

*Board of Trustees
Meeting*

September 8, 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 4:30 p.m., Monday, September 8, 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.

1. Review process for vacant Board of Trustees Position 5

IV. Reconvene in Open Meeting

V. Board Appointment Process

VI. Enrollment - Fall 2025

VII. Property Tax Rate Adoption

VIII. Process for Election of Harris Central Appraisal District (HCAD) Board Members

IX. Review Updates to Remote Work Policy

X. Plan for Probationary Period Related to the Physical Therapy Program

XI. Submission of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Referral Report

XII. Annual Internal Audit Report and Plan

A. Summary of FY2024-2025 Internal Audit Work

B. Proposed FY2025-2026 Plan

XIII. Review Investment Training Report

XIV. Legislative Updates

XV. Board Focus Reports for Fiscal Year 2026 Discussion

XVI. General Discussion of Meeting Items

A. Additional Purchasing Support Documents - Delegation of Authority

XVII. Calendar

XVIII. Conflict of Interest Forms

XIX. 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, September 2, 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, September 8, 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 September 8, 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 the 2025 Achievement of Excellence in Procurement Award from National Procurement Institute

Presenter: Carin Hutchins

B. Recognition of The Rotary Club of North Shore - Annual Scholarship Support

Presenter: Alexander Okwonna

V. Student Success Presentations

A. Submission of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Referral Report

Presenter: Chris Duke

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 July 2025

2. San Jacinto College Monthly Investment Reports July 2025

B. San Jacinto College Foundation Financial Statements July 2025

C. Capital Improvement Program

D. San Jacinto College Board Building Committee Minutes

ACTION ITEMS

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

X. Consideration of Approval of Policy II.2002.B, Faculty Senate Governance - Second Reading

XI. Consideration of Approval of Policy VI.6004.E, Campus Hazing Prevention - Second Reading

XII. Consideration of Approval of Allocation of Capital Project Funds

XIII. Consideration of Approval of Banking and Investment Resolutions and Forms

XIV. Consideration of Approval to Modify Childcare Fees

XV. Consideration of Approval of 2025 Proposed Tax Rate, Review of Final No-New-Revenue and Voter-Approval Tax Rate Calculations and Approve Date to Adopt Tax Rate

XVI. Consideration of Approval of Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements - First Reading (Informational Item)

PURCHASING REQUESTS

XVII. Consideration of Purchasing Requests

CONSENT AGENDA

XVIII. Consent Agenda

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

A. Approval of the Minutes for the August 11, 2025, Workshop and Regular Board Meeting

B. Approval of the Budget Transfers

C. Approval of Personnel Recommendations, 2025-2026 Part-Time Hourly Rate Schedule, and Extra Service Agreements (ESA)

D. Approval of the Next Regularly Scheduled Meeting

XIX. Items for Discussion/Possible Action

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

XX. Adjournment

Closed Session Authority

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

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

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

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

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

Section 551.076 – To consider the deployment, or specific occasions for implementation, of security personnel or devices; 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, September 2, 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.

San Jacinto College Monthly Financial Statements
July 2025

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

<u>Assets</u>	<u>2025</u>	<u>2024</u>
Current assets:		
Cash and cash equivalents	\$ 84,165,231	\$ 86,627,507
Restricted cash and cash equivalents	63,096,142	73,211,907
Investments	9,992,750	9,925,850
Accounts receivable - taxes	5,527,508	5,256,975
Accounts receivable	34,783,411	28,909,114
Deferred charges	3,701,336	3,626,429
Inventories	444,074	434,916
Total current assets	<u>201,710,452</u>	<u>207,992,698</u>
Noncurrent assets:		
Other long term investments	20,036,750	19,979,950
Capital assets, net	714,501,991	714,067,126
Total noncurrent assets	<u>734,538,741</u>	<u>734,047,076</u>
Total assets	<u>936,249,193</u>	<u>942,039,773</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	3,086,210	3,771,696
Total deferred outflows of resources	<u>35,961,046</u>	<u>41,625,795</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	16,247,315	15,017,622
Accrued liabilities	10,642,424	10,212,134
Accrued compensable absences and deferred compensation	2,853,852	2,417,317
Deferred revenues	25,670,021	21,691,329
Total current liabilities	<u>55,413,612</u>	<u>49,338,402</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	633,386,661	643,808,818
Total noncurrent liabilities	<u>780,841,923</u>	<u>789,938,303</u>
Total liabilities	<u>836,255,534</u>	<u>839,276,705</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>41,769,451</u>
<u>Net assets</u>		
Beginning of year - audited	79,811,001	83,260,534
Current year addition (reduction)	18,691,260	19,358,879
Total net position	<u>\$ 98,502,261</u>	<u>\$ 102,619,412</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2025

11 Unrestricted Funds

	Adjusted Budget	Actual 91.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
State Appropriations	\$ 56,774,338	\$ 55,507,831	97.77%	\$ 54,995,750	100.00%
State Appropriations - FAST	2,550,000	2,682,806	105.21%	2,143,287	100.35%
Local Taxes - Maintenance & Operations	89,600,000	90,067,520	100.52%	82,382,575	99.59%
Credit Tuition	68,445,000	69,909,081	102.14%	66,368,648	99.02%
Credit Exemptions & Waivers	(9,500,000)	(10,214,815)	107.52%	(9,934,258)	99.48%
Continuing Education					
CPET	540,000	370,679	68.64%	332,924	92.30%
Biotechnology	600,000	51,751	8.63%	7,000	100.00%
Maritime Transportation	2,100,000	2,170,572	103.36%	1,764,299	93.17%
Continuing Professional Development (CPD)	6,360,000	5,325,010	83.73%	3,776,957	82.89%
Continuing Education Exemptions & Waivers	(45,000)	(48,717)	108.26%	(25,671)	100.00%
Bad Debt	(1,100,000)	(1,008,334)	91.67%	(916,698)	80.84%
Sales & Services	2,200,000	2,365,457	107.52%	3,078,683	80.30%
Investment Income	6,000,000	4,328,105	72.14%	5,444,730	89.30%
Total Revenues	224,524,338	221,506,947	98.66%	209,418,226	98.56%
Expenditures					
Instruction	88,415,159	85,968,281	97.23%	81,428,531	92.06%
Public Service	11,900	4,087	34.35%	16,907	69.56%
Academic Support	21,559,776	18,121,766	84.05%	16,552,842	92.85%
Student Services	23,673,570	20,628,900	87.14%	17,937,523	87.93%
Institutional Support	58,921,314	52,803,637	89.62%	48,601,002	85.83%
Physical Plant	26,222,678	20,299,307	77.41%	21,547,232	85.04%
Total Expenditures	218,804,396	197,825,978	90.41%	186,084,038	89.18%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	5,719,942	4,452,075	77.83%	8,660,981	79.96%
Net Increase (Decrease) in Net Position	\$ -	\$ 19,228,894		\$ 14,673,207	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2025

Federal Restricted Funds

	Adjusted Budget	Actual 91.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Grants	\$ 63,022,752	\$ 77,098,181	122.33%	\$ 61,903,715	97.91%
Total Revenues	63,022,752	77,098,181	122.33%	61,903,715	97.91%
Expenditures					
Instruction	1,132,507	905,168	79.93%	1,199,507	84.76%
Public Service	330,631	193,771	58.61%	150,198	89.86%
Academic Support	9,439,545	4,335,103	45.92%	4,214,776	87.05%
Student Services	548,145	491,641	89.69%	316,560	93.15%
Institutional Support	873,888.43	541,808	62.00%	544,779	88.79%
Physical Plant	741,776	126,228	17.02%	103,817	30.22%
Scholarships and Fellowships	49,956,261	70,504,462	141.13%	55,374,079	99.76%
Total Expenditures	63,022,752	77,098,181	122.33%	61,903,715	97.91%
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 Eleven Months Ended July 31, 2025

State Restricted Funds

	Adjusted Budget	Actual 91.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
State Paid Benefits	\$ 13,200,000	\$ 12,538,410	94.99%	\$ 12,175,892	67.38%
Grants	9,712,610	7,367,315	75.85%	5,890,000	96.23%
Total Revenues	22,912,610	19,905,725	86.88%	18,065,892	74.68%
Expenditures					
Instruction	7,630,672	6,586,726	86.32%	6,385,811	68.92%
Public Service	16,045	17,289	107.75%	15,962	56.50%
Academic Support	2,337,964	1,744,879	74.63%	1,491,374	62.43%
Student Services	1,641,570	2,103,890	128.16%	1,920,337	70.18%
Institutional Support	3,927,488	2,722,142	69.31%	2,633,501	63.72%
Physical Plant	15,427	-	-	-	-
Scholarships and Fellowships	7,343,442	6,730,799	91.66%	5,618,908	99.65%
Total Expenditures	22,912,610	19,905,725	86.88%	18,065,893	74.68%
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 Eleven Months Ended July 31, 2025

Local Restricted Funds

	Adjusted Budget	Actual 91.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Grants	\$ 5,235,948	\$ 5,040,603	96.27%	\$ 4,849,153	118.57%
Total Revenues	5,235,948	5,040,603	96.27%	4,849,153	118.57%
Expenditures					
Instruction	-	-	-	-	-
Public Service	233,350	159,069	68.17%	199,676	91.10%
Academic Support	1,649,167	737,276	44.71%	415,309	80.60%
Student Services	5,300	2,000	37.74%	2,000	100.00%
Institutional Support	7,209	7,768	107.75%	29,534	91.86%
Physical Plant	250,000	63,798	-	-	-
Scholarships and Fellowships	3,660,500	4,386,443	119.83%	4,442,638	124.57%
Total Expenditures	5,805,526	5,356,354	92.26%	5,089,156	117.40%
Transfers Among Funds					
Transfers In	(569,579)	(304,387)	-	(224,706)	89.88%
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (11,363)		\$ (15,297)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2025

27 FAST & TPEG

	Adjusted Budget	Actual 91.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
State Appropriations - FAST	\$ 2,350,000	\$ 2,197,194	93.50%	\$ 2,200,888	99.74%
Tuition - Credit & Non Credit - TPEG	3,100,000	3,373,322	108.82%	3,223,937	98.69%
Total Revenues	5,450,000	5,570,516	102.21%	5,424,825	97.99%
Expenditures					
Scholarships and Fellowships - FAST	2,350,000	2,197,194	93.50%	2,200,888	99.74%
Scholarships and Fellowships - TPEG	3,100,000	3,059,635	98.70%	3,528,831	99.73%
Total Expenditures	5,450,000	5,256,829	96.46%	5,729,719	99.74%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 313,686		\$ (304,894)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2025

28 Private Gifts and Donations

	Adjusted Budget	Actual 91.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Sales & Services	\$ -	\$ 33,710	-	\$ 75,914	100.00%
Grants	60,000	118,000	196.67%	-	-
Total Revenues	60,000	151,710	252.85%	75,914	100.00%
Expenditures					
Instruction	-	34,031	-	29,971	73.37%
Institutional Support	60,000	26,229	43.72%	-	-
Scholarships and Fellowships	-	100,000	-	-	-
Total Expenditures	60,000	160,261	267.10%	29,971	73.37%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (8,551)		\$ 45,944	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2025

Auxiliary Enterprises

	Adjusted Budget	Actual 91.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Auxiliary Services	\$ 3,000,000	\$ 2,718,765	90.63%	\$ 2,805,534	92.92%
Total Revenues	3,000,000	2,718,765	90.63%	2,805,534	92.92%
Expenditures					
Labor	737,787	1,109,092	150.33%	730,718	90.92%
Benefits	199,780	208,525	104.38%	120,380	89.22%
Supplies	576,546	519,893	90.17%	564,767	90.75%
Travel	224,531	262,903	117.09%	305,823	98.43%
Contracted Services	127,499	107,570	84.37%	122,680	90.26%
Utilities	200	-	-	-	-
Scholarships and Fellowships	1,133,657	1,075,548	94.87%	1,216,147	100.37%
Total Expenditures	3,000,000	3,283,531	109.45%	3,060,514	95.07%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (564,766)		\$ (254,980)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2025

Fund 95 Retirement of Indebtedness

	Adjusted Budget	Actual 91.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Local Taxes - Debt Service	\$ 40,105,400	\$ 40,280,897	100.44%	\$ 39,072,529	99.61%
Investment Income	-	300,193	-	352,678	93.96%
Total Revenues	40,105,400	40,581,090	101.19%	39,425,207	99.56%
Expenditures					
Institutional Support - Principal	17,644,305	17,214,522	97.56%	18,554,029	98.93%
Institutional Support - Interest	26,511,458	21,886,962	82.56%	20,720,792	91.77%
Total Expenditures	44,155,763	39,101,484	88.55%	39,274,822	95.02%
Transfers Among Funds					
Transfers In	(4,050,363)	(2,963,790)	73.17%	(2,436,275)	68.36%
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment ¹	(17,644,305)	(17,214,522)	97.56%	(18,554,029)	98.93%
Net Increase (Decrease) in Net Position	\$ 17,644,305	\$ 21,657,918		\$ 21,140,690	

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 Eleven Months Ended July 31, 2025

Fund 97 Investment in Plant

	Adjusted Budget	Actual 91.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Expenditures					
Depreciation	\$ 30,225,000	\$ 23,672,534	78.32%	\$ 26,867,378	91.27%
Total Expenditures	30,225,000	23,672,534	78.32%	26,867,378	91.27%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases ¹	(1,598,553)	(918,260)	57.44%	(1,261,192)	62.99%
Net Increase (Decrease) in Net Position	\$ (28,626,447)	\$ (22,754,273)		\$ (25,606,186)	

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 Eleven Months Ended July 31, 2025

	Adjusted Budget	Actual 91.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
State Appropriations	\$ 69,974,338	\$ 68,046,241	97.24%	\$ 67,171,642	91.93%
State Appropriations - FAST	4,900,000	4,880,000	99.59%	4,344,175	100.04%
Local Taxes - Maintenance & Operations	89,600,000	90,067,520	100.52%	82,382,575	99.59%
Local Taxes - Debt Service	40,105,400	40,280,897	100.44%	39,072,529	99.61%
Credit Tuition	71,545,000	73,282,403	102.43%	69,592,585	99.00%
Credit Exemptions & Waivers	(9,500,000)	(10,214,815)	107.52%	(9,934,258)	99.48%
Continuing Education					
CPET	540,000	370,679	68.64%	332,924	92.30%
Biotechnology	600,000	51,751	8.63%	7,000	100.00%
Maritime Transportation	2,100,000	2,170,572	103.36%	1,764,299	93.17%
Continuing Professional Development	6,360,000	5,325,010	83.73%	3,776,957	82.89%
Continuing Education Exemptions & Waivers	(45,000)	(48,717)	108.26%	(25,671)	100.00%
Bad Debt	(1,100,000)	(1,008,334)	91.67%	(916,698)	80.84%
Sales & Services	2,200,000	2,399,167	109.05%	3,154,598	80.69%
Investment Income	6,000,000	4,328,105	72.14%	5,444,730	88.39%
Investment Income - Restricted Funds	-	3,152,512	-	4,025,533	92.12%
Auxiliary Services	3,000,000	2,718,765	90.63%	2,805,534	92.92%
Grants	72,795,362	84,426,184	115.98%	67,906,676	97.77%
Local Grants	5,235,948	5,197,916	99.27%	4,736,193	119.03%
Total Revenues	364,311,048	375,425,856	103.05%	345,641,323	97.03%
Expenditures					
Instruction	97,178,338	93,494,206	96.21%	89,043,819	89.78%
Public Service	591,926	374,215	63.22%	382,742	87.21%
Academic Support	34,986,452	24,939,023	71.28%	22,674,300	88.66%
Student Services	25,868,585	23,226,432	89.79%	20,176,421	85.94%
Institutional Support	107,945,663	98,409,571	91.17%	91,083,638	88.66%
Physical Plant	27,229,880	20,489,332	75.25%	21,651,049	84.31%
Scholarships and Fellowships	66,410,204	86,978,534	130.97%	71,165,344	101.01%
Auxiliary Enterprises	3,000,000	3,283,531	109.45%	3,060,515	95.07%
Depreciation	30,225,000	23,672,534	78.32%	26,867,378	91.27%
Total Expenditures	393,436,048	374,867,378	95.28%	346,105,206	91.03%
Transfers Among Funds					
Transfers In	(5,719,942)	(4,452,075)	77.83%	(8,660,981)	79.96%
Transfers Out	5,719,942	4,452,075	77.83%	8,660,981	79.96%
Adjustment for Debt Principal Payment ¹	(17,644,305)	(17,214,522)	97.56%	(18,554,029)	98.93%
Adjustment for Capital Purchases ¹	(1,598,553)	(918,260)	57.44%	(1,261,192)	62.99%
Net Increase (Decrease) in Net Position	\$ (9,882,141)	\$ 18,691,260		\$ 19,351,338	

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

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2025

Fund 91 Capital Projects

	Adjusted Budget	Actual 91.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Investment Income	\$ -	\$ 2,321,863	-	\$ 3,225,591	92.32%
Total Revenues	-	2,321,863	-	3,225,591	92.32%
Expenditures					
SECO-Energy Conservation Projects	2,595,063	1,738,139	66.98%	306,088	100.00%
Bond Program	57,064,184	14,677,098	25.72%	10,377,150	94.77%
Arbitrage Rebate	-	3,206,502	-	-	-
Total Expenditures	59,659,247	19,621,739	-	10,683,238	94.91%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (59,659,247)	\$ (17,299,876)		\$ (7,457,647)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2025

Fund 93 Renewal and Replacement

	Adjusted Budget	Actual 91.7%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/24 Actual
Revenues					
Interest Earnings	\$ -	\$ 530,456	-	\$ 447,264	89.37%
Total Revenues	-	530,456	-	447,264	89.37%
Expenditures					
District Energy Savings Projects	945,599	326,566	34.54%	55,954	100.00%
Capital Reserve Fund	13,076,987	650,931	4.98%	-	-
Instructional Equipment Fund	200,000	121,776	60.89%	-	-
Total Expenditures	14,222,587	1,099,274	7.73%	55,954	100.00%
Transfers Among Funds					
Transfers In	(1,100,000)	(1,183,898)	107.63%	(6,000,000)	86.73%
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (13,122,587)	\$ 615,080		\$ 6,391,310	

San Jacinto College Financial Statements
Monthly Investment Report
July 2025

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Period Ending July 31, 2025

		<u>Fair Market Value</u>	<u>Book Value</u>
Beginning Value	July 1, 2025	\$ 174,207,419	\$ 174,131,591
Additions/Subtractions (Net)		3,170,554	3,170,554
Change in Fair Market Value*		(87,100)	-
Ending Value	July 31, 2025	<u>\$ 177,290,873</u>	<u>\$ 177,302,146</u>

Earnings for the Month of July	\$	641,916
Weighted Average Maturity at Ending Period Date (Days)		1.00
Weighted Average Earnings Rate		4.3829%
Benchmark - One Year Treasury Yield		4.1000%

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

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

Prepared by:



Demetris Kelly
Senior Accountant

Reviewed by:



Carol Tillman
Assistant Comptroller



Andrea DuBois
Comptroller



Dianne Duron
Associate Vice Chancellor of Finance

Approved by:



Carin Hutchins
Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
July 31, 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	\$ 71,354	\$ 71,354	0.04%	1	0.00
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	N/A	(1,539,877)	(1,539,877)	-0.87%	1	-0.01
JPMorgan Operating (Hybrid Earnings)	2.950%	N/A	N/A	N/A	6,563,563	6,563,563	3.70%	1	0.04
JPMorgan Payroll	N/A	N/A	N/A	N/A	(11,498)	(11,498)	-0.01%	1	0.00
JPMorgan Worker's Comp	N/A	N/A	N/A	N/A	(2,788)	(2,788)	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	4.4389%	N/A	N/A	N/A	43,565,585	43,565,585	24.57%	1	0.25
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	4.4389%	N/A	N/A	N/A	12,473,186	12,473,186	7.03%	1	0.07
TexPool - Operating	4.3120%	N/A	N/A	N/A	6,986,262	6,986,262	3.94%	1	0.04
TexPool - PRIME - Operating	4.4194%	N/A	N/A	N/A	20,871,739	20,871,739	11.77%	1	0.12
Investments - Held at BNY Mellon									
US Agency Note, CUSIP 3133ERTZ4	4.034%	09/19/24	09/19/25	5,000,000	4,996,450	4,998,340	2.82%	50	0.03
US Treasury Note, CUSIP 91282CJK8	4.625%	11/21/24	11/15/26	5,000,000	5,031,250	5,031,450	2.84%	472	0.03
US Treasury Note, CUSIP 91282CKH3	4.249%	01/24/25	03/31/26	5,000,000	5,006,650	5,014,035	2.83%	243	0.03
US Treasury Note, CUSIP 9128CHH7	4.148%	06/11/25	06/15/26	5,000,000	4,996,300	4,998,828	2.82%	319	0.03
US Agency Note, CUSIP 3130AWBZ2	4.010%	06/11/25	06/11/27	5,000,000	5,012,200	5,010,945	2.83%	680	0.03
US Agency Note, CUSIP 3133ETJZ1	3.990%	06/11/25	06/05/28	5,000,000	4,986,650	4,987,174	2.81%	1,040	0.03
Bond and Debt Service Funds									
Pool Accounts									
LSIP Corporate Overnight Plus Fund - GOB Debt Service	4.4389%	N/A	N/A	N/A	11,684,360	11,684,360	6.59%	1	0.07
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	4.4389%	N/A	N/A	N/A	45,386,833	45,386,833	25.60%	1	0.26
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	4.4389%	N/A	N/A	N/A	41,029	41,029	0.02%	1	0.00
TexPool PRIME - 2021 Bond Proceeds	4.4194%	N/A	N/A	N/A	1,152,560	1,152,560	0.65%	1	0.01
Grand Total - Cash, Cash Equivalents, and Investments				\$ 30,000,000	\$ 177,290,873	\$ 177,302,146	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
80.19%	142,161,554	Investment pools	0.80
2.88%	5,080,752	Bank deposits - demand deposits	0.03
16.94%	30,029,500	U. S. government securities	0.17
100.00%	\$ 177,290,873	Total cash, cash equivalents, and investments	1.00

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Inventory Holdings Report
July 31, 2025

Description	Annualized Interest Rate	Maturity	Par	6/30/2025 Ending FMV	6/30/2025 Ending Book Value	7/31/2025 Ending FMV	7/31/2025 Ending Book Value	Additions/Subtractions and Change in FMV For the Month	LTD Unrealized Gain/Loss	July Earnings	September through July Earnings
Operating and Capital Projects Reserve Funds											
Demand Deposits											
Credit Cards in Transit	N/A	N/A	\$ N/A	\$ (49,360)	\$ (49,360)	\$ 71,354	\$ 71,354	\$ 120,713	\$ N/A	\$ N/A	\$ N/A
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	(573,501)	(573,501)	(1,539,877)	(1,539,877)	(966,376)	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	2.950%	N/A	N/A	5,124,464	5,124,464	6,563,563	6,563,563	1,439,099	N/A	11,420	142,271
JPMorgan Payroll	N/A	N/A	N/A	(13,278)	(13,278)	(11,498)	(11,498)	1,779	N/A	N/A	N/A
JPMorgan Worker's Comp	N/A	N/A	N/A	(4,163)	(4,163)	(2,788)	(2,788)	1,375	N/A	N/A	N/A
Petty Cash	N/A	N/A	N/A	19,067	19,067	19,067	19,067	-	N/A	N/A	N/A
Sub Total Demand Deposits			\$ N/A	\$ 4,503,229	\$ 4,503,229	\$ 5,099,819	\$ 5,099,819	\$ 596,590	\$ N/A	\$ 11,420	\$ 142,271
Pool Accounts											
TexPool - Operating	4.3120%	N/A	\$ N/A	\$ 2,970,156	\$ 2,970,156	\$ 6,986,262	\$ 6,986,262	\$ 4,016,106	\$ N/A	\$ 41,233	\$ 118,523
TexPool PRIME - Operating	4.4194%	N/A	N/A	21,786,823	21,786,823	20,871,739	20,871,739	(915,084)	N/A	78,170	918,801
LSIP Corporate Overnight Plus Fund - Operating Funds	4.4389%	N/A	N/A	42,335,914	42,335,914	43,565,585	43,565,585	1,229,671	N/A	158,095	2,027,873
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	4.4389%	N/A	N/A	12,503,839	12,503,839	12,473,186	12,473,186	(30,653)	N/A	47,130	530,456
Sub Total Pool Accounts			\$ N/A	\$ 79,596,732	\$ 79,596,732	\$ 83,896,773	\$ 83,896,773	\$ 4,300,041	\$ N/A	\$ 324,628	\$ 3,595,653
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	-	-	-	-	-	-	-	-	387,033
US Agency Note, CUSIP 3130AWLY4	5.125%	06/13/25	-	-	-	-	-	-	-	-	190,542
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	4,994,350	4,998,340	4,996,450	4,998,340	2,100	(1,890)	16,805	167,912
US Treasury Note, CUSIP 91282CJK8	4.625%	11/15/26	5,000,000	5,048,250	5,031,450	5,031,250	5,031,450	(17,000)	(200)	15,438	150,334
US Treasury Note, CUSIP 91282CKH3	4.249%	03/31/26	5,000,000	5,013,700	5,014,035	5,006,650	5,014,035	(7,050)	(7,385)	18,750	115,797
US Treasury Note, CUSIP 9128CHH7	4.148%	06/15/26	5,000,000	5,006,000	4,998,828	4,996,300	4,998,828	(9,700)	(2,528)	10,958	28,243
US Agency Note, CUSIP 3130AWBZ2	4.010%	06/11/27	5,000,000	5,032,900	5,010,945	5,012,200	5,010,945	(20,700)	1,255	10,885	28,073
US Agency Note, CUSIP 3133ETJZ1	3.990%	06/05/28	5,000,000	5,021,400	4,987,174	4,986,650	4,987,174	(34,750)	(524)	10,672	27,263
Sub Total Investments			\$ 30,000,000	\$ 30,116,600	\$ 30,040,772	\$ 30,029,500	\$ 30,040,772	\$ (87,100)	\$ (11,272)	\$ 83,508	\$ 1,283,880
Sub Total - Operating and Capital Projects Reserve Funds			\$ 30,000,000	\$ 114,216,561	\$ 114,140,733	\$ 119,026,092	\$ 119,037,364	\$ 4,809,531	\$ (11,272)	\$ 419,557	\$ 5,021,804
Bond and Debt Service Funds											
Pool Accounts											
LSIP Corporate Overnight Plus Fund - GOB Debt Service	4.4389%	N/A	N/A	11,570,162	11,570,162	11,684,360	11,684,360	114,198	N/A	43,628	300,193
LSIP Corporate Overnight Plus Fund - 2004 - 2011 Bond Earnings	4.4389%	N/A	N/A	-	-	-	-	-	N/A	-	10
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	4.4389%	N/A	N/A	46,276,862	46,276,862	45,386,833	45,386,833	(890,029)	N/A	174,334	1,940,926
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	4.4389%	N/A	N/A	40,875	40,875	41,029	41,029	154	N/A	154	23,166
TexPool PRIME - 2021 Bond Proceeds	4.4194%	N/A	N/A	2,102,959	2,102,959	1,152,560	1,152,560	(950,399)	N/A	4,244	357,762
Sub Total Pool Accounts			\$ N/A	\$ 59,990,858	\$ 59,990,858	\$ 58,264,781	\$ 58,264,781	\$ (1,726,077)	\$ N/A	\$ 222,360	\$ 2,622,056
Sub Total - Bond and Debt Service Funds			\$ N/A	\$ 59,990,858	\$ 59,990,858	\$ 58,264,781	\$ 58,264,781	\$ (1,726,077)	\$ N/A	\$ 222,360	\$ 2,622,056
Grand Total - Cash, Cash Equivalents, and Investments			\$ 30,000,000	\$ 174,207,419	\$ 174,131,591	\$ 177,290,873	\$ 177,302,146	\$ 3,083,454	\$ (11,272)	\$ 641,916	\$ 7,643,860

San Jacinto College Foundation
Financial Statements
July 2025

San Jacinto College Foundation

Statement of Financial Position

As of July 31, 2025

ASSETS	Current Year	Last Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$2,598,739	\$3,448,897	(\$850,157)
Promise (Endowed)	125,976	-	125,976
Total Checking/Savings	2,724,715	3,448,897	(724,181)
Accounts Receivables	1,931,897	2,710,405	(778,508)
Other Current Assets			
Short Term Investments			
Goldman Sachs - Promise (Non-Endowed)	877,042	3,651,387	(2,774,344)
Goldman Sachs - Promise (Endowed)	28,883,006	21,852,123	7,030,883
Goldman Sachs - FDN - HOE	719,600	768,086	(48,486)
Goldman Sachs - FDN	16,633,375	17,861,786	(1,228,412)
Total SJC Short Term Investments	47,113,023	44,133,382	2,979,641
Total Current Assets	51,769,635	50,292,684	1,476,951
TOTAL ASSETS	51,769,635	50,292,684	1,476,951
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	153,495	103,113	50,381
Programs Payable	4,123	2,030	2,093
Endowments Payable	255,325	328,707	(73,382)
Scholarship Payables	938,977	819,592	119,385
Promise Payables	-	554,064	(554,064)
Student Success Payables	102,962	65,915	37,046
Total Accounts Payable	1,454,881	1,873,421	(418,541)
Total Current Liabilities	1,454,881	1,873,421	(418,541)
Total Liabilities	1,454,881	1,873,421	(418,541)
NET ASSETS			
Net Assets Without Donor Restrictions	28,358,466	28,152,697	205,769
Net Assets With Donor Restrictions	21,273,115	15,805,921	5,467,194
Net Assets	49,631,581	47,768,042	5,672,963
Net Income	683,174	651,221	31,953
Total Net Assets	50,314,755	48,419,263	1,895,492
TOTAL LIABILITIES & NET ASSETS	\$51,769,635	\$50,292,684	\$1,476,951

San Jacinto College Foundation

Statement of Activities

For the Period Ending July 31, 2025

	Current Year	Last Year	Difference	Foundation Annual Budget	Actual % of Annual Budget
Ordinary Income/Expense					
Income					
Contributions					
Grant Contributions	625,000	-	625,000	1,900,000	32.9%
Endowments	10,854	6,176	4,678	2,800,000	0.4%
Program Sponsorship	880	1,919	(1,039)	1,400,000	0.1%
Unrestricted Foundation	4,152	775	3,377	100,000	4.2%
Scholarships	7,500	34,547	(27,047)	400,000	1.9%
Total Contributions	648,386	43,417	604,969	6,600,000	9.8%
Other Income					
Special Events				765,000	-
Investment Income	69,826	56,250	13,576	3,000,000	
Realized Gain / (Loss)	(12,807)	(590)	(12,217)	-	
Unrealized Gain / (Loss)	268,346	748,430	(480,084)	-	
Total Other Income	325,365	804,090	(478,725)	3,765,000	8.6%
Total Income	973,751	847,507	126,245	10,365,000	9.4%
Expense					
Programs					
Scholarships Awarded - Promise				2,500,000	-
Scholarships Awarded - FND	175,523	113,275	62,248	1,000,000	17.6%
Programs Sponsored	20,962	9,030	11,932	550,000	3.8%
Student Success Initiatives	81,600	54,461	27,139	150,000	54.4%
Total Programs	278,086	176,766	101,319	4,200,000	6.6%
Supporting Services					
Bad Debt Expense	-	-	-	3,500	-
Supporting Services					
Foundation Expenses	8,942	18,819	(9,877)	189,500	4.7%
Fundraising Expenses				165,000	-
Sponsorship Expenses	3,550	700	2,850	15,000	23.7%
Total Supporting Services	12,492	19,519	(7,027)	369,500	3.4%
Total Expense	290,578	196,286	94,292	4,573,000	6.4%
Net Ordinary Income	683,174	651,221	31,953	5,792,000	
Other Income / Expenses					
Increase/Decrease in Net Position	\$683,174	\$651,221	\$31,953	\$5,792,000	

Capital Improvement Program
July 2025

2015 Bond Program

Report as of July 31, 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	(1,304,781)	45,850,219	1,788,440	47,638,659	113,647	47,318,798	206,214	99.57%
731617 - CC C1 Envelope Upgrade *	-	-	-	-	-	-	-	-	-
731618 - CC C3 High & Mid Roof Upgrade *	-	-	-	-	-	-	-	-	-
731619 - CC C4 & C42b Roof Coating *	-	-	-	-	-	-	-	-	-
731620 - CC C12/C13 Roof Upgrade *	-	-	-	-	-	-	-	-	-
Sub-total	47,155,000	(1,304,781)	45,850,219	1,788,440	47,638,659	113,647	47,318,798	206,214	99.57%
North									
Sub-total	-	-	-	-	-	-	-	-	-
South									
733615 - SC S7- S8 Roof Replacement	-	200,000	200,000	-	200,000	-	3,520	196,480	1.76%
733619 - SC S15 Roof Coating *	-	-	-	-	-	-	-	-	-
733620 - SC S7, S9, and S11 Switchboard	-	350,000	350,000	-	350,000	19,200	4,800	326,000	6.86%
Sub-total	-	550,000	550,000	-	550,000	19,200	8,320	522,480	5.00%
Maritime									
736603 - MC Expansion	28,000,000	(26,420,300)	1,579,700	31,300	1,611,000	89,171	1,409,690	112,139	93.04%
Sub-total	28,000,000	(26,420,300)	1,579,700	31,300	1,611,000	89,171	1,409,690	112,139	93.04%
Generation Park									
736606 - GP Opportunities	-	14,700,000	14,700,000	-	14,700,000	87,055	844,975	13,767,970	6.34%
736616 - GP BioManufacturing Program	-	2,300,000	2,300,000	-	2,300,000	305,630	1,967,911	26,460	98.85%
736617 - GP BioManufacturing Equipment	-	3,000,000	3,000,000	-	3,000,000	882,617	347,108	1,770,275	40.99%
Sub-total	-	20,000,000	20,000,000	-	20,000,000	1,275,302	3,159,994	15,564,704	22.18%
Admin									
76605A - CW Deferred Maintenance Phase I	-	29,107,325	29,107,325	427,385	29,534,710	348,255	27,528,611	1,657,844	94.39%
736610 - CW Deferred Maintenance Phase II	-	13,182,703	13,182,703	-	13,182,703	2,016,482	4,736,580	6,429,641	51.23%
736615 - DIST FY25 CW Roofing Projects	-	100,000	100,000	-	100,000	6,050	45,950	48,000	52.00%
720100 - Program Management	-	23,696	23,696	-	23,696	23,696	-	-	100.00%
736601 - Contingency	1,166,180	11,453,233	12,619,413	-	12,619,413	-	-	12,619,413	-
Sub-total	1,166,180	53,866,957	55,033,137	427,385	55,460,522	2,394,483	32,311,141	20,754,898	62.58%
Previously Completed and Closed Projects									
Sub-total	348,678,820	(46,691,876)	301,986,944	(2,247,125)	299,739,819	-	299,739,819	-	100.00%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	3,891,803	383,947,762	37,160,435	91.26%

* Projects moved to Deferred Maintenance PH II

Center for Biotechnology at Generation Park

Report as of July 31, 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	700,000	2,300,000	2,300,000	305,629	1,967,911	26,460	98.85%
736617 GP - BioManufacturing Equipment (2015 Bond)	-	3,000,000	3,000,000	3,000,000	882,617	347,108	1,770,275	40.99%
TOTALS	7,500,000	3,700,000	11,200,000	11,200,000	1,188,246	8,215,019	1,796,735	83.96%

Interest Earnings per Bond Issue

Report as of July 31, 2025

Bond Issue	Prior years Earnings as of 08.31.24	FY25 Interest Earnings	Allocated Earnings	Arbitrage Rebate Liability	Available Balance
2004-2011 Bond Issue Earnings	4,488,324	10	(4,488,334)	-	-
2016 & 2019 Bond Issue Earnings	8,505,744	15,301	(8,521,045)	-	-
2021 Bond Issue Earnings	2,776,134	342,461	(2,549,838)	(563,237)	5,521
2022 Bond Issue Earnings	4,509,270	1,940,926	(3,372,628)	(2,643,265)	434,303
2023 Revenue Bond Earnings	17,864	23,166	-	-	41,029
TOTALS	20,297,336	2,321,863	(18,931,845)	(3,206,502)	480,853

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	78,811	469,360	15,762	97.21%
731616 - CC C5 Roof Upgrade	1,008,201	29,468	829,779	148,954	85.23%
Sub-total	1,572,134	108,279	1,299,139	164,716	89.52%
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	198,889	1,369,042	98,074	94.11%
Sub-total	3,781,549	198,889	3,357,045	225,615	94.03%
South					
733615 - SC S7 & S9 Roof Replacement	2,319,532	21,478	2,293,338	4,716	99.80%
733617 - SC S11 Roof Replacement	680,990	4,628	640,716	35,646	94.77%
733618 - SC S14 Roof Replacement	617,793	330,174	287,620	-	100.00%
Sub-total	3,618,315	356,279	3,221,674	40,362	98.88%
Gen Park					
736616 - GP BioManufacturing Program	1,900,000	-	1,900,000	-	100.00%
Sub-total	1,900,000	-	1,900,000	-	100.00%
Plant Support Services					
Salaries & Benefits	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	663,447	17,837,705	430,693	97.73%

Future Capital Projects

Report as of July 31, 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	1,715,562	671,059	13,379	99.44%
Capital Reserve Contingency (726504)	-	10,724,117	10,724,117	10,724,117	-	-	10,724,117	-
TOTALS	-	13,124,117	13,124,117	13,124,117	1,715,562	671,059	10,737,496	18.19%

Energy Conservation Project - CL442

Report as of July 31, 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	277,387	852,424	25,751	97.77%
E25002 UCRM 2.1b - IDF/MDF Mini Split System	-	94,456	94,456	12,856	81,600	-	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	9,142	357,762	-	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	73,020	221,400	56,500	83.90%
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	14,438	13,063	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	386,843	1,738,139	470,081	81.89%

