

***Board of Trustees
Meeting***

November 2, 2020

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

The Board of Trustees of the San Jacinto Community College District will meet by videoconference at 5:15 p.m., Monday, November 2, 2020, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this workshop will be available to the public via a live-stream. At least a quorum of the Board will be present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

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

www.sanjac.edu/board-meeting-videos

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

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.074, and 551.076 of the Texas Open Meetings Act, for the following purposes:**
 - a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
 - b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
 - Review Results from the Board's Self-Assessments
 - c. Security Matters - To consider the deployment, or specific occasions for implementation, of security personnel or devices.
 - Discuss Matters Related to Security
- IV. Reconvene in Open Meeting**
- V. Discuss Action Steps from the Board Self-Assessment Process**
- VI. Update on COVID-19 Responses**
- VII. Update on Harris County Promise @ San Jac Program**
- VIII. Construction Update**
- IX. Review of Calendar**
- X. General Discussion of Meeting Items**

XI. Adjournment

Additional Closed Session Authority

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

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

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, October 30, 2020, this notice was posted, in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor, on the College’s website, and is readily accessible to the public upon request.

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

The Board of Trustees of the San Jacinto Community College District will meet by videoconference at 7:00 p.m. on Monday, November 2, 2020 in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this meeting will be available to the public via a live stream. At least a quorum of the Board will be present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

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

www.sanjac.edu/board-meeting-videos

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

www.sanjac.edu/board-meeting-agendas

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

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

The form must be completed prior to 11:00 a.m. on November 2, 2020. After completion of the form, the requestor will be sent call-in information for joining the meeting. Registered participants will be allotted five minutes to address the Board of Trustees during the “Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board” portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

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

**BOARD MEETING
AGENDA**

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

Announcement of Meeting Process	Mandi Reiland
Pasadena Rotary Check Presentation	Brenda Hellyer Larry Wilson

- V. Student Success Presentations**

- VI. Communications to the Board of Trustees**
- VII. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board**
- VIII. Informative Reports to the Board**
 - A. San Jacinto College Financial Statements
 - a. San Jacinto College Financial Statements September 2020
 - b. San Jacinto College Monthly Investment Report September 2020
 - c. San Jacinto College Quarterly Investment Report June - August 2020
 - B. San Jacinto College Foundation Financial Statements September 2020
 - C. Capital Improvement Program

ACTION ITEMS

- IX. Consideration of Approval of Amendment to the 2020-2021 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval of Rescission of Policy VI-G, Policy on Semester Reports – First Reading - (Informational Item)**
- XI. Consideration of Approval of Policy V.5001.C, Student Grade Appeal – First Reading (Informational Item)**
- XII. Consideration of a Joint Election Agreement with Pasadena Independent School District**

PURCHASING REQUESTS

- XIII. Consideration of Purchasing Requests**

CONSENT AGENDA

- XIV. Consent Agenda**

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

 - A. Approval of the Minutes for the October 5, 2020, Workshop and Regular Board Meeting**
 - B. Approval of the Budget Transfers**
 - C. Approval of Personnel Recommendations, 2020 Educational Advancement Incentives, 2020-2021 Stipends and Market Premiums Salary Schedule**
 - D. Approval of the Affiliation Agreements**
 - E. Approval of the Next Regularly Scheduled Meeting**
- XV. Items for Discussion/Possible Action**

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

Closed Session Authority

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

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

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, October 30, 2020, this notice was posted, in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor, on the College’s website, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

San Jacinto College Financial Statements
September 2020

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Statement of Net Position-PRELIMINARY
September 30,

<u>Assets</u>	<u>2020</u>	<u>2019</u>
Current assets:		
Cash and cash equivalents	\$ 77,017,091	\$ 76,801,901
Accounts receivable - taxes	4,476,059	3,183,068
Accounts receivable	13,301,411	12,396,115
Deferred charges	1,952,078	1,699,454
Inventories	366,250	356,016
Total current assets	<u>97,112,889</u>	<u>94,436,554</u>
Noncurrent assets:		
Restricted cash and cash equivalents	95,390,723	185,628,048
Capital assets, net	629,132,628	549,621,631
Total noncurrent assets	<u>724,523,351</u>	<u>735,249,679</u>
Total assets	<u>821,636,240</u>	<u>829,686,233</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	22,677,692	4,631,718
Deferred outflow related to OPEB	17,632,637	2,581,254
Deferred outflow related to defeased debt	7,577,851	8,872,526
Total deferred outflows of resources	<u>47,888,180</u>	<u>16,085,498</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	15,569,453	15,396,179
Accrued liabilities	3,124,937	3,751,693
Accrued compensable absences and deferred compensation	2,851,841	2,259,299
Deferred revenues	614,491	720,532
Total current liabilities	<u>22,160,722</u>	<u>22,127,703</u>
Noncurrent liabilities:		
Net pension liability	45,813,261	26,598,961
Net OPEB liability	107,182,217	91,125,036
Bonds and notes payable	576,645,899	591,185,262
Total noncurrent liabilities	<u>729,641,377</u>	<u>708,909,259</u>
Total liabilities	<u>751,802,099</u>	<u>731,036,962</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	11,365,101	6,007,220
Deferred inflows related to OPEB	26,740,139	20,148,183
Total deferred inflows of resources	<u>38,105,240</u>	<u>26,155,403</u>
<u>Net assets</u>		
Beginning of year	68,045,457	73,727,573
Current year addition	11,571,624	14,851,793
Total net position-PRELIMINARY	<u>\$ 79,617,081</u>	<u>\$ 88,579,366</u>

Year-end financial statements are not final, lacking fiscal year end closing entries and final audit review to occur over the coming months.

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position-PRELIMINARY
For the One Month Ended September 30, 2020

11 Unrestricted Funds

	Adjusted Budget	Actual (8.33%)	% Actual to Adjusted Budget	9/30/19	% of 8/31/20 Actual
REVENUES:					
State Appropriations	\$ 42,079,966	\$ 5,050,834	12.00	5,051,082	12.00
Local Taxes - Maintenance & Operations	72,940,110	64,262	0.09	146,961	0.21
Credit Tuition	65,347,000	26,898,233	41.16	28,051,700	44.00
Credit Exemptions & Waivers	(7,900,000)	(4,069,379)	51.51	(3,640,692)	45.94
Bad Debt	(1,900,000)	(158,333)	8.33	(141,667)	8.33
Continuing Professional Development	4,400,000	650,701	14.79	727,393	15.02
Sales & Services	1,535,000	95,265	6.21	157,980	4.40
Investment Income	500,000	16,364	3.27	155,813	14.71
Total	<u>177,002,076</u>	<u>28,547,947</u>	<u>16.13</u>	<u>30,508,570</u>	<u>17.22</u>
EXPENDITURES:					
Instruction	70,015,609	5,878,236	8.40	6,312,107	9.06
Public Service	4,668,934	385,688	8.26	277,291	4.37
Academic Support	14,742,759	1,856,071	12.59	1,878,726	13.34
Student Services	16,311,862	966,377	5.92	773,285	5.59
Institutional Support	49,456,490	3,929,137	7.94	3,198,633	7.46
Physical Plant	18,289,042	809,560	4.43	799,609	4.20
Total	<u>173,484,696</u>	<u>13,825,069</u>	<u>7.97</u>	<u>13,239,651</u>	<u>7.98</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	3,517,380	-	-	9,262	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 14,722,878</u>		<u>\$ 17,259,657</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position-PRELIMINARY
For the One Month Ended September 30, 2020

Federal Restricted Funds

	Adjusted Budget	Actual (8.33%)	% Actual to Adjusted Budget	9/30/19	% of 8/31/20 Actual
REVENUES:					
Grants	\$ 54,934,045	\$ 7,554,940	13.75	\$ 6,253,640	12.04
Total	<u>54,934,045</u>	<u>7,554,940</u>	<u>13.75</u>	<u>6,253,640</u>	<u>12.04</u>
EXPENDITURES:					
Instruction	1,284,385	9,302	0.72	17,438	2.12
Public Service	94,048	34,323	36.50	13,913	7.04
Academic Support	6,796,932	134,845	1.98	82,311	1.88
Student Services	53,489	37,361	69.85	51,587	14.29
Institutional Support	1,457,201	48,185	3.31	59,453	6.17
Scholarships and Fellowships	45,247,990	7,290,924	16.11	6,028,938	13.33
Total	<u>54,934,045</u>	<u>7,554,940</u>	<u>13.75</u>	<u>6,253,640</u>	<u>12.04</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position-PRELIMINARY
For the One Month Ended September 30, 2020

State Restricted Funds

	Adjusted Budget	Actual (8.33%)	% Actual to Adjusted Budget	9/30/19	% of 8/31/20 Actual
REVENUES:					
State Paid Benefits	\$ 12,983,160	\$ 1,001,133	7.71	\$ 977,363	8.21
Grants	1,847,681	795,299	43.04	770,100	25.60
Total	<u>14,830,841</u>	<u>1,796,432</u>	<u>12.11</u>	<u>1,747,463</u>	<u>11.72</u>
EXPENDITURES:					
Instruction	6,368,476	665,084	10.44	187,632	3.25
Public Service	337,162	23,687	7.03	7,291	2.15
Academic Support	954,030	91,386	9.58	27,679	1.44
Student Services	1,467,216	130,480	8.89	35,111	2.28
Institutional Support	3,030,190	110,554	3.65	746,321	20.80
Scholarships and Fellowships	2,673,767	775,241	28.99	743,429	42.66
Total	<u>14,830,841</u>	<u>1,796,432</u>	<u>12.11</u>	<u>1,747,463</u>	<u>11.72</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position-PRELIMINARY
For the One Month Ended September 30, 2020

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (8.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>9/30/19</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Local Grants	\$ 2,818,471	\$ 426,653	15.14	\$ 722,279	26.09
Total	<u>2,818,471</u>	<u>426,653</u>	<u>15.14</u>	<u>722,279</u>	<u>26.09</u>
EXPENDITURES:					
Instruction	32,019	-	-	26,757	66.37
Public Service	216,216	2	-	9,262	5.29
Academic Support	828,165	1,390	0.17	25,164	4.17
Student Services	38,986	3,482	8.93	6,530	16.88
Institutional Support	31,915	-	0.00	1,727	5.59
Scholarships and Fellowships	1,910,000	418,215	21.90	657,867	31.26
Total	<u>3,057,301</u>	<u>423,089</u>	<u>13.84</u>	<u>727,307</u>	<u>24.30</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(238,830)	-	-	(9,262)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 3,564</u>		<u>\$ 4,234</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position-PRELIMINARY
For the One Month Ended September 30, 2020

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (8.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>9/30/19</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Credit Tuition	<u>\$ 3,000,000</u>	<u>\$ 1,246,346</u>	<u>41.54</u>	<u>\$ 1,301,218</u>	<u>43.58</u>
Total	<u>3,000,000</u>	<u>1,246,346</u>	<u>41.54</u>	<u>1,301,218</u>	<u>43.58</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>3,500,000</u>	<u>728,213</u>	<u>20.81</u>	<u>414,335</u>	<u>15.98</u>
Total	<u>3,500,000</u>	<u>728,213</u>	<u>20.81</u>	<u>414,335</u>	<u>15.98</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u><u>\$ (500,000)</u></u>	<u><u>\$ 518,133</u></u>		<u><u>\$ 886,883</u></u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position-PRELIMINARY
For the One Month Ended September 30, 2020

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (8.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>9/30/19</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ -	-	\$ 412	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>412</u>	<u>-</u>
EXPENDITURES:					
Instruction	-	555	-	-	-
Student Services	-	-	-	-	-
Scholarships and Fellowships	-	13,715	-	-	-
Total	<u>-</u>	<u>14,270</u>	<u>-</u>	<u>-</u>	<u>-</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (14,270)</u>		<u>\$ 412</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position-PRELIMINARY
For the One Month Ended September 30, 2020

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (8.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>9/30/19</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Auxiliary Services	\$ 2,753,200	\$ 325,151	11.81	\$ 435,272	16.56
Total	<u>2,753,200</u>	<u>325,151</u>	<u>11.81</u>	<u>435,272</u>	<u>16.56</u>
EXPENDITURES:					
Non-Instructional Labor	282,283	16,628	5.89	21,897	5.24
Benefits	44,343	29,162	65.76	31,338	8.00
Supplies	372,200	8,931	2.40	58,002	15.07
Travel	183,695	394	0.21	9,103	7.60
Contracted Services	263,999	3,845	1.46	18,653	8.37
Scholarships and Fellowships	1,287,916	288,151	22.37	281,540	20.36
Utilities	200	-	-	-	-
Total	<u>2,434,636</u>	<u>347,111</u>	<u>14.26</u>	<u>420,533</u>	<u>14.40</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 318,564</u>	<u>\$ (21,960)</u>		<u>\$ 14,739</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position-PRELIMINARY
For the One Month Ended September 30, 2020

95 Retirement of Indebtedness

	Adjusted Budget	Actual (8.33%)	% Actual to Adjusted Budget	9/30/19	% of 8/31/20 Actual
REVENUES					
Investment Income	\$ -	\$ 817	-	\$ 24,814	10.11
Local Taxes - Debt Service	36,920,763	32,403	0.09	60,976	0.16
Total	36,920,763	33,220	0.09	85,790	0.23
EXPENDITURES					
Institutional Support - Principal	15,980,930	-	-	-	-
Institutional Support - Interest	24,218,383	2,009,673	8.30	2,362,005	8.82
Total	40,199,313	2,009,673	5.00	2,362,005	6.01
TRANSFERS AMONG FUNDS:					
Transfers In	(3,278,550)	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment ¹	(15,980,930)	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 15,980,930</u>	<u>\$ (1,976,453)</u>		<u>\$ (2,276,215)</u>	

1

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

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position-PRELIMINARY
For the One Month Ended September 30, 2020

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (8.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>9/30/19</u>	<u>% of 8/31/20 Actual</u>
EXPENDITURES					
Depreciation	\$ 20,500,000	\$ 1,766,773	8.62	\$ 1,339,847	8.85
Total	<u>20,500,000</u>	<u>1,766,773</u>	-	<u>1,339,847</u>	<u>8.85</u>
Adjustment for Capital Purchases ¹	<u>-</u>	<u>(88,840)</u>	<u>-</u>	<u>-</u>	<u>-</u>
TRANSFERS AMONG FUNDS:					
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,500,000)</u>	<u>\$ (1,855,613)</u>		<u>\$ (1,339,847)</u>	

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

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position-PRELIMINARY
For the One Month Ended September 30, 2020

Consolidated -All Funds
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	<u>Actual (8.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>9/30/19</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
State Appropriations	\$ 55,063,126	\$ 6,051,967	10.99	\$ 6,028,445	11.16
Local Taxes - Maintenance & Operations	72,940,110	64,262	0.09	146,961	0.21
Local Taxes - Debt Service	36,920,763	32,403	0.09	60,976	0.16
Credit Tuition	68,347,000	28,144,579	41.18	29,352,918	43.99
Credit Exemptions & Waivers	(7,900,000)	(4,069,379)	51.51	(3,640,692)	45.94
Bad Debt	(1,900,000)	(158,333)	8.33	(141,667)	8.33
Continuing Professional Development	4,400,000	650,701	14.79	727,393	15.02
Sales & Services	1,535,000	95,265	6.21	158,392	4.29
Investment Income	500,000	17,181	3.44	180,627	13.84
Investment Income - San Jac Tomorrow Program	-	17,665	-	301,930	16.56
Auxiliary Services	2,753,200	325,151	11.81	435,272	16.56
Grants	56,781,726	8,350,239	14.71	7,023,740	12.78
Local Grants	2,818,471	426,653	15.14	722,279	26.09
Total	<u>292,259,396</u>	<u>39,948,354</u>	<u>13.67</u>	<u>41,356,574</u>	<u>14.18</u>
EXPENDITURES:					
Instruction	77,700,489	6,553,177	8.43	6,543,934	8.57
Public Service	5,316,360	443,700	8.35	307,757	4.36
Academic Support	23,321,886	2,083,692	8.93	2,013,880	9.59
Student Services	17,871,553	1,137,700	6.37	866,513	5.49
Institutional Support	94,175,109	6,097,549	6.47	6,368,139	8.58
Physical Plant	18,289,042	809,560	4.43	799,609	4.20
Scholarships and Fellowships	53,331,757	9,226,308	17.30	7,844,569	15.18
Auxiliary Enterprises	2,434,636	347,111	14.26	420,533	14.40
Depreciation	20,500,000	1,766,773	8.62	1,339,847	8.85
Total	<u>312,940,832</u>	<u>28,465,570</u>	<u>9.10</u>	<u>26,504,781</u>	<u>9.36</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,517,380)	-	-	(9,262)	-
Transfers Out	3,517,380	-	-	9,262	-
Adjustment for Debt Principal Payment ¹	(15,980,930)	-	-	-	-
Adjustment for Capital Purchases ¹	(425,341)	(88,840)	-	-	-
OTHER REVENUES, EXPENSES, GAINS, LOSSES, AND EXTRAORDINARY ITEMS:					
Extraordinary Item - Hurricane Ike Expenses	-	-	-	-	-
Extraordinary Item - Hurricane Ike Proceeds	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (5,125,847)</u>	<u>\$ 11,571,624</u>		<u>\$ 14,851,793</u>	

