

***Board of Trustees  
Meeting***

***October 7, 2024***

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

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

The live-stream of this meeting can be accessed as follows:

[www.sanjac.edu/board-meeting-videos](http://www.sanjac.edu/board-meeting-videos)

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

**BOARD WORKSHOP  
AGENDA**

**I. Call the Meeting to Order**

**II. Roll Call of Board Members**

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

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

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

- **Conduct Chancellor Evaluation**
- **Discuss Board Positions**

**IV. Reconvene in Open Meeting**

**V. Overview of Title IX and Reporting Requirement Under Texas Education Code 51.252**

**VI. Update on Enrollment – Fall 2024**

**VII. Review Request for Allocation from Existing 2015 Bond Funds**

**VIII. Review San Jacinto College Official and Daily Use Name**

**IX. Update on Pipeline Incident**

**X. Review of Calendar**

**A. Review of ACCT Leadership Congress Activities and Voting Delegation**

**XI. General Discussion of Meeting Items**

**A. Additional Purchasing Support Documents**

**XII. Adjournment**

Additional Closed Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the

Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

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

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, October 4, 2024, this notice was posted to the College’s website, on a bulletin board located at a place convenient to the public at the administrative building of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, and is readily accessible to the public upon request.

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Brenda Hellyer, Ed.D.

October 4, 2024

**NOTICE OF PUBLIC HEARING  
BOARD OF TRUSTEES  
SAN JACINTO COMMUNITY COLLEGE DISTRICT**

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

**PUBLIC HEARING  
AGENDA**

**I. Call the Meeting to Order**

**II. Presentation on the Proposed Tax Rate**

**III. Public Comment on Proposed Tax Rate**

**IV. Announcement of Date, Time, and Place of Board Vote on Tax Rate:**

A. Monday, October 7, 2024, directly following the Public Hearing in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, TX 77504

**V. Adjournment**

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Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet for a regularly scheduled Board meeting immediately following the public tax hearing on Monday, October 7, 2024, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

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

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

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

The form must be completed prior to 11:00 a.m. on October 7, 2024. After completion of the form, the requestor will be contacted with further instructions. Registered participants will be allotted five minutes to address the Board of Trustees during the "Public Comment" portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

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

**BOARD MEETING  
AGENDA**

**I. Call the Meeting to Order**

**II. Roll Call of Board Members**

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

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

**A. Recognition of the Outgoing and Incoming Officers of the Faculty Senate, Staff Organization, and Administrative Organization**

Presenter: Brenda Hellyer

**B. Recognition of the Purchasing Department for Receiving the 2024 Achievement of Excellence in Procurement Award**

Presenter: Teri Zamora

**C. Recognition of the Fiscal Affairs Department for Receiving the Certificate of Achievement for Excellence in Financial Reporting**

Presenter: Teri Zamora

**D. Recognition of the SkillsUSA National Competition Winners**

Presenter: Aaron Knight

**V. Student Success Presentations**

**A. Dual Credit Program**

Presenter: Sonia Townsend

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

**VII. Public Comment**

**VIII. Informative Reports to the Board**

**A. San Jacinto College Financial Statements**

1. San Jacinto College Monthly Financial Statements August 2024

2. San Jacinto College Monthly Investment Report August 2024

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

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

**C. Capital Improvement Program**

**ACTION ITEMS**

**IX. Consideration of Adoption of Ad Valorem Property Tax Rate**

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

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

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

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

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

**PURCHASING REQUESTS**

**XV. Consideration of Purchasing Requests**

**CONSENT AGENDA**

**XVI. Consent Agenda**

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

**A. Approval of the Minutes for the September 9, 2024, Workshop and Regular Board Meeting**

**B. Approval of the Budget Transfers**

**C. Approval of Personnel Recommendations, 2024-2025 Part-Time Hourly Salary Schedule, and Extra Service Agreements (ESA)**

**D. Approval of the Affiliation Agreements**

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

**XVII. Items for Discussion/Possible Action**

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

**XVIII. Adjournment**

**Closed Session Authority**

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

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

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

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

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

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

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

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Brenda Hellyer, Ed.D.



San Jacinto College Monthly Financial Statements  
August 2024

San Jacinto Community College District  
Statement of Net Position  
August 31,

<u>Assets</u>	<u>2024</u>	<u>2023</u>
<b>Current assets:</b>		
Cash and cash equivalents	\$ 63,739,441	\$ 63,211,341
Investments	9,947,350	30,267,447
Accounts receivable - taxes	5,256,975	5,838,707
Accounts receivable	31,206,197	30,250,255
Deferred charges	3,893,789	4,063,388
Inventories	434,916	422,438
Total current assets	<u>114,478,668</u>	<u>134,053,576</u>
<b>Noncurrent assets:</b>		
Restricted cash and cash equivalents	72,186,834	78,141,352
Other long term investments	20,025,800	-
Capital assets, net	<u>714,940,418</u>	<u>722,776,257</u>
Total noncurrent assets	<u>807,153,052</u>	<u>800,917,609</u>
Total assets	<u>921,631,720</u>	<u>934,971,185</u>
<b>Deferred outflows of resources:</b>		
Deferred outflow related to pensions	21,400,078	12,486,706
Deferred outflow related to OPEB	16,454,021	19,256,731
Deferred outflow related to defeased debt	3,704,256	4,554,249
Total deferred outflows of resources	<u>41,558,355</u>	<u>36,297,686</u>
<b>Liabilities</b>		
<b>Current liabilities:</b>		
Accounts payable	17,898,999	11,409,462
Accrued liabilities	2,241,667	2,236,134
Accrued compensable absences and deferred compensation	2,417,317	2,429,062
Deferred revenues	<u>26,428,772</u>	<u>26,998,509</u>
Total current liabilities	<u>48,986,756</u>	<u>43,073,167</u>
<b>Noncurrent liabilities:</b>		
Net pension liability	49,944,685	20,637,425
Net OPEB liability	96,184,800	112,279,723
Bonds and notes payable	<u>643,258,116</u>	<u>664,355,658</u>
Total noncurrent liabilities	<u>789,387,600</u>	<u>797,272,806</u>
Total liabilities	<u>838,374,356</u>	<u>840,345,973</u>
<b>Deferred inflows of resources:</b>		
Deferred inflows related to pensions	5,790,103	25,055,564
Deferred inflows related to OPEB	34,752,051	18,658,275
Deferred Inflows - Lease Receivable	<u>1,227,296</u>	<u>1,382,492</u>
Total deferred inflows of resources	<u>41,769,451</u>	<u>45,096,331</u>
<b>Net assets</b>		
Beginning of year - audited	83,260,534	79,484,620
Current year addition	<u>(214,265)</u>	<u>6,341,947</u>
Total net position	<u>\$ 83,046,269</u>	<u>\$ 85,826,567</u>

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

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Twelve Months Ended August 31, 2024**

**11 Unrestricted Funds**

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
State Appropriations	\$ 54,995,750	\$ 54,995,750	100.00%	\$ 41,307,653	100.00%
State Appropriations - FAST	2,900,000	2,137,636	73.71%	-	-
Local Taxes - Maintenance & Operations	84,770,000	82,530,967	97.36%	79,825,250	100.39%
Credit Tuition	66,345,000	67,025,973	101.03%	59,476,401	100.00%
Credit Exemptions & Waivers	(8,400,000)	(9,985,733)	118.88%	(8,354,003)	100.00%
Continuing Education					
CPET	525,000	360,716	68.71%	523,576	100.00%
Biotechnology	500,000	7,000	1.40%	-	-
Maritime Transportation	2,000,000	1,893,572	94.68%	2,139,111	100.08%
Continuing Professional Development (CPD)	6,360,000	4,556,426	71.64%	5,769,327	100.00%
Continuing Education Exemptions & Waivers	(45,000)	(25,671)	57.05%	(61,130)	100.00%
Bad Debt	(1,000,000)	(1,000,031)	100.00%	(702,696)	49.57%
Sales & Services	1,800,000	3,289,470	182.75%	2,120,435	67.12%
Investment Income	6,000,000	6,159,932	102.67%	4,492,866	103.00%
HEERF Lost Revenue	-	-	-	8,748,955	-
<b>Total Revenues</b>	<b>216,750,750</b>	<b>211,946,006</b>	<b>97.78%</b>	<b>195,285,745</b>	<b>100.61%</b>
<b>Expenditures</b>					
Instruction	87,314,566	86,239,058	98.77%	79,363,963	99.55%
Public Service	20,411	17,895	87.67%	38,074	93.04%
Academic Support	20,163,581	18,275,593	90.64%	16,116,509	106.62%
Student Services	20,965,048	20,319,035	96.92%	16,156,522	100.89%
Institutional Support	56,642,237	54,871,488	96.87%	48,265,667	98.04%
Physical Plant	26,460,122	24,871,740	94.00%	23,539,636	98.88%
<b>Total Expenditures</b>	<b>211,565,966</b>	<b>204,594,810</b>	<b>96.70%</b>	<b>183,480,370</b>	<b>99.76%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	5,184,783	9,906,581	191.07%	8,461,045	100.00%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (2,555,385)</b>		<b>\$ 3,344,330</b>	

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

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Twelve Months Ended August 31, 2024

Federal Restricted Funds

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
Grants	\$ 60,768,530	\$ 63,263,628	104.11%	\$ 75,303,810	100.00%
<b>Total Revenues</b>	<b>60,768,530</b>	<b>63,263,628</b>	<b>104.11%</b>	<b>75,303,810</b>	<b>100.00%</b>
<b>Expenditures</b>					
Instruction	1,624,037	1,439,465	88.63%	1,420,099	103.16%
Public Service	286,771	167,055	58.25%	194,892	97.81%
Academic Support	10,164,414	4,837,150	47.59%	6,986,902	99.11%
Student Services	454,920	382,876	84.16%	3,689,525	101.22%
Institutional Support	934,417.30	618,254	66.16%	15,327,337	99.97%
Physical Plant	1,085,303	287,651	26.50%	499,697	100.00%
Scholarships and Fellowships	46,218,667	55,531,177	120.15%	47,185,358	99.97%
<b>Total Expenditures</b>	<b>60,768,530</b>	<b>63,263,628</b>	<b>104.11%</b>	<b>75,303,810</b>	<b>100.00%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	

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San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Twelve Months Ended August 31, 2024

State Restricted Funds

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
State Paid Benefits	\$ 12,215,000	\$ 13,251,306	108.48%	\$ 12,090,463	95.29%
Grants	8,979,974	6,118,717	68.14%	2,842,385	107.57%
<b>Total Revenues</b>	<b>21,194,974</b>	<b>19,370,022</b>	<b>91.39%</b>	<b>14,932,848</b>	<b>97.40%</b>
<b>Expenditures</b>					
Instruction	7,412,451	6,965,576	93.97%	6,481,515	95.15%
Public Service	16,529	17,714	107.17%	21,507	96.21%
Academic Support	2,201,466	1,854,970	84.26%	1,804,464	96.74%
Student Services	1,895,239	2,153,394	113.62%	1,782,449	97.54%
Institutional Support	3,011,912	2,742,251	91.05%	2,710,296	101.10%
Physical Plant	27,885	-	-	25,595	154.16%
Scholarships and Fellowships	6,629,492	5,636,118	85.02%	2,107,023	100.00%
<b>Total Expenditures</b>	<b>21,194,974</b>	<b>19,370,022</b>	<b>91.39%</b>	<b>14,932,849</b>	<b>97.40%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	

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San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Twelve Months Ended August 31, 2024

Local Restricted Funds

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
Grants	\$ 7,872,140	\$ 4,069,524	51.70%	\$ 4,212,097	99.38%
<b>Total Revenues</b>	<b>7,872,140</b>	<b>4,069,524</b>	<b>51.70%</b>	<b>4,212,097</b>	<b>99.38%</b>
<b>Expenditures</b>					
Instruction	-	-	-	-	-
Public Service	232,134	217,587	93.73%	159,048	104.12%
Academic Support	1,880,927	508,851	27.05%	71,423	72.09%
Student Services	8,156	2,000	24.52%	17,578	100.00%
Institutional Support	41,188	32,153	78.06%	55,926	98.38%
Physical Plant	250,000	-	-	-	-
Scholarships and Fellowships	5,982,000	3,566,449	59.62%	4,103,496	99.63%
<b>Total Expenditures</b>	<b>8,394,405</b>	<b>4,327,039</b>	<b>51.55%</b>	<b>4,407,471</b>	<b>99.72%</b>
<b>Transfers Among Funds</b>					
Transfers In	(522,265)	(242,609)	46.45%	(191,245)	100.00%
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (14,906)</b>		<b>\$ (4,129)</b>	

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San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Twelve Months Ended August 31, 2024

27 FAST & TPEG

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
State Appropriations - FAST	\$ -	\$ 2,206,539	-	\$ -	-
Tuition - Credit & Non Credit - TPEG	3,100,000	3,266,662	105.38%	2,979,313	100.00%
<b>Total Revenues</b>	<b>3,100,000</b>	<b>5,473,201</b>	<b>176.55%</b>	<b>2,979,313</b>	<b>98.06%</b>
<b>Expenditures</b>					
Scholarships and Fellowships - FAST	-	2,206,539	-	-	-
Scholarships and Fellowships - TPEG	3,100,000	3,537,327	114.11%	3,132,741	100.02%
<b>Total Expenditures</b>	<b>3,100,000</b>	<b>5,743,866</b>	<b>185.29%</b>	<b>3,132,741</b>	<b>100.02%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (270,665)</b>		<b>\$ (153,428)</b>	

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**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Twelve Months Ended August 31, 2024**

**28 Private Gifts and Donations**

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
Sales & Services	\$ -	\$ 75,914	-	\$ -	-
Grants	60,000	10,000	16.67%	102,000	100.00%
<b>Total Revenues</b>	<b>60,000</b>	<b>85,914</b>	<b>143.19%</b>	<b>102,000</b>	<b>100.00%</b>
<b>Expenditures</b>					
Instruction	-	34,875	-	33,341	98.04%
Institutional Support	60,000	-	-	102,000	100.00%
<b>Total Expenditures</b>	<b>60,000</b>	<b>34,875</b>	<b>58.12%</b>	<b>135,341</b>	<b>99.51%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 51,040</b>		<b>\$ (33,341)</b>	

