

***Board of Trustees
Meeting***

May 3, 2021

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

The Board of Trustees of the San Jacinto Community College District will meet by videoconference at 5:00 p.m., Monday, May 3, 2021, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this workshop will be available to the public via a live-stream. At least a quorum of the Board will be present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

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

www.sanjac.edu/board-meeting-videos

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

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 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.
- IV. Reconvene in Open Meeting**
- V. Update on COVID Response and Status of Enrollment**
- VI. Update on State and Federal Legislative Sessions**
- VII. Update on Diversity Progress – Additional Data**
- VIII. Review Proposed Updates to Board Bylaws**
- IX. Review Updates to Faculty Senate Constitution**
- X. Review of Calendar**
 - a. Spring Commencement
 - b. 60th Anniversary
- XI. General Discussion of Meeting Items**

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, April 29, 2021, this notice was posted, in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor, on the College’s website, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet by videoconference at 7:00 p.m. on Monday, May 3, 2021 in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this meeting will be available to the public via a live stream. At least a quorum of the Board will be present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

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

www.sanjac.edu/board-meeting-videos

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

www.sanjac.edu/board-meeting-agendas

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

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

The form must be completed prior to 11:00 a.m. on May 3, 2021. After completion of the form, the requestor will be sent call-in information for joining the meeting. Registered participants will be allotted five minutes to address the Board of Trustees during the “Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board” portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

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

**BOARD MEETING
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Invocation and Pledge to the Flags**
- IV. Special Announcements, Recognitions, Introductions, and Presentations**
 - Announcement of Meeting Process Mandi Reiland
 - Recognition of Brookstone Construction Teri Crawford
- V. Student Success Presentations**
 - Financial Aid & Scholarship Overview Laurel Williamson
Robert Merino

- VI. Communications to the Board of Trustees**
- VII. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board**
- VIII. Informative Reports to the Board**
 - A. San Jacinto College Financial Statements
 - a. San Jacinto College Financial Statements March 2021
 - b. San Jacinto College Monthly Investment Report March 2021
 - B. San Jacinto College Foundation Financial Statements
 - C. Capital Improvement Program

ACTION ITEMS

- IX. Consideration of Approval of Amendment to the 2020-2021 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval of Policy VI.6000.C, Transcript Notation – Second Reading**
- XI. Consideration of Rescission of Policy VI-M on Security Control and Approval of Policy III.3004.C, Facilities Services – Second Reading**
- XII. Consideration of Approval of Policy III.3004.D, Keys and Proximity Cards – Second Reading**
- XIII. Consideration of Approval of the Awarding of a Posthumous Degree**
- XIV. Consideration of Approval of the 2021-2022 Annual Priorities**
- XV. Consideration of Approval of Policy #, Grants Management – First Reading (Informational Item)**
- XVI. Consideration of Approval of Policy #, Awarding Honorary Degrees – First Reading (Informational Item)**
- XVII. Consideration of Approval of Policy #, Awarding Posthumous Degrees – First reading (Informational Item)**
- XVIII. Consideration of Rescission of Policy V-L: Policy on College Emergencies/Natural Disasters/Business Continuity and Approval of Policy #, Emergency Incidents – First Reading (Informational Item)**
- XIX. Consideration of Approval of Policy #, Acceptance of Resignation or Retirement - First reading (Informational Item)**

PURCHASING REQUESTS

- XX. Consideration of Purchasing Requests**

CONSENT AGENDA

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

- A. Approval of the Minutes for the April 5, 2021, Workshop and Regular Board Meeting**
- B. Approval of the Minutes for the April 22, 2021, Board Tour of the Central Campus Mass Timber Classroom Building**
- C. Approval of the Budget Transfers**
- D. Approval of Personnel Recommendations, Extra Service Agreements, 2021-2022 Faculty Contract Recommendations**
- E. Approval of the Affiliation Agreements**
- F. Approval of the Next Regularly Scheduled Meeting**

XXII. Items for Discussion/Possible Action

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

XXIII. Adjournment

Closed Session Authority

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Brenda Hellyer, Ed.D.

San Jacinto College Financial Statements
March 2021

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Statement of Net Position
March 31,

<u>Assets</u>	<u>2021</u>	<u>2020</u>
Current assets:		
Cash and cash equivalents	\$ 114,907,762	\$ 110,063,467
Accounts receivable - taxes	4,476,059	3,183,068
Accounts receivable	10,866,895	10,666,460
Deferred charges	362,124	326,020
Inventories	366,250	356,016
Total current assets	<u>130,979,090</u>	<u>124,595,031</u>
Noncurrent assets:		
Restricted cash and cash equivalents	143,266,127	144,965,213
Capital assets, net	672,197,958	602,374,462
Total noncurrent assets	<u>815,464,085</u>	<u>747,339,675</u>
Total assets	<u>946,443,175</u>	<u>871,934,706</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	20,383,403	25,781,981
Deferred outflow related to OPEB	17,632,637	20,497,036
Deferred outflow related to defeased debt	7,275,109	8,206,186
Total deferred outflows of resources	<u>45,291,149</u>	<u>54,485,203</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	16,848,723	20,532,071
Accrued liabilities	2,580,637	2,914,702
Accrued compensable absences and deferred compensation	2,741,917	2,181,388
Deferred revenues	565,343	592,488
Total current liabilities	<u>22,736,620</u>	<u>26,220,649</u>
Noncurrent liabilities:		
Net pension liability	45,813,261	49,494,145
Net OPEB liability	107,182,217	95,083,178
Bonds and notes payable	640,762,424	577,439,357
Total noncurrent liabilities	<u>793,757,902</u>	<u>722,016,680</u>
Total liabilities	<u>816,494,522</u>	<u>748,237,329</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	9,070,812	6,771,550
Deferred inflows related to OPEB	26,740,139	36,803,285
Total deferred inflows of resources	<u>35,810,951</u>	<u>43,574,835</u>
<u>Net assets</u>		
Beginning of year - audited	80,169,233	76,748,779
Current year addition	59,259,618	57,858,966
Total net position	<u>\$ 139,428,851</u>	<u>\$ 134,607,745</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2021

11 Unrestricted Funds

	Adjusted Budget	Actual (58.33%)	% Actual to Adjusted Budget	3/31/20	% of 8/31/20 Actual
REVENUES:					
State Appropriations	\$ 42,079,966	\$ 22,098,169	52.51	22,098,479	52.35
Local Taxes - Maintenance & Operations	72,940,110	70,740,389	96.98	69,426,480	97.18
Credit Tuition	63,667,000	54,464,460	85.55	56,269,622	89.47
Credit Exemptions & Waivers	(7,900,000)	(7,806,467)	98.82	(7,356,848)	92.83
Continuing Education					
CPET	480,000	100,461	20.93	51,115	53.72
Maritime Transportation	1,200,000	712,426	59.37	580,759	82.53
Continuing Professional Development (CPD)	4,400,000	2,900,905	65.93	2,899,160	59.34
Continuing Education Exemptions & Waivers	-	(74,608)	-	(28,230)	65.18
Bad Debt	(1,900,000)	(1,108,333)	58.33	(991,669)	216.60
Sales & Services	1,535,000	928,187	60.47	1,271,989	32.41
Investment Income	500,000	78,262	15.65	903,820	87.34
Total	<u>177,002,076</u>	<u>143,033,851</u>	<u>80.81</u>	<u>145,124,677</u>	<u>81.18</u>
EXPENDITURES:					
Instruction	70,684,625	42,072,557	59.52	45,364,186	61.17
Public Service	5,630,321	3,456,114	61.38	3,426,763	50.27
Academic Support	14,419,034	7,783,562	53.98	8,573,759	62.07
Student Services	16,271,096	8,088,068	49.71	8,058,905	48.91
Institutional Support	44,890,868	23,515,195	52.38	24,064,126	54.57
Physical Plant	21,589,102	8,273,966	38.32	10,551,716	54.10
Total	<u>173,485,046</u>	<u>93,189,462</u>	<u>53.72</u>	<u>100,039,455</u>	<u>57.21</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	3,517,030	2,412,507	68.60	2,389,040	49.71
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 47,431,882</u>		<u>\$ 42,696,182</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2021

Federal Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Grants	\$ 83,409,145	\$ 32,405,113	38.85	\$ 35,594,132	66.08
Total	<u>83,409,145</u>	<u>32,405,113</u>	<u>38.85</u>	<u>35,594,132</u>	<u>66.08</u>
EXPENDITURES:					
Instruction	21,067,301	232,014	1.10	441,859	22.12
Public Service	498,504	141,220	28.33	109,597	51.86
Academic Support	8,030,714	2,229,560	27.76	1,320,824	27.65
Student Services	302,472	104,304	34.48	243,929	64.98
Institutional Support	1,633,933	483,359	29.58	510,582	53.00
Scholarships and Fellowships	51,876,221	29,214,927	56.32	32,967,341	72.71
Total	<u>83,409,145</u>	<u>32,405,384</u>	<u>38.85</u>	<u>35,594,132</u>	<u>66.08</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	(300,000)	-	-	-
Transfers Out	<u>-</u>	<u>300,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (271)</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2021

State Restricted Funds

	Adjusted Budget	Actual (58.33%)	% Actual to Adjusted Budget	3/31/20	% of 8/31/20 Actual
REVENUES:					
State Paid Benefits	\$ 11,597,879	\$ 6,891,563	59.42	\$ 6,895,966	60.43
Grants	3,519,489	1,958,254	55.64	1,914,175	63.63
Total	<u>15,117,368</u>	<u>8,849,817</u>	<u>58.54</u>	<u>8,810,141</u>	<u>61.10</u>
EXPENDITURES:					
Instruction	4,367,180	3,619,112	82.87	3,020,496	52.28
Public Service	476,997	206,755	43.35	188,233	55.42
Academic Support	2,002,368	762,665	38.09	698,506	38.86
Student Services	2,131,578	1,028,574	48.25	852,957	50.84
Institutional Support	3,307,703	1,439,543	43.52	2,377,922	77.08
Scholarships and Fellowships	2,831,542	1,793,168	63.33	1,672,027	95.94
Total	<u>15,117,368</u>	<u>8,849,817</u>	<u>58.54</u>	<u>8,810,141</u>	<u>61.10</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2021

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Local Grants	\$ 2,922,011	\$ 1,229,376	42.07	\$ 1,727,865	58.17
Total	<u>2,922,011</u>	<u>1,229,376</u>	<u>42.07</u>	<u>1,727,865</u>	<u>58.17</u>
EXPENDITURES:					
Instruction	32,019	-	-	39,798	98.72
Public Service	216,216	89,939	41.60	93,930	53.50
Academic Support	885,906	258,843	29.22	283,381	46.92
Student Services	50,092	7,627	15.23	33,815	87.40
Institutional Support	47,508	3,567	-	5,962	19.28
Scholarships and Fellowships	1,928,750	935,773	48.52	1,412,963	65.03
Total	<u>3,160,491</u>	<u>1,295,749</u>	<u>41.00</u>	<u>1,869,849</u>	<u>61.06</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(238,480)	(84,857)	35.58	(95,590)	52.32
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 18,484</u>		<u>\$ (46,394)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2021

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Tuition - Credit & Non Credit	<u>\$ 3,000,000</u>	<u>\$ 2,576,563</u>	<u>85.89</u>	<u>\$ 2,650,901</u>	<u>88.07</u>
Total	<u>3,000,000</u>	<u>2,576,563</u>	<u>85.89</u>	<u>2,650,901</u>	<u>88.07</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>3,500,000</u>	<u>2,623,785</u>	<u>74.97</u>	<u>2,236,080</u>	<u>86.05</u>
Total	<u>3,500,000</u>	<u>2,623,785</u>	<u>74.97</u>	<u>2,236,080</u>	<u>86.05</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u><u>\$ (500,000)</u></u>	<u><u>\$ (47,222)</u></u>		<u><u>\$ 414,821</u></u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2021

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 25,284	-	\$ 2,415	-
Total	<u>-</u>	<u>25,284</u>	<u>-</u>	<u>2,415</u>	<u>-</u>
EXPENDITURES:					
Instruction	-	9,230	-	44,451	-
Scholarships and Fellowships	-	-	-	-	-
Total	<u>-</u>	<u>9,230</u>	<u>-</u>	<u>44,451</u>	<u>-</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 16,054</u>		<u>\$ (42,036)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2021

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Auxiliary Services	\$ 2,753,200	\$ 1,215,204	44.14	\$ 2,205,940	80.88
Total	<u>2,753,200</u>	<u>1,215,204</u>	<u>44.14</u>	<u>2,205,940</u>	<u>80.88</u>
EXPENDITURES:					
Non-Instructional Labor	291,176	91,612	31.46	248,334	65.35
Benefits	44,343	196,887	444.01	231,302	61.53
Supplies	363,500	51,502	14.17	327,095	87.60
Travel	158,381	49,109	31.01	109,467	91.29
Contracted Services	398,919	26,618	6.67	163,886	73.28
Capital Outlay	-	7,107	-	-	-
Scholarships and Fellowships	1,178,116	786,437	66.75	904,923	79.16
Utilities	200	-	-	-	-
Total	<u>2,434,635</u>	<u>1,209,272</u>	<u>49.67</u>	<u>1,985,007</u>	<u>75.88</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 318,565</u>	<u>\$ 5,932</u>		<u>\$ 220,933</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2021

95 Retirement of Indebtedness

	Adjusted Budget	Actual (58.33%)	% Actual to Adjusted Budget	3/31/20	% of 8/31/20 Actual
REVENUES:					
Investment Income	\$ -	\$ 4,361	-	\$ 178,497	72.69
Local Taxes - Debt Service	<u>36,920,763</u>	<u>36,414,565</u>	<u>98.63</u>	<u>36,052,150</u>	<u>97.00</u>
Total	<u>36,920,763</u>	<u>36,418,926</u>	<u>98.64</u>	<u>36,230,647</u>	<u>96.84</u>
EXPENDITURES:					
Institutional Support - Principal	15,980,930	15,980,930	-	11,232,293	-
Institutional Support - Interest	<u>24,218,383</u>	<u>14,795,429</u>	<u>61.09</u>	<u>17,073,142</u>	<u>63.77</u>
Total	<u>40,199,313</u>	<u>30,776,359</u>	<u>76.56</u>	<u>28,305,435</u>	<u>72.03</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,278,550)	(2,327,650)	-	(2,293,450)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Adjustment for Debt Principal Payment ¹	<u>(15,980,930)</u>	<u>(15,980,930)</u>	<u>-</u>	<u>(11,232,293)</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ 15,980,930</u>	<u>\$ 23,951,147</u>		<u>\$ 21,450,955</u>	

1

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

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2021

97 Investment in Plant

	Adjusted Budget	Actual (58.33%)	% Actual to Adjusted Budget	3/31/20	% of 8/31/20 Actual
EXPENDITURES:					
Depreciation	\$ 20,500,000	\$ 12,538,961	61.17	\$ 8,695,337	47.70
Total	20,500,000	12,538,961	61.17	8,695,337	47.70
Adjustment for Capital Purchases ¹	-	(348,766)	-	(296,702)	-
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ (20,500,000)</u>	<u>\$ (12,190,195)</u>		<u>\$ (8,398,635)</u>	

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

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2021

Consolidated -All Funds
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (58.33%)	% Actual to Adjusted Budget	3/31/20	% of 8/31/20 Actual
REVENUES:					
State Appropriations	\$ 53,677,845	\$ 28,989,732	54.01	\$ 28,994,445	54.07
Local Taxes - Maintenance & Operations	72,940,110	70,740,389	96.98	69,426,480	97.18
Local Taxes - Debt Service	36,920,763	36,414,565	98.63	36,052,150	97.00
Credit Tuition	66,667,000	57,041,023	85.56	58,920,523	89.41
Credit Exemptions & Waivers	(7,900,000)	(7,806,467)	98.82	(7,356,848)	92.83
Continuing Education					
CPET	480,000	100,461	20.93	51,115	54
Maritime Transportation	1,200,000	712,426	59.37	580,759	82.53
Continuing Professional Development	4,400,000	2,900,905	65.93	2,899,160	59.34
Continuing Education Exemptions & Waivers	-	(74,608)	-	(28,230)	65.18
Bad Debt	(1,900,000)	(1,108,333)	58.33	(991,669)	216.60
Sales & Services	1,535,000	953,471	62.12	1,274,404	32.45
Investment Income	500,000	82,623	16.52	1,082,317	84.53
Investment Income - San Jac Tomorrow Program	-	73,807	-	1,563,140	85.76
Auxiliary Services	2,753,200	1,215,204	44.14	2,205,940	80.88
Grants	86,928,634	34,363,367	39.53	37,508,307	65.95
Local Grants	2,922,011	1,229,376	42.07	1,727,865	58.17
Total	<u>321,124,563</u>	<u>225,827,941</u>	<u>70.32</u>	<u>233,909,858</u>	<u>79.29</u>
EXPENDITURES:					
Instruction	96,151,125	45,932,913	47.77	48,910,790	59.63
Public Service	6,822,038	3,894,028	57.08	3,818,523	50.62
Academic Support	25,338,022	11,034,630	43.55	10,876,470	51.81
Student Services	18,755,238	9,228,573	49.21	9,189,606	49.49
Institutional Support	90,079,325	56,218,023	62.41	55,264,027	73.74
Physical Plant	21,589,102	8,273,966	38.32	10,551,716	53.56
Scholarships and Fellowships	60,136,513	34,567,653	57.48	38,288,411	73.84
Auxiliary Enterprises	2,434,635	1,209,272	49.67	1,985,007	75.88
Depreciation	20,500,000	12,538,961	61.17	8,695,337	47.70
Total	<u>341,805,998</u>	<u>182,898,019</u>	<u>53.51</u>	<u>187,579,887</u>	<u>63.27</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,517,030)	(2,412,507)	68.60	(2,389,040)	47.03
Transfers Out	3,517,030	2,412,507	68.60	2,389,040	47.05
Adjustment for Debt Principal Payment ¹	(15,980,930)	(15,980,930)	-	(11,232,293)	-
Adjustment for Capital Purchases ¹	(425,341)	(348,766)	82.00	(296,702)	22.77
Net Increase (Decrease) in Net Position	<u>\$ (4,275,164)</u>	<u>\$ 59,259,618</u>		<u>\$ 57,858,966</u>	

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

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2021

91 Capital Projects

	Adjusted Budget	Actual (58.33%)	3/31/20
REVENUES:			
Investment Income	\$ -	\$ 73,807	\$ 1,563,140
Total	-	73,807	1,563,140
EXPENDITURES:			
Bond Programs	-	43,058,414	47,949,408
Total	-	43,058,414	47,949,408
Net Increase (Decrease) in Net Position	\$ -	\$ (42,984,607)	\$ (46,386,268)

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2021

93 Generation Park Clear Lake Land Proceeds

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>3/31/20</u>
REVENUES:			
Land Sale Proceeds	\$ -	\$ -	
Total	<u>-</u>	<u>-</u>	<u>-</u>
EXPENDITURES:			
Generation Park	<u>117,078</u>	<u>73,170</u>	<u>4,880,985</u>
Total	<u>117,078</u>	<u>73,170</u>	<u>4,880,985</u>
TRANSFERS AMONG FUNDS:			
Transfers In	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (117,078)</u>	<u>\$ (73,170)</u>	<u>\$ (4,880,985)</u>

San Jacinto College Financial Statements
Monthly Investment Report
March 2021

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Period Ending March 31, 2021