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

14,851,793.00

Year-end financial statements are not final, lacking fiscal year end closing entries and final audit review to occur over the coming months. 18 of 104

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position-PRELIMINARY
For the One Month Ended September 30, 2020

91 Capital Projects

	Adjusted Budget	Actual (8.33%)	9/30/19
REVENUES:			
Investment Income	\$ -	\$ 17,665	\$ 301,930
Total	-	17,665	301,930
EXPENDITURES:			
Bond Programs	-	4,786	134,489
Total	-	4,786	134,489
Net Increase (Decrease) in Net Position	\$ -	\$ 12,879	\$ 167,441

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position-PRELIMINARY
For the One Month Ended September 30, 2020

93 Generation Park Clear Lake Land Proceeds

	Adjusted Budget	Actual (8.33%)	9/30/19
REVENUES:			
Land Sale Proceeds	\$ -	\$ -	\$ -
Total	-	-	-
EXPENDITURES:			
Generation Park	-	-	200,200
Total	-	-	200,200
TRANSFERS AMONG FUNDS:			
Transfers In	-	-	-
Transfers Out	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -	\$ (200,200)

San Jacinto College Financial Statements
Monthly Investment Report September 2020

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Period Ending September 30, 2020

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	September 1, 2020	\$ 182,823,071	\$ 182,823,071
Additions/Subtractions (Net)		(10,415,257)	(10,415,257)
Change in Fair Value*		-	-
Ending Value	September 30, 2020	<u>\$ 172,407,814</u>	<u>\$ 172,407,814</u>

Earnings for September	\$	34,846
WAM at Ending Period Date (Days)		1.00

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

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

Prepared by:



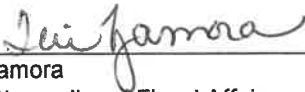
 William E. Dickerson
 Director of Accounting & Financial Services

Reviewed by:



 Carin Hutchins
 Associate Vice Chancellor of Finance

Reviewed by:



 Teri Zamora
 Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
September 30, 2020

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Days to Weighted		
								Portfolio	Maturity Avg. Mat.	
Short-Term Investments - Cash & Cash Equivalents										
Credit Cards in Transit	Heartland	N/A	N/A	10/01/20	N/A	2,337	2,337	0.00%	1	0.00
JP Morgan Accounts Payable Disbursements	JP Morgan Chase Bank	N/A	N/A	10/01/20	N/A	(412,838)	(412,838)	-0.24%	1	0.00
JP Morgan Operating	JP Morgan Chase Bank	N/A	N/A	10/01/20	N/A	790,106	790,106	0.46%	1	0.00
JP Morgan Payroll	JP Morgan Chase Bank	N/A	N/A	10/01/20	N/A	(44,234)	(44,234)	-0.03%	1	0.00
JP Morgan Workmen's Comp	JP Morgan Chase Bank	N/A	N/A	10/01/20	N/A	-	-	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	10/01/20	N/A	20,200	20,200	0.01%	1	0.00
East West MM Operating Account	East West Bank	0.2500%	N/A	10/01/20	N/A	15,003,116	15,003,116	8.70%	1	0.09
Texas Citizens Bank	Texas Citizens Bank	0.4400%	N/A	10/01/20	N/A	247,941	247,941	0.14%	1	0.00
LSIP Government Overnight Fund - Operating Funds	Lone Star Investment Poc	0.0866%	N/A	10/01/20	N/A	442,931	442,931	0.26%	1	0.00
TexPool - Operating	TexPool	0.1474%	N/A	10/01/20	N/A	26,522	26,522	0.02%	1	0.00
TexPool - PRIME - Operating	TexPool	0.2619%	N/A	10/01/20	N/A	65,012,318	65,012,318	37.71%	1	0.38
Restricted - Cash & Cash Equivalents										
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Poc	0.0866%	N/A	10/01/20	N/A	2,584,201	2,584,201	1.50%	1	0.01
LSIP Government Overnight Fund - GOB Debt Service	Lone Star Investment Poc	0.0866%	N/A	10/01/20	N/A	8,888,603	8,888,603	5.16%	1	0.05
TexPool PRIME - 2019 Bond Proceeds (New 02/26/2019)	TexPool	0.2619%	N/A	10/01/20	N/A	79,846,611	79,846,611	46.31%	1	0.46
Grand Total Short Term Investments and Cash & Cash Equivalents					N/A	\$ 172,407,814	\$ 172,407,814	100.00%		1.00

Weighted Average to Maturity at Ending Period Date (Days)	
CAFR	
Note 4	\$ 20,200
	156,801,186
	15,251,057
	335,371
	-
	-
	\$ 172,407,814
	Total cash, cash equivalents and investments
	1.00

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Inventory Holdings Report
September 30, 2020

Description	Hold At	Maturity	Par	8/31/2020		9/30/2020		Change in Fair Value For the Month	September Through August		
				Annualized Interest Rate	Ending Fair Value	Ending Book Value	Ending Fair Value		Ending Book Value	Earnings	Earnings
Operating Funds											
Short Term Investments - Maturities less than one year from date of report											
	Bank of America										
Sub Total Short Term Investments - Operating Funds											
Operating Funds											
Long Term Investments - Maturities greater than one year from date of report											
Sub Total Long Term Investments - Operating Funds											
Bond Proceeds Funds											
Short Term Investments - Maturities less than one year from date of report											
Sub Total Short Term Investments - Bond Funds											
Bond Proceeds Funds											
Long Term Investments - Maturities greater than one year from date of report											
Sub Total Long Term Investments - Bond Funds											
Sub Total Investments											
Short-Term Investments - Unrestricted Funds											
Demand Deposits											
	Heartland	10/01/20	N/A	\$ 126,289	\$ 126,289	\$ 126,289	\$ 126,289	\$ 2,337	\$ 2,337	\$ (123,952)	N/A
	JPMorgan Chase Bank	10/01/20	N/A	(1,589,745)	(1,589,745)	(1,589,745)	(1,589,745)	(412,838)	(412,838)	1,146,907	N/A
	JPMorgan Accounts Payable Disbursements	10/01/20	N/A	3,543,351	3,543,351	3,543,351	3,543,351	790,106	790,106	(2,753,245)	N/A
	JPMorgan Operating	10/01/20	N/A	(21,170)	(21,170)	(21,170)	(21,170)	(44,234)	(44,234)	(23,064)	N/A
	JPMorgan Payroll	10/01/20	N/A	(95)	(95)	(95)	(95)	-	-	95	N/A
	JPMorgan Workments Comp	10/01/20	N/A	20,200	20,200	20,200	20,200	-	-	-	N/A
	Petty Cash	10/01/20	N/A	2,108,630	2,108,630	2,108,630	2,108,630	355,571	355,571	(1,753,259)	N/A
	Sub Total Demand Deposits										
Money Market Accounts											
	East West Bank	10/01/20	N/A	\$ 20,004,315	\$ 20,004,315	\$ 20,004,315	\$ 20,004,315	\$ 15,003,116	\$ 15,003,116	\$ (5,001,199)	\$ 3,116
	Texas Citizens Bank	10/01/20	N/A	247,851	247,851	247,851	247,851	90	90	90	90
	Sub Total Money Market Accounts										
Pool Accounts											
	TexPool - Operating	10/01/20	N/A	\$ 6,704,128	\$ 6,704,128	\$ 6,704,128	\$ 6,704,128	\$ 26,522	\$ 26,522	\$ (6,677,606)	\$ 810
	TexPool PRIME - Operating (New 11/01/2018)	10/01/20	N/A	55,015,902	55,015,902	55,015,902	55,015,902	65,012,318	65,012,318	9,996,416	12,319
	LSP Government Overnight Fund - Operating Funds	10/01/20	N/A	390,332	390,332	390,332	390,332	442,931	442,931	52,599	29
	Sub Total Pool Accounts										
Sub Total - Short Term Investments - Unrestricted Funds											
Short-Term Investments - Restricted (Bond) Funds											
Money Market Accounts											
Sub Total Money Market Accounts											
Pool Accounts											
	LSP Government Overnight Fund - 2008 GOB Bond Proceeds	10/01/20	N/A	\$ 2,669,270	\$ 2,669,270	\$ 2,669,270	\$ 2,669,270	\$ 2,584,201	\$ 2,584,201	\$ (85,069)	\$ 188
	LSP Government Overnight Fund - GOB Debt Service	10/01/20	N/A	8,855,287	8,855,287	8,855,287	8,855,287	8,888,603	8,888,603	33,316	629
	TexPool PRIME - 2019 Bond Proceeds (New 02/26/2019)	10/01/20	N/A	86,827,156	86,827,156	86,827,156	86,827,156	79,846,611	79,846,611	(6,980,545)	17,665
	Sub Total Pool Accounts										
Sub Total - Short Term Investments - Restricted (Bond) Funds											
Accrued Earnings											
	Operating Funds	Var									
	Bond Funds	Var									
	Sub Total Accrued Earnings										
Grand Total											

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

San Jacinto College Financial Statements
Quarterly Investment Report June - September 2020

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Quarterly Investments - June 01, 2020 through August 31, 2020

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	June 1, 2020	\$ 224,231,787	\$ 224,231,787
Additions/Subtractions (Net)		(41,408,716)	(41,408,716)
Change in Fair Value*		-	-
Ending Value	August 31, 2020	<u>\$ 182,823,071</u>	<u>\$ 182,823,071</u>

Earnings for the Month of August	\$ 48,493
Earnings for the Quarter ending August 31, 2020	\$ 192,684
WAM at Ending Period Date (Days)	1.00

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

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

Prepared by:

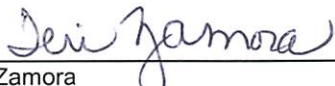


 William E. Dickerson
 Director of Accounting & Financial Services

Reviewed by:



 Carin Hutchins
 Associate Vice Chancellor of Finance



 Teri Zamora
 Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
August 31, 2020

Description	Held At	Coupon Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Days to Weighted Portfolio Maturity Avg. Mat.
Short-Term Investments - Cash & Cash Equivalents								
Credit Cards in Transit	Heartland	N/A	N/A	09/01/20	N/A	\$ 126,289	126,289	0.07%
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	09/01/20	N/A	(1,559,745)	(1,559,745)	-0.85%
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	09/01/20	N/A	3,543,351	3,543,351	1.94%
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	09/01/20	N/A	(21,170)	(21,170)	-0.01%
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	09/01/20	N/A	(95)	(95)	0.00%
Petty Cash	Campus Business Offices	N/A	N/A	09/01/20	N/A	20,200	20,200	0.01%
East West MM Operating Account	East West Bank	1.450%	N/A	09/01/20	N/A	20,004,315	20,004,315	10.94%
Restricted - Cash & Cash Equivalents								
Texas Citizens Bank	Texas Citizens Bank	1.210%	N/A	09/01/20	N/A	247,851	247,851	0.14%
LSJP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	1.584%	N/A	09/01/20	N/A	390,332	390,332	0.21%
TexPool - Operating	TexPool	1.593%	N/A	09/01/20	N/A	6,704,128	6,704,128	3.67%
TexPool - PRIME - Operating	TexPool	1.801%	N/A	09/01/20	N/A	55,015,902	55,015,902	30.09%
Restricted - Cash & Cash Equivalents								
East West Bank MM 2015 Revenue Bond Proceeds	East West Bank	1.450%	N/A	09/01/20	N/A	-	-	0.00%
LSJP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	1.584%	N/A	09/01/20	N/A	2,669,270	2,669,270	1.46%
LSJP Government Overnight Fund - 2015 Revenue Bond Proceeds	Lone Star Investment Pool	1.584%	N/A	09/01/20	N/A	-	-	0.00%
LSJP Government Overnight Fund - 2016 GOB Bond Proceeds	Lone Star Investment Pool	1.584%	N/A	09/01/20	N/A	-	-	0.00%
LSJP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	1.584%	N/A	09/01/20	N/A	8,855,287	8,855,287	4.84%
TexPool PRIME - 2019 Bond Proceeds (New 02/26/2019)	TexPool	1.801%	N/A	09/01/20	N/A	86,827,156	86,827,156	47.49%
Grand Total Short Term Investments and Cash & Cash Equivalents						\$ 182,823,071	\$ 182,823,071	100.00%

Weighted Average to Maturity at Ending Period Date (Days)

CAFR		
Note 4	\$ 20,200	Petty cash on hand
	160,462,075	Investment pools
	20,252,166	Money Market
	2,088,630	Bank deposits - demand deposits
	-	U. S. government securities and municipal bonds
	-	Accrued Earnings
	\$ 182,823,071	Total cash, cash equivalents and investments

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Inventory Holdings Report
August 31, 2020