Repair and Renovation

Report as of July 31, 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	-	89,461	89,461	89,461	89,461	-	-	100.00%
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	-	30,929	30,929	30,929	28,351	2,578	-	100.00%
F25045 CC - C27.2302 Furniture & Data	-	7,311	7,311	7,311	-	7,311	-	100.00%
Sub-total	-	226,389	226,389	226,389	117,812	108,577	-	100.00%
North								
F25002 NC - NC Misc.Funds	-	4,853	4,853	4,853	3,407	1,446	-	100.00%
F25014 NC - N1 Fine Arts Stage Floor	-	102,867	102,867	102,867	-	102,867	-	100.00%
F25026 NC - Wayfinding	-	44,049	44,049	44,049	33,685	-	10,364	76.47%
F25044 NC - N7- N10 Fire Alarm Speakers	-	6,974	6,974	6,974	-	6,974	-	100.00%
Sub-total	-	158,743	158,743	158,743	37,092	111,287	10,364	93.47%
South								
F25003 SC - SC Misc. Funds	-	9,146	9,146	9,146	-	9,146	-	100.00%
F25025 SC - SC Wayfinding	-	42,328	42,328	42,328	-	42,328	-	100.00%
F25041 SC - S8 Elevator Repair	-	72,967	72,967	72,967	-	72,967	-	100.00%
F25048 SC - S7.160 Conference Table and Chairs	-	3,910	3,910	3,910	-	3,910	-	100.00%
F25049 SC - S14 Lab Electrical	-	9,306	9,306	9,306	-	9,306	-	100.00%
Sub-total	-	137,657	137,657	137,657	-	137,657	-	100.00%
Maritime								
F25039 MC - Pool Cover	-	13,200	13,200	13,200	-	13,200	-	100.00%
F25051 MC - Classroom Furniture	-	21,805	21,805	21,805	21,805	-	-	100.00%
Sub-total	-	35,005	35,005	35,005	21,805	13,200	-	100.00%
Generation Park								
F25005 GP - GP Misc. Funds	-	2,876	2,876	2,876	-	2,876	-	-
Sub-total	-	2,876	2,876	2,876	-	2,876	-	-
District								
F25004 DIST - DC Misc. Funds	-	1,765	1,765	1,765	1,456	309	-	100.00%
F25011 DIST - CW Reupholstering	-	75,891	75,891	75,891	-	75,891	-	100.00%
F25023 DIST - CW Safety Signage - PH II	-	32,701	32,701	32,701	-	32,701	-	100.00%
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	-	130,689	130,689	130,689	9,458	121,231	-	100.00%
Contingency (720700) - Major Repairs	600,000	(600,000)	-	-	-	-	-	-
Sub-total	600,000	(600,000)	-	-	-	-	-	-

Repair and Renovation

Report as of July 31, 2025

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
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 Installation	-	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%
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	194,321	794,321	794,321	186,167	597,790	10,364	98.70%

**BOARD BUILDING COMMITTEE
SAN JACINTO COMMUNITY COLLEGE DISTRICT
August 26, 2025**

Members Present: Dr. Michelle Cantú-Wilson, Judy Harrison, and Dan Mims

Members Absent: None, one member position is vacant

Other Trustees Present: None

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

- I. Dr. Michelle Cantú-Wilson called the meeting to order at 4:00 p.m.
- II. Roll call of the Committee members was taken by Dr. Michelle Cantú-Wilson:
 - Dr. Michelle Cantú-Wilson, Present
 - Judy Harrison, Present
 - Dan Mims (Ex-officio member), Present
- III. Approval of Minutes from May 20, 2025, Building Committee meeting was completed. Motion was made by Dan Mims to accept the minutes and seconded by Judy Harrison.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Discussion led by C. Smith)
 - Bond Funds
 - Consideration of Delegation of Authority to Contract for North Campus Slovacek Student Center (N12) Plumbing Repairs.
 - This item requests approval for the Chancellor or her designee to negotiate and approve a contract for the repair of sanitary sewers on the east side of N12.
 - 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 August 21, 2025, the Chancellor’s designee approved the competitive sealed proposals (CSP) methodology for plumbing repairs to N12. Detailed project plans were prepared by C. D. Smith, PE for documentation purposes in accordance with 10 Texas Administrative Code §1.212(b) and 22 Texas Administrative Code §1.212(b).
 - Approval of this action will authorize the Chancellor or her designee to approve a contract with the highest ranked respondent so that construction can be expedited to minimize adverse impacts on the Fall semester student experience.
 - B. Hellyer explained the extra presentation book provided to the committee members, which describes the different methods of construction procurement. She and the team thought it could be

- beneficial for the Board members to have as a reference.
 - D. Mims asked if the work can be performed while students are in class.
 - C. Smith explained the work will be out of the way of students.
 - M. Cantú-Wilson asked how long it will take.
 - C. Smith replied its dependent on who the College awards the job to.
 - M. Cantú-Wilson asked how long the competitive sealed proposal process will take.
 - C. Smith replied it will take a month.
 - B. Hellyer asked if this could be done as an emergency.
 - M. Cantú-Wilson asked if there was an emergency CSP process.
 - C. Smith explained that the CSP method was selected because of the potential high cost of the project.
 - M. Cantú-Wilson asked how many students are in the building during peak hours.
 - C. Smith replied it depends but there are restrooms with multiple stalls in the buildings next to N12.
 - J. Harrison asked if classes were held in the building.
 - C. Smith replied that no classes are held in this building. It houses the bookstore, the café, and student recreation spaces. There are staff offices and a call center upstairs.
- Consideration of Approval of Allocation of Capital Project Funds
 - The administration recommends that the Board of Trustees approve an allocation from the 2015 Bond Contingency account to fund capital projects.
 - In December 2020, the Board approved the initial allocation of 2015 Bond Contingency funds toward a package of Deferred Maintenance projects. Through August 21, 2025, \$38.3 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) An increase in budget for the repair and replacement of deteriorated sanitary sewers under N12, and 2) The FY26 Pavement Preservation program.
 - Approval of this budget allocation will allow College staff to execute the required repairs to N12 placing restrooms back in service and plan for this year’s pavement repairs and life extension projects.
- J. Harrison asked about the coating.
 - C. Smith explained the coating is a rubberized asphalt material that seals the top of the parking lot.
 - B. Hellyer asked if what the College is doing with the action item is moving funds from the contingency into the Pavement Preservation project and then covering the additional \$321,000 for the N12 Sanitary Sewer Restoration project.
 - C. Smith answered that this is correct.

V. Bond Funds (Reported by C. Smith)

○ Safety Metrics

1. South Campus

- Two screws were drilled through active electrical circuits in the HVAC Technology Building (S14). Both issues were corrected by the College electricians.
- The conduit was damaged under the Rick Schneider Road due to the buried electrical lines being at a shallower depth than expected. College electrical journeyman fixed this issue by pulling the new wire and conduit across the roadway once excavation was done.

- M. Cantú-Wilson asked what the process is for drilling and what could the College have done differently.
- C. Smith replied to positively locate every one of those obstacles before we started digging.
- J. Harrison asked if the College is leaving them at 18 inches.
- C. Smith replied that they had been lowered to the proper 36-inch depth.
- J. Harrison asked if that information will be noted for future reference.
- C. Smith replied yes.

○ Progress Updates

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

- The project includes re-engineering the metal skin on building C1 to prevent the water from leaking through the metal panels.
- The College spoke to three metal panel manufacturers to map out the best path for converting the cupola to a rainscreen wall.

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

- The repair by the manufacturer at the manufacturer's expense will occur in October based on the contractor's availability. The College will be getting a 10-year life extension for free.

3. Central Campus - East Classroom Building & Central Plant (C4 & C10) Roof Coating

- The project has been awarded to Brazos Urethane.
- The work will begin in the next several weeks.

- B. Hellyer asked if the range for the CSP went from \$133,000 to \$600,000.
- C. Smith answered yes, but that the cap is \$500,000.
- M. Cantú-Wilson asked if one of the bids was \$600,000 even with a cap of \$500,000.
- C. Smith replied yes and explained the process of choosing the best option for the College from the market.

4. Central Campus - Tennis Court Demolition

- This project is complete.
- In July, the Strategic Leadership Team approved to demolish the tennis court due to safety issues.
- The Chancellor provided \$50,000 from her contingency funds for the

- demolition.
5. Central Campus - Student Center/Bookstore (C14) Storm Sewer Repairs
 - There was a broken sewer line causing soil to wash away from beneath the building.
 - A plumber will begin work soon on these repairs.
 - J. Harrison asked if this work involves the inside and outside of the building.
 - C. Smith replied it involves a small portion of the inside and explained the issues with the design of the storm sewers and what the College is doing to correct those problems.
 - J. Harrison asked if this project is going to go under the building and do away with the cast iron plumbing.
 - C. Smith explained how they will correct the roof drain by going under the stairs instead of all the way under the building. This will include removing the cast iron plumbing.
 6. North Campus - Welcome Center (N6) Renovations
 - In May, the Board approved funding for the replacement of the damaged cork floor tile in N6.
 - In July, the cork floor was removed and replaced with porcelain tile in time for the beginning of school.
 - B. Hellyer asked if that was the only building that has a cork floor.
 - C. Smith replied that the other two student centers have polished concrete.
 7. North Campus - Burleson Classroom Building (N7) - Drain & Floor Repair
 - The Galena Park Early College High School building had their storm drains and plumbing issues repaired.
 - J. Harrison asked the age of building N7.
 - C. Smith answered the building was built in 1979, and it is now the Galena Park Early College High School.
 - C. Smith stated it was the south academic wing of the original building.
 - B. Hellyer stated there was a renovation to the building.
 - B. Jones stated there was a renovation in the 2000s.
 8. North Campus - Precinct 2 Walkway Grants
 - In March 2024, the Board approved \$445,000 in matching funds toward a Precinct 2 walkway project on Uvalde Road.
 - That project had its first organizational meeting in January 2025 and its second on July 18th. At this point, all we can definitively say is that the project is moving forward slowly, but C. Smith has followed up for next steps.
 - B. Hellyer asked how much they are putting towards the project.
 - C. Smith replied \$2 million.
 9. North Campus - Interactive Learning Center (N2) Re-Roof
 - The original scope of work for the roof is complete.

- The College is developing the scope for repair of the clerestory windows which have leaked intermittently for the past ten years.
10. South Campus - Academic Wing - North (S7), Academic Wing - South (S9), Jones Classroom Building (S13) Solar Photovoltaics
 - The application to energize has been submitted to CenterPoint, and they are now conducting an impact study to determine if or how our project might affect their system.
 11. South Campus - Rick Schneider Road
 - The asphalt for the road was removed.
 - The fill material was installed and compacted, and cement was mixed with the soil for stabilization.
 12. South Campus - Parking Lots (P7 & P9)
 - Repairs of the parking lots were made to eliminate the standing water.
 - Trees were removed that were causing both the parking lot and Bashforth Drive to sink.
 - Currently, the old walkways and curbs are being removed to form their replacements.
 13. South Campus - HVAC Technology Building (S14) Roof Replacement
 - The old roof was replaced with a new steel panel system.
 - The new panels produce a roof that can stand up to 147 mph wind and should last 40 years.
 14. South Campus - Science and Allied Health Building (S1) Skylight Replacement
 - The skylight has been leaking due to negative pressure developed when the lab fume hoods are in use. There have been on-going leaks and repairs to the current roof since the building was nearly new.
 - Caulking that has been a temporary fix, the skylight will be replaced with a metal panel system and tubular daylighting.
 - B. Hellyer stated the College team had determined this was the best solution that also keeps the integrity of the building.
 - J. Harrison asked if the roof would be opaque.
 - C. Smith replied yes, and explained how the tubular lights will provide daylight, such that no one should notice much of a difference.
 15. Campus - New Dugouts and Softball Program Field Building
 - Construction of new dugouts and the Softball Program Field Building began in earnest last week with excavation of foundations.
 16. Maritime - Training Pool (M2) Pool Heater and Chiller
 - The underbuilding insulation replacement at Maritime was completed in June as planned.
 - The pool heater installation will be complete soon.
 17. Generation Park - Center for Biotechnology (G9)
 - This project was completed in June.
 - The labs have already been used for instruction.
 - The final remaining items are the official commissioning of clean room facility and HVAC system, and installation of some of our larger equipment, all of which should make great strides forward in September.

- B. Hellyer stated some of the equipment will not be there in time for the opening, but the grand opening will be a great presentation of capabilities.
 - C. Smith replied on the status of equipment being ordered and what is still outstanding.
 - M. Cantú-Wilson stated she saw an industry lab, and the Colleges labs looked like that as well.
 - C. Smith said the College received confirmation that we can pay for the equipment with the state non-formula support of \$10 million if it is delivered after September 1.
- Additional Comments and Questions
 - B. Hellyer asked about Central Campus Solar.
 - C. Smith stated the project is going fine and has saved the College approximately \$143 per day.
- Financial Updates
 - 2015 Bond Funds
 - \$12 million remains in contingency, and there are no issues.
 - Center for Biotechnology project - Although the report says that we still have \$1.8 million remaining, we released about \$1 million in downstream equipment orders on Friday, so we will be well over 90 percent obligated the next time you see this report.
 - Bond Interest Earnings Strategy
 - Since the last Board Building Committee meeting, this report reflects the potential arbitrage rebate liability resulting from high interest earnings on unspent bond issues. The good news is that the College is in the black and expect that we will remain that way.
 - C. Hutchins explained that the current arbitrage liability was calculated as of December 31, 2024, and the consultant has been asked to update the calculation as of July 31, 2025, for the year end financials. It is anticipated that an additional accrual of half a million dollars will be needed. As noted by C. Smith, there are unspent bond interest earnings to cover this additional arbitrage liability.
 - Future Capital Projects
 - We are down to just over \$13,000 remaining in the Sports Field Upgrades project, so our ability to make the final storage upgrades for baseball will probably depend on how much contingency dollars we will need to spend on the softball project.
 - M. Cantú-Wilson asked what the seating for the scouts looks like.
 - C. Smith explained they would like to add tabletops and swivel stools for them.
 - B. Hellyer asked for the plan of what the scouts would want and a price to get this project started and funded.
 - C. Smith said the College has the basic design but had been waiting for Softball to complete to see how much funding would remain. He will

- provide B. Hellyer with the pricing.
- SECO LoanSTAR
 - We only received one bid for the Baseball Water Recapture project, and that was above budget, so we deferred that project.
 - The good news is this will allow us to correct all the errors and omissions in the LED lighting upgrade, which were principally identified in buildings C11, C21, and N14.
 - The impact of these two issues is that both the total loan amount and the payback period will be reduced slightly. We have submitted a request for modification and for a 90-day extension to the September 23, 2025, completion date.
- Operating Funds (Reported by B. Jones)
 - Overview of what Facilities Services does for the College
 - Building grounds
 - Custodial
 - HVAC
 - Lighting
 - Maintenance
 - Office moves
 - Small renovations
 - 122 custodians
 - 65 college facilities employees
 - Safety Metrics
 - Two safety items were reported.
 - A traffic incident between a College vehicle and a non-College vehicle.
 - A College painter cut his finger which required sutures.
 - In the previous month there was a slip.
 - Schedule Updates
 - An overview of the current minor projects was presented without question.
 - Progress Updates
 - 53 minor projects have been requested to date, 37 were completed.
 - Based on the results of the 2025 Employee Engagement Survey compared to the results of the first survey initiated in 2023, Facilities Services has improved their ratings in all areas.
 - The College cut back on housekeeping staffing to parallel the energy reduction efforts that C. Smith's team is leading. This gave the staff more time off in the summer.
 - M. Cantú-Wilson asked if the staff or faculty impact the College's ability to close work orders.
 - B. Jones replied no because it is on the administrative side.
 - Financial Updates
 - Repair and Renovation Report was presented with no further comments or questions.

August 26, 2025, Board Building Committee Meeting Minutes – Final after Committee approval at next meeting

- VI. Status of Delegation of Authority
 - Reviewed status of delegated purchases.

- VII. Adjournment – The meeting adjourned at 5:02 p.m.

Action Item “IX”
Regular Board Meeting September 8, 2025
Consideration of Approval of Amendment to the 2025-2026 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 2025-2026 budget for restricted revenue and expenses related to grants/contracts.

BACKGROUND

Federal, state, and local grants/contracts may require amendments for the 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 August 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 the funded award amounts.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$866,313, 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 - 09-08-25
Attachment 2- Grant/Contract Detail - 09-08-25

RESOURCE PERSONNEL

Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant/Contract Amendments
September 8, 2025

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Agriculture/Northeast Community College - Expanding C2A3: A National Strategy for Building Pipelines to USDA Jobs and Strengthening Conservation (New Grant)</u>					
State Grant Revenue	531007	56700	554100	110000	(17,444)
PT - Extra Service Agreement	531007	56700	614200	465850	16,004
Fringe Benefits	531007	56700	650000	465850	1,440
					\$ -
<u>Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program FY2022 (NSRP) (Additional Funds)</u>					
State Grant Revenue	555052	56700	554200	110000	(226,366)
State Grant Revenue	555053	56700	554200	110000	(115,170)
State Grant Revenue	555054	56700	554200	110000	(102,333)
Contractual Services	555052	56700	731000	160912	226,366
Contractual Services	555053	56700	731000	160912	115,170
Contractual Services	555054	56700	731000	160912	102,333
					-
<u>Texas Space Commission/Intuitive Machines, LLC - Space Exploration and Aeronautics Research Fund (SEARF), Zephyr Program (New Grant)</u>					
State Grant Revenue	552001	56700	554200	110000	(375,000)
Non-Instructional Labor	552001	56700	610000	160912	25,000
PT - Institutional	552001	56700	614100	160912	41,000
PT - Extra Service Agreement	552001	56700	614200	160912	52,438
Fringe Benefits	552001	56700	650000	160912	26,511
Supplies	552001	56700	710000	160912	95,000
Travel	552001	56700	721000	160912	18,626
Contractual Services	552001	56700	731000	160912	36,425
Student Aid - Scholarships	552001	56700	751009	520235	60,000
Utilities	552001	56700	761000	160912	20,000
					-
<u>Bank of America/San Jacinto College Foundation - Career Skills Support Fund 2025 (New Grant)</u>					
Local Grant Revenue	571073	56700	554300	110000	(30,000)
Student Aid - Stipend	571073	56700	751140	520235	30,000
					-
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 Agriculture	\$ 17,444
Texas Higher Education Coordinating Board	443,869
Texas Space Commission	375,000
Bank of America	30,000
	\$ 866,313

September 8, 2025, Board Book – Grant/Contract Amendments Detail List

U.S. Department of Agriculture/Northeast Community College - Expanding C2A3: A National Strategy for Building Pipelines to USDA Jobs and Strengthening Conservation (New Grant)

This project, led by Northeast Community College, expands the C2A3 Consortium by growing membership and strengthening collaboration through regional leadership, professional development, and resource sharing. It advances agriculture education by creating pathways to USDA careers with credentials, internships, and hands-on experiences. San Jacinto College will support these efforts by attending national and regional meetings, completing training, hosting regional meetups, recruiting new member institutions, and assisting with needs assessments and outreach.

Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program (NSRP) FY2022 (Additional Funds)

This program provides dedicated funds to increase the number of students who enroll and graduate from nursing programs, thereby helping to meet the state's need for registered nurses. Funding must be used exclusively for necessary and reasonable expenses directly related to: enrolling additional nursing students; implementing evidence-based strategies for student recruitment and retention; identifying, developing, or applying innovative or evidence-based practices to optimize the use of nursing faculty, instructional and clinical space, and other essential resources; and supporting the education, recruitment, or retention of professional nursing program faculty.

Texas Space Commission/Intuitive Machines, LLC - Space Exploration and Aeronautics Research Fund (SEARF), Zephyr Program (New Grant)

The Zephyr project is a commercial orbital return vehicle developed by Intuitive Machines and partners to support space-based manufacturing and research. It is designed to launch on low-cost rideshare rockets, operate autonomously in orbit, and land safely in Texas for reuse. Backed by partnerships with Rhodium Scientific, Space Forge, Boryung, Texas A&M, and San Jacinto College, the program projects \$192 million in early revenues. San Jacinto College will train students and ground crews in biomanufacturing systems and protocols for Zephyr, building a certified workforce to support space-based production in Texas.

Bank of America/San Jacinto College Foundation - Career Skills Support Fund 2025 (New Grant)

The objective of this initiative is to strengthen workforce-related efforts, ensuring students transition successfully from academic studies to fulfilling careers. This project was launched as a result of a \$2.9 million Title V grant from the Department of Education, received in October 2022. The program began with Title V funds and is designed to support students in the Business and Technology programs who seek unpaid internships and external learning experiences, addressing the financial barriers that many students face while balancing work, studies, and degree requirements. The program will provide stipends for 10 students during the fall 2025 semester, bridging the gap between academic studies and workforce entry.

Action Item “X”
Regular Board Meeting September 8, 2025
Consideration of Approval of Policy II.2002.B, Faculty Senate Governance - Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve Policy II.2002.B, Faculty Senate Governance.

BACKGROUND

During the 89th Texas Legislative Session in 2025, the Texas Legislature passed Senate Bill (SB) 37, which was subsequently signed into law by Governor Greg Abbott on June 20, 2025. SB 37 makes changes to the governance of public higher education institutions, including clarification of system oversight roles and limitations on faculty senates and their involvement in institutional policymaking effective September 1. The administration has been working closely with the Faculty Senate officers and reviewing the changes to the group’s structure, roles, and responsibilities, including the authority that is now delegated to the Chancellor based on authorization by the Board of Trustees.

This policy is recommended for adoption by the San Jacinto Community College District Board of Trustees pursuant to Texas Education Code § 51.3523(b) regarding the establishment and function of faculty senates. The Board of Trustees will retain ultimate authority and will consult appropriately with faculty, staff, administrators, and other stakeholders on academic and operational matters in accordance with Texas Education Code § 51.3523(b) and the College’s policy and procedure on shared governance.

A new Faculty Senate Governance Policy is recommended to the Board to comply with SB 37. An advisory committee, which will include faculty, will be formed to develop and recommend new standard operating procedures for the newly structured Faculty Senate. The goal is to have the new procedures in place no later than November 1, which will provide for the establishment of a new Faculty Senate which complies with the requirements of SB37.

IMPACT OF THIS ACTION

This policy was sent to the College community on August 11 through August 25, 2025. Two comments were received that resulted in updates to the policy (see yellow highlights on pages 4 and 5), and these changes were reviewed and agreed to by the SB 37 Faculty Workgroup. At this time, there are no associated procedures for this policy.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

This policy became effective as of September 1, 2025, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. The Board will be notified of any changes that require its consideration and action.

Consideration of Approval of Policy II.2002.B, Faculty Senate Governance - Second Reading

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy II.2002.B, Faculty Senate Governance and Shared Governance

RESOURCE PERSONNEL

Brenda Hellyer

281-998-6100

brenda.hellyer@sjcd.edu

Laurel Williamson

281-998-6182

laurel.williamson@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: **II.2002.B**

Proposed Policy Name: **Faculty Senate Governance**

Current Policy Number/Name: N/A

New Procedure Number: *To be determined by the Chancellor's Office (if applicable)*

Proposed Procedure Name(s): To be determined if applicable

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

Action Recommended for Policy: New

Action Recommended for Procedures: New

Web Links: N/A

Primary Owner: Chancellor

Secondary Owner: Deputy Chancellor & President

Summary of Changes:

- A new Faculty Senate Governance Policy is recommended to the Board to adhere to compliance with SB 37.
- An advisory committee, which will include faculty, will be formed to develop and recommend new standard operating procedures for the newly structured Faculty Senate. The goal is to have the new procedures in place no later than November 1, which will provide for the establishment of a new Faculty Senate which complies with the requirements of SB37.
- This policy was reviewed with legal counsel.

Changes for the second reading:

Corrected a typo on page 5.

Clarified the terms for officers on page 4.

Policy II.2002.B, Faculty Senate Governance

Purpose

In order to promote the most effective operation of the College District, the Board of Trustees encourages input from employee organizations, including a Faculty Senate organized in accordance with this policy. This policy governs creation, membership selection, and operational standards of San Jacinto Community College District's Faculty Senate. It further supersedes and replaces any conflicting policies or procedures recognizing the creation and authority of the existing Faculty Senate, which is hereby abolished and replaced effective September 1, 2025.

Policy

I. AUTHORITY

This policy is adopted by the San Jacinto Community College District Board of Trustees pursuant to Texas Education Code § 51.3523(b) regarding the establishment and function of faculty senates.

The Board of Trustees retains ultimate authority but consults appropriately with faculty, staff, administrators, and other stakeholders on academic and operational matters in accordance with Texas Education Code § 51.3523(b) and the College's policy and procedure on shared governance.

II. DEFINITIONS

- A. "Faculty Senate"** means a representative Faculty organization established by the Board of Trustees.
- B. "Faculty member"** as used in this policy means a person who is employed by the College on a full-time basis as a member of the faculty whose duties include teaching credit or non-credit courses, college service, and professional development. The term includes those with administrative assignments which directly supplement the College's teaching functions such as department chairs and program directors. The term does not include a person who holds faculty rank but who spends the majority of the person's time for the College engaged in administrative activities, such as a provost or dean.

III. ESTABLISHMENT OF FACULTY SENATE

- A.** The Board of Trustees establishes a Faculty Senate to advise the College administration regarding matters related to the general welfare of the College.
- B.** Nothing in this Policy may be construed to limit a faculty member from exercising the faculty member's right to freedom of association protected by the United States Constitution or the Texas Constitution.

IV. ROLE OF THE SAN JACINTO COMMUNITY COLLEGE FACULTY SENATE AND LIMITATIONS ON AUTHORITY

Attachment 2

- A. The Faculty Senate shall represent the entire faculty of the College and shall serve in an advisory capacity to the College administration on matters related to the general welfare of the College.
- B. As required by law, the Faculty Senate shall not have final decision-making authority on any matter. The Board and College administration retain clear and ultimate decision-making authority over operations of the College, including over degree programs and curriculum development. The Faculty Senate may formulate and provide recommendations to the College administration on academic matters, but any recommendations and input will be advisory.
 - 1. The College's curriculum process involves a Curriculum Committee composed of members of the faculty and administration. The Faculty Senate may present curriculum recommendations to the Curriculum Committee.
- C. The Faculty Senate shall, as appropriate, prepare standard operating procedures consistent with this policy and Texas law.
- D. The Faculty Senate shall adopt rules for establishing a quorum. The Faculty Senate shall conduct meetings at which a quorum is present in a manner that is open to the public and in accordance with procedures established by the Chancellor.
- E. The Faculty Senate may not issue any statement or publish a report using the College's official seal, trademark, or resources funded by the College on any matters not directly related the Faculty Senate's duties to advise the College administration.
- F. Service on the Faculty Senate is a non-compensable additional employment duty. A faculty member's expenses incurred on behalf of the College may be reimbursed as approved by the College administration in accordance with procedures and standards established by the Chancellor or designee. Expenses incurred on behalf of the Faculty Senate are not reimbursable.

V. FACULTY SENATE MEMBERSHIP COMPOSITION

- A. The Faculty Senate shall consist of a maximum of 60 members who will be elected or appointed to represent their respective campus, division, or unit.
- B. The Board delegates to the Chancellor the duty to designate a reasonable number of campuses, divisions, or units to ensure adequate representation of faculty across the College. Each designated campus, division, or unit shall be represented in the Faculty Senate by at least two representatives. In the event of institutional changes that result in the creation or dissolution of a campus, division, or unit, the Chancellor will adjust the designation of campuses, divisions, or units as appropriate to ensure continuing adequate representation.

Attachment 2

- C. Representation of each campus, division, or unit identified above shall be proportional to the number of faculty members being represented. In some instances, a particular campus, division, or unit may have greater than two representatives. The number of representatives per campus, division, or unit will be evaluated every two years to ensure fair representation.
 - 1. For each campus, division, or unit identified in Section V(B), the Chancellor will appoint one member and the remaining members will be elected by a vote of the faculty in their respective campus, division, or unit.
 - 2. If, following an election, a campus, division, or unit lacks adequate representation, the Chancellor will appoint members in a manner that ensures adequate representation.
- D. All Faculty Senate Members must be full-time Faculty, which includes a Faculty member in a full-time, institutionally funded or grant funded position.
- E. All members of the Faculty Senate must comply with this policy, College administrative procedures, and applicable law.
- F. In the event of a vacancy in an appointed seat, the Chancellor will appoint a member to serve out the unexpired term. In the event of a vacancy in an elected seat, the Faculty Senate will fill the unexpired term according to the terms of the Faculty Senate standard operating procedures.

VI. MEETINGS OF THE FACULTY SENATE

- A. The Chancellor shall establish procedures for making the meetings of the Faculty Senate accessible to the public. Faculty Senate meetings may take place in person or remotely over Zoom or other video conferencing platform. If the meeting is held over Zoom or similar platform, the link for the public to view the meeting will be posted on the agenda for the meeting. Meetings will be broadcast live over the Internet when more than 50 percent of the members of the Faculty Senate are in attendance.
- B. The Faculty Senate will post an agenda for each meeting on the College website at least seven calendar days before the meeting takes place. The agenda must contain sufficient detail to indicate the items that are to be discussed or that will be subject to a vote at the meeting. In addition, if the Faculty Senate intends to discuss or vote upon curriculum proposals for submission to the College's Curriculum Committee, copies of the proposal must be attached to the posted meeting agenda.
- C. The Faculty Senate must prepare a record containing the names of the members in attendance at a meeting of the Faculty Senate in which it conducts business related to (1) a vote of no confidence regarding a College administrator; or (2) policies related to curriculum and academic standards.

VII. FACULTY SENATE LEADERSHIP

- A. The Chancellor shall appoint from among the Faculty Senate's 60 members the following three officer positions:
1. Presiding Officer;
 2. Associate Presiding Officer; and
 3. Secretary.
- B. Officers of the Faculty Senate shall be Full-Time Faculty members with performance ratings at valuable or above with no disciplinary action within the previous two years.
- C. The officers appointed by the Chancellor shall remain in office until the sooner of the following: (i) their voluntary resignation; (ii) their ineligibility to serve on the Faculty Senate; ~~or~~ (iii) the appointment of a successor by the Chancellor; or (iv) the completion of no more than two one-year terms.
- D. The Officers are specifically responsible for ensuring these requirements are observed among the Faculty Senate membership, and in addition have the following responsibilities associated with their offices.
1. The Presiding Officer shall chair all meetings and serve as the Faculty liaison and represent the Faculty Senate in official communications with the College administration.
 2. In the absence of the Presiding Officer, the Associate Presiding Officer shall perform the duties of Presiding Officer.
 3. The Secretary shall: (i) Keep accurate and complete minutes of all meetings; (ii) Maintain all official records and documents; (iii) Provide timely public notice of meetings and distribute agendas; (iv) Certify actions of the Senate when required; (v) Ensure proper maintenance, archival, and accessibility of Faculty Senate records, governance materials, and meetings consistent with College policy and Texas records laws; and (vi) Perform other related duties as may be assigned by the Presiding Officer or as stated in the Faculty Senate standard operating procedures.

VIII. TERM LIMITS FOR FACULTY SENATE MEMBERS

A. Term Limits for Appointed Faculty Senate Members

Members of the Faculty Senate appointed by the Chancellor may serve up to a maximum of six consecutive one-year terms. After serving six consecutive one-year terms, an appointed member may not be reappointed for two full calendar years.

B. Term Limits for Elected Faculty Senate Members

Elected members of the Faculty Senate serve two-year terms, except as may be necessary by resolution of the Faculty Senate or Board of Trustees to hold elections for one-year terms to stagger terms in a manner that allows approximately one-half of the elected members to be elected each year. After serving two terms, an elected member may not be reelected for two full calendar years.

IX. REMOVAL AND RESIGNATION OF FACULTY SENATE MEMBERS

A. A member of the Faculty Senate may be removed on recommendation of the provost and approval by the Chancellor on the following grounds: failing to conduct the member’s responsibilities in accordance with defined policy and legal parameters, failing to attend Faculty Senate meetings in accordance with attendance requirements established by the Faculty Senate or Board of Trustees, or engaging in other similar misconduct or dereliction of duty.

B. Faculty Senate members who have voluntarily ~~tendered~~ their resignation or who have otherwise become ineligible to serve on the Faculty Senate based on eligibility requirements or term limits shall be deemed to have been removed from office effective on the date of their voluntary resignation or ineligibility.

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

Associated Procedures

To be determined.

Date of Board Approval	This policy is effective as of September 1, 2025, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process at the next regularly scheduled meetings of the Board. (First reading on August 11, 2025, second reading anticipated September 8, 2025)
Effective Date	This policy is effective as of September 1, 2025, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process at the next regularly scheduled meetings of the Board. (First reading on August 11, 2025, second reading anticipated September 8, 2025)
Primary Owner	Chancellor
Secondary Owner	Deputy Chancellor & President

Consideration of Approval of Policy VI.6004.E, Campus Hazing Prevention - Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve Policy VI.6004.E, Campus Hazing Prevention.

BACKGROUND

The Stop Campus Hazing Act (SCHA) was signed into law by President Biden on December 23, 2024. SCHA amends section 485(f) of the Higher Education Act, otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Stop Campus Hazing Act has three primary components including inclusion of hazing statistics in annual security reports, implementation of hazing practices and policies including those specific to hazing prevention, and the compilation of a Campus Hazing Transparency Report.

San Jacinto College is committed to providing a safe educational environment for all persons and does not tolerate hazing by any group or individual affiliated with the College. San Jacinto College students should expect to be treated with respect and dignity. Hazing violates this policy and Texas law (Texas Education Code § 37.151 and 51.936).

IMPACT OF THIS ACTION

Legal counsel has been involved with developing the policy and associated procedures. Approval of this policy and related procedures brings the College into compliance with the requirements of 485(f) of the Higher Education Act and confirms the College's commitment to prioritize the prevention of and transparency about hazing incidents.

This policy and associated procedure were sent to the College community on August 11 through August 25, 2025, allowing for feedback and comments. No comments were received. Procedures are provided to the Board as an informational item.

BUDGET INFORMATION

All elements related to implementing the policy are contained within the fiscal year 2025-2026 budget. The majority of costs will be personnel related to training, supporting, investigating, and reporting.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy VI.6004.E, Campus Hazing Prevention

Action Item “XI”
Regular Board Meeting September 8, 2025

Consideration of Approval of Policy VI.6004.E, Campus Hazing Prevention - Second Reading

Informational Item:

Attachment 3 – Procedure VI.6004.E.a, Campus Hazing Prevention

RESOURCE PERSONNEL

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu
Kara Kennebrew	281-478-2756	kara.kennebrew@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: **VI.6004.E**

Proposed Policy Name: **Campus Hazing Prevention**

Current Policy Number/Name: N/A

New Procedure Number: **VI.6004.E.a**

Proposed Procedure Name(s): **Campus Hazing Prevention**

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

Action Recommended for Policy: New

Action Recommended for Procedures: New

Web Links: N/A

Primary Owner: Deputy Chancellor & President

Secondary Owner: Associate Vice Chancellor, Student Services

Summary of Changes:

- Legal counsel has been involved with developing the policy and associated procedures.
- The Stop Campus Hazing Act (SCHA) was signed into law by President Biden on December 23, 2024. SCHA amends section 485(f) of the Higher Education Act, otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).
- The Stop Campus Hazing Act has three primary components including inclusion of hazing statistics in annual security reports, implementation of hazing practices and policies including those specific to hazing prevention, and the compilation of a Campus Hazing Transparency Report.
- This policy and related procedures brings the college into compliance with the requirements of 485(f) of the Higher Education Act and confirms the College's commitment to prioritize the prevention of and transparency about hazing incidents.

Policy VI.6004.E, Campus Hazing Prevention

Purpose

This policy ensures institutional compliance with the Stop Campus Hazing Act by outlining the standards, procedures, and responsibilities related to the College's prevention and awareness strategies, reporting, and response to hazing. This policy is intended to promote a safe and respectful educational environment by prohibiting hazing in all forms, providing clear guidelines for addressing incidents, and establishing education and training requirements for students and employees.

Policy

San Jacinto College is committed to providing a safe educational environment for all persons and does not tolerate hazing by any group or individual affiliated with the College. San Jacinto College students should expect all student organizations to treat them with respect and dignity. Hazing violates this policy, the federal Stop Campus Hazing Act, and Texas law (Texas Education Code § 37.151 and 51.936).

The Policy's associated procedure describes (1) how San Jacinto College students, faculty, administrators, or other employees can report incidents of hazing; and (2) how San Jacinto College administrators investigate and adjudicate reports of hazing.

Definitions

Hazing and Hazing Activity - Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons, regardless of the willingness of such other person or persons to participate, that:

- 1) is committed in the course of an initiation into, an affiliation with, holding office in, or the maintenance of membership in, a student organization; and
- 2) causes or creates a risk of physical or psychological injury (above the reasonable risk encountered in the course of participation in activities or programs at San Jacinto College or in activities or programs of the organization, such as the physical preparation necessary for participation in an athletic team). The term encompasses, for example—
 - any type of physical brutality, including whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
 - any type of physical activity that causes, coerces, or otherwise induces sleep deprivation, exposure to the elements, confinement in a small space, abandonment, blindfolding, tying a person's hands or feet, extreme calisthenics, or other similar activity;
 - any activity causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances that subjects the person to a risk of harm or that adversely affects the mental or physical health or safety of the person;
 - any activity that involves coercing, as defined by Section 1.07 Penal Code, a student to consume a drug or an alcoholic beverage or liquor in any amount.;

Attachment 2

- any activity that induces, causes, or requires the person to perform a duty or task that involves or requires a violation of the Texas Penal Code. (See Texas Education Code, Section 37.151(6))
- any activity that causes, coerces, or otherwise induces another person to perform or receive sexual acts;
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct toward another person;
- any activity that is intended to subject a person to embarrassment or humiliation;
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Student Organization - An organization affiliated with the College (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band or musical group, order, corps, academic team, dance team, any group that participates in intercollegiate competitions, service groups, or student government,) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is formally established or recognized by the College.