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	March 1, 2021	\$ 272,120,002	\$ 272,120,002
Additions/Subtractions (Net)		(13,946,113)	(13,946,113)
Change in Fair Value*		-	.-
Ending Value	March 31, 2021	<u>\$ 258,173,889</u>	<u>\$ 258,173,889</u>

Earnings for the Month of March	\$	19,212
WAM at Ending Period Date (Days)		1.00

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

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

Prepared by:



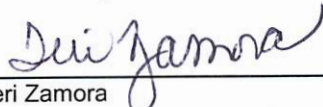
 William E. Dickerson
 Director of Accounting & Financial Services

Reviewed by:



 Carin Hutchins
 Associate Vice Chancellor of Finance

Reviewed by:



 Teri Zamora
 Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
March 31, 2021

Description	Held At	Annualized Interest		Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
		Rate									
Short-Term Investments - Cash & Cash Equivalents											
Credit Cards in Transit	Heartland	N/A		N/A	04/01/21	\$	42,763	\$ 42,763	0.02%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A		N/A	04/01/21		(686,882)	(686,882)	-0.27%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A		N/A	04/01/21		6,893,563	6,893,563	2.67%	1	0.03
JPMorgan Payroll	JPMorgan Chase Bank	N/A		N/A	04/01/21		(31,116)	(31,116)	-0.01%	1	0.00
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A		N/A	04/01/21		(458)	(458)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A		N/A	04/01/21		20,025	20,025	0.01%	1	0.00
East West MM Operating Account	East West Bank	0.1000%		N/A	04/01/21		59,012,527	59,012,527	22.86%	1	0.23
Texas Citizens Bank	Texas Citizens Bank	0.4000%		N/A	04/01/21		248,666	248,666	0.10%	1	0.00
LSIP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	0.0135%		N/A	04/01/21		646,700	646,700	0.25%	1	0.00
TexPool - Operating	TexPool	0.0187%		N/A	04/01/21		198,043	198,043	0.08%	1	0.00
TexPool - PRIME - Operating	TexPool	0.0916%		N/A	04/01/21		53,004,291	53,004,291	20.53%	1	0.21
Restricted - Cash & Cash Equivalents											
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0135%		N/A	04/01/21		1,810,858	1,810,858	0.70%	1	0.01
LSIP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	0.0135%		N/A	04/01/21		14,025,950	14,025,950	5.43%	1	0.05
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0916%		N/A	04/01/21		37,979,957	37,979,957	14.71%	1	0.15
TexPool PRIME - 2021 Bond Proceeds NEW 02/18/2021	TexPool	0.0916%		N/A	04/01/21		85,009,002	85,009,002	32.93%	1	0.33
Grand Total Short-Term Investments and Cash & Cash Equivalents						\$	258,173,889	\$ 258,173,889	100.00%		1.00

Weighted Average to Maturity at Ending Period Date (Days)

CAFR	Note	Weighted Average to Maturity at Ending Period Date (Days)
	Note 4	\$ 20,025
		192,674,801
		59,261,193
		6,217,870
		-
		-
		\$ 258,173,889
		\$ 65,499,088
		176,191,293
		16,483,508
		\$ 258,173,889

Petty cash on hand
Investment pools
Money market
Bank deposits - demand deposits
U. S. government securities and municipal bonds
Accrued earnings
Total cash, cash equivalents, and investments

Bank deposits, money market, and petty cash
TexPool
LSIP
SAO report

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Inventory Holdings Report
March 31, 2021

Description	Held At	Annualized Interest Rate	Maturity	Par	February 28, 2021		March 31, 2021		Change in Fair Value For the Month	September Through March Earnings
					Ending Fair Value	Ending Book Value	Ending Fair Value	Ending Book Value		
Short-Term Investments - Unrestricted Funds										
Demand Deposits										
Credit Cards in Transit										
JP Morgan Accounts Payable Disbursements	Heartland	N/A	04/01/21	N/A	6,375	6,375	42,763	42,763	36,388	N/A
JP Morgan Operating	JP Morgan Chase Bank	N/A	04/01/21	N/A	(690,031)	(690,031)	(696,882)	(696,882)	(106,891)	N/A
JP Morgan Payroll	JP Morgan Chase Bank	N/A	04/01/21	N/A	8,750,898	8,750,898	6,893,563	6,893,563	(1,857,335)	N/A
JP Morgan Workmen's Comp	JP Morgan Chase Bank	N/A	04/01/21	N/A	(52,041)	(52,041)	(31,116)	(31,116)	20,925	N/A
Petty Cash	JP Morgan Chase Bank	N/A	04/01/21	N/A	(5,775)	(5,775)	(458)	(458)	5,317	N/A
Sub Total Demand Deposits	Campus Business Offices	N/A	04/01/21	N/A	20,025	20,025	20,025	20,025	-	N/A
					8,139,451	8,139,451	6,237,895	6,237,895	(1,901,556)	N/A
Money Market Accounts										
East West M/M Operating Account	East West Bank	0.1000%	04/01/21	N/A	45,008,057	45,008,057	59,012,527	59,012,527	14,004,470	4,469
Texas Citizens Bank	Texas Citizens Bank	0.4000%	04/01/21	N/A	248,576	248,576	248,566	248,566	90	90
Sub Total Money Market Accounts					45,256,633	45,256,633	59,261,193	59,261,193	14,004,560	4,559
Pool Accounts										
TexPool - Operating	TexPool	0.0187%	04/01/21	N/A	466,860	466,860	198,043	198,043	(268,817)	8
TexPool PRIME - Operating	TexPool	0.0916%	04/01/21	N/A	65,005,315	65,005,315	53,004,291	53,004,291	(12,001,024)	4,291
LSIP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	0.0135%	04/01/21	N/A	1,533,360	1,533,360	646,700	646,700	(886,660)	9
Sub Total Pool Accounts					67,005,535	67,005,535	53,849,034	53,849,034	(13,156,501)	4,308
Sub Total - Short Term Investments - Unrestricted Funds					120,401,619	120,401,619	119,348,122	119,348,122	(1,053,497)	8,867
Short-Term Investments - Restricted (Bond) Funds										
Pool Accounts										
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0135%	04/01/21	N/A	1,823,640	1,823,640	1,810,858	1,810,858	(12,782)	20
LSIP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	0.0135%	04/01/21	N/A	11,876,335	11,876,335	14,025,950	14,025,950	2,149,615	144
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0916%	04/01/21	N/A	53,016,017	53,016,017	37,979,957	37,979,957	(15,036,060)	3,570
TexPool PRIME - 2021 Bond Proceeds NEW 02/18/2021	TexPool	0.0916%	04/01/21	N/A	85,002,391	85,002,391	85,009,002	85,009,002	6,611	9,002
Sub Total Pool Accounts					151,718,383	151,718,383	138,825,767	138,825,767	(12,892,616)	10,345
Sub Total - Short Term Investments - Restricted (Bond) Funds					151,718,383	151,718,383	138,825,767	138,825,767	(12,892,616)	10,345
Grand Total					272,120,002	272,120,002	258,173,889	258,173,889	(13,946,113)	19,212
										166,430

San Jacinto College Foundation

Statement of Financial Position

As of March 31, 2021

ASSETS	Current Year	Previous Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$2,195,068	\$2,108,103	\$86,965
Other Funds	-	-	-
Total Checking/Savings	<u>2,195,068</u>	<u>2,108,103</u>	<u>86,965</u>
Accounts Receivable			
Other Receivables	7,500	7,500	0
Pledge Receivables	177,000	120,300	56,700
Special Events Receivables	59,000	0	59,000
Sponsorship Receivable	3,500,000	52,733	3,447,267
Total Accounts Receivables	<u>3,743,500</u>	<u>180,533</u>	<u>3,562,967</u>
Other Current Assets			
Short Term Investments			
Goldman Sachs	13,294,284	10,822,417	2,471,866
Capital Bank CD	0	209,492	(209,492)
Prosperity Bank	0	209,300	(209,300)
Total SJC Short Term Investments	<u>13,294,284</u>	<u>11,241,210</u>	<u>2,053,074</u>
Total Current Assets	<u>19,232,852</u>	<u>13,529,846</u>	<u>5,703,006</u>
TOTAL ASSETS	<u>\$19,232,852</u>	<u>\$13,529,846</u>	<u>\$5,703,006</u>
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	31,888	37,199	(5,311)
Programs Payable	12,567	85,964	(73,397)
Endowments Payable	115,812	132,788	(16,976)
Scholarship Payables	250,899	139,822	111,077
Student Success Payables	118,715	156,537	(37,821)
Total Accounts Payable	<u>529,881</u>	<u>552,309</u>	<u>(22,428)</u>
Total Current Liabilities	<u>529,881</u>	<u>552,309</u>	<u>(22,428)</u>
Total Liabilities	529,881	552,309	(22,428)
NET ASSETS			
Net Assets Without Donor Restrictions	4,014,273	3,011,781	1,002,492
Net Assets With Donor Restrictions	14,119,249	9,746,835	4,372,414
Net Assets	<u>18,133,522</u>	<u>12,758,615</u>	<u>5,352,478</u>
Net Income	569,449	218,921	350,528
Total Net Assets	<u>18,702,971</u>	<u>12,977,536</u>	<u>5,725,435</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$19,232,852</u>	<u>\$13,529,846</u>	<u>\$5,703,006</u>

San Jacinto College Foundation
Statement of Activities
For the Period Ending March 31, 2021

	Current Year	Last Year	Effect on Net Income	Annual Budget	Actual % of Annual Budget
Ordinary Income/Expense					
Income					
Contributions					
Grant Contributions	28,500	22,500	6,000	71,000	40%
Endowments	64,789	47,883	16,906	75,000	86%
Program Sponsorship	105,920	1,350,605	(1,244,686)	275,000	39%
Scholarships	242,281	220,445	21,836	400,000	61%
Total Contributions	<u>441,490</u>	<u>1,641,434</u>	<u>(1,199,944)</u>	<u>821,000</u>	<u>54%</u>
Other Income					
Special Events	4,562	217,528	(212,967)	-	
Investment Income	219,257	224,457	(5,199)	140,000	157%
Realized Gain / (Loss)	26,561	(3,483)	30,043	-	
Unrealized Gain / (Loss)	1,118,938	(841,835)	1,960,773	-	
Total Other Income	<u>1,369,318</u>	<u>(403,332)</u>	<u>1,772,650</u>	<u>140,000</u>	<u>978%</u>
Total Income	1,810,808	1,238,101	572,707	961,000	188%
Expense					
Programs					
Scholarships Awarded	717,255	444,609	(272,646)	450,000	159%
Programs Sponsored	445,708	317,414	(128,295)	600,000	74%
Student Success Initiatives	60,786	134,972	74,186	150,000	41%
Total Programs	<u>1,223,749</u>	<u>896,994</u>	<u>(326,755)</u>	<u>1,200,000</u>	<u>102%</u>
Supporting Services					
Bad Debt Expense	0	0	0	2,000	0%
Supporting Services					
Foundation Expenses	12,410	43,416	31,007	33,000	38%
Fundraising Expenses	0	72,670	72,670	-	
Sponsorship Expense	5,200	6,100	900	5,000	104%
Total Supporting Services	<u>17,610</u>	<u>122,186</u>	<u>104,576</u>	<u>38,000</u>	<u>46%</u>
Total Expense	<u>1,241,359</u>	<u>1,019,180</u>	<u>(222,178)</u>	<u>1,240,000</u>	<u>100%</u>
Net Ordinary Income	569,449	218,921	350,528	(279,000)	
Other Income / Expenses					
Increase/Decrease in Net Position	<u>\$569,449</u>	<u>\$218,921</u>	<u>\$350,528</u>	<u>(\$279,000)</u>	

2008 Bond Program

Report as of March 31, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
721918 - CC Chiller Optimization	-	350,000	350,000	-	350,000	-	-	350,000	-
721919 - CC Install Backup Chiller C26	-	175,000	175,000	-	175,000	12,500	10,500	152,000	13.14%
Sub-total	-	525,000	525,000	-	525,000	12,500	10,500	502,000	4.38%
North									
	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-
South									
Sub-total	-	-	-	-	-	-	-	-	-
District									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,297,602)	328,658	-	328,658	-	-	328,658	-
726907 - Wayfinding Signage	50,000	939,076	989,076	10,924	1,000,000	134,626	537,901	327,473	67.25%
726923 - Replace HVAC, A1	-	350,000	350,000	-	350,000	9,375	28,125	312,500	10.71%
Sub-total	14,676,260	(3,402,579)	11,273,681	(9,595,023)	1,678,658	144,001	566,026	968,631	6.30%
2008 Contingency Supplemental Projects									
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	200,000	-	-	200,000	-
Sub-total	-	200,000	200,000	-	200,000	-	-	200,000	-
Supplemental Projects closed									
Sub-total	-	4,169,567	4,169,567	-	4,169,567	-	4,169,567	-	100.00%
Projects closed									
Sub-total	280,323,740	(1,491,988)	278,831,752	9,595,023	288,426,775	-	288,426,775	-	100.00%
TOTALS	295,000,000	-	295,000,000	-	295,000,000	156,501	293,172,868	1,670,631	99.43%

2015 Bond Program

Report as of March 31, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
731601 - CC Petrochemical Center	52,450,000	(3,305,414)	49,144,586	2,154,564	51,299,150	472,851	50,734,347	91,953	99.82%
71601A - CC Petrochem Process Plant	-	6,349,985	6,349,985	278,392	6,628,377	-	6,628,377	-	100.00%
71601B - CC Petrochem Extended Site Development	-	6,980,912	6,980,912	306,052	7,286,964	220,925	6,107,805	958,234	86.85%
731602 - CC Welcome Center	16,600,000	1,498,375	18,098,375	584,783	18,683,158	22,432	18,470,345	190,382	98.98%
71602A - CC Welcome Center Site Development	-	2,906,100	2,906,100	93,900	3,000,000	131,000	172,040	2,696,960	10.10%
731603 - CC Class Room Building	47,155,000	8,195,219	55,350,219	1,788,440	57,138,659	29,846,211	18,309,535	8,982,913	84.28%
731604 - CC Central Data Closets	2,444,000	(663,779)	1,780,221	57,521	1,837,742	25,966	1,172,245	639,532	65.20%
731605 - CC Central Access Security	1,852,000	289,991	2,141,991	69,211	2,211,202	104,596	1,117,140	989,466	55.25%
731606 - CC Frels Renovation	1,153,000	2,934,789	4,087,789	132,082	4,219,871	122,988	3,949,085	147,798	96.50%
731607 - CC Davison Building Renovation	14,970,000	(4,787,356)	10,182,644	329,015	10,511,659	170,345	10,233,431	107,883	98.97%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,253,702)	11,431,298	369,361	11,800,659	2,736,499	9,064,160	-	100.00%
71608A - CC McCollum Center Reno Phase II	-	10,483,421	10,483,421	338,733	10,822,154	6,736,842	312,487	3,772,825	65.14%
731609 - CC McCollum North Renovation	2,535,000	1,214,962	3,749,962	121,166	3,871,128	-	123,722	3,747,406	3.20%
731610 - CC Ball Demolition	1,725,000	(125,899)	1,599,101	51,669	1,650,770	100	1,536,980	113,690	93.11%
731611 - CC Anderson Demolition	2,654,000	(236,919)	2,417,081	78,099	2,495,180	52	2,263,920	231,208	90.73%
731612 - CC Stadium and Track Demolition	174,000	(109,420)	64,580	2,087	66,667	-	66,667	-	100.00%
731613 - CC Central DDC Network	1,160,000	356,233	1,516,233	48,992	1,565,225	163,072	1,088,214	313,939	79.94%
731614 - CC Central Plant Upgrades	1,160,000	68,603	1,228,603	39,698	1,268,301	-	1,263,670	4,631	99.63%
Sub-total	170,717,000	18,796,101	189,513,101	6,843,765	196,356,866	40,753,879	132,614,168	22,988,819	88.29%
North									
732601 - NC Cosmetology & Culinary Center	22,845,000	638,019	23,483,019	758,768	24,241,787	204,969	23,343,448	693,370	97.14%
732602 - NC North Data Closets	915,000	(101,577)	813,423	26,283	839,706	104,853	565,818	169,035	79.87%
732604 - NC Lehr Library Demolition	650,000	(434,122)	215,878	6,975	222,854	-	222,854	-	100.00%
732605 - NC North Access/Security	877,000	147,246	1,024,246	33,095	1,057,341	22,389	427,233	607,720	42.52%
732606 - NC Wheeler Renovation	14,300,000	(53,625)	14,246,375	468,471	14,714,846	2,883,062	8,530,849	3,300,936	77.57%
732607 - NC Brightwell Renovation	6,628,000	2,063,151	8,691,151	280,823	8,971,974	4,585,327	3,127,585	1,259,062	85.97%
732608 - NC Spencer Renovation	13,000,000	(2,003,815)	10,996,185	347,150	11,343,335	2,692,563	8,517,496	133,276	98.83%
732609 - NC North DDC Network	580,000	178,117	758,117	24,496	782,613	129,142	548,093	105,378	86.54%
732610 - NC Underground Utility Tunnel	11,600,000	(7,623,969)	3,976,031	128,471	4,104,502	-	4,016,439	88,063	97.85%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-
732613 - NC Burlleson Renovation	-	3,803,606	3,803,606	122,900	3,926,506	603,443	3,188,941	134,122	96.58%
Sub-total	78,395,000	(10,386,968)	68,008,032	2,197,431	70,205,463	11,225,746	52,488,755	6,490,962	90.75%

