

***Board of Trustees
Meeting***

***September 16, 2021
(Originally scheduled for September 13, 2021
but postponed to September 16, 2021 due to weather.)***

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

The Board of Trustees of the San Jacinto Community College District will meet at 5:00 p.m., Thursday, September 16, 2021, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. This workshop was originally scheduled for Monday, September 13, 2021 but was postponed due to weather. This notice was posted in accordance with Texas Government Code 551.041.

The live-stream of this meeting can be accessed as follows:
www.sanjac.edu/board-meeting-videos

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

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.072, and 551.074 of the Texas Open Meetings Act, for the following purposes:**
 - a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
 - b. Real Estate Matters - For the purpose of discussing the purchase, exchange, lease or value of real property.
 - c. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
- IV. Reconvene in Open Meeting**
- V. Update on COVID and Fall Enrollment**
- VI. Review of JCAR Submission to Texas School Safety Center**
- VII. Update on 2021 Property Tax Rate Adoption Process**
- VIII. Review Plan for Naming Opportunities at the Maritime Campus**
- IX. Notification of Program Closure for Associate of Applied Science, Cosmetology Instructor**
- X. Update on State and Federal Legislative Sessions**
- XI. Review of Calendar**

XII. General Discussion of Meeting Items

XIII. 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, September 13, 2021, this notice was posted, in accordance with the provisions of section 551.041 of the Texas Government Code, 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 at 7:00 p.m. on Thursday, September 16, 2021 in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. This meeting was originally scheduled for Monday, September 13, 2021 but was postponed due to weather. This notice was posted in accordance with Texas Government Code 551.041.

The live-stream of this meeting can be accessed 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 September 16, 2021. After completion of the form, the requestor will be contacted with further instructions. Registered participants will be allotted five minutes to address the Board of Trustees during the "Public Comment" portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

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

**BOARD MEETING
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Invocation and Pledge to the Flags**
- IV. Special Announcements, Recognitions, Introductions, and Presentations**
San Jacinto College 60th Anniversary Kick-Off Brenda Hellyer
- V. Communications to the Board of Trustees**
- VI. Public Comment**
- VII. Informative Reports to the Board**
 - A. San Jacinto College Financial Statements
 - a. San Jacinto College Financial Statements July 2021

- b. San Jacinto College Monthly Investment Report July 2021
- B. San Jacinto College Foundation Financial Statements
 - a. July 2021
- C. Capital Improvement Program
 - a. July 2021

ACTION ITEMS

- VIII. Consideration of Approval of Amendment to the 2021-2022 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- IX. Consideration of Approval of Policy III.3008.B, Communicable Disease – Second Reading**
- X. Consideration of Approval of Policy II.2001.A, Substantive Change – Second Reading**
- XI. Consideration of Approval of 2021 Proposed Tax Rate, Review of Final No-New-Revenue and Voter-Approval Tax Rate Calculations and Approve Date to Adopt Tax Rate**
- XII. Consideration of Approval of Interlocal Agreement with Texas Parks and Wildlife Department**
- XIII. Consideration of Approval of Naming of the Facility and Specified Rooms and Spaces at the San Jacinto College Maritime Campus**
- XIV. Consideration of Approval of Policy #, Safety in the Teaching/Learning Environment – First Reading (Informational Item)**
- XV. Consideration of Approval of Policy #, Scheduling Classes – First Reading (Informational Item)**
- XVI. Consideration of Approval of Rescission of Policy IV-C-10, Policy on Duty Hours – First Reading - (Informational Item)**
- XVII. Consideration of Approval of Rescission of Policy IV-C-15, Policy on Teaching Classes Outside Normal Duties – First Reading - (Informational Item)**
- XVIII. Consideration of Approval of Rescission of Policy IV-E 15, Policy on Educational Advancement – First Reading - (Informational Item)**
- XIX. Consideration of Approval of Rescission of Policy VI-B, Regarding Planning Research – First Reading - (Informational Item)**
- XX. Consideration of Approval of Policy #, Renewal and Non-Renewal of Contractual Employees – First Reading - (Informational Item)**

PURCHASING REQUESTS

- XXI. Consideration of Purchasing Requests**

CONSENT AGENDA

- XXII. 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 August 2, 2021, Workshop and Regular Board Meeting**
- B. Approval of the Budget Transfers**
- C. Approval of Personnel Recommendations, 2021-2022 Stipends and Market Premiums, 2021-2022 Part-Time Hourly Rate Schedule, Extra Service Agreements**
- D. Approval of the Affiliation Agreements**
- E. Approval of the Next Regularly Scheduled Meeting**

XXIII. Items for Discussion/Possible Action

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

XXIV. Adjournment

Closed Session Authority

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

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Brenda Hellyer, Ed.D.

San Jacinto College Financial Statements
July 2021

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

<u>Assets</u>	<u>2021</u>	<u>2020</u>
Current assets:		
Cash and cash equivalents	\$ 86,186,643	\$ 85,698,856
Accounts receivable - taxes	4,476,059	3,183,068
Accounts receivable	26,281,377	20,077,000
Deferred charges	2,556,294	2,380,818
Inventories	366,250	356,016
Total current assets	<u>119,866,623</u>	<u>111,695,758</u>
Noncurrent assets:		
Restricted cash and cash equivalents	114,148,049	117,108,915
Capital assets, net	695,991,000	625,548,524
Total noncurrent assets	<u>810,139,049</u>	<u>742,657,439</u>
Total assets	<u>930,005,671</u>	<u>854,353,197</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	6,589,990	7,783,764
Total deferred outflows of resources	<u>44,606,030</u>	<u>54,062,781</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	16,370,479	15,416,497
Accrued liabilities	9,859,237	10,687,240
Accrued compensable absences and deferred compensation	2,741,917	2,181,388
Deferred revenues	17,490,709	18,916,289
Total current liabilities	<u>46,462,341</u>	<u>47,201,414</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	638,852,475	576,623,616
Total noncurrent liabilities	<u>791,847,953</u>	<u>721,200,939</u>
Total liabilities	<u>838,310,294</u>	<u>768,402,353</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	20,321,224	19,690,011
Total net position	<u>\$ 100,490,457</u>	<u>\$ 96,438,790</u>

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

11 Unrestricted Funds

	Adjusted Budget	Actual (92%)	% Actual to Adjusted Budget	7/31/20	% of 8/31/20 Actual
REVENUES:					
State Appropriations	\$ 42,079,966	\$ 38,092,268	90.52	38,093,567	90.24
Local Taxes - Maintenance & Operations	72,940,110	72,553,091	99.47	70,618,660	98.85
Credit Tuition	63,187,000	59,758,877	94.57	63,444,162	100.88
Credit Exemptions & Waivers	(7,900,000)	(8,581,203)	108.62	(7,726,933)	97.50
Continuing Education					
CPET	480,000	237,436	49.47	93,958	98.76
Maritime Transportation	1,200,000	1,110,132	92.51	682,044	96.92
Continuing Professional Development (CPD)	4,880,000	4,536,197	92.95	3,664,974	75.01
Continuing Education Exemptions & Waivers	-	(100,365)	-	(44,713)	103.23
Bad Debt	(869,119)	(670,496)	77.15	(1,558,337)	340.37
Sales & Services	1,535,000	1,572,299	102.43	1,567,148	39.93
Insurance Proceeds - Winter Storm	-	4,063,289	-	-	-
Investment Income	500,000	102,071	20.41	1,038,427	100.35
Total	<u>178,032,957</u>	<u>172,673,595</u>	<u>96.99</u>	<u>169,872,958</u>	<u>95.03</u>
EXPENDITURES:					
Instruction	67,677,302	63,688,980	94.11	65,931,380	88.91
Public Service	6,762,316	5,628,160	83.23	5,711,231	83.78
Academic Support	14,103,907	11,817,362	83.79	12,813,569	92.76
Student Services	15,571,166	13,419,780	86.18	12,482,865	75.75
Institutional Support	45,144,432	36,634,214	81.15	37,813,705	85.76
Physical Plant	18,173,624	14,465,302	79.60	16,808,503	86.17
Winter Storm	4,799,839	4,113,289	85.70	-	-
Total	<u>172,232,586</u>	<u>149,767,087</u>	<u>86.96</u>	<u>151,561,253</u>	<u>86.67</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	3,767,030	2,467,259	65.50	2,452,907	51.04
Net Increase (Decrease) in Net Position	<u>\$ 2,033,341</u>	<u>\$ 20,439,249</u>		<u>\$ 15,858,798</u>	

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

Federal Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (92%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Grants	\$ 128,888,029	\$ 49,685,940	38.55	\$ 50,936,194	94.57
Total	<u>128,888,029</u>	<u>49,685,940</u>	<u>38.55</u>	<u>50,936,194</u>	<u>94.57</u>
EXPENDITURES:					
Instruction	477,988	405,363	84.81	782,288	39.17
Public Service	498,504	215,235	43.18	188,900	89.38
Academic Support	8,636,209	3,863,909	44.74	3,996,671	83.65
Student Services	1,445,025	200,976	13.91	343,939	91.62
Institutional Support	41,751,892	3,056,499	7.32	857,543	89.01
Scholarships and Fellowships	75,088,082	41,943,958	55.86	44,766,853	98.73
Physical Plant	990,328	-	-	-	-
Total	<u>128,888,028</u>	<u>49,685,940</u>	<u>38.55</u>	<u>50,936,194</u>	<u>94.57</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>\$ -</u>		<u>\$ -</u>	

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

State Restricted Funds

	Adjusted Budget	Actual (92%)	% Actual to Adjusted Budget	7/31/20	% of 8/31/20 Actual
REVENUES:					
State Paid Benefits	\$ 11,597,879	\$ 10,851,278	93.56	\$ 10,916,955	95.67
Grants	3,433,787	2,210,261	64.37	2,310,597	76.80
Total	<u>15,031,666</u>	<u>13,061,540</u>	<u>86.89</u>	<u>13,227,552</u>	<u>91.73</u>
EXPENDITURES:					
Instruction	5,855,529	5,653,356	96.55	5,336,384	92.37
Public Service	320,884	323,671	100.87	304,434	89.63
Academic Support	1,389,936	1,243,991	89.50	1,182,749	65.79
Student Services	1,808,260	1,631,163	90.21	1,389,959	82.86
Institutional Support	2,948,828	2,284,711	77.48	3,340,366	108.28
Physical Plant	10,728	-	-	-	-
Scholarships and Fellowships	2,697,501	1,924,648	71.35	1,673,660	96.03
Total	<u>15,031,666</u>	<u>13,061,540</u>	<u>86.89</u>	<u>13,227,552</u>	<u>91.73</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 Eleven Months Ended July 31, 2021

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (92%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Local Grants	\$ 2,990,953	\$ 2,142,626	71.64	\$ 2,838,058	95.54
Total	<u>2,990,953</u>	<u>2,142,626</u>	<u>71.64</u>	<u>2,838,058</u>	<u>95.54</u>
EXPENDITURES:					
Instruction	32,019	-	-	40,314	100.00
Public Service	216,216	144,935	67.03	157,820	89.88
Academic Support	937,914	336,209	35.85	576,582	95.47
Student Services	75,667	12,567	16.61	38,559	99.66
Institutional Support	65,821	29,002	44.06	25,754	83.30
Scholarships and Fellowships	1,901,795	1,771,282	93.14	2,204,903	101.48
Physical Plant	-	-	-	-	-
Total	<u>3,229,433</u>	<u>2,293,995</u>	<u>71.03</u>	<u>3,043,932</u>	<u>99.40</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(238,480)	(139,609)	58.54	(159,457)	87.27
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (11,760)</u>		<u>\$ (46,417)</u>	

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

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (92%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Tuition - Credit & Non Credit	<u>\$ 3,000,000</u>	<u>\$ 2,861,438</u>	<u>95.38</u>	<u>\$ 2,969,494</u>	<u>98.65</u>
Total	<u>3,000,000</u>	<u>2,861,438</u>	<u>95.38</u>	<u>2,969,494</u>	<u>98.65</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>3,500,000</u>	<u>3,140,019</u>	<u>89.71</u>	<u>2,576,266</u>	<u>99.14</u>
Total	<u>3,500,000</u>	<u>3,140,019</u>	<u>89.71</u>	<u>2,576,266</u>	<u>99.14</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u><u>\$ (500,000)</u></u>	<u><u>\$ (278,581)</u></u>		<u><u>\$ 393,228</u></u>	

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

28 Private Gifts and Donations

	Adjusted Budget	Actual (92%)	% Actual to Adjusted Budget	7/31/20	% of 8/31/20 Actual
REVENUES:					
Sales & Service	\$ -	\$ 25,284	-	\$ 102,723	3,772
Total	-	25,284	-	102,723	3,772
EXPENDITURES:					
Instruction	-	17,671	-	50,539	97.18
Scholarships and Fellowships	-	-	-	-	-
Total	-	17,671	-	50,539	97.18
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 7,613		\$ 52,184	

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

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (92%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/20</u>	<u>% of 8/31/20 Actual</u>
REVENUES:					
Auxiliary Services	\$ 2,753,200	\$ 1,992,523	72.37	\$ 2,580,544	94.61
Total	<u>2,753,200</u>	<u>1,992,523</u>	<u>72.37</u>	<u>2,580,544</u>	<u>94.61</u>
EXPENDITURES:					
Non-Instructional Labor	296,951	171,703	57.82	391,501	103.02
Benefits	44,343	49,298	111.17	359,003	95.51
Supplies	354,244	98,261	27.74	365,867	97.98
Travel	272,778	198,998	72.95	118,846	99.11
Contracted Services	284,200	64,206	22.59	207,770	92.90
Capital Outlay	6,106	13,213	216.39	-	-
Scholarships and Fellowships	1,175,814	1,047,522	89.09	1,245,223	108.93
Utilities	200	-	-	-	-
Total	<u>2,434,635</u>	<u>1,643,200</u>	<u>67.49</u>	<u>2,688,210</u>	<u>102.76</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 318,565</u>	<u>\$ 349,323</u>		<u>\$ (107,666)</u>	

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

95 Retirement of Indebtedness

	Adjusted Budget	Actual (92%)	% Actual to Adjusted Budget	7/31/20	% of 8/31/20 Actual
REVENUES:					
Investment Income	\$ -	\$ 8,113	-	\$ 243,909	99.33
Local Taxes - Debt Service	<u>36,920,763</u>	<u>37,341,319</u>	<u>101.14</u>	<u>36,641,388</u>	<u>98.58</u>
Total	<u>36,920,763</u>	<u>37,349,433</u>	<u>101.16</u>	<u>36,885,297</u>	<u>98.59</u>
EXPENDITURES:					
Institutional Support - Principal	15,980,930	15,980,930	100.00	12,522,293	100.00
Institutional Support - Interest	<u>40,192,313</u>	<u>20,849,198</u>	<u>51.87</u>	<u>24,453,711</u>	<u>91.34</u>
Total	<u>56,173,243</u>	<u>36,830,128</u>	<u>65.57</u>	<u>36,976,004</u>	<u>94.10</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,278,550)	(2,327,650)	71.00	(2,293,450)	70.11
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>100.00</u>	<u>(12,522,293)</u>	<u>100.00</u>
Net Increase (Decrease) in Net Position	<u>\$ 7,000</u>	<u>\$ 18,827,885</u>		<u>\$ 14,725,036</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 Eleven Months Ended July 31, 2021

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (92%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/20</u>	<u>% of 8/31/20 Actual</u>
EXPENDITURES:					
Depreciation	\$ 20,500,000	\$ 19,710,034	96.15	\$ 13,487,986	74.00
Total	<u>20,500,000</u>	<u>19,710,034</u>	<u>96.15</u>	<u>13,487,986</u>	<u>74.00</u>
Adjustment for Capital Purchases ¹	<u>-</u>	<u>(595,660)</u>	<u>-</u>	<u>(506,086)</u>	<u>-</u>
TRANSFERS AMONG FUNDS:					
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,500,000)</u>	<u>\$ (19,114,374)</u>		<u>\$ (12,981,900)</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 Eleven Months Ended July 31, 2021

Consolidated -All Funds
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (92%)	% Actual to Adjusted Budget	7/31/20	% of 8/31/20 Actual
REVENUES:					
State Appropriations	\$ 53,677,845	\$ 48,943,546	91.18	\$ 49,010,522	91.40
Local Taxes - Maintenance & Operations	72,940,110	72,553,091	99.47	70,618,660	98.85
Local Taxes - Debt Service	36,920,763	37,341,319	101.14	36,641,388	98.58
Credit Tuition	66,187,000	62,620,314	94.61	66,413,656	100.78
Credit Exemptions & Waivers	(7,900,000)	(8,581,203)	108.62	(7,726,933)	97.50
Continuing Education					
CPET	480,000	237,436	49.47	93,958	98.76
Maritime Transportation	1,200,000	1,110,132	92.51	682,044	96.92
Continuing Professional Development	4,880,000	4,536,197	92.95	3,664,974	75.01
Continuing Education Exemptions & Waivers	-	(100,365)	-	(44,713)	103.23
Bad Debt	(869,119)	(670,496)	77.15	(1,558,337)	340.37
Sales & Services	1,535,000	1,597,584	104.08	1,669,871	42.52
Insurance Proceeds - Winter Storm	-	4,063,289	-	-	-
Investment Income	500,000	110,184	22.04	1,282,336	100.16
Investment Income - San Jac Tomorrow Program	-	101,869	-	1,796,748	98.57
Auxiliary Services	2,753,200	1,992,523	72.37	2,580,544	94.61
Grants	132,321,816	51,896,201	39.22	53,246,791	93.63
Local Grants	2,990,953	2,142,626	71.64	2,838,058	95.54
Total	<u>367,617,568</u>	<u>279,894,248</u>	<u>76.14</u>	<u>281,209,568</u>	<u>95.33</u>
EXPENDITURES:					
Instruction	74,042,837	69,765,370	94.22	72,140,905	87.95
Public Service	7,797,920	6,312,000	80.94	6,362,385	84.34
Academic Support	25,067,966	17,261,471	68.86	18,569,571	88.46
Student Services	18,900,118	15,264,486	80.76	14,255,322	76.76
Institutional Support	146,084,216	78,834,554	53.97	79,013,372	90.33
Physical Plant	19,163,953	14,465,302	75.48	16,808,503	85.32
Winter Storm	4,799,839	4,113,289	85.70	-	-
Scholarships and Fellowships	87,987,218	48,779,907	55.44	51,221,682	98.78
Auxiliary Enterprises	2,434,635	1,643,200	67.49	2,688,210	102.76
Depreciation	20,500,000	19,710,034	96.15	13,487,986	74.00
Total	<u>406,778,702</u>	<u>276,149,614</u>	<u>67.89</u>	<u>274,547,936</u>	<u>88.85</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,517,030)	(2,467,259)	70.15	(2,452,907)	48.29
Transfers Out	<u>3,767,030</u>	<u>2,467,259</u>	<u>65.50</u>	<u>2,452,907</u>	<u>48.31</u>
Adjustment for Debt Principal Payment ¹	(15,980,930)	(15,980,930)	100.00	(12,522,293)	100.00
Adjustment for Capital Purchases ¹	<u>(425,341)</u>	<u>(595,660)</u>	<u>140.04</u>	<u>(506,086)</u>	<u>38.84</u>
Net Increase (Decrease) in Net Position	<u>\$ (22,754,863)</u>	<u>\$ 20,321,224</u>		<u>\$ 19,690,011</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 Eleven Months Ended July 31, 2021

91 Capital Projects

	Adjusted Budget	Actual (92%)	7/31/20
REVENUES:			
Investment Income	\$ -	\$ 101,869	\$ 1,796,748
Total	-	101,869	1,796,748
EXPENDITURES:			
Bond Programs	199,613,711	73,750,745	75,867,703
Total	199,613,711	73,750,745	75,867,703
Net Increase (Decrease) in Net Position	\$ (199,613,711)	\$ (73,648,875)	\$ (74,070,955)

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

93 Generation Park Clear Lake Land Proceeds

	<u>Adjusted Budget</u>	<u>Actual (92%)</u>	<u>7/31/20</u>
REVENUES:			
Land Sale Proceeds	\$ -	\$ -	\$ -
Total	<u>-</u>	<u>-</u>	<u>-</u>
EXPENDITURES:			
Generation Park	<u>117,078</u>	<u>98,060</u>	<u>4,952,519</u>
Total	<u>117,078</u>	<u>98,060</u>	<u>4,952,519</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>\$ (98,060)</u>	<u>\$ (4,952,519)</u>

San Jacinto College Financial Statements
Monthly Investment Report
July 2021

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

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	July 1, 2021	\$ 217,978,213	\$ 217,978,213
Additions/Subtractions (Net)		(17,643,521)	(17,643,521)
Change in Fair Value*		-	-
Ending Value	July 31, 2021	<u>\$ 200,334,692</u>	<u>\$ 200,334,692</u>

Earnings for the Month of July	\$	10,729
Weighted Average Maturity at Ending Period Date (Days)		1.00
Weighted Average Earnings Rate		0.0616%
Benchmark - One Year Treasury Yield		0.0700%

*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
July 31, 2021

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Short-Term Investments - Cash & Cash Equivalents										
Credit Cards in Transit	Heartland	N/A	N/A	08/01/21	\$	99,420	99,420	0.05%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	08/01/21		(699,399)	(699,399)	-0.35%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	08/01/21		13,519,588	13,519,588	6.75%	1	0.07
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	08/01/21		(15,474)	(15,474)	-0.01%	1	0.00
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	08/01/21		(3,621)	(3,621)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	08/01/21		19,167	19,167	0.01%	1	0.00
East West MM Operating Account	East West Bank	0.0500%	N/A	08/01/21		60,024,791	60,024,791	29.96%	1	0.30
Restricted - Cash & Cash Equivalents										
LSJP Government Overnight Fund - Closed 06/03/2021	Texas Citizens Bank	N/A	N/A	08/01/21		-	-	0.00%	1	0.00
LSJP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	0.0051%	N/A	08/01/21		-	-	0.00%	1	0.00
LSJP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	0.0924%	N/A	08/01/21		15,001,648	15,001,648	7.49%	1	0.07
TexPool - Operating	TexPool	0.0189%	N/A	08/01/21		2,998,780	2,998,780	1.50%	1	0.01
TexPool - PRIME - Operating	TexPool	0.0655%	N/A	08/01/21		-	-	0.00%	1	0.00
Restricted - Cash & Cash Equivalents										
LSJP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0051%	N/A	08/01/21		-	-	0.00%	1	0.00
LSJP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	0.0051%	N/A	08/01/21		-	-	0.00%	1	0.00
LSJP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0924%	N/A	08/01/21		1,382,165	1,382,165	0.69%	1	0.01
LSJP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.0924%	N/A	08/01/21		14,938,635	14,938,635	7.46%	1	0.07
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0655%	N/A	08/01/21		8,038,907	8,038,907	4.01%	1	0.04
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.0655%	N/A	08/01/21		85,030,085	85,030,085	42.44%	1	0.42
Grand Total Short-Term Investments and Cash & Cash Equivalents										
				\$	N/A	<u>200,334,692</u>	<u>200,334,692</u>	<u>100.00%</u>		<u>1.00</u>

Weighted Average to Maturity at Ending Period Date (Days)	
CAFR	
Note 4	\$
	19,167
	127,390,220
	60,024,791
	12,900,514
	-
	-
	<u>200,334,692</u>
	\$

Weighted Average to Maturity at Ending Period Date (Days)	
	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
	<u>1.00</u>

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

Description	Held At	Annualized Interest Rate	Maturity	Par	June 30, 2021 Ending Fair Value	June 30, 2021 Ending Book Value	July 31, 2021 Ending Fair Value	July 31, 2021 Ending Book Value	Change in Fair Value For the Month	July Earnings	September Through July Earnings
Short-Term Investments - Unrestricted Funds											
Demand Deposits											
Credit Cards in Transit											
JPMorgan Accounts Payable Disbursements	Heartland	N/A	08/01/21	N/A	\$ 9,347	\$ 9,347	\$ 9,420	\$ 9,420	\$ 90,073	N/A	N/A
JPMorgan Operating	JPMorgan Chase Bank	N/A	08/01/21	N/A	(609,105)	(609,399)	(609,399)	(609,399)	(190,294)	N/A	N/A
JPMorgan Payroll	JPMorgan Chase Bank	N/A	08/01/21	N/A	9,183,472	9,183,472	13,519,588	13,519,588	4,336,116	N/A	N/A
JPMorgan Workment's Comp	JPMorgan Chase Bank	N/A	08/01/21	N/A	(24,087)	(24,087)	(15,474)	(15,474)	8,613	N/A	N/A
Petty Cash	JPMorgan Chase Bank	N/A	08/01/21	N/A	(388)	(388)	(3,621)	(3,621)	(3,233)	N/A	N/A
Sub Total Demand Deposits	Campus Business Offices	N/A	08/01/21	N/A	19,167	19,167	19,167	19,167	-	N/A	N/A
					\$ 8,678,406	\$ 8,678,406	\$ 12,919,681	\$ 12,919,681	\$ 4,241,275	N/A	N/A
Money Market Accounts											
East West MM Operating Account	East West Bank	0.0500%	08/01/21	N/A	\$ 60,022,497	\$ 60,022,497	\$ 60,024,791	\$ 60,024,791	\$ 2,294	\$ 2,294	\$ 34,177
Texas Citizens Bank - Closed 06/03/2021	Texas Citizens Bank	N/A	08/01/21	N/A	-	-	-	-	-	-	736
Sub Total Money Market Accounts					\$ 60,022,497	\$ 60,022,497	\$ 60,024,791	\$ 60,024,791	\$ 2,294	\$ 2,294	\$ 34,913
Pool Accounts											
TexPool - Operating	TexPool	0.0189%	08/01/21	N/A	\$ 51,263	\$ 51,263	\$ 2,998,780	\$ 2,998,780	\$ 2,947,517	\$ 29	\$ 1,257
TexPool PRIME - Operating	TexPool	0.0655%	08/01/21	N/A	-	-	-	-	-	-	57,561
LSIP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	0.0651%	08/01/21	N/A	31,502,756	31,502,756	15,001,648	15,001,648	(16,501,108)	1,648	422
LSIP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	0.0924%	08/01/21	N/A	31,554,019	31,554,019	18,000,428	18,000,428	(13,553,591)	1,677	67,158
Sub Total Pool Accounts					\$ 100,254,922	\$ 100,254,922	\$ 90,944,900	\$ 90,944,900	\$ (9,310,022)	\$ 3,971	\$ 102,071
Short-Term Investments - Unrestricted Funds											
Short-Term Investments - Restricted (Bond) Funds											
Pool Accounts											
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0051%	08/01/21	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 848
LSIP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	0.0051%	08/01/21	N/A	-	-	-	-	-	-	3,594
LSIP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0924%	08/01/21	N/A	1,408,488	1,408,488	1,382,165	1,382,165	(26,323)	109	370
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.0924%	08/01/21	N/A	14,865,345	14,938,635	14,938,635	14,938,635	73,290	1,169	3,672
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0655%	08/01/21	N/A	16,424,103	16,424,103	8,038,907	8,038,907	(8,385,196)	750	71,413
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.0655%	08/01/21	N/A	85,025,355	85,025,355	85,030,085	85,030,085	4,730	4,730	30,085
Sub Total Pool Accounts					\$ 117,723,291	\$ 117,723,291	\$ 109,389,792	\$ 109,389,792	\$ (8,333,499)	\$ 6,788	\$ 109,982
Sub Total - Short Term Investments - Restricted (Bond) Funds					\$ 117,723,291	\$ 117,723,291	\$ 109,389,792	\$ 109,389,792	\$ (8,333,499)	\$ 6,788	\$ 109,982
Grand Total											
					\$ 217,978,213	\$ 217,978,213	\$ 200,334,692	\$ 200,334,692	\$ (17,643,521)	\$ 10,729	\$ 212,053

San Jacinto College Foundation

Statement of Financial Position

As of July 31, 2021

ASSETS	Current Year	Previous Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$1,667,672	\$1,824,343	(\$156,671)
Other Funds	-	-	-
Total Checking/Savings	<u>1,667,672</u>	<u>1,824,343</u>	<u>(156,671)</u>
Accounts Receivables	3,577,420	4,193,619	(616,199)
Other Current Assets			
Short Term Investments			
Goldman Sachs - SSF	30,000,409	0	30,000,409
Goldman Sachs	15,303,257	12,159,442	3,143,815
Capital Bank CD	0	210,396	(210,396)
Prosperity Bank	0	210,124	(210,124)
Total SJC Short Term Investments	<u>45,303,666</u>	<u>12,579,962</u>	<u>32,723,704</u>
Total Current Assets	<u>50,548,758</u>	<u>18,597,923</u>	<u>31,950,834</u>
TOTAL ASSETS	<u>\$50,548,758</u>	<u>\$18,597,923</u>	<u>\$31,950,834</u>
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	14,884	43,246	(28,362)
Programs Payable	8,240	4,030	4,210
Endowments Payable	83,865	126,414	(42,549)
Scholarship Payables	143,928	154,856	(10,928)
Student Success Payables	98,595	90,545	8,050
Total Accounts Payable	<u>349,512</u>	<u>419,090</u>	<u>(69,578)</u>
Total Current Liabilities	<u>349,512</u>	<u>419,090</u>	<u>(69,578)</u>
Total Liabilities	349,512	419,090	(69,578)
NET ASSETS			
Net Assets Without Donor Restrictions	34,187,762	3,735,654	30,452,108
Net Assets With Donor Restrictions	15,872,610	14,330,868	1,541,742
Net Assets	<u>50,060,371</u>	<u>18,066,522</u>	<u>31,924,271</u>
Net Income	<u>138,874</u>	<u>112,311</u>	<u>26,563</u>
Total Net Assets	<u>50,199,245</u>	<u>18,178,833</u>	<u>32,020,413</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$50,548,758</u>	<u>\$18,597,923</u>	<u>\$31,950,834</u>