Description	Held At	Annualized Interest Rate	4th Quarter Fiscal Year 2019-2020 Activity				Change in Fair Value For the Month	August Earnings	September Through August Earnings
			05/31/2020 Ending Fair Value	05/31/2020 Ending Book Value	8/31/2020 Ending Fair Value	8/31/2020 Ending Book Value			
Operating Funds									
Short Term Investments - Maturities less than one year from date of report	Bank of America		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sub Total Short Term Investments - Operating Funds			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Operating Funds									
Long Term Investments - Maturities greater than one year from date of report			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sub Total Long Term Investments - Operating Funds			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Bond Proceeds Funds									
Short Term Investments - Maturities less than one year from date of report			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sub Total Short Term Investments - Bond Funds			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Bond Proceeds Funds									
Long Term Investments - Maturities greater than one year from date of report			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sub Total Long Term Investments - Bond Funds			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sub Total Investments			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Short-Term Investments - Unrestricted Funds									
Demand Deposits			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Credit Cards in Transit			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
JPMorgan Accounts Payable Disbursements			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
JPMorgan Operating			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
JPMorgan Payroll			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
JPMorgan Workmen's Comp			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Petty Cash			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sub Total Demand Deposits			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Money Market Accounts									
East West MM Operating Account		1.4500%	\$ 20,004,315	\$ 35,036,281	\$ 20,004,315	\$ 20,004,315	\$ 4,315	\$ 472,652	
Texas Citizens Bank		1.2100%	\$ 247,851	\$ 247,503	\$ 247,851	\$ 247,851	\$ 105	\$ 2,343	
Sub Total Money Market Accounts			\$ 20,252,166	\$ 35,283,784	\$ 20,252,166	\$ 20,252,166	\$ 4,420	\$ 474,995	
Pool Accounts									
TexPool - Operating		1.5925%	\$ 6,704,128	\$ 113,608	\$ 6,704,128	\$ 6,704,128	\$ 533	\$ 21,828	
TexPool PRIME - Operating (New 11/01/2018)		1.8006%	\$ 55,015,902	\$ 55,035,184	\$ 55,015,902	\$ 55,015,902	\$ 15,902	\$ 548,232	
LSIP Government Overnight Fund - Operating Funds		1.5837%	\$ 390,332	\$ 472,042	\$ 390,332	\$ 390,332	\$ 26	\$ 14,254	
Sub Total Pool Accounts			\$ 62,110,362	\$ 55,520,834	\$ 62,110,362	\$ 62,110,362	\$ 16,461	\$ 584,314	
Sub Total - Short Term Investments - Unrestricted Funds			\$ 84,471,358	\$ 96,787,276	\$ 84,471,358	\$ 84,471,358	\$ 20,881	\$ 1,059,309	
Short-Term Investments - Restricted (Bond) Funds									
Money Market Accounts									
East West Bank		1.4500%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sub Total Money Market Accounts			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Pool Accounts									
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds		1.5837%	\$ 2,669,270	\$ 3,239,213	\$ 2,669,270	\$ 2,669,270	\$ 284	\$ 36,498	
LSIP Government Overnight Fund - 2015 Revenue Bond Proceeds		1.5837%	\$ -	\$ 300,567	\$ -	\$ -	\$ (300,567)	\$ -	
LSIP Government Overnight Fund - 2016 GOB Bond Proceeds		1.5837%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,572	
LSIP Government Overnight Fund - GOB Debt Service		1.5837%	\$ 8,855,287	\$ 19,188,836	\$ 8,855,287	\$ 8,855,287	\$ 1,352	\$ 147,064	
TexPool PRIME - 2019 Bond Proceeds (New 02/26/2019)		1.8006%	\$ 86,827,156	\$ 104,715,895	\$ 86,827,156	\$ 86,827,156	\$ 25,976	\$ 1,797,152	
Sub Total Pool Accounts			\$ 98,351,713	\$ 127,444,511	\$ 98,351,713	\$ 98,351,713	\$ 27,612	\$ 2,026,232	
Sub Total - Short Term Investments - Restricted (Bond) Funds			\$ 98,351,713	\$ 127,444,511	\$ 98,351,713	\$ 98,351,713	\$ 27,612	\$ 2,068,270	
Grand Total			\$ 182,823,071	\$ 224,231,787	\$ 182,823,071	\$ 182,823,071	\$ 48,493	\$ 3,127,579	

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

August 31, 2020

1 Yr Tsy = 0.12
2 Yr Tsy = 0.14
3 Yr Tsy = 0.15

July 31, 2020

1 Yr Tsy = 0.11
2 Yr Tsy = 0.11
3 Yr Tsy = 0.11

June 30, 2020

1 Yr Tsy = 0.16
2 Yr Tsy = 0.16
3 Yr Tsy = 0.18

May 31, 2020

1 Yr Tsy = 0.17
2 Yr Tsy = 0.16
3 Yr Tsy = 0.19

April 30, 2020

1 Yr Tsy = 0.16
2 Yr Tsy = 0.20
3 Yr Tsy = 0.24

March 31, 2020

1 Yr Tsy = 0.17
2 Yr Tsy = 0.23
3 Yr Tsy = 0.29

February 28, 2020

1 Yr Tsy = 0.97
2 Yr Tsy = 0.86
3 Yr Tsy = 0.85

January 31, 2020

1 Yr Tsy = 1.45
2 Yr Tsy = 1.33
3 Yr Tsy = 1.30

December 31, 2019

1 Yr Tsy = 1.59
2 Yr Tsy = 1.58
3 Yr Tsy = 1.62

November 30, 2019

1 Yr Tsy = 1.60
2 Yr Tsy = 1.61
3 Yr Tsy = 1.61

October 31, 2020

1 Yr Tsy = 1.49
2 Yr Tsy = 1.52
5 Yr Tsy = 1.51

September 30, 2020

1 Yr Tsy = 1.71
2 Yr Tsy = 1.65
3 Yr Tsy = 1.61
5 Yr Tsy = 1.60

San Jacinto College Foundation

Statement of Financial Position

As of September 30, 2020

ASSETS	Current Year	Previous Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$1,816,461	\$1,156,908	\$659,553
Other Funds	-	-	-
Total Checking/Savings	<u>1,816,461</u>	<u>1,156,908</u>	<u>659,553</u>
Accounts Receivable			
Other Receivables	7,500	7,500	0
Pledge Receivables	187,000	170,900	16,100
Scholarship Receivables	0	170	(170)
Special Events Receivables	65,420	0	65,420
Sponsorship Receivable	4,000,000	26,004	3,973,996
Total Accounts Receivables	<u>4,259,920</u>	<u>204,574</u>	<u>4,055,346</u>
Other Current Assets			
Short Term Investments			
Goldman Sachs	12,269,721	11,585,886	683,835
Capital Bank CD	211,324	207,786	3,538
Prosperity Bank	210,969	207,415	3,554
Total SJC Short Term Investments	<u>12,692,013</u>	<u>12,001,087</u>	<u>690,926</u>
Total Current Assets	<u>18,768,395</u>	<u>13,362,570</u>	<u>5,405,825</u>
TOTAL ASSETS	<u>\$18,768,395</u>	<u>\$13,362,570</u>	<u>\$5,405,825</u>
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	44,746	62,419	(17,672)
Programs Payable	6,645	34,664	(28,019)
Endowments Payable	183,714	213,506	(29,792)
Scholarship Payables	462,897	217,914	244,983
Student Success Payables	99,210	39,451	59,760
Total Accounts Payable	<u>797,212</u>	<u>567,953</u>	<u>229,259</u>
Total Current Liabilities	<u>797,212</u>	<u>567,953</u>	<u>229,259</u>
Total Liabilities	797,212	567,953	229,259
NET ASSETS			
Net Assets Without Donor Restrictions	3,645,643	2,795,396	850,247
Net Assets With Donor Restrictions	14,487,879	9,963,220	4,524,659
Net Assets	<u>18,133,522</u>	<u>12,758,615</u>	<u>5,604,165</u>
Net Income	(162,339)	41,001	(203,340)
Total Net Assets	<u>17,971,183</u>	<u>12,799,616</u>	<u>5,171,566</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$18,768,395</u>	<u>\$13,367,570</u>	<u>\$5,400,825</u>

San Jacinto College Foundation
Statement of Activities
For the Period Ending September 30, 2020

	Current Year	Last Year	Effect on Net Income	Annual Budget	Actual % of Annual Budget
Ordinary Income/Expense					
Income					
Contributions					
Grant Contributions	350	25,797	(25,447)	71,000	0%
Endowments	0	0	0	75,000	0%
Program Sponsorship	5,241	50,628	(45,387)	275,000	2%
Scholarships	63,940	107,679	(43,739)	400,000	16%
Total Contributions	<u>69,532</u>	<u>184,105</u>	<u>(114,573)</u>	<u>821,000</u>	<u>8%</u>
Other Income					
Special Events	4,562	67,135	(62,574)	-	
Investment Income	51,518	54,810	(3,293)	140,000	37%
Realized Gain / (Loss)	22,748	(6,964)	29,712	-	
Unrealized Gain / (Loss)	265,053	87,502	177,552	-	
Total Other Income	<u>343,881</u>	<u>202,484</u>	<u>141,397</u>	<u>140,000</u>	<u>246%</u>
Total Income	413,413	386,589	26,824	961,000	43%
Expense					
Programs					
Scholarships Awarded	487,507	217,830	(269,677)	450,000	108%
Programs Sponsored	57,977	86,226	28,249	600,000	10%
Student Success Initiatives	28,857	0	(28,857)	150,000	19%
Total Programs	<u>574,341</u>	<u>304,056</u>	<u>(270,285)</u>	<u>1,200,000</u>	<u>48%</u>
Supporting Services					
Bad Debt Expense	0	0	0	2,000	0%
Supporting Services					
Foundation Expenses	1,411	14,755	13,344	33,000	4%
Fundraising Expenses	0	26,177	26,177	-	
Sponsorship Expense	0	600	600	5,000	0%
Total Supporting Services	<u>1,411</u>	<u>41,532</u>	<u>40,121</u>	<u>38,000</u>	<u>4%</u>
Total Expense	<u>575,752</u>	<u>345,587</u>	<u>(230,164)</u>	<u>1,240,000</u>	<u>46%</u>
Net Ordinary Income	(162,339)	41,001	(203,340)	(279,000)	58%
Other Income / Expenses					
Increase/Decrease in Net Position	<u><u>(\$162,339)</u></u>	<u><u>\$41,001</u></u>	<u><u>(\$203,340)</u></u>	<u><u>(\$279,000)</u></u>	<u><u>58%</u></u>



Contributions Report
September 2020

Donors	Amount	Name
Corporations	24,872	SJC- District- Business Office: Network for Good; Texas Community College Education Initiative; The Benevity Community
Foundations	29,433	Houston Chemical Association Houston Diamonds & Dollars, Inc. Houston Livestock Show & Rodeo Shell Oil Company Foundation Matching Gifts
Individuals	2,509	

Total Donation 56,814

Employee Contributions	7,286
------------------------	-------

Total Contributions 64,100

2008 Bond Program

Preliminary Report as of September 30, 2020

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
721918 - CC Chiller Optimization	-	350,000	350,000	-	350,000	18,590	4,410	327,000	6.57%
721919 - CC Install Backup Chiller C26	-	175,000	175,000	-	175,000	-	-	175,000	-
721920 - CC Refurbish 4 Cooling Towers	-	150,000	150,000	-	150,000	141,020	-	8,980	94.01%
721921 - CC Re-pave P17 and P18	-	450,000	450,000	-	450,000	-	-	450,000	-
Sub-total	-	1,125,000	1,125,000	-	1,125,000	159,610	4,410	960,980	14.58%
North									
Sub-total	-	-	-	-	-	-	-	-	-
South									
723922 - SC Replace HVAC Valves, S1	-	30,000	30,000	-	30,000	-	-	30,000	-
Sub-total	-	30,000	30,000	-	30,000	-	-	30,000	-
District									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,453,023)	173,237	-	173,237	-	-	173,237	-
726907 - Wayfinding Signage	50,000	939,076	989,076	10,924	1,000,000	296,383	339,965	363,652	63.63%
726923 - Replace HVAC, A1	-	350,000	350,000	-	350,000	33,281	4,219	312,500	10.71%
726924 - Replace VFDs All Campuses	-	80,000	80,000	-	80,000	-	-	80,000	-
Sub-total	14,676,260	(3,478,000)	11,198,260	(9,595,023)	1,603,237	329,664	344,183	929,390	6.02%
2008 Contingency Supplemental Projects									
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	200,000	-	-	200,000	-
Sub-total	-	200,000	200,000	-	200,000	-	-	200,000	-
Supplemental Projects closed									
Sub-total	-	3,614,652	3,614,652	-	3,614,652	-	3,614,652	-	100.00%
Projects closed									
Sub-total	280,323,740	(1,491,652)	278,832,088	9,595,023	288,427,111	-	288,427,111	-	100.00%
TOTALS	295,000,000	-	295,000,000	-	295,000,000	489,274	292,390,356	2,120,370	99.28%

2015 Bond Program

Preliminary Report as of September 30, 2020

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Expended/
Central									
731601 - CC Petrochemical Center	52,450,000	(1,879,450)	50,570,550	2,217,080	52,787,630	1,095,930	50,761,315	930,385	98.24%
71601A - CC Petrochem Process Plant	-	7,309,913	7,309,913	320,476	7,630,389	-	6,628,377	1,002,012	86.87%
71601B - CC Petrochem Extended Site Development	-	7,612,277	7,612,277	333,732	7,946,009	560,471	5,554,111	1,831,426	76.95%
731602 - CC Welcome Center	16,600,000	1,994,364	18,594,364	600,809	19,195,173	471,131	18,584,285	139,757	99.27%
71602A - CC Welcome Center Site Development	-	2,906,100	2,906,100	93,900	3,000,000	-	124,741	2,875,259	4.16%
731603 - CC Class Room Building	47,155,000	8,195,219	55,350,219	1,788,440	57,138,659	30,361,805	3,876,266	22,900,588	59.92%
731604 - CC Central Data Closets	2,444,000	(75,257)	2,368,743	76,537	2,445,280	354,226	751,285	1,339,769	45.21%
731605 - CC Central Access Security	1,852,000	289,991	2,141,991	69,211	2,211,202	236,027	904,728	1,070,447	51.59%
731606 - CC Frels Renovation	1,153,000	2,985,562	4,138,562	133,723	4,272,285	40,627	3,790,389	441,268	89.67%
731607 - CC Davison Building Renovation	14,970,000	(4,787,356)	10,182,644	329,015	10,511,659	2,049,709	8,044,603	417,348	96.03%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,253,702)	11,431,298	369,361	11,800,659	570,179	1,552,356	9,678,124	17.99%
71608A - CC McCollum Center Reno Phase II	-	10,483,421	10,483,421	338,733	10,822,154	44,920	189,978	10,587,256	2.17%
731609 - CC McCollum North Renovation	2,535,000	1,214,962	3,749,962	121,166	3,871,128	-	109,802	3,761,326	2.84%
731610 - CC Ball Demolition	1,725,000	(53,993)	1,671,008	53,993	1,725,000	1,420,632	100,654	203,714	88.19%
731611 - CC Anderson Demolition	2,654,000	(81,728)	2,572,272	83,114	2,655,386	273,040	1,990,332	392,014	85.24%
731612 - CC Stadium and Track Demolition	174,000	(109,420)	64,580	2,087	66,667	-	66,667	-	100.00%
731613 - CC Central DDC Network	1,160,000	356,233	1,516,233	48,992	1,565,225	335,156	733,489	496,581	68.27%
731614 - CC Central Plant Upgrades	1,160,000	68,603	1,228,603	39,698	1,268,301	-	1,263,670	4,631	99.63%
Sub-total	170,717,000	23,175,739	193,892,739	7,020,066	200,912,805	37,813,852	105,027,047	58,071,906	71.10%
North									
732601 - NC Cosmetology & Culinary Center	22,845,000	638,019	23,483,019	758,768	24,241,787	792,427	23,428,344	21,016	99.91%
732602 - NC North Data Closets	915,000	(28,183)	886,817	28,654	915,472	-	422,438	493,033	46.14%
732604 - NC Lehr Library Demolition	650,000	(434,122)	215,878	6,975	222,854	-	222,854	-	100.00%
732605 - NC North Access/Security	877,000	147,246	1,024,246	33,095	1,057,341	15,851	412,075	629,415	40.47%
732606 - NC Wheeler Renovation	14,300,000	(53,625)	14,246,375	468,471	14,714,846	5,938,040	5,322,365	3,454,441	76.52%
732607 - NC Brightwell Renovation	6,628,000	2,063,151	8,691,151	280,823	8,971,974	5,971,804	1,392,584	1,607,585	82.08%
732608 - NC Spencer Renovation	13,000,000	(2,003,815)	10,996,185	347,150	11,343,335	3,005,903	8,051,742	285,690	97.48%
732609 - NC North DDC Network	580,000	178,117	758,117	24,496	782,613	120,983	424,980	236,650	69.76%
732610 - NC Underground Utility Tunnel	11,600,000	(7,606,127)	3,993,873	129,047	4,122,920	-	4,016,439	106,481	97.42%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-
732613 - NC Burleson Renovation	-	3,803,606	3,803,606	122,900	3,926,506	207,854	3,140,025	578,627	85.26%
Sub-total	78,395,000	(10,295,732)	68,099,268	2,200,379	70,299,647	16,052,863	46,833,846	7,412,938	89.46%