2015 Bond Program

Report as of March 31, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
South									
733601 - SC Engineering & Technology Center	28,400,000	(5,795,907)	22,604,093	730,369	23,334,462	53,926	22,038,055	1,242,481	94.68%
733602 - SC Cosmetology Center	16,213,000	(1,199,010)	15,013,990	485,122	15,499,112	19,809	15,242,000	237,302	98.47%
733603 - SC Longenecker Renovation	22,555,000	(2,274,884)	20,280,116	664,794	20,944,911	347,572	20,044,762	552,577	97.36%
733604 - SC South Data Closets	765,000	(98,044)	666,956	21,550	688,507	131,359	487,477	69,671	89.88%
733605 - SC South Primary Electrical Upgrade	5,800,000	966,625	6,766,625	218,639	6,985,264	229,172	2,706,898	4,049,194	42.03%
733606 - SC South Access/ Security	599,000	105,558	704,558	22,765	727,324	149,987	569,648	7,689	98.94%
733607 - SC South HW/CW Relocation	10,266,000	(6,589,827)	3,676,173	118,782	3,794,955	-	3,460,157	334,798	91.18%
733608 - SC Domestic Water System Rehabilitation	1,160,000	823,696	1,983,696	64,096	2,047,792	212,247	911,512	924,033	54.88%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Renovation	13,803,000	4,948,177	18,751,177	605,876	19,357,053	13,615,156	2,403,564	3,338,332	82.75%
73610A - SC Jones Cenral Plant Relocation	-	10,573,572	10,573,572	341,646	10,915,218	4,743,014	4,019,635	2,152,569	80.28%
733611 - SC Bruce Student Center Renovation	10,400,000	(8,225,107)	2,174,893	70,274	2,245,167	129,908	2,053,019	62,240	97.23%
733612 - SC HVAC Tech	312,000	2,372,314	2,684,314	86,734	2,771,048	6,367	2,707,360	57,321	97.93%
733613 - SC South DDC Network	580,000	178,117	758,117	24,496	782,613	149,363	523,553	109,696	85.98%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,574,163	5,574,163	170,712	5,744,875	373,686	5,191,287	179,902	96.87%
Sub-total	116,438,000	(4,225,556)	112,212,444	3,625,855	115,838,299	20,161,565	82,358,929	13,317,805	88.50%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(27,031,300)	968,700	31,300	1,000,000	123,352	16,816	859,832	14.02%
76603A - MC Maritime Fire Program Relocation	-	1,916,000	1,916,000	84,000	2,000,000	19,508	1,785,788	194,703	90.26%
Sub-total	28,000,000	(25,115,300)	2,884,700	115,300	3,000,000	142,861	1,802,604	1,054,535	64.85%
Generation Park									
726601 - Generation Park	-	6,169,133	6,169,133	199,333	6,368,466	242,315	3,924,893	2,201,258	65.44%
Sub-total	-	6,169,133	6,169,133	199,333	6,368,466	242,315	3,924,893	2,201,258	65.44%
Admin									
736602 - College Development	30,000,000	(29,927,750)	72,250	-	72,250	882	71,368	-	100.00%
736604 - Dist Construction Studies	283,820	35,776	319,596	-	319,596	-	319,596	-	100.00%
76605A - CW Deferred Maintenance	-	11,728,319	11,728,319	378,958	12,107,277	366,313	20,012	11,720,952	3.19%
736606 - Parking Garage	-	20,000,000	20,000,000	-	20,000,000	-	-	20,000,000	-
720100 - Program Management - AECOM	-	11,269,416	11,269,416	(10,537,632)	731,784	297,885	-	433,898	40.71%
720100 - Program Management - Other	-	2,823,009	2,823,009	(2,823,009)	-	-	-	-	-
736601 - Contingency	1,166,180	(1,166,180)	-	-	-	-	-	-	-
Sub-total	31,450,000	14,762,590	46,212,590	(12,981,684)	33,230,906	665,081	410,975	32,154,850	3.24%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	73,191,447	273,600,324	78,208,229	81.60%

Generation Park

Report as of March 31, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park - 726601									
904605 - 2015 Revenue Bond - 726601	6,787,977	-	6,787,977	-	6,787,977	-	6,787,977	-	100.00%
929603 - Operational - 726601	8,843,556	-	8,843,556	-	8,843,556	27,548	8,799,649	16,360	99.82%
901609 - 2015 Bond - 726601	6,368,466	-	6,368,466	-	6,368,466	242,315	3,924,893	2,201,258	65.44%
901610 - Generation Park Site Infrastructure - 726601	4,000,000	-	4,000,000	-	4,000,000	462	3,990,913	8,625	99.78%
901610 - Generation Park Parking Lot - 76601A	3,521,892	-	3,521,892	-	3,521,892	100,400	159,600	3,261,892	7.38%
TOTALS	29,521,892	-	29,521,892	-	29,521,892	370,725	23,663,032	5,488,135	81.41%

Repair and Renovation

Report as of March 31, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
F21004 - CC - Central Misc.	-	27,439	27,439	-	27,439	3,827	9,039	14,573	47%
F21027 - CC - Golf Course Tree Removal	-	23,075	23,075	-	23,075	23,075	-	-	100%
Sub-total	-	50,514	50,514	-	50,514	26,902	9,039	14,573	71%
North									
F21005 - NC - North Misc	-	10,000	10,000	-	10,000	-	-	10,000	-
Sub-total	-	10,000	10,000	-	10,000	-	-	10,000	-
South									
F21006 - SC - South Misc.	-	15,586	15,586	-	15,586	-	5,187	10,399	33%
F21022 - SC - S1 Water Purification System	-	26,186	26,186	-	26,186	26,186	-	-	100%
Sub-total	-	41,772	41,772	-	41,772	26,186	5,187	10,399	75%
District									
F21007 - DIST - Campus Misc.	-	10,000	10,000	-	10,000	838	336	8,826	12%
Sub-total	-	10,000	10,000	-	10,000	838	336	8,826	12%
Contingency (720700) -Major Repairs	200,000	(120,934)	79,066	-	79,066	-	-	79,066	-
Sub-total	200,000	(120,934)	79,066	-	79,066	-	-	79,066	-
Projects Closed									
F21015 - CC - C20 Canopy Repair	-	8,400	8,400	-	8,400	-	8,400	-	100%
F21020 - CC - C11 Tier 1 Upgrade	-	11,490	11,490	-	11,490	-	11,490	-	100%
F21010 - DIST - Maritime Gate & Seat	-	8,491	8,491	-	8,491	-	8,491	-	100%
Sub-total	-	28,381	28,381	-	28,381	-	28,381	-	100%
TOTALS	200,000	19,734	219,734	-	219,734	53,926	42,943	122,865	44%

Action Item “IX”
Regular Board Meeting May 3, 2021
Consideration of Approval of Amendment to the 2020-2021 Budget
for Restricted Revenue and Expenses Relating to Federal and State Grants

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

Federal, state, and local grants may require amendments for receipt of newly awarded grants or changes to existing grants. These amendments should be processed in a timely manner in order to provide the access to funding to meet the objectives set forth within the grant requirements. This budget amendment request includes the additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants received during the months of April 2021.

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$1,016,343, so the net impact on the College budget is zero.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1- Budget Amendments-05-03-21

Attachment 2- Grant Detail-05-03-21

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
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SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
May 3, 2021

	Fund	Org.	Account	Prog.	Amount Debit (Credit)	
<u>U.S. Department of Commerce/U.S. Economic Development Administration - EDGE Center Renovation</u>						
<u>(New Grant)</u>						
Federal Grant Revenue	531101	56700	554100	110000	(1,000,000)	
Contractual Services	531101	56700	731000	620914	26,030	
Contractual Services - Construction	531101	56700	731000	720388	437,192	
Equipment	531101	56700	741000	620914	<u>536,778</u>	\$ -
 <u>Texas Higher Education Coordinating Board - 2020 College Readiness and Success Models (CRMS-2020)</u>						
<u>(Additional Funds)</u>						
State Grant Revenue	555048	56700	554200	110000	(16,343)	
PT - Institutional	555048	56700	614100	460913	15,853	
Benefits	555048	56700	650000	460913	<u>490</u>	-
Net Increase (Decrease)						<u>\$ -</u>

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

Grant Funding Summary by Agency:

U.S. Department of Commerce	\$ 1,000,000
Texas Higher Education Coordinating Board	<u>16,343</u>
	\$ 1,016,343

U.S. Department of Commerce/U.S. Economic Development Administration - EDGE Center Renovation (New Grant)

San Jacinto College and co-applicant Houston Airport System have been awarded funds to renovate portions of the EDGE at Ellington Field. These funds will provide renovations and equipment to the first floor of the EDGE Center which are needed to begin training technicians in composite manufacturing, aerospace electrical assembly, aerospace mechanical, aerospace quality, mechatronics, and industrial automation and manufacturing. Improvements will include machine shop ventilation, expansion and repair, and a new air handling system. Also included will be repairs to bring the exhaust system up to code in some work areas plus expanded lab spaces. The renovation and equipment purchase for the aerospace technician training program will ultimately create new training opportunities to support the expanding aerospace industry in Houston.

Texas Higher Education Coordinating Board - 2020 College Readiness and Success Models (CRMS-2020) (Additional Funds)

This project aligns with the goals of 60x30TX, providing aid and supports to students through their initial college work and progressing through their college pathway. The project encompasses three elements designed to achieve a focused strategy for increased college readiness and success. First, students that are eligible for co-requisite models will be placed in those models, by subject area. The second strategy will use multiple measures to demonstrate college readiness. Additionally, a supplemental instruction (SI) model will be utilized that has demonstrated higher rates of success in mathematics, chemistry, and biology coursework.

Action Item “X”
Regular Board Meeting May 3, 2021

Consideration of Approval of Policy VI.6000.C, Transcript Notation – Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve Policy VI.6000.C, Transcript Notation.

BACKGROUND

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

IMPACT OF THIS ACTION

This policy and associated procedure were sent to the College community April 1 through April 16, 2021. No comments were received. The procedure is provided for informational purposes and will not be voted on.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy VI.6000.C, Transcript Notation (proposed policy)

Informational Items Only:

Attachment 3 – Procedure VI.6000.C.a, Transcript Notation (proposed procedure)

RESOURCE PERSONNEL

Laurel Williamson	281-998-6184	laurel.williamson@sjcd.ed
Joanna Zimmermann	281-476-1859	joanna.zimmermann@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: **VI.6000.C**

Proposed Policy Name: **Transcript Notation**

Current Policy Number/Name: N/A

New Procedure Number: **VI.6000.C.a**

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

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

Action Recommended for Policy: **New**

Action Recommended for Procedures: **New**

Web Links: (not applicable)

Primary Owner: Deputy Chancellor & President

Secondary Owner: Associate Vice Chancellor, Student Services

Summary:

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

Policy VI.6000.C, Transcript Notation

Purpose

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

Policy

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

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

Definitions

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

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

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

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

Associated Procedures

Procedure VI.6000.C.a, Transcript Notation

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

Procedure VI.6000.C.a, Transcript Notation

Associated Policy

Policy VI.6000.C, Transcript Notation

Procedures

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

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

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

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

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

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

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

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

Definitions

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

Attachment 3

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

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

Date of SLT Approval	March 26, 2021
Effective Date	Anticipated May 4, 2021
Associated Policy	Policy VI.6000.C, Transcript Notation
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

Action Item “XI”
Regular Board Meeting May 3, 2021
Consideration of Rescission of Policy VI-M on Security Control and
Approval of Policy III.3004.C, Facilities Services – Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees rescind Policy VI-M on Security Control and approve Policy III.3004.C, Facilities Services.

BACKGROUND

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

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

IMPACT OF THIS ACTION

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

This policy and associated procedure were sent to the College community on April 1, 2021 through April 16, 2021. No comments were received.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

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

Attachment 3 – Policy III.3004.C, Facilities Services (proposed policy - new)

Informational Items Only:

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

Attachment 5 – Procedure III.3004.C.a, Facilities Services (proposed procedure - new)

Action Item “XI”
Regular Board Meeting May 3, 2021
Consideration of Rescission of Policy VI-M on Security Control and
Approval of Policy III.3004.C, Facilities Services – Second Reading

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Bryan Jones	281-998-6343	bryan.jones@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: **III.3004.C**

Proposed Policy Name: **Facilities Services**

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

New Procedure Number: **III.3004.C.a**

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

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

Action Recommended for Policy: Rescind and New

Action Recommended for Procedures: Rescind and New

Web Links:

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

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

Primary Owner: Associate Vice Chancellor, Facilities Services

Secondary Owner: Vice Chancellor, Fiscal Affairs

Summary of Changes:

Policy Creation

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

Procedure Changes

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

Policy VI-M: Policy on Security Control

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

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

Policy III.3004.C, Facilities Services

Purpose

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

Policy

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

Definitions

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

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

Associated Procedures

Procedure III.3004.C.a, Facilities Services

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

Procedure 2-7: Physical Plant

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

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

Non-Emergency Requests

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

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

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

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

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

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

Available maintenance crafts and services:

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

Emergency Requests

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

Campus	Extension
North	7105
Central	1854
South	3411

After hours/ weekends: 281-476-1820

Attachment 4 – Current Procedure - Rescind

On-Campus via office phone: 5555

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

Procedure III.3004.C.a, Facilities Services

Associated Policy

Policy III.3004.C, Facilities Services

Procedures

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

Service provided by Facilities Services include:

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

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

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

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

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

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

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

Definitions

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

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

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

Date of SLT Approval	March 29, 2021
Effective Date	Anticipated May 4, 2021
Associated Policy	Policy III.3004.C, Facilities Services
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Facilities Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve Policy III.3004.D, Keys and Proximity Cards.

BACKGROUND

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

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

IMPACT OF THIS ACTION

Approval of the Policy III.3004.D, Keys and Proximity Cards will formalize the Board’s expectations for management of access to the College’s facilities. The policy will provide a framework for administration of the College’s key and proximity card resources.

This policy and associated procedure were sent to the College community on April 1, 2021 through April 16, 2021. No comments were received.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

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

Attachment 3 – Policy III.3004.D, Keys and Proximity Cards (proposed policy)

Informational Items Only:

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

Attachment 5 – Procedure III.3004.D, Keys and Proximity Cards (proposed procedure)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: **III.3004.D**

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

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

New Procedure Number: **III.3004.D.a**

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

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

Action Recommended for Policy: Revise

Action Recommended for Procedures: Revise

Web Links:

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-v-k-policy-key-and-proximity-cards>

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

Primary Owner: Associate Vice Chancellor, Facilities Services

Secondary Owner: Vice Chancellor, Fiscal Affairs

Summary of Changes:

Policy Revision

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

Procedure Revision

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

Policy V-K: Policy on Key and Proximity

Cards

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

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

Policy III.3004.D, Keys and Proximity Cards

Purpose

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

Policy

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

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

Associated Procedures

Procedure III.3004.D, Keys and Proximity Cards

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

Procedure 3-16: Keys and Proximity Cards

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

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

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

Procedure III.3004.D.a, Keys and Proximity Cards

Associated Policy

Policy III.3004.D, Keys and Proximity Cards

Procedures

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

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

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

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

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

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

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

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

Attachment 5 – Proposed Procedure

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

Definitions

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

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

Date of SLT Approval	March 29, 2021
Effective Date	Anticipated May 4, 2021
Associated Policy	Policy III.3004.D, Keys and Proximity Cards
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Facilities Services

**Action Item “XIII”
Regular Board Meeting May 3, 2021
Consideration of Approval of the Awarding of a Posthumous Degree**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the awarding of a posthumous degree to Walter C. Luna.

BACKGROUND

Policy VI-II: Policy on Awarding Posthumous Degrees allows the Board of Trustees to approve the award of a posthumous degree or certificate of recognition to honor the achievement of a student who has died prior to completion of degree or certificate requirements. A deceased student is eligible to receive a posthumous degree if the student has completed 75 percent or more of the required courses for the degree, was enrolled in classes at the time of death, and was in good academic and financial standing with the college.

Walter Luna, aged 49, passed away on March 9, 2021. He was enrolled in the Information Technology Applications Associate of Applied Science degree program on the South campus. His degree audit indicates that he completed 61 percent of this degree program and he was enrolled in two courses in the spring 2021 semester. Mr. Luna does meet 100 percent of the requirements to receive an Associate of Applied Arts in Social and Behavioral Sciences. He was in good academic standing with a 3.25 overall grade point average (GPA) and in good financial standing with the College.

IMPACT OF THIS ACTION

Approval by the Board of Trustees satisfies the requirements of Policy VI-II: Policy on Awarding Posthumous Degrees and meets the requirements of Procedure 6-13 Awarding Posthumous Degrees.

Request that the Associate of Applied Arts Degree in Social and Behavioral Sciences be awarded posthumously to Walter C. Luna. His family do not intend to participate in the commencement ceremony on May 15, 2021 and would like his diploma to be mailed to them.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 - Obituary of Walter Luna

Action Item “XIII”
Regular Board Meeting May 3, 2021
Consideration of Approval of the Awarding of a Posthumous Degree

RESOURCE PERSONNEL

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Walter Luna

March 30, 1971 - March 9, 2021

Walter Luna was born in Nederland, Texas on March 30, 1971. The son of Judi and Henry Luna, Walter graduated with honors from J. Frank Dobie High School in Houston and then served honorably in the United States Military Corps. After earning three associates degrees, Walter was pursuing a Bachelors Degree in Information Technology at the University of Houston at the time of his passing.

Walter was an extraordinary husband, father, son, firefighter and friend. His survivors include his wife April; daughter Makayla Potts and fiancé Sean Strickland; his mother Judi; father-in-law Bill Pillars; grandmother Maria Graciela Luna; sister-in-law Robin Reed and brother-in-law David; nephews Joshua, Brendan and D.J. Reed; and many loving aunts, uncles and cousins. Walter was predeceased by his father Henry and his mother-in-law Margaret Pillars.

Walter was a member of the Houston Fire Department Academy Class of 1994. An experienced, committed Engineer Operator, his 26-year HFD service included a final assignment at Station 72 on the D shift. He was a proud member of the Houston Professional Fire Fighters Association-IAFF Local 341. His respect and love for his brothers and sisters in the fire service was only strengthened by the recent years of political and legal challenges.

Walter met April, at the age of 11, and they reconnected many years later through mutual friends. April was the love of his life. He adored her daughter and her fiancé, and his in-laws. He strived to be a good firefighter and a better person. He never forgot where he came from and admired and honored his parents, aunt and uncle.

To his family and friends, Walter was loyal, kind, giving and fiercely loved. He lit up a room. He was a shining light. Walter enjoyed smoking a good cigar with friends and many wonderful times with family members, including father-in-law Bill and Makayla, who he loved as his own daughter. He was sentimental and generous with his gifts to family and friends. Walter also is missed by his three beloved dachshunds, Guinness, Bandit and

Bella. Walter loved his memory of Bandit's secret life at the fire station, where as a puppy he spent many shifts in service to the city.

The Luna family offers gratitude for the support of the HFD Family and the Houston Professional Fire Fighters Association.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the 2021-2022 Annual Priorities for San Jacinto College.

BACKGROUND

For fiscal year 2021-2022, seven annual priorities are recommended. These annual priorities were developed by the Strategic Leadership Team (SLT) including obtaining feedback from various members of their teams and being informed by the work of a variety of councils, committees, and taskforces. These priorities were distributed in an employee update to the College community. The SLT members will work with their respective members of the Strategic Leadership Communication Council (SLCC) to determine the necessary action plans to implement these priorities. The SLCC consists of approximately 150 leaders throughout the College including department chairs, directors, deans, and various other leadership levels across all instructional, support, and functional areas.

IMPACT OF THIS ACTION

The Board’s formal approval of the 2021-2022 annual priorities will allow the SLT, SLCC, and employees throughout the College to develop the work plans and related actions necessary to actualize the annual priorities. The 2021-2022 annual priorities will align the work of the employees with the College’s vision, mission, values, and strategic plan and will guide the development of individual performance plans for all full-time employees.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The proposed 2021-2022 budget is being prepared based on conservative revenue assumptions consistent with the current economic climate and concerns about the future economic outlook. The College’s strategic goals and annual priorities remain the focus for the SLT as budget reductions and reallocations are prioritized. New initiatives defined as essential priorities are funded by reallocating resources. The SLT is critically aware that the College must remain committed to our strategic plan and student focused priorities, even considering a challenging fiscal picture.

MONITORING AND REPORTING TIMELINE

Regular monitoring will occur with the Strategic Leadership Team and periodic updates will be presented to the Board of Trustees.

