

***Board of Trustees
Meeting***

June 3, 2024

May 30, 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 5:15 p.m., Monday, June 3, 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

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

**BOARD WORKSHOP
AGENDA**

I. Call the Meeting to Order

II. Roll Call of Board Members

III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.072, and 551.074 of the Texas Open Meetings Act, for the following purposes:

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

B. Real Estate Matters - For the purpose of discussing the purchase, exchange, lease or value of real property.

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

IV. Reconvene in Open Meeting

V. Update on Summer and Fall Enrollment

VI. Request for Deferred Maintenance Allocations

VII. Review Proposed Energy Savings Projects to be Funded by SECO Loan

VIII. Review of Calendar

IX. General Discussion of Meeting Items

A. Additional Purchasing Support Documents

X. 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, May 30, 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.

Brenda Hellyer, Ed.D.

May 30, 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, June 3, 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

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

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

A link to a public comments form is available at: www.sanjac.edu/request-speak-to-board
The form must be completed prior to 11:00 a.m. on June 3, 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.

**BOARD MEETING
AGENDA**

I. Call the Meeting to Order

II. Roll Call of Board Members

III. Invocation, Moment of Silence, and Pledge to the Flags

IV. Special Announcements, Recognitions, Introductions, and Presentations

A. Recognition of the San Jacinto College Softball Team

Presenter: Allatia Harris

V. Student Success Presentations

A. Texas Higher Education Coordinating Board (THECB) Accountability System 2023
Presenter: George González

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 April 2024

2. San Jacinto College Monthly Investment Report April 2024

B. San Jacinto College Foundation Financial Statements

C. Capital Improvement Program

ACTION ITEMS

IX. Consideration of Approval of Amendment to the 2023-2024 Budget for Restricted Revenue and Expenses Relating to Federal, State, and Local Grants/Contracts

X. Consideration of Approval of Policy II.2002.A, Shared Governance - Second Reading

XI. Consideration of Approval to Modify Childcare Fees

XII. Consideration of Approval of Licensing Agreement at Ellington Field

XIII. Consideration of Approval of Investment Strategy and Annual Review and Approval of the College's Investment Policy - First Reading (Informational Item)

PURCHASING REQUESTS

XIV. Consideration of Purchasing Requests

CONSENT AGENDA

XV. Consent Agenda

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

A. Approval of the Minutes for the May 6, 2024, Workshop and Regular Board Meeting

B. Approval of the Budget Transfers

C. Approval of Personnel Recommendations and 2023-2024 Part-Time Hourly Rate Schedule

D. Approval of the Affiliation Agreements

E. Approval of the Next Regularly Scheduled Meeting

XVI. Items for Discussion/Possible Action

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

XVII. Adjournment

Closed Session Authority

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.

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

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Brenda Hellyer, Ed.D.

San Jacinto College Monthly Financial Statements
April 2024

San Jacinto Community College District
Statement of Net Position
April 30,

<u>Assets</u>	<u>2024</u>	<u>2023</u>
Current assets:		
Cash and cash equivalents	\$ 97,617,107	\$ 90,552,709
Investments	9,857,650	31,185,238
Accounts receivable - taxes	5,256,975	5,838,707
Accounts receivable	24,141,905	20,125,951
Deferred charges	132,022	259,973
Inventories	434,916	422,438
Total current assets	<u>137,440,575</u>	<u>148,385,017</u>
Noncurrent assets:		
Restricted cash and cash equivalents	86,023,638	93,553,709
Other long term investments	19,925,650	-
Capital assets, net	718,855,086	721,922,675
Total noncurrent assets	<u>824,804,374</u>	<u>815,476,384</u>
Total assets	<u>962,244,949</u>	<u>963,861,401</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	21,400,078	12,486,706
Deferred outflow related to OPEB	16,454,021	19,256,731
Deferred outflow related to defeased debt	3,977,619	4,858,329
Total deferred outflows of resources	<u>41,831,718</u>	<u>36,601,766</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	16,188,613	14,053,400
Accrued liabilities	4,641,879	4,629,854
Accrued compensable absences and deferred compensation	2,417,317	2,429,062
Deferred revenues	6,194,809	4,521,684
Total current liabilities	<u>29,442,618</u>	<u>25,633,999</u>
Noncurrent liabilities:		
Net pension liability	49,944,685	20,637,425
Net OPEB liability	96,184,800	112,279,723
Bonds and notes payable	644,301,789	663,127,136
Total noncurrent liabilities	<u>790,431,274</u>	<u>796,044,285</u>
Total liabilities	<u>819,873,892</u>	<u>821,678,283</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	5,790,103	25,055,564
Deferred inflows related to OPEB	34,752,051	18,658,275
Deferred Inflows - Lease Receivable	1,227,296	1,382,492
Total deferred inflows of resources	<u>41,769,451</u>	<u>45,096,331</u>
<u>Net assets</u>		
Beginning of year - audited	83,260,534	79,484,620
Current year addition	59,172,791	54,203,933
Total net position	<u>\$ 142,433,325</u>	<u>\$ 133,688,553</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2024

11 Unrestricted Funds

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
State Appropriations	\$ 54,995,750	\$ 41,246,813	75.00%	\$ 25,610,745	62.00%
State Appropriations - FAST	2,900,000	1,964,936	67.76%	-	-
Local Taxes - Maintenance & Operations	84,770,000	81,981,681	96.71%	78,734,601	99.02%
Credit Tuition	66,345,000	63,665,036	95.96%	55,928,665	94.04%
Credit Exemptions & Waivers	(8,400,000)	(9,133,654)	108.73%	(7,812,610)	93.52%
Continuing Education					
CPET	525,000	257,527	49.05%	467,262	89.24%
Biotechnology	500,000	-	-	-	-
Maritime Transportation	2,000,000	1,259,447	62.97%	1,475,324	69.02%
Continuing Professional Development (CPD)	6,360,000	2,536,008	39.87%	3,605,873	62.50%
Continuing Education Exemptions & Waivers	(45,000)	(17,479)	38.84%	(16,295)	26.66%
Bad Debt	(1,000,000)	(666,698)	66.67%	(466,639)	32.92%
Sales & Services	1,800,000	2,552,058	141.78%	1,452,481	45.98%
Investment Income	6,000,000	3,867,796	64.46%	2,989,355	68.53%
HEERF Lost Revenue	-	-	-	8,138,108	-
Total Revenues	216,750,750	189,513,470	87.43%	170,106,870	91.27%
Expenditures					
Instruction	85,438,640	62,483,576	73.13%	57,331,978	71.91%
Public Service	20,312	3,289	16.19%	18,362	44.87%
Academic Support	20,625,176	11,995,403	58.16%	10,630,893	70.33%
Student Services	21,142,778	12,867,381	60.86%	10,054,725	62.79%
Institutional Support	56,871,091	35,554,236	62.52%	31,169,278	63.32%
Physical Plant	27,822,039	15,213,887	54.68%	13,917,162	58.46%
Total Expenditures	211,920,037	138,117,772	65.17%	123,122,398	66.94%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	4,830,713	8,607,058	178.17%	7,494,213	1032.52%
Net Increase (Decrease) in Net Position	\$ -	\$ 42,788,640		\$ 39,490,259	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2024

Federal Restricted Funds

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Grants	\$ 59,246,546	\$ 53,426,041	90.18%	\$ 60,496,604	80.34%
Total Revenues	59,246,546	53,426,041	90.18%	60,496,604	80.34%
Expenditures					
Instruction	1,582,321	744,415	47.05%	758,137	55.07%
Public Service	276,637	105,145	38.01%	143,969	72.25%
Academic Support	8,936,570	3,037,752	33.99%	3,664,246	51.98%
Student Services	341,509	197,212	57.75%	2,477,867	67.98%
Institutional Support	767,222	365,102	47.59%	12,238,747	167.75%
Physical Plant	1,085,303	76,137	7.02%	61,817	12.37%
Scholarships and Fellowships	46,256,984	48,900,278	105.71%	41,151,821	87.18%
Total Expenditures	59,246,546	53,426,041	90.18%	60,496,604	89.93%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -		\$ -	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2024

State Restricted Funds

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
State Paid Benefits	\$ 12,215,000	\$ 8,777,464	71.86%	\$ 8,006,636	63.10%
Grants	7,532,174	4,826,253	64.08%	1,662,897	62.93%
Total Revenues	19,747,174	13,603,717	68.89%	9,669,533	63.07%
Expenditures					
Instruction	7,031,162	4,654,065	66.19%	4,322,515	63.46%
Public Service	12,874	11,525	89.52%	15,608	69.82%
Academic Support	2,002,810	1,007,755	50.32%	989,894	53.07%
Student Services	1,580,156	1,376,214	87.09%	1,147,795	62.81%
Institutional Support	3,054,878	1,869,162	61.19%	1,728,873	64.49%
Physical Plant	40,809	-	-	-	-
Scholarships and Fellowships	6,024,484	4,684,996	77.77%	1,464,848	69.52%
Total Expenditures	19,747,173	13,603,717	68.89%	9,669,533	63.07%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -		\$ -	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2024

Local Restricted Funds

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Grants	\$ 7,817,679	\$ 3,731,536	47.73%	\$ 3,939,661	92.95%
Total Revenues	7,817,679	3,731,536	47.73%	3,939,661	92.95%
Expenditures					
Instruction	-	-	-	-	-
Public Service	232,134	140,838	60.67%	96,615	63.25%
Academic Support	1,828,466	251,242	13.74%	15,126	15.27%
Student Services	6,156	2,000	0.32	13,246	75.36%
Institutional Support	81,211	28,172	34.69%	32,404	57.00%
Physical Plant	250,000	-	-	-	-
Scholarships and Fellowships	5,982,000	3,489,456	58.33%	3,903,471	94.78%
Total Expenditures	8,379,967	3,911,707	46.68%	4,060,862	91.87%
Transfers Among Funds					
Transfers In	(562,288)	(170,783)	30.37%	(95,688)	50.03%
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (9,388)		\$ (25,513)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2024

27 FAST & TPEG

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
State Appropriations - FAST	\$ -	\$ 1,952,004	-	\$ -	-
Tuition - Credit & Non Credit	3,100,000	3,064,209	98.85%	2,948,910	98.98%
Total Revenues	3,100,000	5,016,213	161.81%	2,948,910	97.06%
Expenditures					
Scholarships and Fellowships - FAST	-	2,059,887	0.00%	-	0.00%
Scholarships and Fellowships - TPEG	3,100,000	3,480,772	112.28%	2,751,884	87.86%
Total Expenditures	3,100,000	5,540,659	178.73%	2,751,884	87.86%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (524,446)		\$ 197,026	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2024

28 Private Gifts and Donations

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Sales & Services	\$ -	\$ 75,740	-	\$ -	-
Grants	-	-	-	102,000	100.00%
Total Revenues	-	75,740	-	102,000	100.00%
Expenditures					
Instruction	-	23,265	-	19,742	58.05%
Institutional Support	-	-	-	102,000	100.00%
Scholarships and Fellowships	-	-	-	-	-
Total Expenditures	-	23,265	-	121,742	89.51%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 52,475		\$ (19,742)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2024

Auxiliary Enterprises

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Auxiliary Services	\$ 3,073,000	\$ 2,197,883	71.52%	\$ 1,890,215	76.89%
Total Revenues	3,073,000	2,197,883	71.52%	1,890,215	76.89%
Expenditures					
Labor	701,888	519,785	74.06%	449,388	64.45%
Benefits	75,563	86,746	114.80%	82,644	62.53%
Supplies	693,443	470,768	67.89%	412,958	79.54%
Travel	205,046	187,978	91.68%	137,256	53.61%
Contracted Services	143,503	101,138	70.48%	152,785	73.45%
Utilities	200	-	-	-	-
Scholarships and Fellowships	1,253,357	1,049,547	83.74%	927,456	85.50%
Total Expenditures	3,073,000	2,415,963	78.62%	2,162,487	74.64%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (218,080)		\$ (272,272)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2024

Fund 95 Retirement of Indebtedness

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Local Taxes - Debt Service	\$ 40,100,400	\$ 38,886,902	96.97%	\$ 37,399,081	99.24%
Investment Income	-	199,842	-	180,171	49.41%
Total Revenues	40,100,400	39,086,744	97.47%	37,579,252	98.76%
Expenditures					
Institutional Support - Principal	18,379,936	18,359,936	99.89%	15,155,000	100.00%
Institutional Support - Interest	25,008,889	15,340,439	61.34%	15,816,245	65.73%
Total Expenditures	43,388,825	33,700,375	77.67%	30,971,245	78.97%
Transfers Among Funds					
Transfers In	(3,268,425)	(2,436,275)	74.54%	(2,398,525)	-
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment ¹	(18,379,936)	(18,359,936)	99.89%	(15,155,000)	100.00%
Net Increase (Decrease) in Net Position	\$ 18,359,936	\$ 26,182,580		\$ 24,161,531	

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

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2024

Fund 97 Investment in Plant

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Expenditures					
Depreciation	\$ 29,800,000	\$ 18,594,951	62.40%	\$ 18,209,255	64.39%
Total Expenditures	29,800,000	18,594,951	62.40%	18,209,255	64.39%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases ¹	(2,654,919)	(803,981)	30.28%	(1,698,920)	32.88%
Net Increase (Decrease) in Net Position	\$ (27,145,081)	\$ (17,790,970)		\$ (16,510,335)	

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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
Statement of Revenues, Expenditures and Changes in Net Position
For the Eight Months Ended April 30, 2024