2015 Bond Program

Preliminary Report as of September 30, 2020

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
South									
733601 - SC Engineering & Technology Center	28,400,000	(5,795,907)	22,604,093	730,369	23,334,462	1,037,780	22,215,060	81,622	99.65%
733602 - SC Cosmetology Center	16,213,000	(1,147,729)	15,065,271	486,779	15,552,050	95,225	15,243,524	213,301	98.63%
733603 - SC Longenecker Renovation	22,555,000	(2,254,901)	20,300,099	665,449	20,965,549	1,383,687	18,195,629	1,386,233	93.39%
733604 - SC South Data Closets	765,000	(60,442)	704,558	22,765	727,324	12,795	329,257	385,272	47.03%
733605 - SC South Primary Electrical Upgrade	5,800,000	(2,720,399)	3,079,601	99,506	3,179,107	-	2,650,798	528,309	83.38%
733606 - SC South Access/ Security	599,000	105,558	704,558	22,765	727,324	50,849	540,480	135,995	81.30%
733607 - SC South HW/CW Relocation	10,266,000	(6,366,876)	3,899,124	125,986	4,025,109	-	3,460,157	564,952	85.96%
733608 - SC South Sanitary Sewer Rehabilitation	1,160,000	1,655,581	2,815,581	90,975	2,906,556	520,299	512,920	1,873,337	35.55%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Renovation	13,803,000	6,885,577	20,688,577	668,476	21,357,053	656,946	1,015,955	19,684,152	7.83%
73610A - SC Jones Cenral Plant Relocation	-	8,636,172	8,636,172	279,046	8,915,218	3,765,909	347,813	4,801,497	46.14%
733611 - SC Bruce Student Center Renovation	10,400,000	(8,225,107)	2,174,893	70,274	2,245,167	-	2,053,019	192,148	91.44%
733612 - SC HVAC Tech	312,000	2,429,828	2,741,828	88,592	2,830,420	6,367	2,707,360	116,693	95.88%
733613 - SC South DDC Network	580,000	178,117	758,117	24,496	782,613	82,795	437,450	262,368	66.48%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,650,532	5,650,532	173,050	5,823,582	246,311	4,462,737	1,114,534	80.86%
Sub-total	116,438,000	(6,614,996)	109,823,004	3,548,529	113,371,533	7,858,961	74,172,160	31,340,412	72.36%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(27,031,300)	968,700	31,300	1,000,000	-	-	1,000,000	-
76603A - MC Maritime Fire Program Relocation	-	1,916,000	1,916,000	84,000	2,000,000	239,663	1,585,973	174,364	91.28%
Sub-total	28,000,000	(25,115,300)	2,884,700	115,300	3,000,000	239,663	1,585,973	1,174,364	60.85%
Generation Park									
726601 - Generation Park	-	6,169,133	6,169,133	199,333	6,368,466	662,708	3,361,324	2,344,434	63.19%
Sub-total	-	6,169,133	6,169,133	199,333	6,368,466	662,708	3,361,324	2,344,434	63.19%
Admin									
736602 - College Development	30,000,000	(19,544,000)	10,456,000	-	10,456,000	881	71,368	10,383,751	0.69%
736604 - Dist Construction Studies	283,820	174,028	457,848	-	457,848	-	319,596	138,252	69.80%
720100 - Program Management - AECOM	-	11,054,218	11,054,218	(10,097,018)	957,200	736,834	-	220,366	76.98%
720100 - Program Management - Other	-	2,986,589	2,986,589	(2,986,589)	-	-	-	-	-
736601 - Contingency	1,166,180	18,010,321	19,176,501	-	19,176,501	-	-	19,176,501	-
Sub-total	31,450,000	12,681,156	44,131,156	(13,083,607)	31,047,549	737,715	390,964	29,918,870	3.64%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	63,365,762	231,371,314	130,262,924	69.35%

Generation Park

Preliminary Report as of September 30, 2020

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park - 726601									
904605 - 2015 Revenue Bond - 726601	6,787,977	-	6,787,977	-	6,787,977	-	6,787,977	-	100.00%
929603 - Operational - 726601	8,843,556	-	8,843,556	-	8,843,556	58,701	8,726,478	58,377	99.34%
901609 - 2015 Bond - 726601	6,368,466	-	6,368,466	-	6,368,466	662,708	3,361,324	2,344,434	63.19%
901610 - Generation Park Site Infrastructure - 726601	4,000,000	-	4,000,000	-	4,000,000	462	3,990,913	8,625	99.78%
901610 - Generation Park Parking Lot - 76601A	3,521,892	-	3,521,892	-	3,521,892	102,500	157,500	3,261,892	7.38%
TOTALS	29,521,892	-	29,521,892	-	29,521,892	824,371	23,024,193	5,673,328	80.78%

Repair and Renovation

Report as of September 30, 2020

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
F21004 - CC - Central Misc.	-	10,000	10,000	-	10,000	-	-	10,000	-
Sub-total	-	10,000	10,000	-	10,000	-	-	10,000	-
North									
F21005 - NC - North Misc.	-	10,000	10,000	-	10,000	-	-	10,000	-
Sub-total	-	10,000	10,000	-	10,000	-	-	10,000	-
South									
F21006 - SC - South Misc.	-	10,000	10,000	-	10,000	-	-	10,000	-
Sub-total	-	10,000	10,000	-	10,000	-	-	10,000	-
District									
F21007 - DIST - Campus Misc.	-	10,000	10,000	-	10,000	-	-	10,000	-
Sub-total	-	10,000	10,000	-	10,000	-	-	10,000	-
Contingency (720700) -Major Repairs	200,000	(40,000)	160,000	-	160,000	-	-	160,000	-
Sub-total	200,000	(40,000)	160,000	-	160,000	-	-	160,000	-
TOTALS	200,000	-	200,000	-	200,000	-	-	200,000	-

Action Item “IX”
Regular Board Meeting November 2, 2020
Consideration of Approval of Amendment to the 2020-2021 Budget
for Restricted Revenue and Expenses Relating to Federal and State Grants

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an amendment to the 2020-2021 budget for restricted revenue and expenses related to grants.

BACKGROUND

Federal, state, and local grants may require amendments for receipt of newly awarded grants or changes to existing grants. These amendments should be processed in a timely manner in order to provide the access to funding to meet the objectives set forth within the grant requirements. This budget amendment request includes the additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants received during the months of October 2020.

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 \$121,590, so the net impact on the College budget is zero.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1- Budget Amendments-11-02-20

Attachment 2- Grant Detail-11-02-20

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
November 2, 2020

	Fund	Org.	Account	Prog.	Amount Debit (Credit)	
<u>National Aeronautics and Space Administration - Pathways to the Science, Technology, Academic Readiness</u>						
<u>Seminars (STARS) (Additional Funds)</u>						
Federal Grant Revenue	534304	56700	554100	110000	(50,000)	
Non-Instructional Labor	534304	56700	610000	460913	50,000	\$ -
 <u>U.S. Small Business Administration/University of Houston - Small Business Development Centers</u>						
<u>(Additional Funds)</u>						
Federal Grant Revenue	535912	56700	554100	110000	(45,600)	
Non-Instructional Labor	535912	56700	614100	360963	24,863	
Fringe Benefits	535912	56700	650000	360963	9,550	
Lease - Facilities	535912	56700	731730	360963	10,974	
Telecommunications	535912	56700	761520	360963	213	-
 <u>U.S. Small Business Administration/University of Houston - Small Business Development Centers CARES Act</u>						
<u>(Additional Funds)</u>						
Federal Grant Revenue	535914	56700	554100	110000	(8,990)	
Contractual Svcs	535914	56700	731000	360932	8,990	-
 <u>Port Houston - Community Grant Program (New Grant)</u>						
Local Grant Revenue	570034	56700	554300	110000	(17,000)	
Instructional Labor - Adjunct	570034	56700	621100	460911	4,200	
Benefits	570034	56700	650000	460911	336	
Supplies	570034	56700	711000	460911	8,571	
Contractual Svcs	570034	56700	731000	460911	3,893	-
Net Increase (Decrease)					\$ -	

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

Grant Funding Summary by Agency:

National Aeronautics and Space Administration	\$ 50,000
U.S. Small Business Administration	54,590
Port Houston	17,000
	\$ 121,590

National Aeronautics and Space Administration - Pathways to the Science, Technology, Academic Readiness Seminars (STARS) (Additional Funds)

The focus of the Pathways to the Science, Technology, Academic Readiness Seminars (STARS) project is to reach underserved students with enriching STEM education activities which are designed to reduce the achievement gaps in STEM careers. The program will: (1) provide a pipeline of NASA-mission focused content and activities targeting low-income and under-represented participants from 4th to 10th grade from the Houston area; (2) promote a larger STEM ecosystem; and (3) engage parents of underserved students to access STEM activities that promote continued engagement. Recruitment of students will take place within the San Jacinto College service-area building on the participation of Galena Park, LaPorte, Pasadena, and Sheldon school districts. Industry partners for STARS include Jacobs Engineering, Bastion, Barrios, Leidos, and the City of Houston's SpacePort. The expected outcomes for the STARS pathway project include serving over 2,700 local students through the many activities offered over the two years of the project.

U.S. Small Business Administration/University of Houston – Small Business Development Centers (Additional Funds)

These funds will provide further technical assistance to small businesses and aspiring entrepreneurs. By supporting business growth, sustainability and enhancing the creation of new businesses entities, SBDCs foster local and regional economic development through job creation and retention. As a result of the no cost, extensive, one-on-one business advising and other specialized services SBDC clients receive, the program remains one of the nation's largest small business assistance programs in the federal government. The SJC SBDC is supported by the Small Business Administration and state funds in a one-to-one match. It is a part of a 32-county network centered at the University of Houston. The Houston network is among the leaders in the nation in job creation.

U.S. Small Business Administration/University of Houston – Small Business Development Centers CARES Act (New Grant)

This grant, funded by the CARES Act, supplements the existing San Jacinto College Small Business Development Center (SBDC) grant program. The SBDC will hire additional contracted advisors and provides small business advising, training, and education services to small business that have negatively impacted, both economically and operationally, as a result of the COVID-19 pandemic shut down orders. This can include, among other things, supply chain distributions, staffing challenges, and/or a decrease in gross receipts or customers.

Port Houston – Community Grant Program (New Grant)

To address the need for required fire safety training opportunities in the greater Houston area, this project will create a new Incipient Fire Protection and Control Course developed and offered at the Maritime Technology and Training Center. This 4-hour course will combine classroom learning within the Center and hands-on training at the newly built fire field. In addition to workers in area manufacturing and chemical plants, this course will also support the regional maritime industry through better trained mariners able to respond quickly to shipboard and shore-side incipient stage fires. Topics and activities covered will include the importance of fire

prevention in the work place, the different types of fires and extinguishing agents, the applicable regulations in regard to fire protection, practicing with a handheld portable fire extinguisher and portable fire extinguisher natural gas props, and understanding the rules to being a fire watch attendant. The Maritime Center expects to train 200 students at minimum in the first year, scaling up to higher numbers in future years as more employers become aware of this close and convenient training opportunity.

Action Item "X"
Regular Board Meeting November 2, 2020

Consideration of Approval of Rescission of Policy VI-G, Policy on Semester Reports – First Reading - (Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees rescind VI-G Policy on Semester Reports. The Board of Trustees will not vote on this item but is creating awareness that the policy rescission is being considered, and input is being gathered.

BACKGROUND

This policy and associated procedures (6-1 a through g) deal with classroom and instructional activities that do not require the creation of Board policies. Instead, these items will be revised to reflect instructional and technological changes and will be included in a revised Faculty Handbook which will continue to be updated as practices change.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on October 30, 2020, and any comments will be reviewed and addressed prior to the second reading of the rescission by the Board. Procedures are provided for informational purposes.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

- Attachment 1 - Summary of Changes
- Attachment 2 – Policy VI-G Policy on Semester Reports
- Attachment 3 - 6-1-a Class Rolls
- Attachment 4 - 6-1-b Class Scheduling
- Attachment 5 - 6-1-c Gradebook
- Attachment 6 - 6-1-d Mid-Semester
- Attachment 7 - 6-1-e Semester Grade Reports
- Attachment 8 - 6-1-f Posting Grades
- Attachment 9 - 6-1-g End-Of-Course Exhibits

RESOURCE PERSONNEL

Van Wigginton 281-542-2000 van.wigginton@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: *N/A*

Proposed Policy Name: *N/A*

Current Policy Number/Name: **VI-G Policy on Semester Reports**

New Procedure Number: *N/A*

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

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

6-1-a Class Rolls

6-1-b Class Scheduling

6-1-c Gradebook

6-1-d Mid-Semester

6-1-e Semester Grade Reports

6-1-f Posting Grades

6-1-g End-Of-Course Exhibits

Action Recommended for Policy: Rescind

Action Recommended for Procedures: Rescind

Web Links:

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-vi-g-policy-semester-reports>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-6-1-a-class-rolls>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-6-1-b-class-scheduling>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-6-1-c-gradebook-guidelines>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-6-1-d-mid-semester>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-6-1-e-semester-grade-reports>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-6-1-f-posting-grades>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-6-1-g-end-course-exhibits>

Primary Owner: Deputy Chancellor and President

Secondary Owner: Provosts

Summary of Changes:

- The listed procedures (6-1 a through g) deal with classroom and instructional activities that do not require the creation of Board policies. Instead, the items listed above will be revised to reflect instructional and technological changes and will be included in a revised Faculty Handbook.

Policy VI-G: Policy on Semester Reports

The final examination schedule will be announced by the Vice President of Instruction on each campus approximately two weeks before the end of the semester.

In order to complete his or her work for the semester, the instructor should:

1. Submit grade sheets to the Registrar.
2. Submit semester gradebooks to the department or division chairman.
3. Turn in keys to the appropriate office.
4. File all exhibits of work of students with the department or division chairman. These include copies (two good, two average, two poor) of all exams and a project.

Policy #:	VI-G
Policy Name:	Policy on Semester Reports
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	
Effective Date:	March 2, 1981
Associated Procedure:	6-1-a, 6-1-b, 6-1-c, 6-1-d, 6-1-e, 6-1-f, 6-1-g

Procedure 6-1-a: Class Rolls

Instructors receive three sets of rolls for each class they teach. The first, labeled "Temporary Roll", is received before the first class meeting and is based on telephone and campus registration. It is important that the instructor add to the roll only those students who have valid invoices; i.e., those stamped PAID with date and initials. If the stamped-paid date on the invoice is later than the date of the class roll, the student should be referred to the Registrar's Office. If a student should be added to the roll, the instructor records the student's name, social security number, invoice number, and date paid.

The second roll, a revised temporary roll, updates the first roll to include late registration and class changes. It is sent only during the fall and spring semesters. The instructor needs to check the accuracy of this roll and add only those students to the roll who have valid invoices. Inaccuracies in this roll are immediately reported to the Registrar's Office.

The Official Roll is issued after the twelfth class day and should reflect all corrections. This roll is the official record examined by the state auditors as a funding base. When recording student attendance on this roll, faculty follow procedures very carefully. If a student has dropped a course before the twelfth class day, that student's name will not appear on this roll, and the instructor will not receive a drop slip. If there are discrepancies on the official roll, the Registrar's Office should be notified.

Procedure #:	6-1-a
Procedure Name:	Class Rolls
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	VI-G

Procedure 6-1-b: Class Scheduling

No student may be enrolled in two classes which have any portion or time scheduled simultaneously. If such a circumstance is called to a faculty member's attention, he or she should direct the student to the Registrar's Office. The college has no provision for accommodating class conflicts.

Procedure #:	6-1-b
Procedure Name:	Class Scheduling
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	VI-G

Procedure 6-1-c: Gradebook Guidelines

An instructor maintains student attendance and grade records in such a form that a supervisor can reconstruct a student's grade determination without having to ask that instructor any questions. The instructor provides a legend within the gradebook to explain how the final grades were determined.

These records may be kept in a standard gradebook, or (with approval of the department or associate dean) may be kept with a computer system using the same format as the standard gradebook. If grade and attendance records are kept on the computer, a back-up copy of all entries is needed.