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



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Twelve Months Ended August 31, 2024

Auxiliary Enterprises

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
HEERF Lost Revenue	\$ -	\$ -	-	\$ 300,000	-
Auxiliary Services	3,073,000	3,107,862	101.13%	2,585,402	93.73%
<b>Total Revenues</b>	<b>3,073,000</b>	<b>3,107,862</b>	<b>101.13%</b>	<b>2,885,402</b>	<b>104.60%</b>
<b>Expenditures</b>					
Labor	730,462	804,337	110.11%	697,049	99.96%
Benefits	106,042	132,687	125.13%	132,524	100.28%
Supplies	667,199	619,346	92.83%	511,233	98.47%
Travel	223,503	307,703	137.67%	256,027	100.01%
Contracted Services	125,880	135,403	107.57%	207,555	99.78%
Utilities	200	-	-	-	-
Scholarships and Fellowships	1,219,715	1,208,431	99.07%	1,150,522	106.07%
<b>Total Expenditures</b>	<b>3,073,000</b>	<b>3,207,906</b>	<b>104.39%</b>	<b>2,954,909</b>	<b>101.99%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (100,044)</b>		<b>\$ (69,507)</b>	

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

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Twelve Months Ended August 31, 2024**

**Fund 95 Retirement of Indebtedness**

	Adjusted Budget	Actual 100%	% Actual to Adjusted Bud #et	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
Local Taxes - Debt Service	40,100,400	39,140,369	97.61%	37,915,405	100.61%
Investment Income	-	375,353	-	364,654	100.00%
<b>Total Revenues</b>	<b>40,100,400</b>	<b>39,515,722</b>	<b>98.54%</b>	<b>38,280,059</b>	<b>100.60%</b>
<b>Expenditures</b>					
Institutional Support - Principal	18,754,029	18,754,029	100.00%	15,155,000	100.00%
Institutional Support - Interest	25,008,889	22,742,365	90.94%	23,974,179	99.63%
<b>Total Expenditures</b>	<b>43,762,918</b>	<b>41,496,394</b>	<b>94.82%</b>	<b>39,129,179</b>	<b>99.77%</b>
<b>Transfers Among Funds</b>					
Transfers In	(3,662,518)	(3,563,972)	97.31%	(3,269,801)	-
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment <sup>1</sup>	(18,554,029)	(18,754,029)	101.08%	(15,155,000)	100.00%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ 18,554,029</b>	<b>\$ 20,337,329</b>		<b>\$ 17,575,681</b>	

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

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

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Twelve Months Ended August 31, 2024

Fund 97 Investment in Plant

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Expenditures</b>					
Depreciation	\$ 29,800,000	\$ 29,504,556	99.01%	\$ 27,546,772	97.41%
<b>Total Expenditures</b>	<b>29,800,000</b>	<b>29,504,556</b>	<b>99.01%</b>	<b>27,546,772</b>	<b>97.41%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases <sup>1</sup>	(2,795,710)	(1,748,621)	62.55%	(4,683,291)	90.63%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (27,004,290)</b>	<b>\$ (27,755,935)</b>		<b>\$ (22,863,480)</b>	

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.

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

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Twelve Months Ended August 31, 2024**

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
State Appropriations	\$ 67,210,750	\$ 68,247,056	101.54%	\$ 53,398,116	98.89%
State Appropriations - FAST	2,900,000	4,344,175	149.80%	-	-
Local Taxes - Maintenance & Operations	84,770,000	82,530,967	97.36%	79,825,250	100.39%
Local Taxes - Debt Service	40,100,400	39,140,369	97.61%	37,915,405	100.72%
Credit Tuition	69,445,000	70,292,634	101.22%	62,455,714	100.00%
Credit Exemptions & Waivers	(8,400,000)	(9,985,733)	118.88%	(8,354,003)	100.00%
Continuing Education					
CPET	525,000	360,716	68.71%	523,576	100.00%
Biotechnology	500,000	7,000	1.40%	-	0.00%
Maritime Transportation	2,000,000	1,893,572	94.68%	2,139,111	100.08%
Continuing Professional Development	6,360,000	4,556,426	71.64%	5,769,327	100.00%
Continuing Education Exemptions & Waivers	(45,000)	(25,671)	57.05%	(61,130)	100.00%
Bad Debt	(1,000,000)	(1,000,031)	100.00%	(702,696)	49.57%
Sales & Services	1,800,000	3,365,384	186.97%	2,120,435	67.12%
Investment income	6,000,000	6,535,285	108.92%	4,857,520	101.50%
Investment income - Restricted Funds	-	3,994,300	-	3,545,822	100.00%
HEERF Lost Revenue	-	-	-	9,048,955	116.98%
Auxiliary Services	3,073,000	3,107,862	101.13%	2,585,402	93.73%
Grants	69,956,497	68,756,142	98.28%	76,730,286	100.23%
Local Grants	7,724,146	4,705,727	60.92%	5,730,007	100.00%
<b>Total Revenues</b>	<b>352,919,793</b>	<b>350,826,180</b>	<b>99.41%</b>	<b>337,527,097</b>	<b>100.31%</b>
<b>Expenditures</b>					
Instruction	96,351,054	94,678,973	98.26%	87,298,917	99.29%
Public Service	555,846	420,251	75.61%	413,521	99.57%
Academic Support	34,410,388	25,476,564	74.04%	24,979,299	103.52%
Student Services	23,323,363	22,857,305	98.00%	21,646,073	100.66%
Institutional Support	104,452,672	99,760,539	95.51%	105,590,404	99.04%
Physical Plant	27,823,311	25,159,392	90.43%	24,064,928	98.94%
Scholarships and Fellowships	61,930,159	70,477,609	113.80%	56,528,618	99.95%
Auxiliary Enterprises	3,073,000	3,207,906	104.39%	2,954,909	101.99%
Depreciation	29,800,000	29,504,556	99.01%	27,546,772	97.41%
<b>Total Expenditures</b>	<b>381,719,794</b>	<b>371,543,095</b>	<b>97.33%</b>	<b>351,023,441</b>	<b>99.54%</b>
<b>Transfers Among Funds</b>					
Transfers In	(5,184,783)	(9,906,581)	191.07%	(8,461,045)	88.92%
Transfers Out	5,184,783	9,906,581	191.07%	8,461,045	88.92%
Adjustment for Debt Principal Payment <sup>1</sup>	(18,554,029)	(18,754,029)	101.08%	(15,155,000)	100.00%
Adjustment for Capital Purchases <sup>1</sup>	(2,795,710)	(1,748,621)	62.55%	(4,683,291)	90.63%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (7,450,261)</b>	<b>\$ (214,265)</b>		<b>\$ 6,341,947</b>	

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

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

# Capital Improvement Program

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Twelve Months Ended August 31, 2024

Fund 91 Capital Projects

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
Investment Income	\$ -	\$ 3,493,816	-	\$ 3,432,516	100.00%
<b>Total Revenues</b>	<b>-</b>	<b>3,493,816</b>	<b>-</b>	<b>3,432,516</b>	<b>100.00%</b>
<b>Expenditures</b>					
SECO-Energy Conservation Projects	686,729	306,088	44.57%	2,402,016	-
Bond Program	57,673,209	10,377,150	17.99%	16,809,100	93.99%
<b>Total Expenditures <sup>1</sup></b>	<b>58,359,937</b>	<b>10,683,238</b>	<b>18.31%</b>	<b>19,211,116</b>	<b>93.76%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (58,359,937)</b>	<b>\$ (7,189,422)</b>		<b>\$ 15,778,599</b>	

<sup>1</sup>

Per government accounting practices, capital purchases 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 line item on the Statement of Net Position.

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

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Twelve Months Ended August 31, 2024

Fund 93 Renewal and Replacement

	Adjusted Budget	Actual 100%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
Interest Earnings	\$ -	\$ 500,484	-	\$ 113,306	100.00%
<b>Total Revenues</b>	<b>-</b>	<b>500,484</b>	<b>-</b>	<b>113,306</b>	<b>1.00</b>
<b>Expenditures</b>					
District Energy Savings Projects	917,656	55,954	6.10%	-	-
<b>Total Expenditures <sup>1</sup></b>	<b>917,656</b>	<b>55,954</b>	<b>6.10%</b>	<b>-</b>	<b>-</b>
<b>Transfers Among Funds</b>					
Transfers In	(1,000,000)	(6,100,000)	610.00%	(5,000,000)	100.00%
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ 82,344</b>	<b>\$ 6,544,530</b>		<b>\$ 5,113,306</b>	

1

Per government accounting practices, capital purchases 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 line item on the Statement of Net Position.

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

San Jacinto College Monthly Investment Report  
August 2024



**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Preliminary Cash, Cash Equivalents, and Investments**  
**Portfolio Summary Report**  
**Period Ending August 31, 2024**

		<u>Fair Market Value</u>	<u>Book Value</u>
Beginning Value	August 1, 2024	\$ 189,745,214	\$ 189,690,244
Additions/Subtractions (Net)		(24,918,209)	(24,918,209)
Change in Fair Market Value*		67,350	-
Ending Value	August 31, 2024	<u>\$ 164,894,356</u>	<u>\$ 164,772,036</u>

Earnings for the Month of August	\$ 858,304
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate	5.4363%
Benchmark - One Year Treasury Yield	4.3800%

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

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

Prepared by:




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Carol Tillman  
Assistant Comptroller

Reviewed by:




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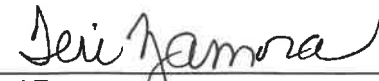
Andrea DuBois  
Comptroller




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Carin Hutchins  
Associate Vice Chancellor of Finance

Approved by:




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Teri Zamora  
Vice Chancellor of Fiscal Affairs

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Preliminary Cash, Cash Equivalents, and Investments**  
 Weighted Average to Maturity  
 August 31, 2024

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
<b>Short-Term Investments - Unrestricted Funds</b>										
Demand Deposits										
Credit Cards in Transit	Heartland	N/A	N/A	09/01/24	\$	37,380	37,380	0.02%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	09/01/24	N/A	(457,236)	(457,236)	-0.28%	1	0.00
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.850%	N/A	09/01/24	N/A	5,887,050	5,887,050	3.57%	1	0.04
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	09/01/24	N/A	(1,023,143)	(1,023,143)	-0.62%	1	-0.01
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	N/A	09/01/24	N/A	(3,541)	(3,541)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	09/01/24	N/A	19,042	19,042	0.01%	1	0.00
Pool Accounts										
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	5.4352%	N/A	09/01/24	N/A	38,779,759	38,779,759	23.54%	1	0.24
TexPool - Operating	TexPool	5.2977%	N/A	09/01/24	N/A	789,238	789,238	0.48%	1	0.00
TexPool - PRIME - Operating	TexPool	5.4434%	N/A	09/01/24	N/A	22,228,126	22,228,126	13.49%	1	0.13
Investments										
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	01/27/23	09/13/24	5,000,000	4,999,000	5,026,000	3.05%	13	0.03
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	06/16/23	06/13/25	10,000,000	10,003,800	10,000,000	6.07%	286	0.06
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	07/13/23	06/13/25	5,000,000	5,023,000	5,027,750	3.05%	286	0.03
US Agency Note, CUSIP 3133ENEJ5	BNY Mellon	5.181%	11/30/23	11/18/24	5,000,000	4,954,100	4,799,500	2.91%	79	0.03
US Agency Note, CUSIP 3130AYKY1	BNY Mellon	4.800%	01/30/24	01/22/25	5,000,000	4,993,250	4,997,580	3.03%	144	0.03
<b>Short-Term Investments - Restricted (Bond) Funds</b>										
Pool Accounts										
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.4352%	N/A	09/01/24	N/A	351,242	351,242	0.21%	1	0.00
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.4352%	N/A	09/01/24	N/A	111	111	0.00%	1	0.00
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.4352%	N/A	09/01/24	N/A	18	18	0.00%	1	0.00
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.4352%	N/A	09/01/24	N/A	179	179	0.00%	1	0.00
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.4352%	N/A	09/01/24	N/A	851	851	0.00%	1	0.00
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.4352%	N/A	09/01/24	N/A	95	95	0.00%	1	0.00
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.4352%	N/A	09/01/24	N/A	44,510,270	44,510,270	27.01%	1	0.27
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.4352%	N/A	09/01/24	N/A	11,613,789	11,613,789	7.05%	1	0.07
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	Lone Star Investment Pool	5.4352%	N/A	09/01/24	N/A	517,864	517,864	0.31%	1	0.00
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.4434%	N/A	09/01/24	N/A	11,670,113	11,670,113	7.08%	1	0.07
<b>Grand Total - Cash, Cash Equivalents, and Investments</b>					\$	<u>30,000,000</u>	\$	<u>164,894,356</u>	<u>100.00%</u>	<u>1.00</u>

Weighted Average to Maturity at Ending Period Date (Days)

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

ACFR, Note 4			
0.01%	\$ 19,042	Petty cash on hand	0.00
79.12%	130,461,654	Investment pools	0.79
2.70%	4,440,509	Bank deposits - demand deposits	0.03
18.18%	29,973,150	U. S. government securities	0.18
<u>100.00%</u>	<u>\$ 164,894,356</u>	Total cash, cash equivalents, and investments	<u>1.00</u>

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Preliminary Cash, Cash Equivalents, and Investments**  
**Inventory Holdings Report**  
**August 31, 2024**