ATTACHMENTS

Attachment 1 – 2021-2022 Annual Priorities

RESOURCE PERSONNEL

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San Jacinto College

Draft 2021-2022 Annual Priorities

- **Expand Our Equity Focus and Commitment:** Develop an understanding through disaggregated data, inquiry, self-reflection, and analysis how existing instructional, student support, and business practices, policies, initiatives, and programming address equity and inclusion and identify any related gaps. Develop aggressive strategies to address student performance and outcome gaps. Build an infrastructure and integrate the equity focus and work throughout the College by:
 - Creating a culture of inclusive classrooms and learning,
 - Reviewing curriculum for training the next generation of the workforce and preparing students for the workplace environment,
 - Hosting and supporting courageous conversations that advance understanding and respect within the San Jacinto College community and in our local communities,
 - Achieving equity in student outcomes by program and course for Hispanic, White, African American/Black, and Asian students and students with socioeconomic or learning differences, and
 - Implementing strategies that reduce unconscious bias, eliminate implicit bias, and increase diversity in the recruitment, hiring, and retention of College employees.
- **Expansion of Transfer Opportunities and Awareness:** Improve communication and collaboration with transfer institutions, focusing on institutions that are within the top ten transfer destinations for San Jacinto College students or those that offer exceptional opportunities for students. Review existing institutional-level articulation agreements and revise with an emphasis on benefits to students, scholarships, and program placement while eliminating transfer barriers. Create program-level articulation agreements that identify and delineate specific courses, barriers, and solutions for success within program pathways.
- **Career and Workforce Pathways:** Expand existing programs and add new workforce programs as demand in the regional talent pipeline shifts. Evaluate and improve career and workforce education programs to ensure that curriculum and student experiences model career and workplace culture that align with current employer demand. Review curriculum and programs for short-term or micro-skills certificates and establish target populations for workforce upskilling and reskilling. Strengthen employer relationships by developing structures and processes for sector advisory councils, reviewing, and refreshing advisory committees, and expanding hands-on and workplace experiential learning opportunities for students. Explore and evaluate competency-based models for implementation based on employer needs. Increase and strengthen incumbent worker training.
- **Adaptive Student Support:** Establish a prioritized program of systemic people, process, and technology work that results in an optimal balance between traditional and digital student support services. Continue to evolve the College into an efficient and adaptive institution with modularized capabilities combined to respond swiftly to perpetual change.

Attachment 1

- **Expand Our Outreach Efforts by Focusing on Creating College-Going Opportunities:** Increase and enhance outreach, access, and support for individuals whose education was disrupted by COVID or for community members who have been historically underrepresented in postsecondary education.
 - High School Populations:** Develop responsive strategies to address the non-college going high school graduate population. Understand barriers to student progress and where students stop out before high school completion, particularly as influenced by challenges due to COVID. Design specific strategies to reach underrepresented populations in high schools and students who have left school during COVID.
 - Adult Populations:** Create marketing and recruitment strategies for adult populations who have never attended college, who attended but did not complete a credential, and who achieved a credential but want additional or different credentials. Design programs and courses that meet the need for entry-level job skills, incumbent worker training, and/or career advancement competencies, including adult basic education and language skills and GED achievement. Design credit and non-credit programs to be taught on campus and in the community to meet the needs of adult population cohorts.
 - Generation Park:** Continue to develop marketing and recruitment plans for the Generation Park campus. Use recent market study data to analyze target markets and develop tactics to best reach those markets. Identify student characteristics in campus service areas and develop programs for specific cohorts.
 - San Jac Promise Program:** Continue to provide scholarship opportunities to three Pasadena high schools. Continue to work with the San Jacinto College Foundation to raise funds for the Program. Design infrastructure and support services to accommodate the Program as it evolves to become San Jac's Promise program.
- **Positioning for the Future:** Continue to respond to changing student demand for traditional and online learning for our current degrees and certificates. Respond to regional demand for new offerings in Cloud Computing, Cybersecurity, and Logistics. Optimize strategic partnerships, enrollment management, technology, service efficiency, program development and sustainability, and communication plans in order to strengthen the College's impact on the region.
- **Advance a Culture of Resiliency and Sustainability:** Continuously implement innovative solutions that are resourceful and agile when confronted with environmental factors affecting our region. Demonstrate agility, resiliency, flexibility, and innovation through collaboration when trying to solve challenges and proactively anticipating future challenges. Foster a continuous improvement environment for people, processes, and systems across the College focused on sustainability and aligned to increased student success.

**Action Item “XV”
Regular Board Meeting May 3, 2021
Consideration of Approval of Policy #, Grants Management - First Reading
(Informational Item)**

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

The purpose of this policy is to ensure that San Jacinto Community College District (SJCCD) adopts and maintains compliance with applicable laws, regulations, and requirements for all grants. Such compliance will include the Uniform Administrative Requirements and Cost Principles and Audit Requirements for Federal Awards (2 C.F.R 200) issued by the U.S. Office of Management and Budget (OMB).

IMPACT OF THIS ACTION

This new policy is established for three purposes:

- to minimize risks associated with non-compliance of grant requirements,
- to ensure that grant applications and proposals are within the scope of SJCCD’s strategic goals and priorities, and
- to ensure proper administration and accounting of all restricted funds.

This policy and associated procedure were sent to the College community on April 23, 2021. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on June 7, 2021. The procedures are provided for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy #, Grants Management (proposed policy – new)

Informational Items Only:

Attachment 3 – Procedure 2-4 Contracts and Grants (current procedure - rescind)

Attachment 4 – Procedure #, Grant Pre-Award (proposed procedure - new)

Action Item “XV”
Regular Board Meeting May 3, 2021
Consideration of Approval of Policy #, Grants Management - First Reading
(Informational Item)

Attachment 5 – Procedure #, Grant Post-Award (proposed procedure - new)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: To be determined

Proposed Policy Name: **Grants Management**

Current Policy Number/Name: N/A

New Procedure Number: To be determined

Proposed Procedure Name(s): **Grant Pre-Award and Grant Post-Award**

Current Procedure Number(s)/Name(s): **Procedure 2-4: Contracts and Grants Office**

Action Recommended for Policy: **New**

Action Recommended for Procedures: **Rescind and New**

Web Links: <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-2-4-contracts-and-grants-office>

Primary Owner: Vice Chancellor, Fiscal Affairs

Secondary Owner: Director, Office of Grants Management

Summary of Changes:

Policy Creation

- New policy to accompany new proposed procedures
- Added a Purpose statement
- Added Policy segment
- Added Definitions
- Identified associated procedures

Procedure Changes

New procedures encompass operational functions of the Office of Grants Management such as streamlining collaborative efforts, compliance of the U. S. Office of Management Budget's Uniform Administrative Requirements for Federal Awards (2 C.F.R. 200, 200.61, and 200.62), and facilitating approvals of applications/proposals.

Policy #, Grants Management

Purpose

The purpose of this policy is to ensure that San Jacinto Community College District (College) adopts and maintains compliance with applicable laws, regulations, and requirements for all grants. Such compliance will include the Uniform Administrative Requirements and Cost Principles and Audit Requirements for Federal Awards (2 C.F.R. 200) issued by the U.S. Office of Management and Budget (OMB). Additional purposes are to minimize risks associated with non-compliance of grant requirements, ensure that grant applications and proposals are within the scope of the College's strategic goals and priorities, and ensure proper administration and accounting of all restricted funds.

Policy

The Grants Management Policy establishes classification and management guidelines for application and oversight responsibilities associated with external supplemental funds of all restricted grant programs at the College.

The College is committed to comply with applicable laws, regulations, and requirements for all local, state, and federal grants. Further, the College adheres to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 C.F.R 200) issued by OMB.

The Office of Grants Management (OGM) contributes to the academic mission of the College by providing assistance with grant research, identifying funding resources, developing grant proposals to enhance the College's strategic goals and priorities, overseeing grant compliance, and managing finances for grant awards.

The Grant Principal Investigators (PI) or Project Directors (PD) are ultimately responsible for the preparation, conduct, and administration of the grant award or other sponsored project in compliance with applicable laws and regulations and institutional policy governing the conduct of grants.

Definitions

Grant Principal Investigator (PI)/Project Director (PD): The person designated in a grant proposal as responsible for all grant project development, program and financial administration, facilitation, reporting, and outcomes assessment.

The Office of Management and Budget (OMB): The OMB serves the President of the United States in overseeing the implementation of his or her vision across the Executive Branch and oversees the performance of federal agencies and administers the federal budget.

The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 C.F.R. 200): The Uniform Guidance (2 C.F.R. 200) streamlines and

Attachment 2 – Proposed Policy

consolidates government requirements for receiving and using federal awards so as to reduce administrative burden and improve outcomes.

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 #, Grant Pre-Award

Procedure #, Grant Post-Award

Date of Board Approval	Anticipated June 7, 2021
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Effective Date	Anticipated June 8, 2021
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Primary Owner	Vice Chancellor, Fiscal Affairs
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Secondary Owner	Director, Office of Grants Management
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Procedure 2-4: Contracts And Grants

Submission of Grant Proposals

The following is a list of procedures for the development and submission of grant proposals. These procedures have been formulated with the aim of providing faculty and administrators with the support and assistance they may need in the development of grant proposals. Following these procedures ensures that the grants awarded are in compliance with the stipulations and regulations of the agency making the grant and that all grant proposals reflect the mission statement and strategic goals of San Jacinto College.

Questions regarding grant proposals should be referred to Kelly Simons, Resource Development Office at (281)-998-6104. The Resource Development Office should be informed of the status of all grants.

Grant Procedures

In order to facilitate the development and submission of grant proposals to outside agencies, the following procedures should be carefully followed:

- An individual interested in writing a grant proposal must first submit Part A of the Grant Proposal Worksheet. The purpose of this section is to alert Resource Development of possible grant writing activities and to allow them to give feedback and assistance. This part A section must receive recommendation to move forward to the next step of grant development from the campus department chair and/or Resource Development.
- Once this Part A section of the Grant Proposal Worksheet has received a recommendation to proceed, the next step in the process is for the grant initiator to fill out Part B of the Grant Proposal Worksheet. This section of the form along with Part A, will be used as an outline for the development and writing of the grant, and to provide the campus president, coordinator of grants, grants accounting, and the chancellor with an overview of the proposed project to be undertaken. This, and other forms, may be obtained from the Resource Development Office.
- During the actual development and writing of the grant proposal, those involved in the grant project should work as partners with the Resource Development Office. While a major responsibility of this office is to coordinate and maintain uniformity of all grants within the District, it also envisions itself as an informational and technical resource for those who are writing grant proposals.
- When the grant proposal has been completed, it must be submitted with the Final Approval for Proposal Submission form, first to the campus president and second to the Resource Development Office. This office will assume responsibility for securing the necessary District approval signatures.
- The completed grant proposal and the "Final Approval for Proposal Submission" must be submitted to the Resource Development Office a *minimum* of one week prior to the deadline for submission to the funding agency. Proposals submitted after this time, are in jeopardy of not being approved for submission.
- The person submitting the proposal notifies the grant writer or initiator, campus president, and the Resource Development Office if the grant has been awarded by the funding agency and forwards a copy of the contract to this same office.
- The person submitting the proposal obtains approval from the Resource Development Office prior to any changes or amendments to a grant that has been awarded. He or she then sends a copy of the grantor's approval of these changes or amendments to the Resource Development Office and to the Grants Accounting Office.

Attachment 3 – Current Procedure – Rescind

- After the grant has been funded, a mandatory meeting will take place between the Resource Development Office, the Grants Accounting Office, and the person responsible for the grant. At this time the Resource Development Office and the Grants Accounting Office will go over the required reports, billing and invoicing procedures with the person responsible for the grant to ensure that proper communication and funding agency compliance will take place.
- The person identified as project director of the grant obtains approval from the Grants Accounting Office prior to submission of any reports, billings or invoices to the granting agency. A copy of these documents should be forwarded to the Resource Development Office.
- When the final report is due at the end of the contract, the grant project director submits this to both the Resource Development Office and the Grants Accounting Office prior to its submission to the granting agency. A final meeting will take place at the completion of the grant to review the goals and objectives of the grant activities and to discuss future funding opportunities.

Procedure #:	2-4
Procedure Name:	Contracts and Grants
Pages:	2
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Procedure #, Grant Pre-Award

Associated Policy

Policy #, Grants Management

Procedures

The purpose of the Grant Pre-Award Procedure is to ensure that all submitted grant applications/proposals are developed with the approval of the San Jacinto Community College District (College) administration, are designed to meet recognized College strategic goals and/or community needs, and do not create a conflict with other funded or pending initiatives. Additionally, the procedure ensures that the College adopts and maintains compliance with Uniform Administrative Requirements for Federal Awards (2 C.F.R. 200) issued by U.S. Office of Management and Budget (OMB), follows all applicable laws, regulations, and requirements for all grant proposals, and applies proper administration and internal procedures to the grant development process.

A proposal formally seeking grant funding is a request to a funding agency from the College. The College's administration must approve the proposal, and then the Office of Grants Management (OGM) submits the proposal on behalf of the College. Proposals are submitted by and awards are granted to the College and not to individuals serving as a Grant Principal Investigator (PI) or Project Director (PD).

The OGM supports and works with the grant's PI or PD for the successful development and submission of grant proposals. The OGM is also responsible to ensure compliance with all applicable federal, state, or other funding agency specifications, program requirements, or individual Request for Proposal (RFP) procedures. The College charges the OGM to be cognizant of specific grant program budget restrictions, submission terms and conditions, grantor entity submission regulations, and College policies and procedures in the creation of grant proposal submissions. The OGM also supports and works with the San Jacinto College Foundation for the successful development and submission of scholarship and program proposals to grant agencies and foundations.

The OGM ensures that all submitted grant applications are developed with the approval of College administration and are designed to meet recognized College strategic goals and/or community needs. To ensure grant proposals do not create a conflict with other funded or pending initiatives, the OGM has established the following requirements:

- Grant initiatives, projects, collaborations, and other grant-related activities will be coordinated through the OGM;
- Faculty and staff developing a grant application will be responsible for obtaining the written approval of their leadership and submitting required forms to the OGM prior to development of a grant proposal/application.
- Upon approval of the pre-proposal grant initiation forms, OGM's Grants Development Team will assist College personnel with the preparation of grant proposals, will provide

technical assistance, and will ensure compliance with grant guidelines, requirements, internal procedures, and timelines.

- The Grant PI or PD will provide the OGM copies of relevant RFP documentation, proposal applications, application forms, and other pertinent correspondence for all grant applications to be submitted in the name of the College.

Definitions

Grant Principal Investigator (PI)/Project Director (PD): The person designated in a grant proposal as responsible for all grant project development, program and financial administration, facilitation, reporting, and outcomes assessment.

The Office of Management and Budget (OMB): The OMB serves the President of the United States in overseeing the implementation of his or her vision across the Executive Branch and oversees the performance of federal agencies and administers the federal budget.

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. 200): The Uniform Guidance (2 C.F.R. 200) streamlines and consolidates government requirements for receiving and using federal awards so as to reduce administrative burden and improve outcomes.

Date of SLT Approval	April 22, 2021
Effective Date	Anticipated June 7, 2021
Associated Policy	Policy #, Grants Management
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Office of Grants Management

Procedure #, Grant Post-Award

Associated Policy

Policy #, Grants Management

Procedures

The purpose of the Grant Post-Award Procedure is to ensure that the grant administrative objectives are achieved through a collaborative effort between the Grant Principal Investigators (PI) or Project Directors (PD), departments and members of leadership participating in grant activities, and the Office of Grants Management (OGM). Many internal and external contributors often participate during the post-award life cycle.

To ensure the effectiveness and efficiency of fiscal and grant operations, as well as proper stewardship of federal funding, the San Jacinto Community College District (College) adopts the US Office of Management and Budget's (OMB) Uniform Administrative Guidance Section 200.61 and 200.62. This guidance requires that recipients of federal funding establish and implement a system of internal controls to provide reasonable assurance that awards are managed in compliance with federal statutes, regulations, and terms and conditions of the awards.

Similarly, state awards will use the required Texas Grant Management Standards (TXGMS), which includes Uniform Assurances and the Standard Financial Management Conditions (Uniform Grant Management Standards (UGMS) developed under Chapter 783 of the Texas Government Code.

The College is committed to providing accurate, high-quality, timely and effective grant services to support its mission of excellence in education. Grant awards are made to the College, not to an individual PI or PD; therefore, the College assumes full legal responsibility for ensuring that all funds received through the award are used for the purposes and intent outlined in the conditions of the grant agreement.

The OGM Grants Accounting Team supports and works with the PI or PD for the successful fiscal management of the grant awards. OGM is responsible to ensure that the College is compliant with financial requirements including documentation, audit, and financial reporting for all restricted grant awards. The PI/PD is ultimately responsible for the overall management of the grant project/program, financials, and completion of all required reports and deliverables. The PI/PD and OGM comply with all applicable federal, state, or other funding source regulations, specific grant program and fiscal requirements, terms, and conditions, other required laws and regulations, and the College's policies and procedures governing grants and contracts. The PI/PD and OGM will follow all applicable laws and regulations to manage the grant awards.

Definitions

Grant Principal Investigator (PI)/Project Director (PD): The person designated in a grant proposal as responsible for all grant project development, program and financial administration, facilitation, reporting, and outcomes assessment.

The Office of Management and Budget (OMB): The OMB serves the President of the United States in overseeing the implementation of his or her vision across the Executive Branch and oversees the performance of federal agencies and administers the federal budget.

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. 200): The Uniform Guidance (2 C.F.R. 200) streamlines and consolidates government requirements for receiving and using federal awards so as to reduce administrative burden and improve outcomes.

Date of SLT Approval	April 22, 2021
Effective Date	Anticipated June 8, 2021
Associated Policy	Policy #, Grants Management
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Office of Grants Management

Action Item “XVI”
Regular Board Meeting May 3, 2021
Consideration of Approval of Policy #, Awarding Honorary Degrees – First Reading
(Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

The purpose of this policy is to define the parameters through which San Jacinto College will award honorary degrees.

IMPACT OF THIS ACTION

Approval of Policy #, Awarding Honorary Degrees will formalize the Board’s expectations that honorary degrees may be awarded to honor enduring, outstanding service to the College or its constituent communities or to recognize superlative professional achievement in disciplines or fields served by the College’s educational programs.

This policy and associated procedure were sent to the College community on April 23, 2021. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on June 7, 2021. Procedures are provided for informational purposes and are not voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy VI-JJ: Policy on Awarding Honorary Degrees (current policy)
- Attachment 3 – Policy #, Awarding Honorary Degrees (proposed policy)

Informational Items Only:

- Attachment 4 – Procedure 6-14: Awarding Honorary Degrees (current procedure)
- Attachment 5 – Procedure #, Awarding Honorary Degrees (proposed procedure)

**Action Item “XVI”
Regular Board Meeting May 3, 2021**

**Consideration of Approval of Policy #, Awarding Honorary Degrees – First Reading
(Informational Item)**

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Awarding Honorary Degrees**

Current Policy Number/Name: **Policy VI-JJ: Policy on Awarding Honorary Degrees**

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

Proposed Procedure Name(s): **Awarding Honorary Degrees**

Current Procedure Number(s)/Name(s): **Procedure 6-14: Awarding Honorary Degrees**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-vi-jj-policy-awarding-honorary-degrees>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-6-14-awarding-honorary-degrees>

Primary Owner: Deputy Chancellor & President

Secondary Owner: Provosts

Summary of Changes:

- Policy:
 - Transition to new policy format

- Procedure:
 - Transition to new procedure format
 - Modified section on which commencement ceremonies honorary degrees can be awarded at

Policy VI-JJ: Policy on Awarding Honorary Degrees

It is the policy of the College that honorary degrees may be awarded to honor enduring, outstanding service to the College or its constituent communities or to recognize superlative professional achievement in disciplines or fields served by the College's educational programs. The College hopes to inspire past, present and future students, faculty, staff, administrators, alumni and members of the community by recognizing individuals that embody the College's values of integrity, excellence, accountability, innovation, community, student success, diversity and collaboration.