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

	Current Year	Last Year	Effect on Net Income	Annual Budget	Actual % of Annual Budget
Ordinary Income/Expense					
Income					
Contributions					
Grant Contributions	-	-	-	96,000	0%
Endowments	90	25	65	75,000	0%
Program Sponsorship	3,320	1,900	1,420	275,000	1%
Scholarships	56,540	3,799	52,740	400,000	14%
Total Contributions	<u>59,950</u>	<u>5,724</u>	<u>54,225</u>	<u>846,000</u>	
Other Income					
Special Events	-	4,500	(4,500)	185,000	0%
Investment Income	34,435	(4,038)	38,473	600,000	6%
Realized Gain / (Loss)	32,903	16,160	16,743	-	
Unrealized Gain / (Loss)	10,776	215,365	(204,589)	-	
Total Other Income	<u>78,114</u>	<u>231,987</u>	<u>(153,873)</u>	<u>785,000</u>	<u>10%</u>
Total Income	138,064	237,711	(99,647)	1,631,000	8%
Expense					
Programs					
Scholarships Awarded	(1,910)	118,051	119,961	800,000	0%
Programs Sponsored	-	6,884	6,884	600,000	0%
Student Success Initiatives	-	-	-	150,000	0%
Total Programs	<u>(1,910)</u>	<u>124,935</u>	<u>126,845</u>	<u>1,550,000</u>	<u>0%</u>
Supporting Services					
Bad Debt Expense	-	-	-	2,000	0%
Supporting Services					
Foundation Expenses	1,100	465	(635)	86,000	1%
Fundraising Expenses	-	-	-	85,000	0%
Sponsorship Expense	-	-	-	5,000	0%
Total Supporting Services	<u>1,100</u>	<u>465</u>	<u>(635)</u>	<u>176,000</u>	<u>1%</u>
Total Expense	<u>(810)</u>	<u>125,400</u>	<u>126,210</u>	<u>1,728,000</u>	<u>0%</u>
Net Ordinary Income	138,874	112,311	26,563	(97,000)	-143%
Other Income / Expenses					
Increase/Decrease in Net Position	<u><u>138,874</u></u>	<u><u>112,311</u></u>	<u><u>26,563</u></u>	<u><u>(97,000)</u></u>	-143%

2008 Bond Program

Report as of July 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	-	335,000	15,000	95.71%
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	345,500	167,000	68.19%
North									
Sub-total	-	-	-	-	-	-	-	-	-
South									
Sub-total	-	-	-	-	-	-	-	-	-
District									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,397,602)	228,658	-	228,658	-	-	228,658	-
726907 - Wayfinding Signage	50,000	939,076	989,076	10,924	1,000,000	26,661	655,706	317,633	68.24%
726923 - Replace HVAC, A1	-	350,000	350,000	-	350,000	9,375	28,125	312,500	10.71%
726925 - CW Classroom Technology	-	100,000	100,000	-	100,000	69,687	-	30,313	69.69%
Sub-total	14,676,260	(3,402,579)	11,273,681	(9,595,023)	1,678,658	105,723	683,831	889,104	7.00%
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	118,223	293,625,673	1,256,104	99.57%

Generation Park

Report as of July 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	2,658	8,824,538	16,360	99.82%
901609 - 2015 Bond - 726601	6,368,466	-	6,368,466	-	6,368,466	-	3,893,327	2,475,139	61.13%
901610 - Generation Park Site Infrastructure - 726601	4,000,000	-	4,000,000	-	4,000,000	100	3,991,275	8,625	99.78%
901610 - Generation Park Parking Lot - 76601A	3,521,892	-	3,521,892	-	3,521,892	2,314,440	170,025	1,037,427	70.54%
TOTALS	29,521,892	-	29,521,892	-	29,521,892	2,317,198	23,667,142	3,537,552	88.02%

2015 Bond Program

Report as of July 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	7,963	51,180,160	111,027	99.78%
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	213,736	6,442,846	630,383	91.35%
731602 - CC Welcome Center	16,600,000	1,305,458	17,905,458	578,549	18,484,008	-	18,470,345	13,663	99.93%
71602A - CC Welcome Center Site Development	-	2,906,100	2,906,100	93,900	3,000,000	1,158,374	276,471	1,565,155	47.83%
731603 - CC Class Room Building	47,155,000	8,195,219	55,350,219	1,788,440	57,138,659	20,748,259	28,674,810	7,715,589	86.50%
731604 - CC Central Data Closets	2,444,000	(1,271,154)	1,172,846	37,896	1,210,742	-	1,187,732	23,010	98.10%
731605 - CC Central Access Security	1,852,000	(204,840)	1,647,160	53,222	1,700,382	92,899	1,139,498	467,985	72.48%
731606 - CC Frels Renovation	1,153,000	2,899,106	4,052,106	130,929	4,183,035	40,385	4,030,170	112,481	97.31%
731607 - CC Davison Building Renovation	14,970,000	(4,787,356)	10,182,644	329,015	10,511,659	207,416	10,292,722	11,522	99.89%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,253,702)	11,431,298	369,361	11,800,659	497,155	11,303,504	-	100.00%
71608A - CC McCollum Center Reno Phase II	-	10,483,421	10,483,421	338,733	10,822,154	4,428,051	2,801,732	3,592,371	66.81%
731609 - CC McCollum North Renovation	2,535,000	(598,971)	1,936,029	62,556	1,998,585	-	132,013	1,866,571	6.61%
731610 - CC Ball Demolition	1,725,000	(125,899)	1,599,101	51,669	1,650,770	-	1,649,557	1,213	99.93%
731611 - CC Anderson Demolition	2,654,000	(301,222)	2,352,778	76,021	2,428,800	-	2,428,800	-	100.00%
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	275,777	1,168,732	120,716	92.29%
731614 - CC Central Plant Upgrades	1,160,000	64,838	1,224,838	39,576	1,264,415	-	1,263,670	745	99.94%
Sub-total	170,717,000	15,583,296	186,300,296	6,739,955	193,040,251	27,670,014	149,137,806	16,232,431	91.59%
North									
732601 - NC Cosmetology & Culinary Center	22,845,000	(55,513)	22,789,487	736,359	23,525,846	8,739	23,455,599	61,509	99.74%
732602 - NC North Data Closets	915,000	(263,487)	651,513	21,051	672,564	-	672,564	-	100.00%
732604 - NC Lehr Library Demolition	650,000	(434,006)	215,994	6,979	222,973	-	222,854	119	99.95%
732605 - NC North Access/Security	877,000	(95,040)	781,960	25,266	807,226	23,618	427,790	355,819	55.92%
732606 - NC Wheeler Renovation	14,300,000	(2,334,938)	11,965,062	386,607	12,351,669	2,502,193	9,051,892	797,584	93.54%
732607 - NC Brightwell Renovation	6,628,000	1,176,926	7,804,926	252,188	8,057,114	2,220,631	5,812,988	23,495	99.71%
732608 - NC Spencer Renovation	13,000,000	(2,124,814)	10,875,186	351,392	11,226,578	2,430,651	8,791,146	4,781	99.96%
732609 - NC North DDC Network	580,000	178,117	758,117	24,496	782,613	143,359	615,280	23,974	96.94%
732610 - NC Underground Utility Tunnel	11,600,000	(7,661,638)	3,938,362	127,254	4,065,616	-	4,016,439	49,177	98.79%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-
732613 - NC Burleson Renovation	-	3,547,453	3,547,453	114,623	3,662,076	254,937	3,340,074	67,065	98.17%
Sub-total	78,395,000	(15,066,940)	63,328,060	2,046,215	65,374,275	7,584,127	56,406,625	1,383,523	97.88%

2015 Bond Program

Report as of July 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	(7,002,086)	21,397,914	691,395	22,089,310	-	22,038,055	51,255	99.77%
733602 - SC Cosmetology Center	16,213,000	(1,400,207)	14,812,793	478,621	15,291,414	-	15,220,624	70,790	99.54%
733603 - SC Longenecker Renovation	22,555,000	(2,402,252)	20,152,748	651,162	20,803,911	199,233	20,198,805	405,872	98.05%
733604 - SC South Data Closets	765,000	(155,197)	609,803	19,704	629,507	-	627,649	1,857	99.70%
733605 - SC South Primary Electrical Upgrade	5,800,000	966,625	6,766,625	218,639	6,985,264	86,958	2,849,315	4,048,991	42.04%
733606 - SC South Access/ Security	599,000	153,993	752,993	24,330	777,324	7,786	711,867	57,671	92.58%
733607 - SC South HW/CW Relocation	10,266,000	(6,914,146)	3,351,854	108,303	3,460,157	-	3,460,157	-	100.00%
733608 - SC Domestic Water System Rehabilitation	1,160,000	823,697	1,983,697	64,096	2,047,792	54,481	1,061,764	931,548	54.51%
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	8,894,327	7,292,529	3,170,197	83.62%
73610A - SC Jones Cenral Plant Relocation	-	10,573,572	10,573,572	341,646	10,915,218	1,794,231	7,107,885	2,013,102	81.56%
733611 - SC Bruce Student Center Renovation	10,400,000	(8,225,107)	2,174,893	70,274	2,245,167	143,771	2,053,019	48,377	97.85%
733612 - SC HVAC Tech	312,000	2,325,816	2,637,816	85,231	2,723,048	-	2,656,993	66,055	97.57%
733613 - SC South DDC Network	580,000	178,117	758,117	24,496	782,613	173,173	605,679	3,762	99.52%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,424,730	5,424,730	175,280	5,600,010	34,967	5,565,044	-	100.00%
Sub-total	116,438,000	(6,289,268)	110,148,732	3,559,054	113,707,786	11,388,926	91,449,384	10,869,476	90.44%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(27,031,300)	968,700	31,300	1,000,000	247,684	351,073	401,243	59.88%
76603A - MC Maritime Fire Program Relocation	-	1,916,000	1,916,000	84,000	2,000,000	16,952	1,788,345	194,703	90.26%
Sub-total	28,000,000	(25,115,300)	2,884,700	115,300	3,000,000	264,635	2,139,419	595,946	80.14%
Generation Park									
726601 - Generation Park	-	5,554,666	5,554,666	813,800	6,368,466	-	3,893,327	2,475,139	61.13%
Sub-total	-	5,554,666	5,554,666	813,800	6,368,466	-	3,893,327	2,475,139	61.13%
Admin									
736602 - College Development	30,000,000	(29,927,750)	72,250	-	72,250	-	71,368	882	98.78%
736604 - Dist Construction Studies	283,820	35,776	319,596	-	319,596	-	319,596	-	100.00%
76605A - CW Deferred Maintenance	-	13,227,072	13,227,072	427,384	13,654,456	943,965	386,189	12,324,302	9.74%
736606 - Parking Garage	-	20,000,000	20,000,000	-	20,000,000	-	-	20,000,000	-
720100 - Program Management - AECOM	-	11,610,483	11,610,483	(10,878,699)	731,784	77,848	412	653,524	10.69%
720100 - Program Management - Other	-	2,823,009	2,823,009	(2,823,009)	-	-	-	-	-
736601 - Contingency	1,166,180	7,564,957	8,731,137	-	8,731,137	-	-	8,731,137	-
Sub-total	31,450,000	25,333,546	56,783,546	(13,274,324)	43,509,222	1,021,813	777,564	41,709,845	4.14%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	47,929,515	303,804,125	73,266,360	82.76%

Repair and Renovation

Report as of July 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.	-	17,189	17,189	-	17,189	3,101	12,866	1,222	93%
F21029 - CC - C11 Window Glaze and Tint	-	7,340	7,340	-	7,340	7,340	-	-	100%
F21034 - CC - C45 Dow Classroom Tables	-	5,914	5,914	-	5,914	5,914	-	-	100%
F21035 - CC - C20 Roller Shades	-	19,230	19,230	-	19,230	15,655	-	3,575	81%
F21041 - CC - C14.262 Office Reconfiguration	-	10,250	10,250	-	10,250	8,281	-	1,969	81%
Sub-total	-	59,923	59,923	-	59,923	40,291	12,866	6,766	89%
North									
F21003 - NC - Nail Tech Electrical and Ventilation	-	9,320	9,320	-	9,320	4,819	-	4,501	52%
F21005 - NC - North Misc	-	5,687	5,687	-	5,687	4,487	-	1,200	79%
F21037 - NC - ILC Technology Upgrade	-	17,687	17,687	-	17,687	17,687	-	-	100%
Sub-total	-	32,694	32,694	-	32,694	26,993	-	5,701	83%
South									
F21006 - SC - South Misc.	-	15,586	15,586	-	15,586	-	5,187	10,399	33%
F21022 - SC - S1 Water Purification System	-	34,852	34,852	-	34,852	7,596	27,209	47	100%
Sub-total	-	50,438	50,438	-	50,438	7,596	32,396	10,446	79%
District									
F21007 - DIST - Campus Misc.	-	10,000	10,000	-	10,000	1,533	336	8,131	19%
F21031 - DIST - A1.210-212 Configuration	-	5,426	5,426	-	5,426	5,426	-	-	100%
Sub-total	-	15,426	15,426	-	15,426	6,960	336	8,131	47%
Contingency (720700) -Major Repairs	200,000	(167,158)	32,842	-	32,842	-	-	32,842	-
Sub-total	200,000	(167,158)	32,842	-	32,842	-	-	32,842	-
Projects Closed									
F21015 - CC - C20 Canopy Repair	-	8,400	8,400	-	8,400	-	8,400	-	100%
F21020 - CC - C11 Tier 1 Upgrade	-	11,491	11,491	-	11,491	-	11,491	-	100%
F21027 - CC - Golf Course Tree Removal	-	23,075	23,075	-	23,075	-	23,075	-	100%
F21033 - CC - C34 Flag Pole Remove and Relocate	-	-	-	-	-	-	-	-	-
F21010 - DIST - Maritime Gate & Seat	-	8,492	8,492	-	8,492	-	8,492	-	100%
Sub-total	-	51,458	51,458	-	51,458	-	51,458	-	100%
TOTALS	200,000	42,782	242,782	-	242,782	81,841	97,055	63,886	74%

**BOARD BUILDING COMMITTEE
SAN JACINTO COMMUNITY COLLEGE DISTRICT
August 31, 2021**

Members Present: John Moon, Jr. and Erica Davis Rouse

Members Absent: Marie Flickinger and Dan Mims

Other Trustees Present: None

Others Present: Brenda Hellyer, Carin Hutchinson, Bryan Jones, Deborah Paulson, Charles Smith, and Teri Zamora

- I. John Moon, alternate for Building Committee Chair, called the meeting to order at 4:01 p.m.
- II. Roll call of the Committee members was taken by John Moon, Jr.:
 - Marie Flickinger, absent
 - John Moon, Jr., present
 - Erica Davis Rouse, present
 - Dan Mims, absent
- III. Approval of Minutes from the May 25, 2021, Building Committee Meeting
 - J. Moon presented the minutes from the May 25, 2021, Building Committee Meeting.
 - A motion was made by E. Davis Rouse and seconded by J. Moon to accept the minutes as presented.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Discussion led by Bryan Jones)
 - Bond Funds
 - Consideration of Approval to Contract for Architectural Services for North Campus Industrial Technology Building
 - This item requests approval to contract with the HKS, Inc. to provide architectural services to design the renovation of the North Campus N-19 Building (former Industrial Tech Building).
 - In June 2016, the Board approved a pool of architects for 2015 Bond projects. A review process was conducted to assess which firm would be best suited for each respective project. It is recommended that HKS is the firm best suited to design the renovation plans for the North Campus N-19 Building.
 - This action will authorize a contract for architectural design services for the renovation of Building N-19 at the North Campus. This contract will include services to develop design solutions for improvements and upgrades to the building based on findings noted in the feasibility study completed in July 2021.
 - The architect's proposed fee shall not exceed \$145,000, inclusive of estimated reimbursable expenses. The proposed fee is within the Board approved rate

- parameters established for renovation projects.
- This item was presented without further discussion or questions from the Building Committee.
- Operating Funds
 - Consideration of Approval to Replace North Campus Gymnasium Flooring
 - This item requests approval to purchase wood flooring replacement from NHA Covington for the North Campus gym that was damaged as a result of the winter storm in February.
 - The North Campus Gym floor in N-16 will require a full replacement in order to return the surface to meet the College’s need for sports play and general use. The floor was damaged due to a water leak which occurred as a result of the winter storm. Initially, it was thought the floor could be repaired, but upon further investigation it was determined water damage was more extensive with the floor showing water damage exceeding two thirds of the surface. The cost to partially remove and replace this amount of the floor surface is less cost effective than replacing the entire floor.
 - The floor surface is essential in support of both internal use by College students and the surrounding community. Providing a safe and reliable playing surface supports both student success as well as community interests.
 - The estimate to replace the wood floor is \$185,885. Due to the continued rise in building materials prices, the department will work with the supplier to source a comparative replacement floor that meets all of the College’s needs and stays within this estimate. At the June 7, 2021 Board meeting, the Board approved \$25,000 towards the repair of the floor. This request is for the remaining balance of \$160,885. The expense will be covered by the College’s insurance policy.
 - J. Moon asked for clarification on the type of flooring. B. Jones explained the College has elected to proceed with wood flooring and explained the difference in pricing between wood flooring and multipurpose flooring. Wood flooring was determined to be the better value for the College.
 - E. Davis Rouse inquired as to what activities the North Campus gymnasium has historically been used for. B. Jones responded with a list of activities that utilize the gym, including but not limited to, baseball team, community activities, and College functions.

V. Project Updates

- Bond Funds (Discussion led by Charles Smith)
 - Safety Metrics
 - There was one safety event noted this month.
 1. One near miss was reported at the South Campus Jones Building in which a load shifted during placement of a support steel with an extendable boom. There were two iron workers in close proximity; however, no one was injured. Work was stopped and safety counseling was provided.
 - Schedule Updates
 - The College construction team predicts building project completions will be

- delayed primarily due to supply chain delays.
- J. Moon inquired as to what items are causing delays. C. Smith reported a list of items, including but not limited to, doors, glass, and noted that nearly all building materials are subject to delays or partial shipments.
- Progress Updates
1. Central Campus – CPET Extended Site
 - Installation of lighting on the new walkway connecting CPET to the main Central Campus is beginning.
 - Work on the Roundabout has begun, and demolition of the previous parking area is complete with storm drainage in progress. The projected date of completion was slotted for October 2021; however, due to supply delays, the new completion date has been pushed back to January 2021.
 - An architectural drawing of the new Monument for the Roundabout entrance is in design and will be based on a 1:20 scale of the actual San Jacinto Monument. A mockup drawing was displayed with two questions from the Committee:
 - J. Moon asked for clarification about the trees that were previously recommended to encircle the Monument. C. Smith provided that the trees will no longer be planted around the Monument because they may hide or distract from the Monument.
 - E. Davis Rouse inquired as to why the Star Monument previously presented as an option was not selected. C. Smith explained in depth the complexity of the Star Monument and noted the cost of the 9-point star was 4 times (4x) more than the smaller San Jacinto Monument.
 2. Central Campus – Pro Shop and Dormitory
 - Asbestos and lead abatement of the former pro-shop and dormitory has been completed with demolition projected to occur in the next few weeks.
 3. Central Campus – Anderson-Ball Classroom Building
 - Envelope Construction is nearing completion.
 - Lobby connection with the Davison Building has been roofed and glazed.
 - Interior finishes continue.
 4. Central Campus – Interactive Learning Center (ILC)
 - Minor renovation is complete with a refresh to the student learning environment. Individual computer stations have been removed and have been updated to spaces that will serve students with interaction and collaboration for a more interactive learning approach.
 5. Central Campus – McCollum Building
 - Phase 1 of the renovation accepted occupants in June and July 2021. The lobby is nearing completion, and a new conference center has been created along with a student study space with a collaboration room.
 - The building is now in Phase II, and the insulation of new air conditioning systems are nearing completion. Despite material delays, completion is still projected for the end of 2021.
 6. North Campus – Spencer, Brightwell, Wheeler Buildings
 - Final punch list is underway.

- Emergency generator capacity is in design for the Police and IT Services so that they can sustain operations during a power failure. Due to delays in materials, this portion of the renovation may be delayed up to six months.
- 7. South Campus – Electrical Upgrade Project
 - Three lightning arrestors were damaged during a storm in July, causing an afternoon power outage on the campus. This problem will be permanently resolved when the second phase of the Electrical Upgrade Project is completed. Solicitation for vendors will begin in the near future.
- 8. South Campus – Domestic Water Line Project
 - An Agreement on time and materials has been completed with contractor and subcontractor. Work is projected to restart next week.
- 9. South Campus – Jones Building
 - Final finishes are underway. Roof drains have been reconfigured so that twelve pipes will no longer discharge beneath the floor slab, eliminating the opportunity for water damage.
 - B. Hellyer inquired as to whether placing drainpipes inside walls and under the slab is unusual. C. Smith informed the Committee that architects tend to use this design to preserve the beauty of the exterior of the building.
- 10. South Campus– Central Plant
 - An acceptance trial on the new plant has been completed. The Thermal Storage Tank will be placed back into service at the end of September 2021 once 600 more feet of pipe are laid and tied into the Tank.
- 11. Generation Park – Parking Lot
 - Area for the new parking lot has been cleared and compacted. Drainage has been installed and concrete for the first half of the entrance roadway will be poured September 1, 2021.
- 12. Campus Wide – Deferred Maintenance Project
 - Campus Wide Elevator Modernization is delayed due to a global chip shortage. Estimated completion date is slotted for November 2021.
 - North Campus N-12 suffered ceiling damage due to recent rains. This is a localized condition requiring minor repairs. A break in a 6-foot storm line that was under the foundation was also noted and has been repaired.
 - E. Davis Rouse asked what material the pipes were constructed of and if there were any new designs in construction in which pipes would not need to be run under a foundation. C. Smith discussed construction designs for laying pipes and noted the material of the pipes in this building were made of cast iron.
 - Central Campus C-26 Detention Pond Repairs – in progress
 - North Campus N-12 Structural Repairs – in progress
 - Central Campus C-42 Demolition – in progress
 - Campus Wide Desigo Fire Alarm Integration – material on order
 - Upcoming Deferred Maintenance Projects
 - South Campus M-1 Renovation – awaiting permit and materials
 - South Campus S-22 Demolition – scheduled for late Fall 2021

- North Campus N-24 – additional parking lot paving scheduled for Spring 2022
 - South Campus S-7 and S-8 Roofing and Solar – in design
 - North Campus N-19 Renovation – awaiting design
 - Central Campus C-26 Redundant Chiller – awaiting completion of SC Central Plant, as current chiller from South Cosmetology will be moved to Central
 - District Campus A-1 Air Conditioning Upgrade – implementation scheduled for Fall 2021
13. Campus Wide – LoanSTAR Energy Upgrades
- Proposed Upgrades (estimated at \$4,722,118 with a 15year payback)
 - Completion of LED lighting Retrofits
 - Replacement of two one half ton A-2 Split System HVAC
 - Replacement of three 700-ton chillers at Central Campus
 - Replacement of one 900-ton chiller at North Campus
 - After Hours DX HVAC at Maritime Campus
 - Two new VFDs for South Campus 35-acre 25hp CWP
 - Building AHU VFDs at South Campus
 - Retro-commissioning of 14 buildings
 - Vending Machine Misers
 - Touchless Lavatory Faucets, reduced flow
 - Roof Mounted Solar PV Systems at South Campus
 - Financial Updates
 - 2008 Bond – This report was presented with no comments.
 - 2015 Bond – This report was presented.
 - E. Davis Rouse inquired about the College Development Project. C. Smith and B. Jones provided details about the history of this project and its current state; remaining funds have been moved to contingency.
 - B. Hellyer asked for an update on the Maritime Expansion Project. C. Smith reported that the Davit Project was delayed due to supply shipping and is expected to arrive in late November or December of 2021.
 - Generation Park – This report was presented.
 - J. Moon inquired about what the 2015 Bond funds were being used for at Generation Park Campus. C. Smith noted the funds are being used for landscaping and future building. These funds will be used or released after the proposals are submitted.
 - Operating Funds (Discussion led by Bryan Jones)
 - Safety Metrics
 - There were no safety incidents reported this month.
 - The College incurred one utility, sewage, and electrical failure.
 - Schedule Updates
 - The report was presented with no comments.
 - Progress Updates
 - Minor Projects updates were briefly explained.

- B. Hellyer inquired about landscape upgrades due to freeze damage. B. Jones noted that insurance will not cover freeze damaged vegetation and provided a detailed report. He noted that 75-80% of campus landscape needing replacement has been replaced at this time.
 - E. Davis Rouse inquired about campus food services. T. Zamora provided details regarding a new contract obtained by the College for an outside vendor to provide food on all campuses, to supplement the food prepared on campus, and noted that the College's Cafés and food markets have reopened.
 - B. Hellyer reported that College enrollment is up by 3% over last year, and the College has a new COVID dashboard on the website.
 - Financial Updates
 - Repair and Renovation – This report was presented with no comments.
- VI. Status of Delegation of Authority
- Presented with no comments or questions.
- VII. Adjournment – The meeting adjourned at 4:49 p.m.