Description	Held At	Annualized Interest Rate	Maturity	Par	7/31/2024	7/31/2024	8/31/2024	8/31/2024	Additions/Subtractions and Change in Fair Market Value For the Month	LTD Unrealized Gain/Loss	August Earnings	September through June Earnings
					Ending Fair Market Value	Ending Book Value	Ending Fair Market Value	Ending Book Value				
<b>Short-Term Investments - Unrestricted Funds</b>												
<b>Demand Deposits</b>												
Credit Cards in Transit	Hearland	N/A	09/01/24	\$ N/A	\$ 80,231	\$ 80,231	\$ 37,360	\$ 37,360	\$ (22,052)	\$ N/A	\$ N/A	\$ N/A
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	09/01/24	N/A	(1,049,939)	(1,049,939)	(457,236)	(457,236)	592,703	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.850%	09/01/24	N/A	6,418,948	6,418,948	5,887,050	5,887,050	(531,895)	N/A	70,481	157,024
JPMorgan Payroll	JPMorgan Chase Bank	N/A	09/01/24	N/A	(16,178)	(16,178)	(1,023,143)	(1,023,143)	(1,006,965)	N/A	N/A	N/A
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	09/01/24	N/A	(3,329)	(3,329)	(3,641)	(3,641)	(212)	N/A	N/A	N/A
Petty Cash	Campus Business Offices	N/A	09/01/24	N/A	19,067	19,067	19,042	19,042	(25)	N/A	N/A	N/A
Sub Total Demand Deposits				\$ N/A	\$ 5,428,798	\$ 5,428,798	\$ 4,459,551	\$ 4,459,551	\$ (969,249)	\$ N/A	\$ 70,481	\$ 157,024
<b>Pool Accounts</b>												
TexPool - Operating	TexPool	5.2977%	09/01/24	\$ N/A	\$ 102,984	\$ 102,984	\$ 786,238	\$ 786,238	\$ 686,254	\$ N/A	\$ 1,944	\$ 52,385
TexPool PRIME - Operating	TexPool	5.4434%	09/01/24	N/A	21,721,356	21,721,356	22,228,126	22,228,126	506,769	N/A	98,038	910,077
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	5.4352%	09/01/24	N/A	51,338,103	51,338,103	38,779,759	38,779,759	(12,556,343)	N/A	222,826	3,342,979
Sub Total Pool Accounts				\$ N/A	\$ 73,160,443	\$ 73,160,443	\$ 61,797,123	\$ 61,797,123	\$ (11,869,320)	\$ N/A	\$ 322,808	\$ 4,305,421
<b>Investments</b>												
US Agency Note, CUSIP 3130ATXK8	BNY Mellon	4.900%	11/28/23	-	-	-	-	-	-	-	-	72,000
US Agency Note, CUSIP 3130AUM92	BNY Mellon	4.750%	01/19/24	-	-	-	-	-	-	-	-	115,808
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	06/13/24	5,000,000	4,908,650	5,028,000	4,999,000	5,028,000	2,350	(27,000)	20,313	243,750
US Agency Note, CUSIP 3130AWGD8	BNY Mellon	4.690%	06/13/25	10,000,000	9,975,600	10,000,000	10,003,600	10,000,000	28,200	3,800	39,083	447,178
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	06/13/25	5,000,000	5,007,700	5,027,750	5,023,000	5,027,750	16,300	(4,750)	21,354	244,609
US Agency Note, CUSIP 3133ENEJ5	BNY Mellon	5.181%	11/18/24	5,000,000	4,934,150	4,799,500	4,954,100	4,799,500	19,950	154,600	20,354	181,729
US Agency Note, CUSIP 3130AYKY1	BNY Mellon	4.800%	01/22/25	5,000,000	4,991,700	4,997,580	4,993,250	4,997,580	1,650	(4,330)	19,792	138,542
Sub Total Investments				\$ 30,000,000	\$ 29,905,800	\$ 29,850,830	\$ 29,973,150	\$ 29,850,830	\$ 67,350	\$ 122,320	\$ 120,896	\$ 1,443,616
Sub Total - Short-Term Investments - Unrestricted Funds				\$ 30,000,000	\$ 108,495,040	\$ 108,440,070	\$ 98,229,624	\$ 98,107,504	\$ (12,265,216)	\$ 122,320	\$ 514,185	\$ 5,908,062
<b>Short-Term Investments - Restricted (Bond) Funds</b>												
<b>Pool Accounts</b>												
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.4352%	09/01/24	N/A	11,358,585	11,358,585	351,242	351,242	(11,007,343)	N/A	22,674	375,353
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.4352%	09/01/24	N/A	25,742	25,742	111	111	(25,631)	N/A	111	1,420
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.4352%	09/01/24	N/A	4,244	4,244	18	18	(4,226)	N/A	18	228
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.4352%	09/01/24	N/A	41,511	41,511	179	179	(41,332)	N/A	179	5,285
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.4352%	09/01/24	N/A	197,528	197,528	851	851	(196,678)	N/A	851	11,285
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.4352%	09/01/24	N/A	21,989	21,989	95	95	(21,894)	N/A	95	1,180
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.4352%	09/01/24	N/A	44,306,302	44,306,302	44,510,270	44,510,270	203,968	N/A	203,968	2,301,555
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.4352%	09/01/24	N/A	11,560,569	11,560,569	11,613,789	11,613,789	53,220	N/A	53,220	500,484
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	Lone Star Investment Pool	5.4352%	09/01/24	N/A	515,491	515,491	517,864	517,864	2,373	N/A	2,373	17,864
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.4434%	09/01/24	N/A	13,218,213	13,218,213	11,670,113	11,670,113	(1,548,100)	N/A	60,631	1,065,000
Sub Total Pool Accounts				\$ N/A	\$ 81,250,174	\$ 81,250,174	\$ 88,664,531	\$ 88,664,531	\$ (12,585,642)	\$ N/A	\$ 344,119	\$ 4,369,653
Sub Total - Short-Term Investments - Restricted (Bond) Funds				\$ N/A	\$ 81,250,174	\$ 81,250,174	\$ 88,664,531	\$ 88,664,531	\$ (12,585,642)	\$ N/A	\$ 344,119	\$ 4,369,653
Grand Total - Cash, Cash Equivalents, and Investments				\$ 30,000,000	\$ 189,745,214	\$ 189,690,244	\$ 164,894,356	\$ 164,772,036	\$ (24,850,859)	\$ 122,320	\$ 858,304	\$ 10,275,714

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

San Jacinto College Quarterly Investment Report  
June – August 2024

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Preliminary Cash, Cash Equivalents, and Investments**  
**Portfolio Summary Report**  
**Quarterly Investment Report - June 1, 2024 to August 31, 2024**

		<b>Fair Market Value</b>	<b>Book Value</b>
Beginning Value	June 1, 2024	\$ 194,957,201	\$ 194,982,931
Additions/Subtractions (Net)		(30,210,895)	(30,210,895)
Change in Fair Market Value*		148,050	-
Ending Value	August 31, 2024	<u>\$ 164,894,356</u>	<u>\$ 164,772,036</u>

Earnings for the 4th Quarter	\$ 2,679,952
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate for the 4th Quarter	5.5756%
Benchmark - One Year Treasury Yield - Average	4.3800%

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

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

Prepared by:



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Carol Tillman  
Assistant Comptroller

Reviewed by:

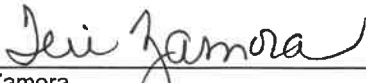


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Andrea DuBois  
Comptroller  
Reviewed by:



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Carin Hutchins  
Associate Vice Chancellor of Finance

Reviewed by:



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Teri Zamora  
Vice Chancellor of Fiscal Affairs

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Preliminary Cash, Cash Equivalents, and Investments**  
**Weighted Average to Maturity**  
**August 31, 2024**

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.		
<b>Short-Term Investments - Unrestricted Funds</b>												
Demand Deposits												
Credit Cards in Transit	Heartland	N/A	N/A	09/01/24	\$ N/A	\$ 37,380	\$ 37,380	0.02%	1	0.00		
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	09/01/24	N/A	(457,236)	(457,236)	-0.28%	1	0.00		
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.850%	N/A	09/01/24	N/A	5,887,050	5,887,050	3.57%	1	0.04		
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	09/01/24	N/A	(1,023,143)	(1,023,143)	-0.62%	1	-0.01		
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	09/01/24	N/A	(3,541)	(3,541)	0.00%	1	0.00		
Petty Cash	Campus Business Offices	N/A	N/A	09/01/24	N/A	19,042	19,042	0.01%	1	0.00		
Pool Accounts												
LSIP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	5.4352%	N/A	09/01/24	N/A	38,779,759	38,779,759	23.54%	1	0.24		
TexPool - Operating	TexPool	5.2977%	N/A	09/01/24	N/A	789,238	789,238	0.48%	1	0.00		
TexPool - PRIME - Operating	TexPool	5.4434%	N/A	09/01/24	N/A	22,228,126	22,228,126	13.49%	1	0.13		
Investments												
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	01/27/23	09/13/24	5,000,000	4,999,000	5,026,000	3.05%	13	0.03		
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	06/16/23	06/13/25	10,000,000	10,003,800	10,000,000	6.07%	286	0.06		
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	07/13/23	06/13/25	5,000,000	5,023,000	5,027,750	3.05%	286	0.03		
US Agency Note, CUSIP 3133ENEJ5	BNY Mellon	5.181%	11/30/23	11/18/24	5,000,000	4,954,100	4,799,500	2.91%	79	0.03		
US Agency Note, CUSIP 3130AYKY1	BNY Mellon	4.800%	01/30/24	01/22/25	5,000,000	4,993,250	4,997,580	3.03%	144	0.03		
<b>Short-Term Investments - Restricted (Bond) Funds</b>												
Pool Accounts												
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.4352%	N/A	09/01/24	N/A	351,242	351,242	0.21%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.4352%	N/A	09/01/24	N/A	111	111	0.00%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.4352%	N/A	09/01/24	N/A	18	18	0.00%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.4352%	N/A	09/01/24	N/A	179	179	0.00%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.4352%	N/A	09/01/24	N/A	851	851	0.00%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.4352%	N/A	09/01/24	N/A	95	95	0.00%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.4352%	N/A	09/01/24	N/A	44,510,270	44,510,270	27.01%	1	0.27		
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.4352%	N/A	09/01/24	N/A	11,613,789	11,613,789	7.05%	1	0.07		
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	Lone Star Investment Pool	5.4352%	N/A	09/01/24	N/A	517,864	517,864	0.31%	1	0.00		
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.4434%	N/A	09/01/24	N/A	11,670,113	11,670,113	7.08%	1	0.07		
<b>Grand Total - Cash, Cash Equivalents, and Investments</b>					<b>\$</b>	<b>30,000,000</b>	<b>\$</b>	<b>164,894,356</b>	<b>\$</b>	<b>164,772,036</b>	<b>100.00%</b>	<b>1.00</b>

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

Weighted Average to Maturity at Ending Period Date (Days)			
ACFR, Note 4			
0.01% \$	19,042	Petty cash on hand	0.00
79.12%	130,461,654	Investment pools	0.79
2.69%	4,440,509	Bank deposits - demand deposits	0.03
18.18%	29,973,150	U. S. government securities	0.18
100.00% \$	164,894,356	Total cash, cash equivalents, and investments	1.00

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Preliminary Cash, Cash Equivalents, and Investments**  
**Inventory Holdings Report**  
**4th Quarter Fiscal Year 2023-2024 Activity**