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual	% of 8/31/23
Revenues						
State Appropriations	\$ 67,210,750	\$ 50,024,277	74.43%	\$ 33,617,381	62.26%	\$ 53,996,383
State Appropriations - FAST	2,900,000	3,916,940	135.07%	-	-	-
Local Taxes - Maintenance & Operations	84,770,000	81,981,681	96.71%	78,734,601	99.02%	79,516,179
Local Taxes - Debt Service	40,100,400	38,886,902	96.97%	37,399,081	99.35%	37,642,744
Credit Tuition	69,445,000	66,729,244	96.09%	58,877,574	94.27%	62,455,714
Credit Exemptions & Waivers	(8,400,000)	(9,133,654)	108.73%	(7,812,610)	93.52%	(8,354,003)
Continuing Education						
CPET	525,000	257,527	49.05%	467,262	89.24%	523,576
Biotechnology	500,000	-	-	-	-	-
Maritime Transportation	2,000,000	1,259,447	62.97%	1,475,324	69.02%	2,137,491
Continuing Professional Development	6,360,000	2,536,008	39.87%	3,605,873	62.50%	5,769,327
Continuing Education Exemptions & Waivers	(45,000)	(17,479)	38.84%	(16,295)	26.66%	(61,130)
Bad Debt	(1,000,000)	(666,698)	66.67%	(466,639)	32.92%	(1,417,649)
Sales & Services	1,800,000	2,627,798	145.99%	1,452,481	45.98%	3,158,983
Insurance Proceeds - Winter Storm	-	-	-	-	0.00%	-
Investment Income	6,000,000	4,067,638	67.79%	3,169,526	66.23%	4,785,726
Investment Income - Restricted Funds	-	2,691,981	-	2,182,978	61.56%	3,545,822
HEERF Lost Revenue	-	-	-	8,138,108	-	-
Auxiliary Services	3,073,000	2,197,883	71.52%	1,890,215	76.89%	2,458,451
Grants	66,948,720	58,344,110	87.15%	62,286,953	81.36%	76,555,487
Local Grants	7,647,679	3,639,720	47.59%	3,914,209	68.31%	5,730,007
Total Revenues	349,835,548	309,343,325	88.43%	288,916,023	87.97%	\$ 328,443,108
Expenditures						
Instruction	94,052,123	67,905,321	72.20%	62,432,372	71.01%	87,923,358
Public Service	541,957	260,797	48.12%	274,554	66.11%	415,300
Academic Support	33,393,022	16,292,152	48.79%	15,300,158	63.41%	24,130,015
Student Services	23,070,600	14,442,807	62.60%	13,693,634	63.68%	21,503,499
Institutional Support	104,163,227	71,517,046	68.66%	76,242,546	77.34%	98,581,933
Physical Plant	29,198,152	15,290,024	52.37%	13,978,979	57.47%	24,322,186
Scholarships and Fellowships	61,363,468	62,615,389	102.04%	49,272,024	87.12%	56,558,641
Auxiliary Enterprises	3,073,000	2,415,963	78.62%	2,162,487	74.64%	2,897,355
Depreciation	29,800,000	18,594,951	62.40%	18,209,255	64.39%	28,279,123
Total Expenditures	378,655,548	269,334,451	71.13%	251,566,010	73.00%	344,611,409
Transfers Among Funds						
Transfers In	(4,830,713)	(8,607,058)	178.17%	(7,494,213)	76.35%	(9,815,171)
Transfers Out	4,830,713	8,607,058	178.17%	7,494,213	76.35%	9,815,171
Adjustment for Debt Principal Payment ¹	(18,379,936)	(18,359,936)	99.89%	(15,155,000)	100.00%	(15,155,000)
Adjustment for Capital Purchases ¹	(2,654,919)	(803,981)	30.28%	(1,698,920)	32.88%	(5,167,256)
Net Increase (Decrease) in Net Position	\$ (7,785,145)	\$ 59,172,792		\$ 54,203,933		\$ 4,153,955

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

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2024

Fund 91 Capital Projects

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Investment Income	\$ -	\$ 2,401,732	-	\$ 2,182,978	63.60%
Total Revenues	-	2,401,732	-	2,182,978	63.60%
Expenditures					
SECO-Energy Conservation Projects	686,729	306,088	44.57%	1,956,247	-
Bond Program	58,418,793	8,765,649	15.00%	11,985,371	67.01%
Total Expenditures	59,105,521	9,071,737	15.35%	13,941,618	68.04%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (59,105,521)	\$ (6,670,005)		\$ (11,758,640)	

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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
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2024

Fund 93 Renewal and Replacement

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Interest Earnings	\$ -	\$ 290,249	-	\$ -	-
Total Revenues	-	290,249	-	-	-
Expenditures					
District Energy Rebates	700,781	55,954	7.98%	-	-
Total Expenditures	700,781	55,954	7.98%	-	-
Transfers Among Funds					
Transfers In	(1,000,000)	(6,000,000)	600.00%	(5,000,000)	100%
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ 299,219	\$ 6,234,295		\$ 5,000,000	

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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
April 2024

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

		<u>Fair Market Value</u>	<u>Book Value</u>
Beginning Value	April 1, 2024	\$ 226,010,477	\$ 226,031,907
Additions/Subtractions (Net)		(12,540,331)	(12,540,331)
Change in Fair Market Value*		(46,100)	-
Ending Value	April 30, 2024	<u>\$ 213,424,046</u>	<u>\$ 213,491,576</u>

Earnings for the Month of April	\$ 948,892
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate	5.1824%
Benchmark - One Year Treasury Yield	5.2500%

*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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Approved by:



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Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
April 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.
Short-Term Investments - Unrestricted Funds										
Demand Deposits										
Credit Cards in Transit	Heartland	N/A	N/A	05/01/24	\$ N/A	\$ (52,377)	\$ (52,377)	-0.02%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	05/01/24	N/A	(508,939)	(508,939)	-0.24%	1	0.00
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.050%	N/A	05/01/24	N/A	5,298,940	5,298,940	2.48%	1	0.02
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	05/01/24	N/A	(24,393)	(24,393)	-0.01%	1	0.00
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	N/A	05/01/24	N/A	(1,049)	(1,049)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	05/01/24	N/A	19,067	19,067	0.01%	1	0.00
Pool Accounts										
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	5.4717%	N/A	05/01/24	N/A	78,181,303	78,181,303	36.62%	1	0.37
TexPool - Operating	TexPool	5.3142%	N/A	05/01/24	N/A	357,602	357,602	0.17%	1	0.00
TexPool - PRIME - Operating	TexPool	5.4765%	N/A	05/01/24	N/A	17,134,544	17,134,544	8.03%	1	0.08
Investments										
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	01/27/23	09/13/24	5,000,000	4,990,400	5,026,000	2.35%	136	0.02
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	06/16/23	06/13/25	10,000,000	9,941,000	10,000,000	4.68%	409	0.05
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	07/13/23	06/13/25	5,000,000	4,994,250	5,027,750	2.36%	409	0.02
US Agency Note, CUSIP 3133ENEJ5	BNY Mellon	5.181%	11/30/23	11/18/24	5,000,000	4,878,300	4,799,500	2.25%	202	0.02
US Agency Note, CUSIP 3130AYKY1	BNY Mellon	4.800%	01/30/24	01/22/25	5,000,000	4,979,350	4,997,580	2.34%	267	0.02
Short-Term Investments - Restricted (Bond) Funds										
Pool Accounts										
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.4717%	N/A	05/01/24	N/A	11,019,130	11,019,130	5.16%	1	0.05
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.4717%	N/A	05/01/24	N/A	25,392	25,392	0.01%	1	0.00
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.4717%	N/A	05/01/24	N/A	4,186	4,186	0.00%	1	0.00
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.4717%	N/A	05/01/24	N/A	40,947	40,947	0.02%	1	0.00
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.4717%	N/A	05/01/24	N/A	194,845	194,845	0.09%	1	0.00
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.4717%	N/A	05/01/24	N/A	21,690	21,690	0.01%	1	0.00
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.4717%	N/A	05/01/24	N/A	43,704,538	43,704,538	20.47%	1	0.20
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.4717%	N/A	05/01/24	N/A	11,403,555	11,403,555	5.34%	1	0.05
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	Lone Star Investment Pool	5.4717%	N/A	05/01/24	N/A	508,489	508,489	0.24%	1	0.00
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.4765%	N/A	05/01/24	N/A	16,313,276	16,313,276	7.64%	1	0.08
Grand Total - Cash, Cash Equivalents, and Investments						\$ 30,000,000	\$ 213,424,046	\$ 213,491,576	100.00%	1.00

Weighted Average to Maturity at Ending Period Date (Days)			
ACFR, Note 4			
0.01%	\$ 19,067	Petty cash on hand	0.00
83.83%	178,909,498	Investment pools	0.84
2.22%	4,712,182	Bank deposits - demand deposits	0.02
13.95%	29,783,300	U. S. government securities & CDs	0.14
<u>100.00%</u>	<u>\$ 213,424,046</u>	Total cash, cash equivalents, and investments	<u>1.00</u>

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Inventory Holdings Report
April 30, 2024

Description	Held At	Annualized Interest Rate	Maturity	Par	3/31/2024 Ending Fair Market Value	3/31/2024 Ending Book Value	4/30/2024 Ending Fair Market Value	4/30/2024 Ending Book Value	Additions/Subtractions and Change in Fair Market Value For the Month	LTD Unrealized Gain/Loss	April Earnings	September through April Earnings
Short-Term Investments - Unrestricted Funds												
Demand Deposits												
Credit Cards in Transit	Heartland	N/A	05/01/24	\$ N/A	\$ (4,890)	\$ (4,890)	\$ (52,377)	\$ (52,377)	\$ (47,487)	\$ N/A	\$ N/A	\$ N/A
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	05/01/24	N/A	(2,315,869)	(2,315,869)	(508,939)	(508,939)	1,806,930	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.050%	05/01/24	N/A	6,696,863	6,696,863	5,298,940	5,298,940	(1,397,923)	N/A	6,576	59,266
JPMorgan Payroll	JPMorgan Chase Bank	N/A	05/01/24	N/A	(1,980,309)	(1,980,309)	(24,393)	(24,393)	1,955,915	N/A	N/A	N/A
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	05/01/24	N/A	(18,217)	(18,217)	(1,049)	(1,049)	17,168	N/A	N/A	N/A
Petty Cash	Campus Business Offices	N/A	05/01/24	N/A	18,127	18,127	19,067	19,067	940	N/A	N/A	N/A
Sub Total Demand Deposits				\$ N/A	\$ 2,395,706	\$ 2,395,706	\$ 4,731,248	\$ 4,731,248	\$ 2,335,542	\$ N/A	\$ 6,576	\$ 59,266
Pool Accounts												
TexPool - Operating	TexPool	5.3142%	05/01/24	\$ N/A	\$ 2,328,819	\$ 2,328,819	\$ 357,602	\$ 357,602	\$ (1,971,217)	\$ N/A	\$ 3,894	\$ 30,179
TexPool PRIME - Operating	TexPool	5.4765%	05/01/24	N/A	20,796,864	20,796,864	17,134,544	17,134,544	(3,662,320)	N/A	98,862	553,341
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	5.4717%	05/01/24	N/A	86,801,103	86,801,103	78,181,303	78,181,303	(8,619,800)	N/A	354,954	2,284,499
Sub Total Pool Accounts				\$ N/A	\$ 109,926,786	\$ 109,926,786	\$ 95,673,449	\$ 95,673,449	\$ (14,253,337)	\$ N/A	\$ 457,710	\$ 2,868,019
Investments												
US Agency Note, CUSIP 3130ATXK8	BNY Mellon	4.900%	11/28/23	-	-	-	-	-	-	-	-	72,000
US Agency Note, CUSIP 3130AUM92	BNY Mellon	4.750%	01/19/24	-	-	-	-	-	-	-	-	115,808
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	09/13/24	5,000,000	4,990,250	5,026,000	4,990,400	5,026,000	150	(35,600)	20,313	162,500
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	06/13/25	10,000,000	9,975,400	10,000,000	9,941,000	10,000,000	(34,400)	(59,000)	39,083	290,845
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	06/13/25	5,000,000	5,009,350	5,027,750	4,994,250	5,027,750	(15,100)	(33,500)	21,354	159,192
US Agency Note, CUSIP 3133ENEJ5	BNY Mellon	5.181%	11/18/24	5,000,000	4,866,700	4,799,500	4,878,300	4,799,500	11,600	78,800	3,646	16,771
US Agency Note, CUSIP 3130AYKY1	BNY Mellon	4.800%	01/22/25	5,000,000	4,987,700	4,997,580	4,979,350	4,997,580	(8,350)	(18,230)	19,792	59,375
Sub Total Investments				\$ 30,000,000	\$ 29,829,400	\$ 29,850,830	\$ 29,783,300	\$ 29,850,830	\$ (46,100)	\$ (67,530)	\$ 104,188	\$ 876,491
Sub Total - Short-Term Investments - Unrestricted Funds				\$ 30,000,000	\$ 142,151,892	\$ 142,173,322	\$ 130,187,998	\$ 130,255,528	\$ (11,963,894)	\$ (67,530)	\$ 568,473	\$ 3,803,776
Short-Term Investments - Restricted (Bond) Funds												
Pool Accounts												
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.4717%	05/01/24	N/A	8,996,377	8,996,377	11,019,130	11,019,130	2,022,753	N/A	47,190	199,842
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.4717%	05/01/24	N/A	26,084	26,084	25,392	25,392	(692)	N/A	116	960
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.4717%	05/01/24	N/A	4,168	4,168	4,186	4,186	19	N/A	19	152
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.4717%	05/01/24	N/A	40,764	40,764	40,947	40,947	183	N/A	183	4,542
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.4717%	05/01/24	N/A	193,975	193,975	194,845	194,845	870	N/A	870	7,751
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.4717%	05/01/24	N/A	21,593	21,593	21,690	21,690	97	N/A	97	787
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.4717%	05/01/24	N/A	43,509,397	43,509,397	43,704,538	43,704,538	195,141	N/A	195,141	1,585,822
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.4717%	05/01/24	N/A	11,352,638	11,352,638	11,403,555	11,403,555	50,917	N/A	50,917	290,249
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	Lone Star Investment Pool	5.4717%	05/01/24	N/A	506,219	506,219	508,489	508,489	2,270	N/A	2,270	8,489
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.4765%	05/01/24	N/A	19,207,369	19,207,369	16,313,276	16,313,276	(2,894,094)	N/A	83,616	793,228
Sub Total Pool Accounts				\$ N/A	\$ 83,858,585	\$ 83,858,585	\$ 83,236,048	\$ 83,236,048	\$ (622,536)	\$ N/A	\$ 380,419	\$ 2,891,823
Sub Total - Short-Term Investments - Restricted (Bond) Funds				\$ N/A	\$ 83,858,585	\$ 83,858,585	\$ 83,236,048	\$ 83,236,048	\$ (622,536)	\$ N/A	\$ 380,419	\$ 2,891,823
Grand Total - Cash, Cash Equivalents, and Investments				\$ 30,000,000	\$ 226,010,477	\$ 226,031,907	\$ 213,424,046	\$ 213,491,576	\$ (12,586,431)	\$ (67,530)	\$ 948,892	\$ 6,695,599