Student - For purposes of this policy, “student” means a person who is currently enrolled at the College, is accepted for admission or readmission, has been enrolled in a prior term and is eligible to continue enrollment in the term that immediately follows, or is attending an educational program sponsored by the College while that person is on campus. Individuals who are not currently enrolled at the College remain subject to the disciplinary process for conduct that occurred while they were enrolled.

Prohibitions

A student is subject to discipline, including expulsion, for engaging in hazing against a San Jacinto College student, applicant for admission, or recruit, including an athletic recruit. Substantiated violations will result in discipline in accordance with the College’s Code of Student Conduct. The Office of Student Rights and Responsibilities has the primary responsibility for investigating violations and imposing discipline on individual students.

A student organization is subject to discipline, include loss of privileges and loss of official recognition or funding, for engaging in hazing against a San Jacinto College student, applicant for admission, or recruit, including an athletic recruit.

The Office of Student Rights & Responsibilities has the primary responsibility for investigating alleged violations and preparing reports to comply with reporting requirements under the Stop Campus Hazing Act. The Office of Student Engagement & Support has the primary responsibility for imposing discipline on student organizations.

Reporting Violations

Any person may report Hazing to the Office of Student Rights and Responsibilities. A College employee who is an advisor to a student organization or has responsibility for a student

Attachment 2

organization has a duty to report suspected violations to the Office of Student Rights & Responsibilities. An employee who is an advisor to a student organization or has responsibility for a student organization is subject to discipline, including termination, if the employee observes or learns of an alleged hazing violation and fails to report the allegation and/or fails to take action that a reasonable employee would have taken under the same or similar circumstances, including, for example, obtaining first aid for an injured person.

The College Administration has developed procedures for the timely reporting of suspected hazing incidents.

Location

This policy applies to behaviors that take place on campus or at College-sponsored or organization-sponsored events whether on or off-campus, including, for example, behaviors that occur at conferences and competitions or during travel to such events. This policy also may apply to other off-campus behaviors when the designated administrator for discipline determines that the off-campus conduct adversely affects a College interest, including: (1) any situation where it appears that the student organization's conduct may present a danger or threat to the health or safety of one or more persons; (2) any situation that significantly impinges upon the rights, property or achievements of others or significantly breaches the peace and/or causes public disorder; or (3) any situation that is detrimental to the educational mission of the College.

Prevention

San Jacinto College is committed to fostering a hazing-free environment. Active engagement in anti-hazing programs can help prevent hazing. The College Administration will provide training to organizations, students, and employees to promote bystander intervention skills, ethical leadership, and group cohesion.

Documentation and Annual Reports

Annual Security Report

The federal Stop Campus Hazing Act requires San Jacinto College to include reports of hazing incidents in its Annual Security Report (Clery Act Report). Reports of hazing incidents will be included in the Annual Security Report when (1) the incident is reported by a Campus Security Authority or local police agency; (2) the incident occurred within Clery Act geography; and (3) the incident meets the Clery Act definition of hazing, which significantly mirrors the definition in this Policy. The Annual Security Report shall include a copy of this policy.

Campus Hazing Transparency Report

The Stop Campus Hazing Act requires San Jacinto College to develop a Campus Hazing Transparency Report (CHTR).

The CHTR will document each incident of hazing for which a finding of responsibility is issued. For each such incident, the College will include the following information:

- The name of the student organization;

Attachment 2

- A general description of the violation that resulted in a finding of responsibility, including:
 - Whether the violation involved the abuse or illegal use of alcohol or drugs;
 - The finding of the institution; and
 - Any sanctions placed on the student organization by the institution, as applicable
- The dates on which:
 - The incident was alleged to have occurred;
 - The investigation into the incident was initiated;
 - The investigation ended with a finding that a hazing violation occurred; and
 - The institution provided notice to the student organization that the incident resulted in a hazing violation.

The CHTR will be updated two times per year. If there are no findings of a hazing violation for any six-month period, the College will note that fact in its CHTR. The CHTR must not contain student information protected by the Federal Educational Rights and Privacy Act (FERPA). Each CHTR will be maintained for at least five years from date of publication of the most recent update.

San Jacinto College will publish the CHTR on its website in a prominent location. The College will also publish this Policy alongside the CHTR to inform the community of the differences between the Annual Security Report and the CHTR.

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

Associated Procedures

Procedure VI.6004.E.a, Hazing Incident Reporting
Procedure VI.6004.B.a, Student Conduct and Discipline
Procedure VI.6004.C.a, Student Complaints

Associated Policies for Reference

Policy VI.6004.B, Student Conduct and Discipline
Policy VI.6004.C, Student Complaints

Date of Board Approval	Anticipated September 8, 2025
Effective Date	Anticipated September 9, 2025
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

Procedure VI.6004.E.a, Campus Hazing Prevention

Associated Policy

Policy VI.6004.E, Campus Hazing Prevention
Policy VI.6004.B, Student Conduct and Discipline
Policy VI.6004.C, Student Complaints

Purpose

The purpose of this procedure is to implement the Board’s policy against hazing and to describe the process for reporting allegations, conducting investigations, and imposing discipline.

Reporting

Any member of the San Jacinto College community may submit a report regarding an alleged violation of the College Hazing Policy. Complaints related to violations of the Hazing Policy should be reported to the Office of Student Rights and Responsibilities (OSRR) by submitting an online incident report available at: [Hazing Incident Reporting Form](#)

A College employee who is an advisor to a student organization or has responsibility for a student organization must promptly report suspected violations to the Office of Student Rights & Responsibilities.

Officers of a student organization must promptly report suspected violations to the Office of Student Rights & Responsibilities.

OSRR will promptly notify the Office of Student Engagement & Support when OSRR receives a complaint or report alleging a violation of the hazing policy.

Specific processes and definitions related to the College’s response to hazing reports can be found on the College website at: <https://publications.sanjac.edu/student-handbook/code-student-conduct/disciplinary-procedures/>. The processes are summarized below.

Complaints and Alleged Violations Against Individual Students

When the Office of Student Rights & Responsibilities receives a complaint regarding a hazing allegation against an individual student, OSRR will handle the complaint in accordance with the appropriate Student Conduct Process in the Code of Student Conduct contained in the Student Handbook. OSRR will determine whether the alleged conduct, if proven to be true, describes a violation of the Hazing Policy; conduct any investigation; and facilitate the disciplinary process as stated in the Student Conduct Process.

When hazing involves allegations of sexual harassment or other violations of the College’s Sexual Misconduct Policy, then the allegations against the student will be investigated in accordance with [Complaint Procedure 400](#) in the Student Handbook, which reflects [Board Policy III.3006.D](#) and [Board Procedure III.3006.D.a](#).

In cases of discriminatory harassment (other than sexual harassment), the investigation procedures in [Complaint Procedure 300](#) will apply.

Attachment 3 – Informational Item

When a student is found to have violated the hazing policy, disciplinary sanctions and remedies will be based upon the seriousness of the offense, the student's demeanor, cooperation, and attitude, the impact of the misconduct on the College environment, the student's overall record at the College (including prior discipline, if any) and statutory or other legal requirements, if any.

Complaints and Charges Against Student Organizations

When the Office of Student Rights & Responsibilities receives a complaint regarding a hazing allegation against a student organization, the investigation and disciplinary procedures in the **Student Organization Handbook** will apply. OSRR will investigate the allegations. The investigation may occur concurrently with the investigation of an individual student or after the adjudication of an individual student. OSRR will prepare a written summary investigation report with findings of fact regarding the allegations against the student organization. OSRR may dismiss the allegation due to lack of sufficient or reliable evidence, determine that the organization is not responsible, or determine that violations occurred based on a preponderance of evidence. OSRR will provide the report to the Director of Student Engagement and Support and Dean of Student Engagement and Support. The Director of Student Engagement and Support and Dean of Student Engagement and Support (or their designees) will determine consequences for the organization which could include but is not limited to temporary loss of privileges, probation, training, or cancellation of a campus event. The decision will be communicated in writing to the student leaders of the organization. The decision is final unless the proposed consequence is suspension of the organization's charter, suspension of funding, or removal of an advisor.

If the decision imposes suspension of the organization's charter or funding, or removal of an advisor, the student leaders of the organization may file an appeal with the Associate Vice Chancellor of Student Services within 12 working days of receipt of the decision. The Associate Vice Chancellor or their designee will review the appeal and the evidence, documents, and information gained through the investigation and will issue a written decision within 30 days. No new evidence shall be considered unless the basis of the appeal is that new, material evidence has been located and was not reasonably available at the time of the initial determination regarding responsibility. The Associate Vice Chancellor or designee may request clarification from the leaders of the student organization, the Office of Student Rights and Responsibilities, or the Office of Student Engagement and Support. The decision of the Associate Vice Chancellor of Student Services is final and non-appealable.

Interim Action

Pending an investigation, hearing, or outcome of the allegations against a student organization, the Dean of Student Engagement & Support or their designee may take interim action, as is appropriate to the circumstances, against a student organization that is alleged to have engaged in conduct prohibited by the hazing policy when the action is needed to preserve evidence or to protect the health or safety of persons within the organization or to protect third parties. The Office of Student Engagement and Support will consider the available evidence, including the weight and reliability of the evidence

Attachment 3 – Informational Item

Interim actions include but are not limited to suspension, suspension of rights or privileges, or a prohibition from certain activities or operations.

Anti-Hazing Resources and Training

San Jacinto College offers the Student Leadership Program, known as LeadSJC. This is a comprehensive leadership program designed to help hone leadership skills and help students succeed in the classroom and in their careers. Information on LeadSJC is available on the College website at: <https://sanjac.edu/student-life/clubs-organizations/student-leadership>.

San Jacinto College offers bystander intervention training. This program gives students, faculty, and staff the opportunity to learn about patterns of violence, educate themselves on methods of preventing violence, and discover ways to stop violence as a bystander. Information on bystander intervention training is available at <https://sanjac.edu/student-life/clubs-organizations/trainings>.

San Jacinto College offers three training sessions for student organizations: (1) Officer training is required on an annual basis for leaders of student organizations. This training provides club leaders with information and guidelines to be successful in their roles. (2) Advisor training is also required on an annual basis for student club advisors. This training provides advisors with information on how to be effective guides, allies, and mentors. (3) Risk management training is a state-mandated annual training that 80 percent of each student organization must complete. To embark on a club-related trip, all organization members must take this training. These trainings are available for students at <https://sanjac.edu/student-life/clubs-organizations/trainings>.

Additional information is available at <https://hazingpreventionnetwork.org/> and <https://stophazing.org/>.

Date of SLT Approval	July 21, 2025
Effective Date	Anticipated September 9, 2025
Associated Policies	Policy VI.6004.E, Campus Hazing Prevention Policy VI.6004.B, Student Conduct and Discipline Policy VI.6004.C, Student Complaints
Associated Procedures	Procedure VI.6004.B.a, Student Conduct and Discipline Procedure VI.6004.C.a, Student Complaints
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

Action Item “XII”
Regular Board Meeting September 8, 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 August 21, 2025, \$38.3 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) An increase in budget for the repair and replacement of deteriorated sanitary sewers under the North Campus Student Center (N12), and 2) The Fiscal Year 2026 Pavement Preservation program.

IMPACT OF THIS ACTION

Approval of this budget allocation will allow College staff to execute the required repairs to N12 placing restrooms back in service and plan for this year’s pavement repairs and life extension projects.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The funding required for these two projects is not expected to exceed \$2,321,000.

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 as of 7/31/2025	\$12,619,413
Approved Transfers by Board 8/11/2025*	(411,000)
N12 Sanitary Sewer Repairs	(321,000)
FY26 Pavement Preservation	<u>(2,000,000)</u>
Ending Balance at 8/21/2025	<u>\$9,887,413</u>

*N12 Sanitary Sewer Repairs (\$179,000), C14 Storm Sewer Repairs (\$105,000), and Utility Engineering Design (\$127,000).

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve resolutions and forms which update signature cards for current bank and investment authorities.

BACKGROUND

Appropriate resolutions and forms are required to accomplish the following:

- 1) Update authorized representatives for TexPool Investment Pools
- 2) Update authorized representatives for Lone Star Investment Pool
- 3) Update authorized representatives for JP Morgan Chase bank accounts

The completed resolutions and forms will be provided for signature following the regular Board meeting.

The current employees with training and authority to enact transactions include Carin Hutchins (Vice Chancellor Fiscal Affairs), Dianne Duron (Associate Vice Chancellor Finance), Andrea DuBois (Comptroller), and Carol Tillman (Assistant Comptroller). We have taken necessary steps to remove employees and trustees no longer with the College.

In addition, facsimile signatures of the Chair and Secretary of the Board of Trustees are affixed to all checks produced electronically and drawn on the Operating and Payroll accounts at JP Morgan Chase.

IMPACT OF THIS ACTION

This action will allow current employees to effectively manage banking and investing transactions on behalf of the College, as needed.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

None

RESOURCE PERSONNEL

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

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a fee increase for San Jacinto College students and non-students in the College’s Children’s Center located on Central Campus.

BACKGROUND

The cost of childcare in the San Jacinto College Children’s Center was last increased effective August 12, 2024. San Jacinto College childcare is currently priced below the median range of local for-profit and not-for-profit childcare centers, even though best practices related to accreditation agencies ensure smaller class sizes at the College’s childcare facility than many competitors offer. The cost of meals, supplies, and staff has increased since August 2024, and these fee increases of 7 percent, rounded to the nearest whole dollar, will assist in offsetting increasing operational costs.

The proposed rate increases will continue to place the College’s rates in the middle of rates charged by other centers in the area. The proposed rate increase takes into consideration other centers in the area who recently increased their rates effective Fall 2025. Additionally, the increase considers that the San Jacinto College Children’s Center is a 4-star Texas Rising Star center, and NAEYC (National Association for the Education of Young Children) accredited.

IMPACT OF THIS ACTION

The proposed fee increases will be effective January 1, 2026, as outlined in Attachment 1.

After the proposed increases, San Jacinto College Children’s Center will be priced more competitively in the local market.

There are multiple rates depending on the child’s age and schedule selected by parents. Two examples of the rates after the increase are:

1. The weekly rate (Monday through Friday) for infants will be \$207 for students and \$230 for non-students.
2. The weekly rate for toddlers will be \$195 for students and \$218 for non-students.

A ten percent discount on fees will continue to apply for multiple children from the same family. All other fees remain the same. Also, students may be eligible for other financial aid opportunities to help offset the costs.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The proposed fee increases are projected to increase revenues beginning in January 2026. The revenue increases will help support the cost of operations of the Children’s Center.

MONITORING AND REPORTING TIMELINE

Childcare operations are subject to audit procedures performed by the college’s independent and

**Action Item “XIV”
Regular Board Meeting September 8, 2025
Consideration of Approval to Modify Childcare Fees**

internal auditors, and reviews by the NAEYC accreditation agency. Additionally, the Children’s Center fees are reviewed on an annual basis.

ATTACHMENTS

Attachment 1 - Proposed and Current Childcare Fees

RESOURCE PERSONNEL

Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Van A. Wigginton	281-542-2000	van.wigginton@sjcd.edu
Scott Gernander	281-478-2771	scottr.gernander@sjcd.edu
Dianne Duron	281-998-6109	dianne.duron@sjcd.edu

Attachment 1: Proposed and Current Childcare Fees

San Jacinto College-Central Children's Center Proposed Childcare Rate Changes

CONTRACT TERMS	STUDENTS		NON-STUDENTS	
INFANT				
	Current Rate	<i>Proposed Rate</i>	Current Rate	<i>Proposed Rate</i>
Monday - Friday	\$ 193.00	\$ 207.00	\$ 215.00	\$ 230.00
Monday - Thursday*	\$ 154.00	\$ 165.00	\$ 172.00	\$ 184.00
Mon/Wed/Fri	\$ 116.00	\$ 124.00	\$ 129.00	\$ 138.00
Tues/Thurs	\$ 77.00	\$ 82.00	\$ 86.00	\$ 92.00
Daily Rate	\$ 39.00	\$ 42.00	\$ 43.00	\$ 46.00

TODDLER				
Monday - Friday	\$ 182.00	\$ 195.00	\$ 204.00	\$ 218.00
Monday - Thursday*	\$ 146.00	\$ 156.00	\$ 163.00	\$ 174.00
Mon/Wed/Fri	\$ 109.00	\$ 117.00	\$ 122.00	\$ 131.00
Tues/Thurs	\$ 73.00	\$ 78.00	\$ 82.00	\$ 88.00
Daily Rate	\$ 36.00	\$ 39.00	\$ 41.00	\$ 44.00

PRE-K				
Monday - Friday	\$ 171.00	\$ 183.00	\$ 193.00	\$ 207.00
Monday - Thursday*	\$ 137.00	\$ 147.00	\$ 154.00	\$ 165.00
Mon/Wed/Fri	\$ 103.00	\$ 110.00	\$ 116.00	\$ 124.00
Tues/Thurs	\$ 68.00	\$ 73.00	\$ 77.00	\$ 82.00
Daily Rate	\$ 34.00	\$ 36.00	\$ 39.00	\$ 42.00

Other Fees and Important Information

Registration/Supply Fee is \$200 per child (non-refundable) and prorated after June 1 (25% off initial fee).

Registration/Supply Fee for additional children in the same family will be \$125 per child.

Late Pick-up Fee: \$20 for 1-5 minutes and \$2 for each minute thereafter.

Late Drop-off Fee: Children should be dropped off by 9:00 a.m. each day to not disrupt classroom learning. \$15 for 1-10 minutes and \$1 for each minute thereafter.

Contract Change Fee: \$30 administrative fee (after term starts).

Extra Day Attendance: Daily rate + \$10 administrative fee (contracted families only).

10% discount on tuition for each additional child in the same family. A discount will be applied to the lower rate.

*Attendance days are offered during summer semesters only.

Action Item “XV”
Regular Board Meeting September 8, 2025

**Consideration of Approval of 2025 Proposed Tax Rate, Review of Final No-New-Revenue and
Voter-Approval Tax Rate Calculations and Approve Date to Adopt Tax Rate**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the proposed tax rate of \$0.154615 for tax year 2025 for the public’s consideration and planned adoption on October 6, 2025, and discuss the final no-new-revenue, voter-approval and proposed tax rate calculations. The proposed tax rate of \$0.154615 is \$0.000253 lower than last year’s 2024 adopted rate and is less than both the no-new-revenue and voter-approval tax rates.

These rates are based on the September 4, 2025, certified values received from Harris Central Appraisal District (HCAD) and calculations of the no-new-revenue and voter-approval tax rates by the Harris County Tax Assessor Collector.

