

***Board of Trustees
Meeting***

June 2, 2025

May 30, 2025

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

The Board of Trustees of the San Jacinto Community College District will meet for a Board workshop at 4:45 p.m., Monday, June 2, 2025, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

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

**BOARD WORKSHOP
AGENDA**

I. Call the Meeting to Order

II. Roll Call of Board Members

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

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

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

IV. Reconvene in Open Meeting

V. Review Strategic Plan for 2025-2030

VI. Update on Enrollment - Summer and Fall 2025

VII. Update on Board Election

VIII. Review Arbitrage Rebate Liability and Investment Policy Change

IX. Review Legislative Update and Advocacy Efforts

A. Executive Order GA 48

B. Governor's Letter on Tuition Freeze

X. General Discussion of Meeting Items

A. Additional Purchasing Support Documents

XI. Update on May Commencement Concerns with NRG

XII. Review of Calendar

XIII. Overview of Marketing and Advertising Efforts

XIV. Adjournment

Additional Closed Session Authority

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

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

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, May 30, 2025, this notice was posted to the College’s website, on a bulletin board located at a place convenient to the public at the administrative building of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet for a regularly scheduled Board meeting at 7:00 p.m. on Monday, June 2, 2025, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

An electronic copy of the agenda packet is available on the College’s website as follows:
www.sanjac.edu/about/board-trustees/#Board_of_trustees_meetings

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

A link to a public comments form is available at: www.sanjac.edu/request-speak-to-board
The form must be completed prior to 11:00 a.m. on June 2, 2025. 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 streamed and 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

A. Recognition of Monument Awards

Presenter: Sandra Ramirez

1. 2024 FAFSA Response & New SAP Processes

Presenter: Joanna Zimmermann

2. FAST Implementation Team

Presenter: Carin Hutchins

3. Future Value Transparency & Gainful Employment Team

Presenter: Kevin McKisson

B. Honors Program Recognitions

Presenters: Laurel Williamson, Eddie Weller

C. Recognition of Kelly Saenz

Presenter: Allatia Harris

D. Recognition for Engineering and Excellence for Anderson-Ball Classroom Building

Presenter: Chuck Smith

V. Student Success Presentations

A. Texas Higher Education Coordinating Board (THECB) Accountability System 2024

Presenter: George González

VI. Communications to the Board of Trustees

VII. Public Comment

VIII. Informative Reports to the Board

A. San Jacinto College Financial Statements

1. San Jacinto College Monthly Financial Statements April 2025

2. San Jacinto College Monthly Investment Reports April 2025

B. San Jacinto College Foundation Financial Statements April 2025

C. Capital Improvement Program

D. San Jacinto College Board Building Committee Minutes

E. San Jacinto College Board Finance Committee Minutes

ACTION ITEMS

IX. Statement of Officer and Oath of Office Administered to Recently Elected Trustee

X. Consideration of Approval of the Vision Statement, Mission Statement, and 2025-2030 Strategic Plan and Reaffirmation of the Values

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

XII. Consideration of Approval of Allocation of Capital Project Funds

XIII. Consideration of Approval of Allocation of Aspen Institute Award to San Jacinto College Foundation in Support of the Promise @ San Jac Scholarship Program

XIV. Consideration of Approval Memorandum of Understanding for Dual Credit Home School Students

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

PURCHASING REQUESTS

XVI. Consideration of Purchasing Requests

CONSENT AGENDA

XVII. Consent Agenda

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

A. Approval of the Minutes for the May 5, 2025, Workshop and Regular Board Meeting

B. Approval of the Budget Transfers

C. Approval of Personnel Recommendations

D. Approval of the Affiliation Agreements

E. Approval of the Next Regularly Scheduled Meeting

F. Approval of the Minutes for the May 13, 2025 Special Board Meeting

XVIII. Items for Discussion/Possible Action

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

XIX. Adjournment

Closed Session Authority

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

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

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

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

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Brenda Hellyer, Ed.D.

San Jacinto College Monthly Financial Statements
April 2025

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

<u>Assets</u>	<u>2025</u>	<u>2024</u>
Current assets:		
Cash and cash equivalents	\$ 99,490,947	\$ 97,617,107
Restricted cash and cash equivalents	66,544,712	86,023,638
Investments	4,992,700	9,857,650
Accounts receivable - taxes	5,527,508	5,256,975
Accounts receivable	35,245,907	24,141,905
Deferred charges	427,666	132,022
Inventories	444,074	434,916
Total current assets	<u>212,673,512</u>	<u>223,464,213</u>
Noncurrent assets:		
Other long term investments	25,096,100	19,925,650
Capital assets, net	716,270,408	718,855,086
Total noncurrent assets	<u>741,366,508</u>	<u>738,780,736</u>
Total assets	<u>954,040,020</u>	<u>962,244,949</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	23,369,169	21,400,078
Deferred outflow related to OPEB	9,505,667	16,454,021
Deferred outflow related to defeased debt	3,197,986	3,977,619
Total deferred outflows of resources	<u>36,072,822</u>	<u>41,831,718</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	17,293,964	16,188,613
Accrued liabilities	4,844,312	4,641,879
Accrued compensable absences and deferred compensation	2,853,852	2,417,317
Deferred revenues	7,473,461	6,194,809
Total current liabilities	<u>32,465,589</u>	<u>29,442,618</u>
Noncurrent liabilities:		
Net pension liability	58,696,523	49,944,685
Net OPEB liability	88,758,738	96,184,800
Bonds and notes payable	630,766,949	644,301,789
Total noncurrent liabilities	<u>778,222,210</u>	<u>790,431,274</u>
Total liabilities	<u>810,687,798</u>	<u>819,873,892</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	3,781,273	5,790,103
Deferred inflows related to OPEB	33,479,070	34,752,051
Deferred Inflows - Lease Receivable	192,100	1,227,296
Total deferred inflows of resources	<u>37,452,444</u>	<u>41,769,450</u>
<u>Net assets</u>		
Beginning of year - audited	79,811,001	83,260,534
Current year addition (reduction)	62,161,600	59,172,791
Total net position	<u>\$ 141,972,600</u>	<u>\$ 142,433,325</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2025

11 Unrestricted Funds

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
State Appropriations	\$ 56,774,338	\$ 42,559,545	74.96%	\$ 41,246,813	75.00%
State Appropriations - FAST	2,550,000	2,332,979	91.49%	1,964,936	92.00%
Local Taxes - Maintenance & Operations	89,600,000	88,936,920	99.26%	81,981,681	99.11%
Credit Tuition	68,445,000	66,814,210	97.62%	63,665,036	94.99%
Credit Exemptions & Waivers	(9,500,000)	(9,985,389)	105.11%	(9,133,654)	91.47%
Continuing Education					
CPET	540,000	233,850	43.31%	257,527	71.39%
Biotechnology	600,000	46,751	7.79%	-	-
Maritime Transportation	2,100,000	1,582,330	75.35%	1,259,447	66.51%
Continuing Professional Development (CPD)	6,360,000	3,288,444	51.71%	2,536,008	55.66%
Continuing Education Exemptions & Waivers	(45,000)	(29,617)	65.82%	(17,479)	68.09%
Bad Debt	(1,100,000)	(733,333)	66.67%	(666,698)	58.79%
Sales & Services	2,200,000	1,905,262	86.60%	2,552,058	66.57%
Investment Income	6,000,000	3,211,517	53.53%	3,867,796	63.44%
Total Revenues	224,524,338	200,163,470	89.15%	189,513,470	89.19%
Expenditures					
Instruction	87,887,418	66,351,432	75.50%	62,483,576	70.64%
Public Service	20,100	4,909	24.42%	3,289	13.53%
Academic Support	21,348,270	13,461,631	63.06%	11,995,403	67.28%
Student Services	23,423,448	14,692,256	62.72%	12,867,381	63.08%
Institutional Support	58,300,057	37,902,139	65.01%	35,554,236	62.79%
Physical Plant	27,825,103	14,692,386	52.80%	15,213,887	60.05%
Total Expenditures	218,804,396	147,104,754	67.23%	138,117,772	66.19%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	5,719,942	4,241,924	74.16%	8,607,058	79.46%
Net Increase (Decrease) in Net Position	\$ -	\$ 48,816,792		\$ 42,788,640	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2025

Federal Restricted Funds

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Grants	\$ 61,952,542	\$ 65,539,388	105.79%	\$ 53,426,041	84.50%
Total Revenues	61,952,542	65,539,388	105.79%	53,426,041	84.50%
Expenditures					
Instruction	1,134,243	689,284	60.77%	744,415	52.60%
Public Service	330,631	151,807	45.91%	105,145	62.91%
Academic Support	8,574,567	3,173,741	37.01%	3,037,752	62.74%
Student Services	548,145	329,155	60.05%	197,212	58.03%
Institutional Support	755,728	390,626	51.69%	365,102	59.50%
Physical Plant	741,776	75,775	10.22%	76,137	22.16%
Scholarships and Fellowships	49,867,453	60,729,000	121.78%	48,900,278	88.10%
Total Expenditures	61,952,543	65,539,388	105.79%	53,426,041	84.50%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -		\$ -	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2025

State Restricted Funds

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
State Paid Benefits	\$ 13,200,000	\$ 9,062,170	68.65%	\$ 8,777,464	48.58%
Grants	9,674,220	6,260,228	64.71%	4,826,253	78.85%
Total Revenues	22,874,220	15,322,398	66.99%	13,603,717	56.24%
Expenditures					
Instruction	7,635,784	4,825,200	63.19%	4,654,065	50.23%
Public Service	13,065	13,065	100.00%	11,525	40.80%
Academic Support	2,294,887	1,272,026	55.43%	1,007,755	42.18%
Student Services	1,633,833	1,492,038	91.32%	1,376,214	50.30%
Institutional Support	3,927,489	1,887,940	48.07%	1,869,162	45.23%
Physical Plant	15,427	-	-	-	-
Scholarships and Fellowships	7,353,736	5,832,129	79.31%	4,684,996	83.09%
Total Expenditures	22,874,220	15,322,398	66.99%	13,603,717	56.24%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -		\$ -	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2025

Local Restricted Funds

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Grants	\$ 5,074,233	\$ 3,615,272	71.25%	\$ 3,731,536	91.24%
Total Revenues	5,074,233	3,615,272	71.25%	3,731,536	91.24%
Expenditures					
Instruction	-	-	-	-	-
Public Service	233,350	116,351	49.86%	140,838	64.26%
Academic Support	1,512,252	566,968	37.49%	251,242	48.76%
Student Services	2,000	2,000	100.00%	2,000	100.00%
Institutional Support	7,209	7,275	100.91%	28,172	87.62%
Physical Plant	250,000	63,788	25.52%	-	-
Scholarships and Fellowships	3,639,000	3,062,372	84.15%	3,489,456	97.84%
Total Expenditures	5,643,811	3,818,754	67.66%	3,911,707	90.23%
Transfers Among Funds					
Transfers In	(569,579)	(192,982)	-	(170,783)	68.31%
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (10,499)		\$ (9,388)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2025

27 FAST & TPEG

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
State Appropriations - FAST	\$ 2,350,000	\$ 2,096,021	89.19%	\$ 1,952,004	88.46%
Tuition - Credit & Non Credit - TPEG	3,100,000	3,200,824	103.25%	3,064,209	93.80%
Total Revenues	5,450,000	5,296,845	97.19%	5,016,213	90.61%
Expenditures					
Scholarships and Fellowships - FAST	2,350,000	2,096,021	89.19%	2,059,887	93.35%
Scholarships and Fellowships - TPEG	3,100,000	2,809,943	90.64%	3,480,772	98.37%
Total Expenditures	5,450,000	4,905,964	90.02%	5,540,659	96.44%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 390,881		\$ (524,446)	

San Jacinto Community College District
 Statement of Revenues, Expenditures and Changes In Net Position
 For the Eight Months Ended April 30, 2025

28 Private Gifts and Donations

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Sales & Services	\$ -	\$ -	-	\$ 75,740	99.77%
Grants	60,000	20,000	33.33%	-	-
Total Revenues	60,000	20,000	33.33%	75,740	99.77%
Expenditures					
Instruction	-	29,041	-	23,265	56.96%
Institutional Support	60,000	33,358	55.60%	-	-
Total Expenditures	60,000	62,399	104.00%	23,265	56.96%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (42,399)		\$ 52,475	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2025

Auxiliary Enterprises

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Auxiliary Services	\$ 3,000,000	\$ 2,197,260	73.24%	\$ 2,197,883	72.79%
Total Revenues	3,000,000	2,197,260	73.24%	2,197,883	72.79%
Expenditures					
Labor	737,787	559,651	75.86%	519,785	64.68%
Benefits	199,780	83,808	41.95%	86,746	64.29%
Supplies	595,822	458,177	76.90%	470,768	75.65%
Travel	201,061	135,710	67.50%	187,978	60.50%
Contracted Services	129,493	89,994	69.50%	101,138	74.41%
Utilities	200	-	-	-	-
Scholarships and Fellowships	1,135,857	880,135	77.49%	1,049,547	86.62%
Total Expenditures	3,000,000	2,207,475	73.58%	2,415,963	75.05%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (10,215)		\$ (218,080)	

**San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2025**

Fund 95 Retirement of Indebtedness

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Local Taxes - Debt Service	\$ 40,105,400	\$ 39,775,596	99.18%	\$ 38,886,902	99.14%
Investment Income	-	173,232	-	199,842	53.24%
Total Revenues	40,105,400	39,948,828	99.61%	39,086,744	98.70%
Expenditures					
Institutional Support - Principal	17,644,305	17,214,522	97.56%	18,359,936	97.90%
Institutional Support - Interest	26,511,458	16,797,801	63.36%	15,340,439	67.94%
Total Expenditures	44,155,763	34,012,323	77.03%	33,700,375	81.53%
Transfers Among Funds					
Transfers In	(4,050,363)	(2,868,243)	70.81%	(2,436,275)	68.36%
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment ¹	(17,644,305)	(17,214,522)	97.56%	(18,359,936)	97.90%
Net Increase (Decrease) in Net Position	\$ 17,644,305	\$ 26,019,269		\$ 26,182,580	

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

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2025

Fund 97 Investment in Plant

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Expenditures					
Depreciation	\$ 30,225,000	\$ 17,179,224	56.84%	\$ 18,594,951	63.17%
Total Expenditures	30,225,000	17,179,224	56.84%	18,594,951	63.17%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases ¹	(1,451,272)	(841,153)	57.96%	(803,981)	40.16%
Net Increase (Decrease) in Net Position	\$ (28,773,728)	\$ (16,338,071)		\$ (17,790,970)	

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

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2025

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
State Appropriations	\$ 69,974,338	\$ 51,621,715	73.77%	\$ 50,024,277	68.46%
State Appropriations - FAST	4,900,000	4,429,000	90.39%	3,916,940	90.20%
Local Taxes - Maintenance & Operations	89,600,000	88,936,920	99.26%	81,981,681	99.11%
Local Taxes - Debt Service	40,105,400	39,775,596	99.18%	38,886,902	99.14%
Credit Tuition	71,545,000	70,015,034	97.86%	66,729,244	94.93%
Credit Exemptions & Waivers	(9,500,000)	(9,985,389)	105.11%	(9,133,654)	91.47%
Continuing Education					
CPET	540,000	233,850	43.31%	257,527	71.39%
Biotechnology	600,000	46,751	7.79%	-	-
Maritime Transportation	2,100,000	1,582,330	75.35%	1,259,447	66.51%
Continuing Professional Development	6,360,000	3,288,444	51.71%	2,536,008	55.66%
Continuing Education Exemptions & Waivers	(45,000)	(29,617)	65.82%	(17,479)	68.09%
Bad Debt	(1,100,000)	(733,333)	66.67%	(666,698)	58.79%
Sales & Services	2,200,000	1,905,262	86.60%	2,627,798	67.21%
Investment Income	6,000,000	3,384,748	56.41%	4,067,638	62.24%
Investment Income - Restricted Funds	-	2,155,144	-	2,691,981	67.40%
Auxiliary Services	3,000,000	2,197,260	73.24%	2,197,883	72.79%
Grants	71,686,762	71,760,304	100.10%	58,344,109	84.00%
Local Grants	5,074,233	3,674,585	72.42%	3,639,720	91.47%
Total Revenues	363,040,733	334,258,604	92.07%	309,343,325	86.84%
Expenditures					
Instruction	96,657,445	71,894,957	74.38%	67,905,321	68.47%
Public Service	597,145	286,132	47.92%	260,797	59.42%
Academic Support	33,729,976	18,474,367	54.77%	16,292,152	63.71%
Student Services	25,607,426	16,515,450	64.49%	14,442,807	61.52%
Institutional Support	107,206,246	74,233,662	69.24%	71,517,046	69.61%
Physical Plant	28,832,306	14,831,949	51.44%	15,290,024	59.54%
Scholarships and Fellowships	66,310,189	74,529,465	112.40%	62,615,389	88.87%
Auxiliary Enterprises	3,000,000	2,207,475	73.58%	2,415,963	75.05%
Depreciation	30,225,000	17,179,224	56.84%	18,594,951	63.17%
Total Expenditures	392,165,733	290,152,679	73.99%	269,334,451	70.84%
Transfers Among Funds					
Transfers In	(5,719,942)	(4,241,924)	74.16%	(8,607,058)	79.46%
Transfers Out	5,719,942	4,241,924	74.16%	8,607,058	79.46%
Adjustment for Debt Principal Payment ¹	(17,644,305)	(17,214,522)	97.56%	(18,359,936)	97.90%
Adjustment for Capital Purchases ¹	(1,451,272)	(841,153)	57.96%	(803,981)	40.16%
Net Increase (Decrease) in Net Position	\$ (10,029,422)	\$ 62,161,600		\$ 59,172,792	

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

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2025

Fund 91 Capital Projects

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Investment Income	\$ -	\$ 1,764,256	-	\$ 2,401,732	68.74%
Total Revenues	-	1,764,256	-	2,401,732	68.74%
Expenditures					
SECO-Energy Conservation Projects	2,571,825	502,930	19.56%	306,088	100.00%
Bond Program	57,064,184	11,383,087	19.95%	8,765,649	80.05%
Total Expenditures	59,636,009	11,886,017	-	9,071,737	80.60%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (59,636,009)	\$ (10,121,761)		\$ (6,670,005)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2025

Fund 93 Renewal and Replacement

	Adjusted Budget	Actual 66.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Interest Earnings	\$ -	\$ 390,888	-	\$ 290,249	57.99%
Total Revenues	-	390,888	-	290,249	57.99%
Expenditures					
District Energy Savings Projects	945,599	326,566	34.54%	55,954	100.00%
Capital Reserve Fund	11,984,550	532,364	4.44%	-	-
Instructional Equipment Fund	200,000	121,776	60.89%	-	-
Total Expenditures	13,130,149	980,707	-	55,954	1.00
Transfers Among Funds					
Transfers In	(1,100,000)	(1,180,699)	-	(6,000,000)	86.73%
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (12,030,149)	\$ 590,879		\$ 6,234,295	

San Jacinto College Financial Statements
Monthly Investment Report
April 2025

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Period Ending April 30, 2025

		<u>Fair Market</u> <u>Value</u>	<u>Book Value</u>
Beginning Value	April 1, 2025	\$ 215,032,253	\$ 215,030,228
Additions/Subtractions (Net)		(18,944,938)	(18,944,938)
Change in Fair Market Value*		15,200	-
Ending Value	April 30, 2025	<u>\$ 196,102,515</u>	<u>\$ 196,085,290</u>

Earnings for the Month of March	\$ 757,680
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate	4.4230%
Benchmark - One Year Treasury Yield	3.8500%

*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.