The following are general guidelines for gradebook records:

- Attendance and grade records are recorded in ink.
- Names of students are listed in ink, or a copy of the official class roll may be pasted in the name column.
- For each class, the following identifying information appears in the space above the students' names: the instructor's name, the semester and year, and the course number and section number.
- Class dates are recorded in sequential order.
- Attendance is marked as follows:
 - A - absent
 - T - tardy

T/A - tardy first 1/2 of class, absent second 1/2

- All grades are labeled (e.g. major exam #1, chapter 7 exam, final, semester grade)
- Division or department chairmen explain any additional department or campus requirements.

Procedure #:	6-1-c
Procedure Name:	Gradebook Guidelines
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	VI-G

Procedure 6-1-d: Mid-Semester

At least two exams must be given during the semester, one of which is the final. At least one major graded exam or project must be completed and the grade given to the student during or before mid-semester.

Faculty are not required to give formal mid-semester exams nor to submit mid-semester grade reports. Faculty are asked, however, to inform students of their progress in their classes at least one time during the semester before the withdrawal date. Divisions may have their own policies regarding this process. Faculty are encouraged to consult their department chairs or deans.

Procedure #:	6-1-d
Procedure Name:	Mid-Semester
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	VI-G

Procedure 6-1-e: Semester Grade Reports

Grade report sheets are sent to the instructor the week prior to final exams. Students withdrawing from a course on or before the withdrawal deadline receive a grade of "W". This date is defined in the academic calendar each semester. After the drop date, students are not permitted to withdraw, and a grade (A, B, C, D, F) will be awarded. (Instructors include information about the withdrawal deadline in their beginning-of-class information for students. See beginning-of-class information requirements.)

If an emergency has prevented a student from finishing the course, and if the student has made arrangements with his/her instructor to complete the course at a later date, an incomplete grade ("I") may be assigned. The instructor follows the policy of his or her campus regarding forms to be completed when grades of "I" are awarded.

Procedure #:	6-1-e
Procedure Name:	Semester Grade Reports
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	VI-G

Procedure 6-1-f: Posting Grades

Because of federal privacy laws, the college discourages posting of student grades, even when students have agreed to the posting.

Procedure #:	6-1-f
Procedure Name:	Posting Grades
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	VI-G

Procedure 6-1-g: End-Of-Course Exhibits

Each course syllabus defines the contents of the end-of-course portfolio of student work that every instructor of that course submits to his or her supervisor. During each academic year, full-time and adjunct faculty will prepare one portfolio of student work for each course preparation taught. Deans and department chairmen provide information to faculty regarding format and content of these course exhibits. If the instructor has any questions concerning the exhibit, he or she should consult the dean/department chair early in the semester to ensure that the right type of work is being kept for each class preparation.

The end-of-course exhibits are an element in the college's effectiveness planning, providing the most direct information about how classroom instruction puts into action the mission and purpose statements of the college and of the individual disciplines. Deans from the three campuses meet together during the summer to study exhibits in order to describe the manner in which the college's instructional program realizes its goals. This study offers deans an opportunity to identify innovative instruction and to suggest ways to improve instruction.

Procedure #:	6-1-g
Procedure Name:	End-of-Course Exhibits
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	VI-G

Action Item “XI”
Regular Board Meeting November 2, 2020
Consideration of Approval of Policy V.5001.C, Student Grade Appeal - First Reading
(Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a revised policy on Student Grade Appeal. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input was gathered.

BACKGROUND

This policy intends to provide students a process to appeal a final grade in a course that is believed to be incorrect. This policy and process serves to achieve in a timely manner, a fair and equitable review in order to determine if a grade change is justified or not justified.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on October 30, 2020. Comments will be reviewed, and any necessary changes will be incorporated. Procedures are provided for informational purposes.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 - Summary of Changes

Attachment 2 - Policy VI-N: Policy For Students Appealing A Final Grade (current policy)

Attachment 3 - Policy V.5001.C, Student Grade Appeal (proposed policy)

Informational Items Only:

Attachment 4 – Procedure 6-8: Student Grade Appeal Process (current procedure)

Attachment 5 - Procedure V.5001.C.a, Student Grade Appeal Process (proposed procedure)

RESOURCE PERSONNEL

Van Wigginton

281-542-2000

van.wigginton@sjcd.edu

Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: *V.5001.C*

Proposed Policy Name: **Student Grade Appeal**

Current Policy Number/Name: **VI-N Policy for Students Appealing a Final Grade**

New Procedure Number: *V.5001.C.a*

Proposed Procedure Name(s): **Student Grade Appeal Process**

Current Procedure Number(s)/Name(s): **Guideline 6-8 Student Grade Appeal Process**

Action Recommended for Policy: Revised

Action Recommended for Procedures: Revised

Web Links:

Policy:

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/vi-n-policy-students-appealing-final-grade>

Procedure:

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-6-8-student-grade-appeal-process>

Primary Owner: Deputy Chancellor & President

Secondary Owner: Provosts

Summary of Changes:

Policy Changes:

- Update current Policy VI-N Policy for Students Appealing a Final Grade with new numbering and template.

Procedure Changes:

- Revised to update numbering and in new template.
- Includes clarification of the steps in the process.
- In Step 1 –Revised to include instructor providing grade appeal process to student following meeting with instructor and to clarify next steps in the grade appeal process.
- In Step 2 –Revised to provide for meeting with program director as part of grade appeal process in a health science program supervised by a program director.
- In Step 3 –Revised to add text to clarify actions that may be taken by the dean.
- In Step 4 – Revised to add text to update current office from vice president for learning to provost.

Policy VI-N: Policy For Students Appealing A Final Grade

[Home](#) / [Policy VI-N: Policy For Students Appealing A Final Grade](#)

Policy VI-N: Policy For Students Appealing A Final Grade

Grade determination and awarding of a grade in the course is clearly the responsibility of the instructor. Final grade reports should be available to the student within a reasonable time following the end of the course.

When a student becomes aware of a final grade that is believed to be incorrect, the student may appeal the final grade received in a course. The appeal process shall be initiated by the student as soon as possible following the receipt of the grade, but shall be initiated no later than 30 calendar days after the grades are posted, and must be resolved within 120 calendar days following the initiation of the appeal.

Policy #:	VI-N
Policy Name:	Policy For Students Appealing A Final Grade
Pages:	1
Adopted Date:	June 5, 1984
Revision/Reviewed Date:	May 2, 1994, August 11, 2008, August 6, 2012
Effective Date:	June 5, 1984; May 2, 1994, August 11, 2008, August 6, 2012
Associated Procedure:	6-8

Policy V.5001.C, Student Grade Appeal

Purpose

This policy intends to provide students a process to appeal a final grade in a course that is believed to be incorrect. This policy and process serves to achieve in a timely manner, a fair and equitable review in order to determine if a grade change is justified or not justified.

Policy

Grade determination and awarding of a grade in a course is clearly the responsibility of the instructor. Final grade reports should be available to the student within a reasonable time following the end of the course.

When a student becomes aware of a final grade that is believed to be incorrect, the student may appeal the final grade received in a course. The appeal process shall be initiated by the student as soon as possible following the receipt of the grade but shall be initiated no later than 30 calendar days after the grades are posted. The appeal must be resolved within 120 calendar days following the initiation of the appeal.

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

Associated Procedures

Procedure V.5001.C.a, Student Grade Appeal Process

Date of Board Approval	Anticipated December 7, 2020
Effective Date	Anticipated December 8, 2020
Primary Owner	Deputy Chancellor and President
Secondary Owner	Provosts

Procedure 6-8: Student Grade Appeal Process

[Home](#) / Procedure 6-8: Student Grade Appeal Process

Procedure 6-8: Student Grade Appeal Process

Grade determination and awarding of a final grade in a course is clearly the responsibility of the instructor. Final grade reports should be available to the student within a reasonable time following the end of the course.

When a student becomes aware of a final grade that is believed to be incorrect, the student may appeal the final grade received in a course. The appeal process shall be initiated by the student as soon as possible following the receipt of the grade, but shall be initiated no later than 30 calendar days after grades are posted, and must be resolved within 120 calendar days following the initiation of the appeal.

The procedures for appealing a grade shall be as follows:

1. Student Meeting with Instructor

The student and instructor shall discuss in private consultation the grade that the student believes is incorrect. At this meeting, only the grades on tests, projects, reports, etc., and the grading system listed in the syllabus will be discussed and recalculated as necessary. Whenever possible, the matter should be resolved at this meeting. If the instructor cannot resolve the problem immediately, the student will be notified of the availability of a copy of the grade appeal procedures in the office of the appropriate dean or the provost. If, upon receipt of the instructor's written decision, the student is dissatisfied with the decision, the student may request a meeting with the department chair to appeal the decision of the instructor. (NOTE: In the event there is no department chair, the student may request a meeting with the dean who will conduct the meeting in accordance with steps No. 1 and No. 2 of this procedure.) The student must make the appeal within five (5) working days after notification by the instructor.

2. Student Meeting with Department Chair/Program Director

The department chair must arrange a meeting no more than five (5) working days after receiving a request from the student. This meeting will include the student, the instructor, and the department chair. Providing sufficient evidence of discrepancies or errors in the grade will be the responsibility of the student. If insufficient evidence is offered, the appeal is denied. The student will be given an opportunity to present his/her case. The instructor will be given a chance for rebuttal. (NOTE: If the grade appeal is in a technical program supervised by a program director, the program director should be included in the process.)

On hearing the evidence from both sides, the department chair will take one of the following actions:

Attachment 4 – Current Procedure

If, in the opinion of the department chair, the student failed to provide sufficient evidence of discrepancies or errors in the grades, the student will be notified in writing that the appeal is denied. The department chair will inform the student of the right to appeal the decision and about the procedures for appeal. At the same time, the department chair will notify the instructor in writing of this decision. The notification must be given within five (5) working days of the hearing.

If, in the opinion of the department chair, the student did provide sufficient evidence of discrepancies or errors in the grades, the instructor will be notified within five (5) working days of the meeting. At the same time, the department chair will notify the student in writing of this decision.

The instructor will, in turn, inform the department chair in writing within five (5) working days whether he/she will change the grade. If the instructor changes the grade, the instructor notifies the student in writing, and the matter is closed.

If the instructor chooses not to change the grade, the department chair will be notified of the decision in writing within five (5) working days after having received the recommendation from the department chair. Within five (5) working days after being informed of the instructor's decision to deny the grade change, the department chair will notify the student that the appeal is denied and inform the student of further rights to appeal and the procedure for doing so.

All time limits stated are in working days. All time limits may be extended by mutual consent.

3. Student Meeting with Dean

Within five (5) working days after receiving notification from the department chair that the appeal has been denied, a student may request a meeting with the dean who will take either action A or action B as described above.

(NOTE: In the event there is no dean or in the event that the dean conducted the initial meeting, the student will proceed to step 4.)

4. Student Meeting with Academic Appeals Committee

Within five (5) working days after receiving notification from the dean that the appeal has been denied, a student appealing a grade in a course may request a hearing before an Academic Appeals Committee. This request will be in writing to the provost. The committee will consist of one (1) full-time instructor to be named by the student, one (1) full-time instructor to be named by the instructor and one (1) full-time instructor to be named by the provost. The provost will request that the student and instructor submit the name of their nominees within five (5) working days after notification of all parties involved. Upon receiving the names of those nominees and appointing a third instructor to the committee, the provost will set the time, date and place of the closed hearing and notify all parties. This will be done within five (5) working days after having received the names of both nominees. A student may present written evidence relevant to the grade appeal and may be advised at the hearing by one or more persons of his/her own choice. The student may have a maximum of two (2) persons in the room at a time. The Academic Appeals Committee may request information from the instructor and/or persons familiar with the case.

Within five (5) working days after this hearing, the Academic Appeals Committee will notify the student, the instructor, and the provost in writing of its findings:

A grade change is justified and will be made.

A grade change is not justified and will not be made.

Attachment 4 – Current Procedure

If the decision of the Academic Appeals Committee is to change the grade, the vice president for learning will have five (5) working days to make the grade change. The decision of the Academic Appeals Committee will be final.

The same appeal process will be followed when the instructor is not accessible or no longer employed by San Jacinto College by excluding step No. 1 involving the instructor.

Procedure #:	6-8
Procedure Name:	Student Grade Appeal Process
Pages:	2
Adopted Date:	
Revision/Reviewed Date:	August 11, 2008, May 2012, August 6, 2012
Effective Date:	August 11, 2008, May 2012, August 6, 2012
Associated Policy:	VI-N

Procedure V.5001.C.a, Student Grade Appeal Process

Associated Policy

Policy V.5001.C, Student Grade Appeal

Procedures

Grade determination and awarding of a final grade in a course is clearly the responsibility of the instructor. Final grade reports should be available to the student within a reasonable time following the end of the course.

When a student becomes aware of a final grade that is believed to be incorrect, the student may appeal the final grade received in a course. The appeal process shall be initiated by the student as soon as possible following the receipt of the grade but shall be initiated no later than 30 calendar days after grades are posted. The appeal must be resolved within 120 calendar days following the initiation of the appeal.

The procedures for appealing a grade shall consist of the following steps:

Step 1. Student Meeting with Instructor

The student and instructor shall discuss in private consultation the grade that the student believes is incorrect. At this meeting, only the grades on tests, projects, reports, etc., and the grading system listed in the syllabus will be discussed and recalculated as necessary. Whenever possible, the matter should be resolved at this meeting. If the instructor cannot resolve the problem immediately, the student will be provided with information of the grade appeal process. If, upon receipt of the instructor's written decision, the student is dissatisfied with the decision, the student may request a meeting with the department chair to appeal the decision of the instructor. (NOTE: In the event there is no department chair, the student may request a meeting with the dean who will conduct the meeting in accordance with steps 1 and 2 of this procedure.) The student must make the appeal within five (5) working days after notification by the instructor.

Step 2. Student Meeting with Department Chair/Program Director

The department chair must arrange a meeting no more than five (5) working days after receiving a request from the student. This meeting will include the student, the instructor, and the department chair. Providing sufficient evidence of discrepancies or errors in the grade will be the responsibility of the student. If insufficient evidence is offered, the appeal is denied. The student will be given an opportunity to present his/her case. The instructor will be given a chance for rebuttal. (NOTE: If the grade appeal is in a health science program supervised by a program director, the student should notify the program director about the appeal. The program director must arrange a meeting (with student and instructor) no more than five (5) working days after receiving the request from

the student. If appeal is denied, the student must notify the department chair he/she is appealing the course grade. The program director should follow the guidelines below when considering the grade appeal.

On hearing the evidence from both sides, the department chair will take one of the following actions:

- a. If, in the opinion of the department chair, the student failed to provide sufficient evidence of discrepancies or errors in the grades, the student will be notified in writing that the appeal is denied. The department chair will inform the student of the right to appeal the decision and about the procedures for appeal. At the same time, the department chair will notify the instructor in writing of this decision. The notification must be given within five (5) working days of the hearing.
- b. If, in the opinion of the department chair, the student did provide sufficient evidence of discrepancies or errors in the grades, the instructor will be notified within five (5) working days of the meeting. At the same time, the department chair will notify the student in writing of this decision.

The instructor will, in turn, inform the department chair in writing within five (5) working days whether he/she will change the grade. If the instructor changes the grade, the instructor notifies the student in writing, and the matter is closed.

If the instructor chooses not to change the grade, the department chair will be notified of the decision in writing within five (5) working days after having received the recommendation from the department chair. Within five (5) working days after being informed of the instructor's decision to deny the grade change, the department chair will notify the student that the appeal is denied and inform the student of further rights to appeal and the procedure for doing so.

All time limits stated are in working days. All time limits may be extended by mutual consent.

Step 3. Student Meeting with Dean

Within five (5) working days after receiving notification from the department chair that the appeal has been denied, a student may request a meeting with the dean who will take either action "a" or action "b" as described above in step 2.

(NOTE: In the event there is no dean or in the event that the dean conducted the initial meeting, the student will proceed to step 4.)