BACKGROUND

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

The no-new-revenue tax rate, calculated to be \$0.155158, is the rate that would provide the taxing unit with about the same amount of revenue it received in the previous year, less estimated refunds from disputed values. The total tax rate for 2024 was \$0.154868. The no-new-revenue tax rate is more than last year’s total tax rate. Even though the College’s certified tax values increased by 1.9 percent from 2024 to 2025, total exemptions increased as well, lowering the taxable base to levy taxes. In addition, there continues to be increases in property value lawsuits and corresponding taxpayer refunds.

The College’s debt tax rate is slightly lower than last year’s rate due to the increase in the certified tax values, the increase in the certified collection rate, and the decrease in required debt principal and interest payments due in fiscal year 2026.

The voter-approval tax rate, calculated to be \$0.161922, is the rate that would provide the taxing unit with approximately the same amount of tax revenue it received the previous year (less estimated refunds from disputed values), plus an extra eight percent increase, in addition to sufficient funds to pay debt principal and interest payments in the coming year. The voter-approval tax rate is the highest tax rate allowed without voter approval.

IMPACT OF THIS ACTION

The proposed tax rate of \$0.154615 is less than the voter-approval rate of \$0.161922, less than the no-new-revenue rate of \$0.155158, and \$0.000253 cents lower than the previous year’s total tax rate.

A comparison of the components of the proposed 2025 tax rate and the actual 2024 tax rate are as follows:

Action Item “XV”
Regular Board Meeting September 8, 2025

**Consideration of Approval of 2025 Proposed Tax Rate, Review of Final No-New-Revenue and
Voter-Approval Tax Rate Calculations and Approve Date to Adopt Tax Rate**

Tax Rate	Proposed 2025 Tax Rate	Actual 2024 Tax Rate	Difference
M&O (Operations)	0.108529	0.106954	+0.001575
I&S (Debt)	0.046086	0.047914	-0.001828
Total Tax Rate	0.154615	0.154868	-0.000253

Tonight (September 8, 2025), the Board of Trustees will discuss and approve the total proposed tax rate of 0.154615 cents. A public hearing is not required since the proposed tax rate is lower than the no-new-revenue tax rate. Appropriate notices will be placed on the College’s website and published in newspapers in compliance with the Truth-in-Taxation, Property Tax Code, Chapter 26. On October 6, 2025, the Board will finalize and adopt the 2025 tax rate.

The tax rate adoption is scheduled as follows:

The San Jacinto Community College Board will vote to adopt the 2025 tax rate at its regularly scheduled meeting on Monday, October 6, 2025, at 7:00 p.m. in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The proposed Maintenance and Operations tax rate for 2025 is \$0.108529 per \$100 assessed valuation, generating the approximate amount of tax revenue needed to support the adopted fiscal year 2026 unrestricted budget.

The proposed Debt Service tax rate for 2025 is \$0.046086 per \$100 assessed valuation, generating the approximate amount of tax revenue needed to meet debt payment obligations for fiscal year 2026.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – 2025 Tax Rate Calculation Worksheet

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	Brenda.Hellyer@sjcd.edu
Carin Hutchins	281-998-6306	Carin.Hutchins@sjcd.edu
Dianne Duron	281-998-6109	Dianne.Duron@sjcd.edu

2025 Tax Rate Calculation Worksheet

Taxing Units Other Than School Districts or Water Districts

Form 50-856

San Jacinto Community College District

281-998-6150

Taxing Unit Name

Phone (area code and number)

4624 Fairmont Parkway East Building (A-1) Pasadena, TX 77504

<https://www.sanjac.edu/>

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

Taxing Unit's Website Address

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

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

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

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

SECTION 1: No-New-Revenue Tax Rate

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

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

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

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	Prior year total taxable value. Enter the amount of the prior year taxable value on the prior year tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). ¹	\$ 76,664,008,281
2.	Prior year tax ceilings. Counties, cities and junior college districts. Enter the prior year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision last year or a prior year for homeowners age 65 or older or disabled, use this step. ²	\$ 0
3.	Preliminary prior year adjusted taxable value. Subtract Line 2 from Line 1.	\$ 76,664,008,281
4.	Prior year total adopted tax rate.	\$ 0.154868 /\$100
5.	Prior year taxable value lost because court appeals of ARB decisions reduced the prior year's appraised value.	
	A. Original prior year ARB values: \$ 7,297,067,531	
	B. Prior year values resulting from final court decisions: - \$ 6,462,181,813	
	C. Prior year value loss. Subtract B from A. ³	\$ 834,885,718
6.	Prior year taxable value subject to an appeal under Chapter 42, as of July 25.	
	A. Prior year ARB certified value: \$ 8,304,272,153	
	B. Prior year disputed value: - \$ 929,140,098	
	C. Prior year undisputed value. Subtract B from A. ⁴	\$ 7,375,132,055
7.	Prior year Chapter 42 related adjusted values. Add Line 5C and Line 6C.	\$ 8,210,017,773

¹ Tex. Tax Code §26.012(14)² Tex. Tax Code §26.012(14)³ Tex. Tax Code §26.012(13)⁴ Tex. Tax Code §26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	Prior year taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	§ 84,874,026,054
9.	Prior year taxable value of property in territory the taxing unit deannexed after Jan. 1, 2024. Enter the prior year value of property in deannexed territory. ⁵	§ 0
10.	Prior year taxable value lost because property first qualified for an exemption in the current year. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in the current year does not create a new exemption or reduce taxable value. A. Absolute exemptions. Use prior year market value: § 23,451,055 B. Partial exemptions. Current year exemption amount or current year percentage exemption times prior year value: + § 52,947,052 C. Value loss. Add A and B. ⁶	§ 76,398,107
11.	Prior year taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in the current year. Use only properties that qualified for the first time in the current year; do not use properties that qualified in the prior year. A. Prior year market value: § 4,965,840 B. Current year productivity or special appraised value: - § 11,700 C. Value loss. Subtract B from A. ⁷	§ 4,954,140
12.	Total adjustments for lost value. Add Lines 9, 10C and 11C.	§ 81,352,247
13.	Prior year captured value of property in a TIF. Enter the total value of the prior year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the prior year taxes were deposited into the tax increment fund. ⁸ If the taxing unit has no captured appraised value in line 18D, enter 0.	§ 0
14.	Prior year total value. Subtract Line 12 and Line 13 from Line 8.	§ 84,792,673,807
15.	Adjusted prior year total levy. Multiply Line 4 by Line 14 and divide by \$100.	§ 131,316,718
16.	Taxes refunded for years preceding the prior tax year. Enter the amount of taxes refunded by the taxing unit for tax years preceding the prior tax year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for the prior tax year. This line applies only to tax years preceding the prior tax year. ⁹	§ 2,188,665
17.	Adjusted prior year levy with refunds and TIF adjustment. Add Lines 15 and 16. ¹⁰	§ 133,505,383
18.	Total current year taxable value on the current year certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. ¹¹ A. Certified values: § 81,091,428,785 B. Counties: Include railroad rolling stock values certified by the Comptroller's office: + § C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: - § 0 D. Tax increment financing: Deduct the current year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the current year taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 24 below. ¹² - § 0 E. Total current year value. Add A and B, then subtract C and D.	§ 81,091,428,785

⁵ Tex. Tax Code §26.012(15)⁶ Tex. Tax Code §26.012(15)⁷ Tex. Tax Code §26.012(15)⁸ Tex. Tax Code §26.03(c)⁹ Tex. Tax Code §26.012(13)¹⁰ Tex. Tax Code §26.012(13)¹¹ Tex. Tax Code §26.012, 26.04(c-2)¹² Tex. Tax Code §26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	<p>Total value of properties under protest or not included on certified appraisal roll. ¹³</p> <p>A. Current year taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. ¹⁴ \$ <u>4,135,658,357</u></p> <p>B. Current year value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. ¹⁵ + \$ <u>2,167,312,099</u></p> <p>C. Total value under protest or not certified. Add A and B. _____</p>	<p>_____</p> <p>_____</p> <p>\$ <u>6,302,970,456</u></p>
20.	<p>Current year tax ceilings. Counties, cities and junior colleges enter current year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in the prior year or a previous year for homeowners age 65 or older or disabled, use this step. ¹⁶</p>	<p>_____</p> <p>\$ <u>0</u></p>
21.	<p>Anticipated contested value. Affected taxing units enter the contested taxable value for all property that is subject to anticipated substantial litigation. ¹⁷ An affected taxing unit is wholly or partly located in a county that has a population of less than 500,000 and is located on the Gulf of Mexico. ¹⁸ If completing this section, the taxing unit must include supporting documentation in Section 9. ¹⁹ Taxing units that are not affected, enter 0.</p>	<p>_____</p> <p>\$ <u>0</u></p>
22.	<p>Current year total taxable value. Add Lines 18E and 19C, then subtract Lines 20 and 21. ²⁰</p>	<p>_____</p> <p>\$ <u>87,394,399,241</u></p>
23.	<p>Total current year taxable value of properties in territory annexed after Jan. 1, of the prior year. Include both real and personal property. Enter the current year value of property in territory annexed. ²¹</p>	<p>_____</p> <p>\$ <u>20,412,954</u></p>
24.	<p>Total current year taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in the prior year. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, of the prior year and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for the current year. ²²</p>	<p>_____</p> <p>\$ <u>1,329,703,618</u></p>
25.	<p>Total adjustments to the current year taxable value. Add Lines 23 and 24.</p>	<p>_____</p> <p>\$ <u>1,350,116,572</u></p>
26.	<p>Adjusted current year taxable value. Subtract Line 25 from Line 22.</p>	<p>_____</p> <p>\$ <u>86,044,282,669</u></p>
27.	<p>Current year NNR tax rate. Divide Line 17 by Line 26 and multiply by \$100. ²³</p>	<p>_____</p> <p>\$ <u>0.155158</u> /\$100</p>
28.	<p>COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the current year county NNR tax rate. ²⁴</p>	<p>_____</p> <p>\$ _____ /\$100</p>

SECTION 2: Voter Approval Tax Rate

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

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

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

¹³ Tex. Tax Code §26.01(c) and (d)
¹⁴ Tex. Tax Code §26.01(c)
¹⁵ Tex. Tax Code §26.01(d)
¹⁶ Tex. Tax Code §26.012(6)(B)
¹⁷ Tex. Tax Code §§26.012(6)(C) and 26.012(1-b)
¹⁸ Tex. Tax Code §26.012(1-a)
¹⁹ Tex. Tax Code §26.04(d-3)
²⁰ Tex. Tax Code §26.012(6)
²¹ Tex. Tax Code §26.012(17)
²² Tex. Tax Code §26.012(17)
²³ Tex. Tax Code §26.04(c)
²⁴ Tex. Tax Code §26.04(d)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
29.	Prior year M&O tax rate. Enter the prior year M&O tax rate.	\$ 0.106954 /\$100
30.	Prior year taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 84,874,026,054
31.	Total prior year M&O levy. Multiply Line 29 by Line 30 and divide by \$100.	\$ 90,776,165
32.	Adjusted prior year levy for calculating NNR M&O rate. A. M&O taxes refunded for years preceding the prior tax year. Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2024. This line applies only to tax years preceding the prior tax year..... + \$ 1,511,522 B. Prior year taxes in TIF. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no current year captured appraised value in Line 18D, enter 0..... - \$ 0 C. Prior year transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. +/- \$ 0 D. Prior year M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function..... \$ 1,511,522 E. Add Line 31 to 32D.	\$ 92,287,687
33.	Adjusted current year taxable value. Enter the amount in Line 26 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 86,044,282,669
34.	Current year NNR M&O rate (unadjusted). Divide Line 32E by Line 33 and multiply by \$100.	\$ 0.107256 /\$100
35.	Rate adjustment for state criminal justice mandate. ²⁶ A. Current year state criminal justice mandate. Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ 0 B. Prior year state criminal justice mandate. Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies..... - \$ 0 C. Subtract B from A and divide by Line 33 and multiply by \$100..... \$ 0.000000 /\$100 D. Enter the rate calculated in C. If not applicable, enter 0.	\$ 0.000000 /\$100
36.	Rate adjustment for indigent health care expenditures. ²⁷ A. Current year indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state assistance received for the same purpose..... \$ 0 B. Prior year indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2023 and ending on June 30, 2024, less any state assistance received for the same purpose..... - \$ 0 C. Subtract B from A and divide by Line 33 and multiply by \$100..... \$ 0.000000 /\$100 D. Enter the rate calculated in C. If not applicable, enter 0.	\$ 0.000000 /\$100

²⁵ [Reserved for expansion]²⁶ Tex. Tax Code §26.044²⁷ Tex. Tax Code §26.0441

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
37.	Rate adjustment for county indigent defense compensation. ²⁸	
	A. Current year indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender’s office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state grants received by the county for the same purpose.	\$ 0 _____
	B. Prior year indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender’s office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2023 and ending on June 30, 2024, less any state grants received by the county for the same purpose.	\$ 0 _____
	C. Subtract B from A and divide by Line 33 and multiply by \$100.	\$ 0.000000 _____/\$100
	D. Multiply B by 0.05 and divide by Line 33 and multiply by \$100.	\$ 0.000000 _____/\$100
E. Enter the lesser of C and D. If not applicable, enter 0.	\$ 0.000000 _____/\$100	
38.	Rate adjustment for county hospital expenditures. ²⁹	
	A. Current year eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year.	\$ 0 _____
	B. Prior year eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2023 and ending on June 30, 2024.	\$ 0 _____
	C. Subtract B from A and divide by Line 33 and multiply by \$100.	\$ 0.000000 _____/\$100
	D. Multiply B by 0.08 and divide by Line 33 and multiply by \$100.	\$ 0.000000 _____/\$100
E. Enter the lesser of C and D, if applicable. If not applicable, enter 0.	\$ 0.000000 _____/\$100	
39.	Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information.	
	A. Amount appropriated for public safety in the prior year. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year.	\$ 0 _____
	B. Expenditures for public safety in the prior year. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year	\$ 0 _____
	C. Subtract B from A and divide by Line 33 and multiply by \$100	\$ 0.000000 _____/\$100
D. Enter the rate calculated in C. If not applicable, enter 0.	\$ 0.000000 _____/\$100	
40.	Adjusted current year NNR M&O rate. Add Lines 34, 35D, 36D, 37E, and 38E. Subtract Line 39D.	\$ 0.107256 _____/\$100
41.	Adjustment for prior year sales tax specifically to reduce property taxes. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in the prior year should complete this line. These entities will deduct the sales tax gain rate for the current year in Section 3. Other taxing units, enter zero.	
	A. Enter the amount of additional sales tax collected and spent on M&O expenses in the prior year, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent	\$ 0 _____
	B. Divide Line 41A by Line 33 and multiply by \$100	\$ 0.000000 _____/\$100
C. Add Line 41B to Line 40.	\$ 0.107256 _____/\$100	
42.	Current year voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below. Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 41C by 1.08. - or - Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 41C by 1.035.	\$ 0.115836 _____/\$100

²⁸ Tex. Tax Code §26.0442

²⁹ Tex. Tax Code §26.0443

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
D42.	<p>Disaster Line 42 (D42): Current year voter-approval M&O rate for taxing unit affected by disaster declaration. If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of:</p> <p>1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred; or</p> <p>2) the third tax year after the tax year in which the disaster occurred.</p> <p>If the taxing unit qualifies under this scenario, multiply Line 41C by 1.08.³⁰ If the taxing unit does not qualify, do not complete Disaster Line 42 (Line D42).</p>	\$ 0.000000 /\$100
43.	<p>Total current year debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that:</p> <p>(1) are paid by property taxes;</p> <p>(2) are secured by property taxes;</p> <p>(3) are scheduled for payment over a period longer than one year; and</p> <p>(4) are not classified in the taxing unit's budget as M&O expenses.</p> <p>A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here.³¹</p> <p>Enter debt amount \$ 39,808,402</p> <p>B. Subtract unencumbered fund amount used to reduce total debt. - \$ 0</p> <p>C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none) - \$ 0</p> <p>D. Subtract amount paid from other resources - \$ 0</p> <p>E. Adjusted debt. Subtract B, C and D from A. \$ 39,808,402</p>	\$ 39,808,402
44.	Certified prior year excess debt collections. Enter the amount certified by the collector. ³²	\$ 167,626
45.	Adjusted current year debt. Subtract Line 44 from Line 43E.	\$ 39,640,776
46.	<p>Current year anticipated collection rate.</p> <p>A. Enter the current year anticipated collection rate certified by the collector.³³ 98.42 %</p> <p>B. Enter the prior year actual collection rate..... 98.42 %</p> <p>C. Enter the 2023 actual collection rate. 97.58 %</p> <p>D. Enter the 2022 actual collection rate. 98.77 %</p> <p>E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%.³⁴</p>	98.42 %
47.	Current year debt adjusted for collections. Divide Line 45 by Line 46E.	\$ 40,277,155
48.	Current year total taxable value. Enter the amount on Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 87,394,399,241
49.	Current year debt rate. Divide Line 47 by Line 48 and multiply by \$100.	\$ 0.046086 /\$100
50.	Current year voter-approval M&O rate plus current year debt rate. Add Lines 42 and 49.	\$ 0.161922 /\$100
D50.	<p>Disaster Line 50 (D50): Current year voter-approval tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D42. Add Line D42 and 49.</p>	\$ 0.000000 /\$100

³⁰ Tex. Tax Code §26.042(a)³¹ Tex. Tax Code §26.012(7)³² Tex. Tax Code §26.012(10) and 26.04(b)³³ Tex. Tax Code §26.04(b)³⁴ Tex. Tax Code §§26.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
51.	COUNTIES ONLY. Add together the voter-approval tax rates for each type of tax the county levies. The total is the current year county voter-approval tax rate.	\$ 0.000000 /\$100

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

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

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

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
52.	Taxable Sales. For taxing units that adopted the sales tax in November of the prior tax year or May of the current tax year, enter the Comptroller's estimate of taxable sales for the previous four quarters. ³⁵ Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November of the prior year, enter 0.	\$ 0
53.	Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. ³⁶ Taxing units that adopted the sales tax in November of the prior tax year or in May of the current tax year. Multiply the amount on Line 52 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. ³⁷ - or - Taxing units that adopted the sales tax before November of the prior year. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ 0
54.	Current year total taxable value. Enter the amount from Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 87,394,399,241
55.	Sales tax adjustment rate. Divide Line 53 by Line 54 and multiply by \$100.	\$ 0.000000 /\$100
56.	Current year NNR tax rate, unadjusted for sales tax. ³⁸ Enter the rate from Line 27 or 28, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.155158 /\$100
57.	Current year NNR tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November the prior tax year or in May of the current tax year. Subtract Line 55 from Line 56. Skip to Line 58 if you adopted the additional sales tax before November of the prior tax year.	\$ 0.155158 /\$100
58.	Current year voter-approval tax rate, unadjusted for sales tax. ³⁹ Enter the rate from Line 50, Line D50 (disaster) or Line 51 (counties) as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.161922 /\$100
59.	Current year voter-approval tax rate, adjusted for sales tax. Subtract Line 55 from Line 58.	\$ 0.161922 /\$100