San Jacinto College Foundation

Statement of Activities

For the Period Ending April 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		
Ordinary Income/Expense Income											
Contributions											
Grant Contributions	128,275	-	128,275	120,900	-	120,900	7,375	-	7,375	810,000	16%
Endowments	264,579	-	264,579	331,684	-	331,684	(67,106)	-	(67,106)	1,200,000	22%
Program Sponsorship	246,755	-	246,755	133,146	-	133,146	113,609	-	113,609	850,000	29%
Scholarships	655,431	-	655,431	431,730	-	431,730	223,701	-	223,701	650,000	101%
Total Contributions	1,295,040	-	1,295,040	1,017,460	-	1,017,460	277,580	-	277,580	3,510,000	37%
Other Income											
Special Events	478,830	-	478,830	-	-	-	478,830	-	478,830	450,000	106%
Investment Income	436,532	639,091	1,075,623	414,986	840,095	1,255,081	21,545	(201,004)	(179,459)	1,200,000	90%
Realized Gain / (Loss)	19,784	(51,990)	(32,206)	(6,448)	(196,815)	(203,264)	26,232	144,826	171,058	-	-
Unrealized Gain / (Loss)	659,758	1,470,609	2,130,367	416,314	1,144,130	1,560,444	(900,686)	326,479	569,923	-	-
Total Other Income	1,594,903	2,057,710	3,652,614	824,852	1,787,410	2,612,261	(374,079)	270,301	1,040,352	1,650,000	221%
Total Income	2,889,944	2,057,710	4,947,654	1,842,312	1,787,410	3,629,722	(96,498)	270,301	1,317,933	5,160,000	96%
Expense											
Programs											
Scholarships Awarded - SSF		2,401,528	2,401,528		2,103,674	2,103,674		297,854	297,854	3,500,000	69%
Scholarships Awarded - FND	786,654	-	786,654	823,838	-	823,838	(37,184)	-	(37,184)	900,000	87%
Programs Sponsored	315,365	-	315,365	272,850	-	272,850	42,515	-	42,515	400,000	79%
Student Success Initiatives	57,470	-	57,470	17,009	-	17,009	40,461	-	40,461	150,000	38%
Total Programs	1,159,489	2,401,528	3,561,016	1,113,697	2,103,674	3,217,371	45,792	297,854	343,645	4,950,000	72%
Supporting Services											
Bad Debt Expense	-	-	-	-	-	-	-	-	-	2,000	0%
Supporting Services											
Foundation Expenses	55,211	-	55,211	61,871	-	61,871	(6,660)	-	(6,660)	102,500	54%
Fundraising	10,905	-	10,905	-	-	-	10,905	-	10,905	150,000	7%
Sponsorship Expense	6,832	-	6,832	2,865	-	2,865	3,967	-	3,967	15,000	46%
Total Supporting Services	72,949	-	72,949	64,736	-	64,736	8,212	-	8,212	267,500	27%
Total Expense	1,232,438	2,401,528	3,633,965	1,178,434	2,103,674	3,282,108	54,004	297,854	351,857	5,219,500	70%
Net Ordinary Income	1,657,506	(343,817)	1,313,689	663,878	(316,264)	347,614	993,628	(27,553)	966,075	(59,500)	
Other Income / Expenses											
Increase/Decrease in Net Position	\$1,657,506	(\$343,817)	\$1,313,689	\$663,878	(\$316,264)	\$347,614	\$993,628	(\$27,553)	\$966,075	(\$59,500)	

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

	Current Year			Previous Year			Difference		
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total
ASSETS									
Current Assets									
Checking/Savings									
General Fund	\$3,635,020	-	\$3,635,020	\$2,823,356	-	\$2,823,356	\$811,664	-	\$811,664
Other Funds	-	-	-	-	-	-	-	-	-
Total Checking/Savings	3,635,020	-	3,635,020	2,823,356	-	2,823,356	811,664	-	811,664
Accounts Receivables	2,040,000	-	2,040,000	2,607,930	-	2,607,930	(567,930)	-	(567,930)
Other Current Assets									
Short Term Investments									
Goldman Sachs - SS2 (Endowed)		20,500,807	20,500,807		18,407,340	18,407,340	-	2,093,467	2,093,467
Goldman Sachs - SSF (Non-Endowed)		3,625,670	3,625,670		7,589,591	7,589,591	-	(3,963,922)	(3,963,922)
Goldman Sachs - FDN - HOE	348,878	-	348,878	-	-	-	348,878	-	348,878
Goldman Sachs - FDN-SSE (Endowed)	2,077,283	-	2,077,283	1,668,198	-	1,668,198	409,085	-	409,085
Goldman Sachs - FDN-SSE (Non-Endowed)	2,500	-	2,500	-	-	-	2,500	-	2,500
Goldman Sachs - FDN	14,625,970	-	14,625,970	12,847,247	-	12,847,247	1,778,722	-	1,778,722
Total SJC Short Term Investments	17,054,631	24,126,476	41,181,107	14,515,445	25,996,931	40,512,376	2,539,185	(1,870,455)	668,731
Total Current Assets	22,729,650	24,126,476	46,856,127	19,946,731	25,996,931	45,943,662	2,782,919	(1,870,455)	912,464
TOTAL ASSETS	22,729,650	24,126,476	46,856,127	19,946,731	25,996,931	45,943,662	2,782,919	(1,870,455)	912,464
LIABILITIES & NET ASSETS									
Liabilities									
Current Liabilities									
Accounts Payable									
Grants Payable	128,834	-	128,834	131,356	-	131,356	(2,522)	-	(2,522)
Programs Payable	2,030	-	2,030	2,030	-	2,030	-	-	-
Endowments Payable	217,031	-	217,031	182,756	-	182,756	34,275	-	34,275
Scholarship Payables	665,542	465,815	1,131,356	303,551	1,737,434	2,040,985	361,990	(1,271,619)	(909,629)
Student Success Payables	104,568	-	104,568	92,470	-	92,470	12,098	-	12,098
Total Accounts Payable	1,118,005	465,815	1,583,820	712,163	1,737,434	2,449,597	405,841	(1,271,619)	(865,777)
Total Current Liabilities	1,118,005	465,815	1,583,820	712,163	1,737,434	2,449,597	405,841	(1,271,619)	(865,777)
Total Liabilities	1,118,005	465,815	1,583,820	712,163	1,737,434	2,449,597	405,841	(1,271,619)	(865,777)
NET ASSETS									
Net Assets Without Donor Restrictions	3,949,887	24,004,479	27,954,365	2,874,371	24,575,762	27,450,133	1,075,515	(571,283)	504,232
Net Assets With Donor Restrictions	16,004,253	-	16,004,253	15,696,318	-	15,696,318	307,934	-	307,934
Net Assets	19,954,139	24,004,479	43,958,618	18,570,690	24,575,762	43,146,451	1,383,450	(571,283)	812,167
Net Income	1,657,506	(343,817)	1,313,689	663,878	(316,264)	347,614	993,628	(27,553)	966,075
Total Net Assets	21,611,646	23,660,661	45,272,307	19,234,568	24,259,497	43,494,065	2,377,078	(598,836)	1,778,242
TOTAL LIABILITIES & NET ASSETS	\$22,729,650	\$24,126,476	\$46,856,127	\$19,946,731	\$25,996,931	\$45,943,662	\$2,782,919	(1,870,455)	\$912,464

2015 Bond Program

Report as of April 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
Central									
731603 - CC Classroom Building	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	195,148	47,198,677	744,834	98.45%
Sub-total	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	195,148	47,198,677	744,834	98.45%
North									
732607 - NC Brightwell Renovation	6,628,000	(314,642)	6,313,358	258,532	6,571,890	18,179	6,553,711	-	100.00%
Sub-total	6,628,000	(314,642)	6,313,358	258,532	6,571,890	18,179	6,553,711	-	100.00%
South									
733616 - SC BioManufacturing Program	-	750,000	750,000	-	750,000	19,919	601,630	128,451	82.87%
Sub-total	-	750,000	750,000	-	750,000	19,919	601,630	128,451	82.87%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(26,631,300)	1,368,700	31,300	1,400,000	22,242	953,162	424,596	69.67%
Sub-total	28,000,000	(26,631,300)	1,368,700	31,300	1,400,000	22,242	953,162	424,596	69.67%
Generation Park									
736606 - Generation Park Opportunities	-	18,400,000	18,400,000	-	18,400,000	581,078	327,215	17,491,707	4.94%
736616 - Generation Park BioManufacturing Program	-	1,600,000	1,600,000	-	1,600,000	-	-	1,600,000	-
Sub-total	-	20,000,000	20,000,000	-	20,000,000	581,078	327,215	19,091,707	-
Admin									
76605A - CW Deferred Maintenance Phase I	-	31,184,038	31,184,038	427,385	31,611,423	4,827,064	23,289,694	3,494,665	88.94%
736610 - CW Deferred Maintenance Phase II	-	4,150,000	4,150,000	-	4,150,000	1,534,027	841,084	1,774,889	57.23%
720100 - Program Management - AECOM	-	11,431,567	11,431,567	(11,404,113)	27,454	27,454	-	-	100.00%
736601 - Contingency	1,166,180	18,565,915	19,732,095	-	19,732,095	-	-	19,732,095	-
Sub-total	1,166,180	65,331,520	66,497,700	(10,976,728)	55,520,972	6,388,545	24,130,778	25,001,649	54.97%
Previously Completed and Closed Projects									
Sub-total	342,050,820	(58,330,797)	283,720,023	8,898,456	292,618,479	-	292,618,479	-	100.00%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	7,225,111	372,383,652	45,391,237	89.32%

Center for Biotechnology at Generation Park

Report as of April 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
Generation Park									
736616 GP - BioManufacturing Program (Revenue Bond)	4,000,000	-	4,000,000	-	4,000,000	2,139,485	-	1,860,515	53.49%
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	-	1,600,000	-	1,600,000	-	-	1,600,000	-
Sub-total	7,500,000	-	7,500,000	-	7,500,000	4,039,485	-	3,460,515	53.86%
TOTALS	7,500,000	-	7,500,000	-	7,500,000	4,039,485	-	3,460,515	53.86%

Interest Earnings per Bond Issue

Report as of April 30, 2024

Bond Issue	Prior years Earnings as of 08.31.23	FY24 Interest Earnings	Allocated Earnings	Available Balance
2004-2011 Bond Issue Earnings	4,468,926	14,192	(4,478,750)	4,368
2016 & 2019 Bond Issue Earnings	8,419,073	18,073	(8,430,920)	6,226
2021 Bond Issue Earnings	1,736,826	775,155	(2,261,699)	250,282
2022 Bond Issue Earnings	2,117,715	1,585,822	(3,482,864)	220,673
TOTALS	16,742,540	2,393,242	(18,654,233)	481,549

Projects Funded with Bond Interest Earnings

Projects	Allocated Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central					
731615 - CC - C3 Low Roof Replacement	351,320	52,892	-	298,428	15.06%
731616 - CC - C5 Roof Upgrade	1,008,201	-	-	1,008,201	-
Sub-total	1,359,522	52,892	-	1,306,630	3.89%
North					
732614 - NC - N7, N8 & N9 Roof Replacement*	2,115,545	8,810	1,988,004	118,731	94.39%
732615 - NC - N2 Roof Replacement	1,703,274	-	-	1,703,274	-
Sub-total	3,818,819	8,810	1,988,004	1,822,005	52.29%
South					
733615 - SC - S7 & S9 Roof Replacement	2,319,532	3,682	2,224,771	91,080	96.07%
733617 - SC - S11 Roof Replacement	680,990	61,760	-	619,230	9.07%
733618 - SC - S14 Roof Replacement	580,523	-	-	580,523	-
Sub-total	3,581,045	65,442	2,224,771	1,290,833	63.95%
Gen Park					
736616 - GP - BioManufacturing Prg	1,900,000	1,689,748	-	210,252	88.93%
Sub-total	1,900,000	1,689,748	-	210,252	88.93%
Closed Projects					
Multiple Projects, Salaries & benefits	7,994,847	-	7,994,847	-	100.00%
Sub-total	7,994,847	-	7,994,847	-	100.00%
TOTALS	18,654,233	1,816,892	12,207,622	4,629,719	75.18%

Future Capital Projects

Report as of April 30, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide								
Sportsfields Upgrades	-	2,400,000	2,400,000	2,400,000	-	-	2,400,000	-
Future Capital Projects (929602)	-	9,003,555	9,003,555	9,003,555	-	-	9,003,555	-
Sub-total	-	9,003,555	9,003,555	9,003,555	-	-	9,003,555	-
TOTALS	-	11,403,555	11,403,555	11,403,555	-	-	11,403,555	-

Repair and Renovation

Report as of April 30, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central								
F24001 CC - Central Misc.	-	1,005	1,005	1,005	1,005	-	-	100.00%
F24016 CC - Exterior Wayfinding	-	54,347	54,347	54,347	-	-	54,347	-
F24030 CC - C3 Conference Center Renovation	-	-	-	-	-	-	-	-
F24032 CC - C3.142h Renovation	-	62,665	62,665	62,665	62,665	-	-	100.00%
F24052 CC - C12.100 Slocomb Lighting	-	27,863	27,863	27,863	-	-	27,863	-
F24055 - CC - C15.217H TouchDown Stations	-	10,425	10,425	10,425	10,425	-	-	100.00%
Sub-total	-	156,304	156,304	156,304	74,094	-	82,210	47.40%
North								
F24002 NC - North Misc.	-	8,323	8,323	8,323	7,088	1,235	-	100.00%
F24012 NC - N24.103 & N24.105 Esthetics Lab	-	114,834	114,834	114,834	8,422	99,702	6,711	94.16%
F24023 NC - N8.112 IT Service Desk	-	64,446	64,446	64,446	1,412	63,034	-	100.00%
F24039 NC - N17.2112a & 2112b Add Wall	-	29,220	29,220	29,220	29,220	-	-	100.00%
F24043 NC - Baseball Rebrand and Painting	-	45,337	45,337	45,337	45,337	-	-	100.00%
F24044 NC - Furniture for N1, N6, and N9	-	25,387	25,387	25,387	-	-	-	100.00%
F24053 NC - N1.106 Gallery Lighting	-	34,330	34,330	34,330	34,330	-	-	100.00%
F24058 NC - N8.219 Furniture	-	10,858	10,858	10,858	10,858	-	-	100.00%
Sub-total	-	332,735	332,735	332,735	162,053	163,971	6,711	97.98%
South								
F24003 SC - South Misc.	-	10,000	10,000	10,000	-	594	9,406	5.94%
F24008 SC - S1.377 BioManufacturing Lab	-	143,476	143,476	143,476	-	115,133	28,343	80.25%
F24017 SC - S6.110 Cashier Overhead Light	-	-	-	-	-	-	-	-
F24021 SC - S6.121G & S6.121H Room Reno	-	26,689	26,689	26,689	26,689	-	-	100.00%
F24042 SC - Softball Field Rebrand	-	45,109	45,109	45,109	45,109	-	-	100.00%
F24046 SC - S2.237 Security Ops Buildout	-	76,496	76,496	76,496	65,971	-	10,525	86.24%
Sub-total	-	301,770	301,770	301,770	137,769	115,727	48,273	84.00%
Maritime								
Sub-total	-	-	-	-	-	-	-	-
Generation Park								
F24005 GP - GEN P Misc.	-	569	569	569	569	-	-	100.00%
F24037 GP - G2.221 A&P Lab	-	-	-	-	-	-	-	-
Sub-total	-	569	569	569	569	-	-	100.00%
District								
F24004 DIST - Campus Misc.	-	5,000	5,000	5,000	-	1,869	3,131	37.38%
F24019 DIST - A1.101b Office Conversion	-	126,000	126,000	126,000	103,944	-	22,056	82.50%
F24026 DIST - CW Roof Safety	-	79,644	79,644	79,644	42,641	37,003	-	100.00%
F24041 DIST - CW Chair Reupholster	-	19,547	19,547	19,547	19,547	-	-	100.00%
F24056 DIST - A1.102 Sound Masking	-	5,893	5,893	5,893	5,893	-	-	100.00%
Sub-total	-	236,084	236,084	236,084	172,026	38,872	25,186	89.33%
Contingency (720700) - Major Repairs								
	600,000	(592,541)	7,459	7,459	-	-	7,459	-
Sub-total	600,000	(592,541)	7,459	7,459	-	-	7,459	-