**BOARD FINANCE COMMITTEE
SAN JACINTO COMMUNITY COLLEGE DISTRICT
August 31, 2021**

Members Present: Keith Sinor, Dr. Ruede Wheeler, and Larry Wilson

Members Absent: Marie Flickinger

Other Trustees Present: None

Others Present: Brenda Hellyer, Teri Zamora, Linda Torres, Carin Hutchins, and Rosselle Helms

- I. Dr. Ruede Wheeler called the meeting to order at 5:01 p.m.
- II. Roll call of the Committee members was taken:
 - Keith Sinor, present
 - Dr. Ruede Wheeler, present
 - Larry Wilson, present
 - Marie Flickinger, absent
- III. Approval of Minutes from the August 27, 2019, Finance Committee Meeting
 - K. Sinor presented the minutes from the August 27, 2019, Finance Committee Meeting.
 - A motion was made by L. Wilson and seconded by R. Wheeler to accept the minutes as presented.
- IV. Review and Discussion of Annual Internal Audit Report:
 - L. Torres shared results from the Annual Internal Audit Report for the 2020-2021 audit year with corresponding recommendations by the Internal Audit Department.
 - The total number of audits for the year included:
 - Six Audit/Review Projects
 - Five Projects
 - One Follow-Up Audit
 - Six Cash Counts
 - Statuses for Audit/Review, Projects, Follow-Up Audits and Cash Counts were listed in detail to the Committee.
 - The audit team activity also included several unscheduled consulting and management projects during the year and service on six committees, councils, and task forces.
 - The Internal Audit Department updated the Ethics training, completed the annual risk assessment project, and managed the collection of conflict of interest disclosure statements.
 - L. Torres shared the 2021-2022 Audit Plan with the Committee.
 - The Committee agreed with the 2021-2022 Audit Plan which includes:
 - Finalizing audits in progress at the end of FY21
 - Initiating new audits based on risk assessment

- Consulting and other activities
- Follow-up on the outstanding corrective actions on prior audits

V. Review and Discuss 2021-2022 Property Tax Rate

- T. Zamora reviewed the 2021-2022 Property Tax calculations.
 - The final certified taxable values for tax year 2021 are estimated at \$66.6 billion, demonstrating a 2.0% increase over tax year 2020.
 - There are currently 1,300 unsettled appeal cases and a backlog in the courts due to COVID-19 having the courts down for some time.
 - L. Wilson asked if the appeals consisted primarily of industry.
 - K. Sinor asked if these would get settled in 2022.
 - T. Zamora replied that our tax district does have a large percentage of industrial properties, and many of the appeals are in that category. Additionally, although the amount of total disputed tax values and appeals continues to grow annually, it is anticipated that the number of unsettled cases will decline as the court system returns to a pre-COVID level of activity.
 - The potential liability if all cases are lost in their entirety is approximately \$4.3 million in tax revenue, although the College’s historical experience is that cases are generally settled for about half of that amount. To compensate for that potential loss, a collection rate of 98.16 percent will be utilized for this tax year.
 - The recommended, proposed tax rate is \$0.167967, a 0.82% decrease.
 - The proposed rate is higher than the no-new-revenue rate of \$0.162566.
 - The proposed rate is lower than the voter-approval rate of \$0.171125, and the 2020 rate of \$0.169358.
 - T. Zamora added that the College refinanced and restructured the bond debt in February 2021, resulting in the lower debt portion (I&S) of the tax rate.
 - The proposed, tentative timeline was shared with the Committee:
 - September 13, 2021 Board Meeting
 - Discuss the Tax Rate, and approve the Proposed Tax Rate
 - September 27, 2021
 - Publish the “Notice of Public Hearing to Adopt Tax Rate”
 - October 4, 2021 Public Hearing regarding adoption of tax rate
 - Hearing will be held prior to scheduled Board Meeting
 - October 4, 2021 Board Meeting
 - Adopt the Tax Rate

VI. The meeting adjourned at 5:37 p.m.

Action Item “VIII”
Regular Board Meeting September 13, 2021
Consideration of Approval of Amendment to the 2021-2022 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 2021-2022 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 month of August 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 \$3,622,881 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-09-13-21

Attachment 2- Grant Detail-09-13-21

RESOURCE PERSONNEL

Teri Zamora

281-998-6306

teri.zamora@sjcd.edu

Tomoko Olson

281-998-6146

tomoko.olson@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
September 13, 2021

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education/Higher Education Emergency Relief Fund - American Rescue Plan -</u>					
<u>Minority Serving Institutions (New Grant)</u>					
Federal Grant Revenue	538459	56700	554100	110000	(2,238,723)
Student Aid - Scholarships*	538459	56700	751009	520235	<u>2,238,723</u>
					\$ -
<u>U.S. Department of Education/Higher Education Emergency Relief Fund - Coronavirus Response and Relief</u>					
<u>Supplemental Appropriations Act - Student Aid Portions (Carry-forward Funds)</u>					
Federal Grant Revenue	538446	56700	554100	110000	(864,304)
Student Aid - Scholarships*	538446	56700	751009	520235	<u>864,304</u>
					-
<u>U.S. Department of Education - TRIO Talent Search Program 2021 (New Grant)</u>					
Federal Grant Revenue	538460	56700	554100	110000	(277,275)
Non-Instructional Labor	538460	56700	610000	460913	180,908
PT - Institutional	538460	56700	614100	460913	5,000
Stipends	538460	56700	614300	460913	2,400
Fringe Benefits	538460	56700	650000	460913	51,296
Supplies	538460	56700	710000	460913	5,465
Travel	538460	56700	721000	460913	23,061
Contractual Svcs	538460	56700	731000	460913	2,508
Contractual Svcs - Indirect costs	538460	56700	731500	620909	5,437
Utilities	538460	56700	761000	460913	<u>1,200</u>
					-
<u>U.S. Department of Education - TRIO Upward Bound Program (Additional Funds)</u>					
Federal Grant Revenue	538434	56700	554100	110000	(12,391)
Supplies	538434	56700	710000	460913	11,400
Contractual Svcs - Indirect costs	538434	56700	731500	620909	<u>991</u>
					-
<u>Texas Higher Education Coordinating Board - 2020 College Readiness and Success Models (CRMS)</u>					
<u>(Carry-forward Funds)</u>					
State Grant Revenue	555048	56700	554200	110000	(50,929)
PT - Institutional	555048	56700	614100	460913	47,669
Fringe Benefits	555048	56700	650000	460913	1,260
Supplies	555048	56700	710000	460913	1,000
Contractual Svcs	555048	56700	731000	460913	<u>1,000</u>
					-
<u>Texas Higher Education Coordinating Board - TX Grad 2.0 Program (Additional Funds)</u>					
State Grant Revenue	555049	56700	554200	110000	(30,000)
Student Aid - Scholarships	555049	56700	751009	520235	<u>30,000</u>
					-
<u>Texas Workforce Commission/Skills Development Fund - San Jacinto College in Partnership with</u>					
<u>a Manufacturing Consortium 2020 (Additional Funds)</u>					
State Grant Revenue	551036	56700	554200	110000	(26,487)
PT - Institutional	551036	56700	614100	460913	<u>26,487</u>
					-

Aspen Institute - 2020-2021 Excellence and Equity in Community College Award-Winning Program

(Additional Funds)

Local Grant Revenue	570031	56700	554300	110000	(18,298)
Local Grant Revenue	570032	56700	554300	110000	(40,734)
Contractual Svcs	570032	56700	731000	460911	25,000
Student Aid - Scholarships	570031	56700	751009	520235	18,298
Student Aid - Scholarships	570032	56700	751009	520235	<u>15,734</u>

Port Houston - Community Grant Program (Carry-forward Funds)

Local Grant Revenue	570034	56700	554300	110000	(5,980)
Supplies	570034	56700	711000	460911	<u>5,980</u>

Association of American Colleges and Universities - Strengthening Guided Pathways and Career Success
by Ensuring Students are Learning project (Carry-forward Funds)

Local Grant Revenue	570027	56700	554300	110000	(6,731)
Travel	570027	56700	721000	460913	<u>6,731</u>

San Jacinto College Foundation - Student Success Initiatives Fall 2021 Awards (New Grant)

Local Grant Revenue	571064	56700	554300	110000	(50,629)
Supplies	571064	56700	710000	466201	28,404
Contractual Svcs	571064	56700	731000	561404	14,825
Student Aid - Scholarships	571064	56700	751009	525604	<u>7,400</u>

San Jacinto College Foundation - Student Success Initiatives Spring 2020 Awards (Carry-forward Funds)

Local Grant Revenue	571062	56700	554300	110000	(400)
Student Aid - Scholarships	571062	56700	751009	520235	<u>400</u>

Net Increase (Decrease)

\$ -

Note: Credits to revenues are increases and credits to expenses are decreases.

Conversely, debits to revenue are decreases and debits to expenses are increases.

* Expense item might be subject to change due to the COVID-19 conditions.

Grant Funding Summary by Agency:

U.S. Department of Education	\$ 3,392,693
Texas Higher Education Coordinating Board	80,929
Texas Workforce Commission	26,487
Aspen Institute	59,032
Port Houston	5,980
Association of American Colleges and Universities	6,731
San Jacinto College Foundation	<u>51,029</u>
	\$ 3,622,881

September 13, 2021 Board Book – Grant Amendments Detail List

U.S. Department of Education/Higher Education Emergency Relief Fund - American Rescue Plan - Minority Serving Institutions (New Grant)

This award will be used to defray expenses associated with the coronavirus pandemic (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to multiple modalities, faculty and staff trainings, and payroll). Furthermore, funds can be used to provide additional emergency financial grants to students, which may be used for any component of the student's cost of attendance or for emergency costs that arise due to the coronavirus pandemic, such as tuition, food, housing, health care (including mental health care), or childcare.

U.S. Department of Education/Higher Education Emergency Relief Fund - Coronavirus Response and Relief Supplemental Appropriations Act - Student Aid Portions (Carry-forward Funds)

Funds from this award may be used to defray expenses associated with the coronavirus pandemic and to make emergency financial grants to students. This program was developed to ensure that student emergency financial aid grants are made, to support any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or childcare.

U.S. Department of Education - TRIO Talent Search Program 2021 (New Grant)

The Talent Search program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. This proposal targets schools in two districts, Galena Park and Sheldon. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to and complete their postsecondary education. The program publicizes the availability of financial aid and assists participants with the postsecondary application process. Talent Search also encourages persons who have not completed educational programs at the secondary or postsecondary level to enter or reenter and complete postsecondary education. The goal of the five-year Talent Search program is to increase the number of youths from disadvantaged backgrounds to complete high school and enroll in and complete their postsecondary education. The grant program requires participating institutions to reapply once every five years. This is year one of a five-year cycle.

U.S. Department of Education - TRIO Upward Bound Program (Additional Funds)

Upward Bound provides fundamental support to participants in their preparation for college entrance. This program targets high schools in two districts, Galena Park and Channelview. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves high school students from low-income families and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. This action is a result of the Department of Education providing more funds to all TRIO programs. This is year five of a five-year cycle.

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

This project supports the goals of 60x30TX by providing aid that supports students through their initial college work and helps them develop a pathway that they understand. The project encompasses three elements designed to achieve a focused strategy for increased college readiness and success. First, students eligible for co-requisite models are placed in those models by subject area. The second strategy uses multiple measures to demonstrate college readiness. Thirdly, a supplemental instruction (SI) model has been implemented. SI models have demonstrated high rates of success in mathematics, chemistry, and biology coursework.

Texas Higher Education Coordinating Board - TX Grad 2.0 Program (Additional Funds)

This funding is provided to increase participation and success of returning adult students who have ‘stopped out’ of higher education without obtaining a credential (certificate or Associate degree). ‘Stopped out’ refers to any student who has not attended an accredited higher education institution for at least one semester. TX Grad 2.0 funds will be processed as scholarships and used to provide emergency aid to returning students, address student financial holds preventing the release of an official transcript, and scholarship aid, specifically to fill gaps in existing aid.

Texas Workforce Commission/Skills Development Fund - San Jacinto College in Partnership with a Manufacturing Consortium 2020 (Additional Funds)

Addressing the needs of new projects coming into the Gulf Coast region, three companies, Air Products LLC, Harsco Corporation, and The Lycra Company LLC, seek industry-related technical, safety and employability skills training. Industrial manufacturing companies have historically benefitted from a tenured workforce for many years, but retirement is now catching up with the region. Additionally, the partner companies are also experiencing technological advances in equipment requiring a more highly skilled workforce. Critical to industry success, this project will provide necessary upskilling of new workers and recent hires.

Aspen Institute - 2020-2021 Excellence and Equity in Community College Award-Winning Program (Additional Funds)

This award has two impacts at San Jacinto College, 50% of program funds will be utilized for development in the Nursing Program and the Process Technology Program. The remaining 50% of award funds are reserved for student scholarships. Scholarship funds may be used for tuition, books, related course fees, materials, training and certification courses/fees, payments on student loans from the federal government, a bank, or another financial institution, transportation or other support services that enable program completion and other uses approved for federal financial aid.

Port Houston - Community Grant Program (Carry-forward Funds)

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

shore-side incipient stage fires. Topics and activities covered will include the importance of fire prevention in the workplace, the different types of fires and extinguishing agents, the applicable regulations in regard to fire protection, practicing with a handheld portable fire extinguisher and portable fire extinguisher natural gas props, and understanding the rules to being a fire watch attendant. The Maritime Center expects to train 200 students at minimum in the first year, scaling up to higher numbers in future years as more employers become aware of this training opportunity.

Association of American Colleges and Universities - Strengthening Guided Pathways and Career Success by Ensuring Students are Learning project (Carry-forward Funds)

This project is designed to strengthen institutional capacity to ensure students are learning, as part of the Guided Pathways framework for student success. As one of twenty institutions, San Jacinto College will have the opportunity to work collaboratively with AAC&U and the Center for Community College Student Engagement (CCCSE) at the University of Texas at Austin to beta-test a research-based, scalable prototype for the ‘ensuring students are learning’ component of the Guided Pathways framework. The College also will contribute to the development of a research design for studying the effects of teaching and learning practices within the pathways framework.

San Jacinto College Foundation - Student Success Initiatives Fall 2021 Awards (New Grant)

San Jacinto College Foundation invites faculty and staff to submit proposals designed to support Student Success projects. Preference is given to proposals that directly engage students and focus upon maximizing the probability of academic success. These grants are pilot projects, which, if successful, may continue with express permission of the College if funds are available.

San Jacinto College Foundation - Student Success Initiatives Spring 2020 Awards (Carry-forward Funds)

San Jacinto College Foundation invites faculty and staff to submit proposals designed to support Student Success projects. Preference is given to proposals that directly engage students and focus upon maximizing the probability of academic success. These grants are pilot projects, which, if successful, may continue with express permission of the College if funds are available.

**Action Item “IX”
Regular Board Meeting September 13, 2021
Consideration of Approval of Policy III.3008.B, Communicable Disease –
Second Reading**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve Policy III.3008.B, Communicable Disease.

BACKGROUND

Following the COVID-19 pandemic, the College identified updates to existing procedure(s) outlining the process for students, employees, and others to report a diagnosis with a notifiable condition to the appropriate College personnel.

The proposed procedure will not be approved by the Board and is provided for informational purposes.

IMPACT OF THIS ACTION

Approval of revisions to the current policy will formalize the Board’s expectations of how the College community responds to communicable disease incidents.

The attached policy and procedure on Communicable Disease provide an update to the College’s commitment to streamline processes that support the health and safety of the College community.

This policy and associated procedure were presented to the Board for first reading on August 2, 2021 and were sent to the College community on July 29, 2021 through August 12, 2021. One comment was received which resulted in changes to the policy and procedure and additional grammatical updates were made (see attachment 3 and 5 – tracked changes).

Because of the unique operating situation that has developed due to the COVID-19 pandemic, this policy was effective as of July 1, 2021, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Affirmation of the change has followed the standard policy review process.

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.

Action Item “IX”
Regular Board Meeting September 13, 2021
Consideration of Approval of Policy III.3008.B, Communicable Disease –
Second Reading

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy IV-B-4 Policy on Communicable Disease (current policy)

Attachment 3 – Policy III.3008.B, Communicable Disease (proposed policy with additional recommended tracked changes, temporarily effective July 1, 2021)

Informational Items Only:

Attachment 4 – Procedure 8-3 Communicable Disease (current procedure)

Attachment 5 – Procedure III.3008.B.a, Communicable Disease (procedure with additional tracked changes, temporarily effective July 1, 2021)

Attachment 6 – List of Notifiable Conditions

RESOURCE PERSONNEL

Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
Vickie Del Bello	281-998-6357	vickie.delbello@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: **III.3008.B**

Proposed Policy Name: **Communicable Disease**

Current Policy Number/Name: IV-B-4 Policy on Communicable Disease

New Procedure Number: **III.3008.B.a**

Proposed Procedure Name(s): **Communicable Disease**

Current Procedure Number(s)/Name(s): 8-3 Communicable Disease

Action Recommended for Policy: Revised

Action Recommended for Procedures: Revised

Web Links: <https://www.sanjac.edu/policy-iv-b-4-policy-communicable-disease>, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-8-3-communicable-disease-students>
<https://www.sanjac.edu/policy-iv-b-4-policy-communicable-disease>
<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-8-3-communicable-disease-students>
<https://www.sanjac.edu/procedure-iii3008bb-public-health-emergencies>

Primary Owner: Director, Safety, Health, Environment and Risk Management (SHERM)

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- Removed references to the Health Response Team
- Application of procedure to notifiable conditions and not all communicable diseases
- List of notifiable conditions found at <https://www.sanjac.edu/about-san-jac/safety/communicable-diseases>.
- Clarification and streamlining of reporting process for diagnosis of communicable disease by students, staff, and others
- Outlined enhanced role of Director, OEM, who shall serve as the designated infection control officer and the point of contact between local and state health jurisdiction and the College
- Outlined role of allied health program Deans who shall serve as liaisons between respective program and SHERM/HR Benefits
- Defined:
 - Communicable diseases
 - Notifiable conditions

Policy IV-B-4: Policy on Communicable Disease

INTRODUCTION

This policy defines communicable diseases and outlines the management procedures in the college environment for students and employees, or others having communicable diseases. This policy applies to all members of the college community, including students, employees, contractors, vendors, and visitors.

DEFINITION

“Communicable diseases” are diseases defined by the state and federal government as diseases that can be transmitted easily among a population. A list of state required [NOTIFIABLE CONDITIONS](#) can be found on Texas Department of State Health Services website.

“Notifiable Conditions” are identified by the Texas Department of State Health Services (TDSHS). TDSHS has the primary responsibility for all conditions listed on the document. (Please Note: Not all conditions listed on the NOTIFIABLE CONDITIONS list are communicable diseases. Other conditions exist on the list for general state wide statistical reporting from hospitals, physicians and laboratories. The document also refers to reporting requirements. Primary reporters of notifiable conditions are Physicians, Hospitals, and Laboratories. San Jacinto College is not a primary reporter of notifiable conditions and is therefore not under the same reporting requirements listed in the notifiable condition list.

“Health Response Team (HRT)” is responsible for managing communicable disease incidents at the college.

“Epidemic” means the occurrence in a community or region of cases of an infectious disease or illness that exceeds normal expectancy.

“Pandemic” is an epidemic of infectious disease that has spread through human populations across a large region.

GENERAL POLICY

- A complete list of Communicable diseases are found on the Notifiable Conditions list as linked above.
- The college's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to a student/employee with a communicable disease. The college will consult with the Local Health Jurisdiction's communicable disease specialist and Health Officer to receive recommended guidance for the best protection of the college population.
- The college shall not discriminate in enrollment or employment against any individual solely on the grounds that the individual has a communicable disease. The college reserves the right to exclude, or restrict a person with a communicable disease from college facilities, programs, and functions if the college makes a medically based determination that the person constitutes a direct threat to the health or safety of others.
- The college shall comply with all pertinent statutes and regulations which protect the privacy of persons in the college community, including following all applicable Health Insurance Portability and Accountability Act and Family Educational Rights and Privacy Act rules and any rules imposed by Texas law.

Attachment 2

- Depending on the nature of the communicable disease, the individual's activities and responsibilities, and the safety risk to others, the college will evaluate whether a reasonable accommodation can be made to enable the individual to continue with his or her studies, employment, or other activities.

Policy #:	IV-B-4
Policy Name:	Policy on Communicable Disease
Pages:	2
Adopted Date:	February 3, 1992
Revision/Reviewed Date:	February 5, 2016
Effective Date:	February 3, 1992; March 8, 2016
Associated Procedure:	8-3

Policy III.3008.B, Communicable Disease

Purpose

This policy defines communicable diseases and outlines the procedures for students and employees, or others having communicable diseases. This policy applies to all members of the San Jacinto College community, including students, employees, contractors, vendors, and visitors.

Policy

- The College will develop procedure(s) outlining the process for students, employees, and others to report to the appropriate College personnel when diagnosed with a communicable disease.
- The College may add or remove notifiable conditions as necessary in consultation with, or through the recommendation of, local, state, or federal health authorities.
- The College's decisions involving persons who have communicable diseases shall be based on current and well-informed medical recommendations concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to a student/employee with a communicable disease. The College may consult with the appropriate authorities to receive recommended guidance for the best protection of the College population.
- The College shall not discriminate in enrollment or employment against any individual solely on the grounds that the individual has a communicable disease. The College reserves the right to exclude or restrict a person with a communicable disease from College facilities, programs, and functions if the College makes a determination that the person constitutes a direct threat to the health or safety of others.
- The College shall comply with all pertinent statutes and regulations ~~which that~~ protect the privacy of persons in the College community, including following all applicable Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) rules and any rules imposed by Texas law.
- Depending on the nature of the communicable disease, the individual's activities and responsibilities, and the safety risk to others, the College will evaluate whether a reasonable accommodation can be made to enable the individual to continue with their -studies, employment, or other activities.

Definitions

Communicable diseases: are infectious diseases that ~~can be transmitted easily among a population~~ are easily spread from one human to another.

Notifiable Conditions: are those conditions that the College deems pose a threat to the College community, typically communicable diseases primarily spread through contact or respiratory pathways.

Epidemic: means the occurrence in a community or region of cases of an infectious disease or illness that exceeds normal expectancy.

Pandemic: is an epidemic of infectious disease that has spread through human populations across a large region.

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.3008.B.a, Communicable Disease

Procedure III.3008.B.b, Public Health Emergencies

Date of Board Approval	This policy is effective as of July 1, 2021, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process at the next regularly scheduled meetings of the Board. Anticipated September 13, 2021 (First reading on August 2, 2021)
Effective Date	July 1, 2021
Primary Owner	Director, Safety, Health, Environment and Risk Management (SHERM)
Secondary Owner	Vice President, Human Resources

Procedure 8-3: Communicable Disease

Introduction

The following procedures involve the college's response to a communicable disease incident involving a student, employee, or other individual who attends a college function, event, program, activity, or meeting.

San Jacinto College recognizes that students, employees, and other individuals with communicable diseases may wish to engage in as many of their regular pursuits as their condition and ability to perform their duties allows, including attending classes or working. As long as these individuals are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, the Administration of the college should be sensitive to their condition and ensure that they are treated consistently and equally with other students and employees. At the same time, San Jacinto College has an obligation to provide a safe environment for all students, employees, and others.

Procedure

- a. These administrative procedures apply to all communicable diseases listed on the **NOTIFIABLE CONDITIONS** list. If an individual has, or suspects that he or she has, a communicable disease, they should consult with their physician to receive reporting requirements. If instructed by their physician the individual should immediately report the matter to **one** of the following college officials:
 - i. Dean of Student Development (for students)
 - ii. Director of Benefits (for employees)
 - iii. Director of Safety, Health, Environment and Risk Management (SHERM), or
 - iv. Director of Emergency Management (contractors and vendors).

These individuals may provide information, education, counseling, and testing referrals.

- b. As a general rule, those individuals who are diagnosed with a communicable disease and who have been cleared by a physician not to be infectious to others, will be permitted to attend classes/work and utilize college facilities in an unrestricted manner.
- c. Each case will be handled on an individual basis with the input of the Health Response Team (HRT). The HRT may consist of the following college roles: Dean of Student Development, Director of SHERM, Director of Emergency Management, Director of Employee Relations, the individual, the individual's private physician, and/or appropriate personnel of the local health jurisdiction. The Director of Safety, Health, Environment and Risk Management is the chair and responsible for gathering the input of this group. The input of the HRT shall be used to consider whether the individual diagnosed with a communicable disease might pose a risk of transmission to others in the classroom and/or college setting. Each case shall be reevaluated at reasonable intervals, so long as the individual has a communicable disease and remains enrolled or employed or continues to perform service for the college.
- d. A student, employee or other individual (including an independent contractor) who has a communicable disease and who desires to participate in college activities should be encouraged to provide current reports from his or her treating physician concerning their condition, whether they should be in contact

Attachment 4

with others, and if current health status permits him or her to attend classes or college functions, or perform the essential functions of his or her job. San Jacinto College reserves the right to require a medical examination of an employee by a physician appointed by the college to determine fitness for duty and to ensure that the illness does not pose a direct threat to others.

- e. If a HRT member receives information from any source that an individual has a communicable disease, they are to immediately report the information to the Director of SHERM.
- f. The Director of SHERM shall contact the individual to confirm the accuracy of the information.
- g. The Director of SHERM will convene the HRT to review the incident and develop an action plan.
- h. Should any disease reach an epidemic or pandemic state, the college will monitor the situation by communicating with local and/or state health officials in order to provide appropriate information to the college community and develop plans to minimize exposure which may include the temporary closure of facilities or campuses if, after consulting with local and/or state health officials, such closures are in the best interest of the college and community.
- i. An individual's health condition is personal and confidential, and reasonable precautions should be taken to protect information regarding an individual's health condition. All college personnel will respect the medical privacy rights of all individuals and shall comply with all laws regulating the confidentiality of medical information, including Health Insurance Portability and Accountability Act, Family Educational Rights and Privacy Act, and the Texas Health & Safety Code. Information shall not be shared, published, or redisclosed except as permitted by law.
- j. The HRT shall monitor the medical status of all individuals identified as having a communicable disease. Changes in the individual's medical status may warrant re-evaluation of the HRT's previous recommendations and/or consultation with medical personnel. These circumstances will be reviewed on a case by case basis and will serve to provide the protection of the individual and the college population.
- k. The Director of SHERM shall serve as the point of contact between local and state health jurisdiction and the college as it relates to the campuses and shall expeditiously make local health jurisdiction aware of any contagious diseases as allowed or required by law.
- l. Recommendations for notification and decontamination will be provided by the local health jurisdiction. The college will comply with these recommendations.
- m. Revisions and/or updates to the policy and/or procedures must be reviewed and approved by the HRT.
- n. Students and employees in allied health programs are subject to additional requirements in the event of exposure to a communicable disease. These protocols are maintained at the department level.

Attachment 4

Procedure #:	8-3
Procedure Name:	Communicable Disease
Pages:	3
Adopted Date:	February 3, 1992
Revision/Reviewed Date:	February 5, 2016
Effective Date:	March 8, 2016
Associated Policy:	IV-B-4

Procedure III.3008.B.a, Communicable Disease

Associated Policy

Policy III.3008.B, Communicable Disease

Procedures

The following procedure involves the San Jacinto College's response to a communicable disease incident involving a student, employee, or other individual who attends a College function, event, program, activity, or meeting.

~~San Jacinto Community~~The College recognizes that students, employees, and other individuals with communicable diseases may wish to engage in as many of their regular pursuits as their condition and ability to perform their duties allows, including attending classes or working. As long as these individuals are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, the administration of the College should be sensitive to their condition and ensure that they are treated consistently and equally with other students and employees. The College also has an obligation to provide a safe environment for all students, employees, and community members.

- a. This administrative procedure applies to all notifiable conditions. Safety, Health, Environment and Risk Management (SHERM) will maintain a list of notifiable conditions at <https://www.sanjac.edu/about-san-jac/safety/communicable-diseases>. If ~~an~~ individuals s has ve, or suspects they have a notifiable condition or other communicable disease, they should consult with their physician to receive reporting requirements. If instructed by their physician, the individuals should immediately report the matter to **one** of the following College officials or departments who will review the incident and develop an action plan with the appropriate department:
 - i. Human Resources Benefits (HR Benefits) for employees
 - ii. Safety, Health, Environment and Risk Management (SHERM) Office for students, or
 - iii. Office of Emergency Management (OEM) for contractors and vendors.

These individuals may provide information, education, counseling, and testing referrals.

- b. As a general rule, those individuals who are diagnosed with a notifiable condition and who have been cleared by a physician not to be infectious to others, will be permitted to attend classes/work and utilize College facilities in an unrestricted manner.
- c. Each case will be handled on an individual basis, taking into consideration whether the individual diagnosed with a communicable disease might pose a risk of transmission to others in the classroom and/or College setting. The College shall reevaluate ~~Each~~ case shall be reevaluated at reasonable intervals, so long as the individual has a communicable

disease and remains enrolled or employed or continues to perform service for the College.

- d. A student, employee or other individual (including an independent contractor) who has a notifiable condition and who desires to participate in College activities should be encouraged to provide current reports from the treating physician concerning their condition, whether ~~they~~ that individual should be in contact with others, and if current health status permits the individual to attend classes or College functions, or perform the essential functions of their job. ~~The San Jacinto~~ College reserves the right to require a medical examination of an employee by a physician appointed by the College to determine fitness for duty and to ensure that the illness does not pose a direct threat to others.
- e. Should any disease reach an epidemic or pandemic state, the Director, OEM will monitor the situation by communicating with local and/or state health officials in order to provide appropriate information to the College community and develop plans to minimize exposure which may include the temporary closure of facilities or campuses if, after consulting with local and/or state health officials, such closures are in the best interest of the College and community.
- f. An individual's health condition is personal and confidential, and reasonable precautions should be taken to protect information regarding an individual's health condition. All College personnel will respect the medical privacy rights of all individuals and shall comply with all laws regulating the confidentiality of medical information, including Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), and the Texas Health & Safety Code. Information shall not be shared, published, or redisclosed except as permitted by law.
- g. The Director, SHERM and HR Benefits shall monitor the medical status of all individuals identified as having a notifiable condition. Changes in the individual's medical status may warrant re-evaluation of the previous recommendations and/or consultation with medical personnel. ~~These~~ The College will review these circumstances ~~will be reviewed~~ on a ~~case-by-case~~ basis and will serve to provide the protection of the individual and the College population.
- h. The Director, OEM shall serve as the designated infection control officer and the point of contact between local and state health jurisdiction and the College as it relates to the campuses and shall expeditiously make local health jurisdiction aware of any contagious diseases as allowed or required by law.
- i. The local health jurisdiction will provide Recommendations for notification and decontamination ~~will be provided by the local health jurisdiction~~. The College will comply with these recommendations.

- j. Students and employees in allied health programs are subject to additional requirements in the event of exposure to a communicable disease. These protocols are maintained at the program level. The Dean over the program shall serve as the liaison between the program and SHERM, HR Benefits and OEM, should the need for review and coordination arise.

Definitions

Communicable diseases: are infectious diseases that are easily spread from one human to another. ~~are diseases that can be transmitted easily among a population.~~

Notifiable Conditions: are those conditions that the College deems pose a threat to the College community, typically communicable diseases primarily spread through contact or respiratory pathways.

Epidemic: means the occurrence in a community or region of cases of an infectious disease or illness that exceeds normal expectancy.

Pandemic: is an epidemic of infectious disease that has spread through human populations across a large region.

Date of SLT Approval	June 23, 2021
Effective Date	July 1, 2021
Associated Policy	Policy III.3008.B, Communicable Disease
Primary Owner of Policy Associated with the Procedure	Director, Safety, Health, Environment and Risk Management (SHERM)
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Notifiable Conditions are those conditions that the College deems pose a threat to the college community, typically communicable diseases primarily spread through contact or respiratory pathways.

The following list includes diseases or conditions that are deemed as Notifiable Conditions by San Jacinto College. Please note that the College may add or remove notifiable conditions as necessary in consultation with, or through the recommendation of, local, state or federal health authorities.

Chickenpox (varicella)

Contaminated sharps injury

Coronavirus, novel

Legionellosis

Measles (rubeola)

Meningococcal infection

Mumps

Pertussis

Poliomyelitis

Poliovirus infection

Rabies, human

Rubella

Smallpox

Tuberculosis

Apply

Visit

Website Feedback



Action Item “X”
Regular Board Meeting September 13, 2021

Consideration of Approval of Policy II.2001.A, Substantive Change – Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revisions to the College’s Policy II.2001.A, Substantive Change.

BACKGROUND

This policy reflects the substantive change requirements of the Southern Association of College and Schools Commission on Colleges (SACSCOC).

The two associated procedures on monitoring and reporting have been revised to support implementation of the policy. These procedures are attached for informational purposes.