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SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
April 30, 2025

Description	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Operating and Capital Projects Reserve Funds									
Demand Deposits									
Credit Cards in Transit	N/A	N/A	N/A	\$ N/A	\$ (43,752)	\$ (43,752)	-0.02%	1	0.00
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	N/A	(722,162)	(722,162)	-0.37%	1	0.00
JPMorgan Operating (Hybrid Earnings)	2.950%	N/A	N/A	N/A	7,602,300	7,602,300	3.88%	1	0.04
JPMorgan Payroll	N/A	N/A	N/A	N/A	(18,193)	(18,193)	-0.01%	1	0.00
JPMorgan Worker's Comp	N/A	N/A	N/A	N/A	(3,484)	(3,484)	0.00%	1	0.00
Petty Cash	N/A	N/A	N/A	N/A	19,067	19,067	0.01%	1	0.00
Pool Accounts									
LSIP Corporate Overnight Plus Fund - Operating Funds	4.4710%	N/A	N/A	N/A	67,617,893	67,617,893	34.48%	1	0.34
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	4.4710%	N/A	N/A	N/A	12,452,185	12,452,185	6.35%	1	0.06
TexPool - Operating	4.3355%	N/A	N/A	N/A	1,009,273	1,009,273	0.51%	1	0.01
TexPool - PRIME - Operating	4.4547%	N/A	N/A	N/A	15,470,743	15,470,743	7.89%	1	0.08
Investments - Held at BNY Mellon									
US Agency Note, CUSIP 3130AWGD6	4.690%	06/16/23	06/13/25	10,000,000	10,001,800	10,000,000	5.10%	44	0.05
US Agency Note, CUSIP 3130AWLY4	5.125%	07/13/23	06/13/25	5,000,000	5,003,900	5,027,750	2.56%	44	0.03
US Agency Note, CUSIP 3133ERTZ4	4.034%	09/19/24	09/19/25	5,000,000	4,992,700	4,998,340	2.55%	142	0.03
US Treasury Note, CUSIP 91282CJK8	4.625%	11/21/24	11/15/26	5,000,000	5,065,650	5,031,450	2.57%	564	0.03
US Treasury Note, CUSIP 91282CKH3	4.249%	01/24/25	03/31/26	5,000,000	5,024,750	5,014,035	2.56%	335	0.03
Bond and Debt Service Funds									
Pool Accounts									
LSIP Corporate Overnight Plus Fund - GOB Debt Service	4.4710%	N/A	N/A	N/A	11,007,491	11,007,491	5.61%	1	0.06
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	4.4710%	N/A	N/A	N/A	45,935,601	45,935,601	23.43%	1	0.23
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	4.4710%	N/A	N/A	N/A	40,574	40,574	0.02%	1	0.00
TexPool PRIME - 2021 Bond Proceeds	4.4547%	N/A	N/A	N/A	5,646,179	5,646,179	2.88%	1	0.03
Grand Total - Cash, Cash Equivalents, and Investments				\$ 30,000,000	\$ 196,102,515	\$ 196,085,290	100.00%		1.00

Weighted Average to Maturity at Ending Period Date (Days)

ACFR, Note 4			
0.01%	\$ 19,067	Petty cash on hand	0.00
81.17%	159,179,939	Investment pools	0.81
3.48%	6,814,709	Bank deposits - demand deposits	0.03
15.34%	30,088,800	U. S. government securities	0.15
100.00%	\$ 196,102,515	Total cash, cash equivalents, and investments	1.00

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Inventory Holdings Report
April 30, 2025

Description	Annualized Interest Rate	Maturity	Par	3/31/2025 Ending FMV	3/31/2025 Ending Book Value	4/30/2025 Ending FMV	4/30/2025 Ending Book Value	Additions/Subtractions and Change in FMV For the Month	LTD Unrealized Gain/Loss	April Earnings	September through April Earnings
Operating and Capital Projects Reserve Funds											
Demand Deposits											
Credit Cards in Transit	N/A	N/A	\$ N/A	\$ 13,905	\$ 13,905	\$ (43,752)	\$ (43,752)	\$ (57,658)	N/A	\$ N/A	\$ N/A
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	(298,970)	(298,970)	(722,162)	(722,162)	(423,191)	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	2.950%	N/A	N/A	4,870,841	4,870,841	7,602,300	7,602,300	2,731,459	N/A	12,183	106,113
JPMorgan Payroll	N/A	N/A	N/A	(21,184)	(21,184)	(18,193)	(18,193)	2,991	N/A	N/A	N/A
JPMorgan Worker's Comp	N/A	N/A	N/A	(3,794)	(3,794)	(3,484)	(3,484)	310	N/A	N/A	N/A
Petty Cash	N/A	N/A	N/A	18,622	18,622	19,067	19,067	445	N/A	N/A	N/A
Sub Total Demand Deposits			\$ N/A	\$ 4,579,420	\$ 4,579,420	\$ 6,833,776	\$ 6,833,776	\$ 2,254,356	\$ N/A	\$ 12,183	\$ 106,113
Pool Accounts											
TexPool - Operating	4.3355%	N/A	\$ N/A	\$ 675,700	\$ 675,700	\$ 1,009,273	\$ 1,009,273	\$ 333,573	\$ N/A	\$ 3,311	\$ 63,050
TexPool PRIME - Operating	4.4547%	N/A	N/A	20,413,087	20,413,087	15,470,743	15,470,743	(4,942,344)	N/A	57,656	709,858
LSIP Corporate Overnight Plus Fund - Operating Funds	4.4710%	N/A	N/A	82,105,910	82,105,910	67,617,893	67,617,893	(14,488,017)	N/A	282,719	1,452,236
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	4.4710%	N/A	N/A	12,744,788	12,744,788	12,452,185	12,452,185	(292,603)	N/A	46,792	390,888
Sub Total Pool Accounts			\$ N/A	\$ 115,939,485	\$ 115,939,485	\$ 96,550,094	\$ 96,550,094	\$ (19,389,391)	\$ N/A	\$ 390,478	\$ 2,616,033
Investments - Held at BNY Mellon											
US Agency Note, CUSIP 3130ATVD6	4.875%	09/13/24	-	-	-	-	-	-	-	-	21,313
US Agency Note, CUSIP 3130AWGD6	4.690%	06/13/25	10,000,000	10,003,100	10,000,000	10,001,800	10,000,000	(1,300)	1,800	39,083	312,667
US Agency Note, CUSIP 3130AWLY4	5.125%	06/13/25	5,000,000	5,007,300	5,027,750	5,003,900	5,027,750	(3,400)	(23,850)	21,354	170,833
US Agency Note, CUSIP 3133ENEJ5	5.181%	11/18/24	-	-	-	-	-	-	-	-	61,063
US Agency Note, CUSIP 3130AYKY1	4.800%	01/22/25	-	-	-	-	-	-	-	-	106,308
US Agency Note, CUSIP 3133ERTZ4	4.034%	09/19/25	5,000,000	4,992,400	4,998,340	4,992,700	4,998,340	300	(5,640)	16,805	117,497
US Treasury Note, CUSIP 91282CJK8	4.625%	11/15/26	5,000,000	5,050,600	5,031,450	5,065,650	5,031,450	15,050	34,200	19,271	96,354
US Treasury Note, CUSIP 91282CKH3	4.249%	03/31/26	5,000,000	5,020,200	5,014,035	5,024,750	5,014,035	4,550	10,715	18,750	131,250
Sub Total Investments			\$ 30,000,000	\$ 30,073,600	\$ 30,071,575	\$ 30,088,800	\$ 30,071,575	\$ 15,200	\$ 17,225	\$ 115,263	\$ 1,017,284
Sub Total - Operating and Capital Projects Reserve Funds			\$ 30,000,000	\$ 150,592,505	\$ 150,590,480	\$ 133,472,670	\$ 133,455,445	\$ (17,119,835)	\$ 17,225	\$ 517,924	\$ 3,739,430
Bond and Debt Service Funds											
Pool Accounts											
LSIP Corporate Overnight Plus Fund - GOB Debt Service	4.4710%	N/A	N/A	10,533,520	10,533,520	11,007,491	11,007,491	473,971	N/A	39,820	173,232
LSIP Corporate Overnight Plus Fund - 2004 - 2011 Bond Earnings	4.4710%	N/A	N/A	-	-	-	-	-	N/A	-	10
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	4.4710%	N/A	N/A	45,767,417	45,767,417	45,935,601	45,935,601	168,184	N/A	168,184	1,425,331
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	4.4710%	N/A	N/A	502	502	40,574	40,574	40,072	N/A	3,487	22,710
TexPool PRIME - 2021 Bond Proceeds	4.4547%	N/A	N/A	8,138,309	8,138,309	5,646,179	5,646,179	(2,492,130)	N/A	28,264	316,204
Sub Total Pool Accounts			\$ N/A	\$ 64,439,748	\$ 64,439,748	\$ 62,629,845	\$ 62,629,845	\$ (1,809,903)	\$ N/A	\$ 239,756	\$ 1,937,487
Sub Total - Bond and Debt Service Funds			\$ N/A	\$ 64,439,748	\$ 64,439,748	\$ 62,629,845	\$ 62,629,845	\$ (1,809,903)	\$ N/A	\$ 239,756	\$ 1,937,487
Grand Total - Cash, Cash Equivalents, and Investments			\$ 30,000,000	\$ 215,032,253	\$ 215,030,228	\$ 196,102,515	\$ 196,085,290	\$ (18,929,738)	\$ 17,225	\$ 757,680	\$ 5,676,917

San Jacinto College Foundation
Financial Statements
April 2025

San Jacinto College Foundation

Statement of Financial Position

As of April 30, 2025

ASSETS	Current Year	Last Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$2,116,489	\$3,635,020	(\$1,518,531)
Promise (Endowed)	144,283	-	144,283
Total Checking/Savings	2,260,772	3,635,020	(1,374,247)
Accounts Receivables	2,254,718	2,040,000	214,718
Other Current Assets			
Short Term Investments			
Goldman Sachs - Promise (Non-Endowed)	1,045,444	3,625,670	(2,580,226)
Goldman Sachs - Promise (Endowed)	26,911,160	20,500,807	6,410,354
Goldman Sachs - FDN - HOE	312,839	348,878	(36,040)
Goldman Sachs - FDN	15,718,913	16,705,752	(986,839)
Total SJC Short Term Investments	43,988,356	41,181,107	2,807,249
Total Current Assets	48,503,846	46,856,127	1,647,719
TOTAL ASSETS	48,503,846	46,856,127	1,647,719
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	107,026	128,834	(21,808)
Programs Payable	2,030	2,030	-
Endowments Payable	236,936	217,031	19,905
Scholarship Payables	848,415	665,542	182,873
Promise Payables	-	465,815	(465,815)
Student Success Payables	30,716	104,568	(73,852)
Total Accounts Payable	1,225,123	1,583,820	(358,697)
Total Current Liabilities	1,225,123	1,583,820	(358,697)
Total Liabilities	1,225,123	1,583,820	(358,697)
NET ASSETS			
Net Assets Without Donor Restrictions	28,358,466	28,152,697	205,769
Net Assets With Donor Restrictions	19,409,576	15,805,921	3,603,655
Net Assets	47,768,042	43,958,618	3,809,424
Net Income	(489,319)	1,313,689	(1,803,008)
Total Net Assets	47,278,723	45,272,307	2,006,416
TOTAL LIABILITIES & NET ASSETS	\$48,503,846	\$46,856,127	\$1,647,719

San Jacinto College Foundation

Statement of Activities

For the Period Ending April 30, 2025

	Current Year	Last Year	Difference	Foundation Annual Budget	Actual % of Annual Budget
Ordinary Income/Expense					
Income					
Contributions					
Grant Contributions	572,914	252,375	320,539	500,000	115%
Endowments	313,296	189,579	123,718	1,000,000	31%
Program Sponsorship	184,480	246,755	(62,275)	600,000	31%
Unrestricted Foundation	14,519	-	14,519	150,000	10%
Scholarships	449,071	606,331	(157,260)	650,000	69%
Total Contributions	1,534,281	1,295,040	239,241	2,900,000	53%
Other Income					
Special Events	-	478,830	(478,830)		
Investment Income	1,196,893	1,075,623	121,270	3,000,000	
Realized Gain / (Loss)	(69,132)	(32,206)	(36,927)	-	
Unrealized Gain / (Loss)	749,040	2,130,367	(1,381,326)	-	
Total Other Income	1,876,801	3,652,614	(1,775,813)	3,000,000	63%
Total Income	3,411,082	4,947,654	(1,536,572)	5,900,000	58%
Expense					
Programs					
Scholarships Awarded - Promise	2,175,708	2,401,528	(225,819)	3,000,000	73%
Scholarships Awarded - FND	747,636	786,654	(39,018)	1,000,000	75%
Programs Sponsored	802,223	315,365	486,858	400,000	201%
Student Success Initiatives	54,461	57,470	(3,009)	100,000	54%
Total Programs	3,780,028	3,561,016	219,011	4,500,000	84%
Supporting Services					
Bad Debt Expense	-	-	-	3,500	0%
Supporting Services					
Foundation Expenses	96,841	55,211	41,629	189,500	51%
Fundraising Expenses	-	11,411	(11,411)		
Sponsorship Expense	23,533	6,326	17,207	15,000	157%
Total Supporting Services	120,373	72,949	47,425	204,500	59%
Total Expense	3,900,401	3,633,965	266,436	4,708,000	83%
Net Ordinary Income	(489,319)	1,313,689	(1,803,008)	1,192,000	
Other Income / Expenses					
Increase/Decrease in Net Position	(\$489,319)	\$1,313,689	(\$1,803,008)	\$1,192,000	

Capital Improvement Program
April 2025

2015 Bond Program

Report as of April 30, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
731603 - CC Classroom Building	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	120,896	47,308,627	709,136	98.53%
731617 - CC C1 Envelope Upgrade	-	550,000	550,000	-	550,000	-	-	550,000	-
731618 - CC C3 High & Mid Roof Upgrade	-	1,230,000	1,230,000	-	1,230,000	-	-	1,230,000	-
731619 - CC C4 & C42b Roof Coating	-	529,100	529,100	-	529,100	-	-	529,100	-
731620 - CC C12/C13 Roof Upgrade	-	1,778,700	1,778,700	-	1,778,700	-	-	1,778,700	-
Sub-total	47,155,000	3,283,019	50,438,019	1,788,440	52,226,459	120,896	47,308,627	4,796,936	90.82%
North									
Sub-total	-	-	-	-	-	-	-	-	-
South									
733615 - SC S7- S8 Roof Replacement	-	200,000	200,000	-	200,000	-	-	200,000	-
733616 - SC BioManufacturing Program	-	750,000	750,000	-	750,000	16,617	605,211	128,172	82.91%
733619 - SC S15 Roof Coating	-	1,200,000	1,200,000	-	1,200,000	-	-	1,200,000	-
Sub-total	-	2,150,000	2,150,000	-	2,150,000	16,617	605,211	1,528,172	28.92%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(26,420,300)	1,579,700	31,300	1,611,000	368,619	1,180,992	61,389	96.19%
Sub-total	28,000,000	(26,420,300)	1,579,700	31,300	1,611,000	368,619	1,180,992	61,389	96.19%
Generation Park									
736606 - Generation Park Opportunities	-	14,800,000	14,800,000	-	14,800,000	120,725	811,306	13,867,969	6.30%
736616 - Generation Park BioManufacturing Program	-	2,200,000	2,200,000	-	2,200,000	1,070,067	1,090,895	39,037	98.23%
736617 - Generation Park BioManufacturing Equipment	-	3,000,000	3,000,000	-	3,000,000	-	6,394	2,993,606	0.21%
Sub-total	-	20,000,000	20,000,000	-	20,000,000	1,190,792	1,908,595	16,900,613	15.50%
Admin									
76605A - CW Deferred Maintenance Phase I	-	29,107,325	29,107,325	427,385	29,534,710	496,830	27,428,292	1,609,588	94.55%
736610 - CW Deferred Maintenance Phase II	-	7,894,903	7,894,903	-	7,894,903	526,395	4,155,101	3,213,406	59.30%
736615 - DIST FY25 CW Roofing Projects	-	100,000	100,000	-	100,000	12,550	39,450	48,000	52.00%
720100 - Program Management - AECOM	-	11,427,809	11,427,809	(11,404,113)	23,696	23,696	-	-	100.00%
736601 - Contingency	1,166,180	11,158,444	12,324,624	-	12,324,624	-	-	12,324,624	-
Sub-total	1,166,180	59,688,481	60,854,661	(10,976,728)	49,877,933	1,059,472	31,622,843	17,195,618	65.52%
Previously Completed and Closed Projects									
Sub-total	348,678,820	(58,701,200)	289,977,620	9,156,988	299,134,608	-	299,134,608	-	100.00%
TOTALS									
	425,000,000	-	425,000,000	-	425,000,000	2,756,396	381,760,876	40,482,728	90.47%

Center for Biotechnology at Generation Park

Report as of April 30, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park								
736616 GP - BioManufacturing Program (Revenue Bond)	4,000,000	-	4,000,000	4,000,000	-	4,000,000	-	100.00%
736616 GP - BioManufacturing Program (Bond Earnings)	1,900,000	-	1,900,000	1,900,000	-	1,900,000	-	100.00%
736616 GP - BioManufacturing Program (2015 Bond)	1,600,000	600,000	2,200,000	2,200,000	1,070,067	1,090,895	39,037	98.23%
736617 GP - BioManufacturing Equipment - (2015 Bond)	-	3,000,000	3,000,000	3,000,000	-	6,394	2,993,606	0.21%
TOTALS	7,500,000	3,600,000	11,100,000	11,100,000	1,070,067	6,997,290	3,032,643	72.68%

Interest Earnings per Bond Issue

Report as of April 30, 2025

Bond Issue	Prior years Earnings as of 08.31.24	FY25 Interest Earnings	Allocated Earnings	Available Balance
2004-2011 Bond Issue Earnings	4,488,324	10	(4,488,334)	-
2016 & 2019 Bond Issue Earnings	8,505,744	11,578	(8,486,346)	30,977
2021 Bond Issue Earnings	2,776,134	304,626	(2,474,311)	606,450
2022 Bond Issue Earnings	4,509,270	1,425,331	(3,482,854)	2,451,747
2023 Revenue Bond Earnings	17,864	22,710	-	40,574
TOTALS	20,297,336	1,764,255	(18,931,845)	3,129,747

Projects Funded with Bond Interest Earnings

Projects	Allocated Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central					
731615 - CC - C3 Low Roof Replacement	563,932	79,290	468,880	15,762	97.21%
731616 - CC - C5 Roof Upgrade	1,008,201	318,667	496,518	193,016	80.86%
Sub-total	1,572,134	397,957	965,398	208,778	86.72%
North					
732614 - NC - N7, N8 & N9 Roof Replacement	2,115,545	-	1,988,004	127,541	93.97%
732615 - NC - N2 Roof Replacement	1,666,004	907,331	660,600	98,074	94.11%
Sub-total	3,781,549	907,331	2,648,603	225,615	94.03%
South					
733615 - SC - S7 & S9 Roof Replacement	2,319,532	56,010	2,253,806	9,716	99.58%
733617 - SC - S11 Roof Replacement	680,990	4,628	640,716	35,646	94.77%
733618 - SC - S14 Roof Replacement	617,793	596,294	21,499	-	100.00%
Sub-total	3,618,315	656,932	2,916,021	45,362	98.75%
Gen Park					
736616 - GP - BioManufacturing Prg	1,900,000	-	1,900,000	-	100.00%
Sub-total	1,900,000	-	1,900,000	-	100.00%
Plant Support Services					
Salaries & benefits (not capitalized)	614,650	-	614,650	-	100.00%
Sub-total	614,650	-	614,650	-	100.00%
Closed Projects					
Multiple Projects	7,445,197	-	7,445,197	-	100.00%
Sub-total	7,445,197	-	7,445,197	-	100.00%
TOTALS	18,931,845	1,962,220	16,489,870	479,755	97.47%

Future Capital Projects

Report as of April 30, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide								
Sportsfields Upgrades (726505)	-	2,400,000	2,400,000	2,400,000	175,515	552,492	1,671,993	30.33%
Capital Reserve Contingency (726504)	-	10,558,935	10,558,935.00	10,558,935		-	10,558,935	-
TOTALS	-	12,958,935	12,958,935	12,958,935	175,515	552,492	12,230,928	5.62%