Policy #:	VI-JJ
Policy Name:	Policy on Awarding Honorary Degrees
Pages:	1
Adopted Date:	April 2, 2012
Revision/Reviewed Date:	April 2, 2012
Effective Date:	April 2, 2012
Associated Procedure:	6-14

Policy #, Awarding Honorary Degrees

Purpose

The purpose of this policy is to define the parameters through which San Jacinto College will award honorary degrees.

Policy

It is the policy of San Jacinto College that honorary degrees may be awarded to honor enduring, outstanding service to the College or its constituent communities or to recognize superlative professional achievement in disciplines or fields served by the College’s educational programs. The College’s goal is to inspire past, present, and future students, faculty, staff, administrators, alumni and members of the community by recognizing individuals who embody the College’s values of integrity, inclusivity, collaboration, innovation, accountability, sense of community, and excellence.

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 #, Awarding Honorary Degrees

Date of Board Approval	Anticipated June 7, 2021
Effective Date	Anticipated June 8, 2021
Primary Owner	Deputy Chancellor & President
Secondary Owner	Provosts

Procedure 6-14: Awarding Honorary Degrees

Qualifications of Honorary Degree Candidates

Individuals may be nominated for an honorary degree for:

- a. enduring, outstanding service to the College or one or more of its constituent communities, or
- b. superlative professional achievement in disciplines or fields served by the College's educational programs.

The awarding of an honorary degree is limited by the following:

- An individual may only be awarded one honorary degree by the College.
- Honorary degree recipients must attend the commencement ceremony during which the degree will be awarded except with the approval of the Board of Trustees.
- Current students and employees are ineligible to receive an honorary degree. Former students and employees may be considered after they have been separated from the College for at least two years.
- Current members of the College Board of Trustees or the San Jacinto College Foundation Board are ineligible to receive an honorary degree. Former trustees and Foundation Board members may be considered after they have been separated from the College for at least five years.
- Current or prospective benefactors or individuals with political, legal, or budgetary authority over San Jacinto College or the San Jacinto College Foundation are ineligible to receive an honorary degree. Monetary contributions to or fundraising efforts on behalf of the College or Foundation may not be considered when determining the merit of an individual's service or achievement.

Awarding of Honorary Degrees

Honorary degrees will be approved by the Board of Trustees and bestowed at a spring campus commencement ceremony. The campus location will be decided by the Board of Trustees.

Recipients will be awarded an honorary degree according to the criteria by which they were nominated and approved.

1. Individuals being honored for enduring, outstanding service to the college or its constituent communities will receive an Honorary Associate Degree of Humane Letters.
2. Individuals being honored for superlative professional achievement in a discipline or field served by the College's educational programs will be awarded an honorary degree appropriate for the discipline or field. For example, achievement in a field served by a technical program at the college will be recognized with an honorary Associate of Applied Science degree; achievement in liberal or fine arts will be recognized with an honorary Associate of Arts degree; achievement in math, science or engineering will be recognized with an honorary Associate of Science degree.

Attachment 4 – Current Procedure

All honorary degrees will be clearly designated and marked as honorary.

Procedure #:	6-14
Procedure Name:	Awarding Honorary Degrees
Pages:	2
Adopted Date:	April 2, 2012
Revision/Reviewed Date:	April 2, 2012
Effective Date:	April 2, 2012
Associated Policy:	VI-JJ

Procedure #, Awarding Honorary Degrees

Associated Policy

Policy #, Awarding Honorary Degrees

Procedures

Qualifications of Honorary Degree Candidates

Individuals may be nominated for an honorary degree for:

- a. enduring, outstanding service to the College or one or more of its constituent communities, or
- b. superlative professional achievement in disciplines or fields served by the College's educational programs.

The awarding of an honorary degree is limited by the following:

- An individual may only be awarded one honorary degree by the College.
- Honorary degree recipients must attend the commencement ceremony during which the degree will be awarded.
- Current students and employees are ineligible to receive an honorary degree. Former students and employees may be considered after they have been separated from the College for at least two years.
- Current members of the College Board of Trustees or the San Jacinto College Foundation Board are ineligible to receive an honorary degree. Former trustees and Foundation Board members may be considered after they have been separated from the College for at least five years.
- Current or prospective benefactors or individuals with political, legal, or budgetary authority over San Jacinto College or the San Jacinto College Foundation are ineligible to receive an honorary degree. Monetary contributions to or fundraising efforts on behalf of the College or Foundation may not be considered when determining the merit of an individual's service or achievement.

Awarding of Honorary Degrees

The Board of Trustees will approve honorary degrees that will be bestowed at a commencement ceremony.

Recipients will be awarded an honorary degree according to the criteria by which they were nominated and approved.

1. Individuals being honored for enduring, outstanding service to the College or its constituent communities will receive an honorary Associate of Humane Letters degree.
2. Individuals being honored for superlative professional achievement in a discipline or field served by the College's educational programs will be awarded an honorary

Attachment 5 – Proposed Procedure

degree appropriate for the discipline or field. For example, achievement in a field served by a technical program at the College will be recognized with an honorary Associate of Applied Science degree; achievement in liberal or fine arts will be recognized with an honorary Associate of Arts degree; and achievement in math, science, or engineering will be recognized with an honorary Associate of Science degree.

All honorary degrees will be clearly designated and marked as honorary.

Date of SLT Approval	April 22, 2021
Effective Date	Anticipated June 8, 2021
Associated Policy	Policy #, Awarding Honorary Degrees
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Provosts

**Action Item “XVII”
Regular Board Meeting May 3, 2021**

**Consideration of Approval of Policy #, Awarding Posthumous Degrees – First Reading
(Informational Item)**

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

The purpose of this policy is to provide guidance to the San Jacinto College community regarding the awarding of posthumous degrees.

IMPACT OF THIS ACTION

Approval of Policy #, Awarding Posthumous Degrees will formalize the Board’s expectations College that posthumous degrees or certificates of recognition may be awarded to honor the achievement of its students who have died prior to completion of degree or certificate requirements.

This policy and associated procedure were sent to the College community on April 23, 2021. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on June 7, 2021. Procedures are provided for informational purposes and are not voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy VI-II: Policy on Awarding Posthumous Degrees (current policy)
- Attachment 3 – Policy #, Awarding Posthumous Degrees (proposed policy)

Informational Items Only:

- Attachment 4 – Procedure 6-13: Awarding Posthumous Degrees (current procedure)
- Attachment 5 – Procedure #, Awarding Posthumous Degrees (proposed procedure)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Awarding Posthumous Degrees**

Current Policy Number/Name: **Policy VI-II: Policy on Awarding Posthumous Degrees**

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

Proposed Procedure Name(s): **Awarding Posthumous Degrees**

Current Procedure Number(s)/Name(s): **Procedure 6-13: Awarding Posthumous Degree**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-vi-ii-policy-awarding-posthumous-degrees>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-6-13-awarding-posthumous-degrees>

Primary Owner: Chancellor

Secondary Owner: Deputy Chancellor & President

Summary of Changes:

- Policy:
 - Transition to new policy format

- Procedure:
 - Transition to new procedure format
 - Updated titles
 - Revised step 3 in process to include the Associate Vice Chancellor for Student Services as one of the representative options for notifying family members regarding the posthumous award

Policy VI-II: Policy on Awarding Posthumous Degrees

It is the policy of the College that posthumous degrees or certificates of recognition may be awarded to honor the achievement of its students who have died prior to completion of degree or certificate requirements.

Policy #:	VI-II
Policy Name:	Policy on Awarding Posthumous Degrees
Pages:	1
Adopted Date:	April 2, 2012
Revision/Reviewed Date:	April 2, 2012
Effective Date:	April 2, 2012
Associated Procedure:	6-13

Policy #, Awarding Posthumous Degrees

Purpose

The purpose of this policy is to provide guidance to the San Jacinto College community regarding the awarding of posthumous degrees.

Policy

It is the policy of the College that posthumous degrees or certificates of recognition may be awarded to honor the achievement of its students who have died prior to completion of degree or certificate requirements.

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 #, Awarding Posthumous Degrees

Date of Board Approval	Anticipated June 7, 2021
Effective Date	Anticipated June 8, 2021
Primary Owner	Chancellor
Secondary Owner	Deputy Chancellor & President

Procedure 6-13: Awarding Posthumous

Degrees

When a student dies prior to completing requirements for a degree at San Jacinto College, the student may be recognized posthumously by the awarding of a degree or a certificate of recognition.

A deceased student is eligible to receive a posthumous degree if the student

- has completed 75% or more of the required courses for the degree;
- was enrolled in classes at the time of death;
- was in good academic and financial standing with the college.

If a deceased student does not qualify for a posthumous degree, the student may be awarded a *Posthumous Certificate of Recognition* for pursuing their education at San Jacinto College if the student

- has attempted at least twelve (12) credit hours at the college;
- was enrolled in classes at the time of death;
- was in good academic and financial standing with the college.

Procedure for Granting Posthumous Awards

1. Upon the request of a student's family or of a college employee following the death of the student, the office of the Dean of Enrollment Services for the student's primary campus will complete a degree audit to determine the student's eligibility to receive a posthumous degree. The status of the degree audit will be forwarded to the Strategic Leadership Team (SLT) and the Chancellor.
2. The Chancellor makes a final recommendation to the Board of Trustees regarding posthumous degrees or posthumous certificates of recognition to be awarded. The disposition of all recommended posthumous awards will be determined by the Board of Trustees.
3. A representative of the Board of Trustees, the Chancellor's office, or the campus President's office should notify the family of the posthumous award. The manner in which the degree or certificate is awarded is at the family's discretion; it may be mailed, or a family member may attend commencement and accept the award on behalf of the student.

Attachment 4 – Current Procedure

Procedure #:	6-13
Procedure Name:	Awarding Posthumous Degrees
Pages:	2
Adopted Date:	April 2, 2012
Revision/Reviewed Date:	April 2, 2012
Effective Date:	April 2, 2012
Associated Policy:	VI-II

Procedure #, Awarding Posthumous Degrees

Associated Policy

Policy #, Awarding Posthumous Degrees

Procedure

When a student dies prior to completing requirements for a degree at San Jacinto College, the College may recognize the student posthumously by the awarding of a degree or a certificate of recognition.

A deceased student is eligible to receive a posthumous degree if the student:

- has completed 75% or more of the required courses for the degree;
- was enrolled in classes at the time of death; and
- was in good academic and financial standing with the College.

If a deceased student does not qualify for a posthumous degree, the student may be awarded a Posthumous Certificate of Recognition for pursuing his/her education at San Jacinto College, if the student

- has attempted at least 12 credit hours at the College;
- was enrolled in classes at the time of death; and
- was in good academic and financial standing with the College.

Procedure for Granting Posthumous Awards

1. Upon the request of a student’s family or of a College employee following the death of the student, the offices of the Dean of Student Development for the student’s primary campus will complete a degree audit to determine the student’s eligibility to receive a posthumous degree. The status of the degree audit will be forwarded to the Strategic Leadership Team (SLT) and the Chancellor.
2. The Chancellor makes a final recommendation to the Board of Trustees regarding the awarding of posthumous degrees or posthumous Certificates of Recognition. The Board of Trustees will determine the disposition of all recommended posthumous awards.
3. A representative of the Board of Trustees, the Chancellor’s office, the campus Provost’s office, or the Associate Vice Chancellor for Student Services’ office will notify the family of the posthumous award. The manner in which the degree or certificate is awarded is at the family’s discretion; it may be mailed, or a family member may attend commencement and accept the award on behalf of the student.

Date of SLT Approval	April 22, 2021
Effective Date	Anticipated June 8, 2021
Associated Policy	Policy #, Awarding Posthumous Degrees

Attachment 5 – Proposed Procedure

Primary Owner of
Policy Associated
with the Procedure

Chancellor

Secondary Owner of
Policy Associated
with the Procedure

Deputy Chancellor & President

Action Item “XVIII”
Regular Board Meeting May 3, 2021

**Consideration of Rescission of Policy V-L: Policy on College Emergencies/Natural
Disasters/Business Continuity and Approval of Policy #, Emergency Incidents – First Reading
(Informational Item)**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees rescind Policy V-L: Policy on College Emergencies/Natural Disasters/Business Continuity and approve a new policy on Emergency Incidents. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered. New numbering will be added prior to the second reading.

BACKGROUND

The College is committed to developing, maintaining, and enhancing processes that protect the College community from life safety hazards during emergency incidents and disasters. The College also strives to have processes that allow the College to mitigate damages resulting from a disaster and create plans for expedient and safe return to operations. The attached policy and procedure will update and clarify the College’s expectations during a disaster as well as meet regulatory requirements of State and Federal law.

The proposed procedures will not be approved by the Board and are provided for informational purposes.

IMPACT OF THIS ACTION

Approval of the Emergency Incidents policy will formalize the Board’s expectations for management of the *San Jacinto College Emergency Management Plan (EMP)* and its annexes, maintained by the Office of Emergency Management, which provide basic guidelines for use by College personnel during an emergency incident.

This policy and associated procedure were sent to the College community on April 28, 2021. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on June 7, 2021. The procedures are provided for informational purposes and will not be voted on.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Action Item “XVIII”
Regular Board Meeting May 3, 2021

Consideration of Rescission of Policy V-L: Policy on College Emergencies/Natural Disasters/Business Continuity and Approval of Policy #, Emergency Incidents – First Reading (Informational Item)

Attachment 2 – V-L: Policy on College Emergencies/Natural Disasters/Business Continuity
(current policy – rescind)

Attachment 3 – Policy #, Emergency Incidents (proposed policy - new)

Informational Items Only:

Attachment 4 – Procedure #, Unscheduled Suspension of College Operations (proposed procedure - new)

Attachment 5 – Procedure #, Essential Staff (proposed procedure - new)

Attachment 6 – Procedure #, Instructional Continuity to Make Up Lost Instructional Time
(proposed procedure - new)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: To be determined

Proposed Policy Name: **Emergency Incidents**

Current Policy Number/Name: **V-L: Policy on College Emergencies/Natural Disasters/Business Continuity -**

New Procedure Number: To be determined

Proposed Procedure Name(s): **Unscheduled Suspension of College Operations, Essential Staff, Instructional Continuity to Make Up Lost Instructional Time**

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

Action Recommended for Policy: Rescind and New

Action Recommended for Procedures: New

Web Links:

<http://www.sanjac.edu/policy-v-l-college-emergenciesnatural-disastersbusiness-continuity> (Current Policy V-L)

Primary Owner: Vice Chancellor, Fiscal Affairs

(Procedure #, Instructional Continuity to Make Up Lost Instructions Time – Primary Owner: Deputy Chancellor and President)

Secondary Owner: Director, Emergency Management

(Procedure #, Instructional Continuity to Make Up Lost Instructions Time – Secondary Owner: Associate Vice Chancellor, Instructional Innovation and Support)

Summary of Changes:

Policy Creation

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

Procedure Creation

Unscheduled Suspension of College Operations

- Procedure defines types of suspension of college operations, including who should and should not remain on campus

Essential Staff

- Procedure created to define essential staff and staffing during emergency incidents.

Instructional Continuity to Make Up Lost Instructional Time

Attachment 1

- Procedure details the process to be followed to make-up lost instructional time.
- Differentiates make-up process based on duration of closure.
- Identifies parties responsible to oversee process.

Policy V-L: Policy on College Emergencies/Natural Disasters/Business Continuity

The details for implementing this policy are found in the college publication Disaster and Event Preparedness for Natural Causes, which provides basic guidelines for use by college personnel during a natural disaster. In addition, the plan will reduce confusion during the chaotic period which typically precedes and follows such a disruption.

Specifically, this plan is intended to:

- Save lives and ensure the health and safety of the SJC community.
- Preserve and protect campus buildings and facilities.
- Preserve the orderly functioning of the College community.
- Restore critical functions to the College and departments so the mission of the College can continue.
- Establish clear lines of authority and coordination within the College and with external constituencies.
- Establish within the College and departments, responsibilities and authority for mitigation, preparation, response and recovery from a hurricane, tornado or severe weather.
- Establish a basis and organization for the College and departments to respond to emergency situations, to include the coordination of disaster operations and the management of critical resources.
- Articulate procedures for the coordination of communications within the College and with external constituencies and stakeholders.
- Ensure that the College returns to a normal operating environment as soon as possible.

The College's Crisis Management Team (CMT), as defined in the plan, will have complete command and control authority for the management and mitigation of events and circumstances impacting the College due to natural causes. Command and control authority by the CMT includes, but is not limited to, directing emergency actions, canceling classes, closing buildings, campus closings, and releasing all but essential employees. The CMT will conduct emergency meetings as necessary (some meetings may be conducted by telephone) to determine the course of action. When activated, CMT members or alternates are on call at all times.

Questions or inquiries regarding the College's Disaster and Event Preparedness Plan for Natural Causes can be directed to the office of the Vice Chancellor for Administration, or the Safety Director.

Attachment 2 – Current Policy

Policy #:	V-L
Policy Name:	Policy on College Emergencies/Natural Disasters/Business Continuity
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Procedures:	3-17-A and 3-17-B

Policy #, Emergency Incidents

Purpose

This policy sets guidelines for actions to be taken during natural or man-made events that have the potential to disrupt normal College operations. This policy goes into effect when the College experiences an emergency incident and sets the priorities of the College in all phases of incident management to include mitigation, preparation, prevention, response and, recovery.

Policy

The details for implementing this policy are found in the *San Jacinto College Emergency Management Plan (EMP)* and its annexes, maintained by the Office of Emergency Management, which provide basic guidelines for use by college personnel during an emergency incident.

Specifically, the plan sets the following priorities for the College:

- Save lives and ensure the health and safety of the College community;
- Preserve and protect campus buildings and facilities; and
- Preserve the orderly functioning of the College community.

The College will also maintain plans and processes that will:

- Create and maintain an Incident Management Team (IMT) that can be activated in response to an emergency incident at the direction of the Chancellor or his/her designee;
- Restore critical functions to the College and departments so the mission of the College can continue;
- Establish clear lines of authority and coordination within the College and with external constituencies;
- Establish within the College and departments responsibilities and authority for mitigation, preparation, response, and recovery;
- Establish a basis and organization for the College and departments to respond to emergency situations to include the coordination of disaster operations and the management of critical resources;
- Articulate procedures for the coordination of communications within the College and with external constituencies and stakeholders;
- Ensure that the College returns to a normal operating environment as soon as possible; and
- Maintain a comprehensive business continuity plan that allows the College to resume critical functions using alternate means if a return to normal operating environment is delayed.

The College's IMT, as defined in the EMP, will have command and control authority for the management and mitigation of events and circumstances affecting the College due to the incident for which the IMT has been activated. Command and control authority by the CMT include, but

is not limited to, directing emergency actions, canceling classes, closing buildings, campus closings, and releasing all but essential employees.

Questions or inquiries regarding the College's comprehensive emergency management activities can be directed to the office of the Vice Chancellor for Fiscal Affairs, or the Office of Emergency Management.

Definitions

Emergency Incident: An emergency incident is defined as any event that is outside of normal College operations and has the potential of affecting the business functions of the College or the life and safety of the College community.

Mitigation: Capabilities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident/disaster.

Protection/Preparedness: Capabilities necessary to secure the institution against acts of terrorism and human-caused or natural disasters; *protection* focuses on ongoing actions that protect students, faculty, staff, visitors, networks, and property from a threat or hazard. *Preparedness* is range of deliberate, critical tasks and activities necessary to build, sustain, and improve readiness and the operational capability of the College to respond to and recover from incidents/disasters.