Repair and Renovation

Report as of April 30, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Projects Closed								
F24007 CC - C45.1322 CPET Worktables	-	5,421	5,421	5,421	-	5,421	-	100.00%
F24014 CC - C45 RO Cover	-	-	-	-	-	-	-	-
F24020 CC - C1.129 IT Service Desk	-	42,911	42,911	42,911	-	42,911	-	100.00%
F24031 CC - C3 Level 3 - Demo Lockers	-	12,673	12,673	12,673	-	12,673	-	100.00%
F24033 CC - C19.365 Science Lab Renovation	-	11,594	11,594	11,594	-	11,594	-	100.00%
F24034 CC - C45.1001 Event Stage Reno	-	24,382	24,382	24,382	-	24,382	-	100.00%
F24009 NC - N17 Wallpaper Removal & Paint	-	111,319	111,319	111,319	-	111,319	-	100.00%
F24010 NC - N12.100 Sensory Room Ph II	-	-	-	-	-	-	-	-
F24015 NC - N14.112b Legal Resource Center	-	9,621	9,621	9,621	-	9,621	-	100.00%
F24018 NC - N7.2112j & N7.2118a Private Door	-	-	-	-	-	-	-	-
F24025 NC - N24.121 Replacement Facial Beds	-	15,715	15,715	15,715	-	15,715	-	100.00%
F24040 NC - N17.1059-59a&1061 Wall Removal	-	33,015	33,015	33,015	-	33,015	-	100.00%
F24045 NC - N12.205 Card Access Repair	-	4,825	4,825	4,825	-	4,825	-	100.00%
F24051 NC - Baseball Batting Cage Netting	-	19,500	19,500	19,500	-	19,500	-	100.00%
F24011 SC - S24.103 Esthetics Lab	-	95,173	95,173	95,173	-	95,173	-	100.00%
F24022 SC - S12.118 IT Service Desk	-	65,760	65,760	65,760	-	65,760	-	100.00%
F24028 SC - S1.170 Undergraduate Research	-	-	-	-	-	-	-	-
F24013 MT - Maritime Gate	-	33,940	33,940	33,940	-	33,940	-	100.00%
F24024 MT - Parking Lot Expansion	-	-	-	-	-	-	-	-
F24035 MT - Maritime Handrail Phase II	-	5,000	5,000	5,000	-	5,000	-	100.00%
F24038 MT - Maritime Access Control Modification	-	8,728	8,728	8,728	-	8,728	-	100.00%
F24006 EDGE - E-1 Lab Furniture	-	-	-	-	-	-	-	-
F24029 EDGE - E1.232 Conference Room	-	9,749	9,749	9,749	-	9,749	-	100.00%
F24036 DIST - CW Stopper Stations	-	22,955	22,955	22,955	-	22,955	-	100.00%
Sub-total	-	532,280	532,280	532,280	-	532,280	-	100.00%
TOTALS	600,000	967,201	1,567,201	1,567,201	546,512	850,850	169,839	89.16%

Action Item “IX”
Regular Board Meeting June 3, 2024
Consideration of Approval of Amendment to the 2023-2024 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 2023-2024 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/contracts 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 contract awards received during the month of May 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 \$420,216 so the net impact on the College budget is zero.

MONITORING AND REPORTING TIMELINE

The Office of Grants Management provides continuous monitoring of grant operations, which are included in the annual financial report to the Board of Trustees. The Finance department monitors restricted contracts, which are also included in the annual financial report.

ATTACHMENTS

Attachment 1 - Budget Amendments - 6-3-24
Attachment 2 - Grant Detail - 6-3-24

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu
Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant/Contract Amendments
June 3, 2024

	<u>Fund</u>	<u>Org.</u>	<u>Account</u>	<u>Prog.</u>	<u>Amount Debit (Credit)</u>
<u>Teachers College, Columbia University, on behalf of Community College Research Center (CCRR) -</u>					
<u>Research Study (New Contract)</u>					
Private Entity Contract Revenue	280250	66241	555000	620809	(40,000)
Operating Supplies - Consumable	280250	66241	711410	620809	40,000
					<u>\$ -</u>
<u>Texas Higher Education Coordinating Board (THECB) - Interagency Cooperation Agreement -</u>					
<u>Opportunity High School Diploma (OHSD) Program (New Contract)</u>					
State Contract Revenue	245143	66410	552300	420300	(100,000)
Non-Instr Labor - Admin	245143	66410	611000	420300	4,700
PT - Institutional	245143	66410	614100	420300	10,175
Instructional - Fulltime	245143	66410	620100	420300	58,675
Instructional - Adjunct	245143	66410	621100	420300	4,700
Benefits	245143	66410	650000	420300	17,250
Operating Supplies - Consumable	245143	66410	711410	420300	2,500
Non-Conf Travel-Mileage/Tolls/Fuel	245143	66410	721110	420300	2,000
					<u>-</u>
<u>Texas Workforce Commission (TWC) – Interagency Cooperation Agreement –</u>					
<u>Apprenticeship Program (New Contract)</u>					
State Contract Revenue	245142	36810	552300	121250	(280,216)
Non-Instr Labor - Overtime	245142	36810	613000	121250	4,068
PT - Institutional	245142	36810	614100	121250	29,760
Instructional - Adjunct	245142	36810	621100	121250	129,348
Benefits	245142	36810	650000	121250	6,060
Instructional Supplies - Consumables	245142	36810	711110	121250	18,000
Student Travel - Vehicle Rental	245142	36810	721375	121250	36,000
Contractual Svcs-Catering/Meals	245142	36810	731270	121250	24,080
Contractual Svcs-Security Checks	245142	36810	731295	121250	2,000
Contractual Svcs-Advertising	245142	36810	731355	121250	3,500
Cont Sv-Outside Performance/Speaker	245142	36810	731380	121250	27,400
					<u>-</u>
					<u>-</u>
Net Increase (Decrease)					<u>\$ -</u>

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:	
Community College Research Center	\$ 40,000
The Higher Education Coordinating Board	100,000
Texas Workforce Commission	280,216
	<u>\$ 420,216</u>

June 3, 2024, Board Book – Grant/Contract Amendments Detail List

Teachers College, Columbia University, on behalf of Community College Research Center (CCRR) - Research Study (New Contract)

This is a three-year research project to explore students' program preferences upon community college entry and how those preferences evolve through interaction with college structures, practices and people to inform program choice. This research will lead to a better understanding of how students choose programs by identifying factors that affect the student decision making process, by examining whether and in what ways students' program preferences evolve as they engage in college practices designed to help them learn about programs of study and careers, and by examining how staff and faculty view their roles in this process. An improved understanding of this dynamic process will help the College to identify effective practices and develop plans to provide more targeted support around program choice for new students. The project is funded by Ascendium Education Group.

Texas Higher Education Coordinating Board (THECB) - Interagency Cooperation Agreement - Opportunity High School Diploma (OHSD) Program (New Contract)

The purpose of this contract is for the College to design an Opportunity High School Diploma Program that may be duplicated and implemented at Texas public junior colleges no later than September 1, 2024. The College, in cooperation with other higher education institutions designated by THECB (Alamo Colleges, Austin Community College, Dallas College and El Paso Community College), will design the Opportunity High School Diploma Program. The College will leverage expertise gained from designing adult education programs, studying competency-based education programs across the state and nation, and analyzing best-practices adopted by similar alternative high school diploma programs to design a comprehensive model that can be implemented by Texas public junior colleges. This contract began April 24, 2024, and terminates on September 30, 2024, unless extended with appropriate approvals. THECB will advance \$100,000 to the College for the actual costs and expenses related to this contract,

Texas Workforce Commission (TWC) – Interagency Cooperation Agreement – Apprenticeship Program (New Contract)

Under this contract, the College will provide an apprenticeship program designed to build the knowledge of apprenticeship career pathways for student with disabilities. Its design will be focused on awareness through interactive and project-based learning coupled with site visits. The program will include two, one semester long events for a total of 48 hours of online instruction and 78 hours of in-person instruction. Students will participate in career exploration, understanding of apprenticeships, workplace readiness, counseling on post-secondary opportunities, work-based teaming, and self-advocacy in the following apprenticeship related industries: Information Technology, STEM, Construction & Trades, Transportation, Aerospace, and Maritime. The program consists of various learning methods and activities such as, industry-specific instruction, hands-on activities, interest assessments, workshops, and worksite tours. The College will receive cost reimbursement of \$4,670 per student and is required to submit periodic reports of services rendered in accordance with the program event work plan included in the contract.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revisions to Policy II.2002.A, Shared Governance.

BACKGROUND

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

Proposed changes are being recommended to adhere to requirements under [Section 51.3525 of the Texas Education Code](#) (Senate Bill 17). Also, additional edits are needed to update the policy and procedure to reflect a minor change in the shared governance structure. Task forces will no longer be added to the shared governance structure chart as they are temporary and are formed to address specific issues and opportunities. Task forces will continue to be formed as needed on a short-term basis.

IMPACT OF THIS ACTION

This policy was sent to the College community May 6 through May 20, 2024. No comments were received. Procedures are provided for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

This policy became effective as of May 7, 2024, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. The Board will be notified of any changes that require its action.

ATTACHMENTS

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy II.2002.A, Shared Governance (current policy)
- Attachment 3 – Policy II.2002.A, Shared Governance (proposed)

Informational Items:

- Attachment 4 – Procedure II.2002.A.a, Shared Governance (current procedure)
- Attachment 5 – Procedure II.2002.A.a, Shared Governance (proposed – track changes)

RESOURCE PERSONNEL

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Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: *N/A*

Proposed Policy Name: *N/A*

Current Policy Number/Name: **II.2002.A, Shared Governance**

New Procedure Number: *N/A*

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

Current Procedure Number(s)/Name(s): **II.2002.A.a, Shared Governance**

Action Recommended for Policy: Revision

Action Recommended for Procedures: Revision

Web Links:

<https://www.sanjac.edu/about/policies-procedures/II-2002-A-Shared-Governance.pdf>

<https://www.sanjac.edu/about/policies-procedures/II-2002-A-a-Shared-Governance.pdf>

Primary Owner: Chancellor

Secondary Owner: Deputy Chancellor/President

Summary of Changes:

Policy Changes

- Proposed changes are being recommended to adhere to requirements under [Section 51.3525 of the Texas Education Code](#) (Senate Bill 17).
- Task forces will no longer be added to the shared governance structure chart as they are temporary. Task forces will continue to be formed as needed on a short-term basis.

Procedure Changes

- Proposed changes are being recommended to adhere to requirements under [Section 51.3525 of the Texas Education Code](#) (Senate Bill 17).
- Task forces will no longer be added to the shared governance structure chart as they are temporary. Task forces will continue to be formed as needed on a short-term basis.

Policy II.2002.A, Shared Governance

Purpose

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

Policy

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

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

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

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

Associated Procedure

Procedure II.2002.A.a, Shared Governance

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

Secondary Deputy Chancellor & President
Owner

Policy II.2002.A, Shared Governance

Purpose

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

Policy

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

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

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

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

Associated Procedure

Procedure II.2002.A.a, Shared Governance

Date of Board Approval	<u>November 1, 2021 This policy is effective as of May 7, 2024, under the Chancellor's authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process at the next regularly scheduled meetings of the Board. (First reading on May 6, 2024, second reading anticipated June 3, 2024)</u>
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Attachment 3 - Proposed

Effective Date November 2, 2021 This policy is effective as of May 7, 2024, under the Chancellor's authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process at the next regularly scheduled meetings of the Board. (First reading on May 6, 2024, second reading anticipated June 3, 2024)

Primary Owner Chancellor

Secondary Owner Deputy Chancellor & President

Procedure II.2002.A.a, Shared Governance

Associated Policy

Policy II.2002.A, Shared Governance

Procedure

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

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

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

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

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

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

Date of SLT Approval	September 28, 2021
Effective Date	November 2, 2021
Associated Policy	Policy II.2002.A, Shared Governance

Primary Owner of
Policy Associated
with the Procedure

Chancellor

Secondary Owner of
Policy Associated
with the Procedure

Deputy Chancellor & President

Procedure II.2002.A.a, Shared Governance

Associated Policy

Policy II.2002.A, Shared Governance

Procedure

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

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

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

The Shared Governance Structure for the College currently encompasses six categories. All active councils, committees, teams, and employee organizations, and task forces will align under one of the following category types. Task forces will continue to be formed on a short-term basis.

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

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

Date of SLT Approval	April 17, 2024
Effective Date	May 7, 2024

Attachment 5 - Proposed

Associated Policy	Policy II.2002.A, Shared Governance
Primary Owner of Policy Associated with the Procedure	Chancellor
Secondary Owner of Policy Associated with the Procedure	Deputy Chancellor & President

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a fee increase for San Jacinto College students and non-students in the College’s Children’s Center located on Central Campus.

BACKGROUND

The cost of childcare in the San Jacinto College Children’s Center has not increased since January 2023. San Jacinto College childcare is currently priced in a median range with local for-profit and not-for-profit childcare centers, even though best practices related to accreditation agencies ensure smaller class sizes at the College’s childcare facilities than many competitors offer. The cost of supplies and staff has increased since January 2023, and a five percent fee increase will assist in offsetting increasing operational costs.

The proposed five percent rate increase will continue to place the College’s rates in the middle of rates charged by centers researched in the area. The proposed tuition increase takes into consideration other centers in the area who recently increased their tuition going into effect Summer 2024. Additionally, the increase considers that the San Jacinto College Children’s Center is a 4-star Texas Rising Star center, and NAEYC (National Association for the Education of Young Children) accredited.

IMPACT OF THIS ACTION

The proposed fee increase of five percent will be effective August 1, 2024, as outlined in Attachment 1.

After the proposed increase is implemented, San Jacinto College Children’s Center will still be priced competitively in the local market.

There are multiple rates depending on the schedule selected by parents. Two examples of the rates after the increase are:

1. The weekly rate (Monday through Friday) for infants will be \$193 students and \$215 for college employees and community members.
2. The weekly rate for toddlers will be \$182 for students and \$204 for college employees and community members.

A ten percent discount on fees will continue to apply for multiple children from the same family. All other fees remain the same. Also, students may be eligible for other financial aid opportunities to help offset the costs.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The proposed fee increases are projected to increase revenues projections used to develop the 2024-2025 annual budget. The revenue increases will support the cost of operations of the Children’s Center.

MONITORING AND REPORTING TIMELINE

Childcare operations are subject to internal audit procedures performed by the College’s independent auditors. Additionally, the childcare centers fees are reviewed on an annual basis.