SECTION 4: Voter Approval Tax Rate Adjustment for Pollution Control

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

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

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
60.	Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ⁴⁰ The taxing unit shall provide its tax assessor-collector with a copy of the letter. ⁴¹	\$ 0
61.	Current year total taxable value. Enter the amount from Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 87,394,399,241
62.	Additional rate for pollution control. Divide Line 60 by Line 61 and multiply by \$100.	\$ 0.000000 /\$100

³⁵ Tex. Tax Code §26.041(d)

³⁶ Tex. Tax Code §26.041(i)

³⁷ Tex. Tax Code §26.041(d)

³⁸ Tex. Tax Code §26.04(c)

³⁹ Tex. Tax Code §26.04(c)

⁴⁰ Tex. Tax Code §26.045(d)

⁴¹ Tex. Tax Code §26.045(i)

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
63.	Current year voter-approval tax rate, adjusted for pollution control. Add Line 62 to one of the following lines (as applicable): Line 50, Line D50 (disaster), Line 51 (counties) or Line 59 (taxing units with the additional sales tax).	\$ 0.161922 /\$100

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

The unused increment rate is the rate equal to the sum of the prior 3 years Foregone Revenue Amounts divided by the current taxable value.⁴² The Foregone Revenue Amount for each year is equal to that year's adopted tax rate subtracted from that year's voter-approval tax rate adjusted to remove the unused increment rate multiplied by that year's current total value.⁴³

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

- a tax year in which a taxing unit affected by a disaster declaration calculates the tax rate under Tax Code Section 26.042;⁴⁴
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);⁴⁵ or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.⁴⁶

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.⁴⁷

Line	Unused Increment Rate Worksheet	Amount/Rate
64.	Year 3 Foregone Revenue Amount. Subtract the 2024 unused increment rate and 2024 actual tax rate from the 2024 voter-approval tax rate. Multiply the result by the 2024 current total value A. Voter-approval tax rate (Line 68) B. Unused increment rate (Line 67) C. Subtract B from A D. Adopted Tax Rate E. Subtract D from C F. 2024 Total Taxable Value (Line 60) G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.....	\$ 0.158151 /\$100 \$ 0.000000 /\$100 \$ 0.158151 /\$100 \$ 0.154868 /\$100 \$ 0.003283 /\$100 \$ 85,777,050,328 \$ 2,816,060
65.	Year 2 Foregone Revenue Amount. Subtract the 2023 unused increment rate and 2023 actual tax rate from the 2023 voter-approval tax rate. Multiply the result by the 2023 current total value A. Voter-approval tax rate (Line 67) B. Unused increment rate (Line 66) C. Subtract B from A D. Adopted Tax Rate E. Subtract D from C F. 2023 Total Taxable Value (Line 60) G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.....	\$ 0.150555 /\$100 \$ 0.000000 /\$100 \$ 0.150555 /\$100 \$ 0.146195 /\$100 \$ 0.004360 /\$100 \$ 86,302,263,811 \$ 3,762,778
66.	Year 1 Foregone Revenue Amount. Subtract the 2022 unused increment rate and 2022 actual tax rate from the 2022 voter-approval tax rate. Multiply the result by the 2022 current total value A. Voter-approval tax rate (Line 67) B. Unused increment rate (Line 66) C. Subtract B from A D. Adopted Tax Rate E. Subtract D from C F. 2022 Total Taxable Value (Line 60) G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.....	\$ 0.158015 /\$100 \$ 0.000000 /\$100 \$ 0.158015 /\$100 \$ 0.155605 /\$100 \$ 0.002410 /\$100 \$ 76,798,919,303 \$ 1,850,853
67.	Total Foregone Revenue Amount. Add Lines 64G, 65G and 66G	\$ 0 /\$100
68.	2025 Unused Increment Rate. Divide Line 67 by Line 22 of the <i>No-New-Revenue Rate Worksheet</i> . Multiply the result by 100	\$ 0.000000 /\$100
69.	Total 2025 voter-approval tax rate, including the unused increment rate. Add Line 68 to one of the following lines (as applicable): Line 50, Line 51 (counties), Line 59 (taxing units with additional sales tax) or Line 63 (taxing units with pollution)	\$ 0.161922 /\$100

⁴² Tex. Tax Code §26.013(b)

⁴³ Tex. Tax Code §§26.013(a)(1-a), (1-b), and (2)

⁴⁴ Tex. Tax Code §§26.04(c)(2)(A) and 26.042(a)

⁴⁵ Tex. Tax Code §§26.0501(a) and (c)

⁴⁶ Tex. Local Gov't Code §120.007(d)

⁴⁷ Tex. Local Gov't Code §26.04(c)(2)(B)

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.⁴⁸ This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.⁴⁹

Line	De Minimis Rate Worksheet	Amount/Rate
70.	Adjusted current year NNR M&O tax rate. Enter the rate from Line 40 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.107256 /\$100
71.	Current year total taxable value. Enter the amount on Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 87,394,399,241
72.	Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 71 and multiply by \$100.	\$ 0.000572 /\$100
73.	Current year debt rate. Enter the rate from Line 49 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.046086 /\$100
74.	De minimis rate. Add Lines 70, 72 and 73.	\$ 0.000000 /\$100

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

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.⁵⁰

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.⁵¹

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago. This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

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

Line	Emergency Revenue Rate Worksheet	Amount/Rate
75.	2024 adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.154868 /\$100
76.	Adjusted 2024 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. ⁵² If a disaster occurred in 2024 and the taxing unit calculated its 2024 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2024 worksheet due to a disaster, complete the applicable sections or lines of <i>Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> . - or - If a disaster occurred prior to 2024 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2024, complete form 50-856-a, <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2024 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the years following the disaster. ⁵³ Enter the final adjusted 2024 voter-approval tax rate from the worksheet. - or - If the taxing unit adopted a tax rate above the 2024 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	\$ 0.000000 /\$100
77.	Increase in 2024 tax rate due to disaster. Subtract Line 76 from Line 75.	\$ 0.000000 /\$100
78.	Adjusted 2024 taxable value. Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 84,792,673,807
79.	Emergency revenue. Multiply Line 77 by Line 78 and divide by \$100.	\$ 0
80.	Adjusted 2024 taxable value. Enter the amount in Line 26 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 86,044,282,669
81.	Emergency revenue rate. Divide Line 79 by Line 80 and multiply by \$100. ⁵³	\$ 0.000000 /\$100

⁴⁸ Tex. Tax Code §26.012(8-a)

⁴⁹ Tex. Tax Code §26.063(a)(1)

⁵⁰ Tex. Tax Code §26.042(b)

⁵¹ Tex. Tax Code §26.042(f)

⁵² Tex. Tax Code §26.042(c)

⁵³ Tex. Tax Code §26.042(b)

Line	Emergency Revenue Rate Worksheet	Amount/Rate
82.	Current year voter-approval tax rate, adjusted for emergency revenue. Subtract Line 81 from one of the following lines (as applicable): Line 50, Line D50 (disaster), Line 51 (counties), Line 59 (taxing units with the additional sales tax), Line 63 (taxing units with pollution control) or Line 69 (taxing units with the unused increment rate).	\$ <u>0.161922</u> /\$100

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-new-revenue tax rate. \$ 0.155158 /\$100
 As applicable, enter the current year NNR tax rate from: Line 27, Line 28 (counties), or Line 57 (adjusted for sales tax).
 Indicate the line number used: 27

Voter-approval tax rate. \$ 0.161922 /\$100
 As applicable, enter the current year voter-approval tax rate from: Line 50, Line D50 (disaster), Line 51 (counties), Line 59 (adjusted for sales tax), Line 63 (adjusted for pollution control), Line 69 (adjusted for unused increment), or Line 82 (adjusted for emergency revenue).
 Indicate the line number used: 50

De minimis rate. \$ 0.000000 /\$100
 If applicable, enter the current year de minimis rate from Line 74.

SECTION 9: Addendum

An affected taxing unit that enters an amount described by Tax Code Section 26.012(6)(C) in line 21 must include the following as an addendum:


1. Documentation that supports the exclusion of value under Tax Code Section 26.012(6)(C); and
2. Each statement submitted to the designated officer or employee by the property owner or entity as required by Tax Code Section 41.48(c)(2) for that tax year.

Insert hyperlinks to supporting documentation:

SECTION 10: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit’s certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code.⁵⁴

print here ➔ Annette Ramirez, Harris County Tax Assessor-Collector
 Printed Name of Taxing Unit Representative

sign here ➔ 
 Taxing Unit Representative

09-04-2025
 Date

⁵⁴ Tex. Tax Code §§26.04(c-2) and (d-2)

Action Item “XVI”
Regular Board Meeting September 8, 2025
Consideration of Approval of Policy IV.4005.A, Remote and Alternate Work Schedule
Arrangements - First Reading (Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the revised policy on Remote and Alternate Work Schedule Arrangements. The Board of Trustees will not vote on this item on September 8, 2025, but is creating awareness that the policy is temporarily effective under the authority granted to the Chancellor by the Board under Policy II.2000.A. Input is in the process of being gathered from the College community prior to the Board’s final action at its next regularly scheduled meeting.

BACKGROUND

During the 89th Texas Legislative Session in 2025, the Texas Legislature passed Senate Bill (SB) 2615, which was subsequently signed into law by Governor Greg Abbott on June 20, 2025. SB 2615 places new restrictions on remote work for higher education employees and generally requires in-person work unless specific exceptions apply. The administration has worked with legal counsel to understand the intent of this law to be in compliance with these new regulations. SB 2615 grants exceptions to non-teaching positions allowing the opportunity for remote work.

The policy and procedure, applicable to staff and administrators, were last revised in 2020 and have been updated to reflect current practices. Leadership is responsible for reviewing and approving remote work requests. A remote work arrangement can be up to 12 months, with a review at mid-year, and allows eligible full-time non-teaching employees to work remotely a maximum of two days per week.

IMPACT OF THIS ACTION

The updated policy and procedure have been sent to the College community on September 8, 2025, and any comments will be reviewed and addressed prior to the second reading of the policy and procedure by the Board which is anticipated on October 6, 2025. The associated procedure for this policy is Procedure IV.4005.A.a, Remote Work, approved by SLT on August 26, 2025.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

This policy is effective as of September 1, 2025, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. The Board will be notified of any changes that require its consideration and action.

Action Item “XVI”
Regular Board Meeting September 8, 2025

Consideration of Approval of Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements - First Reading (Informational Item)

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements - Current

Attachment 3 – Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements - Markup

Attachment 4 – Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements – Proposed

Informational Items:

Attachment 5 – Procedure IV.4005.A.a, Remote Work - Current

Attachment 6 – Procedure IV.4005.A.a, Remote Work - Markup

Attachment 7 – Procedure IV.4005.A.a, Remote Work - Proposed

RESOURCE PERSONNEL

Sandra Ramirez

281-998-2648

sandra.ramirez@sjcd.edu

Vickie Del Bello

281-998-6357

vickie.delbello@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: N/A
Proposed Policy Name: N/A
Current Policy Number/Name: **Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements**

New Procedure Number: N/A
Proposed Procedure Name(s): N/A
Current Procedure Number(s)/Name(s): **Procedure IV.4005.A.a, Remote Work**

Action Recommended for Policy: Revised
Action Recommended for Procedures: Revised

Web Links: [IV.4005.A, Remote and Alternate Work Schedule Arrangements 8-3-20.docx](#)
[IV-4005-A-a-Remote-Work.pdf](#)

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

Secondary Owner: Vice President, Human Resources

Summary of Changes:

Policy:

- Added clarifying information: Leaders will exercise professional judgment when assessing the facts and applying the criteria for remote work.
- For on-campus presence, teaching schedules, and faculty conference hours; faculty will refer to the Faculty Handbook.
- Removed the remote work arrangement of three to five months.

Procedure:

- Added that the remote work arrangement can be up to 12 months.
- Changed face-to-face to in-person interaction. Also added third parties as a category that does not require daily interaction.
- Added that interactions can be managed through technology.
- Stated that technology needed by full-time employees for work activities will be provided by the College. Additional technology will be coordinated with the employee's leader.
- Added the procedure to be referenced for further guidance on the appropriate use of technology.
- Added that leaders should establish the minimum of time before a newly hired or transferred employee may work remotely.
- Clarified the expectations of the employee and leader for working remotely.
- Added that employees may be assigned shared workspaces at assigned on-site work locations.
- Removed the statement that requests and approvals for remote work must be in writing.

Attachment 1

- Removed the successive levels of leadership for the remote work approval.
- Added that employees who attend personal appointments on a remote day must comply with all procedures.
- Added that employees must adhere to requirements stated in the ITS Policies and Procedures.
- Added that failure to follow policies and procedures will result in the loss of remote work privileges.
- Added that when working remotely, employees must use the College's approved communication system or forward calls to the employee's cell phone.
- Updated the definition for Remote Work Arrangement and added the definition for in-person interaction.
- Updated links for information regarding ITS Technology.

Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements

Purpose

The purpose of the Remote and Alternate Work Schedule Arrangements Policy is to authorize eligible full-time employees to work a remote or alternate work schedule under unrestricted or altered operations, when the appropriate approvals have been obtained.

Policy

It is the policy of San Jacinto College to permit remote and alternate work schedule arrangements as a best practice to meet operational needs, comply with local, state, and federal government requirements, ensure uninterrupted services, and safeguard work continuity. At times, non-standard ways to work may be required due to foreseeable or unexpected circumstances. This may include, but is not limited to, changes in business requirements, disaster recovery efforts, temporary emergency evacuations, pandemics, or other catastrophes. As these types of events occur, this policy outlines the College's position regarding remote and alternate work schedule arrangements. The procedures that support this policy outline specific actions that must be taken to implement and to conform to this policy and set the expectations, framework, and approval process of remote and alternate work schedule requests.

Leaders have discretion to review each request on a case-by-case basis to determine whether or not the remote and alternate work schedule request conforms to the criteria outlined in applicable procedures. Remote work is not a substitute for dependent care. Employees may not request to work remotely as a substitute for dependent care. All leaders should review the procedures related to remote and alternate work schedule arrangements prior to approval of any request.

This policy applies to all full-time San Jacinto College staff and administrators. Teaching faculty will utilize and abide by the teaching schedule established each academic semester.

Definitions

Remote Work Arrangement - An authorized work agreement that allows eligible full-time employees to work remotely a maximum of two days per week of the regularly assigned on-site work location. The work arrangement can be short term (up to three months) or long term (three to five months).

Alternate Work Schedule Arrangement - An authorized work agreement that allows eligible full-time employees to work a longer-term scheduling arrangement that permits a variation of the employee's starting and departure times but does not alter the total number of hours worked in a week.

Attachment 2 – Current

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

Associated Procedures

- Procedure IV.4005.A.a, Remote Work
- Procedure IV.4005.A.b, Alternate Work Schedule

Date of Board Approval	This policy became effective as of June 11, 2020 under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change followed the standard policy review process of two readings at regularly scheduled meetings of the Board with approval on August 3, 2020.
Effective Date	June 11, 2020
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements

Purpose

The purpose of the Remote and Alternate Work Schedule Arrangements Policy is to authorize eligible full-time employees to work a remote or alternate work schedule under unrestricted or altered operations, when the appropriate approvals have been obtained.

Policy

It is the policy of San Jacinto College to permit remote and alternate work schedule arrangements as a best practice to meet operational needs; comply with local, state, and federal government requirements; ensure uninterrupted services; and safeguard work continuity. At times, non-standard ways to work may be required due to foreseeable or unexpected circumstances. This may include, but is not limited to, changes in business requirements, disaster recovery efforts, temporary emergency evacuations, pandemics, or other catastrophes. As these types of events occur, this policy outlines the College's position regarding remote and alternate work schedule arrangements. The procedures that support this policy outline specific actions that must be taken to implement and to conform to this policy and set the expectations, framework, and approval process of remote and alternate work schedule requests.

Leaders ~~have discretion to~~will review each request on a case-by-case basis to determine whether or not the remote and alternate work schedule request conforms to the criteria outlined in applicable procedures. ~~Remote work is not a substitute for dependent care.~~Leaders will exercise their professional judgment by assessing the facts and circumstances and applying the criteria. Employees may not request to work remotely as a substitute for dependent care. Employees must make suitable arrangements for dependent care as they would while working on site. All leaders ~~should~~must review the procedures related to remote and alternate work schedule arrangements prior to approval of any request to ensure compliance.

This policy applies to all full-time San Jacinto College staff and administrators. Faculty will refer to the On-Campus Presence, Teaching faculty will utilize Schedules, and abide by the teaching schedule established each academic semester.~~Faculty Conference Hours sections of the Faculty Handbook.~~

Definitions

Remote Work Arrangement - An authorized work agreement that allows eligible full-time employees to work remotely during their established work hours a maximum of two days per week of the regularly assigned on-site work location. ~~The work arrangement can be short term (up to three months) or long term (three to five months).~~

Alternate Work Schedule Arrangement - An authorized work agreement that allows eligible full-time employees to work a longer-term scheduling arrangement that permits a variation of the employee's starting and departure times but does not alter the total number of hours worked in a week.

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

Associated Procedures

- Procedure IV.4005.A.a, Remote Work
- Procedure IV.4005.A.b, Alternate Work Schedule

Date of Board Approval	This policy became effective as of June 11, 2020 <u>September 1, 2025</u> under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change followed the standard policy review process of two readings at regularly scheduled meetings of the Board with approval on August 3, 2020 <u>October 6, 2025</u> .
Effective Date	June 11, 2020 <u>September 1, 2025</u>
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements

Purpose

The purpose of the Remote and Alternate Work Schedule Arrangements Policy is to authorize eligible full-time employees to work a remote or alternate work schedule under unrestricted or altered operations, when the appropriate approvals have been obtained.

Policy

It is the policy of San Jacinto College to permit remote and alternate work schedule arrangements as a best practice to meet operational needs; comply with local, state, and federal government requirements; ensure uninterrupted services; and safeguard work continuity. At times, non-standard ways to work may be required due to foreseeable or unexpected circumstances. This may include, but is not limited to, changes in business requirements, disaster recovery efforts, temporary emergency evacuations, pandemics, or other catastrophes. As these types of events occur, this policy outlines the College's position regarding remote and alternate work schedule arrangements. The procedures that support this policy outline specific actions that must be taken to implement and to conform to this policy and set the expectations, framework, and approval process of remote and alternate work schedule requests.

Leaders will review each request on a case-by-case basis to determine whether or not the remote and alternate work schedule request conforms to the criteria outlined in applicable procedures. Leaders will exercise their professional judgment by assessing the facts and circumstances and applying the criteria. Employees may not request to work remotely as a substitute for dependent care. Employees must make suitable arrangements for dependent care as they would while working on site. All leaders must review the procedures related to remote and alternate work schedule arrangements prior to approval of any request to ensure compliance.

This policy applies to all full-time San Jacinto College staff and administrators. Faculty will refer to the *On-Campus Presence, Teaching Schedules, and Faculty Conference Hours* sections of the [Faculty Handbook](#).