Description	Hold At	Annualized August Interest Rate	Maturity	8/31/2024 Par	5/31/2024 Ending Fair Market Value	5/31/2024 Ending Book Value	8/31/2024 Ending Fair Market Value	8/31/2024 Ending Book Value	Additions/Subtractions and Change in Fair Market Value For the Quarter	LTD Unrealized Gain/Loss	August Earnings	June Through August Earnings								
<b>Short-Term Investments - Unrestricted Funds</b>																				
<b>Demand Deposits</b>																				
Credit Cards in Transit	Heartland	N/A	09/01/24	\$	\$	(\$ 68,114)	\$	37,380	\$	105,493	N/A	N/A	N/A							
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	09/01/24	N/A	(\$ 543,466)	(\$ 543,466)	(\$ 457,236)	(\$ 457,236)	86,229	N/A	N/A	N/A								
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.850%	09/01/24	N/A	4,940,965	4,940,965	5,887,050	5,887,050	946,085	N/A	70,481	90,533								
JPMorgan Payroll	JPMorgan Chase Bank	N/A	09/01/24	N/A	(\$ 19,007)	(\$ 19,007)	(\$ 1,023,143)	(\$ 1,023,143)	(\$ 1,004,135)	N/A	N/A	N/A								
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	09/01/24	N/A	(\$ 5,522)	(\$ 5,522)	(\$ 3,541)	(\$ 3,541)	1,981	N/A	N/A	N/A								
Petty Cash	Campus Business Offices	N/A	09/01/24	N/A	19,067	19,067	19,042	19,042	(\$ 25)	N/A	N/A	N/A								
<b>Sub Total Demand Deposits</b>				\$	\$	4,323,923	\$	4,323,923	\$	4,459,551	\$	4,459,551	\$	135,628	N/A	70,481	90,533			
<b>Pool Accounts</b>																				
TexPool - Operating	TexPool	5.2977%	08/01/24	\$	N/A	\$	495,952	\$	495,952	\$	789,238	\$	789,238	\$	293,287	N/A	\$	1,944	\$	20,082
TexPool PRIME - Operating	TexPool	5.4434%	09/01/24	N/A	12,201,969	12,201,969	22,228,126	22,228,126	10,026,156	N/A	98,038	289,311								
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	5.4352%	09/01/24	N/A	65,462,714	65,462,714	38,779,759	38,779,759	(\$ 26,682,955)	N/A	222,826	723,965								
<b>Sub Total Pool Accounts</b>				\$	N/A	\$	78,160,635	\$	78,160,635	\$	81,797,123	\$	81,797,123	\$	(\$ 16,363,512)	N/A	\$	322,808	\$	1,033,358
<b>Investments</b>																				
US Agency Note, CUSIP 3130ATVD8	BNY Mellon	4.875%	09/13/24	5,000,000	4,991,550	5,026,000	4,999,000	5,026,000	7,450	(\$ 27,000)	20,313	60,938								
US Agency Note, CUSIP 3130AWGD8	BNY Mellon	4.890%	06/13/25	10,000,000	9,957,800	10,003,000	10,003,800	10,000,000	46,000	3,800	39,083	117,250								
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	06/13/25	5,000,000	4,997,100	5,027,750	5,023,000	5,027,750	25,900	(\$ 4,750)	21,354	64,062								
US Agency Note, CUSIP 3133ENEJ5	BNY Mellon	5.181%	11/18/24	5,000,000	4,895,450	4,799,500	4,954,100	4,799,500	58,650	154,000	20,354	161,312								
US Agency Note, CUSIP 3130AYKY1	BNY Mellon	4.800%	01/22/25	5,000,000	4,983,200	4,997,580	4,993,250	4,997,580	10,050	(\$ 4,330)	19,762	59,375								
<b>Sub Total Investments</b>					30,000,000	29,825,100	29,850,830	29,973,150	29,850,830	148,050	122,320	120,896	462,937							
<b>Sub Total - Short-Term Investments - Unrestricted Funds</b>				\$	30,000,000	112,309,658	112,335,388	98,229,824	98,107,504	(\$ 16,079,834)	122,320	514,185	1,588,828							
<b>Short-Term Investments - Restricted (Bond) Funds</b>																				
<b>Pool Accounts</b>																				
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.4352%	09/01/24	N/A	11,128,982	11,128,982	351,242	351,242	(\$ 10,777,738)	N/A	22,674	124,528								
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.4352%	09/01/24	N/A	25,510	25,510	111	111	(\$ 25,399)	N/A	111	343								
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.4352%	09/01/24	N/A	4,206	4,206	18	18	(\$ 4,187)	N/A	18	57								
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.4352%	09/01/24	N/A	41,136	41,136	179	179	(\$ 40,957)	N/A	179	553								
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.4352%	09/01/24	N/A	195,747	195,747	851	851	(\$ 194,896)	N/A	851	2,832								
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.4352%	09/01/24	N/A	21,791	21,791	95	95	(\$ 21,696)	N/A	95	293								
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.4352%	09/01/24	N/A	43,906,714	43,906,714	44,510,270	44,510,270	603,556	N/A	203,968	603,556								
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.4352%	09/01/24	N/A	11,456,307	11,456,307	11,613,789	11,613,789	157,482	N/A	53,220	157,482								
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	Lone Star Investment Pool	5.4352%	09/01/24	N/A	510,842	510,842	517,864	517,864	7,022	N/A	2,373	7,022								
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.4434%	09/01/24	N/A	15,356,310	15,356,310	11,870,113	11,870,113	(\$ 3,686,197)	N/A	60,631	198,657								
<b>Sub Total Pool Accounts</b>				\$	N/A	\$	82,647,543	\$	82,647,543	\$	68,664,531	\$	68,664,531	\$	(\$ 13,983,012)	N/A	\$	344,119	\$	1,093,123
<b>Sub Total - Short-Term Investments - Restricted (Bond) Funds</b>				\$	N/A	\$	82,647,543	\$	82,647,543	\$	68,664,531	\$	68,664,531	\$	(\$ 13,983,012)	N/A	\$	344,119	\$	1,093,123
<b>Grand Total - Cash, Cash Equivalents, and Investments</b>				\$	30,000,000	194,957,201	194,982,931	164,894,356	164,772,036	(\$ 30,082,845)	122,320	858,304	2,679,952							

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

San Jacinto College Foundation Financial Statements  
August 2024



## San Jacinto College Foundation

### Statement of Financial Position

As of August 31, 2024

	Current Year			Previous Year			Difference		
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total
<b>ASSETS</b>									
Current Assets									
Checking/Savings									
General Fund	\$4,059,983	-	\$4,059,983	\$2,775,581	-	\$2,775,581	\$1,284,403	-	\$1,284,403
Other Funds	-	-	-	-	-	-	-	-	-
Total Checking/Savings	4,059,983	-	4,059,983	2,775,581	-	2,775,581	1,284,403	-	1,284,403
Accounts Receivables	2,691,989	-	2,691,989	2,570,405	-	2,570,405	121,584	-	121,584
Other Current Assets									
Short Term Investments									
Goldman Sachs - SS2 (Endowed)		22,248,362	22,248,362		18,990,290	18,990,290	-	3,258,072	3,258,072
Goldman Sachs - SSF (Non-Endowed)		3,635,189	3,635,189		6,954,937	6,954,937	-	(3,319,749)	(3,319,749)
Goldman Sachs - FDN - HOE	737,316		737,316	508,363		508,363	228,953	-	228,953
Goldman Sachs - FDN-SSE (Endowed)	3,246,953		3,246,953	1,774,801		1,774,801	1,472,152	-	1,472,152
Goldman Sachs - FDN	14,880,496		14,880,496	13,131,001		13,131,001	1,749,495	-	1,749,495
Total SJC Short Term Investments	18,864,764	25,883,551	44,748,315	15,414,164	25,945,227	41,359,391	3,450,600	(61,676)	3,388,924
Total Current Assets	25,616,737	25,883,551	51,500,287	20,760,150	25,945,227	46,705,377	4,856,587	(61,676)	4,794,910
<b>TOTAL ASSETS</b>	<b>25,616,737</b>	<b>25,883,551</b>	<b>51,500,287</b>	<b>20,760,150</b>	<b>25,945,227</b>	<b>46,705,377</b>	<b>4,856,587</b>	<b>(61,676)</b>	<b>4,794,910</b>
<b>LIABILITIES &amp; NET ASSETS</b>									
Liabilities									
Current Liabilities									
Accounts Payable									
Grants Payable	130,613	-	130,613	109,289	-	109,289	21,324	-	21,324
Programs Payable	2,030	-	2,030	2,030	-	2,030	-	-	-
Endowments Payable	342,246	-	342,246	234,130	-	234,130	108,116	-	108,116
Scholarship Payables	891,312	486,676	1,377,988	319,672	1,728,357	2,048,029	571,640	(1,241,681)	(670,040)
Student Success Payables	65,915	-	65,915	142,564	-	142,564	(76,648)	-	(76,648)
Total Accounts Payable	1,432,117	486,676	1,918,793	807,685	1,728,357	2,536,041	624,432	(1,241,681)	(617,249)
Total Current Liabilities	1,432,117	486,676	1,918,793	807,685	1,728,357	2,536,041	624,432	(1,241,681)	(617,249)
Total Liabilities	1,432,117	486,676	1,918,793	807,685	1,728,357	2,536,041	624,432	(1,241,681)	(617,249)
NET ASSETS									
Net Assets Without Donor Restrictions	3,992,027	24,490,844	28,482,870	2,957,358	24,004,479	26,961,837	1,034,668	486,365	1,521,033
Net Assets With Donor Restrictions	19,285,172		19,285,172	16,996,781		16,996,781	2,288,391	-	2,288,391
Net Assets	23,277,198	24,490,844	47,768,042	19,954,139	24,004,479	43,958,618	3,323,059	486,365	3,809,424
Net Income	907,422	906,031	1,813,453	(1,674)	212,392	210,717	909,096	693,639	1,602,735
Total Net Assets	24,184,620	25,396,875	49,581,494	19,952,465	24,216,871	44,169,335	4,232,155	1,180,004	5,412,159
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>\$25,616,737</b>	<b>\$25,883,551</b>	<b>\$51,500,287</b>	<b>\$20,760,150</b>	<b>\$25,945,227</b>	<b>\$46,705,377</b>	<b>\$4,856,587</b>	<b>(\$61,676)</b>	<b>\$4,794,910</b>

## San Jacinto College Foundation

### Statement of Activities

For the Period Ending August 31, 2024

	Current Year			Previous Year			Difference			Foundation Annual Budget	Actual % of Annual Budget
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total		
<b>Ordinary Income/Expense</b>											
<b>Income</b>											
<b>Contributions</b>											
Grant Contributions	500,000	-	500,000	10,000	-	10,000	490,000	-	490,000	500,000	100%
Endowments	15,089	-	15,089	19,722	-	19,722	(4,633)	-	(4,633)	1,000,000	2%
Program Sponsorship	12,960	-	12,960	54,187	-	54,187	(41,227)	-	(41,227)	600,000	2%
Unrestricted Foundation	2,784	-	2,784	-	-	-	2,784	-	2,784	150,000	2%
Scholarships	132,612	-	132,612	85,250	-	85,250	47,363	-	47,363	650,000	20%
<b>Total Contributions</b>	<b>663,445</b>	<b>-</b>	<b>663,445</b>	<b>169,159</b>	<b>-</b>	<b>169,159</b>	<b>494,287</b>	<b>-</b>	<b>494,287</b>	<b>2,900,000</b>	<b>23%</b>
<b>Other Income</b>											
Investment Income	88,543	80,026	168,569	61,656	84,673	146,329	26,887	(4,647)	22,240	3,000,000	
Realized Gain / (Loss)	(1,041)	(31,547)	(32,588)	792	(11,941)	(11,149)	(1,834)	(19,606)	(21,440)	-	
Unrealized Gain / (Loss)	534,600	857,552	1,392,152	89,200	139,660	228,860	445,399	717,892	1,163,292	-	
<b>Total Other Income</b>	<b>622,101</b>	<b>906,031</b>	<b>1,528,132</b>	<b>151,649</b>	<b>212,392</b>	<b>364,041</b>	<b>470,452</b>	<b>693,639</b>	<b>1,164,092</b>	<b>3,000,000</b>	<b>51%</b>
<b>Total Income</b>	<b>1,285,547</b>	<b>906,031</b>	<b>2,191,578</b>	<b>320,807</b>	<b>212,392</b>	<b>533,199</b>	<b>964,739</b>	<b>693,639</b>	<b>1,658,379</b>	<b>5,900,000</b>	<b>37%</b>
<b>Expense</b>											
<b>Programs</b>											
Scholarships Awarded - SSF	-	-	-	-	-	-	-	-	-	3,000,000	0%
Scholarships Awarded - FND	240,506	-	240,506	216,628	-	216,628	23,878	-	23,878	1,000,000	24%
Programs Sponsored	56,842	-	56,842	40,485	-	40,485	16,358	-	16,358	400,000	14%
Student Success Initiatives	54,461	-	54,461	57,470	-	57,470	(3,009)	-	(3,009)	100,000	54%
<b>Total Programs</b>	<b>351,809</b>	<b>-</b>	<b>351,809</b>	<b>314,582</b>	<b>-</b>	<b>314,582</b>	<b>37,227</b>	<b>-</b>	<b>37,227</b>	<b>4,500,000</b>	<b>8%</b>
<b>Supporting Services</b>											
Bad Debt Expense	-	-	-	-	-	-	-	-	-	3,500	0%
<b>Supporting Services</b>											
Foundation Expenses	25,616	-	25,616	6,949	-	6,949	18,666	-	18,666	189,500	14%
Sponsorship Expense	700	-	700	950	-	950	(250)	-	(250)	15,000	5%
<b>Total Supporting Services</b>	<b>26,316</b>	<b>-</b>	<b>26,316</b>	<b>7,899</b>	<b>-</b>	<b>7,899</b>	<b>18,416</b>	<b>-</b>	<b>18,416</b>	<b>204,500</b>	<b>13%</b>
<b>Total Expense</b>	<b>378,125</b>	<b>-</b>	<b>378,125</b>	<b>322,482</b>	<b>-</b>	<b>322,482</b>	<b>55,643</b>	<b>-</b>	<b>55,643</b>	<b>4,708,000</b>	<b>8%</b>
<b>Net Ordinary Income</b>	<b>907,422</b>	<b>906,031</b>	<b>1,813,453</b>	<b>(1,674)</b>	<b>212,392</b>	<b>210,717</b>	<b>909,096</b>	<b>693,639</b>	<b>1,602,735</b>	<b>1,192,000</b>	
Other Income / Expenses											
<b>Increase/Decrease in Net Position</b>	<b>\$907,422</b>	<b>\$906,031</b>	<b>\$1,813,453</b>	<b>(\$1,674)</b>	<b>\$212,392</b>	<b>\$210,717</b>	<b>\$909,096</b>	<b>\$693,639</b>	<b>\$1,602,735</b>	<b>\$1,192,000</b>	

Capital Improvement Program  
August 31, 2024

## 2015 Bond Program

Preliminary Report as of August 31, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>									
731603 - CC Classroom Building	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	127,754	47,280,773	730,132	98.48%
<b>Sub-total</b>	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	127,754	47,280,773	730,132	98.48%
<b>North</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>South</b>									
733616 - SC BioManufacturing Program	-	750,000	750,000	-	750,000	16,617	605,490	127,893	82.95%
<b>Sub-total</b>	-	750,000	750,000	-	750,000	16,617	605,490	127,893	82.95%
<b>Maritime</b>									
736603 - MC Maritime Expansion	28,000,000	(26,631,300)	1,368,700	31,300	1,400,000	11,113	964,292	424,595	69.67%
<b>Sub-total</b>	28,000,000	(26,631,300)	1,368,700	31,300	1,400,000	11,113	964,292	424,595	69.67%
<b>Generation Park</b>									
736606 - Generation Park Opportunities	-	18,400,000	18,400,000	-	18,400,000	246,199	685,831	17,467,970	5.07%
736616 - Generation Park BioManufacturing Program	-	1,600,000	1,600,000	-	1,600,000	292,392	126,881	1,180,727	26.20%
<b>Sub-total</b>	-	20,000,000	20,000,000	-	20,000,000	538,591	812,712	18,648,697	6.76%
<b>Admin</b>									
76605A - CW Deferred Maintenance Phase I	-	31,184,038	31,184,038	427,385	31,611,423	3,397,141	25,185,099	3,029,183	90.42%
736610 - CW Deferred Maintenance Phase II	-	4,938,284	4,938,284	-	4,938,284	1,058,595	1,862,095	2,017,594	59.14%
720100 - Program Management - AECOM	-	11,431,567	11,431,567	(11,404,113)	27,454	26,707	-	747	97.28%
736601 - Contingency	1,166,180	17,833,392	18,999,572	-	18,999,572	-	-	18,999,572	-
<b>Sub-total</b>	1,166,180	65,387,281	66,553,461	(10,976,728)	55,576,733	4,482,443	27,047,194	24,047,096	56.73%
<b>Previously Completed and Closed Projects</b>									
<b>Sub-total</b>	348,678,820	(58,701,200)	289,977,620	9,156,988	299,134,608	-	299,134,608	-	100.00%
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>5,176,518</b>	<b>375,845,069</b>	<b>43,978,413</b>	<b>89.65%</b>