Step 4. Student Meeting with Academic Appeals Committee

Within five (5) working days after receiving notification from the dean that the appeal has been denied, a student appealing a grade in a course may request a hearing before an Academic Appeals Committee. This request will be in writing to the provost. The committee will consist of one (1)

Attachment 5 – Proposed Procedures

full-time instructor to be named by the student, one (1) full-time instructor to be named by the instructor, and one (1) full-time instructor to be named by the provost. The provost will request that the student and instructor submit the name of their nominees within five (5) working days after notification of all parties involved. Upon receiving the names of those nominees and appointing a third instructor to the committee, the provost will set the time, date and place of the closed hearing and notify all parties. This will be done within five (5) working days after having received the names of both nominees. A student may present written evidence relevant to the grade appeal and may be advised at the hearing by one or more persons of his/her own choice. The student may have a maximum of two (2) persons in the room at a time. The Academic Appeals Committee may request information from the instructor and/or person’s familiar with the case.

Within five (5) working days after this hearing, the Academic Appeals Committee will notify the student, the instructor, and the provost in writing of its findings:

- a. A grade change is justified and will be made.
- b. A grade change is not justified and will not be made.

If the decision of the Academic Appeals Committee is to change the grade, the provost will have five (5) working days to make the grade change. The decision of the Academic Appeals Committee will be final.

The same appeal process will be followed when the instructor is not accessible or no longer employed by San Jacinto College by excluding step 1 involving the instructor.

Date of SLT Approval	October 27, 2020
Effective Date	Anticipated November 16, 2020
Associated Policy	Policy V.5001.C, Student Grade Appeal
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Provosts

Action Item "XII"
Regular Board Meeting November 2, 2020

Consideration of a Joint Election Agreement with Pasadena Independent School District

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a joint election agreement between the College and Pasadena Independent School District (PISD).

BACKGROUND

Pursuant to Chapter 271 of the Texas Election Code, if the elections ordered by the authorities of two or more political subdivisions are to be held on the same day in all or part of the same county, the governing bodies of both entities may enter into an agreement to hold the elections jointly in the election precincts that can be served by common polling places. Since 2011, PISD has jointly held elections with the College on the May uniform election date.

IMPACT OF THIS ACTION

The original intent of the PISD Joint Election Agreement that was enacted in 2011 was to make it easier for voters to cast their ballots for both PISD and College elections in one common location. Although both entities began partnering in 2019 with Harris County for elections, this agreement is still a required element for PISD to execute. The Joint Election Agreement between PISD and the College specifies clearly that both entities agree to utilize Harris County for the provision of election services for the May 2021 election and subsequent elections.

Each Entity agrees to appoint Harris County Elections as the Administrator to coordinate, supervise, and handle all aspects of administering the Joint Election pursuant to the terms of a the agreement for election services and in accordance with the Texas Election Code.

BUDGET INFORMATION

Each entity agrees to bear their own respective cost of such contracted services. There is no budget impact for this action.

MONITORING AND REPORTING TIMELINE

The term of the agreement shall be for a period of one year and shall be automatically extended for additional one-year terms unless either party notifies the other within 90 days of the expiration date of its intent to non-renew the agreement. The agreement shall be effective once executed by both parties.

ATTACHMENTS

Attachment 1 – Joint Election Agreement between the Pasadena Independent School District and San Jacinto Community College District

RESOURCE PERSONNEL

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

JOINT ELECTION AGREEMENT BETWEEN THE PASADENA INDEPENDENT SCHOOL DISTRICT AND SAN JACINTO COMMUNITY COLLEGE DISTRICT

I.
SCOPE OF AGREEMENT

This Joint Election Agreement ("Agreement") is made this ____ day of _____, 20____, by and between the Pasadena Independent School District ("Pasadena ISD" or "District") and the San Jacinto Community College District ("SJCCD"), collectively hereinafter referred to as the Entities, acting by and through their duly appointed and qualified representatives, pursuant to Chapters 31 and 271 of the Texas Election Code, for a joint election on the May uniform election date to be administered by the Harris County Elections Administrator.

II.
RECITALS

Whereas, Pasadena ISD plans to hold a general election on the May uniform election date, May1, 2021, for the purpose of electing trustees;

Whereas, SJCCD plans to hold a General Election for Trustees on the May uniform date, May 1, 2021, for the purpose of electing SJCCD trustees;

Whereas, Chapter 271 of the Texas Election Code authorizes the governing bodies of political subdivisions to enter into an agreement to hold joint elections in election precincts that can be served by common polling places;

Whereas, Pasadena ISD and SJCCD will hold elections on the same day, serve voters within the same boundaries, and it would be to the benefit of Pasadena ISD, SJCCD, and the citizens and voters thereof to hold a joint election;

Whereas, Pasadena ISD and SJCCD have each entered separate Election Services Agreements with the Harris County Election Administrator ("Administrator") wherein the Administrator has agreed to administer the Entities' joint election and has further agreed to provide election services as authorized under Chapter 31 of the Texas Election Code, including the use of the County's electronic voting system; and

Whereas, the County's electronic voting system has been duly approved by the Secretary of State pursuant to Texas Election Code Chapter 122 as amended, and is compliant with the accessibility requirements set forth by Texas Election Code Section 61.01.

NOW THEREFORE, in consideration of the mutual covenants, agreements, and benefits to the parties, IT IS AGREED that a joint election will be held by Pasadena ISD and SJCCD under the following terms and conditions:

III.
ADMINISTRATION

The purpose of this Agreement is to establish the procedures and the division of responsibilities and costs for the Joint Election. Pasadena ISD and SJCCD agree to hold a “Joint Election” in accordance with Chapter 271 of the Texas Election Code and this Agreement.

Each Entity agrees to appoint the Harris County Elections Administrator (the “Administrator”) to coordinate, supervise, and handle all aspects of administering the Joint Election pursuant to the terms of a contract for election services and in accordance with the Texas Election Code and the Texas Education Code. The entities’ contracts for election services are attached as Exhibit A and are hereby incorporated for all purposes.

Each Entity shall remain responsible for the lawful conduct of its election. The Entities acknowledge and agree that any election duty related to the lawful conduct of an election not expressly provided for in this Agreement is retained by each Entity.

IV.
LEGAL DOCUMENTS

Pasadena ISD and SJCCD each shall be responsible for the preparation, adoption, posting and publication of all required election orders, resolutions, and notices required by the Texas Election Code and/or their governing bodies, charters, or ordinances.

Preparation of the necessary materials for notices and official ballot language shall be the responsibility of each Entity, including translation to languages other than English.

The Entities, in consultation with their respective attorneys, shall make a joint submission, if required, to the United States Department of Justice for preclearance of their joint election procedures, pursuant to the Voting Rights Act of 1965, as amended. The submission, if required, shall be filed by the Pasadena ISD’s attorney.

V.
VOTING LOCATIONS

Election day voting shall be held in election precincts which can be served by common polling places at the locations designated by the Administrator and authorized and ordered by the governing body of each Entity.

If a polling place for the Joint Election is different from the polling place(s) used by an Entity in its most recent election, the Entity agrees to post a notice no later than the day before election day at the entrance to the Entity's previous polling place(s) stating that the polling location(s) has changed and stating the polling place name(s) and address(es) in effect for the Joint Election.

VI.
ELECTION PERSONNEL AND EQUIPMENT

The Entities agree that the entities will contract with third parties, including Harris County, to provide services necessary for the Joint Election. Each entity agrees to bear their own respective cost of such contracted services.

The Administrator shall appoint, supervise and compensate all election personnel required for the Joint Election, including personnel for the central counting station. This responsibility includes the appointment of qualified election judges (including emergency appointments), as well as notifying election judges of their appointment, the length of their appointment, and the names and addresses of any other judges appointed for the joint election. This responsibility additionally includes registering appointed judges for training with Harris County and notifying the judges of the time and location of training and distribution of election supplies.

The Administrator will be responsible for selecting election and tabulation equipment and appropriate election supplies for the polling locations and central counting station covered by this Agreement, and shall arrange delivery of the equipment and supplies to all polling places covered by this Agreement, including the central counting station.

The Entities acknowledge that it shall be the Administrator's responsibility to program and test all election equipment in accordance with the requirements of the Texas Election Code, and it is further agreed and understood that by entering into this Agreement, the Entities do not assume any responsibility for the programming or testing of election equipment utilized by the Administrator. The Administrator shall be responsible for scheduling the logic and accuracy tests for the tabulation equipment required by Chapter 127 of the Texas Election Code.

Each Entity shall furnish the Administrator with a list of candidates and/or propositions showing the order and the exact manner in which the candidate names and/or proposition(s) are to appear on its official ballot (including titles and text in each language in which the Entity's ballot is to be printed). This list shall be delivered to the Administrator as soon as possible after ballot positions have been determined and in no event later than the deadline established by the Administrator. Each Entity shall be responsible for proofreading and approving the ballot insofar as it pertains to the Entity's candidates and/or propositions.

The Entities shall share a mutual ballot in the election-day and early voting locations covered by this Agreement. However, in no instance shall a voter be permitted to receive a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote.

VII.
EARLY VOTING

The Entities agree to conduct joint early voting and to appoint the Administrator as the Joint Early Voting Clerk in accordance with Sections 31.097 and 271.006 of the Texas Election Code. The Entities further agree that the Administrator may appoint other deputy early voting clerks to assist in the conduct of early voting, as necessary.

Attachment 1

Early Voting by personal appearance will be held at the locations, dates, and times designated by the Elections Officer and authorized and ordered by the governing body of each Participating Entity.

Any qualified voter of the Joint Election may vote early by personal appearance at any one of the joint early voting locations.

The Entities shall conduct joint early voting by mail and personal appearance according to the terms outlined in Exhibit A.

VIII.

EARLY VOTING BALLOT BOARD, CENTRAL COUNTING STATION AND ELECTION RETURNS

The Entities agree to incorporate the terms outlined in Exhibit A related to the early voting ballot board, central counting station and election returns into this Agreement for all purposes.

IX.

ELECTION EXPENSES AND ALLOCATION OF COSTS

The Entities agree to incorporate the terms outlined in Exhibit A related to the election expenses and allocation of costs into this Agreement for all purposes. Each entity agrees to bear its own costs as outlined in Exhibit A.

X.

WITHDRAWAL FROM CONTRACT DUE TO CANCELLATION OF ELECTION

Either Entity may withdraw from this Agreement and the Joint Election should it cancel its election in accordance with Sections 2.051 - 2.053 of the Texas Election Code. If an Entity cancels its election, it shall promptly notify the other Entity in writing and shall be responsible only for its share of prorated expenses through the date of cancellation. The Entity remaining in the election shall then continue to hold its own election as outlined in their respective Agreement with the Administrator. The Entity cancelling its election shall be responsible for preparing all orders, resolutions, and certifications associated with canceling its election pursuant to Chapter 2 of the Texas Election Code.

XI.

RECORDS OF THE ELECTION

Each Entity hereby appoints the Administrator as the general custodian of the voted ballots and all records of the Joint Election as authorized by Section 271.010 of the Texas Election Code.

Access to each Entity's election records shall be available to that Entity upon request, as well as to the public in accordance with applicable provisions of the Texas Election Code and the Texas Public Information Act. The election records for the electronically voted ballots shall be stored by the Administrator. The Administrator shall ensure that the records are maintained in an orderly manner so that the records are clearly identifiable and retrievable.

Attachment 1

Records of the election shall be retained and disposed of in accordance with the provisions of Section 66.058 of the Texas Election Code. If records of the election are involved in any pending election contest, investigation, litigation, or open records request, the Administrator shall maintain the records until final resolution or until final judgment, whichever is applicable. It is the responsibility of each Entity to bring to the attention of its records custodian any notice of pending election contest, investigation, litigation or open records request which may be filed with the Entity.

XII. **RECOUNTS**

A recount may be obtained as provided by Title 13 of the Texas Election Code. If either Entity requires a recount, it is understood and agreed that the Entity requiring the recount shall be responsible for the supervision of the recount and shall comply with the terms outlined in Exhibit A concerning recounts. All costs of the recount shall be borne by the Entity requiring the recount.

XIII. **REASONABLE COOPERATION**

The Entities agree to reasonably cooperate with each other as is necessary to carry out the terms of this Agreement.

XIV. **TERM**

The term of this Agreement shall be for a period of one (1) year, commencing on the effective date hereof. Provided, however, this Agreement shall be automatically extended for additional one-year terms unless either party notifies the other in writing of non-renewal not less than 90 days prior to the expiration of the primary or any renewal term hereof. Provided further, either party to this Agreement shall be entitled to terminate same upon 90 days advance written notice.

XV. **MISCELLANEOUS PROVISIONS**

1. This Agreement becomes effective upon execution by Pasadena ISD and SJCCD.
2. All parties shall comply with all applicable federal and state laws.
3. Notice under this Agreement must be in writing and may be delivered by hand delivery, fax or by certified mail to each Entity at the addresses listed on their respective signature blocks below.
4. This Agreement shall be construed under and in accord with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Harris County, Texas.

Attachment 1

5. The parties agree that venue for any dispute arising under this Agreement shall be exclusively in Harris County, Texas. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and the United States of America.

6. Any amendments of this Agreement shall be of no effect unless in writing and signed by all parties hereto.

7. This Agreement is intended solely for the benefit of the SJCCD and Pasadena ISD, and this Agreement shall not be construed to grant any privilege or right to any third person.

8. If any provision of this Agreement is found to be invalid, illegal or unenforceable by a court of competent jurisdiction, such invalidity, illegality or unenforceability shall not affect the remaining provisions of this Agreement; and the parties shall perform their obligations under this Agreement as expressed in the terms and provisions of this Agreement.

9. This Agreement may be executed in one or more counterparts each of which shall be deemed an original for all purposes. Faxed signatures and or electronic signatures shall carry the same force and effect as an original signature.

Attachment 1

IN TESTIMONY WHEREOF, the undersigned are the duly authorized representatives of the parties to this Agreement, and their signatures represent adoption and acceptance of the terms and conditions of this Agreement.

(SEAL)

PASADENA INDEPENDENT SCHOOL DISTRICT

Vickie Morgan, President, Board of Trustees

ATTEST:

Fred Roberts, Secretary, Board of Trustees

(SEAL)

SAN JACINTO COMMUNITY COLLEGE DISTRICT

Marie Flickinger, Chair, Board of Trustees

ATTEST:

Keith Sinor, Secretary, Board of Trustees

ENTITY ELECTION OFFICIALS:

Signature	Date
Darla Massey-Jones Pasadena Independent School District 1515 Cherrybrook Lane Pasadena, Texas 77502 713.740.0027 phone 713 740 4117 fax dmassey-jones@pasadenaisd.org	

Signature	Date
Rosselle Helms San Jacinto Community College District 4624 Fairmont Parkway, Suite A-1.202 Pasadena, Texas 77504 281.998.6306 phone 281.998.6324 fax rosselle.helms@sjcd.edu	

Attachment 1

EXHIBIT A

**AGREEMENTS FOR ELECTION SERVICES
BETWEEN HARRIS COUNTY AND PISD AND SJCCD**

(These exhibits will be incorporated once received by the Harris County Elections Administrator and approved by the respective boards of PISD and SJCCD.)

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
November 2, 2020**

PURCHASE REQUESTS AND CONTRACT RENEWALS

Purchase Request #1	
Contract for South Campus Chilled Water Infrastructure Upgrades (pgs. 2-3)	\$ 5,423,000
Purchase Request #2	
Contract for College-wide Elevator Modernization (pgs. 4-5)	833,080
Purchase Request #3	
Purchase Solar Photovoltaic System (pgs. 6-7)	445,000
Purchase Request #4	
Additional Funds for College-Wide Window Glazing Replacement (pg. 8)	167,500
Purchase Request #5	
Method of Procurement for CPET Walkway (pgs. 9-10)	<u>250,000</u>
TOTAL OF PURCHASE REQUESTS	<u><u>\$ 7,118,580</u></u>

**Purchase Request #1
Regular Board Meeting November 2, 2020
Consideration of Approval to Contract for South Campus
Chilled Water Infrastructure Upgrades**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Millennium Project Solutions, Inc. for the South Campus chilled water infrastructure upgrade project.