Energy Conservation Project - CL442

Report as of April 30, 2025

Project	Base Budget	Budget Adjustments	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide							
E25001 UCRM 1 - LED Lighting Retrofit	-	1,155,562	1,155,562	1,009,334	14,700	131,529	88.62%
E25002 UCRM 2.1b - IDF/MDF Mini Split System	-	94,456	94,456	55,597	38,861	-	100.00%
E25003 UCRM 2.1c - S11 Police Department Split System	-	30,461	30,461	-	30,461	-	100.00%
E25004 UCRM 2.5a - NC Demand Flow Optimization	-	366,904	366,904	118,425	248,479	-	100.00%
E25005 UCRM 2.5b - SC Boiler Optimization	-	77,000	77,000	-	73,150	3,850	95.00%
E25006 UCRM 3 - Retro Commissioning 10 Buildings	-	350,920	350,920	189,000	81,000	80,920	76.94%
E25007 UCRM 4.1 Power Factor Correction	-	16,280	16,280	-	16,280	-	100.00%
E25008 UCRM 5.4a NC Baseball Field Water Recapture	-	411,480	411,480	27,500	-	383,980	6.68%
E25009 UCRM 5.4b SC irrigation System Sub-metering	-	-	-	-	-	-	-
E25010 Utility Assessment Report	-	92,000	92,000	-	92,000	-	100.00%
E25000 - Contingency Lone Star Loan 2025	2,595,063	(2,595,063)	-	-	-	-	-
TOTALS	2,595,063	-	2,595,063	1,399,855	594,930	600,278	76.87%

Repair and Renovation

Report as of April 30, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central								
F25001 CC - CC/EDGE/Maritime Misc. Funds	-	4,768	4,768	4,768	-	4,768	-	100.00%
F25012 CC - C11.1119 MRI Stimulator	-	12,862	12,862	12,862	12,862	-	-	100.00%
F25013 CC - C11.1120 Surgical Lab	-	93,986	93,986	93,986	25,405	-	68,581	27.03%
F25029 CC - C19 Deterrence Barrier	-	22,322	22,322	22,322	22,322	-	-	100.00%
F25030 CC - Misc. Furniture	-	41,008	41,008	41,008	-	41,008	-	100.00%
F25036 CC - C14.246 Storefront	-	17,728	17,728	17,728	17,728	-	-	100.00%
F25040 CC - C19 Vesda Replacement	-	37,115	37,115	37,115	30,929	-	6,186	83.33%
F25045 CC - C27.2302 Furniture & Data	-	7,311	7,311	7,311	7,311	-	-	100.00%
Sub-total	-	237,100	237,100	237,100	116,557	45,776	74,767	68.47%
North								
F25002 NC - NC Misc.Funds	-	10,453	10,453	10,453	1,358	88	9,007	13.83%
F25014 NC - N1 Fine Arts Stage Floor	-	102,867	102,867	102,867	-	102,867	-	100.00%
F25026 NC - Wayfinding	-	40,000	40,000	40,000	-	-	40,000	-
F25044 NC - N7- N10 Fire Alarm Speakers	-	6,974	6,974	6,974	6,974	-	-	100.00%
Sub-total	-	160,294	160,294	160,294	8,332	102,955	49,007	69.43%
South								
F25003 SC - SC Misc. Funds	-	10,000	10,000	10,000	82	9,146	772	92.28%
F25025 SC - SC Wayfinding	-	42,328	42,328	42,328	21,164	21,164	-	100.00%
F25041 SC - S8 Elevator Repair	-	72,291	72,291	72,291	72,241	-	50	99.93%
F25048 SC - S7.160 Conference Table and Chairs	-	3,910	3,910	3,910	1,228	2,682	-	100.00%
F25049 SC - S14 Lab Electrical	-	9,306	9,306	9,306	9,306	-	-	100.00%
Sub-total	-	137,835	137,835	137,835	104,021	32,992	822	99.40%
Maritime								
F25039 MT - Maritime Pool Cover	-	13,200	13,200	13,200	-	13,200	-	100.00%
Sub-total	-	13,200	13,200	13,200	-	13,200	-	100.00%
Generation Park								
F25005 GP - GP Misc. Funds	-	5,000	5,000	5,000	2,302	-	2,698	46.04%
Sub-total	-	5,000	5,000	5,000	2,302	-	2,698	46.04%
District								
F25004 DIST - DC Misc. Funds	-	5,000	5,000	5,000	309	-	4,691	6.18%
F25011 DIST - CW Reupholstering	-	75,891	75,891	75,891	74,265	1,626	-	100.00%
F25023 DIST - CW Safety Signage - PH II	-	60,000	60,000	60,000	8,834	-	51,166	14.72%
F25032 DIST - A1 Front Entrance Kiosk	-	12,330	12,330	12,330	-	12,330	-	100.00%
F25042 DIST - A1.114 Cubicle and Furniture	-	8,002	8,002	8,002	8,002	-	-	100.00%
Sub-total	-	161,223	161,223	161,223	91,410	13,956	55,857	65.35%
Contingency (720700) - Major Repairs	600,000	(598,618)	1,382	1,382	-	-	1,382	-
Sub-total	600,000	(598,618)	1,382	1,382	-	-	1,382	-
Projects Closed								
F25009 CC - C3. 287 One Button Studio	-	19,936	19,936	19,936	-	19,936	-	100.00%
F25017 CC - C19.265 STEM Lab Furniture	-	4,159	4,159	4,159	-	4,159	-	100.00%
F25028 CC - Security Camera Expansion	-	7,833	7,833	7,833	-	7,833	-	100.00%
F25035 CC - C20 ECHS Café Refrigerator	-	2,400	2,400	2,400	-	2,400	-	100.00%
F25007 NC - N8.219 AV English Ste PH II	-	8,526	8,526	8,526	-	8,526	-	100.00%
F25008 NC - N8.152 Data Drop	-	-	-	-	-	-	-	100.00%
F25010 NC - N10.155 IT Office Space	-	31,712	31,712	31,712	-	31,712	-	100.00%
F25034 NC - Baseball Shot Clock Installati	-	5,608	5,608	5,608	-	5,608	-	100.00%
F25027 SC - S11.110A & B Furniture Replacement	-	5,918	5,918	5,918	-	5,918	-	100.00%

Repair and Renovation

Report as of April 30, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Projects Closed								
F25033 SC - Softball Action Clock Install	-	7,130	7,130	7,130	-	7,130	-	100.00%
F25006 GP - G2.221 A&P Lab	-	4,522	4,522	4,522	-	4,522	-	100.00%
F25031 DIST - CW Utility Master Plan	-	5,218	5,218	5,218	-	5,218	-	100.00%
Sub-total	-	102,962	102,962	102,962	-	102,962	-	100.00%
TOTALS	600,000	218,996	818,996	818,996	322,622	311,841	184,533	77.47%

**BOARD BUILDING COMMITTEE
SAN JACINTO COMMUNITY COLLEGE DISTRICT
May 20, 2025**

Members Present: Dr. Michelle Cantú-Wilson, Dan Mims, John Moon Jr., and Salvador Serrano Jr.

Members Absent: None

Other Trustees Present: None

Others Present: Dianne Duron, Damon Harris, Brenda Hellyer, Carin Hutchins, Bryan Jones, Deborah Paulson, Genie Scholes, Charles Smith, and Bianca Torres

- I. John Moon Jr. called the meeting to order at 4:01 p.m.
- II. Roll call of the Committee members was taken by John Moon Jr.:
 - Dr. Michelle Cantú-Wilson, Present
 - John Moon, Jr., Present
 - Salvador Serrano Jr., Present
 - Dan Mims (Ex-officio member), Present
- III. Approval of Minutes from the January 14, 2025, Building Committee meeting was completed. Motion was made by M. Cantú-Wilson to accept the minutes and seconded by S. Serrano Jr.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Discussion led by Chuck Smith)
 - Bond Funds
 - Consideration of Delegation of Authority to Contract for the Softball Outbuilding and Dugouts at the South Campus
 - This item requests approval for the Chancellor or her designee to negotiate and approve a contract with the firm that provides the best value for the South Campus softball outbuilding and dugouts.
 - In February 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or renovation project. On April 29, 2025, the Chancellor’s designee approved the competitive sealed proposals (CSP) methodology for the South Campus softball outbuilding and dugouts. Detailed project plans and specifications developed by Huitt-Zollars, Inc. were used as part of the documentation required for public solicitation of construction proposals.
 - Approval of this request will allow the Chancellor to award a contract for the replacement of two existing plywood dugouts and the proposed 1,400 square foot (SF) outbuilding.
 - M. Cantú-Wilson asked about the life expectancy of the dugouts.
 - C. Smith responded 40 to 60 years.

- Consideration of Delegation of Authority to Contract for Pavement Repairs at the South Campus
 - This item requests approval for the Chancellor or her designee to negotiate and approve a contract with the firm that provides the best value for pavement repairs at the South Campus.
 - In February 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or renovation project. On May 7, 2025, the Chancellor’s designee approved the competitive sealed proposals (CSP) methodology for pavement repair. Detailed project plans and specifications developed by Walter P. Moore & Associates, Inc. will be used as part of the documentation package required for public solicitation of construction proposals.
 - CSP #25-33 was issued on May 14, 2025, to solicit construction services for this project in accordance with the Texas Government Code §2269.151. Each response received will be evaluated by a team comprised of representatives from capital projects, facilities, and Walter P. Moore & Associates, Inc. The evaluation and ranking of the submittals will be based on criteria published in the solicitation.
 - Approval of this request will allow the Chancellor to award a contract to replace approximately 1,100 linear feet (LF) of asphalt paving on Rick Schneider Boulevard with concrete, and overlay parking lots P7 and P9a with asphalt to improve drainage conditions.
 - There were no questions on this delegation.
- Consideration of Approval of Additional Funds for Architectural Services
 - This item requests approval for the expenditure of additional funds for architectural services from Huitt-Zollars, Inc. for capital projects.
 - The Board approved expenditures to Huitt-Zollars, Inc. for architectural services for the 2024-2025 fiscal year in August 2024 and January 2025, totaling \$430,500. This request will increase the approved amount by \$200,000 to a total expenditure of \$630,500 for the 2024-2025 fiscal year. This expenditure will be funded from the 2015 Capital Improvement Program Bond Deferred Maintenance line.
 - Approval of this request will allow roofing condition assessments to be used to establish priorities of work and anticipated budgets for each project. This will enable mid-range planning and reduce the overall cost of roofing replacement and incidental repairs due to roof leaks.
 - M. Cantú-Wilson asked what a roof upgrade involved.
 - C. Smith explained the different types of roof upgrades.
- Consideration of Approval of Allocation of Capital Project Funds
 - This item requests approval of an allocation from the 2015 Bond Contingency account to fund capital projects.
 - Approval of this budget allocation will allow College staff to execute the required repairs to the North Campus Welcome Center (N6), replacing the

original cork flooring with new porcelain tile and walk-off grates, and replacing the electrical distribution switchboards in three buildings at the South Campus. These projects are not expected to exceed \$560,000.

➤ There were no questions on allocation of Capital Project Funds.

V. Bond Funds (Reported by Charles Smith)

○ Safety Metrics

- Zero safety incidents were reported.

○ Progress Updates

1. Central Campus - Music Building (C5) Envelope Repair

- The roof has been coated with silicone sealant, extending its life by an additional 20 years.
- The entire building has been waterproofed, and a nonskid walkway and yellow warning lines have been added for the safety of employees working on the roof.
- The trees touching the upgraded roof will be topped or cut down and replaced with lower-level shrubs to protect the investment.

➤ M. Cantú-Wilson asked where the new skylight was located.

➤ C. Smith replied that it is in the Music Building, C5.

2. Central Campus - McCollum Administration Building (C3) Roof Upgrades

- The project is complete.
- The interior roof drains on sections of the roof with exterior downspouts were replaced to protect the foundation.
- The College also added metal panel trim, fascia panels, insulation, and a new 30-year roof.

➤ There were no questions on this item.

3. Central Campus - Interactive Learning Center (C1) Envelope Upgrade

- The College is in the process of comparing the life-cycle cost implications of the different alternatives for roof upgrade construction. This will provide information to make a recommendation on the best path forward for the remainder of the roof.
- Recurring water filtration issues in the rotunda and in the clerestory windows on either end of the building have been identified.

➤ M. Cantú-Wilson asked if the rotunda design was not sustainable would the College try to preserve the identity through a similar design.

➤ C. Smith replied that the College will always try to honor the building and campus architectural identity.

4. Central Campus - Allied Health Sciences (C11) Roof Repair

- Numerous roof leaks were identified and will be repaired by the

manufacturer at the manufacturer's expense. These will carry a five-year warranty agreement.

- M. Cantú-Wilson asked how long it took the manufacturers to agree to fix the roof.
- C. Smith responded five years and explained how the College was doing its part in reporting roof issues. He referenced the issuance of a legal notice, and then the manufacturer responded.

5. North Campus Electrical Upgrade

- The project is complete.
- Overhead powerlines have been removed.
- The natural gas entry to the central plant was reconstructed.
- The transformers and low voltage panel boards at both the Student Center and the Early College High School were replaced.
- These upgrades have a projected lifespan of 40 years.

- There were no questions on the allocation of Capital Project Funds.

6. North Campus - Burlison Classroom Building (N7) Foundation Repair

- In January, the Board approved \$550,000 in repair funds to level the floor and replace the underground plumbing.
- This project will begin the first two phases of work starting June 2, 2025.
- Raising the floor to access the plumbing will likely cause new damage, which will need to be repaired as part of the repair process.

- B. Hellyer asked if this work can be done before the fall semester starts.
- C. Smith replied yes, if the remaining repairs do not exceed the budget, Construction will have it complete by the fall semester.
- S. Serrano asked if we have been communicating this information to Dr. Moore, the superintendent of Galena Park ISD.
- B. Hellyer replied yes, and she also notified a Galena Park ISD Board member during a conversation at a community event.

7. North Campus - Welcome Center (N6)

- The cork floor has been damaged from years of wear and tear and ultraviolet light and by the contractors who recently renovated the admission suite and lobby. The original product is no longer manufactured, and repair attempts were unsuccessful. The contractors have given the College a credit of \$32,000 in lieu of attempting to repair.
- The best life cycle option would be to replace the existing cork floor with a tile floor. The tile floor is projected to cost \$110,000 more than the repair of the cork, but it will be a 40-year solution.

- B. Hellyer asked if the proposed floor replacement cost was approved earlier.
- C. Smith stated that it was one of the two projects the College asked the Board to approve.

8. North Campus - Walkway
 - A walk-through of the site along Uvalde with Harris County took place on January 6, 2025.
 - Administration submitted a letter of support for Harris County Precinct One's application to Texas Department of Transportation to extend public sidewalks along Wallisville Road.
 - Texas Department of Transportation funding announcements are expected in October 2025.
 - This walkway extension would connect the College with an existing, but currently stalled, Uvalde Road walkway project. No clear updates from Precinct Two or Commissioner Garcia's office have been received, and the County is reportedly still negotiating with the engineering firm.
 - B. Hellyer asked if the communication is from Commissioner Garcia's office.
 - M. Cantú-Wilson replied yes, its Precinct 2.
 - C. Smith stated he has been in contact with them, and the County is negotiating with the engineering firm.
9. North Campus - Interactive Learning Center (N2) Re-Roof
 - The contract was approved in January 2025; work commenced immediately with the removal of the old roof.
 - Installation included fastening insulation layers, applying cover boards which protect against hail providing a flat base, and installing roofing membrane.
 - Roof drainage redesign was limited due to structural constraints. Instead of reversing the slope, drains are now redirected externally to reduce the risk of hidden water damage.
10. South Campus - Academic Wing - North (S7), Academic Wing - South (S9), Jones Classroom Building (S13) Solar Photovoltaics
 - This project was delayed by internal team adjustments and a key vendor ceasing operations due to its founder's death.
 - Strategic demand management during the Four Coincidental-Peaks Demand periods is helping to lower peak demand charges, reducing long-term utility costs.
 - A new instrumentation consultant is now on site; final submission to CenterPoint Energy is expected in June 2025.
 - Energy usage comparison graphs were shared, highlighting reduced consumption from solar implementation conducted at the Central Campus.
 - B. Hellyer asked if the College is using the same technology plan at both campuses.
 - C. Smith stated the College is using the exact same technology plan.
 - M. Cantú-Wilson asked if the Center Point demands are only from summer and early fall.

- C. Smith explained how Center Point looks at retroactively the highest usage 15 minutes from the months of June through September.

11. South Campus - Deferred Maintenance Electrical

- The replacement of 42-year-old electrical panels (S9 & S7) at South Campus was initiated due to aging infrastructure and long lead times.
- The request was approved for \$350,000.

12. South Campus - HVAC Technology Building (S14) Roof Replacement

- Roof replacement for the S14 building roof is underway with standing seam metal type offering a 40-year life.

13. South Campus - Marie Flickinger Building (S15) Roof Coating

- Roof coating was paused due to flashing-related leaks. Building envelope consultants are reviewing non-invasive alternatives.

14. Generation Park - Center for Biotechnology (G9)

- Exterior construction is nearly complete, and signage installation is planned for this week.
- Interior finishes are mostly complete with a few punch list items remaining.
- Clean room and supergraphics are ongoing.
- The College will take possession of the building this week, but it will not be turned over to the BioTech program until next month due to flooring and locker delays.

15. Maritime - Training Pool (M2) Pool Heater and Chiller

- This project is ongoing.
- Intumescent coating is being removed and replaced with urethane-based fireproofing and completion expected in June 2025.
- The repair of faulty fireproofing insulation is progressing, with no cost to the College due to warranty responsibility.

- B. Hellyer asked if Tellepsen is paying for the fireproofing repairs.

- C. Smith said Tellepsen and their fireproofing subcontractor are completing the work.

○ Additional Comments and Questions

- B. Hellyer asked about the elevator warranty issues at C16 Anderson-Ball Classroom Building.

- C. Smith stated that Tellepsen hired ETS to repair the elevator and gave the College a one-year warranty. There have been no new issues recently reported.

- B. Hellyer asked if the current purchase request for the outbuildings and dugouts will complete the sports renovations.

- C. Smith replied yes for softball but not for baseball. There are still some scope items for baseball such as the conversion of the former outdoor

batting cage to covered storage that need to be procured.

○ Financial Updates

- 2015 Bond Funds: \$12M remains in contingency.
- Center for Biotechnology project is over in the construction budget by \$41,000, but the equipment budget remains healthy.
- Bond Interest Earnings Strategy:
 - Due to higher interest rates (up to 4%) on unspent bond funds, the team anticipates potential arbitrage liability.
 - Previously, Bond Interest Earnings were treated as "found money" and used to fund deferred maintenance while preserving principal.
 - Interest Earnings will now be held in reserve to cover any potential liability from arbitrage when the official calculations are completed in February 2026 and 2027.
- Future Capital Projects - Report was presented without questions.
- SECO LoanSTAR - Report was presented without questions.
 - B. Hellyer stated Carin has arbitrage calculations that a consultant provided to the College, and she will present those at the next Finance Committee Meeting.
 - C. Hutchins responded the College will recalculate the liability closer to the year-end so the most current number will be available for the financial statements and external auditors.

○ Operating Funds (Reported by Bryan Jones)

- Safety Metrics
 - Zero safety accidents or incidents were reported.
- Schedule Updates
 - An overview of the current minor projects was presented without questions.
- Progress Updates
 - 50 minor projects have been recorded to date.
 - Scaling back on housekeeping staffing during summer has saved the College an estimated \$121,000.
 - Scaling back on contractors due to certifications held by our new Life Safety Fire Systems Manager has saved the College a projected \$142,000 by assisting with inspections, plumbing, and various regulatory tasks.
 - Facilities Services has teamed up with San Jacinto College's Construction Department on multiple capital projects to complete work that would otherwise require outside contractors.
- Financial Updates
 - Repair and Renovation Report was presented with no further comments or questions.
 - B. Hellyer asked about retirements in Facilities.
 - B. Jones replied he spoke with C. Hutchins about working on succession

May 20, 2025, Board Building Committee Meeting Minutes – Final after Committee approval at next meeting

planning and business continuity.