## Center for Biotechnology at Generation Park

Preliminary Report as of August 31, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Generation Park</b>								
736616 GP - BioManufacturing Program (Revenue Bond)	4,000,000	-	4,000,000	4,000,000	3,489,259	510,741	-	100.00%
736616 GP - BioManufacturing Program (Bond Earnings)	1,900,000	-	1,900,000	1,900,000	-	1,900,000	-	100.00%
736616 GP - BioManufacturing Program (2015 Bond)	1,600,000	-	1,600,000	1,600,000	292,392	126,881	1,180,727	26.20%
<b>TOTALS</b>	<b>7,500,000</b>	<b>-</b>	<b>7,500,000</b>	<b>7,500,000</b>	<b>3,781,650</b>	<b>2,537,623</b>	<b>1,180,727</b>	<b>84.26%</b>

## Interest Earnings per Bond Issue

Preliminary Report as of August 31, 2024

Bond Issue	Prior years Earnings as of 08.31.23	FY24 Interest Earnings	Allocated Earnings	Available Balance
2004-2011 Bond Issue Earnings	4,468,926	19,398	(4,478,750)	9,574
2016 & 2019 Bond Issue Earnings	8,480,054	25,691	(8,486,346)	19,398
2021 Bond Issue Earnings	1,736,826	1,039,309	(2,474,311)	301,824
2022 Bond Issue Earnings	2,117,715	2,391,555	(3,482,864)	1,026,406
<b>TOTALS</b>	<b>16,803,521</b>	<b>3,475,952</b>	<b>(18,922,271)</b>	<b>1,357,202</b>

## Projects Funded with Bond Interest Earnings

Projects	Allocated Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>					
731615 - CC - C3 Low Roof Replacement	563,932	505,737	42,433	15,762	97.21%
731616 - CC - C5 Roof Upgrade	1,008,201	665,779	23,889	318,533	68.41%
<b>Sub-total</b>	<b>1,572,134</b>	<b>1,171,516</b>	<b>66,323</b>	<b>334,295</b>	<b>78.74%</b>
<b>North</b>					
732614 - NC - N7, N8 & N9 Roof Replacement	2,115,545	8,400	1,988,004	119,141	94.37%
732615 - NC - N2 Roof Replacement	1,703,274	-	-	1,703,274	-
<b>Sub-total</b>	<b>3,818,819</b>	<b>8,400</b>	<b>1,988,004</b>	<b>1,822,415</b>	<b>52.28%</b>
<b>South</b>					
733615 - SC - S7 & S9 Roof Replacement	2,319,532	-	2,230,041	89,491	96.14%
733617 - SC - S11 Roof Replacement	680,990	637,942	7,403	35,646	94.77%
733618 - SC - S14 Roof Replacement	580,523	-	-	580,523	-
<b>Sub-total</b>	<b>3,581,045</b>	<b>637,942</b>	<b>2,237,443</b>	<b>705,660</b>	<b>80.29%</b>
<b>Gen Park</b>					
736616 - GP - BioManufacturing Prg	1,900,000	-	1,900,000	-	100.00%
<b>Sub-total</b>	<b>1,900,000</b>	<b>-</b>	<b>1,900,000</b>	<b>-</b>	<b>100.00%</b>
<b>Plant Support Services</b>					
Salaries & benefits (not capitalized)	614,650	-	614,650	-	100.00%
<b>Sub-total</b>	<b>614,650</b>	<b>-</b>	<b>614,650</b>	<b>-</b>	<b>100.00%</b>
<b>Closed Projects</b>					
Multiple Projects	7,435,623	-	7,435,623	-	100.00%
<b>Sub-total</b>	<b>7,435,623</b>	<b>-</b>	<b>7,435,623</b>	<b>-</b>	<b>100.00%</b>
<b>TOTALS</b>	<b>18,922,271</b>	<b>1,817,858</b>	<b>14,242,043</b>	<b>2,862,370</b>	<b>84.87%</b>

## Future Capital Projects

Preliminary Report as of August 31, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>College Wide</b>								
Sportsfields Upgrades (726505)	-	2,400,000	2,400,000	2,400,000	522,545	20,128	1,857,327	22.61%
Capital Reserve Contingency (726504)	-	9,213,789	9,213,789	9,213,789	-	-	9,213,789	-
<b>Sub-total</b>	-	<b>9,213,789</b>	<b>9,213,789</b>	<b>9,213,789</b>	-	-	<b>9,213,789</b>	-
<b>TOTALS</b>	-	<b>11,613,789</b>	<b>11,613,789</b>	<b>11,613,789</b>	<b>522,545</b>	<b>20,128</b>	<b>11,071,117</b>	-

## Repair and Renovation

Preliminary Report as of August 31, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
Sub-total	-	-	-	-	-	-	-	-
<b>North</b>								
Sub-total	-	-	-	-	-	-	-	-
<b>South</b>								
Sub-total	-	-	-	-	-	-	-	-
<b>Maritime</b>								
Sub-total	-	-	-	-	-	-	-	-
<b>Generation Park</b>								
Sub-total	-	-	-	-	-	-	-	-
<b>District</b>								
F24004 DIST - Campus Misc.	-	3,933	3,933	3,933	-	2,876	1,057	73.13%
Sub-total	-	3,933	3,933	3,933	-	2,876	1,057	73.13%
<b>Contingency (720700) - Major Repairs</b>	600,000	(592,806)	7,194	7,194	-	-	7,194	-
Sub-total	600,000	(592,806)	7,194	7,194	-	-	7,194	-
<b>Projects Closed</b>								
F24001 CC - Central Misc.	-	1,005	1,005	1,005	-	1,005	-	100.00%
F24007 CC - C45.1322 CPET Worktables	-	-	-	-	-	-	-	-
F24016 CC - Exterior Wayfinding	-	54,347	54,347	54,347	-	54,347	-	100.00%
F24014 CC - C45 RO Cover	-	-	-	-	-	-	-	-
F24020 CC - C1.129 IT Service Desk	-	42,911	42,911	42,911	-	42,911	-	100.00%
F24030 CC - C3 Conference Center Renovation	-	-	-	-	-	-	-	-
F24031 CC - C3 Level 3 - Demo Lockers	-	12,673	12,673	12,673	-	12,673	-	100.00%
F24032 CC - C3.142h Renovation	-	62,665	62,665	62,665	-	62,665	-	100.00%
F24033 CC - C19.365 Science Lab Renovation	-	11,594	11,594	11,594	-	11,594	-	100.00%
F24034 CC - C45.1001 Event Stage Reno	-	24,382	24,382	24,382	-	24,382	-	100.00%
F24052 CC - C12.100 Slocomb Lighting	-	25,489	25,489	25,489	-	25,489	-	100.00%
F24055 CC - C15.217H TouchDown Stations	-	10,425	10,425	10,425	-	10,425	-	100.00%
F24066 CC - C19.265 STEM Center	-	35,952	35,952	35,952	-	35,952	-	100.00%
F24002 NC - North Misc.	-	9,070	9,070	9,070	-	9,070	-	100.00%
F24009 NC - N17 Wallpaper Removal & Paint	-	111,319	111,319	111,319	-	111,319	-	100.00%
F24010 NC - N12.100 Sensory Room Ph II	-	-	-	-	-	-	-	-
F24012 NC - N24.103 & N24.105 Esthetics Lab	-	114,834	114,834	114,834	-	114,834	-	100.00%
F24015 NC - N14.112b Legal Resource Center	-	9,621	9,621	9,621	-	9,621	-	100.00%
F24018 NC - N7.2112j & N7.2118a Private Door	-	-	-	-	-	-	-	-
F24023 NC - N8.112 IT Service Desk	-	64,446	64,446	64,446	-	64,446	-	100.00%
F24025 NC - N24.121 Replacement Facial Beds	-	15,715	15,715	15,715	-	15,715	-	100.00%
F24039 NC - N17.2112a & 2112b Add Wall	-	33,605	33,605	33,605	-	33,605	-	100.00%
F24040 NC - N17.1059-59a&1061 Wall Removal	-	33,015	33,015	33,015	-	33,015	-	100.00%
F24043 NC - Baseball Rebrand and Painting	-	45,337	45,337	45,337	-	45,337	-	100.00%
F24044 NC - Furniture for N1, N6, and N9	-	25,387	25,387	25,387	-	25,387	-	100.00%
F24045 NC - N12.205 Card Access Repair	-	4,825	4,825	4,825	-	4,825	-	100.00%
F24051 NC - Baseball Batting Cage Netting	-	19,500	19,500	19,500	-	19,500	-	100.00%
F24053 NC - N1.106 Gallery Lighting	-	34,330	34,330	34,330	-	34,330	-	100.00%
F24058 NC - N8.219 Furniture	-	10,858	10,858	10,858	-	10,858	-	100.00%
F24065 NC - N17.3055 STEM Center	-	14,718	14,718	14,718	-	14,718	-	100.00%
F24068 NC - Bezos Academy Audio	-	12,883	12,883	12,883	-	12,883	-	100.00%
F24070 NC - N8.129 Data	-	1,118	1,118	1,118	-	1,118	-	100.00%



## Repair and Renovation

Preliminary Report as of August 31, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
F24003 SC - South Misc.	-	14,449	14,449	14,449	-	14,449	-	100.00%
F24008 SC - S1.377 BioManufacturing Lab	-	115,133	115,133	115,133	-	115,133	-	100.00%
F24011 SC - S24.103 Esthetics Lab	-	95,173	95,173	95,173	-	95,173	-	100.00%
F24021 SC - S6.121G & S6.121H Room Reno	-	26,689	26,689	26,689	-	26,689	-	100.00%
F24022 SC - S12.118 IT Service Desk	-	65,760	65,760	65,760	-	65,760	-	100.00%
F24028 SC - S1.170 Undergraduate Research	-	-	-	-	-	-	-	-
F24042 SC - Softball Field Rebrand	-	45,109	45,109	45,109	-	45,109	-	100.00%
F24046 SC - S2.237 Security Ops Buildout	-	67,193	67,193	67,193	-	67,193	-	100.00%
F24057 SC - S15.115/143 Glass Doors	-	4,887	4,887	4,887	-	4,887	-	100.00%
F24064 SC - S24.101 Reception Furniture	-	3,153	3,153	3,153	-	3,153	-	100.00%
F24067 SC - S8 Data and Electric	-	18,564	18,564	18,564	-	18,564	-	100.00%
F24069 SC - S7.160 Furniture Replacement	-	4,009	4,009	4,009	-	4,009	-	100.00%
F24005 GP - GEN P Misc.	-	569	569	569	-	569	-	100.00%
F24037 GP - G2.221 A&P Lab	-	25,381	25,381	25,381	-	25,381	-	100.00%
F24013 MT - Maritime Gate	-	33,940	33,940	33,940	-	33,940	-	100.00%
F24024 MT - Parking Lot Expansion	-	-	-	-	-	-	-	-
F24035 MT - Maritime Handrail Phase II	-	5,000	5,000	5,000	-	5,000	-	100.00%
F24038 MT - Maritime Access Control Modification	-	8,728	8,728	8,728	-	8,728	-	100.00%
F24006 EDGE - E-1 Lab Furniture	-	-	-	-	-	-	-	-
F24029 EDGE - E1.232 Conference Room	-	9,749	9,749	9,749	-	9,749	-	100.00%
F24019 DIST - A1.101b Office Conversion	-	108,164	108,164	108,164	-	108,164	-	100.00%
F24026 DIST - CW Roof Safety	-	79,644	79,644	79,644	-	79,644	-	100.00%
F24036 DIST - CW Stopper Stations	-	22,955	22,955	22,955	-	22,955	-	100.00%
F24041 DIST - CW Chair Reupholster	-	19,547	19,547	19,547	-	19,547	-	100.00%
F24056 DIST - A1.102 Sound Masking	-	5,893	5,893	5,893	-	5,893	-	100.00%
F24073 DIST - A1/A2 Pressure Washing	-	14,060	14,060	14,060	-	14,060	-	100.00%
<b>Sub-total</b>	-	1,635,773	1,635,773	1,635,773	-	1,635,773	-	100.00%
<b>TOTALS</b>	600,000	1,046,900	1,646,900	1,646,900	-	1,638,649	8,251	<b>99.50%</b>

**Action Item “IX”**  
**Regular Board Meeting October 7, 2024**  
**Consideration of Adoption of Ad Valorem Property Tax Rate**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve and adopt a 2024 tax rate of \$0.154868 per \$100 valuation of taxable property located within the San Jacinto Community College District.

The total tax rate of \$0.154868 is distributed as \$0.106954 for the purpose of maintenance and operation of the College and \$0.047914 for the purpose of paying debt service requirements on the College’s outstanding general obligation bonds.

**BACKGROUND**

The recommended 2024 tax rate of \$0.154868 per \$100 valuation is approximately \$0.008673 or 5.9 percent higher than the prior year rate of \$0.146195.

The recommended 2024 tax rate of \$0.154868 is higher than the calculated no-new-revenue tax rate of \$0.149818 and requires the College to hold a public hearing. The no-new-revenue tax rate is the rate that provides the taxing unit with approximately the same amount of revenue it received in the previous year, less estimated refunds from disputed values. The total tax rate for 2023 was \$0.146195. The no-new-revenue tax rate is higher than last year’s total tax rate because the College’s certified tax values decreased by 0.6 percent from tax year 2023 to 2024. This decline is unusual since in most years, including the past two years, the College has experienced significant increases in appraised values. In addition, there continues to be increases in property value lawsuits and corresponding taxpayer refunds.