IMPACT OF THIS ACTION

The updated policy and procedures were presented to the Board for first reading on August 2, 2021 and were sent to the College community on July 29, 2021 through August 12, 2021. One comment was received which resulted in a change to the policy (see Attachment 2 – highlighted tracked changes). Procedures are provided for informational purposes and are not 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 II.2001.A, Substantive Change (current policy with track changes)

Attachment 3 – Policy II.2001.A, Substantive Change (proposed policy)

Informational items only:

Attachment 4 – Procedure II.2001.A.a, Monitoring Substantive Change (current procedures with track changes)

Attachment 5 – Procedure II.2001.A.a, Monitoring Substantive Change (proposed procedures)

Attachment 6 – Procedure II.2001.A.b, Reporting Substantive Change (current procedures with track changes)

Attachment 7 – Procedure II.2001.A.b, Reporting Substantive Change (proposed procedures)

Action Item "X"
Regular Board Meeting September 13, 2021

Consideration of Approval of Policy II.2001.A, Substantive Change – Second Reading

RESOURCE PERSONNEL

Laurel Williamson	281-998-6184	laurel.williamson@sjcd.edu
Chris Duke	281-998-6128	chris.duke@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: **(no change)**

Proposed Policy Name: **(no change)**

Current Policy Number/Name: Policy II.2001.A, Substantive Change

New Procedure Number: **(no change)**

Proposed Procedure Name(s): **(no change)**

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

Procedure II.2001.A.a, Monitoring Substantive Change

Procedure II.2001.A.b, Reporting Substantive Change

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

- Policy II.2001.A, Substantive Change, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-vi-gg-policy-substantive-change>
- Procedure II.2001.A.a, Monitoring Substantive Change (<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-3-24-substantive-change>)
- Procedure II.2001.A.b, Reporting Substantive Change (<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-II.2001.A.b-reporting-substantive-change>)

Primary Owner: Laurel Williamson

Secondary Owner: Chris Duke

Summary of Changes:

Policy II.2001.A Substantive Change

- Updated language to align with SACSCOC's changes to their *Substantive Change Policy and Procedures*.
- Limiting notifications to the College's Board of Trustees to focus on only those substantive changes that require SACSCOC approval and not simple notifications. SACSCOC changes to their substantive change policy have increased dramatically the notifications and reporting of less significant changes.
- Removed language that duplicates content from the SACSCOC *Substantive Change Policy and Procedures*.

Procedure II.2001.A.a, Monitoring Substantive Change

- Updated language to align with SACSCOC's changes to their *Substantive Change Policy and Procedures*.
- Updated teams/offices responsible for monitoring the respective types of substantive change to reflect organizational changes and changes to the SACSCOC policy.

Procedure II.2001.A.b, Reporting Substantive Change

Attachment 1

- Updated language to align with SACSCOC’s changes to their *Substantive Change Policy and Procedures*.
- Updated teams/offices responsible for monitoring the respective types of substantive change to reflect organizational changes and changes to the SACSCOC policy.
- Added definition of “new content” to attend to SACSCOC’s revised definition of “significant departure.”

Policy II.2001.A, Substantive Change

Purpose

The Policy on Substantive Change outlines requirements for the College to comply with the Southern Association of ~~College~~Colleges and Schools Commission on Colleges (SACSCOC) ~~substantive change policy~~*Substantive Change Policy and Procedures*.

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Policy

The College will notify SACSCOC of changes or seek approval prior to the initiation of changes in accordance with the SACSCOC ~~substantive change policy~~*Substantive Change Policy and procedures**Procedures*. The College will develop and maintain procedures to ensure that ~~it~~ *reports* substantive changes ~~to SACSCOC are reported~~ in a timely manner ~~to SACSCOC~~. The procedures will include methods for proactively monitoring and evaluating changes within the College relative to the requirements of ~~the SACSCOC substantive change policy~~.

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The Strategic Leadership Team (SLT) or its ~~designees~~*designee* is responsible for the development, dissemination, implementation, monitoring, and regular evaluation of procedures to ensure compliance with this policy. The ~~Institutional Accreditation Liaison~~*accreditation liaison* is responsible for monitoring College activities and informing the ~~chancellor~~*Chancellor* of the possible need for a notification of substantive change to SACSCOC ~~and program developments in accordance~~ with ~~the substantive change~~SACSCOC policy ~~and procedure~~. ~~The Chancellor will notify the Board of Trustees will be notified~~ of substantive changes submitted to SACSCOC ~~that require SACSCOC's approval prior to implementation~~. Compliance with ~~the~~*this* policy and associated procedures is mandatory.

Definitions

Substantive change: a significant modification or expansion of the nature and scope of an accredited institution. ~~The SACSCOC's substantive change policy includes the following as institutional changes that must be reported:~~*Substantive change includes high-impact, high-risk changes and changes that can impact the quality of educational programs and services. The full scope of changes considered substantive changes, including those required by federal regulations, is defined by the SACSCOC Substantive Change Policy and Procedures.*

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

Procedures

Procedure II.2001.A.a, Monitoring Substantive Change
Procedure II.2001.A.b, Reporting Substantive Change

Attachment 2 – Current Policy with Track Changes

Date of Board Approval	November 6, 2017 Anticipated September 13, 2021
Effective Date	November 7, 2017 Anticipated September 14, 2021
Primary Owner	Deputy Chancellor and President
Secondary Owner	College-designated Institutional Accreditation Liaison Liaison to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Policy II.2001.A, Substantive Change

Purpose

The Policy on Substantive Change outlines requirements for the College to comply with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) *Substantive Change Policy and Procedures*.

Policy

The College will notify SACSCOC of changes or seek approval prior to the initiation of changes in accordance with the SACSCOC *Substantive Change Policy and Procedures*. The College will develop and maintain procedures to ensure that it reports substantive changes to SACSCOC in a timely manner. The procedures will include methods for proactively monitoring and evaluating changes within the College relative to the requirements of SACSCOC.

The Strategic Leadership Team (SLT) or its designee is responsible for the development, dissemination, implementation, monitoring, and regular evaluation of procedures to ensure compliance with this policy. The Institutional Accreditation Liaison is responsible for monitoring College activities and informing the Chancellor of the possible need for a notification of substantive change to SACSCOC in accordance with SACSCOC policy and procedure. The Chancellor will notify the Board of Trustees of substantive changes submitted to SACSCOC that require SACSCOC’s approval prior to implementation. Compliance with this policy and associated procedures is mandatory.

Definitions

Substantive change: a significant modification or expansion of the nature and scope of an accredited institution. Substantive change includes high-impact, high-risk changes and changes that can impact the quality of educational programs and services. The full scope of changes considered substantive changes, including those required by federal regulations, is defined by the SACSCOC *Substantive Change Policy and Procedures*.

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

Procedures

Procedure II.2001.A.a, Monitoring Substantive Change
Procedure II.2001.A.b, Reporting Substantive Change

Date of Board Approval	Anticipated September 13, 2021
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Effective Date	Anticipated September 14, 2021
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Attachment 3 – Proposed Policy

Primary Owner	Deputy Chancellor and President
Secondary Owner	College-designated Institutional Accreditation Liaison to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Procedure II.2001.A.a, Monitoring Substantive Change

Associated Policy

Policy II.2001.A, Substantive Change

Procedures

1. To ensure comprehensive monitoring of changes to College operations that may represent a “substantive change” as defined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change for SACSCOC Accredited Institutions, Policy Statement, and Procedures, the College’s ~~liaison~~ Institutional Accreditation Liaison to SACSCOC in collaboration with the Strategic Leadership Team (SLT) identifies specific ~~leadership~~ teams, offices, or personnel ~~to be~~ responsible for reporting prospective changes to and consulting with the College’s SACSCOC Institutional Accreditation Liaison (IAL) ~~liaison~~ to initiate the process of reporting a substantive change to SACSCOC.

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~~Each identified leadership team, office~~ Identified teams, offices, or personnel will be responsible for types of substantive change that are within ~~their~~ the scope of their responsibility. The ~~leadership team, office~~ teams, offices, or personnel and the types of substantive change for which they are responsible for monitoring include the following:

- a. Strategic Leadership Team (SLT)
 - ~~i. initiating coursework or programs at a different level than currently approved~~
 - i. initiating a Change in Measure of Student Progress to Completion
 - ii. Competency-based Education by Course/Credit-based Approach— Institutional-level Approval (I)
 - iii. Distance Education – Institutional-level Approval
 - iv. Correspondence Education— Institutional-level Approval
 - v. Governance Change
 - vi. Institution Closure
 - vii. Institution Relocation
 - viii. Institution, Program, or Location Acquisition
 - ix. Institutional Contingency Teach-out Plan
 - x. Level Change
 - xi. Merger/Consolidation
 - xii. Mission Change
 - xiii. Ownership, Means of Control, or Legal Status Change
 - xiv. Competency-based Education by Direct Assessment—Approval
 - xv. Competency-based Education by Direct Assessment—Notification
 - xvi. Cooperative Academic Arrangement
 - xvii. Cooperative Academic Arrangement with Non-Title IV Entities—Approval
 - xviii. Cooperative Academic Arrangement with Non-Title IV Entities—

Attachment 4 – Current Procedures with Track Changes

Notification

- ~~xix. Correspondence Education--Approval~~
- ~~xx. Correspondence Education--Notification~~
- ~~xxi. Dual Academic Award~~
- ~~xxii. Joint Academic Award with non-SACSCOC Institution(s) or Entity(ies)~~
- ~~xxiii. Joint Academic Award with SACSCOC Institution(s)~~
- ~~xxiv. New Program--Approval (3)~~
- ~~xxv. Program Closure (2)~~
- ~~xxvi. Program Re-open~~
- ~~xxvii. Off-campus Instructional Site Notification 25%-49%~~
- ~~i-xxviii. Off-campus Instructional Site Extensive Review Approval (including branch campus Branch Campus)~~
- ~~ii-xxix. relocating a main or Off-campus Instructional Site Limited Review Approval (including branch campus Branch Campus) 50% or more~~
 - ~~ii. initiating a merger/consolidation with another institution~~
 - ~~iii. changing governance, ownership, control, or legal status of an institution~~
 - ~~iv. acquiring any program or site from another institution~~
 - ~~v. adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing~~
 - ~~vi. adding a site under a U.S. military contract for a previously approved program~~
 - ~~vii. altering significantly the educational mission of the institution~~
 - ~~viii. moving an off Off-campus instructional site (serving the same geographic area)~~
 - ~~ix. closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students~~
 - ~~x. closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s) to teach-out students (Teach-out Agreement)~~
- ~~iii-xxx. Instructional Deans' Council Site Relocation Branch Campus~~

Attachment 4 – Current Procedures with Track Changes

- ~~xi. initiating off-campus sites where student can obtain 50% or more credits toward a program (including but not limited to Early College High School, dual-enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)~~
- ~~xii. expanding a current degree level (significant departure from current programs)~~
- ~~xiii. expanding program offerings at previously approved off-campus sites by adding programs that ARE significantly different from current programs at the site AND at the institution~~
- ~~xiv. initiating degree completion programs~~
- ~~xv. entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution~~
- ~~xvi. initiating dual or joint degrees involving program expansion (significant departure) or initiating a new site where student can obtain 50% or more credits toward a program~~
- ~~xvii. initiating dual or joint degree with at least one institution not accredited by SACSCOC~~
- ~~xviii. initiating a direct assessment competency-based program~~
- ~~xix. initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program)~~
- ~~xx. initiating a certificate program that is a significant departure from previously approved programs at employer's request and on short notice~~
- ~~xxi. adding a site under a U.S. military contract for a previously approved program~~
- ~~xxii. altering significantly the length of a program~~
- ~~xxiii. changing from clock hours to credit hours~~
- ~~xxiv. initiating dual or joint degrees with other SACSCOC accredited institutions~~
- ~~xxv. initiating programs or courses offered through contractual agreement or consortium~~
- ~~xxvi. entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides less than 25% of an educational program offered by the SACSCOC accredited institution~~
- ~~xxvii. initiating off-campus sites where student can obtain 25-49% of credits toward a program (including but not limited to Early College High School, dual-enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)~~
- ~~xxviii. closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students~~
- ~~xxix. closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s) to teach out students (Teach-out Agreement)~~

Attachment 4 – Current Procedures with Track Changes

- ~~xxx. initiating a certificate program at employer's request and on short notice using existing approved courses and location~~
- ~~xxxi. initiating certificate program (not at employer's request and not on short notice) using existing approved courses and location~~
- ~~xxxii. initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) where student can obtain 24% or less of credits toward a program~~
- ~~xxxiii. expanding program offerings at previously approved off-campus sites by adding programs that ARE NOT significantly different from the current programs at the site~~
- ~~xxxiv. expanding program offerings at previously approved off-campus sites by adding approved programs that ARE significantly different from current programs at the site but NOT at the institution~~

~~b. Educational Partnerships Office~~

- ~~i. initiating off-campus sites where student can obtain 50% or more credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)~~
- ~~ii. expanding program offerings at previously approved off-campus sites by adding programs that ARE significantly different from current programs at the site AND at the institution~~
- ~~iii. initiating off-campus sites where student can obtain 25-49% of credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)~~
- ~~iv. initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) where student can obtain 24% or less of credits toward a program~~

~~c. Fiscal Affairs and Contracts & Purchasing Office~~

- ~~i. entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution~~
- ~~ii. adding a site under a U.S. military contract for a previously approved program~~
- ~~iii. initiating programs or courses offered through contractual agreement or consortium~~
- ~~iv. entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides less than 25% of an educational program offered by the SACSCOC accredited institution~~
- ~~v. closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s)~~

Attachment 4 – Current Procedures with Track Changes

~~to teach-out students (Teach-out Agreement)~~

~~d. Articulation and Transfer Council~~

- ~~i. initiating dual or joint degrees involving program expansion (significant departure) or initiating a new site where student can obtain 50% or more credits toward a program~~
- ~~ii. initiating dual or joint degree with at least one institution not accredited by SACSCOC~~
- ~~iii. initiating dual or joint degrees with other SACSCOC accredited institutions~~

~~e. The following types of substantive change may only occur one time; since the College has previously reported distance learning related substantive change, these types of substantive change do not require monitoring.~~

- ~~i. initiating distance learning by offering 50% or more of the first program for the first time~~
- ~~ii. initiating distance learning by offering 25-49% of the first program for the first time~~
- ~~iii. initiating distance learning by offering 24% or less of any program for the first time~~

~~xxxi. Off-campus Instructional Site Closure~~

~~xxxii. Off-campus Instructional Site Re-open~~

b. Instructional Leaders, Deans, and Department Chairs

- i. Change in Measure of Student Progress to Completion
- ii. Correspondence Education–Institutional-level Approval
- iii. Institution, Program, or Location Acquisition
- iv. Competency-based Education by Direct Assessment–Approval
- v. Competency-based Education by Direct Assessment–Notification
- vi. Cooperative Academic Arrangement
- vii. Cooperative Academic Arrangement with Non-Title IV Entities–Approval
- viii. Cooperative Academic Arrangement with Non-Title IV Entities–Notification
- ix. Correspondence Education-Approval
- x. Correspondence Education-Notification
- xi. Dual Academic Award
- xii. Joint Academic Award with non-SACSCOC Institution(s) or Entity(ies)
- xiii. Joint Academic Award with SACSCOC Institution(s)
- xiv. New Program–Approval
- xv. Program Closure
- xvi. Program Re-open
- xvii. Off-campus Instructional Site Notification 25%-49%
- xviii. Off-campus Instructional Site Extensive Review Approval (including Branch Campus)
- xix. Off-campus Instructional Site Limited Review Approval (including Branch Campus) 50% or more
- xx. Off-campus Instructional Site Relocation Branch Campus

Attachment 4 – Current Procedures with Track Changes

- xxi. Off-campus Instructional Site Closure
- xxii. Off-campus Instructional Site Re-open

c. Dual Credit Leaders, Instructional Leaders

- i. Off-campus Instructional Site Notification 25%-49%
- ii. Off-campus Instructional Site Extensive Review Approval (including Branch Campus)
- iii. Off-campus Instructional Site Limited Review Approval (including Branch Campus) 50% or more
- iv. Off-campus Instructional Site Closure
- v. Off-campus Instructional Site Re-open

2. ~~Each~~ Leadership teams, offices, or personnel will report and consult with the College’s SACSCOC (IAL) ~~liaison~~ regarding a prospective change immediately upon becoming aware of the internal discussions and planning regarding the prospective change.
3. The College’s (IAL) ~~liaison~~ to SACSCOC or designee will provide training annually to ~~each~~ leadership teams, offices, or personnel identified previously within this procedure. ~~The Liaison may also provide training~~ Training may also be provided subsequent to changes in the ~~membership of teams or offices or to personnel~~ changes. The training for each group will include an overview of substantive change and a focus on the specific types of substantive change for which the ~~leadership~~ team, office, or personnel is responsible.

Definitions

Substantive change: a significant modification or expansion of the nature and scope of an accredited institution.

Date of SLT Approval	July 20, 2021
Effective Date	Anticipated September 14, 2021
Associated Policy	Policy II.2001.A, Substantive Change

Attachment 4 – Current Procedures with Track Changes

Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and President
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Secondary Owner of Policy Associated with the Procedure	College-designated Institutional Accreditation Liaison to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
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Procedure II.2001.A.a, Monitoring Substantive Change

Associated Policy

Policy II.2001.A, Substantive Change

Procedures

1. To ensure comprehensive monitoring of changes to College operations that may represent a “substantive change” as defined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) *Substantive Change Policy and Procedures*, the College’s Institutional Accreditation Liaison to SACSCOC in collaboration with the Strategic Leadership Team (SLT) identifies specific teams, offices, or personnel responsible for reporting prospective changes to and consulting with the College’s SACSCOC Institutional Accreditation Liaison (IAL) to initiate the process of reporting a substantive change to SACSCOC.

Identified teams, offices, or personnel will be responsible for types of substantive change that are within the scope of their responsibility. The teams, offices, or personnel and the types of substantive change for which they are responsible for monitoring include the following:

- a. Strategic Leadership Team (SLT)
 - i. Change in Measure of Student Progress to Completion
 - ii. Competency-based Education by Course/Credit-based Approach– Institutional-level Approval (1)
 - iii. Distance Education – Institutional-level Approval
 - iv. Correspondence Education– Institutional-level Approval
 - v. Governance Change
 - vi. Institution Closure
 - vii. Institution Relocation
 - viii. Institution, Program, or Location Acquisition
 - ix. Institutional Contingency Teach-out Plan
 - x. Level Change
 - xi. Merger/Consolidation
 - xii. Mission Change
 - xiii. Ownership, Means of Control, or Legal Status Change
 - xiv. Competency-based Education by Direct Assessment–Approval
 - xv. Competency-based Education by Direct Assessment–Notification
 - xvi. Cooperative Academic Arrangement
 - xvii. Cooperative Academic Arrangement with Non-Title IV Entities–Approval
 - xviii. Cooperative Academic Arrangement with Non-Title IV Entities–Notification
 - xix. Correspondence Education-Approval
 - xx. Correspondence Education-Notification
 - xxi. Dual Academic Award
 - xxii. Joint Academic Award with non-SACSCOC Institution(s) or Entity(ies)

- xxiii. Joint Academic Award with SACSCOC Institution(s)
- xxiv. New Program–Approval (3)
- xxv. Program Closure (2)
- xxvi. Program Re-open
- xxvii. Off-campus Instructional Site Notification 25%-49%
- xxviii. Off-campus Instructional Site Extensive Review Approval (including Branch Campus)
- xxix. Off-campus Instructional Site Limited Review Approval (including Branch Campus) 50% or more
- xxx. Off-campus Instructional Site Relocation Branch Campus
- xxxi. Off-campus Instructional Site Closure
- xxxii. Off-campus Instructional Site Re-open

b. Instructional Leaders, Deans, and Department Chairs

- i. Change in Measure of Student Progress to Completion
- ii. Correspondence Education–Institutional-level Approval
- iii. Institution, Program, or Location Acquisition
- iv. Competency-based Education by Direct Assessment–Approval
- v. Competency-based Education by Direct Assessment–Notification
- vi. Cooperative Academic Arrangement
- vii. Cooperative Academic Arrangement with Non-Title IV Entities–Approval
- viii. Cooperative Academic Arrangement with Non-Title IV Entities–Notification
- ix. Correspondence Education-Approval
- x. Correspondence Education-Notification
- xi. Dual Academic Award
- xii. Joint Academic Award with non-SACSCOC Institution(s) or Entity(ies)
- xiii. Joint Academic Award with SACSCOC Institution(s)
- xiv. New Program–Approval
- xv. Program Closure
- xvi. Program Re-open
- xvii. Off-campus Instructional Site Notification 25%-49%
- xviii. Off-campus Instructional Site Extensive Review Approval (including Branch Campus)
- xix. Off-campus Instructional Site Limited Review Approval (including Branch Campus) 50% or more
- xx. Off-campus Instructional Site Relocation Branch Campus
- xxi. Off-campus Instructional Site Closure
- xxii. Off-campus Instructional Site Re-open

c. Dual Credit Leaders, Instructional Leaders

- i. Off-campus Instructional Site Notification 25%-49%
- ii. Off-campus Instructional Site Extensive Review Approval (including Branch Campus)
- iii. Off-campus Instructional Site Limited Review Approval (including Branch Campus) 50% or more
- iv. Off-campus Instructional Site Closure
- v. Off-campus Instructional Site Re-open

2. Leadership teams, offices, or personnel will report and consult with the College’s SACSCOC (IAL) regarding a prospective change immediately upon becoming aware of the internal discussions and planning regarding the prospective change.
3. The College’s (IAL) to SACSCOC or designee will provide training annually to leadership teams, offices, or personnel identified previously within this procedure. The Liaison may also provide training subsequent to changes in the personnel. The training for each group will include an overview of substantive change and a focus on the specific types of substantive change for which the team, office, or personnel is responsible.

Definitions

Substantive change: a significant modification or expansion of the nature and scope of an accredited institution.

Date of SLT Approval	July 20, 2021
Effective Date	Anticipated September 14, 2021
Associated Policy	Policy II.2001.A, Substantive Change
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and President
Secondary Owner of Policy Associated with the Procedure	College-designated Institutional Accreditation Liaison to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Procedure II.2001.A.b, Reporting Substantive Change

Associated Policy

Policy II.2001.A, Substantive Change

Procedures

1. The College's ~~liaison~~ Institutional Accreditation Liaison to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), following approval by the Deputy Chancellor, will report substantive changes to the Chancellor for submission to SACSCOC according to the procedures defined in by the SACSCOC ~~“Substantive Change for SACSCOC Accredited Institutions, Policy Statement” and Procedures~~ “Substantive Change Evaluation” form document available online via the SACSCOC website.

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2. A College determination that a change does not constitute a substantive change ~~as defined by the~~ based on College interpretation of SACSCOC substantive change policy statement and procedures will be documented by an internal ~~“Substantive Change Evaluation” form document~~ “Substantive Change Evaluation” form document. The College will consider a substantive change evaluation ~~form document~~ form document to be an internal substantive change report; the substantive change evaluation form may include but is not limited to: for the purposes of compliance with SACSCOC principle 14.2 Substantive Change.

● ~~“Significant Departure” of New Credential or Courses~~

● ~~Program Closure~~

3. The SACSCOC Substantive Change Policy and Procedures defines a new program as a “significant departure” based on the percentage of “new content” (exclusive of general education) included in the new program. SACSCOC policy indicates institutions “make the determination of the percentage of new content.” To make that determination, the College defines “new content” as a course that is in a four-digit series Classification of Instructional Programs (CIP) code in which the College has not offered any courses within the past five years.
 - a. The US Department of Education, National Center for Education Statistics, describes the four-digit series CIP code as a grouping of programs that “have comparable content and objectives” (p. 2). Adding courses in a four-digit series CIP the College has taught previously does not represent “new content” per existing federal definition.
 - b. The SACSCOC Substantive Change Policy and Procedure requires a program be reported as a new program if it has been inactive for five years. Applying that same standard to courses for the purposes of identifying “new content” is a reasonable precedent consistent with SACSCOC policy and procedure.

Definitions

Substantive change: a significant modification or expansion of the nature and scope of an accredited institution.

Date of SLT Approval	July 20, 2021
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Attachment 6 – Current Procedures with Track Changes

Effective Date	Anticipated September 14, 2021
Associated Policy	Policy II.2001.A, Substantive Change
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and President
Secondary Owner of Policy Associated with the Procedure	College-designated liaison <u>Institutional Accreditation Liaison</u> to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Procedure II.2001.A.b, Reporting Substantive Change

Associated Policy

Policy II.2001.A, Substantive Change

Procedures

1. The College’s Institutional Accreditation Liaison to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), following approval by the Deputy Chancellor, will report substantive changes to the Chancellor for submission to SACSCOC according to the procedures defined by the SACSCOC *Substantive Change Policy and Procedures* available online via the SACSCOC website.
2. A College determination that a change does not constitute a substantive change based on College interpretation of SACSCOC policy and procedures will be documented by an internal *Substantive Change Evaluation* document. The College will consider a substantive change evaluation document to be an internal substantive change report for the purposes of compliance with SACSCOC principle 14.2 *Substantive Change*.
3. The SACSCOC *Substantive Change Policy and Procedures* defines a new program as a “significant departure” based on the percentage of “new content” (exclusive of general education) included in the new program. SACSCOC policy indicates institutions “make the determination of the percentage of new content.” To make that determination, the College defines “new content” as a course that is in a four-digit series Classification of Instructional Programs (CIP) code in which the College has not offered any courses within the past five years.
 - a. The US Department of Education, National Center for Education Statistics, [describes the four-digit series](#) CIP code as a grouping of programs that “have comparable content and objectives” (p. 2). Adding courses in a four-digit series CIP the College has taught previously does not represent “new content” per existing federal definition.
 - b. The SACSCOC *Substantive Change Policy and Procedure* requires a program be reported as a new program if it has been inactive for five years. Applying that same standard to courses for the purposes of identifying “new content” is a reasonable precedent consistent with SACSCOC policy and procedure.

Definitions

Substantive change: a significant modification or expansion of the nature and scope of an accredited institution.

Date of SLT Approval	July 20, 2021
Effective Date	Anticipated September 14, 2021
Associated Policy	Policy II.2001.A, Substantive Change

Attachment 7 – Proposed Procedures

Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and President
Secondary Owner of Policy Associated with the Procedure	College-designated Institutional Accreditation Liaison to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Action Item “XI”
Board Meeting September 13, 2021

**Consideration of Approval of 2021 Proposed Tax Rate, Review of Final No-New-Revenue and
Voter-Approval Tax Rate Calculations and Approve Date to Adopt Tax Rate**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the proposed tax rate of \$0.167967 for the public’s consideration and planned adoption on October 4, 2021, and discuss the final no-new-revenue, voter-approval and proposed tax rate calculations. The proposed tax rate of \$0.167967 is \$0.001391 lower than last year’s 2020 adopted rate.

BACKGROUND

A taxing unit must calculate and publish its no-new-revenue and voter-approval tax rates before adopting an actual rate. The purpose of this requirement is to make taxpayers aware of the tax rate proposed and to allow taxpayers, in certain cases, to vote on a proposed tax increase.

The no-new-revenue tax rate, calculated to be \$0.162566, is the rate that would provide the taxing unit with about the same amount of revenue it received in the previous year, less estimated refunds from disputed values. The total tax rate for 2020 was \$0.169358. The no-new-revenue tax rate is less than last year’s total tax rate because the College’s certified tax values increased by 2.1 percent from 2020 to 2021, and the estimated refunds from disputed values increased by 9.6 percent. In addition, the no-new-revenue calculation assumes the estimated refunds will be the full value disputed by the property owner, when the College’s historical experience is between a third and half of that amount. The assumption required by the no-new-revenue calculation artificially understates the no-new-revenue rate. This assumption concern has been discussed and verified with representatives from Harris County Appraisal District.

The debt tax rate is slightly lower than last year’s rate even with the new debt issue during FY2021 due to the refinancing and early payoff of general obligation bonds in FY2021.

The voter-approval tax rate, calculated to be \$0.171125, is the rate that would provide the taxing unit with approximately the same amount of tax revenue it received the previous year (less estimated refunds from disputed values), plus an extra eight percent increase, in addition to sufficient funds to pay debts in the coming year. The voter-approval tax rate is the highest tax rate allowed without voter approval.

The proposed tax rate of \$0.167967 is less than the voter-approval rate of \$0.171125. The proposed tax rate of \$0.167967 is slightly higher than the no-new-revenue rate of \$0.162566, due to a lower assumed collection rate related to the relatively large number of disputed cases that are currently backlogged awaiting resolution.

IMPACT OF THIS ACTION

The proposed total tax rate is \$0.001391 cents less than the previous year’s total tax rate.

A comparison of the components are as follows:

Action Item “XI”
Board Meeting September 13, 2021

**Consideration of Approval of 2021 Proposed Tax Rate, Review of Final No-New-Revenue and
Voter-Approval Tax Rate Calculations and Approve Date to Adopt Tax Rate**

Tax Rate	Proposed 2021 Tax Rate	Actual 2020 Tax Rate	Difference
M&O (Operations)	0.112838	0.111738	0.001100
I&S (Debt)	0.055129	0.057620	-0.002491
Total Tax Rate	0.167967	0.169358	-0.001391

Tonight (September 13, 2021), the Board of Trustees will discuss and approve the total proposed tax rate of 16.7967 cents. A public hearing is required, which will be held on October 4, 2021, since the proposed tax rate is higher than the no-new-revenue tax rate. Appropriate notices will be placed on the College’s website and published in newspapers in compliance with the Truth-in-Taxation, Property Tax Code, Chapter 26. On October 4, 2021, the Board will finalize and adopt the 2021 tax rate.

The public hearing and tax rate adoption is scheduled as follows:

The public hearing regarding the 2021 tax rate will be held on Monday, October 4, 2021 at 7 p.m. in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

The San Jacinto Community College Board will vote to adopt the 2021 tax rate at its regularly scheduled meeting on Monday, October 4, 2021, following the public hearing, at 7:00 p.m. in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The proposed Maintenance and Operations tax rate for 2021 is \$0.112838 per \$100 assessed valuation, generating the approximate amount of tax revenue needed to support the adopted fiscal year 2021-2022 (FY2022) unrestricted budget.