Prevention: Actions taken to avoid, intervene, or stop an imminent crime or threatened or actual mass casualty incident. Prevention is the action the college takes to prevent a threatened or actual incident from occurring and to protect lives and property.

Response: Capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way. These activities include immediate actions to preserve life, property, and the environment; meet basic human needs; maintain the social, economic, and political structure of the affected community; and facilitate the transition to recovery.

Recovery: Capabilities necessary to assist the College in restoring the learning environment.

Authority

Texas Disaster Act of 1975, Sec. 418 mandates the development of an Emergency Management Plan.

Applicability

Each College policy applies to all employees, students, contractors, and visitors to the College, unless stated otherwise by the policy.

Sanctions

Sanctions for violating a policy, unless stated otherwise by the policy, will be commensurate with the severity and/or frequency of the violation and will be administered according to human resources and student disciplinary policy or other applicable policy.

Exclusions

The Chancellor has the authority to sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation without utilizing the procedures outlined in this policy. The Board shall review any temporary exclusions at the next regularly scheduled meeting of the Board. To become permanent, any changes made under this exclusion shall begin the policy review process defined by procedure at the next regularly scheduled meeting of the Board.

Interpretation

The authority to interpret this policy and all policies resides with the Board of Trustees. The Board delegates the day-to-day interpretation of policy to the Chancellor or his/her designee.

Associated Procedures

Procedure #, Unscheduled Suspension of College Operations

Procedure #, Essential Staff

Procedure #, Instructional Continuity to Make Up Lost Instructional Time

Date of Board Approval	Anticipated June 7, 2021
Effective Date	Anticipated June 8, 2021
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director, Emergency Management

Procedure #, Unscheduled Suspension of College Operations

Associated Policy

Policy #, Emergency Incidents

Procedures

Certain circumstance such as severe weather and technological or man-made incidents may require one or more campuses to suspend operations. The College categorizes the suspension of operations due to these circumstances into three types:

- Closure,
- Shutdown, and
- Evacuation.

The College can apply these categories to buildings, campuses, or the entire College as the situation dictates. The decision to implement any type of suspension of operations rests with the Chancellor or his/her designee. When a decision regarding suspension is made, the Incident Management Team (IMT) must designate the type of suspension that is being implemented, its scope, and the beginning date and time to suspend operations.

Additionally, the Chancellor or designee may implement a period of altered operations before, during, or after an incident. The College can continue to offer services through altered operations even if operations at the physical locations are suspended.

Definitions

Altered Operations: The period during which the Chancellor or designee can move College operations to a remote posture. Under altered operations conditions the College remains operational without having to maintain full staffing on site. Employees with job tasks that can be completed remotely continue to work their schedules remotely (remote work can include work from home, alternate College campus or an SLT approved work site). Employees who have job tasks that do not translate effectively to remote work will be directed by their leaders on alternate tasks or, in the case of essential employees, report to work as scheduled. Under altered operations no loss of service or instructional time occurs. SLT may designate certain essential personnel to report on site to manage critical functions to ensure continuity of operations.

Closure: Any natural or human-caused incident that may require a building, a campus, or the entire College to close for business. In this type of suspension, students and staff are made aware that some on-site functions of the College have been suspended. There are no imminent life and safety threats, and faculty/staff may choose to remain in the building or on campus, dependent on the affected area, but students and visitors are required to leave the building or campus. Leaders can request certain essential staff to report to duty to manage continuity of operations procedures.

Attachment 4 - Proposed Procedure

Essential Staff: *Essential staff* are employees who are required to report to their designated work location or to work remotely to ensure the operations of essential functions or departments during an emergency or when the College has suspended operations. Essential staff provide services that relate directly to the health, safety, and welfare of the College, ensure continuity of key operations, and maintain and protect College properties.

Evacuation: Any natural or man-made incident that may require extraordinary disruption of College operations. In this type of suspension, students and staff are made aware that all critical and non-critical functions of the College have been suspended. There are imminent life and safety threats to the campus and all faculty, staff, students, and visitors are required to leave campus. Faculty and staff are not to report to duty until the SLT decides to resume operations.

Partial Suspension: The period during which a building or campus is closed while other parts of the College system remain open and operational. Employees may be directed to work at alternate locations, telecommute, or be assigned alternate work during partial suspensions.

Shutdown: Any natural or man-made incident that may require extended disruption of College operations. In this type of suspension, students and staff are made aware that all non-critical on-site functions of the campus or College have been suspended. There may be life and safety threats to the campus, and faculty, staff, students, and visitors are required to leave campus except for essential personnel. Only Strategic Leadership Team (SLT) members can designate critical functions and request staff to report for duty.

Suspension Period: The period between the announcement of the suspension and the time communicated for employees to return to work. This time period is determined by the Chancellor or his/her designee.

Date of SLT Approval	April 22, 2021
Effective Date	Anticipated June 8, 2021
Associated Policy	Policy #, Emergency Incidents
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Emergency Management

Procedure #, Essential Staff

Associated Policy

Policy #, Emergency Incidents

Procedures

Emergencies, such as inclement weather, may arise and the Chancellor or his/her designated representative will make the decision and announcement of any suspension of College operations. Depending on the situation necessitating the suspension, the College may need to maintain essential services and operations needed at that time. During the suspension of operations, essential staff will report to work as directed. Situation permitting, those individuals will be identified in advance and notified by their leader. Some individuals who are required to perform essential services may be allowed to do so remotely.

In most cases, essential staff are expected to be on-site. Those employees identified as essential staff must report to work during the declared incident. Essential staff must notify their leader if they are unable to come to work. Employees who had pre-approved vacation time at the time of the College suspension will be excused and are able to take the vacation hours as planned.

Non-essential staff may be asked to remove themselves from the College at the time of the suspension of College operations and not report to work. Non-essential staff may be asked to report to work, remotely or on-site, if there is specific work that must be performed to meet deadlines. This communication will come from the employee’s leader with the approval of his/her SLT leader.

Definitions

Essential Staff: *Essential staff* are employees who are required to report to their designated work location or to work remotely to ensure the operations of essential functions or departments during an emergency or when the College has suspended operations. Essential staff provide services that relate directly to the health, safety, and welfare of the College, ensure continuity of key operations, and maintain and protect College properties.

Non-essential Staff: *Non-essential staff* are employees that are not required to report to their designated work location during an emergency or when the College has suspended operations. Non-essential staff may be asked to report to work if there is specific work that must be performed.

Date of SLT Approval	April 22, 2021
Effective Date	Anticipated June 8, 2021

Attachment 5 - Proposed Procedure

Associated Policy	Policy #, Emergency Incidents
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Emergency Management

Procedure #, Instructional Continuity to Make Up Lost Instructional Time

Associated Policy

Policy #, Emergency Incidents

Procedures

In the event circumstances during the course of a scheduled semester cause the loss of instructional minutes, it is necessary for this time to be made up during that semester. The College has developed this procedure to direct the actions of faculty and administrators to both make up lost time and document the process.

- Once the College has reopened in accordance with Policy #, Emergency Incidents, the instructional Deans will notify Department Chairs to initiate the recovery and documentation process.
- If less than 5% of the instructional minutes in a part of term is missed, Department Chairs will work directly with the faculty teaching affected classes to ensure all missed time is made up.
- If the instructional minutes lost in the part of term is between 5% and 20%, faculty will document how the lost time was recaptured using the system provided by the College. All documents will be reviewed and approved by the Department Chair and instructional Dean.
- Courses that require *clock hours* will be reviewed by the Department Chair and faculty to determine the feasibility of making up the time in person and a recommendation will be provided to the area Dean.
- If the instructional minutes lost in a part of term is greater than 20%, the Instructional Deans Council will work with the Strategic Leadership Team to make a recommendation regarding how to proceed to make up lost instructional minutes.
- In the event the College facilities are deemed inadequate to hold instruction, the College’s SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) liaison will be contacted to assist in identifying an approved alternate site.

Definitions

Clock hours: The total number of actual hours per week a student spends attending class or other instructional activities that count toward completing a program of study.

Date of SLT Approval	April 22, 2021
Effective Date	Anticipated June 8, 2021
Associated Policy	Policy #, Emergency Incidents
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and President

Secondary Owner of Policy Associated with the Procedure Associate Vice Chancellor, Instructional Innovation and Support

**Action Item “XIX”
Regular Board Meeting May 3, 2021**

**Consideration of Approval of Policy #, Acceptance of Resignation or Retirement – First
Reading (Informational Item)**

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

The purpose of this policy is to establish a uniform practice for accepting a resignation or retirement.

IMPACT OF THIS ACTION

Approval of Policy #, Acceptance of Resignation or Retirement will formalize the Board’s authorization to the Chancellor, members of the Strategic Leadership Team (SLT), or a designated senior administrator who is a direct report to the Chancellor or SLT member to accept an employee’s resignation or retirement on behalf of the Board.

This policy and associated procedure were sent to the College community on April 28, 2021. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on June 7, 2021. Procedures are provided for informational purposes and are not voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy IV-G-6: Policy on Acceptance of Resignation or Retirement (current policy)

Attachment 3 – Policy #, Acceptance of Resignation or Retirement (proposed policy)

Informational Items Only:

Attachment 4 – Procedure 4-20: Employee Exits (current procedure)

Attachment 5 – Procedure #, Employee Exits (proposed procedure)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Acceptance of Resignation or Retirement**

Current Policy Number/Name: **Policy IV-G-6: Policy on Acceptance of Resignation or Retirement**

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

Proposed Procedure Name(s): **Employee Exits**

Current Procedure Number(s)/Name(s): **Procedure 4-20: Employee Exits**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links: <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-iv-g-policies-dismissal-disciplinary-actions>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-4-20-employee-exits>

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- Policy:
 - Transition to new policy format
 - Added designated senior administrator who is a direct report to the Chancellor or SLT member to authorized members who can accept a resignation or retirement notice
 - Added information pertaining to how an employee may submit a resignation or retirement notice, who may accept the resignation or retirement notice, and how the College responds to the notice
 - Updated written notification options from “hand deliver” to “U.S. Certified Mail”
 - Updated language. For example, changed “his or her” to “their”, and “personnel” to “employment”
- Procedure:
 - Transition to new procedure format
 - Transitioned section regarding acceptance of resignation or retirement to the policy
 - Updated section that approved leave under the Family and Medical Leave Act is the only exception in which a leave category can be utilized as a last day of employment
 - Changed the links to point to the exit process web page, working on updating this web page and forms
 - Removed the reference to ‘pagers’
 - Added complete phone numbers instead of extensions

Policy IV-G-6: Policy on Acceptance of Resignation or Retirement

1. INTRODUCTION

This Policy establishes a uniform practice for accepting a resignation or retirement from an employee by the Chancellor or appropriate Strategic Leadership Team (SLT) member.

2. GENERAL POLICY

The San Jacinto College Board of Trustees has authorized the Chancellor and members of the SLT to accept an employee’s resignation or retirement on behalf of the Board. An employee may seek to resign or retire by providing a written notice to his or her leadership via electronic mail, U.S. mail, or hand delivery. The Chancellor or SLT member (or the designated senior administrator who is a direct report to the Chancellor or SLT member) will respond to the employee in writing via electronic mail, U.S. mail, or hand delivery. A response to the employee accepting a resignation or retirement shall specify the effective date of the resignation or retirement. Once accepted, a resignation or retirement cannot be revoked without the consent of the Chancellor. A copy of the notice of resignation or retirement, along with the written acceptance, will be placed in the employee’s personnel file.

Policy #:	IV-G-6
Policy Name:	Policy on Acceptance of Resignation or Retirement
Pages:	1
Adopted Date:	December 16, 2014
Revision/Reviewed Date:	December 16, 2014
Effective Date:	December 16, 2014
Associated Procedure:	4-20

Policy #, Acceptance of Resignation or Retirement

Purpose

This policy establishes a uniform practice for accepting a resignation or retirement.

Policy

The San Jacinto College Board of Trustees (Board) has authorized the Chancellor, members of the Strategic Leadership Team (SLT), or a designated senior administrator who is a direct report to the Chancellor or SLT member to accept an employee’s resignation or retirement on behalf of the Board.

An employee may seek to resign or retire by providing a written notice to his/her leadership via electronic mail, U.S. mail, or U.S. certified mail. The Chancellor, SLT member, or a designated senior administrator who is a direct report to the Chancellor or SLT member will respond to the employee in writing via electronic mail, U.S. mail, or U.S. certified mail. A response to the employee accepting a resignation or retirement will specify the effective date of the resignation or retirement. Once accepted, a resignation or retirement cannot be revoked without the consent of the Chancellor. A copy of the notice of resignation or retirement, along with the written acceptance, will be placed in the employee’s employment file.

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 #, Employee Exits

Date of Board Approval	Anticipated June 7, 2021
Effective Date	Anticipated June 8, 2021
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Procedure 4-20: Employee Exits

With the exception of approved sick leave, a resignation date is the last day the employee physically works for the College. A resignation date may not be extended by the use of personal, holiday, and/or vacation leave. Employees who resign or retire and have unused, accrued vacation leave, will be paid for that time at their normal rate of pay up to a maximum of one year's vacation accrual. An employee who is resigning may contact Human Resources for guidance on the exit process. For retirement, the employee should contact Human Resources to confirm the effective date of the retirement.

A uniform practice for accepting a resignation or retirement from an employee by the Chancellor or appropriate Strategic Leadership Team (SLT) member is outlined in [Policy IV-G-6: Policy on Acceptance of Resignation or Retirement](#). Please refer to the policy for specific requirements.

The direct leader of the exiting employee will acknowledge the resignation or retirement. The SLT member or designee will officially accept the separation via email, U.S. mail, or hand delivery. A designee can be appointed by the SLT member via email with a copy sent to Human Resources (hr@sjcd.edu). The designee must be a senior administrator who is a direct report to the Chancellor or SLT member. The official acceptance of the separation will be placed in the employee's personnel file.

Full-time Employees:

The following procedures should be followed when a full-time employee is leaving your department either by voluntary or involuntary separation.

For voluntary separations:

1. Complete an Electronic Personnel Action Form (EPAF) with all pertinent information and the date of departure as soon as you are aware that a separation is taking place.
2. Approval of the EPAF will initiate the employee exit workflow. The workflow will notify the following departments that the employee is exiting and the leader will be asked to collect any property issued to the employee by San Jacinto College.
 - TechSupport to disable network access and to inform the leader of items that need to be collected
 - Purchasing to inform leader to collect cell phone or P-card issued to the employee by this department
 - Facilities to inform leader to collect any keys or other property issued to the employee
 - Marketing to identify if the employee is a website or social media content owner
 - Human Resources to process the termination transaction
3. The exit workflow will also email the employee the [Employee Exit Packet](#) to complete. The Confidential Exit Questionnaire is optional, but employees are encouraged to respond. *Please see below for involuntary separations.*
 - The Confidential Exit Questionnaire may be completed with the leader or by a scheduled appointment with Human Resources.

Attachment 4 – Current Procedure

- While the data on this form may be useful and the employee certainly is encouraged to respond, the completion of this form is optional and may be completed after departure. The information gained may be used to propose changes needed to encourage other productive employees to remain with the College. All responses will be used in a confidential manner to bring about a better workplace.
4. The leader will complete the electronic Employee Exit Checklist via Banner Workflow no later than three work days prior to the last day of employment. The Employee Exit Checklist will enable the leader and the employee to account for and/or return all College property. If there is no immediate leader available, the next leader in the chain of command will assume the responsibility.
 - It will be the responsibility of the leader to ensure that the Employee Exit Checklist is completed in Banner Workflow, and all property is collected and returned to the appropriate department(s).

For involuntary separations, print and complete the [Leader Exit Packet](#) on the last day of employment as soon as the employee has been notified. All pertinent departments should be notified of an involuntary separation via email by the leader so that immediate action can be taken to disable network access and collect all College property. The leader will still submit an EPAF to initiate the employee exit workflow and proceed with the steps listed for voluntary separations. The Confidential Exit Questionnaire should NOT be completed for involuntary separations.

Part-time (Adjunct) Faculty and Part-time Staff:

The following procedures should be taken when a part-time employee is leaving your department either by voluntary or involuntary separation.

For voluntary separations:

1. Complete an Electronic Personnel Action Form (EPAF) with all pertinent information and the date of departure as soon as you are aware that a separation is taking place.
2. Submit a resignation/retirement letter to the Human Resources Office via email (hr@sjcd.edu) or interoffice mail.
3. The [Leader Exit Packet](#) should be used to complete an Employee Exit Checklist during the last day of employment.
 - The Employee Exit Checklist will enable the leader and the employee to account for and/or return all College property. If there is no immediate leader, the next leader in the chain of command will assume the responsibility.
 - a. It will be the responsibility of the leader to ensure that the Employee Exit Checklist is completed and returned to Human Resources and that College property is collected and returned to the appropriate departments.

Attachment 4 – Current Procedure

- b. The Exit Checklist, when completed, signed and returned to Human Resources, will authorize payroll to compile and release the final wages owed. You may contact the departments listed below to find out what property the employee has been issued.

IT issued Phones/Pagers – Coordinator, IT Procurement x2682
All other phones – Purchasing x6117
ITS Issued Laptops – [TechSupport](#) x6137
Keys – Locksmith x2836 or x2775

- The Confidential Exit Questionnaire should be given to the employee.

Please see below for involuntary separations.

- a. While the data on this form may be useful and the employee certainly is encouraged to respond, the completion of this form is optional and may be completed after departure. The information gained may be used to propose changes needed to encourage other productive employees to remain with the College. All responses will be used in a confidential manner to bring about a better workplace.

For involuntary separations, print and complete the [Leader Exit Packet](#) on the last day of employment as soon as the employee has been notified. All pertinent departments should be notified of an involuntary separation via email by the leader so that immediate action can be taken to disable network access and collect all College property. The leader will submit an EPAF to terminate the part-time employee. The Confidential Exit Questionnaire should NOT be completed for involuntary separations.

Procedure #:	4-20
Procedure Name:	Employee Exits
Pages:	3
Adopted Date:	Prior to 2006
Revision/Reviewed Date:	November 19, 2014
Effective Date:	December 16, 2014
Associated Policy:	IV-G-6

Procedure #, Employee Exits

Associated Policy

Policy #, Acceptance of Resignation of Retirement

Procedure

With the exception of approved leave under the Family Medical Leave Act (FMLA), a resignation date is the last day the employee physically works for the College. A resignation date may not be extended by the use of personal business, holiday, sick, or vacation leave. Employees who resign or retire and have unused, accrued vacation leave, will be paid for that time at their normal rate of pay up to a maximum of one year's vacation accrual. An employee who is resigning may contact Human Resources for guidance on the exit process. For retirement, the employee should contact Human Resources, Benefits to confirm the effective date of the retirement.

A uniform practice for accepting a resignation or retirement from an employee by the Chancellor, Strategic Leadership Team (SLT) member, or a designee is outlined in the associated policy.