The recommended 2024 tax rate of \$0.154868 is less than the voter-approval rate of \$0.158151, which is the rate that would provide the taxing unit with approximately the same amount of tax revenue it received the previous year (less estimated refunds from disputed values), **plus** an extra eight percent increase, in addition to sufficient funds to pay debts in the coming year. The voter-approval tax rate is the highest tax rate allowed without voter approval.

In compliance with the State of Texas Truth-In-Taxation laws, appropriate notices have been published in newspapers and on the College’s website and the public hearing to receive input on the proposed tax rate will be held directly prior to the regular Board of Trustees meeting on October 7, 2024.

For calendar year 2024, the average taxable value of a residence homestead in the San Jacinto Community College District is \$181,988. If the governing body adopts the proposed tax rate of \$0.154868 per \$100 of taxable value, the amount of taxes imposed this year on the average home would be \$281.84.

**IMPACT OF THIS ACTION**

Establishment of the 2024 property tax rate will satisfy the requirement that a rate be adopted

**Action Item “IX”**  
**Regular Board Meeting October 7, 2024**  
**Consideration of Adoption of Ad Valorem Property Tax Rate**

within 60 days of delivery of the certified tax rolls, which were received August 30, 2024.

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

Certified property tax values for the 2024 tax year were received from the Harris Central Appraisal District (HCAD) on August 30, 2024. The total taxable value for 2024 is \$85.8 billion which is \$0.5 billion (0.60%) lower than the prior year total taxable value.

The proposed maintenance and operations tax rate for 2024 is \$0.106954 per \$100 assessed valuation, generating the approximate amount needed to support the adopted fiscal year 2024-2025 (FY2025) unrestricted budget.

The proposed debt service tax rate for 2024 is \$0.047914 per \$100 assessed valuation, generating the approximate amount needed to meet debt payment obligations for FY2025.

**MONITORING AND REPORTING TIMELINE**

Property tax revenues are reported monthly in the College’s financial statements, and subject to audit by the College’s external auditors.

**ATTACHMENTS**

Attachment 1 – 2024 Tax Levy Order

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu

Attachment 1

**TAX LEVY ORDER**

**AN ORDER LEVYING A TAX OF \$0.154868 PER ONE HUNDRED DOLLAR VALUATION OF TAXABLE PROPERTY FOR THE YEAR 2024 FOR THE SUPPORT AND MAINTENANCE OF SAN JACINTO COMMUNITY COLLEGE DISTRICT AND TO PAY THE PRINCIPAL AND INTEREST ON OUTSTANDING BONDS OF THE DISTRICT AND PROVIDING FOR STATEMENTS CONCERNING COLLECTION AND EXPENDITURE OF FUNDS BY OFFICIALS.**

\*\*\*\*\*

**IT IS THEREFORE ORDERED** by the Board of Trustees of San Jacinto Community College District that there is hereby levied and there shall be collected for year 2024, for the use and support of San Jacinto Community College District upon all property, real, personal and/or mixed, within the boundary and limits of the San Jacinto Community College District, subject to taxation, a tax of \$0.154868 on each One Hundred Dollars (\$100.00) valuation levied and apportioned for the purpose of the maintenance and support of the San Jacinto Community College District, including current expenses, and for the construction and/or equipment and/or maintenance and/or purchase of buildings and grounds for such District, and/or Bonds issued and to be issued for the construction and/or equipment of buildings and/or acquisition of sites therefore, and principal and interest on sinking funds of such Bonds:

- A. The amount of \$0.106954 cents of said \$0.154868 tax levied on each \$100.00 valuation of taxable property in said District is hereby allocated for the purpose of maintenance of the public college in said District.**

**THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR’S TAX RATE.**

**THE TAX RATE WILL EFFECTIVELY BE RAISED BY 4.78 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$7.80.**

- B. The amount of \$0.047914 of the tax of \$0.154868 levied on each \$100.00 valuation of taxable property in said District is hereby allocated for the purpose of paying interest and principal on the outstanding building bonds of said District.**

**Attachment 1**

**THAT all monies collected under this Order for the purpose therein stated, be, and the same is hereby appropriated and set apart for such purposes, and that the person designated as the Assessor and Collector of taxes for the San Jacinto Community College District and the Vice Chancellor of Fiscal Affairs of the San Jacinto Community College District shall keep these accounts so as to show the amount collected, the amount expended, and the amount on hand at any time, belonging to such funds, IT IS HEREBY made the duty of the Tax Assessor and Collector to deliver to the Vice Chancellor of Fiscal Affairs of the District, at the time of depositing monies a statement showing such deposits are made and from what source received.**

**PASSED AND APPROVED this the 7th day of October 2024.**

**ATTEST: SAN JACINTO COMMUNITY COLLEGE DISTRICT**

**BY** \_\_\_\_\_  
**Secretary, Board of Trustees**

**BY** \_\_\_\_\_  
**Chair, Board of Trustees**

**Action Item “X”**  
**Regular Board Meeting October 7, 2024**  
**Consideration of Approval of Chancellor’s Employment**  
**Contract with San Jacinto College District**

**ADMINISTRATION RECOMMENDATION/REPORT**

The Board of Trustees recommends the approval in the terms of the Chancellor’s contract as discussed in closed session at a Board Workshop Meeting on October 7, 2024. Furthermore, the Board authorizes the College’s outside counsel to incorporate the changes into an amendment to the Employment Contract dated November 7, 2023, and authorizes the Board’s Chair to sign the new agreement on behalf of the Board.

**BACKGROUND**

The Chancellor’s current employment contract took effect on November 7, 2023, and will be amended to continue through October 7, 2027. The contract defines the Chancellor’s requirement for employment, compensation, annual performance evaluation process, and other obligations as indicated.

**IMPACT OF THIS ACTION**

In accordance with Section 551.074 of the Texas Government Code, 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, the evaluation of the Chancellor was reviewed in closed session of the Board Workshop on October 7 2024. The details of the contract reviewed in the closed session will be incorporated in the terms of a contract amendment.

The proposed amendment to the Chancellor’s employment contract will be effective on October 8, 2024 and will continue through October 7, 2027.

Approval of this action will modify the Chancellor’s current contract which was effective November 7, 2023.

**BUDGET INFORMATION**

Funding for this contract is provided in the 2024-2025 budget.

**MONITORING AND REPORTING TIMELINE**

The Chancellor is required to prepare annual performance objectives for approval by the Board of Trustees. Additionally, the Board of Trustees evaluates and assesses the performance of the Chancellor annually.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Sandra Ramirez                      281-991-2648                      [sandra.ramirez@sjcd.edu](mailto:sandra.ramirez@sjcd.edu)

**Action Item “XI”**  
**Regular Board Meeting October 7, 2024**  
**Consideration of Approval of Amendment to the 2024-2025 Budget**  
**for Restricted Revenue and Expenses Relating to Federal, State and Local Grants/Contracts**

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

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

**IMPACT OF THIS ACTION**

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

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

Restricted revenues and restricted expenses will each be increased by \$664,162 thus the net impact on the College budget is zero.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1- Budget Amendments- 10-07-24  
Attachment 2- Grant/Contract Detail- 10-07-24

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	<a href="mailto:teri.zamora@sjcd.edu">teri.zamora@sjcd.edu</a>
Tomoko Olson	281-998-6146	<a href="mailto:tomoko.olson@sjcd.edu">tomoko.olson@sjcd.edu</a>

SAN JACINTO COLLEGE DISTRICT  
Federal, State, and Local Grant/Contract Amendments  
October 7, 2024

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>National Aeronautics and Space and Administration/University of Houston - MUREP (Minority University Research and Education Project) Institutional Research Opportunity (MIRO) - MIRO IDEAS^2 Grant (New Grant)</u>					
Federal Grant Revenue	534305	56700	554100	110000	(91,398)
Non-Instructional Labor	534305	56700	610000	460962	9,175
Non-Instructional Labor - Exempt	534305	56700	612010	460962	45,425
Fringe Benefits	534305	56700	650000	460962	15,289
Travel	534305	56700	721000	460962	8,200
Contractual Services	534305	56700	731000	460962	5,000
Contractual Svcs - Indirect costs	534305	56700	731500	620909	8,309
					\$ -
<u>U.S. Department of Labor/Texas Workforce Commission - FY2025 Apprenticeship Training Program Chapter 133 (New Grant)</u>					
Federal Grant Revenue	531728	56700	554100	110000	(59,224)
Federal Grant Revenue	531729	56700	554100	110000	(23,216)
State Grant Revenue	551052	56700	554200	110000	(183,880)
Non-Instructional Labor	551052	56700	610000	460961	30,948
Fringe Benefits	551052	56700	650000	460961	9,000
Contractual Services	531728	56700	731000	460961	59,224
Contractual Services	531729	56700	731000	460961	23,216
Contractual Services	551052	56700	731000	460961	143,932
					-
<u>Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program 2024 - 2028 (New Grant)</u>					
State Grant Revenue	555059	56700	554200	110000	(153,222)
State Grant Revenue	555060	56700	554200	110000	(76,611)
State Grant Revenue	555061	56700	554200	110000	(76,611)
Contractual Services	555059	56700	731000	160912	153,222
Contractual Services	555060	56700	731000	160912	76,611
Contractual Services	555061	56700	731000	160912	76,611
					-
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 and Administration	\$ 91,398
U.S. Department of Labor	82,440
Texas Workforce Commission	183,880
Texas Higher Education Coordinating Board	306,444
	\$ 664,162



National Aeronautics and Space Administration/University of Houston - MUREP (Minority University Research and Education Project) Institutional Research Opportunity (MIRO) - MIRO IDEAS^2 Grant (New Grant)

The lead institution, the University of Houston, will establish an Inflatable and Deployable Environments and Adaptive Space Systems (IDEAS2) Center. San Jacinto College is a partner in the project, along with Texas A&M University, Stanford University, Houston Community College, and NASA Johnson Space Center, as well as industrial partners Boeing, Axiom Space, Bastion Technologies, and Lockheed Martin. The goal is to establish a sustainable center of excellence in aerospace engineering research and education supported by these collaborations and partnerships. San Jacinto College (SJC) will: (1) Develop educational material and projects with aerospace content to supplement SJC courses. Faculty will be invited as guest lecturers to support specific aerospace content and/or activities in these courses; (2) Provide engineering program recruitment opportunities for the University of Houston and Texas A&M, who will conduct student presentations at SJC; (3) Engage SJC students in peer mentoring by selected University of Houston and Texas A&M students; (4) Provide engaging summer research projects and activities through collaborations with University of Houston and Texas A&M; (5) Jointly participate in aerospace competitions and learning experiences for colleges and universities; and (6) Mentor, encourage, and motivate SJC students to engage in STEM educational activities and resources, such as the NASA Community College Aerospace Scholars (NCAS).

U.S. Department of Labor/Texas Workforce Commission - FY2025 Apprenticeship Training Program Chapter 133 (New Grant)

San Jacinto College's continuing program is with the Central South Carpenters and Millwrights Training Trust Fund in Houston, Austin, and San Antonio. This program has been producing well-trained apprentices in the Houston area for more than 10 years. This current project will train approximately 217 carpenters, 57 interior systems, and 446 millwright apprentices.

Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program (NSRP) 2024 - 2028 (New Grant)

This program provides dedicated funds to support the Registered Nurse licensure program. Funds will be used to increase the number of students who enroll and graduate from the San Jacinto College nursing programs, helping to meet the increasing need for registered nurses in the state of Texas.

**Action Item “XII”**  
**Regular Board Meeting, October 7, 2024**

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

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the following policy pertaining to Human Resources as noted below. The Board of Trustees will not vote on this item but is creating awareness that changes to the policy and procedure are being considered and input is being gathered. New numbering will be added prior to the second reading.

Recommendation for Proposed Revision:

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

**BACKGROUND**

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

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

**IMPACT OF THIS ACTION**

This policy and associated procedure will be sent to the College community on October 7, 2024. Comments will be reviewed, and any necessary changes will be incorporated. The procedure is provided for informational purposes.

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

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

- Attachment 1 - Summary of Changes – Performance Management for Full-Time Faculty, Staff, and Administrators
- Attachment 2 - Policy IV-F-1: Performance Management for Full-Time Faculty, Staff, and Administrators (current policy)
- Attachment 3 - Policy #, Performance Management for Full-Time Faculty, Staff, and Administrators (proposed policy with track changes)
- Attachment 4 - Policy #, Performance Management for Full-Time Faculty, Staff, and Administrators (proposed policy - clean)

Informational Items:

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

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

Attachment 6 - Procedure #, Performance Management for Full-Time Faculty, Staff, and Administrators (proposed procedure with track changes)

Attachment 7 - Procedure #, Performance Management for Full-Time Faculty, Staff, and Administrators (proposed procedure - clean)

**RESOURCE PERSONNEL**

Sandra Ramirez	281-991-2648	sandra.ramirez@sjcd.edu
Vickie Del Bello	281-998-6357	vickie.delbello@sjcd.edu

## Attachment 1

### Policies and Procedures Summary of Changes

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

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

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

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

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

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

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

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

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

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

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

#### Summary of Changes:

##### Policy:

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

##### Procedure:

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

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

## **1. INTRODUCTION**

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

## **2. DEFINITION**

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

## **3. GOALS**

The goals of performance management are:

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

## Attachment 2 – Current Policy

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

## Attachment 3 – Proposed Policy with track changes

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

#### Purpose

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

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

#### Policy

The goals of performance management are:

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

#### Definitions

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

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

#### Associated Procedures

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

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

## Attachment 4 - Proposed Policy - clean

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

#### Purpose

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

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

#### Policy

The goals of performance management are:

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

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

#### Associated Procedures

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

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



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

## 1. PROCEDURE

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

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

## Attachment 6 – Proposed Procedure with track changes

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

#### Associated Policy

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

#### Procedures

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

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

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

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

## Attachment 7 - Proposed Procedure - clean

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

#### Associated Policy

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

#### Procedure

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

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

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

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

**Action Item “XIII”**  
**Regular Board Meeting, October 7, 2024**

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

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the following policy pertaining to Human Resources as noted below. The Board of Trustees will not vote on these items but is creating awareness that the investment strategy and policy of the College are being considered and input is being gathered.