The proposed Debt Service tax rate for 2021 is \$0.055129 per \$100 assessed valuation, generating the approximate amount of tax revenue needed to meet debt payment obligations for FY2022.

MONITORING AND REPORTING TIMELINE

Updates will be provided to the Board of Trustees through monthly College financial statements.

ATTACHMENTS

Attachment 1 – 2021 No-New-Revenue and Voter-Approval Tax Rate Worksheet

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	Brenda.Hellyer@sjcd.edu
Teri Zamora	281-998-6306	Teri.Zamora@sjcd.edu
Carin Hutchins	281-998-6109	Carin.Hutchins@sjcd.edu

2021 Tax Rate Calculation Worksheet**Taxing Units Other Than School Districts or Water Districts****San Jacinto Community College District****713-274-8000**

Taxing Unit Name

Phone (area code and number)

1001 Preston, Sutie 100, Houston, Texas 77002**www.hctax.net**

Taxing Unit's Address, City, State, ZIP Code

Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the No-New-Revenue (NNR) tax rate and Voter-Approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School Districts without Chapter 313 Agreements* or or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

No-New-Revenue Tax Rate Worksheet	Amount/Rate
1. 2020 total taxable value. Enter the amount of 2020 taxable value on the 2020 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). ¹	\$55,898,747,864
2. 2020 tax ceilings. Counties, cities and junior college districts. Enter 2020 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing units adopted the tax ceiling provision in 2020 or a prior year for homeowners age 65 or older or disabled, use this step. ²	\$0
3. Preliminary 2020 adjusted taxable value. Subtract Line 2 from Line 1.	\$55,898,747,864
4. 2020 total adopted tax rate.	\$0.169358/\$100
5. 2020 taxable value lost because court appeals of ARB decisions reduced 2020 appraised value.	
A. Original 2020 ARB values:	\$2,908,271,156

B. 2020 values resulting from final court decisions:	\$2,580,666,143
C. 2020 value loss. Subtract B from A. ³	\$327,605,013
6. 2020 taxable value subject to an appeal under Chapter 42, as of July 25.	
A. 2020 ARB certified value:	\$8,987,093,701
B. 2020 disputed value:	\$2,564,814,762
C. 2020 undisputed value. Subtract B from A. ⁴	\$6,422,278,939
7. 2020 Chapter 42 related adjusted values Add Line 5C and Line 6C.	\$6,749,883,952
8. 2020 taxable value, adjusted for actual and potential court-ordered reductions. Add Line 3 and Line 7.	\$62,648,631,816
9. 2020 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2020. Enter the 2020 value of property in deannexed territory. ⁵	\$0
10. 2020 taxable value lost because property first qualified for an exemption in 2021. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2021 does not create a new exemption or reduce taxable value.	
A. Absolute exemptions. Use 2020 market value:	\$16,939,868
B. Partial exemptions. 2021 exemption amount or 2021 percentage exemption times 2020 value:	\$68,788,830
C. Value loss. Add A and B. ⁵	\$85,728,698
11. 2020 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2021. Use only properties that qualified in 2021 for the first time; do not use properties that qualified in 2020.	
A. 2020 market value:	\$1,050,994
B. 2021 productivity or special appraised value:	\$1,930
C. Value loss. Subtract B from A. ⁷	\$1,049,064
12. Total adjustments for lost value. Add lines 9, 10C and 11C.	\$86,777,762
13. 2020 captured value of property in a TIF. Enter the total value of 2020 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2020 taxes were deposited into the tax increment fund. ⁸ If the taxing unit has no captured appraised value in line 18D, enter 0.	\$0
14. 2020 total value. Subtract Line 12 and Line 13 from Line 8.	\$62,561,854,054
15. Adjusted 2020 total levy. Multiply Line 4 by Line 14 and divide by \$100.	\$105,953,504
16. Taxes refunded for years preceding tax year 2020. Enter the amount of taxes refunded	\$758,240

by the taxing unit for tax years preceding tax year 2020. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2020. This line applies only to tax years preceding tax year 2020. ⁸	
17. Adjusted 2020 levy with refunds and TIF adjustment. Add Lines 15 and 16. ¹⁰	\$106,711,744
18. Total 2021 taxable value on the 2021 certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. ¹¹	
A. Certified values:	\$58,802,096,748
B. Counties: Include railroad rolling stock values certified by the Comptroller's office:	\$0
C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property:	\$0
D. Tax increment financing: Deduct the 2021 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2021 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below. ¹²	\$0
E. Total 2021 value. Add A and B, then subtract C and D.	\$58,802,096,748
19. Total value of properties under protest or not included on certified appraisal roll. ¹³	
A. 2021 taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. ¹⁴	\$5,723,053,644
B. 2021 value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about, but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. ¹⁵	\$2,104,396,387
C. Total value under protest or not certified: Add A and B.	\$7,827,450,031
20. 2021 tax ceilings. Counties, cities and junior colleges enter 2021 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing units adopted the tax ceiling provision in 2020 or a prior year for homeowners age 65 or older or disabled, use this step. ¹⁶	\$0
21. 2021 total taxable value. Add Lines 18E and 19C. Subtract Line 20. ¹⁷	\$66,629,546,779

22. Total 2021 taxable value of properties in territory annexed after Jan. 1, 2020. Include both real and personal property. Enter the 2021 value of property in territory annexed. ¹⁸	\$20,125,897
23. Total 2021 taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in 2020. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2020, and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for 2021. ¹⁹	\$967,537,007
24. Total adjustments to the 2021 taxable value. Add Lines 22 and 23.	\$987,662,904
25. Adjusted 2021 taxable value. Subtract Line 24 from Line 21.	\$65,641,883,875
26. 2021 NNR tax rate. Divide Line 17 by Line 25 and multiply by \$100. ²⁰	\$0.162566/\$100
27. COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the 2021 county NNR tax rate. ²¹	

¹Tex. Tax Code Section 26.012(14)²Tex. Tax Code Section 26.012(14)³Tex. Tax Code Section 26.012(13)⁴Tex. Tax Code Section 26.012(13)⁵Tex. Tax Code Section 26.012(15)⁶Tex. Tax Code Section 26.012(15)⁷Tex. Tax Code Section 26.012(15)⁸Tex. Tax Code Section 26.03(c)⁹Tex. Tax Code Section 26.012(13)¹⁰Tex. Tax Code Section 26.012(13)¹¹Tex. Tax Code Section 26.012,26.04(c-2)¹²Tex. Tax Code Section 26.03(c)¹³Tex. Tax Code Section 26.01(c) and (d)¹⁴Tex. Tax Code Section 26.01(c)¹⁵Tex. Tax Code Section 26.01(d)¹⁶Tex. Tax Code Section 26.012(6)(b)¹⁷Tex. Tax Code Section 26.012(6)¹⁸Tex. Tax Code Section 26.012(17)¹⁹Tex. Tax Code Section 26.012(17)²⁰Tex. Tax Code Section 26.04(c)²¹Tex. Tax Code Section 26.04(d)²²Reserved for expansion²³Tex. Tax Code Section 26.044²⁴Tex. Tax Code Section 26.0441

SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

1. **Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations
2. **Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The Voter-Approval tax rate for a county is the sum of the Voter-Approval tax rates calculated for each type of tax the county levies. In most cases the Voter-Approval tax rate exceeds the No-New-Revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Voter-Approval Tax Rate Worksheet	Amount/Rate
28. 2020 M&O tax rate. Enter the 2020 M&O tax rate.	\$0.111738/\$100
29. 2020 taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$62,648,631,816
30. Total 2020 M&O levy. Multiply Line 28 by Line 29 and divide by \$100.	\$70,002,328
31. Adjusted 2020 levy for calculating NNR M&O rate.	
A. M&O taxes refunded for years preceding tax year 2020 Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2020. This line applies only to tax years preceding tax year 2020.	\$500,267
B. 2020 taxes in TIF Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2021 captured appraised value in Line 18D, enter 0.	\$0
C. 2020 transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0.	\$0
D. 2020 M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function.	\$500,267
E. Add Line 30 to 31D.	\$70,502,595
32. Adjusted 2021 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$65,641,883,875
33. 2021 NNR M&O rate (unadjusted). Divide Line 31E by Line 32 and multiply by \$100.	\$0.107404/\$100
34. Rate adjustment for state criminal justice mandate.²³	
A. 2021 state criminal justice mandate: Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose.	\$0

<p>B. 2020 state criminal justice mandate: Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies.</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100.</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	<p>\$0</p> <p>\$0.000000/\$100</p> <p>\$0.000000/\$100</p>
<p>35. Rate adjustment for indigent health care expenditures.²⁴</p> <p>A. 2021 indigent health care expenditures: Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state assistance received for the same purpose.</p> <p>B. 2020 indigent health care expenditures: Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2019 and ending on June 30, 2020, less any state assistance received for the same purpose.</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100.</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	<p>\$0</p> <p>\$0</p> <p>\$0.000000/\$100</p> <p>\$0.000000/\$100</p>
<p>36. Rate adjustment for county indigent defense compensation.²⁵</p> <p>A. 2021 indigent defense compensation expenditures: Enter the amount paid by a county to provide appointed counsel for indigent individuals for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state grants received by the county for the same purpose.</p> <p>B. 2020 indigent defense compensation expenditures: Enter the amount paid by a county to provide appointed counsel for indigent individuals for the period beginning on July 1, 2019 and ending on June 30, 2020, less any state grants received by the county for the same purpose.</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100.</p> <p>D. Multiply B by 0.05 and divide by Line 32 and multiply by \$100.</p> <p>E. Enter the lessor of C and D. If not applicable, enter 0.</p>	<p>\$0</p> <p>\$0</p> <p>\$0.000000/\$100</p> <p>\$0.000000/\$100</p> <p>\$0.000000/\$100</p>
<p>37. Rate adjustment for county hospital expenditures.²⁶</p> <p>A. 2021 eligible county hospital expenditures: Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2020 and ending on June 30, 2021.</p> <p>B. 2020 eligible county hospital expenditures: Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2019 and ending on June 30, 2020.</p>	<p>\$0</p> <p>\$0</p>

C. Subtract B from A and divide by Line 32 and multiply by \$100.	\$0.000000/\$100
D. Multiply B by 0.08 and divide by Line 32 and multiply by \$100.	\$0.000000/\$100
E. Enter the lessor of C and D, if applicable. If not applicable, enter 0.	\$0.000000/\$100
38. Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code 26.0444 for more information.	\$0
A. Amount appropriated for public safety in 2020. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year	\$0
B. Expenditures for public safety in 2020. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year.	
C. Subtract B from A and divide by Line 32 and multiply by \$100.	\$0.000000/\$100
D. Enter the rate calculated in C. If not applicable, enter 0.	\$0.000000/\$100
39. Adjusted 2021 NNR M&O rate. Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.	\$0.107404/\$100
40. Adjustment for 2020 sales tax specifically to reduce property values. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in 2020 should complete this line. These entities will deduct the sales tax gain rate for 2021 in Section 3. Other taxing units, enter zero.	
A. Enter the amount of additional sales tax collected and spent on M&O expenses in 2020, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent.	\$0
B. Divide Line 40A by Line 32 and multiply by \$100.	\$0.000000/\$100
C. Add Line 40B to Line 39.	\$0.107404/\$100
41. 2021 voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below. Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08. - or - Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.	\$0.115996/\$100
D41. Disaster Line 41 (D41): 2021 voter-approval M&O rate for taxing unit affected by disaster declaration. If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval	\$0.000000/\$100

<p>tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of</p> <ol style="list-style-type: none"> 1. the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or 2. the third tax year after the tax year in which the disaster occurred. <p>If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08.²⁷ If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).</p>	
<p>42. Total 2021 debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that:</p> <ol style="list-style-type: none"> (1) are paid by property taxes, (2) are secured by property taxes, (3) are scheduled for payment over a period longer than one year and (4) are not classified in the taxing unit's budget as M&O expenses <p>A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here.²⁸ Enter debt amount.</p> <p>B. Subtract unencumbered fund amount used to reduce total debt.</p> <p>C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none)</p> <p>D. Subtract amount paid from other resources.</p> <p>E. Adjusted debt. Subtract B, C, and D from A.</p>	<p>\$36,056,758</p> <p>\$0</p> <p>\$0</p> <p>\$0</p> <p>\$36,056,758</p>
43. Certified 2020 excess debt collections. Enter the amount certified by the collector. ²⁸	\$0
44. Adjusted 2021 debt. Subtract Line 43 from Line 42E.	\$36,056,758
<p>45. 2021 anticipated collection rate.</p> <p>A. Enter the 2021 anticipated collection rate certified by the collector:²⁹</p> <p>B. Enter the 2020 actual collection rate</p> <p>C. Enter the 2019 actual collection rate</p> <p>D. Enter the 2018 actual collection rate</p> <p>E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%.³¹</p>	<p>98.16%</p> <p>100.16%</p> <p>98.16%</p> <p>100.97%</p> <p>98.16%</p>
46. 2021 debt adjusted for collections. Divide Line 44 by Line 45E	\$36,732,638
47. 2021 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$66,629,546,779
48. 2021 debt tax rate. Divide Line 46 by Line 47 and multiply by \$100.	\$0.055129/\$100

49. 2021 voter-approval tax rate. Add Lines 41 and 48.	\$0.171125/\$100
D49. Disaster Line 49 (D49): 2021 voter-approval tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.	\$0.000000/\$100
50. COUNTIES ONLY. Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2021 county voter-approval tax rate.	

²³Tex. Tax Code Section 26.044²⁴Tex. Tax Code Section 26.0441²⁵Tex. Tax Code Section 26.0442²⁶Tex. Tax Code Section 26.0443²⁷Tex. Tax Code Section 26.042(a)²⁸Tex. Tax Code Section 26.012(7)²⁹Tex. Tax Code Section 26.012(10) and 26.04(b)³⁰Tex. Tax Code Section 26.04(b)³¹Tex. Tax Code Section 26.04(h),(h-1) and (h-2)

SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Additional Sales and Use Tax Worksheet	Amount/Rate
<p>51. Taxable Sales. For taxing units that adopted the sales tax in November 2020 or May 2021, enter the Comptroller's estimate of taxable sales for the previous four quarters.²⁰ Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2020, enter 0.</p>	\$0
<p>52. Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue.³³</p> <p>Taxing units that adopted the sales tax in November 2020 or in May 2021. Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95.³⁴</p> <p>- or -</p> <p>Taxing units that adopted the sales tax before November 2020. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.</p>	\$0
<p>53. 2021 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i>.</p>	\$66,629,546,779
<p>54. Sales tax adjustment rate. Divide Line 52 by Line 53 and multiply by \$100.</p>	\$0.000000/\$100
<p>55. 2021 NNR tax rate, unadjusted for sales tax.³⁵ Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i>.</p>	\$0.162566/\$100
<p>56. 2021 NNR tax rate, adjusted for sales tax.</p> <p>Taxing units that adopted the sales tax in November 2020 or in May 2021. Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2020.</p>	\$0.162566/\$100
<p>57. 2021 voter-approval tax rate, unadjusted for sales tax.³⁶ Enter the rate from Line 49, Line D49 (disaster), or Line 50 (counties), as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i>.</p>	\$0.171125/\$100
<p>58. 2021 voter-approval tax rate, adjusted for sales tax. Subtract Line 54 from Line 57.</p>	\$0.171125/\$100

³¹Reserved for expansion

³⁴Tex. Tax Code Section 26.041(d)

³²Tex. Tax Code Section 26.041(d)

³⁵Tex. Tax Code Section 26.04(c)

³³Tex. Tax Code Section 26.041(i)

³⁶Tex. Tax Code Section 26.04(c)

SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Voter-Approval Protection for Pollution Control Worksheet	Amount/Rate
59. Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ³⁷ The taxing unit shall provide its tax assessor-collector with a copy of the letter. ³⁸	\$0
60. 2021 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$66,629,546,779
61. Additional rate for pollution control. Divide Line 59 by Line 60 and multiply by \$100.	\$0.000000/\$100
62. 2021 voter-approval tax rate, adjusted for pollution control. Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	\$0.171125/\$100

³⁷Tex. Tax Code Section 26.045(d)

³⁸Tex. Tax Code Section 26.045(i)

SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate before the unused increment rate for the prior three years.³⁹ In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the unused increment rate for that year would be zero.

The difference between the adopted tax rate and voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020; and⁴⁰
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);⁴¹ or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.⁴²

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.⁴³

Unused Increment Rate Worksheet	Amount/Rate
63. 2020 unused increment rate. Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate. If the number is less than zero, enter zero.	\$0.000000
64. 2019 unused increment rate. Subtract the 2019 actual tax rate and the 2019 unused increment rate from the 2019 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero	\$0
65. 2018 unused increment rate. Subtract the 2018 actual tax rate and the 2018 unused increment rate from the 2018 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero.	\$0.000000
66. 2021 unused increment rate. Add Lines 63, 64 and 65.	\$0.000000/\$100
67. 2021 voter-approval tax rate, adjusted for unused increment rate. ²³ Add Line 66 to one of the following lines (as applicable): Line 49, Line D49(disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control).	\$0.171125/\$100

³⁹Tex. Tax Code Section 26.013(a)

⁴⁰Tex. Tax Code Section 26.013(c)

⁴¹Tex. Tax Code Section 26.0501(a) and (c)

⁴²Tex. Tax Code Section Local Gov't Code Section 120.007(d), effective Jan. 1, 2022

⁴³Tex. Tax Code Section 26.063(a)(1)

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.⁴⁴

This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.⁴⁵

De Minimis Rate Worksheet	Amount/Rate
68. Adjusted 2021 NNR M&O tax rate. Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i>	\$0.107404/\$100
69. 2021 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$66,629,546,779
70. Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 69 and multiply by \$100.	\$0.000750
71. 2021 debt rate. Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$0.055129/\$100
72. De minimis rate. ²³ Add Lines 68, 70 and 71.	\$0.000000/\$100

⁴⁴Tex. Tax Code Section 26.012(8-a)

⁴⁵Tex. Tax Code Section 26.063(a)(1)

SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.⁴⁶

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year⁴⁷.

NOTE: This section will not apply to any taxing units in 2021. It is added to implement Senate Bill 1438 (87th Regular Session) and does not apply to a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a declared disaster in 2020, as provided for in the recently repealed Tax Code Sections 26.04(c-1) and 26.041(c-1).

In future tax years, this section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago.

In future tax years, this section will also apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Emergency Revenue Rate Worksheet	Amount/Rate
<p>73. 2020 adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i>.</p>	N/A
<p>74. Adjusted 2020 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line.</p> <p>If a disaster occurred in 2020 and the taxing unit calculated its 2020 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2020 worksheet due to a disaster, enter the 2020 voter-approval tax rate as calculated using a multiplier of 1.035 from Line 49.</p> <p>- or -</p> <p>- or -If a disaster occurred prior to 2020 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2020, complete the separate <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2020 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster.⁴⁸ Enter the final adjusted 2020 voter-approval tax rate from the worksheet.</p> <p>If the taxing unit adopted a tax rate above the 2020 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.</p>	N/A
<p>75. Increase in 2020 tax rate due to disaster. Subtract Line 74 from Line 73.</p>	N/A
<p>76. Adjusted 2020 taxable value. Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i>.</p>	N/A
<p>77. Emergency revenue. Multiply Line 75 by Line 76 and divide by \$100.</p>	112 of 226 N/A

78. Adjusted 2021 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	N/A
79. Emergency revenue rate. Divide Line 77 by Line 78 and multiply by \$100. ⁴⁹	N/A
80. 2021 voter-approval tax rate, adjusted for emergency revenue. Subtract Line 79 from one of the following lines (as applicable): Line 49, Line D49(disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 67 (taxing units with the unused increment rate).	N/A

⁴⁶Tex. Tax Code Section 26.042(b)⁴⁷Tex. Tax Code Section 26.042(f)⁴⁸Tex. Tax Code Section 26.042(c)⁴⁹Tex. Tax Code Section 26.042(b)⁵⁰Tex. Tax Code Section 26.04(c-2) and (d-2)

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-New-Revenue tax rate

As applicable, enter the 2021 NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax). \$0.162566/\$100

Indicate the line number used: 26

Voter-Approval tax rate

As applicable, enter the 2021 voter-approval tax rate from: Line 49, Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue). \$0.171125/\$100

Indicate the line number used: 49

De minimis rate

If applicable, enter the de minimis rate from Line 72. \$0.000000/\$100

SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in Tax Code.⁵⁰

print here Harris County Tax Assessor-Collector

Printed Name of Taxing Unit Representative

sign here Ann Harris Bennett

Taxing Unit Representative

8/17/2021

Date

Consideration of Approval of Interlocal Agreement with Texas Parks and Wildlife Department

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an interlocal agreement between San Jacinto Community College District (SJCCD) and Texas Parks and Wildlife Department (TPWD).

BACKGROUND

With this agreement, in the case of a declared disaster, the College may grant TPWD the use of its facilities for the staging and housing of their personnel in response to said disaster. Any such use will not interfere with or disrupt the College's ability to perform its core mission of educating students.

The College may enter into an interlocal contract with another local governmental entity to perform governmental functions and services in accordance with Texas Government Code, Subchapter B, §791.011 and Texas Local Government Code, Chapter 271.

IMPACT OF THIS ACTION

The College maintains positive working relationships with State and local entities in the region as they serve our community. This agreement will allow TPWD to stage their equipment and personnel near affected persons in our community expediting their response and return to normal operations. Furthermore, it allows the College to be good shepherds of the community without incurring significant costs.

BUDGET INFORMATION

The College will incur no additional expense during any period this agreement is engaged.

MONITORING AND REPORTING TIMELINE

The agreement will commence on September 1, 2021, and terminate on August 31, 2022, and automatically renew for subsequent one-year terms for the duration of the grant.

ATTACHMENTS

Attachment 1 – TPWD Interlocal Agreement

RESOURCE PERSONNEL

Ali Shah	281-998-6311	ali.shah@sjcd.edu
Ann Kokx-Templett	281-998-6103	ann.kokx-templett@sjcd.edu

AGREEMENT

THE STATE OF TEXAS §

This Agreement is made and entered into pursuant to Chapter 791 of the Texas Government Code, by and between **Texas Parks and Wildlife Department** ("TPWD"), a State agency under the laws of the State of Texas, and **San Jacinto Community College District** ("College").

RECITALS:

TPWD and the College recognize the vulnerability of the people located within Harris County, Texas, to a disaster that may result from natural or man-made causes; and

During such a disaster, it may be necessary to stage personnel and equipment to serve large numbers of people in the area served by TPWD; and

Prior experience with natural and man-made disasters has shown that colleges are well suited to serve as staging points for this activity because: (1) their location is known to first responders within the community; (2) they have large assembly areas that can house responders for a short term; and (3) they have other necessary facilities such as refrigeration and restrooms that allow personnel and equipment to be staged effectively for response; and

The Parties hereto desire to enter into an agreement to make facilities available for TPWD to stage personnel and equipment during declared disasters.

NOW, THEREFORE, TPWD and the College, in consideration of the mutual covenants and agreements herein contained do mutually agree as follows:

TERMS:

**I.
Disaster**

This Agreement will go into effect only if:

- (1) The Executive Director of the Harris County Office of Homeland Security and Emergency Management, The Harris County Judge, or the Governor of the State of Texas, declares a disaster; and
- (2) Use of the facility does not impact the College's ability to conduct regular business operations; and
- (3) Use of College facilities by TPWD does not create a financial burden to the College or health or safety risk to the College personnel; and
- (4) A separate task order (Attachment A) shall be created for each deployment under this Agreement and shall be incorporated into this Agreement as corresponding Exhibits; and

- (5) The College may request TPWD to vacate any facility utilized by TPWD with a seventy-two (72) hour notice if conditions noted in Item two (2) above is expected to occur after a task order has been signed.

II. Obligations of TPWD

- (1) TPWD will supply or arrange all equipment, and personnel necessary for operations conducted at the College;
- (2) TPWD will supply or arrange all equipment and personnel necessary for staffing, security, crowd control, and other tasks, except as provided herein; and
- (3) TPWD will be responsible for disposal of any waste following its use of the facility.

III. Obligations of the College

- (1) The College will allow the use of the facility and utilities (power and water) normally associated with use as a school facility.
- (2) The College will provide reasonable access to mutually agreed upon rooms, fixtures, and equipment existing at the facility that TPWD regards as necessary for on-site use during the period of the disaster.
- (3) The College will provide at least one person on-site during the College's regular business hours for the duration of the declared disaster use with access to the rooms, fixtures, and equipment described herein, if such provision does not create a health or safety risk for College personnel.

IV. Term

This Agreement shall become effective as of the last agreement signature date ("Effective Date"). This Agreement may be canceled by the College or TPWD by giving thirty (30) days' written notice to the other party; otherwise it remains in effect for one year from the Effective Date and shall automatically renew for additional one-year terms unless terminated as provided herein or by mutual written agreement of the parties. Active deployment of this Agreement becomes effective the earlier of either the date of mobilization or when Attachment A is approved by the College and TPWD. The term of any active deployment under this agreement may be cancelled by either party by giving with three (3) business days' notice to the other Party.

V. Notice

All notices, requests, demands and other communications under this Agreement shall be in writing and shall be deemed to have been duly given (i) if delivered by hand and received for

by the Party to whom said notice or other communication shall have been directed, or (ii) mailed by certified or registered mail with postage prepaid, to the parties at the following addresses:

TO TPWD: Texas Parks and Wildlife Department
4200 Smith School Road, Austin, TX
78744 Attention: Executive Director

TO COLLEGE: San Jacinto Community College District
Attn: Office of Emergency Management
4624 Fairmont Parkway
Pasadena, Texas 77504

These addresses may be changed upon giving prior written notice of the change.

**VI.
EMail Addresses**

College affirmatively consents to the disclosure of its email addresses that are provided to TPWD including any agency or department of the State of Texas. This consent is intended to comply with the requirements of the Texas Public Information Act, TX. GOVERNMENT CODE ANN. §552.137, *et seq.*, as amended, and shall survive termination of this Agreement. This consent shall apply to email addresses provided by the College and agents acting on College's behalf and shall apply to any email address provided in any form for any reason whether related to this Agreement or otherwise.

**VII.
No State Funds**

Prior to the execution of this Agreement, TPWD has advised the College and College clearly understands and agrees, such understanding and agreement being of the absolute essence of the Agreement, that TPWD has neither certified nor guaranteed funds under this Agreement and College shall have no cause of action whatsoever for money against TPWD arising out of or in relation to this Agreement.

**VIII.
Governing Law**

This Agreement shall be interpreted under the laws of the State of Texas and applicable federal law. Exclusive venue for any cause of action arising out of or in relation to this Agreement shall be in Harris County, Texas.

(Signatures on next page)

IN WITNESS WHEREOF, this instrument has been executed on behalf of TPWD, by a duly authorized representative of the Texas Parks and Wildlife Department, and on behalf of the San Jacinto Community College District by a duly authorized representative of the San Jacinto Community College District.

APPROVED AS TO FORM:

By: _____

Date: _____

TEXAS PARKS AND WILDLIFE DEPARTMENT

By: _____

Name: _____

Title: _____

Date Signed: _____

SAN JACINTO COMMUNITY COLLEGE DISTRICT

By: _____

Name: Teri Zamora

Title: Vice Chancellor, Fiscal Affairs

Date Signed: _____

Action Item “XIII”
Regular Board Meeting September 13, 2021
Consideration of Approval of Naming of the Facility and Specified Rooms and
Spaces at the San Jacinto College Maritime Campus

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the naming of several training areas at the San Jacinto College Maritime Campus.

BACKGROUND

The College opened the Maritime Campus in March 2016. Significant in-kind services, infrastructure, and equipment access along with cash investments have been received over these past years from industry partners interested in providing support to the training programs offered at the Maritime Campus.

The maritime industry requires technical skills training and licensing for all levels of positions including entry-level to pilot positions. A continued investment in equipment along with required changes to course content to align with present and future maritime industry needs is critical to the vitality of the programs and training offered at the Maritime Campus. Such investment has helped earn the Maritime Program national recognition as a Community and Technical College Maritime Center of Excellence.

College leadership and maritime industry partners have expressed interest to expand the fundraising efforts and potential naming opportunities at the Maritime Campus in order to support and expand modern electronic equipment, simulators, blended learning tools, scholarships, and other areas that are essential to maintaining the quality and currency of the training programs. Additionally, there is interest in developing training to support the incumbent and future mariners working in the offshore wind energy sector and fundraising efforts could assist with that development.

Through the fundraising efforts that will commence during Fall 2021, gifts of \$100,000 or more to San Jacinto College or the San Jacinto College Foundation will qualify the donors for a naming opportunity within the Maritime Technology and Training Center or on the Maritime Campus. This is in accordance with the College’s existing Policy VI-S: Policy on Naming College Facilities and Academic and Support Entities and related procedure.

As the fundraising efforts move forward, it is appropriate to formally recognize the past investments through naming of designated areas on the Maritime Campus.

IMPACT OF THIS ACTION

With positive action on this recommendation, the Board of Trustees will approve the following donors and named spaces:

DONOR	NAMED SPACE
Houston Pilots Association	Bridge Simulation Suite
G&H Towing Company	East Campus Dock
LBC Tank Terminals	West Campus Dock

Action Item “XIII”
Regular Board Meeting September 13, 2021
Consideration of Approval of Naming of the Facility and Specified Rooms and
Spaces at the San Jacinto College Maritime Campus

Following this action, steps will be taken to develop and place the appropriate signage and recognition at the Maritime Campus.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The donations total approximately \$3 million and were largely received via access to infrastructure and training equipment housed at the Maritime Campus. A portion was also received for scholarship funds.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

None

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Teri Zamora	281-998-6305	teri.zamora@sjcd.edu
John Stauffer	281-998-6392	john.stauffer@sjcd.edu
Teri Crawford	281-998-6151	teri.crawford@sjcd.edu

Action Item “XIV”
Regular Board Meeting September 13, 2021
Consideration of Approval of Policy #, Safety in the Teaching/Learning Environment – First Reading (Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revisions to the College’s Policy on Safety in the Teaching/Learning Environment. 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.