- VI. Status of Delegation of Authority
 - Reviewed status of delegated purchases.
- VII. Adjournment – The meeting adjourned at 5:01 p.m.

May 20, 2025, Board Finance Committee Meeting Minutes – Final after Committee approval at next meeting

**BOARD FINANCE COMMITTEE
SAN JACINTO COMMUNITY COLLEGE DISTRICT
May 20, 2025**

Members Present: Dan Mims, Erica Davis Rouse, and Larry Wilson

Members Absent: Keith Sinor

Other Trustees Present: None

Others Present: Brenda Hellyer, Carin Hutchins, Linda Torres, Dianne Duron, and Shawna Pina

- I. The meeting was called to order at 5:07 p.m. by Erica Davis Rouse, who was standing in for Keith Sinor, Committee Chair.
- II. Roll Call of the Committee Members
 - Dan Mims (Ex-officio member), present
 - Erica Davis Rouse, present
 - Larry Wilson, present
 - Keith Sinor, Committee Chair, absent
- III. Approval of Minutes from February 20, 2024, Board Finance Committee Meeting
 - E. Davis Rouse presented the minutes from the February 20, 2024, Board Finance Committee meeting.
 - A motion was made by L. Wilson and seconded by D. Mims to accept the minutes as presented.
 - B. Hellyer suggested having meetings at least quarterly and continuing with the Board Workshop in August of each year and everyone agreed.
- IV. Review and Discussion of Internal Audit Reports:
 - L. Torres, Executive Director of Internal Audit, updated the Board Finance Committee (Committee) regarding the status of completion of corrective action plans and the completion of four new audit reports.
 - L. Torres updated the Committee on the San Jacinto College Promise (Promise) Program. She noted there are no reconciliations between what is invoiced to the San Jacinto College Foundation (Foundation) and payments received by the College. L. Torres explained that a plan has been put in place to reconcile invoices, and a new fund has been set up in Banner for the Promise Program. L. Torres notified the Committee that it's the responsibility of the Internal Audit Department to monitor the implementation of corrective action plans; therefore, the team will review the progress and provide periodic status reports to management. These reports will

May 20, 2025, Board Finance Committee Meeting Minutes – Final after Committee approval at next meeting

identify the status of the corrective actions in accordance with the timelines provided within this audit report.

- L. Torres updated the Committee on the National Junior College Athletic Association (NJCAA) Student Eligibility Compliance Audit which found the College is compliant with NJCAA student eligibility regulations. As a result, no reportable observations were made during this audit.
- L. Torres updated the Committee on the Facilities Fleet Management Audit Report. The College leases vehicles from Enterprise. The current contract on file for leasing of fleet vehicles is incomplete and missing information surrounding terms and conditions. L. Torres also stated the current method utilized to dispose of College-owned Facilities fleet vehicles are not conducted in accordance with established College procedure. Vehicle maintenance records have not been consistently retained and entered into San Jacinto College's maintenance work order system, and there is no method of tracking trailers. L. Torres suggested improvements be made to strengthen existing controls and procedures. It is the responsibility of the Internal Audit Department to monitor the implementation of corrective action plans; therefore, the team will review the progress and provide periodic status reports to management. These reports will identify the status of the corrective actions in accordance with the timelines provided within this report.
- B. Hellyer asked if L. Torres was able to get the contracts from the State that included the missing documents, and she stated that even the copy the State had was missing the same pages.
- L. Torres updated the Committee on the Senate Bill 17 (SB 17) Compliance Audit. The College was found to be in compliance with SB 17 based on the scope of the review which included policies, procedures, and hiring practices.
- L. Torres updated the Committee on the Culinary Arts Departmental Audit which was a follow up to the original audit performed in June 2023. The June 2023 audit found there was a lack of procedures and documentation surrounding catering events performed by Culinary Arts personnel and students. Internal Audit recommended the development of documented catering procedures to include documentation standards for all events. Although catering procedures have been drafted and are acceptable, culinary events that have occurred since the corrective action plan completion date have not adhered to the documentation requirements of these procedures.
- B. Hellyer stated she would talk with Dr. Alexander Okwonna and the documentation requirements for catering events will be implemented by the fall semester.
- L. Torres updated the Committee on a Dual Credit Billings Audit that was originally performed in February 2023 with follow-up reports that were completed in June 2024 and January 2025. L. Torres observed that forms created for the codification of the third-party dual credit billing arrangements were not consistently submitted to external entities for verification and retained by the College. The forms are now requested annually and integrated into Memorandum of Understandings (MOUs) based on the follow up audit completed in January 2025.
- L. Torres updated the Committee on the Dual Credit MOUs Audit. The original audit was completed in May 2022 and the follow up audits were performed in June 2024 and January 2025. L. Torres stated that although the College has partnerships

May 20, 2025, Board Finance Committee Meeting Minutes – Final after Committee approval at next meeting

with nine area private high schools, as well as home school students, there were no MOUs in place with these entities. The Dual Credit department agreed to the proposed recommendations and developed MOUs for all listed private schools. The single home school template for all home school students was also developed and will be reviewed and recommend for approval by the Board of Trustees at the June 2, 2025, regular meeting.

- L. Torres updated the Committee on the Automotive Technology Vehicle Inventory Follow-Up Audit. She stated the only recommendation still outstanding is related to a donated fire truck. It is no longer being used and needs to be removed from Central Campus, but she didn't want to hold the entire audit open pending the truck's disposal.
- B. Hellyer suggested trying to find someone to haul it off and scrap it. C. Hutchins will follow up and ensure the fire truck is disposed of properly.
- D. Mims told L. Torres that she and her team put a lot of work and effort into these reports, and he wants to make sure the Board is providing the feedback she needs from them. L. Torres explained to D. Mims and the Committee that her goal is to make sure everyone is comfortable with the reports and to answer any questions they may have. It was agreed that L. Torres will continue emailing the reports to the members of the Committee when completed, any questions will be submitted to B. Hellyer, and they will be reviewed at the planned quarterly Committee meetings discussed earlier in item III above.

V. Review and Discuss Arbitrage Rebate Calculation

- Arbitrage in the context of tax-exempt bonds refers to the practice of borrowing at tax-exempt interest rates and investing the proceeds in higher-yielding taxable investments. The IRS strictly regulates this through arbitrage rules under the Internal Revenue Code (Sections 103 and 148), and issuers must calculate and rebate any excess earnings (arbitrage profits) to the federal government.
- Positive arbitrage occurs when investment yields are higher than bond yields, and negative arbitrage occurs in the opposite situation. The College had not been in a positive arbitrage situation prior to the 2021 and 2022 issues.
- Due to the current interest rate environment, administration requested the calculations be performed ahead of their due dates of 2/18/26 and 2/17/27 to record any resultant liability before year end.
- The College has the option of paying the liability early. There is not a requirement to do so, and doing so would cause the College to miss out on allowable interest earnings.
- The arbitrage liabilities of approximately \$563,000 (for the 2021 issue) and \$2.643M (for the 2022 issue) will be recorded in the restricted fund in May. The amounts may change as we plan to have a recalculation in July 2025 to align better with the College fiscal year end.
- The calculations are complex, so a consulting firm, PFM Asset Management, has been engaged to perform the arbitrage calculation.
- To minimize the arbitrage liability, PFM Asset Management has recommended that

May 20, 2025, Board Finance Committee Meeting Minutes – Final after Committee approval at next meeting

the College invest the remaining bond proceeds in Demand Deposit State and Local Government Series (SLGS) securities, which are variable rate U.S. Treasury securities exempt from both yield restriction and arbitrage rebate. Bond proceeds invested in SLGS create the opportunity to potentially earn and keep more positive arbitrage. Once the SLGS rate dips below 2.21% the balance can be redeemed to purchase another investment, if desired. As bond-related expenditures are incurred, redemption requests can be submitted at any time.

- B. Hellyer asked if we need a delegation to move forward with investing the bond proceeds in SLGS.
- C. Hutchins noted that she would determine if the Board of Trustees need to take any action for the College to invest the bond proceeds in SLGS.
- E. Davis Rouse stated this seems to be straightforward and asked why we were not using this investment to begin with.
- C. Hutchins and D. Duron stated that the required investment training had not referenced this option, and the recommendation from PFM Asset Management came forward as they completed the arbitrage calculations. They also recommended the College not pay the IRS early, and there are no penalties assessed as long as the liability is paid by the due date. Administration will discuss the strategy and liability in more detail at the budget retreat with the full Board of Trustees in July 2025.

VI: Adjournment

- The meeting adjourned at 5:50 p.m.

Action Item “IX”
Regular Board Meeting June 2, 2025

Statement of Officer and Oath of Office Administered to Recently Elected Trustee

ADMINISTRATION RECOMMENDATION/REPORT

No administrative recommendation is required. The Oath of Office will be administered to re-elected Trustee Mr. Larry Wilson for Trustee Position Four (4).

BACKGROUND

In accordance with Texas Election Code Section 3.004(b), the Board of Trustees, on January 27, 2025, authorized the execution of an Order for Election of San Jacinto Community College District Trustees for a six-year term for Trustee Position Four (4). The election was scheduled to be held on May 3, 2025, with candidates filing from January 15, 2025, through February 14, 2025. The eligible candidates who filed for Position 4 were incumbent Larry Wilson and Oscar Del Toro.

The election occurred on May 3, 2025, with the unofficial results announced by the College on May 5. Official canvass results were received from the Harris County Elections Office, with whom the College engaged in a joint election, on May 12, 2025. On May 13, 2025, the Board of Trustees in accordance with Section 67.004 of the Texas Election Code, accepted the canvass results provided by Harris County.

The trustees-elect will be sworn into their elected position today, June 2, 2025, which is after the official canvassing date.

BUDGET INFORMATION

None

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

The new trustee will complete the following:
Attachment 1 – Statement of Officer, Larry Wilson
Attachment 2 – Oath of Office, Larry Wilson

RESOURCE PERSONNEL

Brenda Hellyer 281-998-6100 brenda.hellyer@sjcd.edu

Form #2201 Rev. 05/2020
Submit to:
SECRETARY OF STATE
Government Filings
Section P O Box 12887
Austin, TX 78711-2887
512-463-6334
512-463-5569 - Fax
Filing Fee: None



STATEMENT OF OFFICER

Statement

I, Larry Wilson, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: _____
San Jacinto Community College Board of Trustees Position 4

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: June 2, 2025

Signature of Officer

Form #2204 Rev 9/2017

This space reserved for office use

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Larry Wilson, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of San Jacinto Community College Board of Trustees Position 4 of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of _____

County of _____

Sworn to and subscribed before me on this _____ day of _____, 20____.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Printed or Typed Name

Action Item “X”
Regular Board Meeting June 2, 2025
Consideration of Approval of the Vision Statement, Mission Statement,
and 2025-2030 Strategic Plan and Reaffirmation of the Values

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the Vision Statement, Mission Statement, and 2025-2030 Strategic Plan. Additionally, the administration recommends the reaffirmation of the College’s seven values.

BACKGROUND

The Board of Trustees approved the College’s 2019-2024 Strategic Plan including the Vision Statement, Mission Statement, Values, and Underlying Assumptions on May 6, 2019. Revisions to the 2019-2024 Strategic Plan were approved by the Board of Trustees on December 4, 2023. This plan has been an evolving and working document utilized to build alignment of the College’s Annual Priorities and budget allocation processes with the Strategic Goals and Strategies defined in the plan. The current plan expires with the conclusion of the current fiscal year which began on September 1, 2024, and ends August 31, 2025.

The process to develop the 2025-2030 Strategic Plan began in fall 2024 through discussions with the Board of Trustees and the Strategic Leadership Team (SLT). Through this process, it was determined that the College’s Values continue to anchor the expectations of how all members and employees of the College community should operate and conduct themselves as all strive to support the success of every student, employee, partner, and the community. Consequently, no changes were recommended for the seven values of Integrity, Inclusivity, Collaboration, Innovation, Accountability, Sense of Community, and Excellence. It was also concluded that the remaining components of the strategic plan should be simplified.

To begin the process, the SLT drafted several versions of the various components of the strategic plan including the Vision Statement, Mission Statement, and Strategic Goals. As the process developed the Strategic Goals built on the letters of the word “BOLD.” At College Community Day held on February 6, 2025, all full-time employees were asked to participate in an anonymous polling activity to gather their input on the proposed Vision and Mission Statements, and four strategic goals. Additionally, participants were asked to provide a word describing San Jacinto College and one to describe “BOLD at San Jacinto College.” Participants were also provided one open-ended question to provide additional feedback.

The input from the polling activity was summarized and reviewed with the Board of Trustees at a Strategic Planning Retreat held on February 19, 2025. Board members provided feedback and changes for the various components of the plan and the next steps of the development process. Following Board input and revisions, additional work sessions and discussions were conducted with the SLT, members of their teams, and other stakeholders. Additionally, feedback from student surveys and data reviews informed gaps and opportunities.

Action Item “X”
Regular Board Meeting June 2, 2025
Consideration of Approval of the Vision Statement, Mission Statement,
and 2025-2030 Strategic Plan and Reaffirmation of the Values

The proposed components of the 2025-2030 Strategic Plan align with the changing educational and legislative landscape impacting the work of the College and the continued focus on serving a broad population of students, business and industry partners, and community members. The mission and vision statements reflect the College’s role in changing lives and setting the standard for educational excellence, economic growth, and social mobility.

The Strategic Plan will be put into action with the development of the annual priorities and the alignment of the budget allocation process to advance the strategies, priorities, and work required to achieve the College’s Strategic Goals. The way in which annual priorities are organized is under review in an effort to streamline the priorities, coordinate work among all divisions across the College, and create a document that reflects completed work, new initiatives, and ongoing work.

The proposed Strategic Goals build on the letters: **BE BOLD**

B – Break barriers to life-changing opportunities

O – Optimize services, systems, and instructional programs

L – Leverage partnerships to create innovative programs and promote success

D – Demonstrate a culture of belonging and excellence

Three broad strategies or priorities have been developed under each Strategic Goal. With the Board’s approval of the plan, the SLT members will begin finalizing the annual actions for fiscal year 2025-2026. Additionally, the appropriate actions and objectives will be evaluated, developed, and aligned to assess progress on the goals and plan. Following the Board’s approval, the College’s marketing team will draft formal presentation documents and materials.

IMPACT OF THIS ACTION

This action will approve the new Vision Statement, Mission Statement, and 2025-2030 Strategic Plan including the Strategic Goals and Priorities. These foundational items will continue to be shared with the San Jacinto College community including a more formal roll-out in August 2025 during College Community Week. The Board’s approval of these items will allow the SLT, Strategic Leadership Communication Council (SLCC), and employees to develop the College’s 2025-2026 Annual Actions. The Annual Actions will align the work of the employees with the College’s Values, Vision, Mission, and Strategic Plan and will guide the development of individual performance plans for all full-time employees.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The College will continue to focus its budget efforts to advance the Strategic Plan while maintaining a commitment to fiscal sustainability. The 2025-2026 budget is in development and will allocate resources to advance the Strategic Plan and Annual Actions of the College.

Action Item “X”
Regular Board Meeting June 2, 2025
Consideration of Approval of the Vision Statement, Mission Statement,
and 2025-2030 Strategic Plan and Reaffirmation of the Values

The SLT is critically aware that some areas will require additional resources and is committed to repurposing the budget for the current and future years to accomplish these outcomes. The Strategic Plan and future budgets should be aligned.

MONITORING AND REPORTING TIMELINE

Regular monitoring will occur by the SLT and periodic updates will be presented to the Board of Trustees.

ATTACHMENTS

Attachment 1 – Values

Attachment 2 – Vision and Mission Statements

Attachment 3 – 2025-2030 Strategic Goals and Priorities

RESOURCE PERSONNEL

Brenda Hellyer

281-998-6100

brenda.hellyer@sjcd.edu

Values

Integrity: We Act Honorably and Ethically

“We conduct ourselves in ways that are professional, instill confidence, and promote trust.”

Inclusivity: We Grow through Understanding

“We respect and learn from the diversity of our cultures, experiences, and perspectives.”

Collaboration: We Are Stronger Together

“We believe in the power of working together.”

Innovation: We Embrace New Possibilities

“We anticipate change, explore opportunities, and create continuously evolving solutions.”

Accountability: We Are Responsible Individually and Collectively

“We take ownership for our commitments and outcomes.”

Sense of Community: We Care for Those We Serve

“We demonstrate concern for the well-being and success of our students, our communities, and our people.”

Excellence: We Strive for Outstanding Results

“We take risks, we assess our work, and we aspire to improve the quality of everything we do.”

Attachment 2

Vision

Together with our community members and business and industry partners, San Jacinto College sets the standard for educational excellence, economic growth, and social mobility characterized by innovation and responsiveness.

Mission

We change lives through education, community engagement, and partnerships.

Strategic Goals: **Be Bold**

B

Break barriers to life-changing opportunities

1. Expand access to education for a broader range of students
2. Connect students to support networks and programs that address their highest areas of need
3. Grow financial aid programs that support students from entry to completion

O

Optimize services, systems, and instructional programs

1. Establish clear and concise pathways that align with student employment, transfer, and personal goals
2. Advance student success through quality advising, instruction, and support
3. Use data and systems analysis to improve program and institutional outcomes

L

Leverage partnerships to create innovative programs and promote success

1. Build engaged learning environments and tailor teaching modalities and tools to meet the diverse learning needs of our students
2. Leverage and expand workforce, university, and community partnerships to enhance quality and increase opportunities for student success
3. Cultivate partnerships that advance social and economic prosperity for students and communities

D

Demonstrate a culture of belonging and excellence

1. Create a college culture and climate that welcomes our students and employees
2. Recruit, develop, and retain employees to serve our students and community in exceptional ways
3. Invest in our people and infrastructure, so all employees can thrive as they support student success

Action Item “XI”
Regular Board Meeting June 2, 2025

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

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

Federal, state, and local grants/contracts may require amendments for receipt of newly awarded grants or changes to existing grants/contracts. These amendments should be processed in a timely manner to provide access to funding to meet the objectives set forth within the grant/contract requirements. This budget amendment request includes additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants/contracts received during the month of May 2025.

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 \$15,000 so the net impact on the College budget is zero.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1- Budget Amendments - 06-02-25

Attachment 2- Grant/Contract Detail- 06-02-25

RESOURCE PERSONNEL

Carin Hutchins

281-998-6306

carin.hutchins@sjcd.edu

Tomoko Olson

281-998-6146

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SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant/Contract Amendments
June 2, 2025

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education/Jobs for the Future, Inc. (JFF) - Increasing Dual Enrollment Access and Success (IDEAS) (Additional Funds)</u>					
Federal Grant Revenue	538484	56700	554100	110000	(10,000)
Contractual Services	538484	56700	731000	460913	10,000
					\$ -
<u>Texas Higher Education Foundation - Course Sharing Mentor Institution (Additional Funds)</u>					
State Contract Revenue	245144	46275	552300	110000	(5,000)
Operating Supplies Consumable	245144	46275	711410	420300	5,000
					-
Net Increase (Decrease)					\$ -

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

Grant Funding Summary by Agency:

U.S. Department of Education	\$	10,000
Texas Higher Education Coordinating Board		5,000
	\$	15,000

June 2, 2025, Board Book – Grant/Contract Amendments Detail List

U.S. Department of Education/Jobs for the Future, Inc. (JFF) - Increasing Dual Enrollment Access and Success (IDEAS) (Additional Funds)

The IDEAS project will expand access to dual enrollment and improve educational outcomes for students across the country by designing and implementing a groundbreaking model for Dual Enrollment Hubs (Hubs) that are embedded within community colleges and serve multiple high schools. Over the course of the five-year IDEAS grant period, San Jacinto College will receive and participate in technical assistance, serve as implementation sites for the Hubs, provide JFF and the American Institutes for Research (AIR) with relevant data, and ultimately serve more dual enrollment students.