Recommendation for Proposed Revision:

- Secondary Review of Validated Performance Rating

**BACKGROUND**

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

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

**IMPACT OF THIS ACTION**

This policy and associated procedure will be sent to the College community on October 7, 2024. Comments will be reviewed, and any necessary changes will be incorporated. The procedure is provided for informational purposes.

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

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Proposed Revisions:

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

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

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

Attachment 4 - Policy IV.4004.A, Secondary Review of Validated Performance Rating

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

(proposed policy - clean)

**Informational Items:**

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

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

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

**RESOURCE PERSONNEL**

Sandra Ramirez	281-991-2648	sandra.ramirez@sjcd.edu
Vickie Del Bello	281-998-6357	vickie.delbello@sjcd.edu

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

New Policy Number: N/A

Proposed Policy Name: N/A

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

New Procedure Number: N/A

Proposed Procedure Name(s): N/A

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

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

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

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

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

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

Summary of Changes:

Policy:

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

Procedure:

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

### **Attachment 1**

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

## Attachment 2 - Current Policy

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

#### Purpose

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

#### Policy

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

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

#### Associated Procedures

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

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



## Attachment 3 - Proposed Policy with track changes

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

#### Purpose

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

#### Policy

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

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

#### Associated Procedures

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

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

## Attachment 4 - Proposed Policy - clean

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

#### Purpose

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

#### Policy

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

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

#### Associated Procedure

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

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

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## Attachment 5 - Current Procedure

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

#### Associated Policy

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

#### Procedures

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

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

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

## Attachment 5 - Current Procedure

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

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

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

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

### SPECIAL CIRCUMSTANCES

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

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

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

## Attachment 5 - Current Procedure

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

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## Attachment 6 - Proposed Procedure with track changes

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

#### Associated Policy

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

#### Procedures

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

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

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

## Attachment 6 - Proposed Procedure with track changes

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

- B. The validation team, to include the respective Provost, Vice Chancellor, or Strategic Leadership Team (SLT) member -will convene each September to hear all secondary reviews for faculty, staff, and administrators.
1. Employees may have a representative of their respective Faculty Senate, Administrative, or Staff Organization (FS, AO, or SO) attend the Secondary Review meeting. This representative ~~shall~~will not present information on behalf of the employee, participate in discussions, answer questions, or initiate discussions.
  2. Each Secondary Review appeal ~~shall~~will be allotted a maximum of 20 minutes for presentation of information or facts, clarification of facts, and discussion. The breakdown of time allotted for each step is listed below~~that time is as follows:~~

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

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

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

### Special Circumstances~~PECIAL CIRCUMSTANCES~~

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

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

## Attachment 6 - Proposed Procedure with track changes

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

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

Date of SLT Approval	<del>September 7, 2021</del> <u>September 24, 2024</u>
Effective Date	<del>September 27, 2021</del> <u>Anticipated November 5, 2024</u>
Associated Policy	Policy IV.4004.A, Secondary Review of Validated Performance Rating
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources



## Attachment 7 - Proposed Procedure - clean

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

#### Associated Policy

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

#### Procedure

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

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

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

## Attachment 7 - Proposed Procedure - clean

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

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

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

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

### **Special Circumstances**

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

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

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

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Date of SLT Approval                      September 24, 2024

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**Attachment 7 - Proposed Procedure - clean**

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

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## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the following policy pertaining to Human Resources as noted below. The Board of Trustees will not vote on this item but is creating awareness that changes to the policy are being considered and input is being gathered. New numbering will be added prior to the second reading.

Recommendation for Proposed Revision:

- Definitions

## **BACKGROUND**

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

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

## **IMPACT OF THIS ACTION**

This policy will be sent to the College community on October 7, 2024. Comments will be reviewed, and any necessary changes will be incorporated.

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

No budgetary impact.

## **MONITORING AND REPORTING TIMELINE**

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

## **ATTACHMENTS**

Proposed Revisions:

Attachment 1 - Summary of Changes – Definitions

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

Attachment 3 - Policy #, Definitions (proposed policy with track changes)

Attachment 4 - Policy #, Definitions (proposed policy - clean)

## **RESOURCE PERSONNEL**

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

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

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

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

Proposed Policy Name: **Definitions**

Current Policy Number/Name: **Policy IV-A: Definitions**

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

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

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

Action Recommended for Policy: **Revised**

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

Web Links:

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

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

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

Summary of Changes:

*Policy:*

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

## Policy IV-A: Definitions

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

### Administrative Personnel

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

### Faculty

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

### Full-Time Faculty Members

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

### Adjunct Faculty Members

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

### Professional (non-faculty)

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

### Classified Staff

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

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

## Attachment 3 - Proposed Policy with track changes

### Policy #, Definitions

#### Purpose

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

#### Policy

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

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

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

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

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

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

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

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

**Non-contractual** employees are employed **at will**, an employment relationship in which either party can end the employment relationship at any time, for any reason, with or without cause.

### Attachment 3 - Proposed Policy with track changes

Part-time staff, part-time faculty, full-time staff, and some administrators are designated as non-contractual employees.

~~A~~**dd****emotion** is a reduction in position, responsibilities, and pay.

~~A~~**Reduction in Force (RIF)** is a reduction in position, responsibilities, and pay. RIF decisions are subject to Policy IV-G-5: Policy on Reduction in Force.

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

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

### Policy #, Definitions

#### Purpose

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

#### Policy

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

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

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

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

**Professionals** are individuals whose assignments require either a college degree or sufficient experience that provides an equivalent background. This includes individuals who require specialized professional training and who are not included under the administrative or faculty categories.

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

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

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

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

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

## Attachment 4 - Proposed Policy - clean

**Reduction in Force (RIF)** is a reduction in position, responsibilities, and pay. RIF decisions are subject to Policy IV-G-5: Policy on Reduction in Force.

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

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Date of Board Approval	Anticipated November 4, 2024
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Effective Date	Anticipated November 5, 2024
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Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
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Secondary Owner	Vice President, Human Resources
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**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
PURCHASE RECAP  
October 7, 2024**

<b>PURCHASE REQUESTS AND CONTRACT RENEWALS</b>		
<i>No.</i>	<i>Purchase Requests</i>	<i>Amounts</i>
#1	Consideration of Delegation of Authority to Contract for North Campus Welcome Center Renovation	\$ 1,000,000
#2	Consideration of Approval to Renew the Lease Agreement for Vessel Piloting Simulator	376,860
#3	Consideration of Approval of Funds for the Alliance Agreement with National Institute for Bioprocessing Research and Training	605,000
#4	Consideration of Approval to Renew the Contract for Online Registration Software	135,000
<b>TOTAL OF PURCHASE REQUESTS</b>		<b><u>\$ 2,116,860</u></b>

**Purchase Request #1**  
**Regular Board Meeting October 7, 2024**  
**Consideration of Delegation of Authority to Contract for**  
**North Campus Welcome Center Renovation**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to negotiate and approve a contract with the firm that provides the best value for the North Campus Welcome Center renovation project.

**BACKGROUND**

On February 1, 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or renovation project. On July 17, 2024, the Chancellor's designee approved the competitive sealed proposals (CSP) method for this project. Detailed plans and specifications developed by Huitt-Zollars, Inc. were used as part of the documentation package in accordance with Texas Government Code §2269.151.

CSP #25-01 was issued on July 22, 2024, to procure construction services for this project with proposals due to the College on August 13, 2024. Ten responses were received, and a team comprised of representatives from capital projects and Huitt-Zollars, Inc. will complete the evaluations and negotiations. The evaluation and ranking of the submittals are based on criteria published in the solicitation.

**IMPACT OF THIS ACTION**

The Welcome Center project is a partial interior renovation of the two-story 38,863 square foot building, with a focus on approximately 6,000 square feet. The scope includes selective demolition and reconfiguration of student services office suite spaces with new interior walls and finishes, as well as modifications to the HVAC system, lighting, and fire protection.

Approval of this action will authorize the Chancellor or her designee to contract with a firm that provides best value and maintain the timeline for project completion. The evaluation team will first attempt to negotiate a contract with the highest ranked firm. If unsuccessful, the College will end negotiations with the highest ranked firm and proceed with the next ranked firm(s) until a contract is successfully negotiated or all proposals are rejected.

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

The estimated expenditure for this contract is \$1,000,000.

**MONITORING AND REPORTING TIMELINE**

Construction activities will begin upon approval of a budget by the Board and execution of a contract for services. This project will be monitored by capital projects personnel, with completion anticipated in Summer 2025.

**Purchase Request #1  
Regular Board Meeting October 7, 2024  
Consideration of Delegation of Authority to Contract for  
North Campus Welcome Center Renovation**

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
John Haugen	281-476-1880	john.haugen@sjcd.edu
Genevieve Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Purchase Request #2**  
**Regular Board Meeting October 7, 2024**

**Consideration of Approval to Renew the Lease Agreement for Vessel Piloting Simulator**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees renew a lease agreement with the Houston Pilots Association for a vessel piloting simulator for the maritime transportation department.

**BACKGROUND**

In December 2013, the College entered into an agreement with the Houston Pilots Association to lease their Kongsberg simulation suite. The simulator is an advanced maritime simulation platform that includes real-time simulation, integrated bridge systems, and customizable training modules specifically tailored for maritime navigation and operations. The simulator has been uniquely configured to replicate various maritime environments and scenarios that are critical to the College's maritime courses approved by the United States Coast Guard.

Houston Pilots Association is a sole source provider of vessel piloting simulator and is exempt from the competitive bidding per Texas Education Code §44.031(j). Sole source #1621 has been assigned.

**IMPACT OF THIS ACTION**

Approval of this action will allow the maritime transportation department to renew the lease agreement for a new four-year term. This will ensure operational continuity of maritime courses, utilizing the unique features and software provided by the Kongsberg simulation suite.

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

The total four-year expenditure for this request is \$376,860 and will be funded from the maritime transportation department's 2024-2025 operating budget and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

The new four-year term will extend the lease agreement through August 31, 2028, with payments due annually, September 1 through August 31.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Damon Harris	281-998-6103	damon.harris@sjcd.edu
John Stauffer	281-998-6392	john.stauffer@sjcd.edu

**Purchase Request #3**  
**Regular Board Meeting October 7, 2024**  
**Consideration of Approval of Funds for the Alliance Agreement with**  
**National Institute for Bioprocessing Research and Training**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of funds for a training license through the contract with the National Institute for Bioprocessing Research and Training (NIBRT) for the biotechnology department.

**BACKGROUND**

In August 2023, the Board of Trustees approved a delegation of authority for the College to negotiate and execute an agreement with NIBRT. A five-year agreement was negotiated, effective September 1, 2023, through August 31, 2028. The agreement provides a license to the College to use the NIBRT trademark, know-how, and course materials for the College to be the exclusive provider of training for bioprocessing in the specified multi-state region.

NIBRT is a sole source provider of the bioprocessing curriculum and is exempt from the competitive bidding per Texas Education Code §44.031(j). Sole source #1586 has been assigned.

**IMPACT OF THIS ACTION**

Approval of this request will provide funding for the license fee for year two of the five-year agreement. The annual fees outlined in the agreement are specified in euros, resulting in the annual fees paid by the College fluctuating based on the exchange rate.

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

The estimated expenditure for this request is \$605,000 and will be funded from the biotechnology department's 2024-2025 operating budget.

**MONITORING AND REPORTING TIMELINE**

The second annual license term is September 1, 2024, through August 31, 2025.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Christopher Wild	281-922-3466	christopher.wild@sjcd.edu
Teri Zamora	281-998-6306	teri.zamora@sjcd.edu

**Purchase Request #4**  
**Regular Board Meeting October 7, 2024**

**Consideration of Approval to Renew the Contract for Online Registration Software**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees renew the contract with Modern Campus for online registration software for continuing and professional development (CPD).

**BACKGROUND**

In August 2023, the Board of Trustees approved the renewal of the College's agreement with Modern Campus for online registration software for CPD courses. The software provides a seamless integration with Banner for the transfer of financial data as well as course information.

Request for proposals (RFP) #18-08 was issued January 25, 2018, to procure online registration software, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The Board approved the original contract with Modern Campus (formally Destiny Solutions) May 7, 2018.

**IMPACT OF THIS ACTION**

Approval of this request will allow the College to extend the contract with Modern Campus for one additional year, providing time to issue an RFP and award a new contract for these services.

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

The estimated annual expenditure for this request is \$135,000 and will be primarily funded from CPD's 2024-2025 operating budget.

**MONITORING AND REPORTING TIMELINE**

This renewal will extend the contract one-year. The new contract term will be September 1, 2024, through August 31, 2025.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Sarah Janes	281-478-3605	sarah.janes@sjcd.edu
Karen Allen	281-998-6106	karen.allen@sjcd.edu



**Item "A"**  
**Regular Board Meeting October 7, 2024**

**Approval of the Minutes for the September 9, 2024, Workshop and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the September 9, 2024, Workshop and Regular Board Meeting.