ATTACHMENTS

Attachment 1 - Proposed and Current Childcare Fees

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
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Attachment 1: Proposed and Current Childcare Fees

San Jacinto College-Central Children’s Center Lab School
***Proposed* Children’s Center Rate Changes**

CONTRACT TERMS	STUDENTS		FACULTY / STAFF / COMMUNITY	
INFANT				
	Current Rate	Proposed Rate	Current Rate	Proposed Rate
Monday - Friday	\$ 183.75	\$ 193.00	\$ 204.75	\$ 215.00
Monday - Thursday*	\$ 147.00	\$ 154.00	\$ 163.80	\$ 172.00
Mon/Wed/Fri	\$ 110.25	\$ 116.00	\$ 122.85	\$ 129.00
Tues/Thurs	\$ 73.50	\$ 77.00	\$ 81.90	\$ 86.00
Daily Rate	\$ 36.75	\$ 39.00	\$ 40.95	\$ 43.00

TODDLER				
Monday - Friday	\$ 173.25	\$ 182.00	\$ 194.25	\$ 204.00
Monday - Thursday*	\$ 138.60	\$ 146.00	\$ 155.40	\$ 163.00
Mon/Wed/Fri	\$ 103.95	\$ 109.00	\$ 116.55	\$ 122.00
Tues/Thurs	\$ 69.30	\$ 73.00	\$ 77.70	\$ 82.00
Daily Rate	\$ 34.65	\$ 36.00	\$ 38.85	\$ 41.00

PRE-K				
Monday - Friday	\$ 162.75	\$ 171.00	\$ 183.75	\$ 193.00
Monday - Thursday*	\$ 130.20	\$ 137.00	\$ 147.00	\$ 154.00
Mon/Wed/Fri	\$ 97.65	\$ 103.00	\$ 110.25	\$ 116.00
Tues/Thurs	\$ 65.10	\$ 68.00	\$ 73.50	\$ 77.00
Daily Rate	\$ 32.55	\$ 34.00	\$ 36.75	\$ 39.00

Registration / Supply Fee (non-refundable)	\$ 200.00	Per Child
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Registration/Supply Fee will be prorated after June 1st at rate of 25% of initial Registration/Supply Fee.
 Registration/Supply Fee for additional children in the same family will be \$125 per child.
 Late Pick-up Fee: \$20 for 1-5 minutes, \$2.00 for each minute there after
 Late Drop-off Fee: Children should be dropped off by 9 AM each day to not disrupt classroom learning. \$15 for 1-10 minutes, \$1.00 for each minute after
 Contract Change Fee: \$30 Administrative Fee (after term starts)
 Extra day attendance: Daily rate + \$10 administrative fee (contracted families only)
 Teacher discount for children's center teachers 50% off tuition. Supply fee would need to be paid.
 10% discount on tuition for each additional child in the same family. Discount will be taken on lower rate. *Attendance days are offered during summer I and II only

Proposal

The following changes have been added to the Rates Chart.

- Increasing all childcare fee rates by 5%, effective August 2024

Action Item “XII”
Regular Board Meeting June 3, 2024
Consideration of Approval of Licensing Agreement at Ellington Field

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a six-month extension of the existing licensing agreement with the City of Houston for the EDGE Center facility at the Houston Spaceport and authorize the Chancellor to execute the appropriate documents.

BACKGROUND

The City of Houston owns a building located at 13150 Space Center Boulevard, which has been utilized by the College since 2019 to house the EDGE Center, as the previous leased facility on Highway 225 was vacated. The Center offers and delivers a robust selection of aerospace trainings designed to meet the training needs of the aerospace industry in and near the Houston Spaceport.

The current five-year license agreement expires on June 19, 2024. A six-month extension of the current agreement will allow time for a mutually agreeable longer-term lease to be negotiated and agreed to by both parties.

IMPACT OF THIS ACTION

The College continues to work with Bay Area Houston Economic Partnership, industry partners, and others to determine, develop, and offer appropriate trainings in support of the Houston Spaceport efforts. The College facilitates discussions with these partners to better understand and help to satisfy the demands of current and future employers in the area.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The College currently houses employees from the Continuing and Professional Development department (CPD) who support the aerospace industry in this facility.

MONITORING AND REPORTING TIMELINE

Monthly budget reports provide ongoing monitoring and reporting.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Teri Zamora	281-998-6306	teri.zamora@sjcd.edu

Item "XIII"
Regular Board Meeting June 3, 2024

**Consideration of Approval of Investment Strategy and Annual Review and Approval of the
College's Investment Policy - First Reading (Informational Item)**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the Investment Strategy for the College and annual review and approval of the College's Investment Policy. The Board of Trustees will not vote on these items but is creating awareness that the investment strategy and policy of the College are being considered and input is being gathered.

BACKGROUND

The Investment Policy and Strategy of San Jacinto College requires that the Board of Trustees, at least annually, review and approve both the investment strategy and policy as required by Texas Government Code 2256, the Public Funds Investment Act (PFIA). The Board approved the last revisions on August 7, 2023.

The Investment Policy and Strategy provides guidance to make investment recommendations to the College based on current financial market conditions within the requirements of the PFIA.

As outlined in the Investment Policy and Strategy, the College's strategies for individual funds will address:

1. The suitability of the authorized investments to the financial and cash flow requirement of the College.
2. The need for preservation and safety of principal.
3. The need for a measured liquidity to meet the College's cash flow requirements.
4. The marketability of every investment if the need arises to liquidate that investment before maturity.
5. Diversification of the investment portfolio to limit market and credit risks.
6. The recognition of reasonable yield to be used for the needs of the College.

The College maintains three separate portfolios representing the College's major fund types. Each portfolio is guided by individual investment strategy considerations addressing the unique characteristics of its fund group.

The Board of Trustees is required to approve not only the Investment Policy but also the Investment Strategy in a separate action.

IMPACT OF THIS ACTION

There are no recommended revisions to the Investment Policy and Strategy as part of this year's annual review.

On November 7, 2023, the Government Treasurers' Organization of Texas (GTOT) awarded the Certificate of Distinction to the College for developing an investment policy that meets

Item “XIII”
Regular Board Meeting June 3, 2024

**Consideration of Approval of Investment Strategy and Annual Review and Approval of the
College’s Investment Policy - First Reading (Informational Item)**

the requirements of the Public Funds Investment Act and the standards for prudent public investing established by the GTOT. The GTOT had no recommendations for changes to the policy and the certificate is good for a two-year period ending November 30, 2025.

The policy will be sent to the College community on June 3, 2024. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on August 5, 2024.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

The Board will be notified of any changes that require its action. Evaluation of management’s compliance with this policy is periodically reviewed by administration, the College’s internal and external auditors and the Texas State Auditor’s Office.

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy III.3001.A, Investment Policy and Strategy

RESOURCE PERSONNEL

Teri Zamora

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Carin Hutchins

281-998-6109

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Policies and Procedures Summary of Changes

New Policy Number: **N/A**
Proposed Policy Name: **N/A**
Current Policy Number/Name: **Policy III.3001.A, Investment Policy and Strategy**

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

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

Web Links:

<https://www.sanjac.edu/about/policies-procedures/III-3001-A-Investment-Policy-and-Strategy.pdf>

Primary Owner: **Vice Chancellor, Fiscal Affairs**
Secondary Owner: **Associate Vice Chancellor, Finance**

Summary of Changes:

Policy Changes:

There are no updates required.

Procedure Changes:

N/A

Policy III.3001.A, Investment Policy and Strategy

Purpose

The Board of Trustees of San Jacinto College will review and adopt the College's Investment Policy and investment strategies not less than annually in accordance with the Public Funds Investment Act.

Policy

It is the policy of the San Jacinto College District ("College") to invest its public funds in a manner that will provide the highest reasonable investment return with the maximum security while meeting the daily cash flow requirements of the College and conforming to all state and federal statutes governing the investment of public funds. These funds are accounted for in the College's annual comprehensive financial report.

Authority

The primary state statute controlling the investment of public funds is the Public Funds Investment Act, Texas Government Code, Chapter 2256 (Act).

Applicability

This Investment Policy applies to all assets and investment activity of the College including restricted and unrestricted funds.

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

OBJECTIVES

The primary objectives, in priority order, of the College's investment activities shall be:

SAFETY: Safety of principal is the foremost objective of the investment program. The College shall undertake investments in a manner that seeks to ensure the preservation of capital in the overall portfolio. Use of high-credit quality securities in a laddered portfolio structure will assist in minimizing credit risk.

LIQUIDITY: The College's investment portfolio will remain sufficiently liquid to enable the College to meet all operating requirements that can be reasonably anticipated. The College will use cash flow projections to monitor changing needs.

DIVERSIFICATION: The College will strive to create diverse portfolios to minimize credit and market risks by addressing diversification in terms of maturity as well as security type and issuer. The College will diversify its portfolios to manage market risk resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of investment instruments.

YIELD: The College will strive to earn a reasonable market yield within the restrictions imposed by the Policy's safety and liquidity requirements, investment strategies, and state and federal laws governing investment of public funds. The College will design the investment portfolio with the objective of meeting and exceeding the yield of comparable benchmark securities chosen to be commensurate with the College's investment risk constraints

and the cash flow characteristics. The College will utilize the 1-Year, 2-Year, and 3-Year Treasury yields, as appropriate, as benchmarks for the portfolios' performance and risk levels.

STRATEGY

The College's general investment strategy is based on its objectives of (a) safety of principal, (b) liquidity, (c) diversification, and (d) reasonable yield. The College's strategies for individual funds will address:

1. The suitability of the authorized investments to the financial and cash flow requirement of the College.
2. The need for preservation and safety of principal.
3. The need for a measured liquidity to meet the College's cash flow requirements.
4. The marketability of every investment if the need arises to liquidate that investment before maturity.
5. Diversification of the investment portfolio to limit market and credit risks.
6. The recognition of reasonable yield to be used for the needs of the College.

The College maintains three separate portfolios representing the College's major fund types. Each portfolio is guided by individual investment strategy considerations addressing the unique characteristics of its fund group.

A. Operating Funds and Commingled Pools Containing Operating Funds

Investment strategies for operating funds and commingled pools containing operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The College may accomplish this objective by purchasing high credit quality, short to medium-term securities, which form a laddered maturity structure and provide for a suitable liquidity buffer for unanticipated expenses. The College will maintain a maximum dollar weighted average maturity (WAM) of 365 days in these funds and will calculate the WAM using the stated final maturity date of each security.

B. Debt Service Funds

These portfolios contain debt service funds with particular needs. Investment strategies for debt service payments shall assure investment liquidity adequate to cover the debt service obligation on the required payment date. The next debt service date must always be funded before funding subsequent payments.

Included also are debt service reserve funds that are used to generate a dependable revenue stream to the appropriate debt service fund from securities with a low degree of volatility. The College shall consider bond documents and ordinances specific to an individual issue in the investments. Securities should be of high credit quality with short to intermediate term maturities. The College shall manage volatility with relatively short and intermediate securities.

C. Bond Funds, Construction, Special Projects, or Special Purpose Funds

Investment strategies for construction, special projects, or special purpose fund portfolios will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 10% in highly liquid securities to allow for flexibility and unanticipated project outlays. The College will attempt to match its issue costs of bonds (avoid negative arbitrage) without incurring major rebate payables. The stated final maturity dates of securities held should not exceed the estimated project completion date and the maximum WAM will be guided by anticipated expenditure plans.

STANDARD OF CARE – PRUDENT PERSON STANDARD

The College shall make investments with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as income to be derived. Investment of funds shall be governed by the following investment objectives, in order of priority: preservation and safety of principal, liquidity, diversification, and yield.

All College Investment Officers will use this standard of prudence in the context of managing the overall portfolio. Investment Officers acting in accordance with written procedures and this Investment Policy and exercising due diligence shall be relieved of personal liability for an individual security's credit or market price fluctuations by the College provided that the Investment Officers report deviations from expectations in a timely fashion and take appropriate action to control adverse developments.

INVESTMENT TRAINING

It will be the College's policy to provide training for Board members and Investment Officers as required by the Act. For the purposes of the Act, community colleges are considered to be state agencies. The Texas Higher Education Coordinating Board (THECB) will provide training for Board members that members complete within six months of assuming office.

The designated Investment Officer(s) shall attend at least the minimum required hours of investment training within six months of assuming their duties and at least the minimum required hours every subsequent two fiscal years. The Board will approve the independent source to provide the investment training. For purposes of this Policy, an "independent source" approved by the Board from which investment training shall be obtained shall include a professional organization, an institute of higher learning or any other sponsor other than a business organization with whom the Board of Trustees engages in an investment purchase or sale.

Not later than the 180th day after the last day of each regular session of the legislature, a report on investment training attended by Investment Officers of the institution shall be prepared by administration and delivered to the Board of Trustees.

DELEGATION OF AUTHORITY AND RESPONSIBILITIES

In accordance with the Act, the Board of Trustees delegates, by resolution, management responsibility for the investment program through the Chancellor to the Vice Chancellor of Fiscal Affairs as the primary Investment Officer. The daily investment transaction processing and reporting are delegated to the following Finance staff who are also considered Investment Officers: Associate Vice Chancellor, Finance; Comptroller; and Assistant Comptroller.

Board of Trustees

The Board is responsible for reviewing and adopting the Investment Policy on no less than an annual basis. The Board is responsible for designating Investment Officer(s) or an Investment Adviser responsible for the management of the portfolio(s). The Board may designate an investment committee to review reports and approve counterparties, but the Board must receive and review quarterly investment reports. The Board retains ultimate fiduciary responsibility for all funds.

Investment Committee

The Board Finance Committee will act as the College's Investment Committee. The Investment Committee shall meet at least quarterly to receive and review quarterly investment reports and monitor investment results. The Investment Committee shall include in its deliberation such topics as economic outlook, portfolio diversification, maturity structure, risk levels, and performance. The Investment Committee will, on no less than an annual basis, review and adopt the list of authorized broker/dealers for the Board.

Investment Officer(s)

The Investment Officer(s) shall monitor and maintain all controls and procedures of the investment process as designated by this Policy. The Officer(s) shall obtain training and shall establish written procedures and controls consistent with this Investment Policy. Such procedures shall include delegation of authority to individual employees responsible for investment transactions and documentation of investment transactions and holdings. The Investment Officer(s) shall prepare all required reports and maintain broker/dealer files as required. All Investment Officer(s) will strictly adhere to the standard of care and conditions prescribed in this Policy.

All participants in the investment process shall seek to act responsibly as custodians of the public trust. Investment Officer(s) will avoid any transaction that might impair public confidence in the College. The investment program shall be designed and managed with a degree of professionalism that is worthy of that public trust.

All Investment Officers shall be familiar with this Policy and its underlying procedures. No Investment Officer may engage in an investment transaction except as provided under the terms of this Policy and the established procedures.

The Board may designate an SEC registered investment adviser to act as an Investment Officer for the College in assisting College staff with all provisions of this Policy.

ETHICS AND CONFLICTS OF INTEREST

College Investment Officers involved in the investment process who have personal business relationships with any entity seeking to sell an investment to the College shall file a statement disclosing the extent of that personal business interest. An Investment Officer who is related within the second degree by affinity or consanguinity (as determined by state statute) to an individual seeking to sell an investment to the College shall file a statement disclosing that relationship with the Texas Ethics Commission in accordance with the Act.