BACKGROUND

This policy reflects the College’s commitment to providing a safe, secure, and healthy environment for faculty, staff, students, administration, and visitors.

The associated procedures were developed to support implementation of the policy. These procedures are attached for informational purposes.

IMPACT OF THIS ACTION

The updated policy and procedures were sent to the College community on September 10, 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 October 4, 2021. Procedures are provided for informational purposes and are not 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-A: Concerning Teaching/Learning Environment (current policy)
- Attachment 3 – Policy #, Safety in the Teaching/Learning Environment (proposed policy)

Informational items only:

- Attachment 4 – Procedure #, Safety in the Teaching/Learning Environment (proposed procedures)

RESOURCE PERSONNEL

Laurel Williamson	281-998-6184	laurel.williamson@sjcd.edu
Aaron Knight	281-998-3205	aaron.knight@sjcd.edu

Action Item “XIV”
Regular Board Meeting September 13, 2021
Consideration of Approval of Policy #, Safety in the Teaching/Learning
Environment – First Reading (Informational Item)

Alexander Okwonna
Van Wigginton

281-998-7699
281-998-2045

alexander.okwonna@sjcd.edu
van.wigginton@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: *TBA*

Proposed Policy Name: **Safety in the Teaching/Learning Environment**

Current Policy Number/Name: **Policy VI-A, Concerning Teaching/Learning Environment**

New Procedure Number: *TBA*

Proposed Procedure Name(s): **Safety in the Teaching/Learning Environment**

Current Procedure Number(s)/Name(s): **None**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **New**

- VI-A, Concerning Teaching/Learning Environment, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/vi-policy-concerning-teachinglearning-environment>

Primary Owner: Deputy Chancellor & President

Secondary Owner: Provosts

Summary of Changes:

VI-A, Concerning Teaching/Learning Environment

- Transition to new policy format
- Updated language to align with SACSCOC's changes to their Safety in the Teaching/Learning Environment Policy and Procedure.

Procedure #, Safety in the Teaching/Learning Environment

- New procedure encompasses operational aspects of safety in the teaching/learning.

Policy VI-A: Concerning Teaching/Learning

Environment

The San Jacinto College District is committed to providing a safe, secure, and healthful environment for faculty, staff, students, administration, and local citizens. The departments of the college directly responsible for maintaining a suitable environment for teaching and learning include the Safety Office, Wellness Office, Human Resources Office, the college's police, and the college's maintenance department. The specific duties of each department shall be established by the college administration. Each department shall present an annual report to the administration describing its goals, its operations, its evaluations, its budget and expenditure records, and its plans for improvement. These reports will be summarized in a manner determined by the college administration but are subject to complete study by the Board at its request.

Specific responsibilities are assigned to each area responsible for safety and security:

The college district Safety Office is responsible for maintaining programs to identify and respond to safety hazards; for establishing and maintaining staff-development programs focused on job safety. The personnel of the Safety Office will provide division and department chairmen and other supervisors with appropriate information regarding safety risks in instructional and office areas and will be responsible for follow-up study of all accident- or safety-incident reports. If the director of safety believes that personnel in a particular area are in need of special staff development training regarding safety, he may recommend this training to the appropriate district/campus administrator, who will be responsible for scheduling the training.

In addition to those specifically assigned responsibilities in the area of safety, all college managers and supervisors are responsible for identifying potential and real safety hazards, for reporting accidents or police incidents, and for including safety issues in their staff-development programs.

The college certified police force is responsible for identifying unsafe areas on the campus and reporting them to the district/campus administration. The police respond to all emergencies and offer appropriate assistance to students, college personnel, and campus visitors. Police officers participate in appropriate training experiences to assist them in responding to campus situations and communicate with instructional and area managers regarding risks in their areas. Full reporting of all police activities is required.

The college maintenance department is responsible for ensuring that college facilities are clean, in good repair, and aesthetically attractive. Maintenance supervisors are responsible for evaluating the cleanliness and appropriateness of the facilities in their areas; they are responsible for the evaluation and appropriate developmental training of those whom they supervise; and they are responsible for preparing the appropriate reports and evaluations as required by the district maintenance director.

Attachment 2 – Current Policy

Policy #:	VI-A
Policy Name:	Concerning Teaching/Learning Environment
Pages:	2
Adopted Date:	May 2, 1994
Revision/Reviewed Date:	
Effective Date:	May 2, 1994
Associated Procedure:	

Policy #, Safety in the Teaching/Learning Environment

Purpose

San Jacinto College is committed to providing a safe, secure, and healthy environment for faculty, staff, students, administration, and visitors.

Policy

The departments and personnel of the College directly responsible for maintaining a suitable environment for teaching and learning include the Safety, Health, Environment, and Risk Management (SHERM) office, the Office of Emergency Management (OEM), the San Jacinto College Police Department, Facilities Services, and faculty. The specific duties of each responsible party shall be established by the College administration.

Specific responsibilities are assigned to each area responsible for safety and security as follows.

The SHERM office is responsible for maintaining programs to identify and respond to safety hazards, as well as for establishing and maintaining staff-development programs focused on job safety. The personnel of the SHERM office will provide division and department chairpersons and other leaders with appropriate information regarding safety risks in instructional and office areas and will be responsible for providing follow-up studies of all accident- or safety-incident reports. If the SHERM Director believes that employees in a particular area need additional or specialized staff development training regarding safety, the Director may recommend this training to the appropriate Vice Chancellor, Dean, or Provost who will be responsible for scheduling the training.

The College OEM has responsibilities concerning the teaching and learning environment covered in Policy III.3008.C, Emergency Incidents and encompass the five phases of emergency management: prevention, mitigation, preparedness, response, and recovery.

The College-police force is responsible for identifying unsafe areas on the campus and reporting them to the appropriate Vice Chancellor, Dean, or Provost. Police Officers respond to all emergencies and offer appropriate assistance to students, College employees, and campus visitors. Police officers participate in appropriate training experiences to assist them in responding to campus situations, and officers communicate with instructional and area leaders regarding risks in their areas.

The Facilities Services department is responsible for ensuring that all properties and College facilities are clean, in good repair, and aesthetically attractive. Facilities Services leadership are responsible for evaluating the cleanliness and appropriateness of the facilities in their areas; they are responsible for the evaluation and appropriate developmental training of personnel they supervise; and they are responsible for preparing the appropriate reports and evaluations as required by departmental leadership as contained in [Policy III.3004.C, Facilities Services](#), and the associated procedure. Further direction is provided with regard to access control and the associated security of spaces in [Policy III.3004.D](#) and its associated procedure.

Attachment 3 – Proposed Policy

Faculty are responsible for classroom management and play a role in climate, cleanliness, and other conditions of classrooms. Faculty are to work with their Department Chairs, administrative assistants, division operations coordinators, and/or Facilities Services per division practice if they notice classrooms to be in need of repair, climate control, or cleaning, etc.

In addition to personnel specifically assigned responsibilities in the area of safety, all College leaders are responsible for identifying potential and real safety hazards, for reporting accidents or police incidents, and for including safety issues in their staff-development programs.

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 #, Safety in the Teaching/Learning Environment

Date of Board Approval	Anticipated October 4, 2021
Effective Date	Anticipated October 5, 2021
Primary Owner	Deputy Chancellor & President
Secondary Owner	Provosts

Procedure #, Safety in the Teaching/Learning Environment

Associated Policy

Policy #, Safety in the Teaching/Learning Environment

Procedures

In those cases where action is required concerning safety in the teaching and learning environment, the Safety, Health, Environment, and Risk Management (SHERM) office, the Office of Emergency Management (OEM), the San Jacinto College Police Department, Facilities Services, faculty, or other leaders who take action shall follow the guidelines below:

SHERM - Provide division and Department Chairs and other leaders with appropriate information regarding safety risks in instructional and office areas and follow-up on all accident- or safety-incident reports. If the SHERM Director believes that personnel in a particular area need additional or specialized staff development training regarding safety, the Director shall recommend this training to the appropriate Vice Chancellor, Dean, or Provost, who will be responsible for scheduling the training.

OEM - Provide assistance as outlined in Policy III.3008.C, Emergency Incidents, and the associated procedure to encompass the five phases of emergency management: prevention, mitigation, preparedness, response, and recovery.

San Jacinto College Police Department - Provide division and Department Chairs and other leaders with appropriate information regarding campus emergencies or risks in respective areas.

Facilities Services - Aid assistance as outlined in Procedure III.3004.A.a, Remodeling and Renovation of College Facilities to ensure appropriate spaces are provided. Operational and custodial support of appropriate learning spaces is provided under guidance of Policy III.3004.D and its associated procedure. Responsible access guidance is provided under Policy III.3004.D and its associated procedure.

Faculty - Provide assistance by reporting classroom needs such as climate, disrepair, malfunctioning equipment, cleanliness, etc. to the appropriate administrative assistant, division operations coordinator, or Department Chair per division practice.

Other Leaders - Provide assistance by reporting concerns of safety in the teaching and learning environment through their chain of command or to the appropriate Vice Chancellor, Dean, or Provost.

Date of SLT Approval	September 7, 2021
Effective Date	Anticipated October 5, 2021
Associated Policy	Policy #, Safety in the Teaching/Learning Environment

Attachment 4 – Proposed Procedure

Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
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Secondary Owner of Policy Associated with the Procedure	Provosts
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ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revisions to the College’s Policy on Scheduling Classes. 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.

BACKGROUND

This policy reflects the College’s right to determine which courses will be offered, when courses will be offered, the modality of courses, the size of class enrollments, and the location of classes.

The associated procedures were developed to support implementation of the policy. These procedures are attached for informational purposes.

IMPACT OF THIS ACTION

The updated policy and procedures were sent to the College community on September 10, 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 October 4, 2021. Procedures are provided for informational purposes and are not 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 V-J: Policy on Scheduling Classes (current policy)

Attachment 3 – Policy #, Scheduling Classes (proposed policy)

Informational items only:

Attachment 4 – Procedure #, Scheduling Classes (proposed procedures)

Attachment 5 – Class Schedule Grid Process Map (referenced in procedure)

RESOURCE PERSONNEL

Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Aaron Knight

281-998-3205

aaron.knight@sjcd.edu

Consideration of Approval of Policy #, Scheduling Classes – First Reading (Informational Item)

Alexander Okwonna

281-998-7699

alexander.okwonna@sjcd.edu

Van Wigginton

281-998-2045

van.wigginton@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: ***TBA***

Proposed Policy Name: **Scheduling Classes**

Current Policy Number/Name: **V-J, Scheduling Classes**

New Procedure Number: ***TBA***

Proposed Procedure Name(s): **Scheduling Classes**

Current Procedure Number(s)/Name(s): **None**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **New**

Web Links:

- V-J, Scheduling Classes, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-v-j-policy-scheduling-classes>

Primary Owner: Deputy Chancellor & President

Secondary Owner: Provosts

Summary of Changes:

V-J, Scheduling Classes

- Transition to new policy format
- Updated language to align with SACSCOC's Scheduling Classes Policy and Procedure

Procedure #, Scheduling Classes

- New Procedure encompass operational aspects of Scheduling Classes policy.

Policy V-J: Policy on Scheduling Classes

The college reserves the right, when necessary, to cancel classes, change instructors, and otherwise alter the schedule. No charges will be made for changes due to canceled classes. The college will determine when courses are to be offered, size of class enrollments, and location of classes.

Policy #:	V-J
Policy Name:	Policy on Scheduling Classes
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	
Effective Date:	March 2, 1981
Associated Procedure:	

Policy #, Scheduling Classes

Purpose

San Jacinto College will determine which courses will be offered, when courses will be offered, the modality of courses, the size of class enrollments, and the location of classes.

Policy

San Jacinto College reserves the right, when necessary, to cancel classes, change instructors, and otherwise alter class schedules. Students will not incur charges for a canceled class or for schedule changes due to a canceled class. The College will determine which courses will be offered, when courses will be offered, the modality of courses, the size of class enrollments, and the location of classes.

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 #, Scheduling Classes

Date of Board Approval	Anticipated October 4, 2021
Effective Date	Anticipated October 5, 2021
Primary Owner	Deputy Chancellor & President
Secondary Owner	Provosts

Procedure #, Scheduling Classes

Associated Policy

Policy #, Scheduling Classes

Procedures

Building class schedules and faculty class assignments are the responsibility of the Department Chair. Some class schedules may be initiated by a Program Director or Lead Faculty but must be reviewed for accuracy and approved by the Department Chair.

Step 1. Schedule Planning - Class schedules should not simply be copied from one semester to another without analysis of enrollment trends. Historic enrollment trends, current trends, anticipated future demands, and College-wide guidelines should be reviewed to assess current schedule needs and begin the construction of a schedule.

Step 2. Schedule Grid Creation - College-wide guidelines should be followed during the creation of a class schedule grid. Class schedules should be entered into the current schedule grid, which can be found on the College's internal website tab entitled College Resources: Forms/Documents under the Schedule Building Information section. Class start and stop times should match College-wide standardized times, and class length should meet standards set by both the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Additionally, section numbers and identifiers assigned to classes should comply with College-wide guidelines, which can be found on the College's internal website tab entitled College Resources: Forms/Documents under the Schedule Building Information section.

Step 3. Schedule Grid Reviews - The accuracy of the schedule grid should be confirmed through the following reviews.

The Division Operations Coordinator (DOC) should review the grid for accuracy. The DOC will send the grid back to the Department Chair/Director if corrections are needed.

Once the DOC has confirmed the grid's accuracy, the DOC will send the grid to the Dean for review with the Department Chair for needed modifications. Once the Dean has approved the grid, the Department Chair will notify the DOC to proceed or will return the edited grid to the DOC for an accuracy review.

Step 4. Schedule Grid Entry - Once the DOC has confirmed the grid's accuracy, the DOC will send the grid to the Senior Administrative Assistant (Sr. AA) for course entry in Banner.

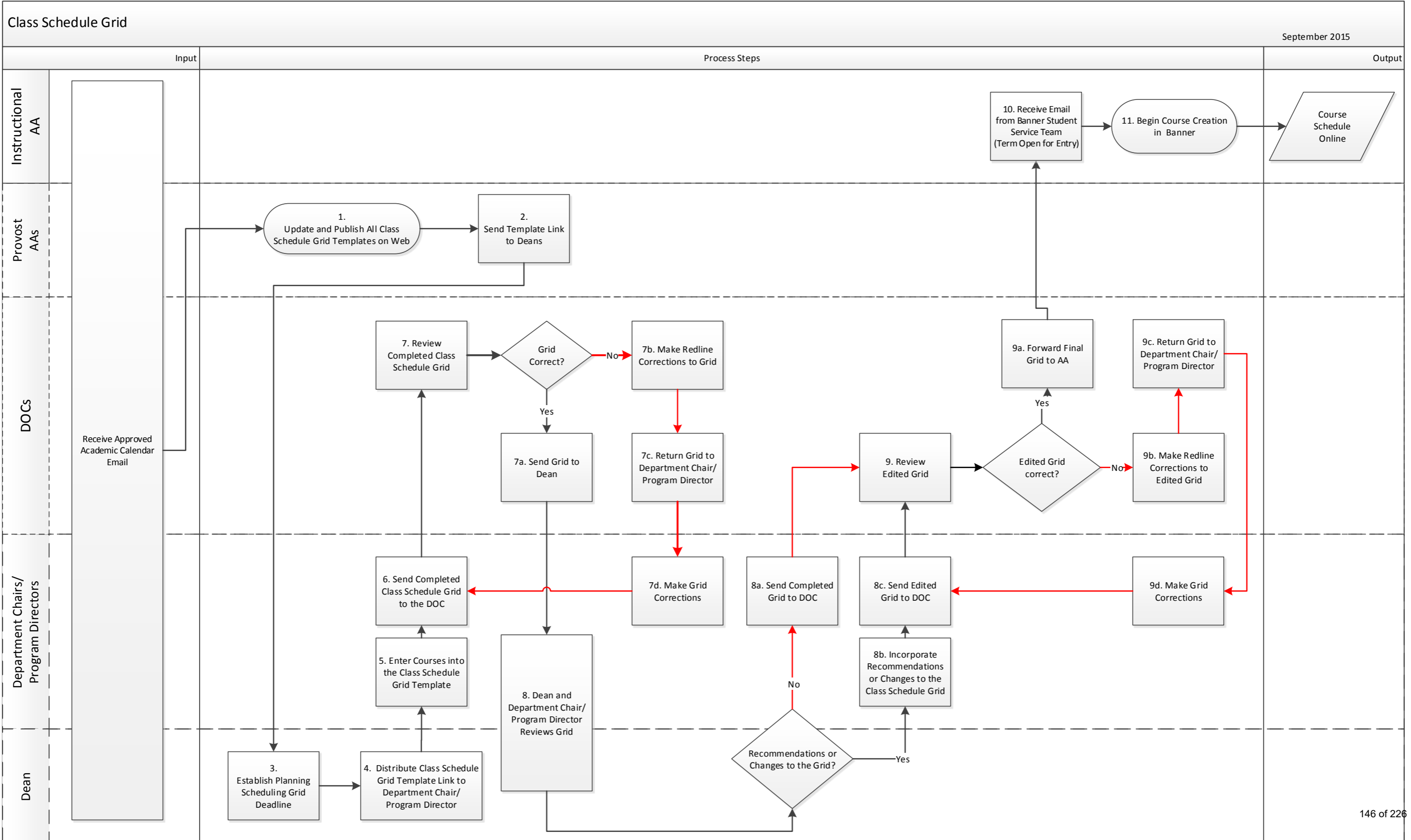
See the flow chart entitled Class Schedule Grid Process Map available on the College's internal website tab entitled College Resources: Forms/Documents under the Schedule Building Information section.

Date of SLT Approval

September 7, 2021

Attachment 4 – Proposed Procedures

Effective Date	Anticipated October 5, 2021
Associated Policy	Policy #, Scheduling Classes
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Provosts



**Action Item “XVI”
Regular Board Meeting September 13, 2021
Consideration of Approval of Rescission of Policy IV-C-10, Policy on
Duty Hours – First Reading - (Informational Item)**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees rescind Policy IV-C-10, Policy on Duty Hours. The Board of Trustees will not vote on this item but is creating awareness that the policy rescission is being considered, and input is being gathered.

BACKGROUND

This policy and associated procedures on duty hours for employees and do not require a Board policy. Instead, the current guidelines on conference hours, college service, and professional development will be included in a revised Faculty Handbook which will continue to be updated as practices change.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on September 10, 2021, and any comments will be reviewed and addressed prior to the second reading of the rescission by the Board which is anticipated on October 4, 2021.

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 IV-C-10, Policy on Duty Hours

Informational items only:
Attachment 3 - Procedure 3-3: Duty Hours

RESOURCE PERSONNEL

Laurel Williamson	281-998-6184	laurel.williamson@sjcd.edu
Aaron Knight	281-998-3205	aaron.knight@sjcd.edu
Alexander Okwonna	281-998-7699	alexander.okwonna@sjcd.edu
Van Wigginton	281-998-2045	van.wigginton@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: *N/A*

Proposed Policy Name: *N/A*

Current Policy Number/Name: **Policy IV-C-10: Policy on Duty Hours**

New Procedure Number: *N/A*

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

Current Procedure Number(s)/Name(s): **Procedure 3-3: Duty Hours**

Action Recommended for Policy: **Rescission**

Action Recommended for Procedures: **Rescission**

- IV-C-10, Duty Hours, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-iv-c-policy-employment>
- Procedure 3-3, Duty Hours, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-3-3-duty-hours>

Primary Owner: Deputy Chancellor & President

Secondary Owner: Provosts

Summary of Changes:

- The above policy and procedures are outdated and are recommended for rescission. The Deans' Council under leadership of Provost Van Wigginton, has gathered input from stakeholders to update the College's instructional practices covered in the Faculty Handbook on an annual basis. An updated Faculty Handbook will be finalized by the end of September 2021.

Policy IV-C-10: Policy on Duty Hours

Policy on Duty Hours

All employees shall work hours as determined by the administration for the particular position for which they were employed.

If it is necessary to perform the functions of his or her job description or to perform other duties as assigned by his or her supervisor or college administrator; the employee will be expected to work beyond the minimum schedule as set out by the administration.

Policy #:	IV-C-10
Policy Name:	Policy on Duty Hours
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	March 7, 1983
Effective Date:	March 2, 1981, March 7, 1983, June 1, 1992
Associated Procedure:	3-3

Procedure 3-3: Duty Hours

Faculty are expected to develop and post a schedule of office hours that meets the needs of their students. Each full-time faculty member submits a daily schedule of class meeting times, preparation hours and conference hours to his/her department chair or associate dean, who approves it and sends it to the vice president of instruction. Committee and other general college responsibilities should be scheduled. The instructor posts the schedule of conference hours on his/her office door.

Each full-time faculty member holding a nine or ten and one-half month contract will schedule a minimum of 35 hours per week. The 35 hours includes class hours, student conference hours, time for scholarship, class preparation, grading, and other general college responsibilities, including committee assignments.

Suggested Ratios

Faculty with a 15 - 17 contact hour load - 10 conference hours per week

Faculty with an 18 - 20 contact hour load - 7 conference hours per week

Faculty with a 21 - 24 contact hour load - 5 conference hours per week

Faculty with a 30 or more contact hour load - No recommendation

For those days on which faculty are absent, comprehensive leave will be charged in accordance with the 35 hour schedule that is on file with their department and associate deans.

Faculty Workload

In order to ensure integrity in our programs, we agree in principle to the concept that certain disciplines routinely demand extra preparation or retraining in order to maintain currency in the field. This effort is vital to provide students with the most current skills and knowledge that industry demands.

We suggest, therefore, that campuses have the discretion to offer release time, support, professional development, extra service agreements, etc., when necessary, in order to maintain these skills.

Procedure #:	3-3
Procedure Name:	Duty Hours
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	IV-C-10

Action Item “XVII”
Regular Board Meeting September 13, 2021
Consideration of Approval of Rescission of Policy IV-C-15, Policy on
Teaching Classes Outside Normal Duties – First Reading - (Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees rescind Policy IV-C-15, Policy on Teaching Classes Outside Normal Duties. The Board of Trustees will not vote on this item but is creating awareness that the policy rescission is being considered, and input is being gathered.

BACKGROUND

This policy and associated procedures for teaching classes outside normal duties are outdated and do not require a Board policy. Instead, these items will be revised to reflect current instructional practices and will be included in a revised Faculty Handbook which will continue to be updated as practices change.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on September 10, 2021, and any comments will be reviewed and addressed prior to the second reading of the rescission by the Board which is anticipated on October 4, 2021. Procedures are provided for informational purposes.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 - Summary of Changes

Attachment 2 - Policy IV-C-15: Policy on Teaching Classes Outside Normal Duties

Informational items only:

Attachment 3 - Procedure 5-11: Teaching Classes Outside Normal Duties

RESOURCE PERSONNEL

Laurel Williamson	281-998-6184	laurel.williamson@sjcd.edu
Aaron Knight	281-998-3205	aaron.knight@sjcd.edu
Alexander Okwonna	281-998-7699	alexander.okwonna@sjcd.edu
Van Wigginton	281-998-2045	van.wigginton@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: *N/A*

Proposed Policy Name: *N/A*

Current Policy Number/Name: **IV-C-15, Policy on Teaching Classes Outside Normal Duties**

New Procedure Number: *N/A*

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

Current Procedure Number(s)/Name(s): **Procedure 5-11, Teaching Classes Outside Normal Duties**

Action Recommended for Policy: **Rescission**

Action Recommended for Procedures: **Rescission**

Web Links:

- IV-C-15, Policy on Teaching Classes Outside Normal Duties, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-iv-c-policy-employment>
- Procedure 5-11, Teaching Classes Outside Normal Duties, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-5-11-teaching-classes-outside-normal-duties>

Primary Owner: Deputy Chancellor & President

Secondary Owner: Provosts

Summary of Changes:

- The above policy and procedures are outdated and are recommended for rescission. The Deans' Council under leadership of Provost Van Wigginton, has gathered input from stakeholders to update the College's instructional practices covered in the Faculty Handbook on an annual basis. An updated Faculty Handbook will be finalized by the end of September 2021.

Policy IV-C-15: Policy on Teaching Classes Outside Normal Duties

Policy on Teaching Classes Outside Normal Duties

A full-time contracted instructor may teach an overload not to exceed 96 contact hours per semester above the normal instructional assignment. The teaching of an overload is voluntary. The categories of courses that may be taught as an overload include credit, non-credit and business and industry classes.

Any overload for department chairmen must receive prior approval by the Vice President of Instruction.

Other qualified non-teaching employees may teach class(es) not to exceed 96 contact hours per semester as adjunct faculty, provided that teaching the class(es) does not interfere with the employee's primary duties or work schedule.

The campus Vice President of Instruction must approve any exceptions.

(Effective March 7, 1981. Revised May 2, 1994, March 6, 2000.)

Policy #:	IV-C-15
Policy Name:	Policy on Teaching Classes Outside Normal Duties
Pages:	1
Adopted Date:	March 7, 1981
Revision/Reviewed Date:	May 2, 1994
Effective Date:	March 7, 1981, May 2, 1994, March 6, 2000
Associated Procedure:	5-11

Procedure 5-11: Teaching Classes Outside Normal Duties

- Overload assignments that exceed this policy must have prior approval by the Vice President of Instruction.
- Overload instruction is paid at the prevailing adjunct hourly rate.
- Overload pay is for hours worked. An instructor who fails to meet an overload class assignment for any reason (illness, jury duty, funeral leave, etc.) will not be paid for those hours missed. An instructor may be paid for overload hours missed when the failure to teach is due to the college being closed due to an emergency (flood, power outage, toxic fumes, etc) or when the absence is at the direction of the administration.
- Teaching an overload class is considered extra work for which an employee is paid extra. Since the teaching of an overload is clearly outside of the normal assignment for an employee, the employee will adjust his/her schedule accordingly.

Summer Teaching Guidelines For Overloads

- When a full-time instructor is assigned three six-week courses during the same six-week summer session (example: two during the day and one in the evening), one course is identified as an overload and paid at the lecture/laboratory rate.
- When a full-time instructor is assigned to teach more than four courses during the entire 12-week summer session, the fifth course is designated as an overload and paid at the lecture/laboratory rate.
- This procedure accommodates an instructor's teaching two day courses during the first six-week summer session plus one 12-week evening course for a three-fourths load for the entire summer. Should that same instructor teach one additional day course in the second summer session, that assignment would constitute a full load for the summer. Should that instructor teach two day courses during the second summer session, however, one of those courses would be designated as an overload.

(Effective March 7, 1981. Revised May 2, 1994; March 6, 2000.)

Procedure #:	5-11
Procedure Name:	Teaching Classes Outside Normal Duties
Pages:	1
Adopted Date:	March 7, 1981
Revision/Reviewed Date:	May 2, 1994
Effective Date:	March 6, 2000
Associated Policy:	IV-C-15

Action Item “XVIII”
Regular Board Meeting September 13, 2021
Consideration of Approval of Rescission of Policy IV-E 15, Policy on
Educational Advancement – First Reading - (Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees rescind Policy IV-E 15, Policy on Educational Advancement. The Board of Trustees will not vote on this item but is creating awareness that the policy rescission is being considered, and input is being gathered.

BACKGROUND

This policy and associated procedures for educational advancement for faculty are outdated and were previously replaced by Policy IV.4001.A Compensation and Procedure IV.4001.A.b, Faculty Salaries.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on September 10, 2021, and any comments will be reviewed and addressed prior to the second reading of the rescission by the Board which is anticipated on October 4, 2021. Procedures are provided for informational purposes.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 - Summary of Changes

Attachment 2 - Policy IV-E-15: Policy on Educational Advancement

Informational items only:

Attachment 3 - Procedure 5-7: Sabbatical Leave

RESOURCE PERSONNEL

Laurel Williamson	281-998-6184	laurel.williamson@sjcd.edu
Aaron Knight	281-998-3205	aaron.knight@sjcd.edu
Alexander Okwonna	281-998-7699	alexander.okwonna@sjcd.edu
Van Wigginton	281-998-2045	van.wigginton@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: N/A

Proposed Policy Name: N/A

Current Policy Number/Name: **Policy IV-E 15, Policy on Educational Advancement**

New Procedure Number: N/A

Proposed Procedure Name(s): N/A

Current Procedure Number(s)/Name(s): **Procedure 5-7: Sabbatical Leave**

Action Recommended for Policy: **Rescind**

Action Recommended for Procedures: **Rescind**

Web Links:

- Policy IV-E 15, Policy on Educational Advancement, <https://www.sanjac.edu/policy-iv-e-policies-benefits>
- Procedure 5-7: Sabbatical Leave, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-5-7-sabbatical-leave>

Primary Owner: Deputy Chancellor

Secondary Owner: Provosts

Summary of Changes:

- Policy IV-E 15 Policy on Educational Advancement has been replaced by Policy IV.4001.A Compensation and Procedure IV.4001.A.b, Faculty Salaries
- Procedure 5-7 Sabbatical Leave is no longer needed and the recommendation it to rescind. This procedure has a note on it as follows: Effective with the 2003-2004 school year, the administration suspended the granting of Development Leave indefinitely. The procedure was suspended effective the 03-04 academic year. The recommendation is to officially rescind the procedure.