Texas Higher Education Foundation - Course Sharing Mentor Institution (Additional Funds)

The purpose of this amendment is for the College to continue to assist and provide guidance to the Texas Higher Education Foundation, for the benefit of the Texas Higher Education Coordinating Board (THECB), in the expansion of the statewide Course Sharing program and to serve as a mentor for institutions that will join the Course Sharing program in the future.

**Action Item “XII”
Regular Board Meeting June 2, 2025
Consideration of Approval of Allocation of Capital Project Funds**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an allocation from the 2015 Bond Contingency account to fund capital projects.

BACKGROUND

In December 2020, the Board approved the initial allocation of 2015 Bond Contingency funds toward a package of Deferred Maintenance projects. Through April 30, 2025, \$42.8 million of bond contingency has been allocated in multiple tranches toward specific deferred maintenance projects. Such projects typically extend the life of the College’s physical assets and/or improve the quality of those assets.

The current request is for two projects: 1) The replacement of deteriorated flooring in the North Campus Welcome Center (N6) that was further damaged by renovations to the Welcome Center earlier this year, and 2) The end-of-life replacement of the switchboards servicing the South Campus Academic Wing-North (S7), Academic Wing-South (S9), and Student Center/Bookstore (S11).

IMPACT OF THIS ACTION

Approval of this budget allocation will allow College staff to execute the required repairs to N6, replacing the original cork flooring with new porcelain tile and walk-off grates, and replace the switchboards in the South Campus buildings.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

These projects are not expected to exceed \$560,000.

MONITORING AND REPORTING TIMELINE

Capital projects staff provide on-going management and monitoring of construction activities, which are included in monthly financial reports to the Board of Trustees and periodic reports to the Board of Trustees.

ATTACHMENTS

Attachment 1 – Budget Allocation

RESOURCE PERSONNEL

Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Chuck Smith	281-998-6341	charles.smith@sjcd.edu

Attachment 1 – Budget Allocation

<u>Item</u>	<u>2015 Bond Contingency</u>
Beginning Balance	\$12,324,637
N6 Flooring Replacement	(210,000)
S7, S9, and S11 Switchboard Replacements	(350,000)
Ending Balance	<u>\$11,764,637</u>

Action Item “XIII”
Regular Board Meeting June 2, 2025

Consideration of Approval of Allocation of Aspen Institute Award to the San Jacinto College Foundation in Support of the Promise @ San Jac Scholarship Program

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the allocation of the College’s \$100,000 Aspen Institute Finalist with Distinction Award to the San Jacinto College Foundation in support of the Promise @ San Jac Scholarship Program.

BACKGROUND

San Jacinto College was recognized in April 2025 as a Finalist with Distinction by the Aspen Institute College Excellence Program, a prestigious honor awarded to top-performing community colleges nationwide. As part of this recognition, the College received a \$100,000 award for its commitment to student success, employer partnerships, workforce curriculum, and state-of-the-art facilities.

The administration proposes that these funds be allocated to the San Jacinto College Foundation (Foundation) to support the Endowment Fund for the Promise @ San Jac Scholarship Program, a strategic initiative that provides eligible high school graduates within the College’s taxing district the opportunity to attend San Jacinto College with no out-of-pocket costs for tuition and fees. This allocation also initiates a \$100,000 match from an anonymous donor.

IMPACT OF THIS ACTION

Allocating the Aspen Award funds to the Foundation will strengthen the College’s efforts to eliminate financial barriers for students and reinforce its commitment to increasing college access, persistence, and completion rates. The contribution will directly support student scholarships and the long-term sustainability of the Promise program.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This action allocates \$100,000 in external award funds to the San Jacinto College Foundation for the Promise Endowment. There are no staffing implications.

MONITORING AND REPORTING TIMELINE

The Foundation provides regular reporting on the Promise program and related funding in alignment with its standard donor reporting practices.

ATTACHMENTS

None

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Christian Bionat	281-998-6152	christian.bionat@sjcd.edu
Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu

**Action Item “XIV”
Regular Board Meeting June 2, 2025
Consideration of Approval Memorandum of Understanding for
Dual Credit Home School Students**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an updated Memorandum of Understanding between San Jacinto Community College District (SJCCD) and Dual Credit Home School Parents and Students.

BACKGROUND

San Jacinto College currently enrolls homeschool students in dual credit courses through a standard Dual Credit Homeschool Memorandum of Understanding (MOU). This MOU is being revised to provide additional clarity and alignment with current practices. All provisions within the updated MOU remain fully compliant with the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, which governs Dual Credit Partnerships between Secondary Schools and Texas Public Colleges.

IMPACT OF THIS ACTION

Approval of this action will revise the current eligibility requirements for homeschool dual credit students to include the submission of a transcript that reflects standard academic information and outlines the student’s planned path to graduation. The duration of the dual credit tuition discount will be limited to students who are age 19 or younger, or until such time as the student has accumulated sufficient credits to meet high school graduation or completion requirements, as determined by the College. This action will also authorize the College’s Dual Credit team, comprised of the Dean, Directors, Coordinators, and Educational Planners, to enter into Dual Credit agreements with homeschool students and their parents on behalf of the Chancellor.

BUDGET INFORMATION

All elements related to the operation of Dual Credit programs are contained within the fiscal year 2025 budget.

MONITORING AND REPORTING TIMELINE

The use of this MOU will begin Summer of 2025. The individual agreements shall become effective upon the date of execution and will continue through an agreed-upon expiration date as determined by the student's education level upon entering into the agreement.

ATTACHMENTS

Attachment 1 - Home School MOU

RESOURCE PERSONNEL

**Action Item “XIV”
Regular Board Meeting June 2, 2025
Consideration of Approval Memorandum of Understanding for
Dual Credit Home School Students**

Laurel Williamson
Joanna Zimmermann
Sonia Townsend

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281-476-1863
281-459-7653

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joanna.zimmermann@sjcd.edu
Sonia.townsend@sjcd.edu



HOMESCHOOL STUDENT DUAL ENROLLMENT MEMORANDUM OF UNDERSTANDING

This Homeschool Student Dual Enrollment Memorandum of Understanding ("Agreement") is entered into by and between the **San Jacinto Community College District**, a public community college ("SJCCD" or "College"), and

Parent Full Name: _____
a homeschool Parent (referred to as "Parent") on behalf of

Student Full Name: _____
a home-schooled student (referred to as "Student").

Individually, SJCCD or Parent shall be referred to as "Party" and, collectively, as "Parties."
The Parties agree to the following:

I. TERM

This Agreement shall commence on the Effective Date and expire on the Expiration Date (as defined below). This Agreement is conditioned upon any approvals that may be required by the Texas Education Agency ("TEA") or the Texas Higher Education Coordinating Board ("THECB"). As used in this Agreement, "Term" refers to the time between the Effective Date and the Ending Date:

Effective Date: _____

Ending Date: The Student's dual credit enrollment will end upon the occurrence of any of the following, whichever occurs first: (i) the Student accrues sufficient credits for high school graduation/high school completion as determined by SJCCD, (ii) the Student turns 19 years old (in which case dual credit enrollment will terminate at the end of the semester); or (iii) the Student has completed the Student's senior year.

II. OVERVIEW

The College is committed to serving the students and communities of the greater Houston area through collaborative work with families within the College's service area. A major initiative promoting a college-going and college graduation culture is the SJCCD's Dual Credit Program ("Program"), which complies with Applicable Law (as defined in this Agreement), including, without limitation, the laws and regulations set forth by the State of Texas to offer dual credit to qualified students.

III. NON-DISCRIMINATION

The College is committed to equal opportunity for all students, employees, and applicants. It complies with state and federal law which prohibit discrimination and harassment on the basis of protected class, including but not limited to race, color, national origin, citizenship status, age, disability, pregnancy, religion, sex/gender, genetic information, marital status, or veteran status in accordance with Applicable Law.

No person, including students, faculty, staff, part-time, and temporary workers, will be excluded from participation in, denied the benefits of, or be subjected to discrimination or harassment under any program or activity sponsored or conducted by the College on the basis of any protected class recognized by law.

IV. APPLICABLE LAW

The Parties agree to perform their respective obligations and operate the Program in compliance with all Applicable Laws. For purposes of this Agreement, the term "Applicable Law" or "Applicable Laws" shall mean all applicable existing and future federal, state, local laws, and ordinances, implementing regulations, executive orders, rules, regulations, interpreting authorities, and requirements of agencies, commissions, departments, and boards, including, without limitation, Title VI of the Civil Rights Act of 1964, as amended; Title VII of the Civil Rights Act; Title IX of the Education Amendments of 1974; the Americans with Disabilities Act; the Elementary and Secondary Education Act; the Individuals with Disabilities in Education Act ("IDEA"); the Family Educational Rights and Privacy Act of 1974 ("FERPA"); the Texas Education Code to the extent applicable to dual enrollment programs for home school students and operation of public community colleges; high school graduation requirements for home school students, and Section 28.009 with regard to dual enrollment programs. Applicable Law also includes the TEA and THECB regulations and guidelines applicable to dual credit programs, courses and coursework, and personnel, 19 Texas Administrative Code Chapter 9, Subchapter G; requirements of the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC"); and any applicable local ordinances, including local building codes and regulations.

V. PURPOSE

The Program is a system in which an eligible high school student enrolls in college course(s) and receives credit for the course(s) from SJCCD while simultaneously earning credit toward their high school graduation requirements. This Agreement encompasses all programs and initiatives under the dual credit programs as required by Applicable Law and aligns with statewide goals of acceleration through post-secondary education, performance in college-level coursework, and strong academic advising.

VI. ELIGIBLE COURSES

- a) Courses offered for dual credit by SJCCD shall be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the THECB and listed in SJCCD's Core Curriculum or as college-level workforce education courses in the current edition of Workforce Education Course Manual (WECM) adopted by the THECB or a foreign language course. All courses offered for dual credit by SJCCD will be consistent with the College's educational purpose, missions, and goals of SJCCD; will comply with the current guidelines of SACSCOC; are eligible for state appropriations; and must remain under the sole and direct control of SJCCD.
- b) Developmental and remedial courses are not offered for dual credit.
- c) Prior to the commencement of classes, the College and the Parent will develop a course equivalency crosswalk identifying the available courses and course credits that may be earned under this Agreement, including the number of credits that may be earned for each course completed through the Program. The agreed upon course equivalency crosswalk is attached and incorporated herein as Appendix A.
- d) Students should only take college courses listed on their college pathways degree plan.
- e) Specific course offerings for the Program will be determined collaboratively between SJCCD and the Parent/ Student.
- f) The College and the Parent/Student agree that SJCCD policies and practices regulating dual credit courses will be followed by the College and the Parent/Student.

VII. STUDENT ELIGIBILITY REQUIREMENTS

- a) To be eligible for initial enrollment as a dual credit student at SJCCD, the Student must:
 - a. Meet all requirements for standard admission to the College as outlined in the College's current College Catalog.
 - b. Must meet dual credit admissions and eligibility requirements as required by Applicable Law including the Texas Success Initiative Assessment ("TSIA") minimum passing scores established by the THECB.
 - i. Students taking the TSIA at SJCCD will not be charged for their first attempt on any section of the TSIA. Students will be charged for any additional testing attempts at the current SJCCD Board-approved cost. The current cost is \$15.00 per section or \$30.00 for the entire assessment.
 - c. Must successfully complete established prerequisites for any College course as listed in the course description found in the current College Catalog.
 - d. Must submit a completed Dual Credit Enrollment Form with Parent approval before or at the time of course registration.
 - e. Must submit a transcript for each school, college, or homeschool attended that accurately reflects all high school and college courses and credits on a semester-by-semester basis. Transcripts must be submitted two weeks prior to registration for classes. After initial admission into the dual credit program, when registering for classes in subsequent semesters, the Parent/Student must submit the Student's updated transcript(s) two weeks prior to registration.
- b) All students who plan to participate in the Program must be enrolled by the first day of class to help ensure student success.
- c) To continue eligibility for dual credit enrollment, the Student must be 18 years old or younger on the first day of classes of each semester during which the Student is enrolled in dual credit

classes. If the Student turns 19 after the first day of classes during a semester, the Student will continue as a dual credit student for the remainder of that semester. Once a student turns 19, the student's eligibility for dual credit enrollment in subsequent semesters will cease. The Student, however, may enroll in SJCCD courses as a regular college student.

- d) Once a student accrues sufficient credits to qualify for high school graduation/high school completion as determined by SJCCD, the Student's eligibility for dual credit enrollment will cease. The Student, however, may enroll in SJCCD courses as a regular college student.
- e) At the completion of the senior year, the Student must reapply for admission as a new first-time college student.

VIII. LOCATION OF CLASSES

- a) The location of dual credit courses will be held at the College's campus, an approved instructional site in accordance with SACSCOC standards. The College will comply with Applicable Law for offering any on-line distance courses. Additionally, college courses taught electronically shall comply with the THECB's adopted Principles of Good Practice for Courses Offered Electronically. The College shall be responsible for the maintenance and operations at the SJCCD campus(es). Students must comply with all SJCCD policies, rules, and regulations relating to conduct while on College property.

IX. TRANSPORTATION

- a) SJCCD does not provide student transportation. Students are responsible for their own transportation. Students are required to ensure arrival at the College's campus early enough to be on time for class.

X. STUDENT COMPOSITION OF CLASS

- a) Dual credit students will be in classes with students from the general College population.

XI. FACULTY SELECTION, SUPERVISION AND EVALUATION

- a) The College shall select, hire, supervise, and evaluate all instructors of dual credit courses offered at the College according to College and departmental policies and procedures. These instructors must meet the minimal requirements specified by the SACSCOC and Applicable Law and are subject to approval procedures used by the College to select faculty.

XII. COURSE CURRICULUM, INSTRUCTION AND GRADING

- a) The College shall ensure that all dual credit courses meet the same standards as any other College course with respect to the curriculum, materials, instruction, and method of student evaluation. These standards shall be upheld regardless of the student composition of the dual credit class.
- b) The course syllabus will be available to students through the Blackboard Learning Management System. The syllabus will contain the following information: course description; learning outcomes; a list of required materials/textbook(s) for the course; the method(s) of instruction; grading policy; instructor's office hours and location; method of student evaluation; general classroom policies including attendance; a calendar of lecture/discussion topics and assignment due dates; and other material deemed pertinent by the instructor.
- c) All faculty teaching dual credit students will follow the College Grading System as stated in

the SJCCD Catalog as well as the grading criteria in the department-approved syllabus.

SJC Grade	SJCCD Numerical Range	SJCCD Definition	SJCCD Point Value
A	90-100	Excellent, superior achievement	4
B	80-89	Good, above average achievement	3
C	70-79	Average, acceptable achievement	2
D	60-69	Passing, marginal achievement	1
F	59 and below	Failure, unsatisfactory achievement	0
FX	59 and below	Failure, unsatisfactory achievement due to absences	0
I		Incomplete	0
NG		No Grade Reported	0
W		Withdrawal, not included in 6 drop limit	0

- d) The College shall ensure that college courses taught for dual credit at any site for general college credit are substantially equivalent with respect to the contact hour requirements, curriculum, materials, instruction, and method/rigor of academic standards, and student evaluation. These standards must be reasonably upheld regardless of the student composition of the class.
- e) The primary responsibility for assigning College grades in a course belongs to the SJCCD faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinant. College and Parent will not interfere with the faculty member's responsibility for assigning College grades.
- f) Final grades shall be transcribed upon completion of the course. The final course grade recorded for the College will be a letter grade.
- g) The Student, at his or her cost, is responsible for purchasing textbooks, equipment, and supplemental materials required for classes. The College will make every effort to use free or low-cost open educational resources in Program courses. To assist with their success, required textbooks and materials must be available to each registered student on the first day of class. Exceptions must be discussed with the Dual Credit Director and the SJCCD instructional Department Chair and agreed upon by the Parties prior to the first day of class.

XIII. ATTENDANCE

- a) Students must report regularly and promptly to dual credit Program courses to ensure success. Failure to comply with this College policy may result in receiving a grade of an "FX" which translates to an F for excessive absences. Students are expected to actively participate in class and complete all assigned readings/assignments.

XIV. WITHDRAWAL FROM COLLEGE COURSES

- a) If the Student desires to withdraw from any Program courses in which he or she is enrolled, the Student must speak with the Dual Credit office to obtain information on how the drop will impact his or her educational path at the high school and at SJCCD. All communication regarding withdrawals shall be communicated by the Student to the Parent.

- b) All dates regarding withdrawal deadlines published on the SJCCD website shall apply to dual credit Program students. Once the final withdrawal deadline has passed, the Student shall have no further opportunities for withdrawal thereafter and will receive the grade earned in the class.

XV. TRANSCRIPTION OF CREDIT

- a) Grades for college courses will be transcribed upon successful completion of the College's end of term processing following the College's academic calendar.

XVI. ACADEMIC POLICES AND STUDENT SUPPORT SERVICES

- a) Students in dual credit Program courses are eligible to utilize the same support services, learning resources, and benefits that are afforded all College students, including counseling services.
- b) Parent/students may access the current College Catalog <https://publications.sanjac.edu/> and the current Student Handbook <https://publications.sanjac.edu/student-handbook/> from the website. All policies in the SJCCD Catalog and Student Handbook apply fully to dual credit students enrolled in the Program.
- c) The College will offer college advising services for dual credit students enrolled in the Program. The College offers advising services for dual credit students regarding transferability and applicability to baccalaureate degree plans of all college credit offered and earned and with interpreting their degree plan. In addition, the College advisor can assist dual credit students with navigating SJCCD's policies and procedures. The name of the SJCCD advisor responsible for dual credit is located on the SJCCD Dual Credit web site.
- d) An individual pathway for each dual credit student will be developed and accessible to the student in Degreeworks.

XVII. STUDENT CONDUCT

- a) Students enrolled in the dual credit Program must comply with the College's policies, procedures, and regulations regarding facilities and equipment usage and with regard to student conduct while at the SJCCD facilities. The failure of any dual credit Program student to comply with the policies, procedures, and regulations will subject the student to appropriate action taken by the College, including suspension and dismissal from the Program. All disciplinary action, including suspension and dismissal from the dual credit Program shall be in conformity with the codes of conduct of the College.
- b) Grievance or Complaint procedures for handling student complaints regarding college courses are applicable to all students including those enrolled in dual credit courses. Dual credit students with general complaints, discrimination or harassment complaints, or complaints alleging sexual harassment, sexual assault, dating violence, domestic violence or stalking shall follow the complaint procedures as stated in the College's Code of Student Conduct at <https://publications.sanjac.edu/student-handbook/complaint-procedures/>. A student may report a grievance or complaint at the following link:
https://cm.maxient.com/reportingform.php?SanJacCollege&layout_id=0.

XVIII. CONCEALED HANDGUN NOTICE

- a) Pursuant to Texas law, and in accordance with SJCCD Policy III.3000.A: Campus Carry, a holder of a valid license to carry who is age 21 or older is authorized to possess a concealed handgun

on SJCCD property. The SJCCD policy also identifies certain campus locations and activities from which a valid licensed to carry holder may be excluded from carrying a handgun due to previously existing State of Texas statutes or exclusion zones identified by the College including the areas designated for the dual credit Program classes and activities. More information can be found at <https://www.sanjac.edu/policy-iii3000a-campus-carry>.

XIX. FUNDING/TUITION EXPENSES

- a) Students enrolled in college courses at SJCCD campuses will be charged the appropriate SJCCD tuition and/or fee rate under Applicable Law. SJCCD will waive a portion of the student's tuition as approved by the College's Board of Trustees for college courses taken for dual credit. As of Spring 2025, eligible dual credit students will receive a discount of 75% off the published rate for tuition and fees. The remaining tuition and fees will be paid by the student to SJCCD unless other law excuses payment. The College's Board of Trustees reserves the right to adjust tuition and fees, including the discount provided by this agreement, at any time during the term of this agreement.