AUTHORIZED INVESTMENTS

This Policy applies to all investment activity of the College. The College will pursue a pro-active, conservative approach to investment activity and although other investments may be authorized by law, the College may invest only in investments authorized by the Board as listed below:

1. Obligations of the US Government (Treasury Bills and Treasury Notes), its agencies and instrumentalities not to exceed three years to stated maturity. Mortgage-backed securities with stated maturities not more than three years are authorized only in bond construction funds.
2. Fully insured or collateralized certificates of deposit of any bank doing business in Texas that are collateralized in accordance with this Policy and with a stated final maturity not to exceed one year to include those bought through the CDARS network.
3. Negotiable certificates of deposit securities issued by a bank that has a certificate of deposit rating of at least 1 or equivalent by a nationally recognized credit rating agency or that is associated with a holding company having a commercial paper rating of at least A1/P1 or equivalent by a nationally recognized rating agency.
4. Commercial paper rated no less than A1/P1 by two nationally recognized rating agencies with a stated maturity less than 90 days.
5. Fully collateralized direct repurchase agreements with a defined termination date, secured in accordance with this Policy and placed with a primary securities dealer. All repurchase agreement transactions shall be governed by an executed Bond Market Association Master Repurchase Agreement. Maximum stated maturity shall be 90 days except for flex repurchase agreements. Bond proceeds from one issue may be invested in a single flex repurchase agreement the maximum stated maturity for which shall be matched to the expenditure plan of the bonds.
6. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent, with a stated maturity of not more than three years.
7. AAA or equivalent rated, Texas local government investment pools striving to maintain a \$1 net asset value (NAV) as defined by the Act and authorized specifically by the Board of Trustees for a particular pool.
8. A money market mutual fund in compliance with SEC Rule 2a-7 and striving to maintain a \$1 net asset value.
9. Corporate bonds, debentures or similar debt obligations rated in one of the two highest long-term rating categories without regard to gradations in those categories by two nationally recognized rating agencies not to exceed three years to maturity.
10. FDIC-insured brokered certificate of deposit securities from a bank in any US state, delivered versus payment to the College's safekeeping depository, not to exceed one year to maturity. Before purchase, the Investment Officer or Adviser must verify the FDIC status of the bank on www.fdic.gov to assure that the bank is FDIC insured.
11. Fully insured or collateralized interest-bearing accounts in any bank in Texas.

If the State approves additional types of securities for investment by public funds by state statute, these securities will not be eligible for investment by the College until this Policy has been amended and the amended version adopted by the Board of Trustees.

PROHIBITED INVESTMENTS

The Board strictly prohibits the College from investing in any type of mortgage derivatives:

1. Interest Only Mortgage-Backed Securities (IO). Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
2. Principal Only Mortgage-Backed Securities (PO). Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
3. Collateralized mortgage obligations (CMO) that have a stated final maturity date greater than ten years.
4. Inverse Floaters. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

If the state prohibits any type of securities for investment of public funds by state statute, the College is not required to liquidate investments that were authorized at the time of purchase.

DIVERSIFICATION

The College will use diversification to minimize risk of loss by over-concentration in a particular market sector, maturity or security. The College will strive to structure portfolios with laddered maturities and securities in accordance with the Policy's authorized investments and maximum maturity constraints. To assure diversification in the portfolio, the College will impose the following maximum limits (at time of purchase):

<u>Investment Type</u>	<u>Max. % in Portfolio</u>
US Treasury Obligations	90%
US Agency and Instrumentality Obligations	85%
SEC Registered Money Market Funds	60%
Repurchase Agreements	75%
Flex Repurchase (Bond Funds)	100% of issue
Collateralized/Insured CDs	20%
FDIC insured brokered CDs	20%
Negotiable CDs	15%
Limit per bank	5%
Local Government Investment Pools	100%
Participation per pool	10% of pool
Commercial Paper	25%
Limit per issuer	5%
Municipal Obligations	50%
Limit per issuer	10%
Limit per geographical region	50%
Corporate Obligations	30%
Limit per issuer	5%

MAXIMUM MATURITIES

The College will diversify maturity dates and to the extent possible, match investments with anticipated cash-flow requirements. No investment stated maturities will exceed three years at the time of purchase.

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The College shall make all investments transactions with a broker/dealer authorized by the Board or its Investment Committee. The College will review and adopt the authorized list at least annually. The Board or Investment Committee does not need to approve banks utilized for time or demand accounts, but the bank must provide all required information to the Investment Officer(s) prior to the transaction. The list shall contain no fewer than three to five broker/dealers to assure a competitive process. The College does not limit the number of banks.

Authorized broker/dealers and financial institutions may include:

- Broker/dealer subsidiaries of banks doing business in the state of Texas,
- Security dealers designated as “primary government securities dealers” by the Federal Reserve Bank of New York, and/or
- Secondary institutional brokers/dealers registered with the State, the SEC, and the FINRA.

Financial institutions and broker/dealers who desire to transact business with the College must supply the following information/documents. The Investment Officer(s), or the College’s Investment Adviser, will maintain this information on the authorized financial institutions:

- Annual current year audited financial statements,
- Financial Industry Regulatory Authority (FINRA) certification and FINRA’s Central Depository Registration (CRD) number (if broker/dealers), and
- Proof of current Texas State Securities registration (if broker/dealers).

The College may not enter into any investment transactions with a brokerage subsidiary of the Authority’s depository bank in order to fulfill all delivery versus payment (DVP) requirements for trade independence.

Policy Certification

The College must provide each authorized local government investment pool and broker/dealer a copy of this Policy to assure that the pools or dealers are familiar with the goals and objectives of the College. The authorized representative shall sign a written certification, in a form acceptable to the College, substantially to the effect that they:

- Received and thoroughly reviewed the Policy and
- Acknowledge that the pool or broker/dealer has implemented reasonable controls and procedures in an effort to preclude investment transactions with the College that are not authorized by the College’s Policy.

Any College Investment Adviser shall certify their adherence to the Policy.

The College shall not execute any investment transaction with a pool that has not delivered this written certification. Material changes in this Policy will require re-certification. The College is under no obligation to transact business with any financial institution.

COLLEGE DEPOSITORY

At least every five years, the College shall select a College Depository through a formal request for proposal (RFP). In selecting a depository, the College shall consider the services, cost of services, credit worthiness, and collateralization by the institutions.

COMPLIANCE AUDIT

The College's independent auditor reviews cash and investments in conjunction with the performance of the annual audit. At least once every two years, the College's independent auditor will perform a compliance audit to assure internal controls are in place that provide for compliance with the College's Investment Policies and procedures and the Act. The College will report the results of this compliance audit to the Board of Trustees and the state auditor not later than January 1 of each even-numbered year.

Loss of Rating

The Investment Officer or Investment Adviser shall monitor, on no less than a weekly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the Investment Officer or Adviser shall notify the Investment Committee of the loss of rating, conditions affecting the rating and possible loss of principal with liquidation options available, within two weeks after the loss of the required rating.

Monitoring FDIC Status

The Investment Officer or Investment Adviser shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CDs owned by the College based upon information from the FDIC. If any bank has been acquired or merged with another bank in which the College owns brokered CDs, the Investment Officer or Adviser shall immediately liquidate any brokered CD that places the College above the FDIC insurance level.

COLLATERALIZATION

All College time and demand deposits shall be secured above FDIC coverage by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, collateral will be maintained and monitored by the depository at 102% of market value of principal and accrued interest on the deposits. The bank shall be responsible for monitoring and maintaining the collateral market value daily to assure that the margin on the pledged securities is maintained.

Collateral pledged to secure deposits shall be held by an independent financial institution outside the holding company of the depository in accordance with a safekeeping agreement signed by authorized representatives of the College, the Depository, and the custodian (with the exception of the Federal Reserve for which a Circular 7 Pledge Agreement will be executed).

All collateral shall be subject to inspection and audit by the College or its independent auditors.

Authorized Collateral

The College shall accept only the following as collateral for time and demand deposits:

- A. FDIC insurance coverage.
- B. Obligations of the United States, its agencies or instrumentalities, or other evidence of indebtedness of the United States guaranteed as to principal and interest including mortgage-backed securities that pass the bank test.
- C. Obligations of states, agencies, counties, cities and other political subdivisions of any state rated A or its equivalent by two nationally recognized rating agencies.
- D. Letter of credit of the United States or its agencies and instrumentalities, issued by the Federal Home Loan Bank (FHLB).

Voluntary Collateral Pooling Alternative

The College will evaluate collateral pooling alternatives authorized by state statute (TX Gov't Code 2257) on a case-by-case basis for use.

If any depository offers a voluntary collateral pooling alternative for the provision of collateral (instead of uniquely pledged securities to the College), the investment officers shall fully evaluate the risk factors concerned to determine the efficacy of participation. The College will analyze the use of collateral pooling using factors such as anticipated balances, fluctuations in balances, duration of deposits and current economic conditions to determine the acceptability of the collateral pool. The pool must contain only marketable securities.

SAFEKEEPING

All securities owned by the College shall be held in safekeeping by the College's depository bank or an authorized third-party financial institution under an executed safekeeping agreement.

DELIVERY VERSUS PAYMENT

All security transactions, including collateral for repurchase agreements, entered into by the College shall be conducted on a delivery-versus-payment (DVP) basis to assure that the College has full control of its funds and assets at all times.

REPORTING

The Investment Officer shall submit monthly and quarterly reports to the Board of Trustees in accordance with the Act containing sufficient information to permit an informed reader to evaluate the performance and risks of the investment program. At a minimum, the report shall include:

- a. Description of each investment and depository position;
- b. Book and market values at the beginning and end of the reporting period;
- c. Additions and changes to the market value during the period;
- d. The book and market value of each separately invested asset;
- e. The maturity date of each separately invested asset;

- f. The account, fund, or pooled group fund for which each investment was acquired;
- g. The earnings for the period; and
- h. The overall yield for the portfolio(s) and its benchmark yield for the period designated as 1-Year, 2-Year or 3-Year Treasury yields, as appropriate.

The College shall obtain market prices for market value calculations from an independent source. The report must conform to the contents of the Act and must be prepared and signed by all investment Officers of the College.

In accordance with Rider 5, the General Appropriations Act (86th Legislature), the College shall file an annual investment report, prepared in the method prescribed by the State Auditor’s Office, by December 31 each year. The College shall also publish and maintain on its website for at least two years the annual investment report, quarterly investment reports, and current investment policy.

INTERNAL CONTROLS

The Vice Chancellor of Fiscal Affairs shall establish a system of controls to regulate the activities of the investment program and staff. The independent auditor of the College shall review controls annually. The College shall design the controls to prevent loss of funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions. Controls deemed most important would include control of collusion, separation of duties, custody and safekeeping, delegation of authority, securities losses and remedial actions, and documentation of all transactions.

Cash Flow Forecasting

Cash flow forecasting is a control designed to protect and sustain cash flow requirements of the College. The Investment Officer will maintain a cash flow analysis designed to forecast cash positions for investment purposes.

INVESTMENT POLICY ADOPTION

The Investment Committee may suggest Policy changes to the Board of Trustees at any time. The Board of Trustees shall review and adopt, by written instrument, its Investment Policy and investment strategies not less than annually, and the adopted written instrument shall designate any changes made to the Policy.

Procedures

There are no associated procedures with this policy.

Date of Board Approval	Anticipated August 5, 2024
Effective Date	Anticipated August 6, 2024
Primary Owner	Vice Chancellor, Fiscal Affairs

Secondary Owner	Associate Vice Chancellor, Finance
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**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
June 3, 2024**

PURCHASE REQUESTS AND CONTRACT RENEWALS

<i>Purchase Requests</i>	<i>Amounts</i>
Purchase Request #1	
Consideration of Approval of Contract for South Campus S-11 Roof Refurbishment	\$ 579,565
Purchase Request #2	
Consideration of Approval to Contract for Central Campus C-3 Low Roof Replacement	494,989
Purchase Request #3	
Consideration of Approval to Contract for Food Distribution Services	450,000
Purchase Request #4	
Consideration of Approval to Renew the Contract for Landscaping Services	750,000
Purchase Request #5	
Consideration of Approval to Purchase EBSCO'S Texas Continuation Package	181,376
Purchase Request #6	
Consideration of Approval to Purchase Bleachers for North Campus Andy Pettitte Park	150,000
Purchase Request #7	
Consideration of Approval of Additional Funds for Online Amazon Purchases	200,000
Purchase Request #8	
Consideration of Delegation of Authority to Purchase Sun Shades for North and South Campus Ball Parks	650,000
 TOTAL OF PURCHASE REQUESTS	 <u>\$ 3,455,930</u>

Purchase Request #1
Regular Board Meeting June 3, 2024

Consideration of Approval of Contract for South Campus S-11 Roof Refurbishment

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize a contract with Atlas Universal Roofing, Inc., to refurbish the roof at the South Campus S-11 building.

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 April 8, 2024, the Chancellor's designee approved the competitive sealed proposal (CSP) solicitation method for this project. Detailed project plans and specifications developed by Huitt-Zollars, Inc. were used as part of the documentation package required for public solicitation of construction proposals in accordance with the Texas Government Code §2269.151.

CSP No. 24-27 was issued on April 17, 2024, to procure construction services for this project. Eight responses received were evaluated by a team comprised of representatives from capital projects and Huitt-Zollars, Inc. Evaluation and ranking of the submittals were based on criteria published in the solicitation. Atlas Universal Roofing, Inc. was the highest ranked respondent.

IMPACT OF THIS ACTION

Approval of this action will allow a contract with Atlas Universal Roofing, Inc. to be executed so that construction can be initiated to protect the underlying asset.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The cost of this project is not expected to exceed \$579,565. The project will be funded from Bond Interest Earnings.

MONITORING AND REPORTING TIMELINE

This project will be managed by capital projects staff and is expected to be completed by April 2025.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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

CSP #24-27
Building S11 Roof Refurbishment
Attachment 1 – Tabulation

QUALIFICATIONS

#	Vendors	Section 1: General	Section 2: History & Experience	Section 3: Safety	Section 4: Financial Letter	Section 5: References	Section 6: Exceptions to T&Cs	Total Points
	<i>Total Points</i>	<i>15</i>	<i>20</i>	<i>5</i>	<i>5</i>	<i>10</i>	<i>5</i>	<i>60</i>
1	Atlas Universal Roofing, Inc.	15.00	20.00	4.00	4.90	10.00	5.00	58.90
2	TADCO Roofing LLC	13.40	18.67	3.82	4.37	10.00	4.33	54.59
3	CR Systems, Inc.	9.00	12.40	2.73	3.70	8.67	4.67	41.17
4	Brazos Urethane Inc.	10.80	12.00	3.77	3.50	7.13	3.37	40.57
5	Roofing Solutions, L.L.C.	10.00	12.67	3.75	2.47	6.73	2.33	37.95
6	E Contractors USA LLC	8.80	8.67	3.14	1.87	6.67	2.67	31.82
7	Legacy Construction	7.30	7.73	3.19	1.20	0.07	4.00	23.49
8	Roofmasters Roofing & Sheet	7.00	7.33	2.00	1.20	0.07	3.67	21.27

FINAL SCORES

#	Vendors	Qualification Points	Price Points	Final Points	Base Proposal
	<i>Total Points</i>	<i>60</i>	<i>40</i>	<i>100</i>	
1	Atlas Universal Roofing, Inc.	58.90	29.54	88.44	\$579,565
2	TADCO Roofing LLC	54.59	31.68	86.27	\$540,408
3	Brazos Urethane Inc.	40.57	37.06	77.63	\$461,994
4	CR Systems, Inc.	41.17	33.14	74.31	\$516,602
5	E Contractors USA LLC	31.82	39.27	71.09	\$436,000
6	Roofing Solutions, L.L.C.	37.95	29.59	67.54	\$578,640
7	Legacy Construction	23.49	40.00	63.49	\$428,004
8	Roofmasters Roofing & Sheet	21.27	27.68	48.95	\$618,531

Purchase Request #2
Regular Board Meeting June 3, 2024
Consideration of Approval to Contract for Central Campus
C-3 Low Roof Replacement

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Atlas Universal Roofing, Inc., to replace the low roof at the Central Campus C-3 building.