Policy IV-E-15: Policy on Educational Advancement

Policy on Educational Advancement

Faculty members who wish to further their educational qualifications during the school session must make arrangements which do not interfere with school duties and teaching efficiency.

Policy #:	IV-E-15
Policy Name:	Policy on Educational Advancement
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	
Effective Date:	March 2, 1981
Associated Procedure:	5-7

Procedure 5-7: Sabbatical Leave

Effective with the 2003-2004 school year, the administration suspended the granting of Development Leave indefinitely.

Purpose

Sabbatical leaves are authorized for the primary purpose of increasing the value of the recipient's sustained contribution to the college by providing the individual a significant opportunity for professional growth. The leaves are not to be understood as deferred compensation nor are they to be anticipated simply on the basis of longevity at the college. Sabbatical leave may be granted, upon application, for study, research, writing, field observations or other suitable purposes. Opportunities for additional training, for improving skills and for maintaining currency-in-the-field are understood to be included as a purpose of sabbatical leave.

Eligibility

The definition of eligibility for sabbaticals is found in Chapter 51.101(3) of the Texas Education Code, where faculty member includes full-time employees whose duties include teaching, research, administration, including professional librarians, or the performance of professional services.

Faculty members are eligible to apply for a sabbatical upon completion of five years of continuous full-time service at San Jacinto College. These applications must be submitted by November 1 of the applicants sixth or and subsequent year of service. Six years of continuous full-time service must be completed before a sabbatical can commence.

Faculty members who have received a sabbatical leave within the past five years or who are in their last year of employment at San Jacinto College are ineligible for sabbatical leave. Specific questions concerning eligibility for sabbatical leave should be referred to Human Resources or the chair of the Development Leave Committee.

Number on Leave at One Time

No more than six percent of the faculty members of the college may be on development leave at any one time.

Procedure

Each applicant must initiate the sabbatical leave application process with his or her associate dean, director or immediate supervisor. The application must have the endorsement of the campus president. Decisions regarding endorsement must be based on faculty loads, curriculum needs, monies available for replacement and other considerations.

The granting of a sabbatical leave should not create undue hardship for students or faculty members, and it should not unduly limit college functions, e.g., course offerings, student services, college operations, etc. Endorsement by the respective associate dean/director/supervisor should be taken to mean that these criteria are being met.

Applications and guidelines relating to sabbaticals are available from the Human Resources Office and the members of the Sabbatical Leave Committee. Records of past sabbaticals will be maintained by Human Resources, who will also verify eligibility.

Authorization

Applications for sabbatical leave shall be received and evaluated by the Development Leave Committee no later than the end of the Fall semester. Subject to the limitations specified in these procedures, and upon recommendation of the Development Leave Committee, sabbatical leaves for eligible faculty members shall be presented by the Chancellor to the Board for approval in January.

The Development Leave Committee shall be composed of three teaching faculty, one per campus, elected by the general faculty during the fall semester, to serve a term of three years. The terms of the members shall be staggered.

Leave Period and Compensation

Faculty members on nine-month contracts may be granted leave for one long semester at full salary or for two consecutive long semesters, which may be separated by the summer terms, at one-half salary.

Faculty members on twelve-month contracts may be granted leave for up to six consecutive months at regular monthly salary or for seven to twelve months at one-half of regular monthly salary.

The terms full salary and half salary and regular salary are understood to apply to budgeted contract salaries, not including extra service, irrespective of the number of installments in which the salary is received, and to include any adjustments that become effective for or during the leave period.

Grants and Employment

A faculty member on sabbatical leave may accept a grant for study, research or travel from an institution of higher education or from a charitable, religious or educational corporation or foundation, from any business enterprise, or from any state, federal or local government, but may not accept employment of any kind except as may be specifically approved by the Board of Regents.

Group Insurance, Teacher Retirement, ORP, etc.

A faculty member on sabbatical leave is an employee for purposes of participating in the programs and of receiving the benefits made available by or through the college or state to employees. During the sabbatical leave, the college shall continue all contractual deductions and payments from compensation relevant to such participation and benefits.

Expectations of Future Services

Sabbatical leave shall be awarded with the provision that the recipient will be expected to continue in service at the college for at least two academic years after completion of the sabbatical. As part of the application process, each applicant shall confirm his/her intent to remain in the employ of the college for two calendar years upon completion of the sabbatical. Failure to return for all or part of the two year period will make the person liable for return of all, or part, of the sabbatical stipend in proportion to the percent of time not completed.

Sabbatical leave is not considered a break in service and faculty returning from a sabbatical is returned to the same position held prior to the leave.

Financing

Payment of salary to the faculty on sabbatical leave may be made from funds appropriated by the legislature specifically for that purpose or from such other funds as may be available to the college for this purpose.

Special Circumstances

There could be occasions when faculty members eligible for sabbaticals are offered once in a lifetime opportunities that fall outside the time lines of the sabbatical process. In order for the Development Leave Committee to consider such unusual requests, the faculty member must request a special review by the committee.

Stipulations

A Sabbatical Leave Report must be submitted to the associate dean, director or supervisor and the Development Leave Committee within four months after completion of the leave.

Recipients will not serve on committees of the college or faculty organization or accept other similar assignments during the time of their leave. Acknowledgment of sabbatical assistance shall be given in any publications, exhibits, performances or other public presentations resulting from work accomplished during the sabbatical leave. Board of Regents Policies on publishing and copyrights apply to all persons on sabbatical leave. The Board prior to the commencement of the sabbatical must approve any exception to this policy. Applicants for sabbaticals may not serve as members of the Development Leave Committee.

(Re: Policy IV-E-15; Board of Regents Policy Manual)

Procedure #:	5-7
Procedure Name:	Sabbatical Leave
Pages:	3
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	IV-E-15

**Action Item “XIX”
Regular Board Meeting September 13, 2021
Consideration of Approval of Rescission of Policy VI-B,
Regarding Planning Research – First Reading - (Informational Item)**

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

This policy and associated procedures regarding planning research are outdated and are recommended for rescission. These items will be revised to reflect current instructional and institutional research and data science and will be included in a revised Faculty Handbook which will continue to be updated as practices change.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on September 10, 2021, and any comments will be reviewed and addressed prior to the second reading of the rescission by the Board which is anticipated on October 4, 2021. Procedures are provided for informational purposes.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 - Summary of Changes

Attachment 2 - Policy VI-B: Policy Regarding Planning Research

Informational items only:

Attachment 3 - Procedure 2-8: Office of Planning, Research and Evaluation

RESOURCE PERSONNEL

Laurel Williamson	281-998-6184	laurel.williamson@sjcd.edu
Aaron Knight	281-998-3205	aaron.knight@sjcd.edu
Alexander Okwonna	281-998-7699	alexander.okwonna@sjcd.edu
Van Wigginton	281-998-2045	van.wigginton@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: N/A

Proposed Policy Name: N/A

Current Policy Number/Name: **Policy VI-B, Regarding Planning Research**

New Procedure Number: N/A

Proposed Procedure Name(s): N/A

Current Procedure Number(s)/Name(s): **Procedure 2-8: Office of Planning, Research and Evaluation**

Action Recommended for Policy: **Rescind**

Action Recommended for Procedures: **Rescind**

Web Links:

- Policy VI-B, Policy Regarding Planning Research, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/vi-b-policy-regarding-planning-research>
- Procedure 2-8, Office of Planning, Research and Evaluation, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-2-8-office-planning-research-and-evaluation>

Primary Owner: Deputy Chancellor

Secondary Owner: Provosts

Summary of Changes:

- The above policy and procedures are outdated and are recommended for rescission. The Deans' Council under leadership of Provost Van Wigginton, has gathered input from stakeholders to update the College's instructional practices covered in the Faculty Handbook on an annual basis. An updated Faculty Handbook will be finalized by the end of September 2021.

Policy VI-B: Policy Regarding Planning

Research

San Jacinto College is committed to providing its students, faculty, and staff the best possible opportunities for learning and teaching. In order to realize this commitment, the college recognizes the importance of maintaining an orderly and continuous program of research, planning, and evaluation.

All supervisors and administrators are responsible for the development of appropriate goals for their areas of the college's operations and instructional programs. Development of goals, statements and other planning documents and processes must be understood to be a cooperative effort involving the faculty and staff of each area. As appropriate, area goals are accepted by the campus President, members of the Administrative Council, or the college Chancellor. The overall effectiveness of all elements of the college is indicated by the degree to which operations focus on and realize these goals.

All supervisors and administrators participate in system-wide evaluation processes and establish, with approval of campus or district administration, appropriate evaluative processes for their areas.

The college's research program provides an on-going resource of data-collection and interpretation available to all elements of the college. Supervisors are responsible for sharing evaluation information with their faculty and staff and for encouraging discussion of all kinds of data in order to improve the college's operations and instruction. Because research is a significant part of the college's operations, coordinating data-collection activities of all kinds is important. Following guidelines established by the Administrative Council, all research projects must be coordinated through the appropriate district-level administrator or director who will also facilitate the process of organizing and study data collected through research activities and projects.

Policy #:	VI-B
Policy Name:	Policy Regarding Planning Research
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	May 2, 1994
Effective Date:	March 2, 1981, May 2, 1994
Associated Procedure:	2-8

Procedure 2-8: Office of Planning, Research and Evaluation

The Office of Planning, Research and Evaluation was established to serve the information needs of The San Jacinto College District. The office offers many types of research assistance to aid administrators, supervisors and faculty in collecting information to support planning, evaluation and effectiveness in any college program area. Every attempt is made to ensure the data provided by the office are current, accurate and reliable. Access to the services of Planning, Research and Evaluation is provided to the college community, within appropriate standards of confidentiality and disclosure.

What Services and Support are Offered?

The Office of Planning, Research and Evaluation offers the following information services:

- Program evaluation data for specific divisions or departments
- Statistical support for reports including production of text, graphics or tables
- Student cohort tracking using the LONESTAR system by various factors, including, but not limited to, demographic, remedial status, graduation, employment and transfer data
- Survey development and processing, as well as statistical analysis of survey data
- Assistance in personnel or administrative studies

How are these services used?

Any request for information services as described above must be made through the director of planning, research and evaluation. Some background information will be needed to determine the scope of the project. After clear definitions are established, a time frame for completion of the request will be set. In cases of extensive reporting or statistical analysis, some intermediate consultation with the project sponsor will be necessary, but for less complex requests involving readily available information, the data can be provided without further clarification.

One goal of this office is to handle data requests quickly. When possible, extra time should be allowed for data not readily available in this office. Some data that are only stored in the college's master student databases must be requested from the Computer Center. Determination of data availability can be made through the director of planning, research and evaluation. When requesting assistance, administrators may explain that the need is immediate, and efforts will be made to accommodate the request as soon as possible.

Attachment 3 – Recommend Rescission

Procedure #:	2-8
Procedure Name:	Office of Planning, Research and Evaluation
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	VI-B

Action Item “XX”
Regular Board Meeting September 13, 2021
Consideration of Approval of Policy #, Renewal and Non-Renewal of Contractual Employees –
First Reading (Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revisions to the College’s Policy on Renewal and Non-Renewal of Contractual Employees. 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.

BACKGROUND

This policy establishes a uniform practice for the renewal and non-renewal of contractual employees.

The associated procedures were revised to support implementation of the policy. These procedures are attached for informational purposes.

IMPACT OF THIS ACTION

The updated policy and procedures were sent to the College community on September 10, 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 October 4, 2021. Procedures are provided for informational purposes and are not 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 IV-G-4: Policy on Non-Renewal of Contractual Employees (current policy)

Attachment 3 – Policy #, Renewal and Non-Renewal of Contractual Employees (proposed policy)

Informational items only:

Attachment 4 – Procedure 5-17: Non-Renewal of Contractual Employees (current procedures)

Attachment 5 - Procedure #, Renewal and Non-Renewal of Contractual Employees (proposed procedures)

Action Item “XX”
Regular Board Meeting September 13, 2021

**Consideration of Approval of Policy #, Renewal and Non-Renewal of Contractual Employees –
First Reading (Informational Item)**

RESOURCE PERSONNEL

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

Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Renewal and Non-Renewal of Contractual Employees**

Current Policy Number/Name: **Policy IV-G-4 Non-Renewal of Contractual Employees**

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

Proposed Procedure Name(s): **Renewal and Non-Renewal of Contractual Employees**

Current Procedure Number(s)/Name(s): **Procedure 5-17 Non-Renewal of Contractual Employees**

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-5-17-non-renewal-contractual-personnel>

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

Policy:

- Changed title to “Renewal and Non-Renewal of Contractual Employees”
- Changed “he or she” to “they or their”
- Updated language to reflect the Texas Education Code; added that the Chancellor, or designee, will meet in person with the faculty member appealing the non-renewal of their contract

Procedure:

- Changed title to “Renewal and Non-Renewal of Contractual Employees”
- Updated language to reflect the Texas Education Code; added that the Chancellor, or designee, will meet in person with the faculty member appealing the non-renewal of their contract
- Changed “he or she” to “they or their”
- In accordance with the Texas Education Code §51.943(e), information was added to state that if a faculty member is not issued a written contract before the 61st day, the College retains the faculty member without issuing a new contract and will retain the faculty member under the same terms and conditions for the preceding academic year
- Changed to say that if there is a delay in the contract recommendations for renewals and non-renewals, the affected full-time faculty member will be notified in writing of the reasons for the delay and specify a time by which it will offer a written contract
- Updated title in Appeal Rights section to reflect Appeal Rights of Full-Time Faculty Members
- Updated to reflect that the Texas Education Code § 51.960 applies to professional librarians

Policy IV-G-4: Policy on Non-Renewal of Contractual Employees

Policy on Non-Renewal of Contractual Employees

1. INTRODUCTION

This policy establishes a uniform practice for the non-renewal of contractual employees.

2. DEFINITION

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

3. GENERAL POLICY

- A. Decisions regarding contract renewal and non-renewal shall be made without regard to the employee's race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender identity, genetic information, marital status, or veteran status. Additionally, the College shall not discriminate or retaliate against employees who exercise rights guaranteed by the Constitution or rights conferred by statute, including, but not limited to, the Family Medical Leave Act, Uniformed Services Employment and Reemployment Rights Act, and the Texas Whistleblower Act.
- B. Written notice of non-renewal for employees will be provided as soon as practicable prior to the expiration date of the contract.
- C. Upon notification to an employee that his or her contract will not be renewed, or while a non-renewal proposal is under consideration, the Chancellor, or his/her designee, may place the employee on paid administrative leave if it is determined that administrative leave is in the best interest of the College or College Community.
- D. In accordance with Texas Education Code § 51.960, full-time faculty may file an appeal regarding a non-renewal decision in accordance with the procedures specified in Procedure 5.17: Non-Renewal of Contractual Employees.
- G. Administrators and staff may not appeal a non-renewal decision; however, nothing in this policy precludes employees from appearing before the Board of Trustees during the hearing of citizens.

Attachment 2 – Current Policy

Policy #:	IV-G-4
Policy Name:	Policy on Non-Renewal of Contractual Employees
Pages:	2
Adopted Date:	May 2, 1994
Revision/Reviewed Date:	April 6, 1998, April 28, 2014
Effective Date:	May 2, 1994, April 6, 1998, April 29, 2014
Associated Procedure:	5-17

Policy #, Renewal and Non-Renewal of Contractual Employees

Purpose

This policy establishes a uniform practice for the renewal and non-renewal of contractual employees.

Policy

1. Decisions regarding contract renewal and non-renewal will be made without regard to the employee's race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender identity, genetic information, marital status, or veteran status. Additionally, the College will not discriminate or retaliate against employees who exercise rights guaranteed by the Constitution or rights conferred by statute, including, but not limited to, the Family Medical Leave Act, Uniformed Services Employment and Reemployment Rights Act, and the Texas Whistleblower Act.
2. Written notice of non-renewal for employees will be provided as soon as practicable prior to the expiration date of the contract.
3. Upon notification to an employee that their contract will not be renewed, or while a non-renewal proposal is under consideration, the Chancellor, or designee, may place the employee on paid administrative leave if it is determined that administrative leave is in the best interest of the College or its community.
4. In accordance with Texas Education Code § 51.960, full-time faculty may file an appeal and meet in person with the Chancellor, or designee, regarding a non-renewal decision in accordance with the procedures specified in Procedure TBD, Renewal and Non-Renewal of Contractual Employees.
5. Administrators and staff may not appeal a non-renewal decision; however, nothing in this policy precludes employees from appearing before the Board of Trustees during the hearing of citizens.

Definitions

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

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 #, Renewal and Non-Renewal of Contractual Employees

Date of Board Approval	Anticipated October 4, 2021
Effective Date	Anticipated October 5, 2021
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Procedure 5-17: Non-Renewal of Contractual Employees

1. INTRODUCTION

This procedure specifies the procedures for the non-renewal of an employee's contract in accordance with Policy IV-G-4 Policy on Non-Renewal of Contractual Employees.

2. PROCEDURE

- A. Administrative and professional contracts are generally for periods of twelve (12) months. Faculty may be employed for periods of nine (9), ten and one-half (10 ½), or twelve (12) months. Contracted employment for one (1) or more years does not create any contractual or other entitlement of employment beyond the term of the contract and should not be construed as leading to tenure.
- B. All employees are subject to review prior to any decision about contract renewals. The Board of Trustees may renew or extend a contract, allow any contract to expire by its own terms without action by the Board, choose not to extend an existing contract, or choose not to offer further employment.
- C. The anniversary date for twelve (12) month contracts shall be September 1. Contracts of less than twelve (12) months shall generally begin August 15 and extend for a period of nine (9) and/or ten and one-half (10 ½) months.
- D. Only the Board of Trustees is authorized to enter into a contract with an employee unless that right is specifically delegated to an administrative office. Only the Chancellor or his/her designee may communicate a contract offer. Oral representations by college personnel other than the Chancellor or his/her designee are not binding by the Board. Offers of contractual employment may only be accepted by signing and returning the contract to the Human Resources Office within thirty (30) working days of issuance. If the Chancellor fails to provide either a new contract or written notice of non-renewal prior to the expiration of the employee's current contract, then the affected employee will continue to be employed, but shall have the status of an at-will employee.
- E. Contract recommendations for renewal or non-renewal of nine (9) month, ten and a half (10 ½) month, and twelve (12) month faculty contracts are typically presented to the Board of Trustees on or before the May Board meeting.
- F. Contract recommendations for renewal or non-renewal of twelve (12) month non-faculty contracts are typically presented to the Board of Trustees on or before the September Board meeting.

Attachment 4 – Current Procedure

- G. In the event that operational, fiscal or administrative circumstances delay the contract recommendations for renewals and non-renewals to the Board of Trustees, College leadership will notify affected employees in writing.
- H. When a leader determines that it is likely that he or she will recommend non-renewal of a contract, the leader shall inform all levels in the leadership chain as promptly as possible, so that College leadership may evaluate the employee's circumstances and take action to ensure compliance with these guidelines.
- I. A contractual employee will be notified of the intent to non-renew the contract by the respective Provost or Vice Chancellor as soon as practicable.

3. APPEAL RIGHTS

- A. In accordance with Texas Education Code § 51.960, full-time contracted faculty have the right to appeal to the Chancellor or his/her designee regarding a contract non-renewal.
 - 1. A signed statement of appeal must be presented to the Chancellor within ten (10) working days following receipt of the notice of non-renewal. The employee's statement shall be factually specific and shall explain the reasons why the employee believes that the contract should not be allowed to expire.
 - 2. The Chancellor, or his/her designee, will review the employee's statement. The Chancellor at his or her sole discretion may or may not request additional information, and at his/her discretion, may or may not schedule a meeting with the affected employee.
 - 3. The Chancellor will provide a written response to the affected employee within fifteen (15) working days of receipt of the appeal. If more than fifteen (15) days will be needed to render a decision, the Chancellor shall notify the employee in writing how much time likely will be needed to provide a response.
 - 4. The decision of the Chancellor or Chancellor's designee is final; however, nothing in this guideline precludes the affected employee from appearing before the Board of Trustees during the hearing of citizens.
- B. The appeal procedure provided by this guideline and Texas Education Code § 51.960 does not apply to administrators and staff; however, nothing in this guideline precludes such employees from appearing before the Board of Trustees during the hearing of citizens.

Attachment 4 – Current Procedure

Procedure #:	5-17
Procedure Name:	Procedure on Non-Renewal of Contractual Employees
Pages:	3
Adopted Date:	May 2, 1994
Revision/Reviewed Date:	April 6, 1998, April 28, 2014
Effective Date:	May 2, 1994, April 6, 1998, April 29, 2014
Associated Policy:	IV-G-4 and IV-C-1

Procedure #, Renewal and Non-Renewal of Contractual Employees

Associated Policy

Policy #, Renewal and Non-Renewal of Contractual Employees.

Procedures

- A. Administrative and professional contracts are generally for periods of twelve (12) months. Faculty may be issued contracts for periods of nine (9), ten and one-half (10 ½), or twelve (12) months. Contracted employment for one (1) or more years does not create any contractual or other entitlement of employment beyond the term of the contract and should not be construed as leading to tenure.
- B. All employees are subject to review prior to any decision about contract renewals. The Board of Trustees may renew or extend a contract, allow any contract to expire by its own terms without action by the Board, choose not to extend an existing contract, or choose not to offer further employment.
- C. The anniversary date for twelve (12) month contracts will be September 1. Contracts of less than twelve (12) months will generally begin August 15 and extend for a period of nine (9) and/or ten and one-half (10 ½) months.
- D. Only the Board of Trustees is authorized to enter into a contract with an employee unless that right is specifically delegated to the Chancellor or designee. Only the Chancellor, or designee, may communicate a contract offer. Oral representations by College employees other than the Chancellor, or designee, are not binding by the Board. Offers of contractual employment may only be accepted by signing and returning the contract to the Human Resources within thirty (30) calendar days of issuance. If the Chancellor, or designee, does not issue a notice of non-renewal, or offer the full-time faculty member a written contract before the 61st day after the first day of the academic year and the College retains the faculty member without issuing a new written contract, the College will retain the faculty member for that academic year under the same terms and conditions, including compensation, that are at least as favorable to the faculty member's employment for the preceding academic year. However, nothing in this procedure is intended to provide a faculty member additional rights, privileges, or remedies not already possessed, or to provide an expectation of continued employment beyond the period of a faculty member's current contract.
- E. Contract recommendations for renewal or non-renewal of nine (9) month, ten and a half (10 ½) month, and twelve (12) month faculty contracts are typically presented to the Board of Trustees on or before the May Board meeting.

- F. Contract recommendations for renewal or non-renewal of administrators, designated as contract eligible, are typically presented to the Board of Trustees on or before the September Board meeting.
- G. In the event that operational, fiscal, or administrative circumstances delay the contract recommendations for renewals and non-renewals to the Board of Trustees, and College leadership is unable to offer a new contract at least thirty (30) calendar days before the first day of the academic year, leadership will notify the affected full-time faculty member in writing of the reasons for the delay and will specify in the written notification a time by which it will offer a written contract to the faculty member for the applicable academic year.
- H. When a leader determines that it is likely that they will recommend non-renewal of a contract, the leader will inform all levels in the leadership chain as promptly as possible, so that College leadership may evaluate the employee’s circumstances and take action to ensure compliance with this procedure.
- I. A contractual employee will be notified of the intent to non-renew the contract by the respective Provost or Vice Chancellor as soon as practicable.

APPEAL RIGHTS OF FULL-TIME FACULTY MEMBERS

- A. In accordance with Texas Education Code § 51.960, full-time contracted faculty have the right to file an appeal and seek review by the Chancellor or designee regarding a contract non-renewal.
 - 1. A signed statement of appeal must be presented to the Chancellor within ten (10) working days following receipt of the notice of non-renewal. The faculty member’s statement shall be factually specific and will explain the reasons why the faculty member believes that the contract should not be allowed to expire.
 - 2. The Chancellor, or designee, will review the faculty member’s statement and will schedule a meeting in person with the affected faculty member. The Chancellor, or designee, at their sole discretion, may or may not request additional information.
 - 3. The Chancellor, or designee, will provide a written response to the affected faculty member within fifteen (15) working days of receipt of the appeal. If more than fifteen (15) working days will be needed to render a decision, the Chancellor, or designee, will notify the faculty member in writing how much time will be needed to provide a response.
 - 4. The decision of the Chancellor, or designee, is final; however, nothing in this procedure precludes the affected faculty member from appearing before the Board of Trustees during the hearing of citizens.

Attachment 5 – Proposed Procedure

- B. The appeal process provided by this procedure and Texas Education Code § 51.960 only applies to full-time faculty members, including professional librarians. This appeal procedure does not apply to administrators and staff; however, nothing in this procedure precludes such employees from appearing before the Board of Trustees during the hearing of citizens.

Date of SLT Approval	Anticipated September 7, 2021
Effective Date	Anticipated October 5, 2021
Associated Policy	Policy #, Renewal and Non-Renewal of Contractual Employee
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
September 13, 2021**

PURCHASE REQUESTS AND CONTRACT RENEWALS

Purchase Request #1	
Contract for Architectural Services for the North Campus Industrial Technology Building (pg. 2)	\$ 145,000
Purchase Request #2	
Additional Funds for Landscaping Services (pgs. 3-4)	575,000
Purchase Request #3	
Contract Renewal for Video Production Services (pg. 5)	262,365
Purchase Request #4	
Contract for Moving Services (pgs. 6-7)	150,000
Purchase Request #5	
Replacement of North Campus Gym Flooring (pgs. 8-9)	160,885
Purchase Request #6	
Contract for Energy Efficiency Upgrade Loan (pgs. 10-12)	<u>4,722,118</u>
TOTAL OF PURCHASE REQUESTS	<u><u>\$ 6,015,368</u></u>

Purchase Request #1
Regular Board Meeting September 13, 2021
Consideration of Approval to Contract for Architectural Services for
the North Campus Industrial Technology Building

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with HKS, Inc. (HKS) to provide architectural services for design of the North Campus N-19 Building (former Industrial Tech Building).

BACKGROUND

In June 2016, the Board approved a pool of architects for 2015 Bond projects. A review process was conducted to assess which firm would be best suited for each respective project. It is recommended that HKS is the firm best suited to design the renovation plans for the North Campus N-19 Building because of their concurrent work on other projects at North Campus and their familiarity with the campus. This project is included in the 2015 Bond Program.

Architectural services are classified as professional services pursuant to Section 2254 of the Texas Government Code and are awarded based on the firm's qualifications relative to each project.

IMPACT OF THIS ACTION

This action will authorize a contract for architectural design services for the renovation of Building N-19 at the North Campus. This contract will include services to develop design solutions for improvements and upgrades to the building based on findings noted in the feasibility study completed in July 2021.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The architect's proposed fee shall not exceed \$145,000, inclusive of estimated reimbursable expenses. The proposed fee proposal is within the Board approved rate parameters established for renovation projects. The expenditure will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Architectural design of this project will require approximately two (2) months following notice to proceed. Design will be monitored by the College's construction personnel and AECOM will provide program management.

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Purchase Request #2
Regular Board Meeting September 13, 2021
Consideration of Approval of Additional Funds for Landscaping Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of general landscaping services from Yellowstone Landscape (Yellowstone) for the facilities services department.

BACKGROUND

Yellowstone Landscape provides general landscaping services, which includes labor and equipment to service each of the campuses as well as the District Administration grounds. Yellowstone also performs larger projects not included in the scheduled recurring services such as field mowing, mulching, tree trimming, and creek and shoreline cleanup when needed. This year, the February winter storm temperatures negatively impacted landscaping across the entire district. This resulted in widespread damage requiring additional, more extensive restoration and replacement of landscaping and necessitated an increase of expenditures to return the grounds to a pre-storm state. Not only were impacts seen due to extreme temperatures, but other seasonal weather damaged trees and plantings which necessitated further attention.

Request for proposals #18-19 to procure landscaping services was issued on March 2, 2018. The Board approved a contract renewal with Yellowstone in June 2021.

IMPACT OF THIS ACTION

Outsourcing some of the landscaping services is necessary due to the limited size of the College's grounds-keeping staff. Yellowstone continues to augment the existing in-house staff to maintain the aesthetics of the grounds by performing essential lawn maintenance duties to preserve service levels in accordance with the College's grounds-keeping standards. Restoration and maintenance of landscaping is necessary to ensure an aesthetically pleasing and attractive campus image.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In June 2021, the Board approved an annual expenditure of \$670,000 for general landscaping services. This request will increase the amount approved by \$575,000 for a total of \$1,245,000. This additional expenditure will be funded from the facilities services department's 2020-2021 and 2021-2022 operating budgets.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

Purchase Request #2
Regular Board Meeting September 13, 2021
Consideration of Approval of Additional Funds for Landscaping Services

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
John Maslonka	281-998-6016	john.maslonka@sjcd.edu
Ron Andell	281-542-2016	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Purchase Request #3
Regular Board Meeting September 13, 2021
Consideration of Approval of Contract Renewal for
Video Production Services**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract renewal and purchase ratification with Stray Dog Studios, LLC, to provide video production services.

BACKGROUND

The College's marketing, public relations and government affairs department, along with other College departments, utilize video production services as an effective way to communicate important information to current and prospective students.