XX. GENERAL PROVISIONS

- a) No Personal Liability; No Third-Party Liability; No Waiver. Nothing in this Agreement may be construed as creating any personal liability on the part of any officer, director, employee or agent of SJCCD. These provisions are solely for the benefit of the Parties hereto and not for the benefit of any person or entity not a party to this Agreement. No provisions shall be deemed a waiver of any defenses available by law, including, but not limited to, governmental immunity.
- b) Integrated Agreement; Modification. This Agreement, including any and all appendices and exhibits, contains the entire agreement between the Parties with respect to the dual credit Program and the subject matter herein and cannot be amended or modified except by written agreement signed by both Parties.
- c) Governing Law; Venue. This Agreement shall be construed by and interpreted in accordance with the laws of the State of Texas without regard to its choice of law or conflicts of law provisions. Exclusive venue for any proceeding or action with respect to this Agreement shall lie in a court of competent jurisdiction in the Harris County, Texas.
- d) Severability. The unenforceability, invalidity, or illegality of any provision shall not render any other provisions of this Agreement unenforceable, invalid, or illegal.
- e) Counterparts; Electronic Signatures and Transmission. This Agreement may be executed in two or more identical counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Parties consent to electronic signatures affixed to documents as though they had been physically signed. Additionally, the Parties consent to the electronic transmission of documents and communication, including any notices required under this Agreement.

Attachment 1

This Homeschool Student Dual Enrollment Memorandum of Understanding is executed by the Parties as of the Effective Date of _____, 202__.

SAN JACINTO COMMUNITY COLLEGE DISTRICT

By: _____
Dual Credit Dean or Director

PARENT

Name:

On behalf of _____ [Student's Name]

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

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

The Investment Policy and Strategy of San Jacinto College requires that the Board of Trustees, at least annually, review and approve both the investment strategy and policy as required by Texas Government Code 2256, the Public Funds Investment Act (PFIA). The Board approved the last revisions on August 12, 2024.

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

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

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

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

The Board of Trustees is required to specifically review and approve both the investment strategy and Policy III.3001.A, Investment Policy and Strategy. While these actions can be included within the same Board agenda item, the motion needs to specifically approve both these items.

IMPACT OF THIS ACTION

The attached summary of changes outlines the updates recommended to the Investment Policy and Strategy as part of this year’s annual review.

Item “XV”
Regular Board Meeting June 2, 2025

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

On November 7, 2023, the Government Treasurers’ Organization of Texas (GTOT) awarded the Certificate of Distinction to the College for developing an investment policy that meets the requirements of the Public Funds Investment Act and the standards for prudent public investing established by GTOT. The GTOT had no recommendations for changes to the policy and the certificate is effective for a two-year period ending November 30, 2025.

The policy will be sent to the College community on June 2, 2025. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on August 11, 2025.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy III.3001.A, Investment Policy and Strategy – Tracking
- Attachment 3 – Policy III.3001.A, Investment Policy and Strategy – Clean

RESOURCE PERSONNEL

Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Dianne Duron	281-998-6109	dianne.duron@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: N/A

Proposed Policy Name: N/A

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

New Procedure Number: N/A

Proposed Procedure Name(s): N/A

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

Action Recommended for Policy: **Revise**

Action Recommended for Procedures: N/A

Web Links:

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

Primary Owner: **Vice Chancellor, Fiscal Affairs**

Secondary Owner: **Associate Vice Chancellor, Finance**

Summary of Changes:

Policy Changes:

- Page 3 – Clarification on investment training
- Page 6 – Added space and comma in sections 2. and 4., respectively, under Prohibited Investments
- Pages 5 and 7 – Added clarification that State and Local Government Series (SLGS) Securities are included as Obligations of the US Government and more specifically US Treasury Obligations.

Procedure Changes:

- N/A – No procedure

Policy III.3001.A, Investment Policy and Strategy

Purpose

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

Policy

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

Authority

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

Applicability

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

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

OBJECTIVES

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

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

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

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

YIELD: The College will strive to earn a reasonable market yield within the restrictions imposed by the Policy's safety and liquidity requirements, investment strategies, and state and federal laws governing investment of public funds. The College

will design the investment portfolio with the objective of meeting and exceeding the yield of comparable benchmark securities chosen to be commensurate with the College's investment risk constraints and the cash flow characteristics. The College will utilize the 1-Year, 2-Year, and 3-Year Treasury yields, as appropriate, as benchmarks for the portfolios' performance and risk levels.

STRATEGY

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

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

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

A. Operating Funds and Commingled Pools Containing Operating Funds

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

B. Debt Service Funds

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

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

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

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

STANDARD OF CARE – PRUDENT PERSON STANDARD

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

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

INVESTMENT TRAINING

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

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

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

DELEGATION OF AUTHORITY AND RESPONSIBILITIES

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

Board of Trustees

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

Investment Committee

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

Investment Officer(s)

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

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

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

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

ETHICS AND CONFLICTS OF INTEREST

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

AUTHORIZED INVESTMENTS

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

1. Obligations of the US Government (Treasury Bills, ~~and~~ Treasury Notes, and State and Local Government Series (SLGS Securities)), its agencies and instrumentalities not to exceed three years to stated maturity. Mortgage-backed securities with stated maturities not more than three years are authorized only in bond construction funds.
2. Fully insured or collateralized certificates of deposit of any bank doing business in Texas that are collateralized in accordance with this Policy and with a stated final maturity not to exceed one year to include those bought through the CDARS network.
3. Negotiable certificates of deposit securities issued by a bank that has a certificate of deposit rating of at least 1 or equivalent by a nationally recognized credit rating agency or that is associated with a holding company having a commercial paper rating of at least A1/P1 or equivalent by a nationally recognized rating agency.
4. Commercial paper rated no less than A1/P1 by two nationally recognized rating agencies with a stated maturity less than 90 days.
5. Fully collateralized direct repurchase agreements with a defined termination date, secured in accordance with this Policy and placed with a primary securities dealer. All repurchase agreement transactions shall be governed by an executed Bond Market Association Master Repurchase Agreement. Maximum stated maturity shall be 90 days except for flex repurchase agreements. Bond proceeds from one issue may be invested in a single flex repurchase agreement the maximum stated maturity for which shall be matched to the expenditure plan of the bonds.
6. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent, with a stated maturity of not more than three years.
7. AAA or equivalent rated, Texas local government investment pools striving to maintain a \$1 net asset value (NAV) as defined by the Act and authorized specifically by the Board of Trustees for a particular pool.
8. A money market mutual fund in compliance with SEC Rule 2a-7 and striving to maintain a \$1 net asset value.
9. Corporate bonds, debentures or similar debt obligations rated in one of the two

- highest long- term rating categories without regard to gradations in those categories by two nationally recognized rating agencies not to exceed three years to maturity.
10. FDIC-insured brokered certificate of deposit securities from a bank in any US state, delivered versus payment to the College’s safekeeping depository, not to exceed one year to maturity. Before purchase, the Investment Officer or Adviser must verify the FDIC status of the bank on www.fdic.gov to assure that the bank is FDIC insured.
 11. Fully insured or collateralized interest-bearing accounts in any bank in Texas.

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

PROHIBITED INVESTMENTS

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

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

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

DIVERSIFICATION

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

<u>Investment Type</u>	<u>Max. % in Portfolio</u>
US Treasury Obligations (Including SLGS)	90%
US Agency and Instrumentality Obligations	85%
SEC Registered Money Market Funds	60%
Repurchase Agreements	75%
Flex Repurchase (Bond Funds)	100% of issue
Collateralized/Insured CDs	20%

FDIC insured brokered CDs	20%
Negotiable CDs	15%
Limit per bank	5%
Local Government Investment Pools	100%
Participation per pool	10% of pool
Commercial Paper	25%
Limit per issuer	5%
Municipal Obligations	50%
Limit per issuer	10%
Limit per geographical region	50%
Corporate Obligations	30%
Limit per issuer	5%

MAXIMUM MATURITIES

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

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

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

Authorized broker/dealers and financial institutions may include:

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

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

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

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

Policy Certification

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

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

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

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

COLLEGE DEPOSITORY

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

COMPLIANCE AUDIT

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

Loss of Rating

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

Monitoring FDIC Status

The Investment Officer or Investment Adviser shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CDs owned by the College

based upon information from the FDIC. If any bank has been acquired or merged with another bank in which the College owns brokered CDs, the Investment Officer or Adviser shall immediately liquidate any brokered CD that places the College above the FDIC insurance level.

COLLATERALIZATION

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

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

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

Authorized Collateral

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

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

Voluntary Collateral Pooling Alternative

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

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

SAFEKEEPING

All securities owned by the College shall be held in safekeeping by the College's depository

bank or an authorized third-party financial institution under an executed safekeeping agreement.

DELIVERY VERSUS PAYMENT

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

REPORTING

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

- a. Description of each investment and depository position;
- b. Book and market values at the beginning and end of the reporting period;
- c. Additions and changes to the market value during the period;
- d. The book and market value of each separately invested asset;
- e. The maturity date of each separately invested asset;
- f. The account, fund, or pooled group fund for which each investment was acquired;
- g. The earnings for the period; and
- h. The overall yield for the portfolio(s) and its benchmark yield for the period designated as 1-Year, 2-Year or 3-Year Treasury yields, as appropriate.

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

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

INTERNAL CONTROLS

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

Cash Flow Forecasting

Cash flow forecasting is a control designed to protect and sustain cash flow requirements of

the College. The Investment Officer will maintain a cash flow analysis designed to forecast cash positions for investment purposes.

INVESTMENT POLICY ADOPTION

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

Associated Procedures

There are no associated procedures with this policy.

Date of Board Approval	August 12, 2024 Anticipated August 11, 2025
Effective Date	August 13, 2024 Anticipated August 11, 2025
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Associate Vice Chancellor, Finance

Policy III.3001.A, Investment Policy and Strategy

Purpose

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

Policy

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

Authority

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

Applicability

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

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

OBJECTIVES

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

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

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

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

YIELD: The College will strive to earn a reasonable market yield within the restrictions imposed by the Policy's safety and liquidity requirements, investment strategies, and state and federal laws governing investment of public funds. The College

will design the investment portfolio with the objective of meeting and exceeding the yield of comparable benchmark securities chosen to be commensurate with the College's investment risk constraints and the cash flow characteristics. The College will utilize the 1-Year, 2-Year, and 3-Year Treasury yields, as appropriate, as benchmarks for the portfolios' performance and risk levels.

STRATEGY

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

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

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

A. Operating Funds and Commingled Pools Containing Operating Funds

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

B. Debt Service Funds

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

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

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

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

STANDARD OF CARE – PRUDENT PERSON STANDARD

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

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

INVESTMENT TRAINING

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

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

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

DELEGATION OF AUTHORITY AND RESPONSIBILITIES

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

Board of Trustees

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

Investment Committee

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

Investment Officer(s)

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

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

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

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

ETHICS AND CONFLICTS OF INTEREST

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

AUTHORIZED INVESTMENTS

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

1. Obligations of the US Government (Treasury Bills, Treasury Notes, and State and Local Government Series (SLGS Securities), its agencies and instrumentalities not to exceed three years to stated maturity. Mortgage-backed securities with stated maturities not more than three years are authorized only in bond construction funds.
2. Fully insured or collateralized certificates of deposit of any bank doing business in Texas that are collateralized in accordance with this Policy and with a stated final maturity not to exceed one year to include those bought through the CDARS network.
3. Negotiable certificates of deposit securities issued by a bank that has a certificate of deposit rating of at least 1 or equivalent by a nationally recognized credit rating agency or that is associated with a holding company having a commercial paper rating of at least A1/P1 or equivalent by a nationally recognized rating agency.
4. Commercial paper rated no less than A1/P1 by two nationally recognized rating agencies with a stated maturity less than 90 days.
5. Fully collateralized direct repurchase agreements with a defined termination date, secured in accordance with this Policy and placed with a primary securities dealer. All repurchase agreement transactions shall be governed by an executed Bond Market Association Master Repurchase Agreement. Maximum stated maturity shall be 90 days except for flex repurchase agreements. Bond proceeds from one issue may be invested in a single flex repurchase agreement the maximum stated maturity for which shall be matched to the expenditure plan of the bonds.
6. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent, with a stated maturity of not more than three years.
7. AAA or equivalent rated, Texas local government investment pools striving to maintain a \$1 net asset value (NAV) as defined by the Act and authorized specifically by the Board of Trustees for a particular pool.
8. A money market mutual fund in compliance with SEC Rule 2a-7 and striving to maintain a \$1 net asset value.
9. Corporate bonds, debentures or similar debt obligations rated in one of the two

- highest long- term rating categories without regard to gradations in those categories by two nationally recognized rating agencies not to exceed three years to maturity.
10. FDIC-insured brokered certificate of deposit securities from a bank in any US state, delivered versus payment to the College’s safekeeping depository, not to exceed one year to maturity. Before purchase, the Investment Officer or Adviser must verify the FDIC status of the bank on www.fdic.gov to assure that the bank is FDIC insured.
 11. Fully insured or collateralized interest-bearing accounts in any bank in Texas.

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3. Collateralized mortgage obligations (CMO) that have a stated final maturity date greater than ten years.
4. Inverse Floaters. Collateralized mortgage obligations, the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

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<u>Investment Type</u>	<u>Max. % in Portfolio</u>
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SEC Registered Money Market Funds	60%
Repurchase Agreements	75%
Flex Repurchase (Bond Funds)	100% of issue
Collateralized/Insured CDs	20%

FDIC insured brokered CDs	20%
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Local Government Investment Pools	100%
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The College shall make all investments transactions with a broker/dealer authorized by the Board or its Investment Committee. The College will review and adopt the authorized list at least annually. The Board or Investment Committee does not need to approve banks utilized for time or demand accounts, but the bank must provide all required information to the Investment Officer(s) prior to the transaction. The list shall contain no fewer than three to five broker/dealers to assure a competitive process. The College does not limit the number of banks.

Authorized broker/dealers and financial institutions may include:

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- Security dealers designated as “primary government securities dealers” by the Federal Reserve Bank of New York, and/or
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Financial institutions and broker/dealers who desire to transact business with the College must supply the following information/documents. The Investment Officer(s), or the College’s Investment Adviser, will maintain this information on the authorized financial institutions:

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

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

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

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

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

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

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COMPLIANCE AUDIT

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Monitoring FDIC Status

The Investment Officer or Investment Adviser shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CDs owned by the College

based upon information from the FDIC. If any bank has been acquired or merged with another bank in which the College owns brokered CDs, the Investment Officer or Adviser shall immediately liquidate any brokered CD that places the College above the FDIC insurance level.

COLLATERALIZATION

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

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

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

Authorized Collateral

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

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

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

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bank or an authorized third-party financial institution under an executed safekeeping agreement.

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

- a. Description of each investment and depository position;
- b. Book and market values at the beginning and end of the reporting period;
- c. Additions and changes to the market value during the period;
- d. The book and market value of each separately invested asset;
- e. The maturity date of each separately invested asset;
- f. The account, fund, or pooled group fund for which each investment was acquired;
- g. The earnings for the period; and
- h. The overall yield for the portfolio(s) and its benchmark yield for the period designated as 1-Year, 2-Year or 3-Year Treasury yields, as appropriate.

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

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

INTERNAL CONTROLS

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

Cash Flow Forecasting

Cash flow forecasting is a control designed to protect and sustain cash flow requirements of

the College. The Investment Officer will maintain a cash flow analysis designed to forecast cash positions for investment purposes.

INVESTMENT POLICY ADOPTION

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

Associated Procedures

There are no associated procedures with this policy.

Date of Board Approval	Anticipated August 11, 2025
Effective Date	Anticipated August 11, 2025
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Associate Vice Chancellor, Finance

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
June 2, 2025**

PURCHASE REQUESTS AND CONTRACT RENEWALS

<i>No.</i>	<i>Purchase Requests</i>	<i>Amounts</i>
#1	* Consideration of Delegation of Authority to Contract for Softball Outbuilding and Dugouts at South Campus	\$ 1,672,000
#2	* Consideration of Delegation of Authority to Contract for Pavement Repair at South Campus	1,600,000
#3	Consideration of Approval to Renew the Contract for Landscaping Services	900,000
#4	Consideration of Approval to Renew the Contract for Customer Relationship Management Solution	675,000
#5	Consideration of Approval to Contract for Casualty Insurance Brokerage and Risk Management Services	360,000
#6	Consideration of Approval to Contract for Flood Insurance Brokerage and Risk Management Services	250,000
#7	Consideration of Approval to Contract for Federal and State Government Relations and Consulting Services	210,000
#8	Consideration of Approval to Purchase Uninterruptable Power Supply Maintenance and Monitoring	165,000
#9	Consideration of Approval to Contract for Charter Bus Service	150,000
#10	Consideration of Approval to Purchase Nursing Supplies and Equipment	120,000
#11	Consideration of Delegation of Authority to Contract for Delinquent Tax Services	-
#12	* Consideration of Approval of Additional Funds for Architectural Services	200,000

TOTAL OF PURCHASE REQUESTS **\$ 6,302,000**

* *Board Building Committee Items*

Purchase Request #1
Regular Board Meeting June 2, 2025

**Consideration of Delegation of Authority to Contract for the South Campus
Softball Outbuilding and Dugouts**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to negotiate and approve a contract with the firm that provides the best value for the South Campus softball outbuilding and dugouts.

BACKGROUND

In February 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or renovation project. On April 29, 2025, the Chancellor's designee approved the competitive sealed proposals (CSP) methodology for the South Campus softball outbuilding and dugouts. Detailed plans and specifications developed by Huitt-Zollars, Inc. were used as part of the documentation required for public solicitation of construction proposals.

CSP #25-32 was issued on May 7, 2025, to procure construction services for this project in accordance with the Texas Government Code §2269.151. Each response received will be evaluated by a team comprised of representatives from capital projects and Huitt-Zollars, Inc. The evaluation and ranking of the submittals will be based on criteria published in the solicitation.

IMPACT OF THIS ACTION

Approval of this request will allow the Chancellor to award a contract for the replacement of two existing plywood dugouts before the next softball season and the proposed 1,400 square foot (SF) outbuilding.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Pending successful contract negotiations, the estimated expenditure for this project is \$1,672,000 including contingency funds and will be funded from the sports field upgrades line of the Future Capital Projects Fund.

MONITORING AND REPORTING TIMELINE

Construction will begin upon the execution of a contract. The dugouts are expected to be completed by January 2026. A timeline for completion of the proposed outbuilding will be developed in coordination with the successful contractor. This project will be managed by capital projects personnel.

ATTACHMENTS

None

Purchase Request #1
Regular Board Meeting June 2, 2025
Consideration of Delegation of Authority to Contract for the South Campus
Softball Outbuilding and Dugouts

RESOURCE PERSONNEL

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

Consideration of Delegation of Authority to Contract for Pavement Repairs at the South Campus

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to negotiate and approve a contract with the firm that provides the best value for pavement repairs at the South Campus.

BACKGROUND

In February 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or renovation project. On May 7, 2025, the Chancellor's designee approved the competitive sealed proposals (CSP) methodology for pavement repairs. Detailed project plans and specifications developed by Walter P. Moore & Associates, Inc. will be used as part of the documentation package required for public solicitation of construction proposals.

CSP #25-33 was issued on May 14, 2025, to solicit construction services for this project in accordance with the Texas Government Code §2269.151. Each response received will be evaluated by a team comprised of representatives from capital projects, facilities services, and Walter P. Moore & Associates, Inc. The evaluation and ranking of the submittals will be based on criteria published in the solicitation.

IMPACT OF THIS ACTION

Approval of this request will allow the Chancellor to award a contract to replace approximately 1,100 linear feet (LF) of asphalt paving on Rick Schneider Boulevard with concrete, and overlay parking lots P7 and P9a with asphalt to improve drainage conditions.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Pending successful contract negotiations, the estimated expenditure for this project is \$1,600,000 including contingency funds and will be funded from the deferred maintenance line of the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Construction activities will begin upon the execution of a contract and services are expected to be completed by April 1, 2026. This project will be managed by capital projects staff.

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Purchase Request #3
Regular Board Meeting June 2, 2025

Consideration of Approval to Renew the Contract for Landscaping Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with Yellowstone Landscape (Yellowstone) for general landscaping services for the facilities services department.