BACKGROUND

In January of 2019, the Board approved a contract with ACR Engineering, Inc. to provide engineering services for the South Campus utilities upgrades. In April of 2020, that authority was extended to include engineering services for the South Campus central plant. In August of 2020, the Board approved the purchase of a packaged chiller plant.

Invitation for bids #21-04 was issued to procure all remaining infrastructure work required to install the new packaged chiller plant adjacent to the General Services Building. The infrastructure work includes concrete foundations, sound walls, and underground piping to connect the new plant to the existing campus hydronic system. Three responses were received. Millennium Project Solutions, Inc. submitted the lowest bid and was determined to be responsive and responsible.

IMPACT OF THIS ACTION

This contract will provide the final scope of work required to establish a new central chiller plant at the South Campus and to remove the original central plant adjacent to the Jones Building. These actions will improve the energy efficiency of the campus, improve the atmosphere of the campus quadrangle, and permit the renovation of the Jones Building into high quality instructional space.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure for this request will be approximately \$5,423,000 which includes \$400,000 in contingency funds and will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

This purchase will be monitored and managed by capital projects personnel.

ATTACHMENTS

Attachment 1 – Bid Tabulation

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu

ATTACHMENT NO. 1

**IFB 21-04 South Campus Chilled Water Infrastructure Upgrade
Bid Tabulation**

Vendor Name		Price
1	Millennium Projects Solutions, Inc.	\$5,023,000
2	Flintco, LLC	\$5,749,000
3	The Brandt Companies, LLC	\$6,846,183

Purchase Request #2
Regular Board Meeting November 2, 2020

Consideration of Approval to Contract for College-wide Elevator Modernization

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Elevator Transportation Services, Inc. for the College-wide elevator modernization project.

BACKGROUND

In September 2019, the Board authorized the competitive sealed proposals (CSP) procurement method for the college-wide elevator modernization project. Project requirements developed by the College were used as part of the documentation package required for public solicitation of proposals in accordance with the Texas Government Code §2269.151. CSP #21-02 was issued on September 4, 2020 to procure services for this project. Seven responses were received and evaluated by a team comprised of representatives from facilities services staff, capital projects staff, and AECOM. The evaluation and ranking of the submittals were based on criteria published in the solicitation. Elevator Transportation Services, Inc. received the highest overall score.

IMPACT OF THIS ACTION

This action will authorize a contract to modify eleven of the oldest elevators in the College inventory, bringing each up to current code standards for safety, while improving their appearance and reducing routine maintenance needs. This upgrade will materially improve the condition of elevators in buildings A-1, C-14, C-20, N-8, N-10, S-8, S-10, and S-11.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated contract value for this project is \$694,233. The intent is to reuse certain parts, dependent upon further inspection and evaluation after disassembly. For that reason, we request approval of an additional 20 percent contingency amount of \$138,847. This expenditure will not exceed \$833,080 and will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The work will commence upon execution of a contract and is expected to be completed during 2021. This project will be monitored by capital projects personnel and program management will be provided by AECOM.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu

ATTACHMENT NO. 1

**CSP 21-02 College-Wide Elevator Modernization
Evaluation Summary**

Criteria Descriptions	Maximum Value	Elevator Transportation Services, Inc.	EMR Elevator, Inc.	Elevator Repair Service, Inc. (ERS, Inc.)	Otis Elevator Company	Prestige Elevator Services, LLC	RICO Elevators, Inc.	Thyssenkrupp Elevator
Proposed Contract Amount	35	29.33	21.18	12.67	Non-Responsive	28.95	35.00	16.20
General Information, Staffing Plan, Management Plan, Schedule, Workload	25	14.50	20.19	22.13		10.00	12.75	21.75
History and Experience	25	18.19	21.63	21.44		14.44	16.06	23.25
Safety Record and Program	10	7.63	6.13	7.81		3.50	7.13	6.00
Financial Records	5	4.75	4.13	4.75		4.63	2.13	4.75
Total	100	74.40	73.26	68.80	-	61.52	73.07	71.95

Final Ranking

1	Elevator Transportation Services, Inc.	74.40
2	EMR Elevator, Inc.	73.26
3	RICO Elevators, Inc.	73.07
4	Thyssenkrupp Elevator	71.95
5	Elevator Repair Service, Inc. (ERS, Inc.)	68.80
6	Prestige Elevator Services, LLC	61.52
7	Otis Elevator Company	-

Purchase Request #3
Regular Board Meeting November 2, 2020
Consideration of Approval to Purchase Solar Photovoltaic System

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase and installation of a solar photovoltaic electric generation system from Sunfinity Renewable Energy, LLC to be constructed on the South Campus Jones Building.

BACKGROUND

In 2019, the College began evaluating the potential to include distributed solar photovoltaic (PV) electricity generation capacity in the College's energy portfolio. Solar PV was determined to have a positive return on an investment in solar photovoltaic capacity. Consideration of including it in the scope of work for the Central Classroom Building and South Campus Jones Building renovation within existing budgets was assigned to the respective design teams. The construction manager led the solar PV competitive procurement process for the Central Campus Classroom Building to maintain the project timeline. Sunfinity Renewable Energy, LLC was determined to provide the best value and the College entered into a contract with the contractor for the Central Classroom Building for the design and installation.

The College believes that contracting directly with Sunfinity Renewable Energy, LLC will provide additional value to the College for the South Campus Jones Building project based on the previous competitive process, best value selection, and positive experiences to date. The College is able to do this via a contract that Sunfinity Renewable Energy, LLC has through The Interlocal Purchasing System (TIPS) cooperative contracts program to provide renewable energy and solar solutions and services, contract #18020301. This complies with the competitive procurement requirements in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

IMPACT OF THIS ACTION

Approval of this contract will enable the supplier to assist the architect with plans to modify the Jones Building to accommodate solar PV and to begin the design and sourcing of the actual solar generation capacity. This system might ultimately provide up to 25 percent of the energy required to operate the Jones Building.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this request is \$445,000 and will be funded from existing budget within the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

This project will be monitored by capital projects staff and administered by AECOM.

ATTACHMENTS

Purchase Request #3
Regular Board Meeting November 2, 2020
Consideration of Approval to Purchase Solar Photovoltaic System

None

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu

**Purchase Request #4
Regular Board Meeting November 2, 2020
Consideration of Approval of Additional Funds for
College-wide Window Glazing Replacement**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an expanded scope of work and expenditure under the contract with Flintco, LLC for the College-wide window glazing replacement project.

BACKGROUND

In August 2020, the Board approved a contract with Flintco, LLC for the college-wide window glazing replacement project that was procured through CSP #20-31. Window replacement had been the primary focus of the project. After approval it was determined that the secondary focus of the project, replacement of selected entry doors, could also be accomplished within the existing project budget allocation.

IMPACT OF THIS ACTION

The approval of this expanded project and expenditure request will provide the ability to replace degraded and energy inefficient windows and frames with new, thermally insulated, low-emissivity glazing systems as well as provide for new storefront doors and frames where warranted. This upgrade will improve energy efficiency and occupant comfort in buildings C-20, S-7 and S-9.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this request is \$167,500 for a total contract value of \$1,110,000 including contingency funds and will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The work will commence upon execution of a contract and is expected to be completed during the 2020-2021 academic year. This project will be monitored by capital projects personnel and program management will be provided by AECOM.

ATTACHMENTS

None

RESOURCE PERSONNEL

Randi Faust

281-998-6348

randi.faust@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the job order contracting (JOC) procurement method to construct a walkway from the center of Central Campus to the LyondellBasell Center for Petrochemical, Energy & Technology (CPET). The administration also recommends that the Board of Trustees delegate its authority to the Chancellor or her designee to contract with the selected firm.

BACKGROUND

CPET was constructed at the extreme southwest corner of the Central Campus, roughly one half-mile distant from the center of campus. To improve the safety of students who are scheduled into classes at both CPET and other Central Campus buildings, the construction of a connecting walkway has been proposed. This project will specifically connect Schochler Drive opposite the Anders Gymnasium with the CPET parking lot via a ten-foot wide paved walkway.

The JOC construction delivery method will allow speed of execution with minimal construction administration for this comparatively small project. JOC contracts are competitively procured based upon overall best value including the contractor's discount coefficient which is applied to preset regional unit prices, such as RS Means. The JOC procurement method is recommended for this project in accordance with Texas Government Code §2269.401 and Texas Education Code §44.031. Multiple quotes utilizing cooperative purchasing programs' JOC contracts will be reviewed to ensure best value is obtained.

IMPACT OF THIS ACTION

Approval of this request will allow for the new walkway to be available early in the Spring 2021 semester.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated JOC expenditure for this project is less than \$250,000 and will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

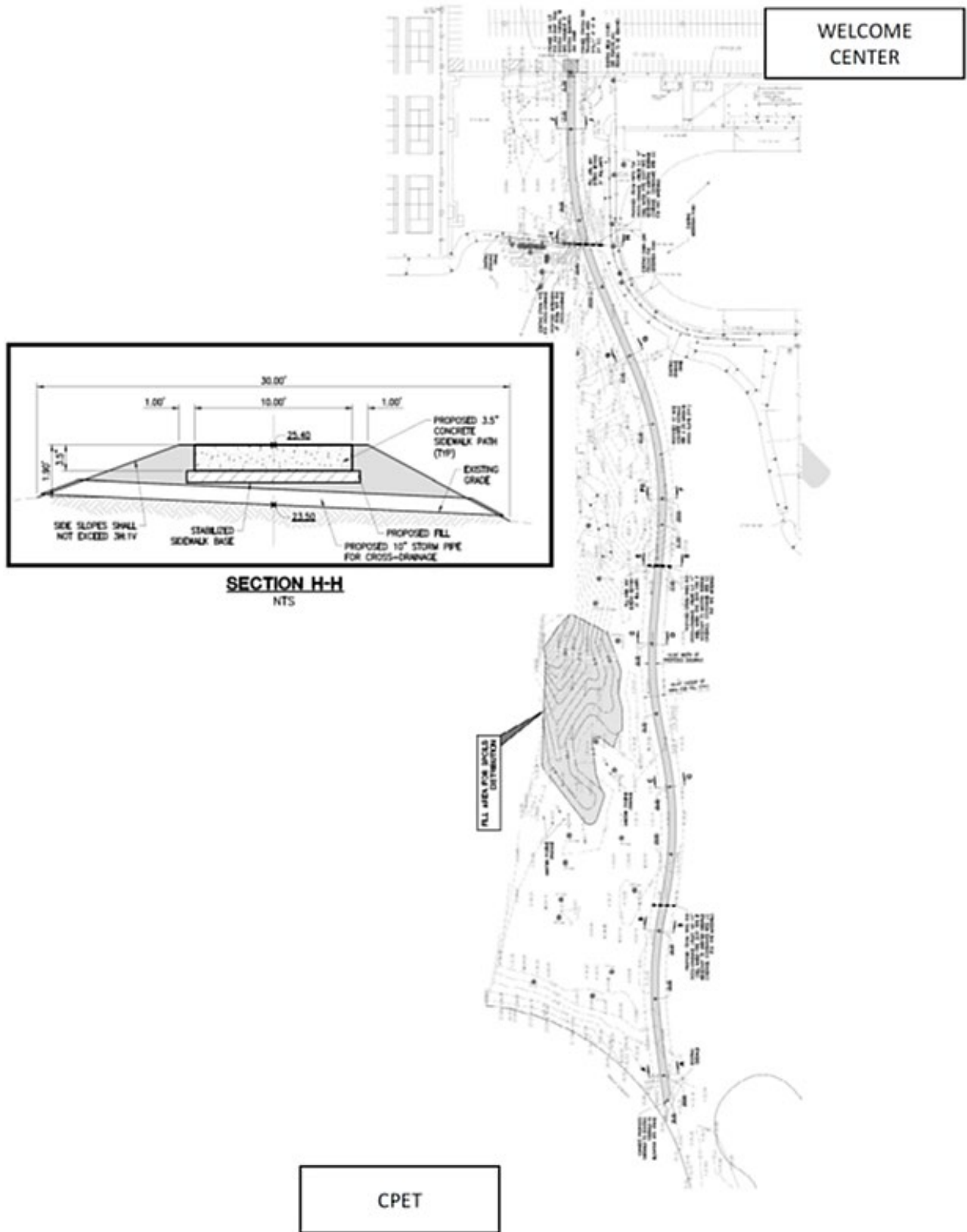
Completion of this project will require approximately ten weeks after notice to proceed is issued. This project will be monitored by capital projects personnel with program management provided by AECOM.

ATTACHMENTS

Attachment 1 – Walkway Plan

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu



Item "A"
Regular Board Meeting November 2, 2020
Approval of the Minutes for the October 5, 2020
Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the October 5, 2020, Workshop and Regular Board Meeting.

San Jacinto College District Board Workshop October 5, 2020

The Board of Trustees of the San Jacinto Community College District met by videoconference at 5:00 p.m., Monday, October 5, 2020, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this workshop was made available to the public via a live-stream. At least a quorum of the Board was present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse, Marie Flickinger, John Moon, Jr., Dan Mims, Dr. Ruede Wheeler, Larry Wilson Absent: Keith Sinor Chancellor: Brenda Hellyer Other: Kacie Allen, Chris Gilbert, Allatia Harris, Sandra Ramirez, Mandi Reiland, and Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 5:05 p.m.
II.	Roll Call of Board Members	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor (Absent), Dr. Ruede Wheeler, Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters and Personnel Matters	Chair Flickinger adjourned to closed session at 5:06 p.m. a. Legal Matters - Attorney Chris Gilbert attended a portion of the closed session via conference call for the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law. Brenda Hellyer, Sandra Ramirez, Mandi Reiland, and Teri Zamora attended this portion of the closed session. b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or

		<p>employee or to hear complaints or charges against a public officer or employee.</p> <ul style="list-style-type: none"> • Chancellor Evaluation – Only Board members were present to conduct the Chancellor Evaluation. Brenda Hellyer rejoined session upon Board’s request. • Other Personnel Matters – It was determined that no other personnel matters needed to be discussed.
IV.	Reconvene in Open Meeting	<p>The meeting reconvened to the open meeting at 6:13 p.m.</p> <p>Sandra Ramirez, Mandi Reiland, and Teri Zamora rejoined the meeting.</p>
V.	Overview of Title IX Compliance and Training	<p>Sandra Ramirez provided an overview of Title IX including the definition of Title IX and why the College must comply as a government institution.</p> <p>She updated the Board on the current membership of the Title IX team. This team trains to be Title IX investigators and coordinators at least every two years to certify that they are current with the laws and investigative protocols. All employees, part-time and full-time, are legally obligated to report any Title IX incidents that they hear or observe. Not reporting an incident to the Title IX coordinator is a crime and is punishable by law.</p> <p>Sandra shared the Chief Executive Officer report on Title IX with the Board members. This document is a summary of the five Title IX incidents reported by employees and the number that employees failed to report, which was zero this year. The report will be reviewed with the Board annually moving forward. Dr. Hellyer is also required to inform the Texas Higher Education Coordinating Board (THECB) that the Board has reviewed this report, and it and will be posted to the College website.</p> <p>Sandra explained that filing a report does not necessarily mean filing a complaint. It could have been that someone heard something, or they reported something that was already being addressed.</p> <p>Dan Mims asked if we get involved in incidents involving students off campus since we do not have dorms. Sandra</p>