Full-time Employees:

The following procedures should be followed when a full-time employee is leaving a department either by voluntary or involuntary separation:

Voluntary separations:

1. The leader or designee must complete an Electronic Personnel Action Form (EPAF) with all pertinent information and the date of departure when the employee provides the date of separation.
2. Approval of the EPAF will initiate the employee exit workflow. The workflow will notify the following departments that the employee is exiting, and the leader will be asked to collect any property issued to the employee by San Jacinto College. The EPAF notifies:
 - Technical Support to disable network access and to inform the leader of items that need to be collected;
 - Purchasing to inform the leader to collect cell phone or P-card issued to the employee by this department;
 - Facilities to inform leader to collect any keys or other property issued to the employee;
 - Marketing to identify if the employee is a website or social media content owner; and
 - Human Resources to process the termination transaction.

3. The exit workflow will also email the employee to complete the Employee Exit Packet. The Confidential Exit Questionnaire is optional, but employees are encouraged to respond. *Users may reference below for involuntary separations.*
 - The Confidential Exit Questionnaire may be completed with the leader or by a scheduled appointment with Human Resources.
 - While the data on this form may be useful and the employee certainly is encouraged to respond, the completion of this form is optional and may be completed after departure. The information gained may be used to propose changes needed to encourage other productive employees to remain with the College. All responses will be used in a confidential manner to bring about a better workplace.
4. The leader will complete the electronic Employee Exit Checklist via Banner Workflow no later than three workdays prior to the last day of employment. The Employee Exit Checklist will enable the leader and the employee to account for and/or return all College property. If there is no immediate leader available, the next leader in the chain of command will assume the responsibility.
 - It will be the responsibility of the leader to ensure that the Employee Exit Checklist is completed in Banner Workflow, and all property is collected and returned to the appropriate department(s).

Involuntary separations:

Leaders print and complete the Leader Exit Packet on the last day of employment as soon as the employee has been notified. All pertinent departments should be notified of an involuntary separation via email by the leader so that immediate action can be taken to disable network access and collect all College property. The leader will still submit an EPAF on the last day of employment to initiate the employee exit workflow and proceed with the steps listed for voluntary separations. The Confidential Exit Questionnaire should not be completed for involuntary separations.

Part-time (Adjunct) Faculty and Part-time Staff:

The following procedures should be taken when a part-time employee is leaving a department either by voluntary or involuntary separation:

Voluntary separations:

1. Leaders complete an EPAF with all pertinent information and the date of departure as soon as the leader is aware that a separation is taking place.
2. The leader or employee submits a resignation/retirement letter to Human Resources via email (hr@sjcd.edu) or interoffice mail.
3. The Leader Exit Packet should be used to complete an Employee Exit Checklist during the last day of employment.

Attachment 5 – Proposed Procedures

- The Employee Exit Checklist will enable the leader and the employee to account for and/or return all College property. If there is no immediate leader, the next leader in the chain of command will assume the responsibility.
 - a. The leader is responsible to ensure that the Employee Exit Checklist is completed and returned to Human Resources and that College property is collected and returned to the appropriate departments.
 - b. The Exit Checklist, when completed, signed, and returned to Human Resources, will authorize payroll to compile and release the final wages owed. Leaders may contact the departments listed below to find out what property the employee has been issued.
 - IT issued Phones – Coordinator, IT Procurement - 281-998-6150 ext. 2682
 - All other phones – Purchasing - 281-998-6117
 - ITS Issued Laptops – techsupport@sjcd.edu, 281-998-6137
 - Keys – Locksmith – maintenance.request@sjcd.edu, 281-998-6150 ext. 1854
- The Confidential Exit Questionnaire should be given to the employee.

See below for involuntary separations.

- a. While the data on this form may be useful, and the employee certainly is encouraged to respond, the completion of this form is optional and may be completed after departure. The information gained may be used to propose changes needed to encourage other productive employees to remain with the College. All responses will be used in a confidential manner to bring about a better workplace.

Involuntary separations:

Leaders print and complete the Leader Exit Packet on the last day of employment as soon as the employee has been notified. All pertinent departments should be notified of an involuntary separation via email by the leader so that immediate action can be taken to disable network access and collect all College property. The leader will submit an EPAF on the last day of employment to terminate the part-time employee. The Confidential Exit Questionnaire should not be completed for involuntary separations.

Date of SLT Approval	April 16, 2021
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Effective Date	Anticipated June 8, 2021
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Attachment 5 – Proposed Procedures

Associated Policy	Policy #, Acceptance of Resignation or Retirement
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational Talent and Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
May 3, 2021**

PURCHASE REQUESTS AND CONTRACT RENEWALS

Purchase Request #1		
Contract for Central Campus Detention Basin Repairs (pgs. 2-3)	\$	427,900
Purchase Request #2		
Contract for Ellucian Managed Cloud Services (pgs. 4-5)		885,000
Purchase Request #3		
Additional Funds for Media Buying and Placement Services (pgs. 6-7)		300,000
Purchase Request #4		
Lease Commercial Office Space in Pearland (pg. 8)		113,157
Purchase Request #5		
Additional Funds for Audio Video Equipment, Installation, and Cabling Services (pg. 9)		100,000
Purchase Request #6		
Delegation of Authority to Approve Contract for Central Campus Extended Welcome Center Site Development (pgs. 10-11)		<u>2,117,245</u>
TOTAL OF PURCHASE REQUESTS		<u><u>\$3,943,302</u></u>

Consideration of Approval to Contract for Central Campus Detention Basin Repairs

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Millennium Project Solutions, Inc. (MPS) to repair the Central Campus C26 detention basin.

BACKGROUND

On February 1, 2021, the Board authorized the competitive sealed proposals (CSP) procurement method for detention basin repairs. Detailed project plans and specifications developed by Henderson Rogers Structural Engineers were used as part of the documentation package required for public solicitation of construction proposals in accordance with the Texas Government Code §2269.151.

CSP #20-15 was issued on March 9, 2021 to procure construction services for this project. Six (6) responses were received and evaluated by a team comprised of representatives from construction services, Huitt-Zollars, Inc., the architect for the project, and AECOM, the program manager for this project. The evaluation and ranking of the submittals were based on criteria published in the solicitation. MPS received the highest overall score.

IMPACT OF THIS ACTION

This project will replace approximately ninety lineal feet of concrete detention basin retaining wall that collapsed in July 2020 and will provide additional drainage behind the remaining 1,100 lineal feet of wall. The work will include replacing the damaged section of the wall, installation of point drains and weep holes behind the undamaged portion, removal and replacement of fencing, and replacing damaged landscaping.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this project is \$427,900 which includes \$38,900 in contingency funds and will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Construction activities will begin upon execution of a contract and are expected to be completed by October 2021. This project will be monitored by capital projects/facilities services personnel and program management will be provided by AECOM.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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

Purchase Request #1
CSP 21-15 Central Campus C.26 Detention Basin Repair
Attachment No. 1
Tabulation

Criteria Descriptions	Maximum Value	Millennium Projects	Jerdon Enterprise, L.P.	Digg Commercial	Mar-Con Services, LLC	W&R Construction	Ardent Construction
Proposed Contract Amount	90	90.00	82.97	58.94	39.33	71.23	50.09
General Information, Management Plan, and Schedule	75	45.00	64.00	61.00	59.00	47.00	40.00
History, Experience, and References	75	64.00	50.00	55.00	65.00	51.00	50.00
Safety Record and Program	45	36.00	21.50	40.00	32.50	22.50	25.00
Financial Records	15	15.00	15.00	15.00	15.00	13.00	13.00
Total	300	250.00	233.47	229.94	210.83	204.73	178.09

Final Ranking		
1	Millennium Projects	250.00
2	Jerdon Enterprise, L.P.	233.47
3	Digg Commercial	229.94
4	Mar-Con Services, LLC	210.83
5	W&R Construction	204.73
6	Ardent Construction	178.09

Purchase Request #2
Regular Board Meeting May 3, 2021

Consideration of Approval to Contract for Ellucian Managed Cloud Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of managed cloud services from Ellucian LP (Ellucian) for the College's Banner ERP system (Banner).

BACKGROUND

The College has used Banner as its student, finance, and human resource information system since 2001. Banner is currently installed on onsite servers located in the College's District Office data room and maintained by Information Technology Services (ITS) staff. The risks posed by current installation, maintenance, and licensing include:

- Extended systems disaster recovery down-time due to regional weather events
- Increasing cost of ownership with Oracle licensing due to historical and anticipated enrollment growth
- Increasing day-to-day systems maintenance and incident response tasks distracting ITS staff from strategic project work due to increasing Banner capabilities and complexities of integration with other cloud-hosted systems
- Increasing cybersecurity risks as the complexity of managing Banner onsite increases.

Technology Consulting Services are exempt from competitive bidding per Texas Education Code §44.031(f).

IMPACT OF THIS ACTION

Ellucian offers an opportunity through their managed cloud services product to migrate the College's existing onsite Banner system and database to their secured cloud service hosted on Amazon Web Services (AWS). Ellucian's managed cloud services product also includes essential Banner maintenance services for systems, applications, and database administration. Ellucian will also be responsible for providing services for backup, disaster recovery, internet connectivity, load balancing, monitoring, operating systems maintenance, and security scanning. Ellucian will monitor Banner on a continuous basis.

By procuring this service, the College will mitigate increasing cost of ownership, business continuity and compliance risks, system unavailability due to aging equipment, and resource shortages to support a Banner environment, while improving the College's ability to help deliver strategic IT projects.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The cost to migrate the College's Banner system to the Ellucian managed cloud services, is \$885,000. This project will be funded from Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds with an anticipated expenditure of \$386,156 for the fiscal year 2020-2021 with the remainder to be occur in the 2021-2022 budget.

Purchase Request #2
Regular Board Meeting May 3, 2021

Consideration of Approval to Contract for Ellucian Managed Cloud Services

MONITORING AND REPORTING TIMELINE

Upon execution of a contract, a deployment calendar will be created to schedule the completion of the transition from onsite operations to Ellucian managed cloud services. The project will commence in May 2021 and Ellucian proposes a twelve (12) month migration period.

The transition phase will be monitored by an Ellucian managed cloud services project manager and an ITS internal project manager. Ongoing operational support in the cloud will have a dedicated internal operational resource as the point-of-contact.

ATTACHMENTS

None

RESOURCE PERSONNEL

Suzanne DeBlanc	281-998-6360	suzanne.deblanc@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

Purchase Request #3
Regular Board Meeting May 3, 2021
Consideration of Approval of Additional Funds for
Media Buying and Placement Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of digital media placement services from Gilbreath Communications for the external affairs department.

BACKGROUND

To support summer and fall enrollment, the College has allocated additional funds for marketing and advertising purposes. These funds will be spent on digital media placement now through August 2021. The digital media tactics include additional reach and frequency with online advertising, additional social media advertising, mobile advertising, Connected TV streaming services, and search engine marketing.

Request for proposals #18-30 was issued in May 2018 to procure media buying and placement services for the marketing, public relations, and government affairs department. The Board approved a contract with Gilbreath Communications in August 2018.

IMPACT OF THIS ACTION

Additional digital advertising inventory will be procured to enhance the College's third and fourth quarter media plans. This will allow the College to increase the reach and frequency of digital ads and expand social media advertising to reach more current and potential students. In total, the average amount of time Americans spent consuming digital media daily in 2020 accounted for more than half (57.5 percent) of the time they spent consuming all media per day. In addition, data is showing that users spend an average of 144 minutes on social media, so increasing the College's media buy in digital and social media will put advertising in front of people where they are online. The additional funding will also allow the College to advertise via streaming services to focus on our target audience. These digital tactics will be measured throughout the year by the number of clicks received on the "Apply Now" button on the College's website.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In August 2020, the Board approved an expenditure of \$1,000,000 for media buying and placement services. This request will increase the approved amount by \$300,000 for a total of \$1,300,000 and will be funded from the marketing and public relations department's 2020-2021 operating budget.

MONITORING AND REPORTING TIMELINE

None

**Purchase Request #3
Regular Board Meeting May 3, 2021
Consideration of Approval of Additional Funds for
Media Buying and Placement Services**

ATTACHMENTS

None

RESOURCE PERSONNEL

Teri Crawford	281-998-6152	teri.crawford@sjcd.edu
Amanda Fenwick	281-998-6160	amanda.fenwick@sjcd.edu
William Stinson	281-998-6378	william.stinson@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve the lease of commercial office and training room space from the Pearland Chamber of Commerce for the Small Business Development Center (SBDC).

BACKGROUND

San Jacinto College’s SBDC has leased office and training space at the Pearland Chamber of Commerce for the past twelve years. The proposed new lease will include one office plus a training space/computer lab. The lease also includes some common area/joint use space for a total of 1,162 square feet.

Leasing real property is exempt from competitive bidding per Section 44.0311(c) and 130.0101 (a) of the Texas Education Code.

IMPACT OF THIS ACTION

The SBDC is funded in part by the Small Business Administration (SBA) and by the State of Texas. The level of funding is based on jobs created, businesses started, and by capital raised. The SBDC’s staff, working out of the Pearland office, has helped to produce tremendous economic impact in the southern portion of the College’s district and also in the northern portion of Brazoria County. The impact from this area has prompted increased funding from the SBA and has also raised the profile of the SBDC and San Jacinto College.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The annual expenditure for this request is \$37,719 for a total of \$113,157 over the three-year term of the lease. This expenditure is funded from the SBA/SBDC’s 2020-2021 grant budget.

MONITORING AND REPORTING TIMELINE

The term of the lease is three years effective June 1, 2021 through May 31, 2024 contingent upon continued funding of the grant.

ATTACHMENTS

None

RESOURCE PERSONNEL

Sarah Janes	281-478-3605	sarah.janes@sjcd.edu
Herbert Hildebrand	281-485-5214	herbert.hildebrand@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

Purchase Request #5
Regular Board Meeting May 3, 2021
Consideration of Approval of Additional Funds for
Audio Video Equipment, Installation, and Cabling Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of audio video equipment, installation, and cabling services from Network Cabling Services (NCS).

BACKGROUND

NCS has provided services, products, and installation on new construction, renovations, college-wide data closets, direct digital controls network projects, and other various required installations and services. However, there have been additional costs associated with unplanned classroom equipment upgrades to enhance distance learning classes and classrooms.

Request for proposals #17-20 was issued in May 2017 to procure cabling services for the College. The Board approved a contract renewal with NCS in August 2020. NCS also has a contract through the BuyBoard cooperative contracts program to provide audio visual installation and equipment and cabling services, contract #563-18, and complies with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

IMPACT OF THIS ACTION

This request for additional expenditures will allow procurement of equipment, installation, and services to meet the needs of the College for both operational services and the 2015 Bond Program.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In August 2020, the Board approved an expenditure of \$3,249,531 for audio visual installation and equipment and cabling services. This request will increase the amount approved by \$100,000 to a total of \$3,349,531. This expenditure will be funded from the ITS, construction and facilities services departments' 2020-2021 operating budgets and 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Jeff Tambrella	281-998-6353	jeff.tambrella@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

Purchase Request #6
Regular Board Meeting May 3, 2021
Consideration of Delegation of Authority to Approve Contract for
Central Campus Extended Welcome Center Site Development

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees delegate its authority to the Chancellor to approve a contract with the highest scored vendor for the Central Campus Extended Welcome Center Site Development.

BACKGROUND

On February 1, 2021, the Board authorized the delegation of authority to approve the procurement methodology for construction projects. The competitive sealed proposal (CSP) procurement method was proposed and approved by the administration for the Extended Site Development of the Central Campus Welcome Center project. This is the most advantageous and expeditious procurement method for a project of this size and scope. Detailed project plans and specifications developed by Page Southerland Page were used as part of the documentation package required for public solicitation of construction proposals in accordance with the Texas Government Code §2269.151.

CSP #21-19 was issued on April 6, 2021 to procure construction services for this project. Firms interested in bidding on this work must submit a sealed proposal no later than April 30, 2021. The proposals will be evaluated by a team comprised of representatives from facilities services, Page Southerland Page, Inc., and AECOM, the program manager for this project. The evaluation and ranking of the submittals will be based on criteria published in the solicitation. This award will be made to the supplier who receives the highest overall score.

IMPACT OF THIS ACTION

This project introduces a 120-foot diameter traffic roundabout to join Oakhaven Drive, Abshier Drive and Schochler Avenue on the Central Campus to ease traffic transitions on that portion of campus and enhance the gateway to the Welcome Center. The project calls for new concrete drives, a landscaped roundabout and new landscaped islands around renovated parking lots and will provide the link with the new classroom building parking lot. The scope of work also includes new street lighting and storm drains, as well as grading to correct ponding issues in the existing lots.

This delegation to the Chancellor to contract with the highest scored vendor will facilitate a timelier completion of the roundabout construction. Timely completion will prevent conflicts with construction of the parking lot for the Classroom Building project which will follow soon after.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this project is \$2,117,245 including contingency funds and will be funded from the 2015 Bond Program.

Purchase Request #6
Regular Board Meeting May 3, 2021
Consideration of Delegation of Authority to Approve Contract for
Central Campus Extended Welcome Center Site Development

MONITORING AND REPORTING TIMELINE

Construction activities will begin upon execution of a contract for services and are expected to be completed by September 2021. This project will be monitored by capital projects/facilities services personnel and program management will be provided by AECOM.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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

Item "A"
Regular Board Meeting May 3, 2021
Approval of the Minutes for the April 5, 2021
Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the April 5, 2021, Workshop and Regular Board Meeting.