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 April 8, 2024, the Chancellor’s designee approved the competitive sealed proposal (CSP) solicitation method for this project. Detailed project plans and specifications developed by Huitt-Zollars, Inc. were used as part of the documentation package required for public solicitation of construction proposals in accordance with the Texas Government Code §2269.151.

CSP No. 24-26 was issued on April 11, 2024, to procure construction services for this project. Three responses were evaluated by a team comprised of representatives from capital projects and Huitt-Zollars, Inc. Evaluation and ranking of submittals were based on criteria published in the solicitation. Atlas Universal Roofing, Inc. was the highest ranked respondent.

IMPACT OF THIS ACTION

Approval of this action will allow Atlas Universal Roofing, Inc. to be contracted for the replacement of the low roof section of Building C-3, thereby protecting the underlying asset.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The cost of this project is not expected to exceed \$494,989. The project will be funded from Bond Interest Earnings.

MONITORING AND REPORTING TIMELINE

This project will be managed by Capital Projects staff and is expected to be completed by December 2024.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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

CSP #24-26
Building C3 Low Roof Replacement
Attachment 1 – Tabulation

QUALIFICATIONS

#	Vendors	Section 1: General	Section 2: History & Experience	Section 3: Safety	Section 4: Financial Letter	Section 5: References	Section 6: Exceptions to T&Cs	Total Points
	<i>Total Points</i>	<i>15</i>	<i>15</i>	<i>5</i>	<i>5</i>	<i>5</i>	<i>5</i>	<i>50</i>
1	Atlas Universal Roofing, Inc.	13.50	14.50	4.18	5.00	5.00	5.00	47.18
2	FSR Services	12.00	10.75	4.27	3.96	1.50	2.87	35.35
3	Brazos Commercial Roofing	8.00	7.00	3.70	3.30	0.03	2.70	24.73

FINAL SCORES

#	Vendors	Qualification Points	Price Points	Final Points	Base Proposal
	<i>Total Points</i>	<i>50</i>	<i>50</i>	<i>100</i>	
1	Atlas Universal Roofing, Inc.	47.18	44.78	91.96	\$494,989
2	FSR Services	35.35	25.46	60.81	\$325,000 *
3	Brazos Commercial Roofing	24.73	13.20	37.93	\$394,695 *

*Partial Price Points awarded for incomplete pricing proposals.

Purchase Request #3
Regular Board Meeting June 3, 2024
Consideration of Approval to Contract for Food Distribution Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Ben E. Keith Foods for food distribution services for the culinary and auxiliary services departments.

BACKGROUND

Ben E. Keith Foods has been providing the College with food distribution services under their current contract since August 2019. Necessary food and supply staples have been consistently delivered to all applicable campus locations in order to support the provision of meals and snacks to faculty, staff, students, and visitors. The College’s contract with Ben E. Keith Foods will expire on August 31, 2024, so a new solicitation was issued to competitively procure a food distributor capable of supplying a wide spectrum of food products that satisfies the needs and delivery expectations of the culinary department, childcare center, and campus cafes.

Request for proposals #24-20 was issued on March 4, 2024, to procure food distribution services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Two responses were received and evaluated by a team comprised of representatives from the culinary department, childcare center, auxiliary services department who determined the proposal submitted by Ben E. Keith Foods will provide the best value to the College.

IMPACT OF THIS ACTION

Approval of this contract will allow Ben E. Keith Foods to provide necessary food products and supplies, on an as-needed basis, to the culinary department for course work and food preparation training. Ben E. Keith Foods will also supply requisite food products to prepare meals/snacks at the Central Campus Children’s Center and all campus cafes.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$450,000 and will be funded from the culinary and auxiliary services departments’ 2024-2025 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The initial award term will commence on September 1, 2024, through August 31, 2025, with four one-year renewal options.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Matt Prasifka	281-991-2627	matt.prasifka@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

RFP #24-20
Food Distribution Services
Attachment 1 – Tabulation

QUALIFICATIONS

#	Vendors	Section 1: Qualifications of Firm & Personnel	Section 2: Scope & Management	Section 3: Product Availability & Quality	Section 4: Delivery and Order	Section 5: References	Section 6: Exceptions to T&Cs	Total Points
	<i>Total Points</i>	<i>10</i>	<i>15</i>	<i>20</i>	<i>15</i>	<i>5</i>	<i>5</i>	<i>70</i>
1	Ben E. Keith Foods	8.92	13.60	18.30	13.74	0.00	4.25	58.81
2	Labatt Food Service	8.50	12.50	14.13	11.48	4.08	3.67	54.36

FINAL SCORES

#	Vendors	Qualification Score	Price Score	Final Score
	<i>Total Points</i>	<i>70</i>	<i>30</i>	<i>100</i>
1	Ben E. Keith Foods	58.81	30.00	88.81
2	Labatt Food Service*	54.36	0.00	54.36

* Pricing not provided in accordance with RFP requirements; vendor withdrew from consideration when corrected pricing information was requested

Purchase Request #4
Regular Board Meeting June 3, 2024

Consideration of Approval to Renew Contracts for Landscaping Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew contracts with Yellowstone Landscape and Rotolo Consultants, Inc. for general landscaping services for the facilities services department.

BACKGROUND

General landscaping services require companies that will provide turnkey services which includes labor, equipment, and oversight for all three campuses, the District Administration grounds, Generation Park, and the Maritime training facility. Additional field mowing services are also required for open fields at all campuses. Field and lot mowing are serviced at a reduced frequency or on an as needed basis, depending on property conditions.

Request for proposals #23-23 was issued February 21, 2023, to procure landscaping and grounds maintenance services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The Board approved the original contracts with Yellowstone Landscape and Rotolo Consultants, Inc. on May 1, 2023.

IMPACT OF THIS ACTION

Outsourcing landscaping services for the College is required due to the limited size of the College's grounds-keeping staff and the lack of appropriate equipment required to perform these services for all College-owned properties. Approval of these contract renewals will aid the existing in-house staff to maintain the aesthetics of the College grounds by performing essential lawn maintenance duties and preserve service levels in accordance with the College's groundskeeping standards.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditures with Yellowstone Landscape and Rotolo Consultants are \$450,000 and \$300,000, respectively, for a total request of \$750,000, to be funded from the facilities services department's 2023-2024 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the first of four one-year renewal options available. The new contract term will be June 5, 2024, through June 4, 2025.

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

Purchase Request #5
Regular Board Meeting June 3, 2024

Consideration of Approval to Purchase EBSCO'S Texas Continuation Package

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of EBSCO's Texas Continuation Package to provide access to digital library databases.

BACKGROUND

Since October of 2021, the Library has procured a variety of database services through EBSCO. These databases allow the College's students to access a plethora of genres and subject matter applicable to their plan of study. The requested Texas Continuation Package falls under EBSCO's library subscription services and will allow the College's students to access fifty-five higher education databases from all campus libraries.

Library services are exempt from competitive bidding per Texas Education Code §44.031(c) and §130.0100.

IMPACT OF THIS ACTION

Approval of this three-year contract will allow the College to gain access to several proprietary databases in a variety of fields. These curated packages enable our students to access the most current and accurate information for research and future learning. Several of the collections within this package are not available elsewhere. Additionally, the foundation of available resources for accreditation for some of our programs, including the new Bachelor of Applied Science in Education and Bachelor of Science in Nursing, is based on collections within this package.

Annual increases are typically between 5 percent and 7 percent. However, by committing to a three-year agreement, the annual increases will be 2 percent for year one and 3 percent for the subsequent two years.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total expenditure for this request is \$181,376 and will be funded from the library department's 2024-2025 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The three-year term will commence on September 1, 2024, and end on August 31, 2027.

ATTACHMENTS

None

RESOURCE PERSONNEL

Karen Blankenship	281-476-1857	Karen.Blankenship@sjcd.edu
Kimberly Adams	281-991-2614	Kimberly.Adams@sjcd.edu

Consideration of Approval to Purchase Bleachers for North Campus Andy Pettitte Park

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the purchase and installation of elevated bleachers from Southern Bleachers Company for Andy Pettitte Park at the North Campus.

BACKGROUND

In March 2024, the Board approved the expenditure of up to \$2.4 million from the Future Capital Projects Fund for improvements to the current baseball and softball complexes. This work included six conceptual packages beginning with the addition of bleachers to the north campus baseball facility.

Southern Bleacher Company has a contract awarded through the Texas BuyBoard cooperative contracts program to provide parks and recreation equipment, products, and installation, Contract Number 665-22, which complies with the competitive procurement requirements per Texas Education Code §44.031(a)(4) and is permitted through Texas Government Code §791.011(g).

IMPACT OF THIS ACTION

Approval of this request will allow for the purchase and installation of bleachers at Andy Pettitte Park. The College baseball season will begin in February 2025, and installation needs to be completed prior to that date. The anticipated material delivery time is 180 days, requiring this order to be placed six months in advance for the new bleachers to be installed during January 2025.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Total estimated expenditure for this request is \$150,000 and will be funded from cash set aside for Future Capital Projects.

MONITORING AND REPORTING TIMELINE

All work will be completed by February 2025. Purchase and installation will be managed by capital projects staff.

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Purchase Request #7
Regular Board Meeting June 3, 2024

Consideration of Approval of Additional Funds for Online Amazon Purchases

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for online marketplace purchases from Amazon Capital Services (Amazon) for College-wide use.

BACKGROUND

In August 2023, the Board of Trustees approved an annual expenditure for purchases made from Amazon's online marketplace. The College currently manages 365 departmental Amazon accounts, and most of the products purchased are books and supplies. Certain items, such as technology and furniture, are restricted, and require additional approval before an order can be placed.

Amazon has a contract through the Choice Partners cooperative contracts program to provide online marketplace goods, contract # 22/045KN-01, which complies with the competitive procurement requirements per Texas Education Code §44.031(a)(4) and is permitted through Texas Government Code §791.011(g).

IMPACT OF THIS ACTION

Approval of this request will allow the College to continue procuring goods through Amazon's online marketplace for the remainder of the 2023-2024 fiscal year.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In August 2023, the Board approved an expenditure of \$200,000 for online marketplace purchases. This request will increase the total amount approved by \$200,000 to a total of \$400,000. This expenditure will be funded from various departments' 2023-2024 operating budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Angela Russell	281-998-3627	angela.russell@sjcd.edu
Kimberly Adams	281-991-2614	kimberly.adams@sjcd.edu

Purchase Request #8
Regular Board Meeting June 3, 2024

**Consideration of Delegation of Authority to Purchase Sunshade Structures for
North and South Campus Ball Parks**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to approve the purchase and installation of sunshade structures for the North and South Campus ball parks.

BACKGROUND

In March 2024, the Board approved the expenditure of up to \$2.4 million from the Future Capital Projects Fund for improvements to the current baseball and softball complexes. This work included six conceptual packages that included the addition of sunshade structures over visitor seating at both fields.

The College is soliciting proposals from firms who have contracts awarded through a purchasing cooperative program to provide shade structures, which comply with the competitive procurement requirements per Texas Education Code §44.031(a)(4) and is permitted through Texas Government Code §791.011(g).

IMPACT OF THIS ACTION

Approval of this request will allow shade structures for both locations to be ordered so that installation can be coordinated in advance of the new season start.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Total estimated expenditure for this request is \$650,000 and will be funded from cash set aside for Future Capital Projects.

MONITORING AND REPORTING TIMELINE

All work will be completed by February 2025. The purchase and installation will be managed by capital projects staff.

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Item "A"
Regular Board Meeting June 3, 2024

Approval of the Minutes for the May 6, 2024, Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the May 6, 2024, Workshop and Regular Board Meeting.

San Jacinto College District Board Workshop May 6, 2024

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 5:00 p.m., Monday, May 6, 2024, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

MINUTES

	Board Workshop Attendees:	Board Members: Dr. Michelle Cantú-Wilson, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor Absent: Marie Flickinger, Larry Wilson Chancellor: Brenda Hellyer Other: Sandra Ramirez, Teri Zamora, Mandi Reiland
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Vice Chair Moon, Jr. called the workshop to order at 5:00 p.m.
II.	Roll Call of Board Members	Vice Chair Moon, Jr. conducted a roll call of the Board members: Dr. Michelle Cantú-Wilson Erica Davis Rouse, Assistant Secretary Marie Flickinger, Chair (absent) Dan Mims John Moon, Jr., Vice Chair Keith Sinor, Secretary Larry Wilson (absent)
III.	III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.072, 551.074, 551.076 of the Texas Open Meetings Act, for the following purposes: Legal Matters, Real Estate Matters,	Vice Chair Moon, Jr. adjourned to closed session at 5:02 p.m. The Board members listed above as attending, Chancellor Brenda Hellyer, and Teri Zamora were present for the closed session. Others present for portions of the closed session are noted below. 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. It was determined after the time of posting that a consultation with an attorney was not needed.