BACKGROUND

General landscaping services require companies that will provide turnkey services inclusive of labor, equipment, and oversight for all College campuses and facilities. Outsourcing landscaping services aids existing facility services staff in maintaining the aesthetics of the College grounds by performing essential lawn maintenance duties and preserving service levels in accordance with the College’s groundskeeping standards.

Request for proposals #23-23 was issued February 21, 2023, to procure landscaping and grounds maintenance services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The Board approved the original contract with Yellowstone on May 1, 2023, which included four one-year renewal options.

IMPACT OF THIS ACTION

Approval of this second one-year contract renewal will allow Yellowstone to continue providing landscaping services for the four campuses covered under the original contract. The district administration and maritime facilities are served under a different contract. Yellowstone will also provide field mowing services for the open fields at the South, North, and Central Campuses. Field and lot mowing are performed at a reduced frequency or on an as needed basis, depending on property conditions.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$900,000 and will be funded from the facilities services department’s 2024-2025 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the second of four one-year renewal options available. The renewal contract term will be June 5, 2025, through June 4, 2026.

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Purchase Request #4
Regular Board Meeting June 2, 2025
Consideration of Approval to Renew the Contract for
Customer Relationship Management Solution

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew the contract with TargetX for the continuation of the College's Customer Relationship Management (CRM) solution.

BACKGROUND

In June 2022, the Board of Trustees approved a contract with TargetX for a CRM solution with the ability to assign advisors based on students' pathways, manage early alerts and interventions, implement a student communication plan, connect students to the appropriate resources/staff members, and manage prospects and applicants through the enrollment funnel. In November 2024, the Board of Trustees approved a contract amendment to include PremierX support services through TargetX, including training sessions, assistance with configuration of the TargetX product and upgrades, and virtual consultation sessions on best practices and configurations.

Request for proposals #22-04 was issued on February 16, 2022, to procure a CRM solution, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The Board approved the original contract with TargetX on June 6, 2022, which included renewal options for two one-year terms. Rather than executing the annual renewal options, the College administration is recommending a two-year contract renewal to align all of the additional services into a single term with the same end date as the base agreement.

IMPACT OF THIS ACTION

Approval of this two-year contract renewal will allow the College to continue to use the CRM platform and PremierX support services. Additionally, this request will add Short Message Service (SMS) messaging to the agreement. SMS will provide positive impacts such as improved student engagement, operational efficiency with automation, student support and success, and an enhanced onboarding experience which is directly related to increased retention and completion rates.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated total expenditure for the remaining two-year term is \$675,000 and will be funded from the 2024-2025 institutional unrestricted budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The final contract renewal will commence on June 30, 2025, through August 31, 2027.

ATTACHMENTS

None

RESOURCE PERSONNEL

**Purchase Request #4
Regular Board Meeting June 2, 2025
Consideration of Approval to Renew the Contract for
Customer Relationship Management Solution**

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Farrah Khalil

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Purchase Request #5
Regular Board Meeting June 2, 2025
Consideration of Approval to Contract for Casualty Insurance Brokerage and
Risk Management Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract for casualty insurance brokerage and risk management services with USI Southwest, Inc. (USI) for all the College's campuses, district offices, and extension centers.

BACKGROUND

USI has provided casualty insurance brokerage and risk management services for the College since at least 2017 when the last solicitation process was performed. Such coverage includes automobile liability, general liability, umbrella liability, law enforcement liability, educators' legal liability, crime, cyber liability, international travel coverage, environmental pollution policy, student professional liability, and an active shooter/malicious attack liability policy.

Request for proposals (RFP) #25-26 was issued on March 31, 2025, to procure casualty insurance brokerage and risk management services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). One response was received and evaluated by a team comprised of representatives from facilities services; office of emergency management services; safety, health, environment and risk management services (SHERM); and internal audit services who determined the proposal submitted by USI will provide the best value to the College.

IMPACT OF THIS ACTION

Approval of this request will allow the College to award the contract to USI, who will continue providing casualty insurance coverage and safeguard the College from any legal and financial liabilities.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$360,000, which includes both the estimated premiums and services charges, and will be funded by the SHERM department's 2025-2026 operating budget and subsequent years budgets. The renewal process for the casualty liability insurance is anticipated to occur in July and the new premiums will be effective beginning September 1, 2025.

MONITORING AND REPORTING TIMELINE

The initial term will commence on September 1, 2025, through August 31, 2026, with four one-year renewal options.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Purchase Request #5
Regular Board Meeting June 2, 2025
Consideration of Approval to Contract for Casualty Insurance Brokerage and
Risk Management Services

Susana Gonzalez
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RFP #25-26
Casualty Insurance Brokerage and Risk Management Services
Attachment 1 - Tabulation

QUALIFICATIONS

#	Vendors	Section 1: Firm & Personnel Experience	Section 2: Project Understanding	Section 3: Broker Key Metrics	Section 4: References	Section 5: Exceptions to T&Cs	Total Points
	<i>Total Points</i>	<i>25</i>	<i>30</i>	<i>10</i>	<i>10</i>	<i>5</i>	<i>80</i>
1	USI Southwest, Inc.	23.13	28.50	9.25	8.50	5.00	74.38

FINAL SCORES

#	Vendors	Qualification Score	Price Score	Final Score
	<i>Total Points</i>	<i>80</i>	<i>20</i>	<i>100</i>
1	USI Southwest, Inc.	74.38	20.00	94.38

Purchase Request #6
Regular Board Meeting June 2, 2025
Consideration of Approval to Contract for Flood Insurance Brokerage and
Risk Management Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract for flood insurance brokerage and risk management services with Rick Tinker Insurance for all the College's campuses, district offices, and extension centers.

BACKGROUND

All flood insurance policies are issued through the National Flood Insurance Program (NFIP) which standardizes the premium charged by agents for flood insurance coverage. The College has historically purchased the NFIP insurance policies to supplement the flood insurance coverage included in the College's property insurance policy and to offset the higher deductibles associated with the property insurance policy. The additional insurance is also designed to offset the escalating repair costs to buildings and provide coverage for contents damaged by rising water.

Request for proposals (RFP) #25-25 was issued on March 31, 2025, to procure flood insurance brokerage and risk management services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Two responses were received and evaluated by a team comprised of representatives from facilities services; office of emergency management services; safety, health, environment and risk management services (SHERM); and internal audit services who determined the proposal submitted by Rick Tinker Insurance will provide the best value to the College.

IMPACT OF THIS ACTION

Approval of this contract will authorize Rick Tinker Insurance to assess the flood risk for each of the College's buildings and present recommendations for appropriate coverage levels. Unlike other types of property insurance policies, flood insurance policies are issued on an individual basis which provides greater flexibility in maximizing cost avoidance relative to the assessed risk for each building.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$250,000 and will be funded by the SHERM department's 2025-2026 operating budget and subsequent years budgets.

MONITORING AND REPORTING TIMELINE

The initial term will commence on August 20, 2025, through August 19, 2026, with four one-year renewal options.

ATTACHMENTS

Attachment 1 - Tabulation

Purchase Request #6
Regular Board Meeting June 2, 2025
Consideration of Approval to Contract for Flood Insurance Brokerage and
Risk Management Services

RESOURCE PERSONNEL

Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

RFP #25-25
Flood Insurance Brokerage and Risk Management Services
Attachment 1 – Tabulation

QUALIFICATIONS

#	Vendors	Section 1: Firm Experience	Section 2: Personnel Experience	Section 3: Project Understanding	Section 4: References	Section 5: Exceptions to T&Cs	Total Points
	<i>Total Points</i>	<i>20</i>	<i>15</i>	<i>30</i>	<i>10</i>	<i>5</i>	<i>80</i>
1	McGriff, Siebels & Williams	18.00	14.85	28.20	9.50	5.00	75.55
2	Rick Tinker Insurance	18.40	14.85	28.05	8.50	5.00	74.80

FINAL SCORES

#	Vendors	Qualification Score	Price Score	Final Score
	<i>Total Points</i>	<i>80</i>	<i>20</i>	<i>100</i>
1	Rick Tinker Insurance	74.80	20.00	94.80
2	McGriff, Siebels & Williams	75.55	10.00	85.55

Purchase Request #7
Regular Board Meeting June 2, 2025

**Consideration of Approval to Contract for Federal and State Government Relations
and Consulting Services**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Cornerstone Government Affairs, Inc. (Cornerstone) for federal and state government relations and consulting services for the external relations department.

BACKGROUND

The College historically and currently is awarded federal and state funding for various programs, projects, and initiatives. In past years, the College has utilized firms that have been able to provide input and expertise on awarded federal funds, federally funded opportunities, congressional knowledge, and congressional policy development. Recently, the increase in state funds has exemplified the need for a firm that can also provide input and expertise on awarded state funds, state funded opportunities, Texas Legislature knowledge, and Texas Legislature policy development. Therefore, the College needs to procure services from a firm that can provide both federal and state government relations and consulting services.

Request for proposals (RFP) #25-30 was issued on April 9, 2025, to procure federal and state government relations and consulting services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Five responses were received and evaluated by a team comprised of representatives from external relations; biotechnology; maritime transportation; center for petrochemical, engineering, and technology; and information technology services who determined the proposal submitted by Cornerstone will provide the best value to the College.

IMPACT OF THIS ACTION

Approving a contract with Cornerstone will assist the College to increase funding and funding opportunities at both the federal and state level. Assistance will also include compliance with awarded federal and state funds, expansion of collaboration opportunities with other governmental and educational entities, participation in government policy development at both levels, and attaining a positive profile with members of Congress and the Texas State Legislature.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this two-year contract is \$210,000 and will be funded from the external relations department's 2024-2025 operating budget and subsequent years budgets.

MONITORING AND REPORTING TIMELINE

The initial term will commence on June 3, 2025, through June 2, 2027, with three one-year renewal options.

Purchase Request #7
Regular Board Meeting June 2, 2025
Consideration of Approval to Contract for Federal and State Government Relations
and Consulting Services

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Christian Bionat	281-998-6152	christian.bionat@sjcd.edu
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RFP #25-30
Federal and State Government Relations and Consulting Services
Attachment 1 - Tabulation

QUALIFICATIONS

#	Vendors	Section 1: Firm Experience	Section 2: Personnel Experience	Section 3: Project Understanding	Section 4: References	Section 5: Exceptions T&Cs	Total Points
	<i>Total Points</i>	<i>20</i>	<i>20</i>	<i>20</i>	<i>5</i>	<i>5</i>	<i>70</i>
1	Cornerstone Government Affairs, Inc.	16.40	18.20	17.20	3.50	4.80	60.10
2	Hance Scarborough, LLP	15.80	17.00	16.20	4.60	4.10	57.70
3	Arete Public Affairs	15.20	16.00	15.00	4.40	4.80	55.40
4	Jackson Walker LLP	18.40	15.60	15.20	3.70	2.20	55.10
5	GAP Texas	13.20	12.80	12.20	4.20	4.60	47.00

FINAL SCORES

#	Vendors	Qualification Score	Price Score	Final Score
	<i>Total Points</i>	<i>70</i>	<i>30</i>	<i>100</i>
1	Cornerstone Government Affairs, Inc.	60.10	30.00	90.10
2	Jackson Walker LLP	55.10	24.12	79.22
3	Hance Scarborough, LLP	57.70	18.25	75.95
4	Arete Public Affairs	55.40	18.92	74.32
5	GAP Texas	47.00	18.20	65.20

Purchase Request #8
Regular Board Meeting June 2, 2025
Consideration of Approval to Purchase Uninterruptable Power Supply
Maintenance and Monitoring

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of uninterruptable power supply (UPS) maintenance and monitoring services from Solid IT Networks, Inc. for the College's information technology services (ITS) department.

BACKGROUND

The College's ITS department utilizes UPS maintenance and monitoring systems to provide battery backup to critical technology when electrical power fails. These systems, which serve to protect expensive components from electrical events, are deployed in key technology rooms at various district locations. Furthermore, UPS systems are specifically designed to temporarily sustain the power and operational readiness of the equipment until either commercial or generator power is restored. The College's upcoming annual purchase of \$65,000 will provide preventative maintenance, emergency incident response, 24/7 monitoring, and incident notifications.

The College also purchases batteries from UPS throughout the year. In some years the combination of the battery purchases and maintenance and monitoring services is less than \$100,000 which would not require Board approval. This year the battery purchases have been higher bringing the total purchases, including the maintenance and monitoring services, over \$100,000 which require Board approval.

Solid IT Networks, Inc. has a contract through the Texas Department of Information Resources (DIR) to provide data storage, data communications, and networking equipment products and services, through Contract Number, DIR-CPO-5404, and complies with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

IMPACT OF THIS ACTION

Approval of this request will ensure the College protects all technology-related equipment from electrical power failures. The preservation of this equipment is critical for the College to maintain technological services for students, faculty, and staff.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated total expenditure for the batteries and maintenance and monitoring services is \$165,000 and will be funded from the ITS department's 2024-2025 operational budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

Purchase Request #8
Regular Board Meeting June 2, 2025
Consideration of Approval to Purchase Uninterruptable Power Supply
Maintenance and Monitoring

RESOURCE PERSONNEL

Kyle Castillo	281-998-6382	kyle.castillo@sjcd.edu
Robert Aguilar	281-991-2653	robert.aguilar@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

Purchase Request #9
Regular Board Meeting June 2, 2025
Consideration of Approval to Contract for Charter Bus Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with First Class Transportation and Western Motorcoach, Inc. for charter bus services.

BACKGROUND

Our athletic teams at the North and South campuses routinely need charter transportation during their seasons, and other campus groups, such as the Honors Program and talent search, have larger transportation needs for their yearly trips and events. Summer field trips and graduation transportation for faculty sometimes require larger modes of transportation.

Request for proposals (RFP) #25-24 was issued on March 13, 2025, to procure charter bus services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Three responses were received and evaluated by a team comprised of baseball and softball athletic coaches who determined the proposals submitted by First Class Transportation and Western Motorcoach, Inc. will provide the best value to the College.

IMPACT OF THIS ACTION

Charter bus services are needed on an as-needed basis to transport athletic teams and other college-related groups. By utilizing these providers with advanced schedules, the College achieves a deeper discount rate per trip.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$150,000 and will be funded from various departments' 2025-2026 operating budget and subsequent years budgets.

MONITORING AND REPORTING TIMELINE

The initial term will commence on September 1, 2025, through August 31, 2026, with four one-year renewal options.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Angela Russell	281-998-6327	angela.russell@sjcd.edu
Melissa Fuqua	281-998-6378	melissa.fuqua@sjcd.edu

RFP #25-24
Charter Bus Services
Attachment 1 - Tabulation

QUALIFICATIONS

#	Vendors	Section 1: Firm Experience	Section 2: Personnel Experience	Section 3: Scope Understanding	Section 4: Existing Fleet	Section 5: References	Section 6: Exceptions to T&C's	Total Points
	<i>Total Points</i>	<i>15</i>	<i>15</i>	<i>20</i>	<i>5</i>	<i>10</i>	<i>5</i>	<i>70</i>
1	First Class Transportation	13.80	13.50	18.25	4.30	10.00	5.00	64.85
2	Western Motorcoach, Inc.	13.46	13.28	17.75	4.45	7.40	5.00	61.34
3	US Bus Rentals Inc.	5.81	5.81	8.50	0.00	0.00	3.75	23.87

FINAL SCORES

#	Vendors	Qualification Score	Price Score	Final Score
	<i>Total Points</i>	<i>70</i>	<i>30</i>	<i>100</i>
1	First Class Transportation	64.85	28.17	93.02
2	Western Motorcoach, Inc.	61.34	30.00	91.34
3	US Bus Rentals Inc.	23.87	27.04	50.91

Purchase Request #10
Regular Board Meeting June 2, 2025

Consideration of Approval to Purchase Nursing Supplies and Equipment

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of nursing supplies and equipment from Pocket Nurse for the Central, North, and South Campuses nursing departments.

BACKGROUND

The College utilizes Pocket Nurse to support its prelicensure nursing programs across three campuses, which include two vocational nursing programs and three registered nursing programs. Consumables and various educational materials are essential for simulation and skills competency training. Additionally, the College was awarded grant funds from the Texas Higher Education Coordinating Board to help increase the number of graduates in the registered nursing programs. As a result, the use of these grant funds is expected to increase the overall expenditure with Pocket Nurse.

Pocket Nurse has a contract through the BuyBoard cooperative contracts program to provide nursing supplies and equipment, contract #704-23, which complies with the competitive procurement requirements per Texas Education Code §44.031(a)(4) and is permitted through Texas Government Code §791.011(g).

IMPACT OF THIS ACTION

The additional grant-funded purchases will benefit nursing students college-wide as they achieve competency in performing nursing skills and preparing for practice. A portion of the grant funds must be expended by the end of the current fiscal year. Approval of this request will ensure the grant objectives and spending plan have been met by the stated deadline.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$120,000 and will be funded from the nursing departments' 2024-2025 operating budget and the Nursing Shortage Reduction Program grant.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Rhonda Bell	281-476-1858	rhonda.bell@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

Purchase Request #11
Regular Board Meeting June 2, 2025

Consideration of Delegation of Authority to Contract for Delinquent Tax Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to negotiate and approve a contract with the firm that provides the best value to collect delinquent ad valorem taxes, penalties, and interest on behalf of the College.

BACKGROUND

In accordance with Section 6.30 of the Texas Property Tax Code, the College shall contract with a law firm to collect delinquent taxes. The current law firm who manages this service is retiring, and the College has initiated the solicitation process to select the most qualified firm to provide continued service.

Request for qualifications (RFQ) #25-31 was issued on April 30, 2025, to procure delinquent tax services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Each response received will be evaluated by a team comprised of representatives from fiscal affairs, facilities services, comptroller, and finance. Evaluation and ranking of the submittals will be based on criteria published in the solicitation.

IMPACT OF THIS ACTION

It is recommended that the contract for delinquent taxes services be awarded by the Chancellor or her designee in order to continue this essential service on behalf of the College. Engaging a law firm to manage the collection process ensures that it is conducted professionally and in full compliance with applicable laws.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Continuation of this service is expected to result in the recovery of additional delinquent ad valorem taxes, along with associated penalties and interest, which constitute general revenue for the College. The total amount of compensation shall not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected.

MONITORING AND REPORTING TIMELINE

The initial three-year award term will commence on July 1, 2025, through June 30, 2028, with two one-year renewal options.

ATTACHMENTS

None

RESOURCE PERSONNEL

Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Dianne Duron	281-998-6109	dianne.duron@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Purchase Request #12
Regular Board Meeting June 2, 2025

Consideration of Approval of Additional Funds for Architectural Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for architectural services from Huitt-Zollars, Inc. for capital projects.

BACKGROUND

The College has utilized Huitt-Zollars, Inc. to provide design services for multiple roofing projects over the past several years. Efficiencies and cost savings have been achieved by giving similar work to the same design team.

Request for qualifications #23-26 was issued on April 18, 2023, to procure architectural services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The Board approved a contract for a period of approximately five years with a pool of five architects, including Huitt-Zollars, Inc., on August 7, 2023. Architectural services firms are engaged on an “as-needed” basis. Assignments to these firms are based on the appropriate match of firm capabilities with project needs as determined by subject matter experts within the College.

IMPACT OF THIS ACTION

Approval of this request will facilitate the continuation of roof and envelope design efforts through the end of the fiscal year and will ensure that services for design and development work for roofs entering the planning cycle will continue unimpeded.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The Board approved expenditures to Huitt-Zollars, Inc. for architectural services for the 2024-2025 fiscal year in August 2024 and January 2025, totaling \$430,500. This request will increase the approved amount by \$200,000 to a total expenditure of \$630,500 for Fiscal Year 2024-2025. This expenditure will be funded from the 2015 Capital Improvement Program Bond Deferred Maintenance line.

MONITORING AND REPORTING TIMELINE

Design work will continue to be monitored by capital projects staff.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Genevieve Scholes	281-998-6349	genevieve.Scholes@sjcd.edu

Item "A"
Regular Board Meeting June 2, 2025

Approval of the Minutes for the May 5, 2025, Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the May 5, 2025, Workshop and Regular Board Meeting.