San Jacinto College District Board Workshop April 5, 2021

The Board of Trustees of the San Jacinto Community College District met by videoconference at 5:30 p.m., Monday, April 5, 2021, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this workshop was made available to the public via a live-stream. At least a quorum of the Board was present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer Other: Bo Hopper, Matt Keim, Micki Morris (via conference call), Sandra Ramirez, Mandi Reiland, and Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 5:32 p.m.
II.	Roll Call of Board Members	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.072, and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters, Real Estate, and Personnel Matters	Chair Flickinger adjourned to closed session at 5:34 p.m. Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for the closed session for a consultation with attorney, Micki Morris, via conference call. It was determined that no real estate or personnel matters needed to be discussed. 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. a. Real Estate – For the purpose of discussing the purchase, exchange, lease or value of real property. b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment,

		duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
IV.	Reconvene in Open Meeting	Chair Flickinger reconvened to open meeting at 5:43 p.m.
V.	Update on Ice Storm	<p>Teri Zamora provided an update on the February ice storm. The South Campus Science and Allied Health Building (S1) sustained the most damage and is in the process of being repaired. The construction and painting are substantially completed, specialty tile work and touch up work are remaining, new flooring installation is 80% complete, and furniture reinstallation and office content move began today. A lot of detail cleaning is ongoing and four office sets including two large conference tables have been ordered.</p> <p>Teri provided photos to show rooms where the sheetrock, base, ceiling, walls, and carpet have been repaired and repainted in the second-floor corridor, room 116, and room 143 of S1. We are still working through some of the instructional equipment but anticipate a full move-in by May 15.</p> <p>She provided an update on the status of outstanding repairs and recovery of buildings at Generation Park, Central, and North campuses that sustained damage. At Generation Park, a new chiller package at the cost of \$189,000 was purchased and will be delivered by May 31. The building is currently fully operational with a rental chiller. The Center of Petrochemical, Energy, and Technology on Central campus has ongoing work on the steam boiler and reverse osmosis system. North campus Interactive Learning Center has information technology (IT) and electrical work that will be finalized this week and the gymnasium floors are scheduled to be repaired. We are going through and getting reports from occupants on various cosmetic repairs.</p> <p>Teri stated it was confirmed that the property insurance deductible is calculated per occurrence rather than by building due to this being an unnamed storm. We have an active claim in progress with the total deductible being \$50,000. We also have a claim in progress with FEMA for the deductible amount and other non-insured but FEMA eligible costs. Money wise, this does not seem to be a big event for the College.</p>

		<p>Teri provided an overview of the financial impacts of the repair and replacements estimates due to the storm per campus: Central and North campuses are both estimated to cost \$75,000 each, S1 on South is estimated to cost \$4.1 million, repairs for the remainder of South campus is estimated to cost \$65,000, and Generation Park is estimated to cost \$250,000. These estimates include College employee labor, parts, contractors, flooring, and furniture costs. Payroll for additional onsite employees for the week of the closure will cost \$100,000. Total expected cost of repair and replacement is estimated to be \$4.7 million.</p> <p>Teri explained the next steps regarding this event which are:</p> <ul style="list-style-type: none">• Completing investigations of all of the freeze related failures to understand the sequence of events that resulted in damage and how to better prepare for future events.• Receive and replace freeze damages HVAC coils which are expected to arrive by April 22.• The actual cost that will be taken to the insurance and FEMA will be brought to the Board for ratification since they were incurred under the Chancellor’s emergency authority. The flooring, restoration company, and furniture were over the \$100,000 emergency authority limit. <p>Teri added that we are not anticipating any issues collecting from insurance.</p> <p>Dan Mims questioned why S1 was the building that sustained the most damage. Teri responded that it was because the length of time that we were without electricity caused the air handlers to not circulate. Where the units and pipes were placed in the building is also a factor. It could have happened at several buildings if the storm had been longer. Once we saw what was happening at S1 we turned everything off and drained the pipes in all of the buildings.</p> <p>Board members agreed they would like to see the results of the study to understand future mitigation should another storm like this one occurs and to understand what was different that caused S1 to sustain the most damage.</p>
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<p>VI.</p>	<p>Update on State and Federal Legislative Sessions</p>	<p>A summary on federal and state legislative updates was provided. Brenda Hellyer provided a summary of the updates.</p> <p>On the Federal side, the House of Representatives passed a bill that would allow congressionally directed appropriations, formerly called earmarks. The College had two earmarks about eight to nine years ago, one from Congressman Gene Green for Maritime and one from Congressman Pete Olsen around Veteran’s workforce training.</p> <p>The College currently has five earmark requests that are drafted, and we are in the process of requesting support from each of our Congressional members and Senators. We have an Aerospace Training request that we believe Congressman Nehls and Congressman Babin will support. We have a fire protection program request to Congressmen Nehls for approximately \$750,000 for a new fire truck. For Health Sciences, we are requesting about \$576,000 total for new simulation equipment for our nursing programs at each campus. For Maritime, we are asking for approximately \$554,000, and for Process Safety Management we are requesting \$500,000. Brenda mentioned Senator Garcia is supportive of some of these requests. She explained the timeline and process of moving the letters through for approval.</p> <p>On the state side, the Senate Finance passed SB1 (Senate Bill 1) out of committee and had some workgroup recommendations. The Senate workgroup did not take the Texas Association of Community Colleges’ (TACC) recommendation for the weight of student success points, which is an issue.</p> <p>Brenda provided an overview of the TACC recommendations which includes student success points that came from the Senate workgroup and the TACC taskforce recommendations. The Senate was not in agreement with the TACC recommendations and modified the recommended success points. Brenda feels this discounts our degrees and certificates.</p> <p>Brenda provided background on how these recommendations were pulled together by TACC. The hope is to meet with Senator Creighton’s office to get a better understanding of where these recommendations from the Senate came from and how to move forward. The Senate also took \$86 million out of</p>
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	<p>contact funding and moved to success points. The House put the TACC recommendations for success points in Article XI and also put \$50 million extra of hold-harmless funding and put in Article XI which will be evaluated. Next steps will be a conference committee from both the Senate and House being established, and they will negotiate the differences and final budget.</p> <p>Erica Davis Rouse asked how the critical fields are determined. Brenda responded that the critical fields are outdated and had been determined 12-15 years ago. TACC made a recommendation to change these to targeted fields based on demand and income that would be generated so they have agreed to relook at those.</p> <p>John Moon, Jr. questioned what our weighting is of critical field degree certification versus non. Brenda responded she has a file with this information and will provide data to him later.</p> <p>Brenda provided an overview of the TACC recommendations funding ask and what was decided by the House and Senate. There are approximately 30 colleges that are receiving reduced funding, including San Jacinto College with approximately a \$1 million reduction.</p> <p>Brenda presented details on the Texas Reskilling and Upskilling in Education (TRUE) initiative which is a special item with a \$50 million ask. Senator Creighton and Representative Tan Parker have sponsored this bill and it has received a lot of support on the Senate side.</p> <p>She provided an update on the community college financing commission that had its first hearing last week and received a lot of support. This commission is seeking solutions for the variance of funding across community colleges in order to develop a sustainability plan.</p> <p>Brenda summarized a few bills that are currently moving through the legislative session. She highlighted SB 1092 and SB 1231 which relate to fees for textbooks that are built into tuition. Teri Crawford is working to make sure the College's Open Books model is protected through these two bills.</p> <p>Larry Wilson asked what high demand areas are considered regarding HB 3348. Brenda responded that these areas are</p>
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		determined by each community college by working with their region. This bill would allow all community colleges approved to increase the bachelor's degrees offered in high demand workforce areas from three to five per college.
VII.	Review 2021-2022 Budget Process	<p>Teri Zamora provided an overview of the 2021-2022 budget process. The goals this year are to ensure long term viability of the College to serve students and the community, facilitate a stable College workforce including reengagement of the performance management process, and support growth in student enrollment.</p> <p>She added that we still have uncertainty in all of our revenue streams, and we want to spend what we do have strategically. There will be targeted efforts at Generation Park and to 2020 and 2021 high school graduates. We will also be working to coordinate what we can do with the federal COVID relief funds. Moving forward, the plan is to have the Board approve annual priorities earlier in the budget process to ensure the budget is aligned with the approved annual priorities. She provided the budget timing and actions that will be taken each month leading up to the August 2nd presentation of the budget to the Board of Trustees for approval. She also provided an update on the revenue estimation plan.</p>
VIII.	Update on COVID Response	<p>Brenda Hellyer provided an update on the COVID response. The College continues to monitor local, state, and federal guidance and updates our FAQ's online. We are planning for increased onsite classes, activities, and events. Next steps will be bringing staff and administrators presence onsite 100 percent beginning June 1. Faculty will return to pre-COVID schedules beginning with the summer term dependent on course enrollment. The College will be restoring 40 hour, 4 ½ day summer work weeks beginning May 31 through August 1. We will be gathering employee vaccination status on a voluntary basis. Summer will be 50 percent face-to-face/hybrid classes offered and 50 percent online. Enrollment is currently up 18 percent compared to summer 2020 but is down 12 percent compared to summer 2019. The plan for fall semester is to be 60-70 percent face-to-face/hybrid classes offered with the remainder online. Brenda reiterated that we will pivot if needed due to COVID levels in Harris County.</p> <p>Erica asked if we had any modalities that performed better to help with considerations to determine schedule needs based on student success outcomes. Brenda responded that this will</p>

	<p>be covered in Dr. Laurel Williamson’s presentation during the Board meeting.</p> <p>Brenda asked for feedback on when the Board members would like to return to face-to-face meetings. She suggested June as a good time to return to normal operations for Board Meetings. Board members agreed with this timeline and commented they need to be the lead in returning onsite and this aligns with when employees are being asked to return 100 percent. Brenda added that we will look at a social distancing structure and how to manage public comments. Zamora will check to see if a formal action is needed since the Board passed a resolution last March.</p> <p>Teri presented on the Higher Education Emergency Relief Funding. We have about \$300,000 remaining from the CARES Act and are working through a plan for a program to help students that have failed a course come back and retake the course. In December 2020, the College received \$4.5 million in emergency funding to students, \$19 million in institutional funding, which needs to be spent in relation to COVID, and approximately \$1.3 million of Hispanic Serving Institution (HSI) dollars. The HSI funds will most likely be allocated toward Title IV funding. The largest amount of money will be received for the ARPA Recovery Act and will be approximately \$21 million emergency funding to students and \$21 million institutional funding.</p> <p>Keith Sinor asked how we anticipate spending \$21 million of emergency funds for students. Teri responded they are envisioning this money will be cash payments that will go straight to students. We are working on a sorting mechanism to determine need. For the first round of CARES Act funds we had a survey where students checked what they need additional funding for and received up to \$1,200 based on response.</p> <p>Erica asked what the demand was on the first \$4.4 million. Teri responded that we were able to meet the demand and cover all students who requested funds, but there were more restrictions on these funds.</p> <p>Erica asked about students who were not able to come back last semester due to not being able to pay what they owe to the College. Teri responded we are looking at this but need to get our hands around the criteria to know how to manage</p>
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		<p>these requests. We believe we can fund this out of the institutional funds that will be received.</p> <p>Brenda added that the College cannot use funds to recruit students but need to look at how to bring them back. We are looking at bringing someone in to manage these funds and allocating payments to students.</p> <p>Keith asked if the 2019 summer enrollment compared to what we had last year falls under the “replace lost revenues” restriction. Teri responded that we are currently assessing how much revenue was lost last summer, last fall, and this spring in comparison to an average semester. This lost revenue can be allocated to the grant. This was not something we could do with past funds the College received. There is a lengthy reporting requirement to the government to show where funds are being allocated.</p> <p>Erica asked if employees working from home were reimbursed for their purchase of internet or anything that was needed to be able to work from home. Teri responded that we did not reimburse them but supplied them with a MiFi or whatever was needed for access if they did not already have internet or could not get it.</p> <p>Brenda reported that the College will continue San Jac Cares calls, increase marketing to focus on “lost” students during the pandemic, and focus on programs to retrain and upskill displaced workers. She also stated that commencement will be held in person on May 15th. It will be socially distanced and there will be two ceremonies. The College is also moving forward with space rentals and continues to host a COVID testing site with Harris County Public Health.</p>
<p>IX.</p>	<p>Review Proposed Updates to Board Bylaws</p>	<p>Brenda provided an overview of the bylaws and the tracked changes that were made. The proposed update to the bylaws were provided to Board members to review prior to the meeting in May with anticipation to be voted on in June.</p> <p>Marie Flickinger asked for clarification on “walking quorums.”</p> <p>Brenda responded that she will provide additional clarification on the proposed changes at the May Board workshop and asked that Board members send her any questions they have about the recommended changes.</p>

X.	Review Draft of 2021-2022 Annual Priorities	Brenda reviewed the draft 2021-2022 annual priorities. These have been modified from last year’s priorities and changes were made based on current needs. We tried to update these to address the pandemic and COVID related issues. Brenda provided an overview of the annual priorities and how they tie into the needs post-COVID. She asked the Board to read through these and send any questions. She would like to present them to the Board in May for approval.
XI.	Update on Diversity Progress – Additional Data	This item was tabled and will be reviewed in the next Board workshop.
XII.	Update on Generation Park Signage	Brenda provided an update on Generation Park signage and explained the College put in multiple applications but there seems to be different agencies that own different parts of the road where the signage is needed. There is also a requirement for 500 parking spots which we do not currently have. We have 399 now and will have another 400 by October. Teri explained that Chuck Smith is working on this. We will likely end up with two signs, one on the beltway and one on the feeder.
XIII.	Review of Calendar - Spring Commencement	Brenda reviewed the calendar and upcoming events with the Board. She provided preliminary plans for the Spring commencement ceremonies and Aspen Prize watch parties.
XIV.	General Discussion of Meeting Items	There was no additional discussion.
XV.	Adjournment	Chair Flickinger adjourned the workshop at 7:00 p.m.

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

April 5, 2021

The Board of Trustees of the San Jacinto Community College District met by videoconference at 7:00 p.m., Monday, April 5, 2021, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this meeting was available to the public via a live stream. At least a quorum of the Board was present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the Governor.

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

Chancellor: Brenda Hellyer

Others Present: Allatia Harris
Bo Hopper
Matt Keim
Mandi Reiland
Lamar McWaine
Eddy Ruiz
Laurel Williamson
Teri Zamora

Call the Meeting to order: Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:18 p.m.

Roll Call of Board Members: Chair Marie Flickinger conducted a roll call of the Board members:

Erica Davis Rouse
Dan Mims
John Moon, Jr.
Keith Sinor
Dr. Ruede Wheeler
Larry Wilson

Invocation and Pledges to the Flags:

The invocation was given by Dr. Allatia Harris. The pledges to the American flag and the Texas flag were led by Larry Wilson.

Special Announcements, Recognitions, Introductions, and Presentations:

1. Mandi Reiland read an announcement regarding the meeting process.
2. Dr. Laurel Williamson recognized the 2020-2021 Honoraria Recipients.

Student Success Presentations:

1. Dr. Laurel Williamson and Dr. Allatia Harris provided an overview of San Jacinto College data through the Lens of Diversity. Dr. Eddy Ruiz and Dr. Lamar McWaine were introduced.

Communications to the Board:

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

1. A thank you was received from Brittany Miklis for the plant sent in memory of her aunt.
2. A thank you was received from Randy Snyder for the plant sent in memory of his mother.
3. March 2021 Opportunity News
4. April 2021 Opportunity News
5. Spring 2021 Career Focus

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

There were no citizens desiring to speak before the Board:

Informative Reports:

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

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

Motion 10093 Consideration of Approval of Amendment to the 2020-2021 Budget for

Motion was made by Dan Mims, seconded by Keith Sinor, for approval of Amendment to the 2020-2021 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

**Restricted Revenue
and Expenses
Relating to Federal
and State Grants**

Motion Carried.

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

**Motion 10094
Consideration of
Approval of Naming
of the Programmable
Logic Controller Lab
at the Center for
Petrochemical,
Energy, and
Technology**

Motion was made by Larry Wilson, seconded by Dr. Ruede Wheeler, for approval of Naming of the Programmable Logic Controller Lab at the Center for Petrochemical, Energy, and Technology.

Motion Carried.

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

**Motion 10095
Consideration of
Purchasing Requests**

Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for approval of the purchasing requests.

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

Motion Carried.

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

**Motion 10096
Consent Agenda**

Motion was made by Larry Wilson, seconded by Erica Davis Rouse, to approve the consent agenda.

- A. Approval of the Minutes for the March 1, 2021, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting

Motion Carried.

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

Nays: None

**Items for Discussion/
Possible Action**

There were no additional items discussed.

Adjournment:

Chair Marie Flickinger adjourned the meeting at 7:57 p.m.

Item "B"
Regular Board Meeting May 3, 2021
Approval of the Minutes for the April 22, 2021
Board Tour of the Central Campus Mass Timber Classroom Building

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the April 22, 2021, Board Tour of the Central Campus Mass Timber Classroom Building.

SAN JACINTO COLLEGE DISTRICT
Board of Trustees Tour Minutes
April 22, 2021

The Board of Trustees of the San Jacinto Community College District met at 9:30 a.m., Thursday, April 22, 2021, at the Mass Timber Classroom Building, Central Campus, 8060 Spencer Hwy., Pasadena, Texas for a tour.

Members Present: Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Larry Wilson

Absent: Erica Davis Rouse and Dr. Ruede Wheeler

Others Present: Mandi Reiland, Chuck Smith, and Teri Zamora

I. Roll Call of Board Members

Marie Flickinger called the tour to order at 9:32 a.m. and did a roll call of Board members.

Present: Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Larry Wilson

Absent: Erica Davis Rouse and Dr. Ruede Wheeler

II. Tour of Central Campus Mass Timber Classroom Building

- a. The tour began and ended at the San Jacinto College Central Campus Mass Timber Building. The Board members and other attendees moved through the building during the guided tour.
- b. Chuck Smith provided background on the building and information on mass timber.
- c. Larry Wilson asked if manufacturers for mass timber supplies is limited. Chuck responded that yes, suppliers are limited and when this project started there were only 19 available. He explained that he contacted all 19 and ultimately chose a company in Quebec. The supplies were shipped assembled as seen in the columns of the building.
- d. Larry asked how the wood is protected on the outside of the building. Chuck explained that any exposed wood has three layers of sealant. The College was cost conscious and always has the goal to be good stewards to the community and taxpayers. This resulted in a plan to have the mass timber more prominent in the interior of the building and the exterior is mostly a brick finish to match the feel of the campus. If the wood was exterior, then it would have to be sealed approximately ever three years.
- e. Chuck explained that the building will produce approximately 40 percent of its own electricity. John Moon, Jr. requested reports on tracking and records of the electricity productivity and savings. Chuck replied that he will be creating those

reports and can present them to the Board.

- f. Chuck anticipates that the building will be completed by December 2021. He added that this building model was not chosen to make a statement. We continue to be good stewards of resources to the community. Board members expressed their appreciation on this.
- g. Chuck provided an update on the mass timber projects in the surrounding areas. He also provided an overview of the fire safety benefits of mass timber.
- h. Keith Sinor asked if there are plans to build more buildings in this style on our campuses. Chuck replied that he does not have an answer at this time and future projects would depend on what type of building is planned for construction.
- i. The group discussed the cost of wood, mass timber, and other building supplies.
- j. All members present expressed that they are impressed with the building, and they are excited about being front runners in this type of building construction as well as the College having received grant dollars to support this project.
- k. Chuck explained the selection process for the architects.
- l. John Moon, Jr. asked if it would be possible to have photos or videos showing the start to finish process. Chuck responded that they are planning on a video and also a book. The book would be a case study on the project. Dan replied that since we are an institute of higher education, he agrees that a case study would be beneficial. Other members agreed.
- m. Dan Mims asked what Chuck's biggest regret on this project was. Chuck explained that the process for the foundation was his biggest lesson learned.
- n. Dan asked about the engineering for wind force. Chuck provided specifics regarding wind force for the building.
- o. Members expressed thanks to Chuck and his team for their work on this building.

III. Adjournment - The tour was adjourned at 10:14 a.m.

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers

RESOURCE PERSONNEL

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

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers related to Fiscal Year 2020-21
 for March 2021

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 35,876	\$ 424,638
PUBLIC SERVICE	\$ 229,952	\$ 33,687
ACADEMIC SUPPORT	\$ -	\$ 276,555
STUDENT SERVICES	\$ -	\$ 305,987
INSTITUTIONAL SUPPORT	\$ 913,549	\$ 150,000
PHYSICAL PLANT	\$ 11,491	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	\$ 1,190,867	\$ 1,190,867

RECOMMENDATION

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

Central Campus

Department

Eye Care Technology Program
(1st Amendment)

Affiliation Entity

Berkeley Eye Center

Associate Degree Nursing Program
(1st Amendment)

Houston Methodist

South Campus

Department

Physical Therapist Assistant Program

Affiliation Entity

Hope Rehab League City

Pharmacy Technician Program

Pharmacy Management Services dba
Pyramids Pharmacy

North Campus

Department

Health Information Management &
Medical Assisting Programs

Affiliation Entity

Rheumatology & Infectious Diseases

Medical Assisting Program

Christie E. Obukofe M.D.

Medical Assisting Program

Kidney Associates, PLLC

Medical Assisting Program

Clinica Angelica

Mental Health Program

Positive Recovery, LLC

Nursing Program

THC – Houston, LLC (“Kindred”)

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

Item "E"
Regular Board Meeting May 3, 2021
Approval of the Affiliation Agreements

CONTACT PERSONNEL

Daniel J. Snooks, Attorney
Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Item "F"
Regular Board Meeting May 3, 2021
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, June 7, 2021.