	Personnel Matters, and Security Matters	<p>b. Real Estate Matters - For the purpose of discussing the purchase, exchange, lease or value of real property.</p> <p>c. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee. Sandra Ramirez attended this portion of the closed session.</p> <p>d. Security Matters - To consider the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit. Mandi Reiland attended this portion of the closed session.</p>
IV.	Reconvene in Open Meeting	Vice Chair Moon, Jr. reconvened to open meeting at 6:08 p.m.
V.	Review Governor's Executive Order GA44 and San Jacinto College Actions	<p>Dr. Brenda Hellyer explained a Governor’s Order (No. GA-44) relating to addressing acts of antisemitism in institutions of higher education came out March 27, 2024. GA-44 directs all Texas higher education institutions to implement the following steps within 90 days of the executive order:</p> <ol style="list-style-type: none"> 1. Review and update free speech policies to address the sharp rise in antisemitic speech and acts on university campuses and establish appropriate punishments, including expulsion from the institution. 2. Ensure that these policies are being enforced on campuses and that groups such as the Palestine Solidarity Committee and Students for Justice in Palestine are disciplined for violating these policies. 3. Include the definition of antisemitism, adopted by the State of Texas in Section 448.001 of the Texas Government Code, in university free speech policies to guide university personnel and students on what constitutes antisemitic speech. <p>As a result of this order, the College has updated its procedure on expressive activities with the assistance of the College’s attorney, Lisa Brown. The Board received a copy of the proposed edits to the procedure with tracked changes, and Brenda highlighted the changes that were made. Board approval is not required for a procedure, but she wanted to make members aware of what steps are</p>

		<p>being taken to comply with this new order. The changes will go out to the College for comment for two weeks then will be put into place after the comment period ends. Then, the changes will be submitted to the Governor’s Office.</p>
<p>VI.</p>	<p>Review 2024-2025 Annual Priorities</p>	<p>Brenda stated that the 2024-2025 Annual Priorities will be an action item during this evening’s Board meeting. The Strategic Leadership Team (SLT) recommend six annual priorities this year:</p> <ol style="list-style-type: none"> 1. Maintain Our Commitment to a Culture of Access, Belonging, and Excellence 2. Expand Transfer and Career/Workforce Pathways 3. Expand Outreach Efforts Through College-Going Opportunities 4. Establish a San Jac Online Campus 5. Advance a Culture of Organization Engagement and Resiliency 6. Evaluate and Optimize Performance Outcomes <p>Erica Davis Rouse asked if it is easy or complicated to aggregate which dollars are allocated to our improvement and outcome with the new funding model from the State.</p> <p>Teri Zamora explained, at this point, aggregating the whole funding model and identifying specific improvements is complex, since it is still new and radically different from the previous model. However, identifying the new data for each measure is not complicated.</p> <p>The Board was comfortable with the proposed annual priorities.</p>
<p>VII.</p>	<p>Update on Enrollment (Summer)</p>	<p>Teri provided an update on enrollment for the summer session. As of this morning, enrollment was up 9.4 percent in headcount and 10.3 percent in contact hours compared to summer 2023.</p> <p>Brenda added the continuing students also had an increase in enrollment, which is exciting.</p> <p>Erica asked if the College is still taking steps to assist students with debt.</p> <p>Teri explained the College paid off a lot of student’s debt using Higher Education Emergency Relief Fund (HEERF) funds. We offer scholarships and emergency funding through the San Jacinto College Foundation to assist</p>

		<p>students who are unable to enroll due to financial barriers and to small outstanding balances. Payment plans can also be set up for students.</p>
<p>VIII.</p>	<p>Update on Free Application for Federal Student Aid (FAFSA) Process</p>	<p>Brenda reviewed a flyer that will be distributed to students with information on how to update their Free Application for Federal Student Aid (FAFSA) application. Students are receiving messages about incorrect records and missing documents, so we are hoping this QR code will help them be able to easily update their applications.</p> <p>This time last year, we received 17,000 federal financial aid applications. We are currently at 13,900 this year, so the number has decreased by 18 percent compared to last year. At this point, 11 percent of those applications have been rejected due to needing corrections. Two weeks ago, prior to correcting the applications, the number of applications needing corrections was 20 percent. Other institutions are also seeing this same correction rate, so this is a backlog issue.</p> <p>Brenda explained the deadline for Promise students to have their forms submitted was extended from April 25th to July 18th due to this issue. As of this week, we had 2,663 Promise students who have submitted their FAFSA. This time last year, we had over 5,000 FAFSA forms submitted. The College is working to get resources in the high schools to assist the Promise students with this process. Senator Cornyn has also testified on the senate floor about these issues as a national problem and with a context of the problem’s impact on Texas. We are hoping this will be resolved soon.</p> <p>Keith Sinor asked if this issue is because of the implementation of their new system. Brenda responded that is the cause of issue.</p> <p>John Moon, Jr. mentioned he spoke to a couple who are having issues with FAFSA. He will reach out to them to see if he can get more insight that he can pass along to the College.</p> <p>Dr. Michelle Cantú-Wilson gave a shout out to the College’s Student Services team for having virtual advising</p>

		<p>over the weekend and assisting her with getting her daughter enrolled on a Sunday.</p> <p>Keith asked how long after entering their information on FAFSA does a student know what they qualify for financial assistance.</p> <p>Brenda responded that previously, they would have known within the week.</p> <p>Teri added that with the current system, the timelines are different with all of the various errors that are delaying applications. Once they get all of the errors corrected, it should be a quick turnaround process.</p>
<p>IX.</p>	<p>Update on Fiscal Year 2025 Budget</p>	<p>Teri provided an update on the fiscal year 2025 budget. The budget requests for expenditures were due today, so the data and collection on the expenses are done. Budget revenues are currently in flux with tuition, property taxes, and state appropriations continuing to develop.</p> <p>The College has no plans to increase the tuition rate, but leadership is monitoring what to safely project for enrollment. Fall 2023 had a 5.2 percent increase in contact hours compared to Fall 2022. There was a 5.6 percent increase in Spring 2024 compared to Spring 2023, and at this point, there is a 10.3 percent increase in Summer 2024 compared to Summer 2023.</p> <p>Teri provided an overview of the historical percentage of increase in valuations dating back to 2019. In 2023, we had a 12.37 percent increase. The College received its 2024 preliminary Certified Estimate of Taxable Value from the Harris County Appraisal District (HCAD) on April 30. The current estimate for the College’s valuation is 0.24 percent above valuations for tax year 2023 with +/- five percent accuracy. Historically, this percentage has increased from the estimate when we receive the final certified values, so we are continuing to monitor.</p> <p>Regarding State appropriations, we are currently awaiting estimates of performance outcomes. We expect a modest increase in state appropriations and have modeled a two percent increase in the five-year plan. We also expect an increase in Financial Aid for Swift Transfer (FAST) revenues.</p> <p>Brenda stated a Board budget retreat to go over the prioritized budget items determined by the Strategic</p>

		<p>Leadership Team (SLT) is needed. The SLT will have their budget retreat on June 25. She is proposing to have the Board budget retreat on July 23 in place of the Building and Finance Committee meetings. The budget will then be presented to the Board for consideration of approval at the August 5 meeting.</p> <p>The Board members present agreed with this plan.</p>
X.	Review of Calendar	<p>Brenda reviewed calendar items with the Board and asked them to let Mandi Reiland know if they would like to attend any events.</p>
XI.	<p>General Discussion of Meeting Items</p> <p>a. Additional Purchasing Support Documents</p>	<p>Dan Mims asked about the dual credit Memorandum of Understanding (MOU) with Hallsville Independetn School District (ISD) and Huntsville ISD.</p> <p>Brenda explained both of those MOU’s will be for online offerings through the Texas Virtual Academy, which is a Texas online preparatory school. The College was approached about offering online general academic courses with these two ISD’s. Students in this course will be required to participate in FAST. For the Goose Creek ISD MOU, they are largely interested in our Maritime program. She explained the MOU with the Lutheran North Academy is being tabled as we received notice today that this academy will no longer be operating. This does not affect Lutheran South Academy, which also has requested a MOU.</p> <p>Keith asked what kind of resources the College incurs on an online dual credit academy like what is being offered to Hallsville and Huntsville ISDs.</p> <p>Brenda responded it is just the cost of delivering the course online and the registration component. We are planning to add these students into the regular online courses we already offer. We do not see it being a burden but will evaluate it.</p> <p>Erica asked if these courses would receive the same tuition discount.</p> <p>Brenda responded they will receive the same 75 percent waiver out of district. As long as they participate in FAST, we get reimbursed by the State, so that helps to offset costs.</p> <p>Brenda provided the group with a Delegation of Authority Summary. There was one request in April to approve the</p>

		contract for Central Campus Slocomb Auditorium HVAC replacement. It was awarded to HTX Industries, LLC, and has been completed. Another request was in May to approve the purchase of a transformer for building 26 at the Central Campus. It was awarded to Consolidated Electrical Distributors and has been completed.
XII.	Adjournment	Vice Chair Moon, Jr. adjourned the meeting at 6:43 p.m.

San Jacinto Community College District
Regular Board Meeting Minutes
May 6, 2024

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m. for a regularly scheduled Board meeting on Monday, May 6, 2024, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

Attendance

Present:

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

Chancellor: Brenda Hellyer

Others Present: Pat Amezcua, Rhonda Bell, Robert Cage, Jaquelynn Conger, Janet Cowey, Teri Crawford, Matt Crow, Suzanne DeBlanc, Destry Dokes, Teddy Farias, Amanda Fenwick, Liz Garcia, Rachel Garcia, Connie Gomez, Allatia Harris, Christina Huntsberry, Carin Hutchins, Sallie Kay Janes, Matt Keim, Kara Kennebrew, Aaron Knight, Kevin McKisson, Mark Moodie, Renee Moodie, Kevin Morris, Lambrini Nicopoulos, Alexander Okwonna, Ann Pearson, Joe Pena, JoEllen Price, JR Ragaisis, Sandra Ramirez, Mandi Reiland, Shelley Rinehart, Carla Ruffins, Kristen Russ, Chuck Smith, Ken Tidwell, Niki Whiteside, Andrew Whitley, Van Wigginton, Chris Wild, Laurel Williamson, Teri Zamora, Joanna Zimmermann

Absent:

Members: Marie Flickinger, Larry Wilson

I. Call the Meeting to Order

Vice Chair Moon, Jr. called the regular meeting of the Board of Trustees to order at 7:03 p.m.

II. Roll Call of Board Members

Vice Chair Moon, Jr. conducted a roll call of the Board members.

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

III. Invocation, Moment of Silence, and Pledge to the Flags

The invocation and moment of silence were given by Sandra Ramirez. The pledges to the American and Texas flags were led by Erica Davis Rouse.

IV. Special Announcements, Recognitions, Introductions, and Presentations

1. Dr. Teddy Farias recognized the 2023-2024 Honoraria recipients.
2. Faculty Senate President, Pat Amezcua, provided the 2023-2024 Faculty Senate update.

V. Student Success Presentations

Niki Whiteside and Amanda Fenwick provided an update on Open Books and San Jac Online.

VI. Communications to the Board of Trustees

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

1. A thank you was sent to the Board from Brenda Hellyer for the plant sent in memory of her aunt.
2. A thank you was sent to the Board from Chelsea LaFarge for the plant sent in memory of her aunt.
3. April - Opportunity News
4. May – Opportunity News
5. Spring Career Focus

VII. Public Comment

There were no citizens desiring to speak before the Board.

VIII. Informative Reports to the Board

Vice Chair Moon, Jr. indicated such reports were available in the Board documents and online.

A. San Jacinto College Financial Statements

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

B. San Jacinto College Foundation Financial Statements

C. Capital Improvement Program

IX. Consideration of Approval of Amendment to the 2023-2024 Budget for Restricted Revenue and Expenses Relation to Federal and State Grants

Motion 10354:

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

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

Nays: None

- X. Consideration of Approval of Rescission of Policy IV-C-4: Policy for Interviewing and Recommending Full-time Contracted Personnel - Second Reading

Motion 10355:

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by Keith Sinor.
Motion carried.

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

Nays: None

- XI. Consideration of Approval of Policy III.3006.G, Prohibited Use of Drugs and Alcohol - Second Reading

Motion 10356:

Motion moved by Dan Mims and motion seconded by Erica Davis Rouse. Motion carried.

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

Nays: None

- XII. Consideration of Rescission of Policy IV-E-14, Policy on Intellectual Property Rights and Honoraria and Approval of Policy V.5003.B, Intellectual Property Rights - Second Reading

Motion 10357:

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

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

Nays: None

- XIII. Consideration of Approval of 2024-2025 Annual Priorities

Motion 10358:

Motion moved by Erica Davis Rouse and motion seconded by Dr. Michelle Cantú-Wilson. Motion carried.

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

Nays: None

- XIV. Consideration of Approval of Non-Credit Course Enrollment Charges

Motion 10359:

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

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

Nays: None

- XV. Consideration of Approval of Memorandum of Understanding with Huntsville ISD for Dual Credit

Motion 10360:

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

Motion carried.

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

Nays: None

- XVI. Consideration of Approval of Memorandum of Understanding with Hallsville ISD for Dual Credit

Motion 10361:

Motion moved by Erica Davis Rouse and motion seconded by Keith Sinor. Motion carried.

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

Nays: None

- XVII. Consideration of Approval of Memorandum of Understanding with Lutheran North Academy for Dual Credit

This item was tabled.

- XVIII. Consideration of Approval of Memorandum of Understanding with Lutheran South Academy for Dual Credit

Motion 10362:

Motion moved by Keith Sinor and motion seconded by Erica Davis Rouse. Motion carried.

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

Nays: None

- XIX. Consideration of Approval of Memorandum of Understanding with Goose Creek CISD for Dual Credit

Motion 10363:

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

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor
Nays: None

XX. Consideration of Approval of Dance Instructor Certificate of Technology

Motion 10364:

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by Erica Davis Rouse. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor
Nays: None

XXI. Consideration of Approval of Naming of a Space within the Center for Petrochemical, Energy and Technology

Motion 10365:

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

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor
Nays: None

XXII. Consideration of Approval of Policy II.2002.A, Shared Governance - First Reading (Informational Item)

No vote required.

XXIII. Consideration of Purchasing Requests

Purchase Request #1

Consideration of Approval to Contract for a Maritime Simulator System Support Program \$ 310,000

Purchase Request #2

Consideration of Approval to Purchase Training Equipment and Supplies 250,000

Purchase Request #3

Consideration of Approval to Purchase Business Strategy Consulting Services 240,000

Purchase Request #4

Consideration of Approval to Contract for Strategic Enrollment Consulting Services	146,000
Purchase Request #5 Consideration of Approval to Purchase Laser Cutting Equipment	140,000
Purchase Request #6 Consideration of Approval of Additional Funds for Central Campus C.12 Slocomb Auditorium HVAC Replacement	42,700
Purchase Request #7 Consideration of Approval of an Interlocal Agreement with Lamar Institute of Technology	1,100,000
TOTAL OF PURCHASE REQUESTS	<u><u>\$ 2,228,700</u></u>

Motion 10366:

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

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

Nays: None

XXIV. 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 April 1, 2024, Workshop and Regular Board Meeting
- B. Approval of the Minutes for the April 23, 2024, Board Strategic Planning Retreat
- C. Approval of the Budget Transfers
- D. Approval of Personnel Recommendations, 2023-2024 Part-Time Hourly Rate Schedule, Extra Service Agreements (ESA), and 2024-2025 Faculty Contract Recommendations
- E. Approval of the Affiliation Agreements
- F. Approval of the Next Regularly Scheduled Meeting on June 3, 2024

Motion 10367:

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by Keith Sinor. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor
Nays: None

XXV. Items for Discussion/Possible Action

There were no additional items discussed.

XXVI. Adjournment

Vice Chair Moon, Jr. adjourned the meeting at 8:00 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for April 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 – April Budget Transfers

RESOURCE PERSONNEL

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

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers Related to Fiscal Year 2023-24
 for April 2024

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 139,549	\$ 71,434
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 29,876	\$ 117,011
STUDENT SERVICES	\$ 37,058	\$ 3,000
INSTITUTIONAL SUPPORT	\$ 31,800	\$ 48,339
PHYSICAL PLANT	\$ 1,500	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	\$ 239,783	\$ 239,783

RECOMMENDATION

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

North Campus

Department

Affiliation Entity

Medical Assisting

East Houston Physicians Group

Nursing

Clinica Hispana

Emergency Medical Services

City of Liberty Fire Department

Emergency Medical Services

City of Deer Park Fire Department

Emergency Medical Services

City Of League City Fire-EMS Department

Emergency Medical Services

City of Pearland Fire Department

Emergency Medical Services

Fort Bend County EMS

Mental Health

Positive Recovery, LLC

Mental Health

Association for Advancement of Mexican Americans

Health Information Management

Kingspoint Medical Imaging

Central Campus

Department

Affiliation Entity

Medical Imaging

The Methodist Hospital dba Houston Methodist

Medical Laboratory

Baptist Hospitals of Southeast Texas

Surgical Technology

Harris County Hospital District dba Harris Health System

North and South Campus

Department

Affiliation Entity

Pharmacy Technician

Everest Pharmacy and Medical Supply

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

CONTACT PERSONNEL

Daniel J. Snooks, Attorney
Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Item “E”
Regular Board Meeting June 3, 2024
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, August 5, 2024.