San Jacinto College District Board Workshop May 5, 2025

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 4:45 p.m., Monday, May 5, 2025, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

MINUTES

	Board Workshop Attendees:	Board Members: Dr. Michelle Cantú-Wilson, Erica Davis Rouse (absent), Dan Mims, John Moon, Jr., Salvador Serrano Jr., Keith Sinor, Larry Wilson Chancellor: Brenda Hellyer Other: Christian Bionat, Carin Hutchins, Sandra Ramirez, Mandi Reiland
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Chair Mims called the workshop to order at 4:47 p.m.
II.	Roll Call of Board Members	Chair Mims conducted a roll call of the Board members: Dr. Michelle Cantú-Wilson Erica Davis Rouse, Assistant Secretary (absent) Dan Mims, Chair John Moon, Jr., Vice Chair Salvado Serrano Jr. Keith Sinor, Secretary 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	Chair Mims adjourned to closed session at 4:48 p.m. The Board members listed above as attending, Brenda Hellyer, Carin Hutchins, and Sandra Ramirez were present for 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. It was determined after the time of posting that a consultation with an attorney was not needed. b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or

		employee or to hear complaints or charges against a public officer or employee.
IV.	Reconvene in Open Meeting	Chair Mims reconvened to open meeting at 5:52 p.m.
V.	Overview of Employer of Record Services	<p>Sandra Ramirez provided an overview of employer of record services. She explained that over the past few years, the College determined that remote employment options may need to expand beyond state of Texas residences in order to attract and retain specialized talent to meet various employment needs. It was determined that a third party would be the best option for providing the appropriate payroll processing and tax reporting services. A multi-step procurement process was completed, and the Board is being asked to approve a contract with FoxHire for employer of record services.</p> <p>Payroll processing, tax requirements, and applicable benefits vary from state to state. FoxHire will handle all out-of-state employment details for compliance with local, state, and federal requirements, including taxes, insurance, health plan benefits, and retirement plan options. All contracted individuals processed through the employer of record services are designated as employees of FoxHire under the contract. They will provide services but be under the supervision of the College.</p> <p>Appropriate procedures will be formalized to determine when out-of-state contractors will be allowed to meet administrative, staffing, and instructional needs of the College. The plan is to continue to prioritize locally but to expand as needed to recruit, hire, and retain talented individuals.</p> <p>Christian Bionat joined the workshop.</p>
VI.	Review Legislative Update and Advocacy Efforts	<p>Christian Bionat provided a legislative update and overview of the advocacy efforts. He explained that the College continues to stay engaged in critical state and federal policy discussions that impact our students, programs, and operations.</p> <p>Late last month, Brenda, Chris Wild, and Christian visited with White House officials to discuss workforce strategies in biomanufacturing. Dr. Wild also briefed staff members of the House Science, Space, and Technology</p>

		<p>subcommittees, highlighting the unique role community colleges like San Jac play in preparing students for high-demand careers. Additionally, four San Jac students joined advocacy meetings through the Economic Alliance DC Fly-in to share firsthand how federal investments in education have impacted their success.</p> <p>Building on momentum, the College submitted a \$12 million Community Project Funding (CPF) request to US Congressman Brian Babin to support the continued expansion of our biomanufacturing infrastructure. As one of the few U.S. community colleges licensed to deliver National Institute for Bioprocessing Research and Training (NIBRT) curriculum, the College is positioned to support workforce needs across Generation Park, the 288 corridor, and the Texas Medical Center.</p> <p>Christian said that President Trump’s FY26 federal budget proposal marks a significant shift in education and workforce priorities. Notably, it proposes eliminating funding for the U.S. Department of Education. However, it maintains full funding for Title I and special education under the Individuals with Disabilities Education Act (IDEA). The proposal consolidates existing federal grants into two new block grant programs, one for K–12 funding and one for special education, and increases charter school funding by \$60 million, totaling \$500 million.</p> <p>The budget also maintains Pell Grant funding and proposes expanding eligibility to include short-term, high-quality workforce programs that align with the administration’s <i>Make America Skilled Again (MASA)</i> initiative. However, separate House proposals would tighten Pell eligibility by requiring students to complete 30 credit hours annually, a change that could limit access for many community college students.</p> <p>At the state level, the 89th Texas Legislative Session is quickly approaching its final weeks, with Sine Die scheduled on June 2nd. The House’s final deadline to consider its own bills is May 15. More than 9,000 bills were filed this session, and activity has now narrowed to finalizing the budget and reconciling differences between the House and Senate. San Jac’s three exceptional item requests remain in the budget as it moves to conference. To support these items, particularly the expansion of our biomanufacturing efforts, Chair Dan Mims, Dr. Hellyer,</p>
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		<p>and Christian met with key budget conferees two weeks ago.</p> <p>Christian provided a brief summary of other bills, and the Board has documentation providing information on these to review. The College is closely tracking key legislation on board governance, workforce expansion, and financial flexibility.</p> <p>Data on the Texas Department of Licensing and Research (TDLR) was distributed. Christian reviewed the information, and the group discussed.</p> <p>Across both levels, the focus remains on ensuring policies align with the needs of the College’s students, employers, and regional economy.</p> <p>Christian left the workshop.</p>
VII.	Update on Enrollment - Summer 2025	<p>Carin Hutchins provided an overview of enrollment. Currently up 10.8 percent over last year.</p>
VIII.	Update on Board Election	<p>Brenda reviewed the recent upcoming election activities. She reminded the group that canvassing and ordering a runoff will occur at a Special Board meeting on May 13, 2025, at 5:00 pm. She added that on June 2, Larry Wilson be sworn in for winning position 4.</p> <p>Carin provided an update on the Board election. She explained that signage was put up and the social media carousel seemed to be helpful for voters. She provided the results of the election which indicated a runoff election for position 3 is required.</p> <p>She reviewed newspaper posting costs and other election related expenses as compared to 2023. Total election costs are expected to be approximately \$769,000. This does not include the runoff expenses. The cost for the runoff election is anticipated to cost more as there are less entities to divide the cost with.</p> <p>Carin presented details of the runoff election activities.</p> <p>Brenda reviewed a portion of the Board bylaws to clarify the timeline of upcoming election related actions. Legal is going to review for clarification with State law and since the bylaws do not specify when to elect officers when a</p>

		<p>runoff election needs to occur. The questions are if officers should be elected at the June 2 meeting or at the regularly scheduled meeting following the runoff which would be on August 11. After legal review, Brenda will provide an update to the Board.</p> <p>Members discussed the materials presented.</p> <p>Sandra left the workshop.</p>
<p>IX.</p>	<p>Fiscal Year 2025 Budget Process Update</p>	<p>Brenda provided the budget goals and assumptions. She let the Board members know that a detailed timeline is included in their materials.</p> <p>Based on the timeline, the Board budget retreat needs to occur towards the end of July. After reviewing with the Board members, July 29 was selected from 3:00 – 6:00 pm.</p> <p>Carin reviewed the revenue estimation plan. Also, she reviewed the preliminary taxable value provided by Harris County Appraisal District (HCAD) on April 30. She explained that FY25 tax revenue was based on taxable value of \$85.8 billion, which is higher than the current FY25 prior year value of \$85.6 billion, indicating beginning values decreased from August 2024 to April 2025. This means the increase for FY26 is 0.97 percent versus 1.24 percent. She reviewed the estimated taxable values received in April for previous years versus the actuals received in July indicating there is some fluctuation which is why it is prudent to wait for the July values for budget purposes.</p> <p>Carin explained the history of the certified estimate of taxable value and provided a peer comparison of April estimated taxable values and exemptions. She reviewed the property units with exemptions and provided examples on Homestead and Over 65/Disabled exemptions. This data was provided for consideration for increasing exemptions for over 65/disabled homeowners. Brenda added that if this is going to occur it needs to be approved at the June 2nd Board meeting. This is complicated because the decision would be made before receiving the official tax information from the County. Another option is to freeze exemptions for Over 65/Disabled. Austin and Lone Star Colleges were provided as examples of this option.</p>

		<p>She explained that the preliminary recommendation is to increase to \$5,000 and 7 percent, whichever is greater, for Homestead Exemption and increase to \$135,000 for Over 65/Disabled. Currently, there is no recommendation to move forward with a freeze of values for Over 65/Disabled.</p> <p>Brenda asked the Board for their thoughts on the recommendations above or if we should wait to decide on this to see impact from the legislation. Members present thought it would be best to wait until the legislative session ended and more tax information is available.</p>
X.	Discuss the Possible Termination of the Student Success Fund Management Agreement With San Jacinto College Foundation	<p>Brenda explained that there is an action item in the Board book for tonight that recommends terminating the Student Success Fund Management Agreement with the San Jacinto College Foundation.</p> <p>She stated that after review, it was determined that it would be best to terminate the agreement as it is not needed anymore. This recommendation has been reviewed with legal, and the Foundation Board. All are in agreement to eliminate this agreement.</p> <p>The Student Success Fund was originally established to manage the Mackenzie Scott donation and its designation for the Promise program. The Promise endowment has been consolidated with other Foundation Promise program funds. These funds are managed by Goldman Sachs with oversight by the Foundation Board which includes representation from the College Board and administration. Regular reviews of the investment performance, liquidity, and compliance with the Foundation’s investment policy are conducted.</p> <p>Board members present were comfortable with this recommendation.</p>
XI.	Discuss Strategies and Support of Artificial Intelligence	This item was tabled.
XII.	Discuss Strategic Planning	Brenda explained that the Strategic Leadership Team (SLT) is meeting the following day to review the draft of the new vision, mission, and strategic goals for the next Strategic Plan for the College. She will bring this back to the Board for final review and request for approval at the June workshop and meeting.

XIII.	Update on Graduation Venues	<p>Brenda explained the issues with continuing to utilize NRG and what was previously Minute Maid for commencement ceremonies. Daikin has said the venue is not available for December 2025 commencement. Additionally, the Fertitta Center is not available. Purchasing and Student Services representatives have been researching additional venues. The current two options are a venue in Aldine, which would be a lengthy drive, or Grace Church located at I-45 and Beltway 8. While Grace Church will hold 5000 attendees, requiring multiple ceremonies, it is closer to our campuses and community.</p> <p>Board members discussed and expressed that of the available options, it would be best to go with Grace Church for December 2025. Brenda added that the Fertitta Center is booked for May 2026. That venue will most likely require three ceremonies.</p>
XIV.	Review of Calendar	<p>Brenda reviewed the calendar and asked the Board members to let Mandi Reiland know if they would like to attend any events.</p>
XV.	General Discussion of Meeting Items a. Additional Purchasing Support Documents	<p>Brenda reviewed the pending delegation of authority summary provided on the additional purchasing support document.</p> <p>The Board members did not have any questions about items included in the Board book.</p>
XVI.	Adjournment	<p>Chair Mims adjourned the meeting at 7:07 p.m.</p>

San Jacinto Community College District
Regular Board Meeting Minutes
May 5, 2025

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m. for a regularly scheduled Board meeting on Monday, May 5, 2025, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

Attendance

Members: Dr. Michelle Cantú-Wilson, Dan Mims, John Moon, Jr., Salvador Serrano Jr., Keith Sinor, Larry Wilson

Absent: Erica Davis Rouse

Chancellor: Brenda Hellyer

Others Present: Tanesha Antoine, Amber Barmore, Dominique Becknel, Rhonda Bell, Jesse Bernal, Brooke Bible, Gabrielle Bible, Joseph Bible, Joshua Bible, Lilah Bible, Shane Bishop, Amber Bocanegra, Tiffany Burton, Mary Jane Caddall, Robert Cage, Heidi Cartzendafner, Debra Clarke, Estrellita Coronado, Janet Cowey, Matt Crow, Suzanne DeBlanc, Kim Delauro, Chloe Delong, Tatum Dixon, Josh Dray, Diane Duron, Adriana Elizondo, Teddy Farias, Brittney Fowler, Connie Gomez, Cecily Haley, Allatia Harris, Judy Harrison, Daju Helaive, Carin Hutchins, Cassandra Ibarra, Abisi Irranna, Sallie Kay Janes, Moses Jaramillo, Lesley Kauffman, Matt Keim, Kara Kennebrew, Aaron Knight, Nick Ledesma, Yvette Ledesma, Jeanette Liberty, Cristofer Limon, Kayla Logan, Isis Martinez, Carson McDonald, Kevin McKisson, Paul McRee, Bernard Milstein, Kelly Mizell, Kevin Morris, Lambrini Nicopoulos, Alexander Okwonna, Tristan Olivo, Carrie Owens, Sam Owens, Joe Pena, Linda Pennington, T.J. Perez, Tiya Pierre, J Ragaisis, Omar Retta, Sherilyn Reynolds, Kay Richardson, Shelley Rinehart, Natasha Salas, Janice Sullivan, Jessica Tello, Ken Tidwell, Sonia Townsend, Jose Valentine, Rizwan Virani, Roger Watkins, Niki Whiteside, Van Wigginton, Chris Wild, Vershonda Williams, Noveta Wimbley, Annette Zapata, Joanna Zimmermann

I. Call the Meeting to Order

Chair Dan Mims called the regular meeting of the Board of Trustees to order at 7:14 p.m.

II. Roll Call of Board Members

Chair Mims conducted a roll call of the Board members.

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

III. Invocation and Pledge to the Flags

The invocation was given by Allatia Harris. The pledges to the American and Texas flags were led by John Moon, Jr.

IV. Special Announcements, Recognitions, Introductions, and Presentations

1. Provost Knight, Okwonna, and Wigginton recognized the San Jacinto College Phi Theta Kappa Chapters.
2. Provost Knight recognized Annette Zapata for the Hispanic Association of Colleges and Universities Don Quixote de La Mancha Scholarship.
3. Provost Wigginton presented the Governor's Education Champion Award for the See to Succeed Service Learning Initiative.
4. Sandra Ramirez introduced the Monument Award program and recipients to be recognized this evening. Joanna Zimmermann recognized the CRM Implementation Team - Target X. Kevin Morris recognized the Center for Academic Excellence-Cyber Defense Team.
5. Kevin Morris and Suzanne DeBlanc recognized the 2024 – 2025 Honoraria Recipients.

V. Student Success Presentations

George González provided an update on student achievement measures.

VI. Communications to the Board of Trustees

1. May Opportunity News
2. Summer 2025 Senior Focus
3. 2025 Aspen Institute Finalist with Distinction
4. At the Talent Strong Pathways Institute held in Houston, Texas, San Jacinto College was awarded the Recognition of Scaling Excellence (ROSE) Award April 11, 2025.

VII. Public Comment

There were no citizens desiring to speak to the Board.

VIII. Informative Reports to the Board

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

- A. San Jacinto College Financial Statements
 1. San Jacinto College Monthly Financial Statements
 2. San Jacinto College Monthly Investment Reports
- B. San Jacinto College Foundation Financial Statements
- C. Capital Improvement Program

IX. Consideration of Approval of Memorandum of Understanding with Faith Christian Academy for Dual Credit

Motion 10440:

Motion moved by Larry Wilson and motion seconded by Keith Sinor. Motion carried.

Yeas: Cantú-Wilson, Moon, Jr., Serrano Jr., Sinor, Wilson

Nays: None

- X. Consideration of Approval of a Joint Commitment to Collaboration in Support of Academic Opportunity and Student Success Between San Jacinto College and Texas State University

Motion 10441:

Motion moved by Salvador Serrano Jr. and motion seconded by Dr. Michelle Cantú-Wilson. Motion carried.

Yeas: Cantú-Wilson, Moon, Jr., Serrano Jr., Sinor, Wilson

Nays: None

- XI. Consideration of Approval to Terminate the Student Success Fund Management Agreement Between San Jacinto Community College District and the San Jacinto College Foundation

Motion 10442:

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by Salvador Serrano Jr. Motion carried.

Yeas: Cantú-Wilson, Moon, Jr., Serrano Jr., Sinor, Wilson

Nays: None

- XII. Consideration of Purchasing Requests

#1	Consideration of Approval to Contract for Employer of Record Services	2,000,000
#2	Consideration of Approval of Additional Funds for Maintenance, Repair, and Operational Supplies	300,000
#3	Consideration of Ratification of Additional Funds for Election Services	219,894
#4	Consideration of Approval of Funds for Promotional Items	145,000

TOTAL OF PURCHASE REQUESTS	\$ 2,664,894
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Motion 10443:

Motion moved by Keith Sinor and motion seconded by Larry Wilson. Motion carried.

Yeas: Cantú-Wilson, Moon, Jr., Serrano Jr., Sinor, Wilson
Nays: None

XIII. Consent Agenda

- A. Approval of the Minutes for the April 7, 2025, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations and 2025-2026 Faculty Contract Recommendations
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting

Motion 10445:

Motion moved by Larry Wilson and motion seconded by Salvador Serrano Jr. Motion carried.

Yeas: Cantú-Wilson, Moon, Jr., Serrano Jr., Sinor, Wilson
Nays: None

XIV. Items for Discussion/Possible Action

There were no additional items discussed.

XV. Adjournment

Chair Mims adjourned the meeting at 8:10 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for April 2025 which have been made in accordance with appropriate accounting procedures.

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – April 2025 Budget Transfers

RESOURCE PERSONNEL

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Dianne Duron	281-998-6109	dianne.duron@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers Related to Fiscal Year 2024-25
 for April 2025

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 526,166	\$ 37,364
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	165,797	258,332
STUDENT SERVICES	8,406	447,632
INSTITUTIONAL SUPPORT	47,679	6,673
PHYSICAL PLANT	1,953	-
AUXILIARY ENTERPRISES	-	-
	\$ 750,000	\$ 750,000

RECOMMENDATION

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

North Campus

Department

Affiliation Entity

Mental Health and Addiction Studies

Bay Area Council on Drugs and Alcohol

Mental Health and Addiction Studies

On Purpose

Medical Assisting

WellMed Medical Group, P.A.

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

CONTACT PERSONNEL

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Laurel Williamson

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Item “E”
Regular Board Meeting June 2, 2025
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, August 11, 2025.

Item “F”
Regular Board Meeting June 2, 2024
Approval of the Minutes for the May 13, 2025, Special Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the May 13, 2025, Special Board Meeting.

**San Jacinto Community College District
Special Board Meeting Minutes
May 13, 2025**

The Board of Trustees of the San Jacinto Community College District met at 5:00 p.m. for a Special Board Meeting on Tuesday, May 13, 2025, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

Attendance

Present:

Members: Dr. Michelle Cantú-Wilson, Dan Mims, John Moon, Jr., Salvador Serrano Jr., Larry Wilson

Absent:

Members: Erica Davis Rouse, Keith Sinor

Chancellor: Brenda Hellyer

Others Present: Matt Crow, Matt Keim, Carin Hutchins, Mandi Reiland, Joe Pena, Shawna Pina

I. Call the Meeting to Order

Chair Dan Mims called the special meeting of the Board of Trustees to order at 5:02 p.m.

II. Roll Call of Board Members

Chair Mims conducted a roll call of the Board members.

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

Chair Mims stated per Election Code 67.004, two members of the Board constitute a quorum for purposes of canvassing an election; however, a full quorum was required since the Board would also be ordering a runoff election.

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:

It was determined after the time of posting that a closed session was not needed.

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

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

IV. Reconvene in Open Meeting

A closed session was posted on the agenda, but it was determined after the time of posting that a closed session is not needed so reconvening to open meeting was not needed.

V. Public Comment

There were no citizens desiring to speak to the Board.

VI. Consideration of Approval of Order Canvassing Returns and Declaring Results of May 3, 2025 Election

Carin Hutchins presented the election results to the Board.

Motion 10446:

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

Yeas: Cantú-Wilson, Moon, Jr., Serrano Jr., Wilson

Nays: None

VII. Consideration of Adoption of Resolution Ordering a Runoff Election for Board of Trustee Position Three (3)

Motion 10447:

Motion moved by Salvador Serrano Jr. and motion seconded by John Moon, Jr. Motion carried.

Yeas: Cantú-Wilson, Moon, Jr., Serrano Jr., Wilson

Nays: None

VIII. Adjournment

Chair Mims adjourned the meeting at 5:06 p.m.