Through RFP 18-06, Stray Dog Studios was selected to provide these services to the College. The Board approved the contract in October 2017. The vendor has a proven record of producing high quality videos and providing excellent service. As part of the College's marketing efforts to get students back on campus for the Fall 2021 semester, the College engaged Stray Dog Studios to produce multiple new videos for student recruitment and orientation purposes. Due to the time sensitive nature of the fall enrollment efforts, the College administration approved the expenditure of funds to Stray Dog Studios which exceeded the Board approval threshold for fiscal year 2020-2021.

IMPACT OF THIS ACTION

The College has multiple departments that require use of professional video production services for a wide range of projects and events. Projects include production of videography for promotional and media projects. Videos are used for recruiting, as well as informing students about available services, programs, and opportunities. One of the best practices in reaching our target audience is through video.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total annual expenditure with this supplier for fiscal year 2020-2021 was \$112,365. The estimated annual expenditure for fiscal year 2021-2022 is \$150,000 and will be funded from various College department's 2021-2022 operating and grant budgets.

MONITORING AND REPORTING TIMELINE

The final one-year term of the contract will commence on October 3, 2021.

ATTACHMENTS

None

RESOURCE PERSONNEL

Teri Crawford	281-998-6151	teri.crawford@sjcd.edu
Janet Cowey	281-991-2603	janet.cowey@sjcd.edu
Will Stinson	281-998-6378	william.stinson@sjcd.edu

Purchase Request #4
Regular Board Meeting September 13, 2021
Consideration of Approval to Contract for Moving Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with A-Rocket Moving & Storage for moving related logistical services.

BACKGROUND

The facilities services department coordinates, and schedules moves within the College and relies on an external moving company to assist with planning and facilitating the movement of physical assets and personal effects. The need is intensified by the number and size of moves required due to ongoing renovation projects and completion of new facilities.

Request for proposals #21-26 was issued on July 6, 2021, to procure moving services. Four responses were received and evaluated by a team comprised of representatives from facilities services who determined the proposal submitted by A-Rocket Moving & Storage will provide the best value to the College.

IMPACT OF THIS ACTION

The business of the College would be unduly hindered, and occupancy of newly renovated and constructed buildings would be delayed, if the use of an outside moving firm was not utilized. A professional moving company has the equipment, resources and manpower to manage both small and large scale moves.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$150,000 and will be funded from the facilities services department's 2021-2022 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The initial one-year award term will commence on September 14, 2021, with renewal options of four one-year terms.

ATTACHMENTS

Attachment 1 – Evaluation Summary

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

ATTACHMENT NO. 1

**RFP 21-26 Moving Services
Evaluation Summary**

Stated Criteria	Maximum Value	A-Rocket Moving & Storage	Corporate Relocators LLC	Roadrunner Moving & Storage	Wald Relocation
Qualifications and experience of firm	90	72	69	71	73
Qualifications and experience of personnel	30	26	24	25	24
Project understanding, approach and management	90	65	69	76	68
Price proposal	90	90	35	51	54
Total (100 x 3 Evaluators)	300	253	197	223	219

Final Ranking

	Vendor Name	Total Score
1	A-Rocket Moving & Storage	253
2	Roadrunner Moving & Storage	223
3	Wald Relocation	219
4	Corporate Relocators	197

Purchase Request #5
Regular Board Meeting September 13, 2021

Consideration of Approval to Purchase Replacement of North Campus Gym Flooring

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of wood flooring replacement from NHA Covington for the North Campus gym that was damaged as a result of the winter storm in February.

BACKGROUND

The North Campus Gym floor in N16 will require a full replacement in order to return the surface to meet the College's need for sports play and use. The floor was damaged due to a water leak from the winter storm. Initially it was thought the floor could be repaired, but upon further investigation it was determined water damage was more extensive with the floor showing water damage between two thirds and three quarters of the floor assembly. The labor to partially remove and replace up to three quarters of the floor surface is less cost effective than replacing the entire floor.

NAH Covington has a contract through the BuyBoard cooperative contracts program to provide replacement of gym flooring, contract #560-18, that complies with competitive procurement requirements in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

IMPACT OF THIS ACTION

The floor surface is essential in support of both internal use by College students and the surrounding community. Providing a safe and reliable playing surface supports both student success as well as community interests.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimate to replace the wood floor is \$185,885. Due to the continued rise in building materials prices, the department will work with the supplier to source a comparative replacement floor that meets all of the College's needs and stays within this estimate. At the June 7, 2021 Board meeting, the Board approved \$25,000 towards the repair of the floor. This request is for the remaining balance of \$160,885. The expense will be covered by the College's insurance policy.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

Purchase Request #5
Regular Board Meeting September 13, 2021

Consideration of Approval to Purchase Replacement of North Campus Gym Flooring

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
John Maslonka	281-542-2029	john.maslonka@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

Purchase Request #6
Regular Board Meeting September 13, 2021

Consideration of Approval to Contract for Energy Efficiency Upgrade Loan

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with the Texas Comptroller of Public Accounts, State Energy Conservation Office for a low interest loan facilitating energy efficiency improvements to the College's built environment.

BACKGROUND

In April 2019, the College's Energy Management Department asked the Texas Comptroller's State Energy Conservation Office (SECO) to provide technical assistance in identifying energy efficiency upgrade projects that might be eligible for funding through the State's LoanSTAR revolving loan fund. In July 2019, SECO delivered a preliminary engineering assessment that identified an estimated \$681,000 in annual savings due to operational measures and a one-time investment of \$5.8 million in infrastructure upgrades.

In March 2021, after a delay to assess the impacts of COVID on the College's future operations, the administration explained the LoanSTAR process to the Board of Trustees and presented the probable slate of projects for the Board's awareness and comment. With the Board's tacit approval, the administration then submitted a LoanSTAR application to SECO. In August 2021, Jacobs Engineering, acting as SECO's third-party reviewer, verified the anticipated energy savings from the proposed LoanSTAR program and SECO approved a final package of work valued at \$4.7 million with a payback of 11.1 years (after utility incentive payments).

IMPACT OF THIS ACTION

Acceptance of this loan agreement with SECO will fund energy efficiency projects that will reduce the long-term cost of College operations, to be paid for out of energy savings. The involvement of SECO provides a level of security that projects will be executed as designed and will generate the savings promised.

When completed, this loan agreement will result in an estimated \$504,000 in utility rebate payments and an annual reduction of \$379,000 in avoided energy costs. Most importantly, this agreement will initiate an on-going cycle of energy efficiency improvements that is not dependent on outside bond elections for continued improvement.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure for this request will be approximately \$4,722,118, funded through a two percent interest loan from the State of Texas. Loan payments will be made from savings to operations for no net change in operation and maintenance costs.

MONITORING AND REPORTING TIMELINE

The work will commence upon execution of a contract and is expected to be completed during the current fiscal year. This project will be monitored by capital projects personnel and program management will be provided by Energy Systems Associates.

Purchase Request #6
Regular Board Meeting September 13, 2021
Consideration of Approval to Contract for Energy Efficiency Upgrade Loan

ATTACHMENTS

Attachment 1 – Schedule of Values

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

UCRM #	UCRM Title	kWh/year Saved		kW/mo Saved		Electricity Savings (\$/yr)**		CCF Saved \$0.6383	Natural Gas Savings (\$/yr)		H2O Gallons Saved		Water Savings (\$/yr)	TOTAL Savings (\$/yr)**	UCRM Cost (\$)	Estimated Simple Payback	Estimated UCRM Lifetime(yrs)	
		Pf1 = \$0.038443 / \$ec = \$0.037707	Pf1 = \$6.16 / \$ec = \$8.66	\$	\$/yr	\$10.41 / kgal supply and SEWER	\$											
1	LED LIGHTING CENTRAL, NORTH AND SOUTH CAMPUSES	1,895,587	541.09	\$ 87,341.00	0	\$ -	0	\$ -	0	\$ -	\$ 87,341.00	\$ 811,078	9.29	15				
2.1a	Replacement 2-1/2 ton Admin S/S	15,154	19.74	\$ 813.08	0	\$ -	0	\$ -	0	\$ -	\$ 10,354	15						
2.1.b	Replace three Central 700 ton chillers	1,361,227	4292	\$ 78,730.00	0	\$ -	0	\$ -	0	\$ -	\$ 1,526,400	25						
2.1.c	Replace 900t chiller North Campus	555,527	1752	\$ 32,130.30	0	\$ -	0	\$ -	0	\$ -	\$ 593,600	25						
2.1.d	Maritime After Hours DX	183,552	0	\$ 6,282.24	0	\$ -	0	\$ -	0	\$ -	\$ 33,000	18.9						
2.6.a	NEW VFDs for 2 ea 25hp CWP's at South CP	32,285	0	\$ 1,715.72	0	\$ -	0	\$ -	0	\$ -	\$ 9,946	15						
2.6.b	Building S7 and S9 VFDs	76,090	14.90	\$ 4,295.68	0	\$ -	0	\$ -	0	\$ -	\$ 26,453	15						
3	Retrocommissioning (14 Bldgs UAR1)	1,518,825	0	\$ 57,270.33	39,970	\$ 25,512.85	0	\$ -	0	\$ -	\$ 82,783.19	\$ 280,000	3.38	5				
4.2c	Vending Machine Misers	220,536	0	\$ 8,316.00	0	\$ -	0	\$ -	0	\$ -	\$ 8,316.00	\$ 46,224	5.56	15				
5.1	Lavatory Water Conservation (NEW touchless faucets)	0	0	\$ -	0	\$ -	0	\$ -	2,819,974	\$ 29,356.00	\$ 112,669	3.84	15					
8	Roof-mounted Solar Photovoltaic Systems Buildings S7 and S9	768,164	614	\$ 54,497.28	0	\$ -	0	\$ -	0	\$ -	\$ 54,497.28	\$ 1,175,849	21.58	25				
TOTALS		6,626,947	7,234	\$ 331,391.63	39,970	25,513	2,819,974	\$ 29,356.00	\$ 378,646	\$ 4,625,572	12.22	n/a						
Total Project Area (sf)		2,917,482																

Utility Assessment Report Cost	\$ 96,546.00	\$ 4,722,118	12.47
Construction Bonding Cost	\$ -	\$ 4,722,118	
Owner's Administration, Management, training & Other Costs	\$ -	\$ 4,722,118	
Implementation Costs (simple payback)	\$ -	\$ 4,722,118	
On-going Monitoring Service Cost	\$ -	\$ 4,722,118	
Lighting Rebate Savings	-\$116,388	\$ 4,605,731	
Chiller Rebate Savings	-\$213,000	\$ 4,392,731	
VFD Rebate Savings	-\$10,000	\$ 4,382,731	
Solar PV Rebate Savings	-\$164,643	\$ 4,218,088	
TOTAL PROJECT PAYBACK			11.14

Notes: ** LoanSTAR Guidelines require HVAC project Electricity savings to include 0.75% savings degradation for HVAC projects and inclusion of the average savings in the final payback calculation. Rebate Savings calculated from 2021 CenterpointScore Program and reviews of preliminary expectations by ClearResult. Final rebates will be determined during design.

Item "A"
Regular Board Meeting September 13, 2021
Approval of the Minutes for the August 2, 2021
Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the August 2, 2021, Workshop and Regular Board Meeting.

San Jacinto College District Board Workshop August 2, 2021

The Board of Trustees of the San Jacinto Community College District met at 4:45 p.m., Monday, August 2, 2021, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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: Paul Lamp (attorney), Micki Morris via conference call (attorney), 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 4:48 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 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters and Personnel Matters	Chair Flickinger adjourned to closed session at 4:49 p.m. Board members, Chancellor Hellyer, Paul Lamp (attorney), Micki Morris via conference call (attorney), Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for portions of the closed session. a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law. b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee. <ul style="list-style-type: none">• Validation of evaluation ratings for members of the Strategic Leadership Team (only Board members and Chancellor Hellyer were present for this portion of the closed session)

IV.	Reconvene in Open Meeting	Chair Flickinger reconvened to open meeting at 6:34 p.m.
V.	Discuss Modifications to College Strategic Plan	<p>Dr. Brenda Hellyer stated the strategic goals, assumptions, and strategies were reviewed to determine what changes were needed in order to better align with the annual priorities. She provided an overview of the changes that were made. On the Strategic Goals, under “Our People” the word acquiring was changed to attracting and the words excellence and inclusion were added to the last sentence. The word agile was added to “Operational Excellence.” For strategies, we added several revisions for the “Student Success” goal to align with the work we are doing around classroom curriculum development that reflect more clearly with our equity focus. In addition, we want to continue to align our student support services with career and personal academic planning. Under the Workforce and Economic Development” goal, we added a strategy to focus more on our advisory committees and our CEO level industry sector councils. A strategy was revised regarding attracting and retaining employees under “Our People” goal. Under the “Outreach and Partnerships” goal, Strategy 6 was revised to “offer students activities, events, and opportunities that further their education and personal development through new experiences and expand their understanding of equity, diversity, and inclusivity.” Finally, with the underlying assumptions, the sentence stating the College will focus on eliminating competitiveness has been removed from the “Continuing One College Alignment” and was replaced with wording to focus on our collaborative manner.</p> <p>Brenda explained the Board will have these changes as an action item to vote on. They have already approved the annual priorities, and these changes align with those. Additionally, these changes guided how the budget was developed.</p>
VI.	Discuss Assignments for Board Committees and San Jacinto College Foundation Board	<p>Brenda explained there is an information item in the Board book around this topic.</p> <p>Marie Flickinger stated that the Board will keep the committee members the same. Also, Keith Sinor, Dan Mims, and John Moon, Jr. will serve on the Foundation Board.</p>
VII.	Review Fiscal Year 2022 Budget	Brenda proposed moving the Budget presentation to the Board meeting to be able to address the other items on the agenda due to limited time. All were comfortable with this.

<p>VIII.</p>	<p>Update on COVID and Fall Enrollment</p>	<p>Brenda asked the Board of Trustees to review page 5 of the update on COVID presentation and provided an update on the Higher Education Emergency Relief Funding (HEERF) slide. She explained the only number that has changed since the last update is the addition of \$2,238,723 funds. We were notified last week that this is new funding due to being a Hispanic Serving Institution (HSI). She explained that we have rolled out the application for students to apply for emergency funding and are trying to expend a significant portion of these funds during the fall semester. The remainder will be allocated for spring with additional strategies developed to ensure all emergency funding will be expended by May 2022. A handout of the application form for emergency funding was distributed. If students have a need for additional funds, they can say they incurred additional expenses related to COVID. The student can also indicate if the funds should be applied to their tuition. If they opt to use the funds for tuition, they will receive the remaining dollars personally. The funds will start being disbursed on August 21. Students will receive \$1,500 if Pell eligible and \$1,000 if they are not. This is in addition to any Pell funding or scholarship program funding already received.</p> <p>Erica Davis Rouse asked about the method being used to disburse the funds to the students. Brenda responded that the students will receive the funds on their Higher Ed card.</p> <p>Brenda directed the Board of Trustees to page 6 which highlights fall enrollment. As of today, fall headcount is down approximately 4.8% compared to fall 2020 and down 8% compared to fall 2019. We have made tremendous progress over the last weeks. Our dual credit and first time in college (FTIC) enrollments are up from last year, but we are still down in our continuing students. San Jac Cares callers are reaching out to these students to encourage enrollment.</p> <p>Brenda asked the Board of Trustees to turn to page 7 and explained initiatives that are being implemented to increase enrollment. The College is providing retake courses, which allow students who failed or withdrew in Fall 2020 or Spring 2021 to retake their course for free. The course retake is funded through HEERF dollars. This fall, we currently have 1,860 who have enrolled in this program. This number is close to what we saw in the summer. The College, funded by the MacKenzie Scott donation, is offering a 21Forward</p>
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		<p>scholarship for all in-district 2021 high school graduates. We currently have 1,043 students enrolled with this scholarship. Students have until October 18 to participate. We had an additional 958 students that have applied but not registered for courses, so the College is working on reaching out to these students to encourage enrollment. The Promise Program 2020 cohort started out with 492 students last year, and we retained approximately 80%. Between the 206 students enrolled and 69 students who are eligible, we have approximately 60% persistence rate. This is consistent with where we were last fall with COVID. We have 372 students enrolled in the Promise Program 2021 cohort. We had 800 students sign the application, and the deadline to participate was July 15.</p> <p>Brenda explained the College has also discharged the past-due debt of students who were enrolled on or after March 13, 2020 to July 14, 2021. We eliminated approximately \$1.8 million of debt for 3,145 students so that they can now re-enroll. Employees have completed 11,490 of 15,000 San Jac Cares calls. The students we are targeting are those who enrolled from Spring 2021 but did not enroll for Fall 2021. We are also allocating some of the HEERF dollars to offer Fast Track Certification or Certificate Programs. The College has identified 22 credit and non-credit programs and will offer a 100 percent discount on tuition. She provided an overview of the targeted marketing the College has put in place to increase enrollment.</p> <p>Erica asked how our advisors are being trained to assist these students to guide them through these new programs.</p> <p>Brenda responded that the advisors are constantly training as changes and new programs are implemented. One of the Deans in Student Services has also been reassigned to be the lead on these programs.</p>
<p>IX.</p>	<p>Review TNT Calculation of Rates for Tax Year 2021 (Fiscal Year 2022)</p>	<p>Teri Zamora explained that the voter-approval tax rate (formerly rollback rate) is a calculated maximum rate allowed by law without voter approval and is defined as the rate necessary to raise precisely eight (8) percent more Maintenance and Operations tax revenue as the previous year. In addition, this rate adds the tax rate needed to cover General Obligation debt payments. The item the Board will be voting on tonight is to state that the College will not be recommending the voter-approved tax rate.</p>

X.	Review of JCAR Submission to Texas School Safety Center	This item was tabled and will be revisited during the September Board workshop.
XI.	Review Management Agreement Between San Jacinto College Foundation and San Jacinto College to Govern Student Success Fund	<p>Brenda explained there is a Board action item to approve an agreement to formalize the parameters and operating rules that will govern the relationship between the College and the Foundation on how to manage the Student Success Fund in the Foundation which was created by the \$30 million MacKenzie Scott donation. A Vice President of Student Success will be appointed to work with the Foundation leadership and will bring forward an annual budget to be approved by the Foundation Board along with an annual reporting process back to the College. The action item explained that the Foundation has set aside \$5.5 million for the 21Forward program and Brenda would also like to propose funding another Promise Cohort. Teri Zamora, Teri Crawford, and Dr. Allatia Harris are pulling together numbers for this cohort.</p> <p>Dr. Ruede Wheeler asked how much money was spent on the 21Forward Program this year. Brenda responded that we do not know yet but have around 2,000 students in the pipeline. Of the 1,000 that have totally completed, about 600 are getting some form of financial aid. She will have an update by the next Board meeting.</p> <p>Dan Mims asked at what time frame will we have enough data on persistence and completion out of this cohort and how it compares to previous years. Brenda responded that she was hoping to have those numbers this year but COVID has distorted. It may need to be the next cohort which could take up to three years.</p>
XII.	Update on State and Federal Legislative Sessions	Brenda explained that Teri Crawford put together a handout. On the Federal side, Troy Nehls' office is still moving forward with an earmark related to the aerospace training equipment for the College. Regarding the Maritime Center of Excellence, Congresswoman Sylvia Garcia had a line item for \$30 million that was put into the appropriations budget for the Centers of Excellence. This would be a grant program through the United States Department of Transportation's Maritime Administration (MARAD). There is still a lot of work around this, and we will provide updates. On the state side, we have been monitoring items that might impact the College but do

		not have much involvement in this special session. We are hearing that there will be a couple of additional special sessions, and one will be to manage what will happen with redistricting and how the state will appropriate additional federal funds they have received. We are monitoring whether community colleges will have a role in this. The Texas Reskilling and UpSkilling in Education (TRUE) bill was signed by the governor, but no funds were put into it, so Commissioner Harrison Keller allocated \$25 million out of federal funding the THECB received.
XIII.	Review of Calendar	Brenda asked the Board to review the Board calendar and let the Chancellor’s Office know of any events they would like to attend. She highlighted the grand openings, CATT/BOTI Annual Conference, and ACCT Leadership Congress.
XIV.	General Discussion of Meeting Items	There were no additional items discussed.
XV.	Adjournment	Chair Marie Flickinger adjourned the meeting at 6:59 p.m.

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

August 2, 2021

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, August 2, 2021, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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:

Andy Benoit	Kelly Miller
Raquel Boujourne	Rudy Moya
Teri Crawford	Alexander Okwonna
Destry Dokes	Sandra Ramirez
Amanda Fenwick	Mandi Reiland
Loida Gonzalez Utley	Oscar Reyna
Rebecca Goosen	Sherilyn Reynolds
Allatia Harris	Eddy Ruiz
Bo Hopper	John Stauffer
Carin Hutchins	Chissy Uba
Robert Jeter III	Van Wigginton
Matt Keim	Laurel Williamson
Aaron Knight	Kimberly Yancy
Ann Kokx-Templet	Teri Zamora
Al Maldonado	Joanna Zimmermann

Call the Meeting to order: Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:09 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 Van Wigginton. The pledges to the American flag and the Texas flag were led by Larry Wilson.

Special Announcements, Recognitions, Introductions, and Presentations:

1. Dr. Rebecca Goosen introduced a signing ceremony with Texas A&M Corpus Christi. Dr. Kelly Miller with Texas A&M Corpus Christi spoke.

Communications to the Board:

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

1. July Opportunity News
2. August Opportunity News
3. STEM Council 2020 Annual Report

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

Citizens desiring to speak before the Board:

1. Rudy Moya
2. Robert Jeter III
3. Chissy Uba, A Status Construction

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 June 2021
 - b. San Jacinto College Monthly Investment Report June 2021
 - c. San Jacinto College Financial Statements May 2021
 - d. San Jacinto College Monthly Investment Report May 2021
 - e. San Jacinto College Quarterly Investment Report February - May 2021
- B. San Jacinto College Foundation Financial Statements
 - a. June 2021
 - b. May 2021
- C. Capital Improvement Program
 - a. June 2021
 - b. May 2021

Assignments for Board Committees and San Jacinto College Foundation - For Information Only

Chair Marie Flickinger appointed the membership of each committee as follows:

- Finance Committee
 1. Keith Sinor, Committee Chair
 2. Dr. Ruede Wheeler
 3. Larry Wilson

- Building Committee
 1. Dan Mims, Committee Chair
 2. Erica Davis Rouse
 3. John Moon, Jr.

As Chair, Trustee Flickinger will serve on both committees.

Trustees to serve on the Board of Directors for the San Jacinto College Foundation:

1. Dan Mims
2. John Moon, Jr.
3. Keith Sinor

**Motion 10118
Consideration of
Approval of
Amendment to the
2020-2021 Budget for
Restricted Revenue
and Expenses
Relating to Federal
and State Grants**

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

Motion Carried.

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

**Motion 10119
Consideration of
Approval of Updates
to the 2019-2024
Strategic Plan**

Motion was made by Dr. Ruede Wheeler, seconded by Erica Davis Rouse, for approval of Updates to the 2019-2024 Strategic Plan.

Motion Carried.

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

**Motion 10120
Consideration of
Approval of Proposed
Budget for 2021-2022**

Teri Zamora presented the 2021-2022 proposed budget.

Motion was made by Keith Sinor, seconded by Dr. Ruede Wheeler, for approval of Proposed Budget for 2021-2022.

Motion Carried.

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

**Motion 10121
Consideration of
Approval of Part-time
Rate Changes and
Reauthorization of
the Full-time Salary
Schedules and
Stipends and Market**

Motion was made by Erica Davis Rouse, seconded by Larry Wilson, for approval of Part-time Rate Changes and Reauthorization of the Full-time Salary Schedules and Stipends and Market Premiums for 2021-2022.

Motion Carried.

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

Premiums for 2021-2022

**Motion 10122
Consideration of
Recommendation to
Adopt a Tax Rate
that is Not in Excess
of the Voter-Approval
Tax Rate**

Motion was made by John Moon, Jr., seconded by Dr. Ruede Wheeler, for recommendation to Adopt a Tax Rate that is Not in Excess of the Voter-Approval Tax Rate.

Motion Carried.

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

**Motion 10123
Consideration of
Approval of the 2022
Board of Trustees
Regularly Scheduled
Meeting Dates**

Motion was made by Keith Sinor, seconded by John Moon, Jr., for approval of the 2022 Board of Trustees Regularly Scheduled Meeting Dates.

Motion Carried.

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

**Motion 10124
Consideration of
Approval of Non-
Credit Course
Enrollment Charges**

Motion was made by Larry Wilson, seconded by Dan Mims, for approval of Non-Credit Course Enrollment Charges.

Motion Carried.

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

**Motion 10125
Consideration of
Approval of an Inter-
local Agreement with
The University of
Texas at Austin
Charles A. Dana
Center**

Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for approval of an Inter-local Agreement with The University of Texas at Austin Charles A. Dana Center.

Motion Carried.

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

**Motion 10126
Consideration of
Approval of the
Awarding of a
Posthumous Degree**

Motion was made by Erica Davis Rouse, seconded by Larry Wilson, for approval of the Awarding of a Posthumous Degree.

Motion Carried.

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

Nays: None

**Motion 10127
Consideration of
Approval of
Management
Agreement Between
San Jacinto
Community College
District and the San
Jacinto College
Foundation**

Motion was made by Dan Mims, seconded by Keith Sinor, for approval of Management Agreement Between San Jacinto Community College District and the San Jacinto College Foundation.

Motion Carried.

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

**Motion 10128
Consideration of
Approval of the
Annual Review of the
Investment Policy and
Strategy of the
College**

Motion was made by Dr. Ruede Wheeler, seconded by Keith Sinor, for approval of the Annual Review of the Investment Policy and Strategy of the College.

Motion Carried.

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

**Motion 10129
Consideration of
Approval of Banking
and Investment
Resolutions and
Forms**

Motion was made by John Moon, Jr., seconded by Dan Mims, for approval of Banking and Investment Resolutions and Forms.

Motion Carried.

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

**Consideration of
Approval of Policy
III.3008.B,
Communicable
Disease – First
Reading
(Informational Item)**

Consideration of Approval of Policy III.3008.B, Communicable Disease – First Reading (Informational Item)

No vote required.

**Consideration of
Approval of Policy
II.2001.A, Substantive
Change – First
Reading
(Informational Item)**

Consideration of Approval of Policy II.2001.A, Substantive Change – First Reading (Informational Item)

No vote required.

Motion 10130

Motion was made by Keith Sinor, seconded by John Moon, Jr., for approval of the purchasing requests.

Consideration of Purchasing Requests	Purchase Request #1 Annual Renewals and Expenditures	\$49,549,878
	Purchase Request #2 Purchasing Cooperatives	700
	Purchase Request #3 Contract for South Campus Maintenance Building Renovation	1,900,000
	Purchase Request #4 Renew the Contracts for Flood Insurance	245,000
	Purchase Request #5 Contract for Web Support Services	200,000
	Purchase Request #6 Renew the Contract for Instructional Collaboration Application	119,000
	Purchase Request #7 Purchase Graduation Event License	110,075
	Purchase Request #8 Change Order to South Campus Jones Building Renovation	800,000
	Purchase Request #9 Additional Funds for Energy Efficiency Consulting Service	<u>100,000</u>
	TOTAL OF PURCHASE REQUESTS	\$53,024,653

Motion Carried.

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

**Motion 10131
Consent Agenda**

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

- A. Approval of the Minutes for the June 7, 2021, Workshop and Regular Board Meeting
- B. Approval of the Minutes for the June 25, 2021 Board Strategic Planning Retreat
- C. Approval of the Budget Transfers
 - a. June 2021
 - b. May 2021

- D. Approval of Personnel Recommendations, Extra Service Agreements, and 2021-2022 Professional Contract Recommendations
- E. Approval of the Affiliation Agreements
- F. Approval of the Next Regularly Scheduled Meeting on September 13, 2021

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 8:08 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

Adoption of the budget by the Board of Trustees prior to September 1 of each year serves as the authorization to expend funds for the next fiscal year. The budget is adopted by functional classification (or cost elements: Instruction, 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 July 2021

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 11,612	\$ 110,000
PUBLIC SERVICE	\$ 310,000	\$ -
ACADEMIC SUPPORT	\$ -	\$ 14,811
STUDENT SERVICES	\$ -	\$ 200,000
INSTITUTIONAL SUPPORT	\$ -	\$ 1,534
PHYSICAL PLANT	\$ 10,377	\$ 5,645
AUXILIARY ENTERPRISES	\$ -	\$ -
	\$ 331,990	\$ 331,990

RECOMMENDATION

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

Central Campus

Department

Affiliation Entity

Medical Laboratory Program

Christus Southeast Texas Health System

Associate Degree Nursing Program

UTMB at Galveston

Surgical Technology Program

UTMB at Galveston

South Campus

Department

Affiliation Entity

Physical Therapy Assistant Program

Active Development Therapies

Pharmacy Technician Program

Walgreens

Pharmacy Technician Program

UTMB at Galveston

Vocational Nursing and LVN/Paramedic to RN Transition Program

The Courtyards at Pasadena

Vocational Nursing and LVN/Paramedic to RN Transition Program

Regency Village

North Campus

Department

Affiliation Entity

Health Information Management Program

CHRISTUS Southeast Texas Health Systems

Medical Assisting Program

Vantase Specialty Services

Nursing & Pharmacy Technician Programs

Oncology Consultants, PA

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

Item "D"
Regular Board Meeting September 13, 2021
Approval of the Affiliation Agreements

CONTACT PERSONNEL

Daniel J. Snooks, Attorney
Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Item “E”
Regular Board Meeting September 13, 2021
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, October 4, 2021.