at 7:15 p.m.

II. Roll Call of Board Members

Chair Flickinger conducted a roll call of the Board members.

Dr. Michelle Cantú-Wilson  
Erica Davis Rouse, Assistant Secretary  
Marie Flickinger, Chair  
Dan Mims  
John Moon, Jr., Vice Chair  
Keith Sinor, Secretary  
Larry Wilson

III. Invocation and Pledge to the Flags

The invocation was given by Allatia Harris. The pledges to the American and Texas flags were led by Keith Sinor.

IV. Special Announcements, Recognitions, Introductions, and Presentations

1. Brenda Hellyer recognized the outgoing and incoming officers of the Faculty Senate, Staff Organization, and Administrative Organization.
2. Teri Zamora recognized the Purchasing Department for Receiving the 2024 Achievement of Excellence in Procurement Award
3. Teri Zamora recognized the Fiscal Affairs Department for Receiving the Certificate of Achievement for Excellence in Financial Reporting
4. Aaron Knight recognized the SkillsUSA National Competition Winners.

V. Student Success Presentations

The presentation on the Dual Credit program was tabled.

VI. Communications to the Board of Trustees

1. October Opportunity News
2. San Jacinto Community College Budget 2024-2025

VII. Public Comment

There were no citizens desiring to speak before the Board.

VIII. Informative Reports to the Board

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

A. San Jacinto College Financial Statements

1. San Jacinto College Monthly Financial Statements August 2024
2. San Jacinto College Monthly Investment Report August 2024

Public Tax Hearing and Regular Board Meeting Minutes

October 7, 2024

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3. San Jacinto College Quarterly Investment Report June - August 2024

B. San Jacinto College Foundation Financial Statements

C. Capital Improvement Program

IX. Consideration of Adoption of Ad Valorem Property Tax Rate

Chair Flickinger stated this year's proposed tax rate exceeds the no-new-revenue tax rate. The vote on the ordinance, resolution, or order setting the tax rate must be a record vote and 60% of the governing body must vote in favor of the adoption of the tax rate. A handout with specific State statute required wording for the motion was provided at each member's place.

**Motion 10394:**

Motion was made by Dr. Michelle Cantú-Wilson, that the property tax rate be increased by the adoption of a tax rate of 0.154868, which is effectively a 4.78 percent increase in the tax rate. Motion seconded by Erica Davis Rouse.

Motion Carried.

Yeas: Cantú-Wilson, Davis Rouse, Flickinger, Mims, Moon, Jr., Sinor, Wilson

Nays: None

X. Consideration of Approval of Chancellor's Employment Contract with San Jacinto College District

**Motion 10395:**

Motion moved by Larry Wilson and motion seconded by John Moon, Jr. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Flickinger, Mims, Moon, Jr., Sinor, Wilson

Nays: None

XI. Consideration of Approval of Amendment to the 2024-2025 Budget for Restricted Revenue and Expenses Relating to Federal, State, and Local Grants/Contracts

**Motion 10396:**

Motion moved by Dan Mims and motion seconded by Dr. Michelle Cantú-Wilson.

Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor, Wilson

Nays: None

XII. Consideration of Approval of Policy #, Performance Management for Full-Time Faculty, Staff, and Administrators - First Reading (Informational Item)

No vote required.

XIII. Consideration of Approval of Policy IV.4004.A, Secondary Review of Validated Performance Rating - First Reading (Informational Item)

No vote required.

XIV. Consideration of Approval of Policy #, Definitions - First Reading (Informational Item)

No vote required.

XV. Consideration of Purchasing Requests

#1	Consideration of Delegation of Authority to Contract for North Campus Welcome Center Renovation	\$	1,000,000
#2	Consideration of Approval to Renew the Lease Agreement for Vessel Piloting Simulator		376,860
#3	Consideration of Approval of Funds for the Alliance Agreement with National Institute for Bioprocessing Research and Training		605,000
#4	Consideration of Approval to Renew the Contract for Online Registration Software		135,000

<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$</b>	<b><u>2,116,860</u></b>
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**Motion 10397:**

Motion moved by Keith Sinor and motion seconded by Dan Mims. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Flickinger, Mims, Moon, Jr., Sinor, Wilson

Nays: None

XVI. Consent Agenda

- A. Approval of the Minutes for the September 9, 2024, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, 2024-2025 Part-Time Hourly Salary Schedule, and Extra Service Agreements (ESA)
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting on November 4, 2024

**Motion 10398:**

Public Tax Hearing and Regular Board Meeting Minutes

October 7, 2024

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Motion moved by Erica Davis Rouse and motion seconded by John Moon, Jr. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor, Wilson

Nays: None

XVII. Items for Discussion/Possible Action

There were no additional items discussed.

XVIII. Adjournment

Chair Flickinger adjourned the meeting at 7:42 p.m.



## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve budget transfers for September 2024 which have been made in accordance with appropriate accounting procedures.

## **BACKGROUND**

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

## **IMPACT OF THIS ACTION**

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

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

This request is a reclassification of existing authorizations.

## **MONITORING AND REPORTING TIMELINE**

None

## **ATTACHMENTS**

Attachment 1 – September Budget Transfer

## **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 2024-25  
 for September 2024

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 227,007	\$ 199,210
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 60,730	\$ 231,295
STUDENT SERVICES	\$ 150,200	\$ 612
INSTITUTIONAL SUPPORT	\$ 45,187	\$ 83,212
PHYSICAL PLANT	\$ 31,712	\$ 507
AUXILIARY ENTERPRISES		
	<b>\$ 514,836</b>	<b>\$ 514,836</b>

**RECOMMENDATION**

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

**North Campus**

Department

Medical Assisting

Affiliation Entity

Texas Oncology, P.A.

Cancer Data Management

M.D. Anderson

**North and South Campuses**

Department

Pharmacy Technician

Affiliation Entity

KS Management Services, LLC

**RATIONALE**

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

**FISCAL IMPLICATIONS TO THE COLLEGE**

N/A

**CONTACT PERSONNEL**

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Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

**Item “E”**  
**Regular Board Meeting November 4, 2024**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, December 9, 2024.