## San Jacinto College District Board Workshop September 9, 2024

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 4:45 p.m., Monday, September 9, 2024, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

### MINUTES

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Dr. Michelle Cantú-Wilson, Erica Davis Rouse (absent), Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor (absent), Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Kacie Allen, Allatia Harris, Sandra Ramirez, Teri Zamora, Mandi Reiland
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Chair Flickinger called the workshop to order at 4:48 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Chair Flickinger conducted a roll call of the Board members:  Dr. Michelle Cantú-Wilson (arrived during closed session) Erica Davis Rouse, Assistant Secretary (absent) Marie Flickinger, Chair Dan Mims John Moon, Jr., Vice Chair Keith Sinor, Secretary (absent) Larry Wilson
<b>III.</b>	<b>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: Legal Matters, Personnel</b>	Chair Flickinger adjourned to closed session at 4:50 p.m.  The Board members listed above as attending and Chancellor Brenda Hellyer were present for the closed session. Other attendees are noted below.  a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law. b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or

	<b>Matters, and Security Matters</b>	<p>employee or to hear complaints or charges against a public officer or employee.</p> <ul style="list-style-type: none"> <li>• Other personnel matters</li> </ul> <p>c. Security Matters - To consider the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit.</p> <ul style="list-style-type: none"> <li>• Teri Zamora attended this portion of the closed session.</li> </ul>
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	<p>Chair Flickinger reconvened to open meeting at 6:18 p.m.</p> <p>Kacie Allen, Mandi Reiland, and Linda Torres joined the workshop.</p>
<b>V.</b>	<b>Review and Approval of Junior College Assessment Report (JCAR) and Emergency Management Plan</b>	<p>Teri Zamora provided an overview of the Junior College Assessment Report (JCAR) and what each section covers.</p> <ul style="list-style-type: none"> <li>• <b>Section 1</b> - Contact Information and District Demographics</li> <li>• <b>Section 2</b> - Safety and Security Audit</li> <li>• <b>Section 3</b> - Emergency Management/Planning</li> <li>• <b>Section 4</b> - Additional Safety and Security Information</li> </ul> <p>The additional safety and security information are provided within the report that the Board reviewed. This report is submitted to the Texas School Safety Center.</p>
<b>VI.</b>	<b>Enrollment Update – Fall 2024</b>	<p>Teri provided an update on enrollment. As of today, September 9th, the College’s headcount is 31,466 and contact hours are 5,488,784. This is a 0.6 percent increase in headcount compared to fall 2023 and a 1.3 percent increase in contact hours.</p>
<b>VII.</b>	<b>Update on Property Tax Rate Adoption</b>	<p>Teri explained the final property tax assessments were received on August 30, 2024, so the figures have changed a bit from the numbers presented in July. The no-new-revenue rate is \$0.148918 and the voter-approval tax rate is \$0.158151. She reminded the Board that the College increased the homestead exemption from one percent to five percent last year. The tax collection rate for this year is 97.58 percent, which is lower than last year’s at 98.77 percent. The Total Ad Valorem tax rate for this year is 0.154868, which is the same number that was given in the previous estimate. The debt service rate will be 0.044914 which is a very small increase from the prior estimate. The College is keeping the same overall tax rate, which was</p>

		discussed during the budget approval process. This rate will be adopted during the October 7, 2024 meeting.
<b>VIII.</b>	<p><b>Review and Discussion of Annual Internal Audit Report</b></p> <p><b>A. Summary of FY2023-2024 Internal Audit Work</b></p> <p><b>B. Proposed FY2024-2025 Plan</b></p>	<p>Linda Torres, Director of Internal Audit, provided an update on the internal audit work done this year as well as a proposal for next year. The annual internal audit report satisfies the requirements of the Texas Government Code and is posted to the College’s website. She walked the Board through the internal audit report that was distributed to them and explained what is included in the report including a list of all the audit review projects.</p> <p>Linda provided an overview of the follow-up audits that were completed. The department and its leadership receive corrective action plans (CAP) when an internal audit is issued. At the end of this year, there were 15 open CAPs, which are outlined in the audit report. During the year, eight reports on ethics and fraud concerns were made through Ethics Point. All reports were addressed and handled appropriately.</p> <p>Linda provided a summary of the proposed audit plan for 2024-2025. The proposed audits and follow-up audits can be found on page 19 of the Annual Audit Report.</p> <p>Brenda and the Board thanked Linda and her team for all their work.</p>
<b>IX.</b>	<b>Update on Process for Election of Appraisal District Board Members</b>	<p>Dr. Brenda Hellyer explained Senate Bill 2, enacted in the 88<sup>th</sup> second special session, which defines how appraisal district directors in counties with a population of 75,000 or more are now appointed.</p> <p>Teri Zamora explained the new process. There will now be nine district directors governing the appraisal district. Five will be selected by the voting taxing units, one will be the county tax assessor collector, and three will be elected at-large by voters in the county. This new process will allow the College to have more representation than it has had in the past. Nominations for these positions are due October 15, 2024 and official votes are due December 15, 2024. The College is recommending to not submit a nomination. The College should evaluate and be mindful when voting for the nominees in December.</p>

<p><b>X.</b></p>	<p><b>Review Request for Funding Allocations from 2015 Bond Contingency and Interest Earnings</b></p>	<p>Teri provided an overview of the requests for funding allocations from the 2015 Bond Contingency.</p> <ul style="list-style-type: none"> <li>• The College is requesting to increase the funding for the current Maritime Expansion project by \$211,000. This increase will cover the anticipated cost of the pool heating and cooling project. The provision of heating and cooling capacity will allow year-round use of the pool.</li> <li>• The College is requesting \$2.2 million to begin caulking parking lots at Maritime and Generation Park, as well as plan for repaving Rick Schneider Road and lot P-6 at South Campus.</li> <li>• The College is requesting funds to adjust the hardware functioning of an additional 19 vestibules, so that their doors will open sequentially, potentially saving an estimated 20% of the energy used each time the doors are activated.</li> </ul> <p>Teri explained \$2.8 million of unspent dollars are being returned to the 2015 Bond contingency fund, so the revised amount after funding the projects listed above would be \$19.1 million with \$157,000 being returned to the fund from project closeouts.</p> <p>She provided an overview of requests for new allocations from bond issue interest earnings. The need to extend waterproofing higher up the building wall at the C-3 Low Roof, combined with the replacement of fascia panels, has resulted in a slightly higher than estimated replacement cost, so an additional \$212,612 is being requested.</p> <p>The last request is allocating funds that are already set aside for Generation Park future expansion to provide additional equipment for the Center for Biotechnology. The estimated cost to equip this facility will be \$600,000 bringing the revised total for this fund to \$16.8 million.</p> <p>Those present were supportive of this plan.</p>
<p><b>XI.</b></p>	<p><b>Review of Calendar</b></p>	<p>Brenda reviewed the calendar and asked the Board members to let Kacie Allen know if they would like to attend any events. The October Building and Finance Committee meetings are being cancelled due to the Association of Community College Trustees (ACCT) conference. The December Board Meeting was rescheduled from December 2<sup>nd</sup> to December 9<sup>th</sup>. The</p>

		Spring 2025 commencement has been rescheduled from May 9 <sup>th</sup> to May 16 <sup>th</sup> due to NRG having an event on May 9 <sup>th</sup> .
<b>XII.</b>	<b>Complete Conflict of Interest Forms</b>	The Board was provided Conflict of Interest forms to complete and return to Linda Torres.
<b>XIII.</b>	<b>General Discussion of Meeting Items</b> <b>a. Additional Purchasing Support Documents</b>	Brenda stated the compact benchtop chromatography system was awarded to GMI OpCO LLC.  The Board had no questions about any items in the Board book.
<b>XIV.</b>	<b>Adjournment</b>	Chair Flickinger adjourned the meeting at 6:52 p.m.

**San Jacinto Community College District**  
**Regular Board Meeting Minutes**  
**September 9, 2024**

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m. for a regularly scheduled Board meeting on Monday, September 9, 2024, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**Attendance**

**Present:**

Members: Marie Flickinger, Dr. Michelle Cantú-Wilson, Dan Mims, John Moon, Jr., Larry Wilson

Chancellor: Brenda Hellyer

Others Present:

Kacie Allen, Tanesha Antoine, Rhonda Bell, Jesse Bernal, Christian Bionat, Tiffany Burton, Robert Cage, Jaquelynn Conger, Matt Crow, Kim DeLauro, Destry Dokes, Teddy Farias, Rachel Garcia, Arturo Guerra, Damon Harris, Sallie Kay Janes, Matt Keim, Kara Kennebrew, Aaron Knight, Kevin McKisson, Kristy McAuliffe, Kelly Mizell, Holly Morrison, Lambrini Nicopoulos, Joe Nicolas, Alexander Okwonna, Ann Pearson, Joe Pena, Shawna Pina, JoEllen Price, JR Ragaisis, Francisco Ramirez, Mandi Reiland, Shelley Rinehart, Lorraine Rowe, Karla Silva, Chuck Smith, Janice Sullivan, Ken Tidwell, Niki Whiteside, Azure Wilson, Van Wigginton, Laurel Williamson, Teri Zamora, Joanna Zimmermann

**Absent:**

Members: Erica Davis Rouse, Keith Sinor

I. Call the Meeting to Order

Chair Flickinger called the regular meeting of the Board of Trustees to order at 7:04 p.m.

II. Roll Call of Board Members

Chair Flickinger conducted a roll call of the Board members.

Dr. Michelle Cantú-Wilson

Erica Davis Rouse, Assistant Secretary (absent)

Marie Flickinger, Chair

Dan Mims

John Moon, Jr., Vice Chair

Keith Sinor, Secretary (absent)

Larry Wilson

III. Invocation and Pledge to the Flags

The invocation was given by Destry Dokes. The pledges to the American and Texas flags were led by Michelle Cantu-Wilson.

IV. Special Announcements, Recognitions, Introductions, and Presentations

Joanna Zimmermann recognized the Veterans Department for receiving the Governor's Texas Veterans Commission's Veteran Education Excellence Award.

V. Student Success Presentations

Chris Duke provided an update on the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) 5th Year Reaffirmation Report.

VI. Communications to the Board of Trustees

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

1. September Opportunity News
2. A thank you was sent to the Board from the family of Andy Cuellar for the plant sent in his memory.
3. A thank you card was sent to the Board from Teri Crawford.

VII. Public Comment

There were no citizens desiring to speak before the Board.

VIII. Informative Reports to the Board

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

- A. San Jacinto College Financial Statements
  1. San Jacinto College Monthly Financial Statements July 2024
  2. San Jacinto College Monthly Investment Report July 2024
- B. San Jacinto College Foundation Financial Statements
- C. Capital Improvement Program
- D. San Jacinto College Building Committee Minutes

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

**Motion 10386:**

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

Yeas: Cantú-Wilson, Flickinger, Mims, Moon, Jr., Wilson

Nays: None

X. Consideration of Approval of Policy III.3000.A, Campus Carry - Second Reading



**Motion 10387:**

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by John Moon, Jr.  
Motion carried.

Yeas: Cantú-Wilson, Flickinger, Mims, Moon, Jr., Wilson

Nays: None

- XI. Consideration of Approval of 2024 Proposed Tax Rate, Review of Final No-New-Revenue and Voter-Approval Tax Rate Calculations and Approve Date to Adopt Tax Rate

**Motion 10388:**

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

Yeas: Cantú-Wilson, Flickinger, Mims, Moon, Jr., Wilson

Nays: None

- XII. Consideration of Approval of Memorandum of Understanding with First Baptist Christian Academy for Dual Credit

**Motion 10389:**

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

Yeas: Cantú-Wilson, Flickinger, Mims, Moon, Jr., Wilson

Nays: None

- XIII. Consideration of Approval of Memorandum of Understanding with Pueblos Royal Christian School for Dual Credit

**Motion 10390:**

Motion moved by John Moon, Jr. and motion seconded by Dr. Michelle Cantú-Wilson.  
Motion carried.

Yeas: Cantú-Wilson, Flickinger, Mims, Moon, Jr., Wilson

Nays: None

- XIV. Consideration of Approval of Memorandum of Understanding with Bay Area Christian School for Dual Credit

**Motion 10391:**

Motion moved by John Moon, Jr. and motion seconded by Dan Mims. Motion carried.

Yeas: Cantú-Wilson, Flickinger, Mims, Moon, Jr., Wilson

Nays: None

XV. Consideration of Purchasing Requests

1	Consideration of Approval to Contract for Maritime Campus Heating Coil Replacement	\$	265,545
2	Consideration of Approval to Purchase Landscaping Services		200,000
3	Consideration of Approval to Extend the Contract for Technology Consultant Services		120,000
4	Consideration of Approval to Contract for Student Payment Software Services		1,852,264
5	Consideration of Approval to Contract for Energy Efficiency Upgrade Loan		2,571,824

**TOTAL OF PURCHASE REQUESTS** \$ 5,009,633

**Motion 10392:**

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

Motion carried.

Yeas: Cantú-Wilson, Flickinger, Mims, Moon, Jr., Wilson

Nays: None

XVI. Consent Agenda

- A. Approval of the Minutes for the August 12, 2024, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, Extra Service Agreements (ESA), and 2024-2025 Stipends and Market Premiums Salary Schedule
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting

**Motion 10393:**

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

Yeas: Cantú-Wilson, Flickinger, Mims, Moon, Jr., Wilson

Nays: None

XVII. Items for Discussion/Possible Action

Regular Board Meeting Minutes  
September 9, 2024  
Page 4 of 5

There were no additional items discussed.

XVIII. Adjournment

Chair Flickinger adjourned the meeting at 7:33 p.m.

## **ADMINISTRATION RECOMMENDATION/REPORT**

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

### **BACKGROUND**

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

### **IMPACT OF THIS ACTION**

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

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

This request is a reclassification of existing authorizations.

### **MONITORING AND REPORTING TIMELINE**

None

### **ATTACHMENTS**

Attachment 1 – August Budget Transfer

### **RESOURCE PERSONNEL**

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

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

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 574,886	\$ 13,303
PUBLIC SERVICE	\$ 989	\$ -
ACADEMIC SUPPORT	\$ 7,062	\$ 575,992
STUDENT SERVICES	\$ 1,500	\$ 390,444
INSTITUTIONAL SUPPORT	\$ 285,275	\$ 1,835
PHYSICAL PLANT	\$ 112,105	\$ 243
AUXILIARY ENTERPRISES	\$ -	\$ -
	<b>\$ 981,817</b>	<b>\$ 981,817</b>

**RECOMMENDATION**

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

**North Campus**

Department

Affiliation Entity

EMS

City of Houston

Health Information Management

Peek a Boo Pediatrics

**South Campus**

Department

Affiliation Entity

Vocational Nursing and LVN/Paramedic  
To RN Transition

Tuscany Village Skilled Nursing &  
Rehabilitation

Physical Therapy Assistant

Webster Surgical Specialty Hospital dba  
Houston Physicians’ Hospital

**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 October 7, 2024**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, November 4, 2024.