		<p>confirmed that since we do not have dorms or housing these numbers have historically been low.</p> <p>Sandra responded that it depends on the nature of the complaint. If it is a criminal matter, then police will be involved. It also depends on the location and if it is something that is controlled by the College. Sandra confirmed that since we do not have dorms or campus housing these numbers have historically been low. The College's Title IX team would review any reported incidents related to sexual misconduct if our athletes are involved.</p> <p>Marie Flickinger asked if the number is lower because of COVID or is this our normal number.</p> <p>Sandra replied that the number is very low in general. We are in the less than ten range annually.</p> <p>Sandra informed the group that we have a link for students and employees to report incidents anonymously.</p> <p>The Board Members were required to sign a form showing they have reviewed these materials, were presented the opportunity to ask any questions, and are aware that these incidents will be reported out annually.</p> <p>Sandra Ramirez left the workshop and Allatia Harris joined.</p>
<p>VI.</p>	<p>Discuss Board Self-Evaluation Process</p>	<p>The Board Members were provided a packet that included proposed modifications to the Board evaluation document with tracked changes. These changes were developed from the self-evaluation the Board completed in 2018. Trustee Keith Sinor reviewed the changes which included adding a section for additional comments and revisions to some of the wording. The tracked changes version is being provided to the Board for review. In addition, Keith's changes were sent to Marie Flickinger and she approved. The members supported the changes.</p> <p>Mandi Reiland will email the link to the Board members to complete their Board self-assessment. Once they are all complete, Keith will receive a report to analyze for the Board to discuss at the workshop in November.</p>

<p>VII.</p>	<p>Update on Property Tax Rate</p>	<p>Teri Zamora presented an update on the 2020 property tax rate. She defined two new terms, The No-New-Revenue and the Voter-Approval Rate. The No-New-Revenue (previously Effective Tax) Rate is a calculation that essentially provides the same total revenue as the prior year on the same taxable property. The Voter-Approval (previously Rollback) Rate is a combined rate of the Maintenance and Operations (M&O) rate that is eight percent (8%) higher than the Effective Tax M&O Rate, added to the Debt Rate. The No-New-Revenue Rate for 2020 is \$0.169358. She explained that a hearing is not required if this rate or a lower rate is approved. The rate being proposed is \$.01 less than last year's rate.</p> <p>Teri provided background on the College's property tax history. The 2020 rate is almost 5% less than 2019. The four-year history of the College's tax fees was reviewed. Growth over the last few years in our taxing district is evident. The proposed 2020 property tax rate being brought forward is \$0.111738 M&O rate, \$0.057620 debt rate, and \$0.169358 tax rate.</p> <p>Teri stated that the administration is recommending amending the 2020-2021 budget for unrestricted revenues and expenses related to the proposed adoption of the no-new-revenue total tax rate of \$0.169358 per \$100 valuation of taxable property located within the San Jacinto Community College District. She provided a timeline of the tax rate adoption schedule. The rate is anticipated to be approved at tonight's Board Meeting and will then be published on the website upon approval.</p> <p>Marie asked about the differences and questioned whether it is because of the new construction.</p> <p>Teri responded that 60% of the increase was new property and 40% was valuation increases on properties previously on the roll. When the original projections came out, 82% was new but those projections shifted. She stated that there is a lot of estimation, and our tax base will continue shifting every month between now and next August. Teri explained that she projects there will be more movement in 2022 and 2023. She received HCAD's plan for re-evaluation in the mail today, so she will be assessing this and providing an update.</p>
--------------------	---	---

		<p>Marie commented that she thinks there will be a lot of problems with the established valuations for businesses.</p> <p>Brenda reiterated the action items for tonight are to adopt the 2020 proposed tax rate and reduce the budget by \$1.7 million.</p>
<p>VIII.</p>	<p>Update on COVID-19 Responses</p>	<p>Teri provided an update on the CARES act funds received by the College and how these funds have been allocated. The College received three different types of funding (student aid, institutional, and minority serving institutions) through the Higher Education Emergency Relief Funds (HEERF). Additionally, the College received the Governor’s Emergency Education Relief (GEER) funds which were recently distributed through the THECB and include emergency educational grants, and we received an increase in Texas educational opportunity grant (TEOG) funding. Her presentation included the total amount awarded by each allocation and the costs these funds can cover. The College dispersed almost \$3.8 million of the student aid funding between the spring, summer, and fall semesters. The last of the funds will be dispersed in spring 2021. The College dispersed funds to 3,499 students between spring and summer, and 633 students in the fall.</p> <p>Erica Davis Rouse asked how many students applied for aid. Teri responded we helped about 60-65% of the students that applied for aid during each of the application periods. Some students that applied were not eligible.</p> <p>Teri continued through her presentation and explained that \$2.9 million of the institutional funding has been allocated and provided a breakdown of the expenses. Marketing costs and covering the cost of auxiliary workers who are now managing campus check-in and safety protocols are being allocated to the MSI fund. She provided the College’s plan for allocating remaining dollars from the CARES act; we have until April 23, 2021 to spend these funds. She provided an update on the allocation of the GEER Funds and the TEOG funding and their allowable costs. These two sources must be used to support students through tuition fees and supplemental expenses.</p> <p>Teri informed the group that FEMA may reimburse some things at 75%. We have submitted a FEMA request for</p>

		<p>\$200,000. It is a slow-moving process at the moment, and we plan to send a letter asking them to expedite our claims. We also expect another round of the Health and Economic Recovery Omnibus Emergency Solutions (HEROES) Act funding, so we are monitoring this.</p>
<p>IX.</p>	<p>Discuss Legislative Appropriations Request</p>	<p>Brenda provided an overview of the Legislative Appropriations Request (LAR). The LAR is our request for funding that goes through Texas Association of Community Colleges (TACC). The request is based on several inputs including TACC’s legislative committee and the THECB formula advisory committee. The original request was higher but was reduced to comply with the LAR instruction for no new formula funding requests. The College’s request was submitted to the Legislative Budget Board with a reference to the formal TACC request on September 18th. The total TACC baseline request was for \$1.83 billion to fund operations for FY 2022 and 2023, which is the same as last year. We also asked for an exceptional item request totaling \$50 million of non-formula funding with \$1 million being given to each community college for workforce initiative.</p>
<p>X.</p>	<p>Update on Promise Program</p>	<p>Dr. Allatia Harris presented an update on the Harris County Promise @ San Jac. The presentation included demographics and areas of study of the 492 students who are in the 2020 Promise cohort. She also covered how the Promise dollars have been allocated this semester. The Foundation funded scholarships for the Promise program totaling approximately \$137,000. She provided an overview of different types of financial aid and scholarships and how they were allocated to the 492 students in the Promise cohort.</p> <p>Erica asked if the students who received maximum Pell grants did not receive additional funds. Allatia replied this is correct.</p> <p>Allatia reviewed the projected cost to fund the Promise cohort over three years. The estimated cost is \$511,000. and does not include dual credit hours that students have earned. Most students will not require three years since they are full-time. This cohort’s cost is higher than originally projected due to COVID causing a change in the expected student population (i.e. more upper income who did not qualify for Pell). The College saw first time in</p>

		<p>college (FTIC) enrollment increase 23% from Promise schools, this is notable because FTIC enrollment was down 11% across the College. Promise has also increased the FTIC full-time student enrollment by 15.3%. The Promise headcount of FTIC males is 43%, the general headcount at San Jacinto College is 38.6%.</p> <p>Brenda commented that this is significant because we are down approximately 1,500 students in our headcount and 1,100 of those are male students.</p> <p>Allatia provided an overview of what we hope to learn from this cohort.</p> <p>Brenda added that we are also looking at how to manage costs related to books and open educational resources (OER) differently, as some students in this program still have not received their books. She provided next steps and questions we need to address soon. One suggestion is about if we need to consider an income cap as we had 143 Promise students who did not qualify for financial aid.</p> <p>Erica asked how these students were in the program if they did not receive financial aid. Brenda responded that the Foundation provided the funding through a scholarship.</p> <p>Brenda explained she would like to do another cohort and has looked at different scenarios on how to add one. One scenario includes an income cap, so we can limit the scholarship piece.</p> <p>Erica asked the reason for limiting the scholarship piece. Brenda responded that she feels the increased costs for scholarship is due to students not qualifying for financial aid, and the question is if we should consider ways such as an income cap to lower that scholarship cost.</p> <p>The group discussed implementing an income cap.</p> <p>After discussion, members said they would like to see models to add another Promise cohort with an income cap higher than \$85,000. A fundraising campaign through the Foundation was mentioned, and Brenda responded that one is being developed.</p> <p>Brenda will bring an update in November.</p>
--	--	---

XI.	Discussion Regarding Plaques to be Placed in the Anderson-Ball Classroom Building	Brenda distributed a handout to show the Board what the proposed new plaque in the Anderson-Ball Classroom Building will look like. Members were comfortable with the design.
XII.	Review of 2008 Bond Budget Adjustments	Teri provided an overview of the proposal for the remaining 2008 Bond spend. The redundant chiller and chiller optimization cost less than proposed so the College is requesting to put these funds toward replacing the air conditioning in A-1. No official action is needed until the contracts need to be approved.
XIII.	Construction Update	Teri provided an update on the fire that occurred in the Davison Building on Central Campus. A subcontractor performing a punch-list item of power washing the building allowed water under extreme pressure to enter the electric panel causing an electric fire. We are currently awaiting formal permission for insurers of the contractor and subcontractor to begin repairs. Items will be returned to new condition with no expense to the College. This has been acknowledged by the contractor and subcontractor and the timeline is one to two weeks. Due to limited time, Brenda asked the Board to review the handout on the remaining construction updates and let her know if there are any questions.
XIV.	Review of Calendar	Brenda reviewed the calendar with the Board.
XV.	General Discussion of Meeting Items	Brenda asked if there were any items from the meeting agenda that the members would like to review. There were no additional items to discuss.
XVI.	Adjournment	Workshop adjourned at 7:16 p.m.

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

October 5, 2020

The Board of Trustees of the San Jacinto Community College District met by videoconference at 7:00 p.m., Monday, August 31, 2020, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this meeting was available to the public via a live stream. At least a quorum of the Board was present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

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

Chancellor: Brenda Hellyer

Others Present: Bo Hopper
Matt Keim
Sandra Ramirez
Mandi Reiland
Laurel Williamson
Teri Zamora

Call the Meeting to order: Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:25 p.m.

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

Absent: Keith Sinor

Invocation and Pledges to the Flags: The invocation was given by Sandra Ramirez. The pledges to the American flag and the Texas flag were led by John Moon, Jr.

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

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

**Student Success
Presentations**

1. Dr. Laurel Williamson presented an update on Open Books at San Jac.

**Communications
to the Board:**

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

1. A thank you was sent to the Board from the family of Michael King, for the plant sent in his memory.
2. A thank you was sent to the Board from Ann Pearson, for the plant sent in memory of her mother.
3. TASB Stand Up for Texas Public Schools award presented to San Jacinto College for Standing Up and supporting public schools in our community. Certificate presented by Dr. DeeAnn Powell, Superintendent, Pasadena ISD.
4. Fall 2020 Senior Focus
5. September Opportunity News
6. October Opportunity News

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

There were no citizens desiring to be heard before the Board.

**Informative
Reports:**

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

- A. San Jacinto College Financial Statements
 - a. San Jacinto College Financial Statements August 2020
 - b. San Jacinto College Monthly Investment Report August 2020
- B. San Jacinto College Foundation Financial Statements August 2020
- C. Capital Improvement Program

**Motion 10059
Consideration of
Approval of
Amendment to
the 2020-2021
Budget for
Restricted**

Motion was made by Larry Wilson, seconded by Dr. Ruede Wheeler, for approval of Amendment to the 2020-2021 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Motion Carried.

Revenue and Expenses Relating to Federal and State Grants

Yeas: Davis Rouse, Mims, Moon, Jr., Wheeler, Wilson
Nays: None

**Motion 10060
Consideration of Adoption of Ad Valorem Property Tax Rate**

Motion was made by Dan Mims, seconded by Erica Davis Rouse, for adoption of ad Valorem Property Tax Rate.

Chair Flickinger stated this motion is to approve and adopt a 2020 tax rate of \$0.169358 per \$100 valuation of taxable property located within the San Jacinto Community College District. The total tax rate of \$0.169358 is distributed as \$0.111738 for the purpose of maintenance and operation of the College and \$0.057620 for the purpose of paying debt service requirements on the College's outstanding general obligation bonds. The debt tax rate is calculated using current appraisal values to generate sufficient revenue for the required debt service payments adjusted for anticipated collection rates.

Motion Carried.

Yeas: Davis Rouse, Flickinger, Mims, Moon, Jr., Wheeler, Wilson
Nays: None
(Absent: Keith Sinor)

**Motion 10061
Consideration of Approval of Amendment to the 2020-2021 Budget for Unrestricted Revenues and Expenses**

Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for approval of Amendment to the 2020-2021 Budget for Unrestricted Revenues and Expenses.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Jr., Wheeler, Wilson
Nays: None

**Motion 10062
Consideration of Approval of Chancellor's Employment Contract with San Jacinto College District**

Motion was made by Dr. Ruede Wheeler, seconded by Larry Wilson, for approval of Chancellor's Employment Contract with San Jacinto College District.

Mrs. Flickinger stated that this contract extended the term of the contract through October 5, 2023 and did not include a compensation adjustment.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Jr., Wheeler, Wilson
Nays: None

Motion 10063
Consideration of
Purchasing
Requests

Motion was made by Larry Wilson, seconded by Dan Mims, for approval of the purchasing requests.

Purchase Request #1	
Method of Procurement for Parking Lot Lighting Replacement	\$275,000
Purchase Request #2	
Method of Procurement for Central Campus ILC Renovation and Delegation of Contract Authority	125,000
Purchase Request #3	
Contract for Architectural Services for Central Campus Welcome Center Extended Site Development	131,000
Purchase Request #4	
Contract for Construction Manager-at-Risk for South Campus Jones Renovations	10,000
Purchase Request #5	
Contract for Enclosed Lifeboat	117,900
Purchase Request #6	
Funding and Contract for Direct Digital Controls Network Upgrades Package VI	400,000
Purchase Request #7	
Contract for Central Plant Chiller Optimization	335,000
Purchase Request #8	
Renew the Contract for Food Distributor	325,000
Purchase Request #9	
Ratify Purchases Authorized under Chancellor's Delegation of Authority during Altered Operations for COVID-19	<u>3,557,929</u>
TOTAL OF PURCHASE REQUESTS	\$5,276,829

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Jr., Wheeler, Wilson

Nays: None

Motion 10064
Consent Agenda

Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., to approve the consent agenda.

- A. Approval of the Minutes for the August 31, 2020, Workshop and Regular Board Meeting

- B. Approval of the Minutes for the September 22, 2020, Special Board Meeting
- C. Approval of the Budget Transfers
- D. Approval of Personnel Recommendations and Extra Service Agreements (ESA)
- E. Approval of the Affiliation Agreements
- F. Approval of the Next Regularly Scheduled Meeting on November 2, 2020

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Jr., Wheeler, Wilson

Nays: None

**Items for
Discussion/
Possible Action**

There were no additional items discussed.

Adjournment:

Meeting Adjourned at 7:50 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers

RESOURCE PERSONNEL

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

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

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 1,401	\$ -
PUBLIC SERVICE	\$ -	\$ 1,401
ACADEMIC SUPPORT	\$ 32	\$ 1,400
STUDENT SERVICES	\$ 385	\$ 800
INSTITUTIONAL SUPPORT	\$ 2,232	\$ 150,000
PHYSICAL PLANT	\$ 227,000	\$ 77,385
AUXILIARY ENTERPRISES	\$ -	\$ 63
	\$ 231,049	\$ 231,049

RECOMMENDATION

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

South Campus

Department

Affiliation Entity

Personal Trainer Program

Submission Boxing Academy

Physical Therapist Assistant Program

Christus Southeast Texas Health System

LVN/Paramedic to RN Transition Program,
Land, Vocational Nursing Program, Physical
Therapist Assistant Program, Occupational
Therapy Assistant Program and
Pharmacy Technician Program

Encompass Rehabilitation Hospital of Sugar
LLC

Pharmacy Technician Program
(South and North Campus)

San Jose Clinic

North Campus

Department

Affiliation Entity

Health Information Management Program

Women’s Healthcare Center of Baytown

Nursing Program

Prestige Care Health Services

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

CONTACT PERSONNEL

Daniel J. Snooks, Attorney
Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Item “E”
Regular Board Meeting November 2, 2020
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, December 7, 2020.