Definitions

Remote Work Arrangement - An authorized work agreement that allows eligible full-time employees to work remotely during their established work hours a maximum of two days per week of the regularly assigned on-site work location.

Alternate Work Schedule Arrangement - An authorized work agreement that allows eligible full-time employees to work a longer-term scheduling arrangement that permits a variation of the employee's starting and departure times but does not alter the total number of hours worked in a week.

Attachment 4 – Proposed

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

Associated Procedures

- Procedure IV.4005.A.a, Remote Work
- Procedure IV.4005.A.b, Alternate Work Schedule

Date of Board Approval	This policy became effective as of September 1, 2025 under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change followed the standard policy review process of two readings at regularly scheduled meetings of the Board with approval on October 6, 2025.
Effective Date	September 1, 2025
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Procedure IV.4005.A.a, Remote Work

Associated Policy

Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements

Procedures

INTRODUCTION

Remote Work is a cooperative arrangement between the College and the employee. The remote work arrangement is based on the needs of the position, work group or department, and the employee's overall performance. The remote work arrangement can be short term (up to three months) or long term (three to five months) and allows eligible full-time employees to work remotely a maximum of two days per week. Positions best suited for remote work include the following descriptors:

- The position has tasks or phases of work in which the employee spends most of the time working independently;
- The position requires independent work. Face-to-face interaction with coworkers, leaders, and/or students is not required on a daily basis;
- The presence of a leader at the work site is not required on a daily basis;
- A majority of the work product is quantifiable and/or results can be measured by work product or output or by compliance with a deadline; and/or
- The employee will benefit from quiet and uninterrupted work time.

Work activities should be portable and should involve tasks that can effectively be performed away from the on-site work location. Any technology and equipment needed to perform the job off-site must be readily available.

ELIGIBILITY

This procedure applies to all full-time San Jacinto College staff and administrators. Teaching faculty will utilize the teaching schedule and delivery methods established each academic semester.

Positions requiring specific skills, as designated by the respective Strategic Leadership Team (SLT) member, may allow for additional flexibility in scheduling. The productivity of employees in these positions is tracked by available technology that is inherent in the work performed.

CONSIDERATIONS

Staff and administrators who have an established record of high performance and self-motivation are strong candidates for remote work. The employee must have a track record of using good judgment and must have above average job knowledge and technical/computer knowledge. In addition, the individual must have exhibited valuable or above on performance evaluations with

no documented performance or behavioral concerns within the six-month period preceding the request to work remote.

Setting performance expectations and evaluating work output are critical to a successful remote work arrangement. Work schedule, expectations, and a plan for evaluation should be in writing. A written agreement will address how output will be tracked or measured.

The employee's home or other designated location must provide a suitable working environment. The employee must demonstrate specialized knowledge and expertise to work unsupervised.

REQUIREMENTS

All requests and approvals pertaining to remote work must be in writing. Offering the opportunity to remote work is a decision among the employee's successive levels of leadership, including the SLT member. The SLT member must be informed of and approve all remote work requests. Documentation should include the following:

- The remote work schedule and
- Conditions and duration of arrangement.

Any changes to the schedule or workspace should be reviewed and approved by the leader in advance.

The leader must provide written notice to the employee that the remote work arrangement is being terminated or modified.

Modification or termination of a remote work arrangement may include, but is not limited to, the following:

1. Business needs are no longer being met; current coverage or staffing needs changed (i.e. an unexpected staff shortage develops).
2. Job requirements changed.
3. Employee performance fell below a valuable level.

The conditions of employment for employees who are doing remote work with the College remain the same as for College employees who work on site. The employee is subject to all Board of Trustees' policies and procedures, including policies relating to the confidentiality of records and restrictions on outside employment, as are other employees. Employee salary and benefits will not change for an employee who works remotely. However, any non-exempt employee who is approved for a remote work arrangement may not accrue overtime/compensatory time without leadership approval. In the event a non-exempt employee needs to work more than 40 hours in a work week, the approval of overtime will be documented before commencement of the work.

To ensure that a safe and secure work environment exists, the College may inspect the employee's off-site work space, including the home office, at mutually agreed-upon times.

Employees must also follow the standard break and lunch schedule established by the department.

College equipment in the home may not be used for personal purposes and College-owned software shall not be duplicated. To ensure hardware and software security, the leader, before installation, should approve all software used for remote work and only approved websites and College systems may be accessed. All employees working remotely should adhere to security measures and computer firewalls used to protect confidential information at the remote site.

Unless otherwise agreed to in writing prior to any loss, damage, or wear, the College does not assume liability for loss, damage, or wear of employee-owned equipment.

Reasonable office supplies will be provided by the College and should be obtained during the employee's on-site work schedule. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed, except by prior arrangement and with the leader's approval. The College will not provide office furniture.

Remote work is not a substitute for dependent care. Employees who work remotely with dependents must plan for dependent care during the agreed-upon work hours, just as the employee would do if were working at a College facility. If the College determines that an employee has responsibility for the care of a dependent during work hours, then the remote work arrangement is subject to immediate termination. Employees should contact HR Benefits for available leave options when needing to provide care for a dependent.

Offering the opportunity to work remotely is a leadership decision; working remotely is not a standard employee benefit.

While working remotely, the employee must be accessible via phone, e-mail, or through other communication methods including technology provided by the institution and during agreed-upon work hours. The employee must be available for emergency situations and may be asked to return to a College facility on short notice. Employees must respond to the request within one hour of notification.

Departmental On-Call Procedures must be adhered to and are separate and distinct from this procedure.

DEFINITIONS

Remote Work Arrangement - An authorized work agreement that allows eligible full-time employees to work remotely a maximum of two days per week of the regularly assigned on-site work location. The work arrangement can be short term (up to three months) or long term (three to five months).

On-site Work Location - A designated work location either on College Property or other location authorized by leadership where normal work, meetings, or related business activities are performed on behalf of the College.

Dependent - A parent or spouse who is incapable of self-care because of a mental or physical disability. A biological, adopted, foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under 18 years of age or is 18 years of age or older and is incapable of self-care because of a mental or physical disability.

Please refer to links below for information regarding ITS Technology.

Support: <https://www.sanjacits.org/>

Login remotely from anywhere (home, for example) via the
VPN: <https://www.sanjacits.org/globalprotect-vpn>

Use technology to communicate via Audio/Web Conferencing: <https://www.sanjacits.org/zoom-training>

Remote Work Form can be accessed at:

<https://dynamicforms.ngwebsolutions.com/Submit/Start/d295bd6d-825b-4f44-880d-b2e17056ff8f?SSO=N>

Date of SLT Approval	June 5, 2020
Effective Date	June 11, 2020
Associated Policy	Policy IV.4005.A, Remote and Alternate Work Arrangements
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Procedure IV.4005.A.a, Remote Work

Associated Policy

Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements

Procedures

INTRODUCTION

Remote Work is a cooperative arrangement between the College and the employee. The remote work arrangement is based on the needs of the position, work group or department, and the employee's overall performance. The remote work arrangement can be ~~short term (up to three months) or long term (three to five months), with a review at mid-year,~~ and allows eligible full-time employees to work remotely a maximum of two days per week. Positions best suited for remote work include the following descriptors:

- The position has tasks or phases of work in which the employee spends most of the time working independently;
- The position requires independent work. ~~Face-to-face~~In-person interaction with coworkers, leaders, ~~and/or students, or third parties~~ is not required on a daily basis; Interactions can be successfully managed through technology (i.e., video calls and virtual meetings);
- The presence of a leader at the work site is not required on a daily basis;
- A majority of the work product is quantifiable and/or results can be measured by work product or output or by compliance with a deadline; and/or
- The employee will benefit from quiet and uninterrupted work time.

Work activities should be portable and should involve tasks that can effectively be performed away from the on-site work location. ~~Any technology and equipment needed to perform the job off-site must be readily available~~Technology needed by full-time employees to perform work activities will be provided by the College. Any additional technology needed to perform remote work must be coordinated with the employee's leader. Employees should refer to Procedure III.3010.A.f, Acceptable Use of Information Resources for further guidance on the appropriate use of College provided Technology.

ELIGIBILITY

This procedure applies to all full-time San Jacinto College staff and administrators. ~~Teaching faculty~~Faculty will ~~utilize~~refer to the ~~teaching schedule~~On-Campus Presence, Teaching Schedules, and delivery methods established each academic semester.~~Faculty Conference Hours~~ sections of the Faculty Handbook.

Positions requiring specific skills, as designated by the respective Strategic Leadership Team (SLT) member, may allow for additional flexibility in scheduling. The productivity of employees in these positions is tracked by available technology that is inherent in the work performed.

CONSIDERATIONS

Staff and administrators who have an established record of high performance and self-motivation are strong candidates for remote work. The employee must have a track record of using good judgment and must have above average job knowledge and technical/computer knowledge. In addition, the individual must have exhibited valuable or above on performance evaluations with no documented performance or behavioral concerns within the six-month period preceding the request to work remote.

Leaders should establish the minimum amount of time before a newly hired employee or internal transfer may be eligible for remote work.

Setting performance expectations and evaluating work output are critical to a successful remote work arrangement. ~~Work schedule, expectations, and a plan for evaluation should be in writing. A written agreement will address how output will be tracked or measured.~~ The employee and leader will jointly review the work schedule, expectations for working remote, and the duration of the arrangement. The remote work arrangement can be up to 12 months. The employee and leader must review the remote work arrangement at mid-year and year-end to determine if expectations have been met based on the needs of the position, work group or department, and the employee's overall performance prior to renewing for another 12 months. Extension of a remote work arrangement must be reviewed and approved by the leader.

The employee's home or other designated location must provide a suitable working environment where security of data can be maintained. The employee must demonstrate specialized knowledge and expertise to work unsupervised.

Employees approved for remote work may be assigned shared workspaces, hoteling areas, or collaborative zones when working on site at a campus, district office, or other assigned on-site work location.

REQUIREMENTS

~~All requests and approvals pertaining to remote work must be in writing.~~ Offering the opportunity to remote work is a decision amongbetween the employee's successive levels of employee and their leadership, ~~including the SLT member.~~ The SLT member must be informed of and approve all remote work requests. Documentation should include the following:

- ~~• The remote work schedule and~~
- ~~• Conditions and duration of arrangement.~~

Any changes to the schedule or workspace ~~should~~must be reviewed and approved by the leader in advance.

Attachment 6 – Markup

The leader must provide ~~written~~reasonable notice to the employee that the remote work arrangement is being terminated or modified.

Modification or termination of a remote work arrangement may include, but is not limited to, the following:

1. Business needs are no longer being met; current coverage or staffing needs changed (i.e., an unexpected staff shortage develops).
2. Job requirements changed.
3. Employee performance fell below a valuable level.

The conditions of employment for employees who ~~are doing remote work with the College~~remotely remain the same as for ~~College~~ employees who work on site. The employee is subject to all Board of Trustees' policies and procedures, including policies relating to the confidentiality of records, regulated and otherwise sensitive College data, and restrictions on outside employment, as are other employees. Employee salary and benefits will not change for an employee who works remotely. However, any non-exempt employee who is approved for a remote work arrangement may not accrue overtime/compensatory time without leadership approval. In the event a non-exempt employee needs to work more than 40 hours in a work week, the approval of overtime will be documented before commencement of the work.

To ensure that a safe and secure work environment exists, the College may inspect the employee's off-site work space, including the home office, at mutually agreed-upon times.

Employees must also follow the standard break and lunch schedule established by the department. In addition, an employee who attends a personal appointment on a scheduled remote day will comply with all procedures relating to sick leave or other leave.

College equipment in the home may not be used for personal purposes and College-owned software shall not be duplicated. To ensure hardware and software security, the leader, before installation, should approve all software used for remote work and only approved websites and College systems may be accessed by following the College's software request process. All employees working remotely should adhere to security measures and ~~computer~~ firewalls associated requirements in the College ITS Policies and Procedures used to protect confidential information at the remote site.

Unless otherwise agreed to in writing prior to any loss, damage, or wear, the College does not assume liability for loss, damage, or wear of employee-owned equipment ~~or software~~. Failure to follow College ITS Policy and Procedures will result in the loss of remote working privileges. Related procedures include Procedure III.3010.A.a., Information Security Program, Procedure III.3010.A.d., Prohibited Technologies, and Procedure III.3010.A.f., Acceptable Use of Information Resources.

Reasonable office supplies will be provided by the College and should be obtained during the employee's on-site work schedule. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed, except by prior arrangement and with the leader's approval. The College will not provide office furniture. Remote work is not a substitute for dependent care. Employees who work remotely with dependents must plan for dependent care during the agreed-upon work hours, just as the employee would do if were working at a College facility. If the

Attachment 6 – Markup

College determines that an employee has responsibility for the care of a dependent during work hours, then the remote work arrangement is subject to immediate termination. Employees should contact HR Benefits for available leave options when needing to provide care for a dependent.

Offering the opportunity to work remotely is a leadership decision; working remotely is not a standard employee benefit.

While working remotely, the employee must be accessible via phone, e-mail, ~~or~~ and through other communication methods including technology provided by the institution and during agreed-upon work hours. ~~The employee must be available for emergency~~ Remote work should be seamless when calling an internal extension to reach the employee working remotely. Access to the employee working remotely is paramount and calls should be answered using the College's approved communication system or calls must be forwarded to a cellular phone used by the employee who is working remotely. The employee must be available for emergencies or other unexpected situations and may be asked to return to a College facility on short notice. Employees must respond to the request within one hour of notification. Employees must also attend mandatory meetings on site as required.

Departmental On-Call Procedures must be adhered to and are separate and distinct from this procedure.

DEFINITIONS

Remote Work Arrangement - An authorized work agreement that allows eligible full-time employees to work remotely during their established work hours a maximum of two days per week of the regularly assigned on-site work location. ~~The work arrangement can be short term (up to three months) or long term (three to five months).~~

In-person - An interaction between employees or between an employee and a student or other third parties that requires a person's physical presence.

On-site Work Location - A designated work location either on College Property or other location authorized by leadership where normal work, meetings, or related business activities are performed on behalf of the College.

Dependent - A parent or spouse who is incapable of self-care because of a mental or physical disability. A biological, adopted, foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under 18 years of age or is 18 years of age or older and is incapable of self-care because of a mental or physical disability.

Please refer to links below for information regarding ITS Technology.

~~Support: <https://www.sanjacits.org/>~~

~~Login remotely from anywhere (home, for example) via the
VPN: <https://www.sanjacits.org/globalprotect-vpn>~~

~~Use technology to communicate via Audio/Web Conferencing: <https://www.sanjacits.org/zoom-training>~~

Attachment 6 – Markup

~~Remote Work Form can be accessed at:~~

~~<https://dynamicforms.ngwebsolutions.com/Submit/Start/d295bd6d-825b-4f44-880d-b2e17056ff8f?SSO=N>~~

~~[Support: SJC Support Home](#)~~

~~[Login remotely from anywhere \(home, for example\) via the VPN: Article - GlobalProtect VPN Setup Instructions](#)~~

~~[Use technology to communicate via Audio/Web Conferencing: Article - Zoom Learning Resources](#)~~

Date of SLT Approval	June 5, 2020 August 26, 2025
Effective Date	June 11, 2020 September 1, 2025
Associated Policy	Policy IV.4005.A, Remote and Alternate Work Arrangements
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Procedure IV.4005.A.a, Remote Work

Associated Policy

Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements

Procedures

INTRODUCTION

Remote Work is a cooperative arrangement between the College and the employee. The remote work arrangement is based on the needs of the position, work group or department, and the employee's overall performance. The remote work arrangement can be up to 12 months, with a review at mid-year, and allows eligible full-time employees to work remotely a maximum of two days per week. Positions best suited for remote work include the following descriptors:

- The position has tasks or phases of work in which the employee spends most of the time working independently;
- The position requires independent work. In-person interaction with coworkers, leaders, students, or third parties is not required on a daily basis. Interactions can be successfully managed through technology (i.e., video calls and virtual meetings);
- The presence of a leader at the work site is not required on a daily basis;
- A majority of the work product is quantifiable and/or results can be measured by work product or output or by compliance with a deadline; and/or
- The employee will benefit from quiet and uninterrupted work time.

Work activities should be portable and should involve tasks that can effectively be performed away from the on-site work location. Technology needed by full-time employees to perform work activities will be provided by the College. Any additional technology needed to perform remote work must be coordinated with the employee's leader. Employees should refer to [Procedure III.3010.A.f, Acceptable Use of Information Resources](#) for further guidance on the appropriate use of College provided Technology.

ELIGIBILITY

This procedure applies to all full-time San Jacinto College staff and administrators. Faculty will refer to the *On-Campus Presence, Teaching Schedules, and Faculty Conference Hours* sections of the [Faculty Handbook](#).

Positions requiring specific skills, as designated by the respective Strategic Leadership Team (SLT) member, may allow for additional flexibility in scheduling. The productivity of employees in these positions is tracked by available technology that is inherent in the work performed.

CONSIDERATIONS

Staff and administrators who have an established record of high performance and self-motivation are strong candidates for remote work. The employee must have a track record of using good judgment and must have above average job knowledge and technical/computer knowledge. In addition, the individual must have exhibited valuable or above on performance evaluations with no documented performance or behavioral concerns within the six-month period preceding the request to work remote.

Leaders should establish the minimum amount of time before a newly hired employee or internal transfer may be eligible for remote work.

Setting performance expectations and evaluating work output are critical to a successful remote work arrangement. The employee and leader will jointly review the work schedule, expectations for working remote, and the duration of the arrangement. The remote work arrangement can be up to 12 months. The employee and leader must review the remote work arrangement at mid-year and year-end to determine if expectations have been met based on the needs of the position, work group or department, and the employee's overall performance prior to renewing for another 12 months. Extension of a remote work arrangement must be reviewed and approved by the leader.

The employee's home or other designated location must provide a suitable working environment where security of data can be maintained. The employee must demonstrate specialized knowledge and expertise to work unsupervised.

Employees approved for remote work may be assigned shared workspaces, hoteling areas, or collaborative zones when working on site at a campus, district office, or other assigned on-site work location.

REQUIREMENTS

Offering the opportunity to remote work is a decision between the employee and their leadership.

Any changes to the schedule or workspace must be reviewed and approved by the leader in advance.

The leader must provide reasonable notice to the employee that the remote work arrangement is being terminated or modified.

Modification or termination of a remote work arrangement may include, but is not limited to, the following:

1. Business needs are no longer being met; current coverage or staffing needs changed (i.e., an unexpected staff shortage develops).
2. Job requirements changed.
3. Employee performance fell below a valuable level.

The conditions of employment for employees who work remotely remain the same as for employees who work on site. The employee is subject to all Board of Trustees' policies and procedures, including policies relating to the confidentiality of records, regulated and otherwise sensitive College data, and restrictions on outside employment, as are other employees.

Attachment 7 – Proposed

Employee salary and benefits will not change for an employee who works remotely. However, any non-exempt employee who is approved for a remote work arrangement may not accrue overtime/compensatory time without leadership approval. In the event a non-exempt employee needs to work more than 40 hours in a work week, the approval of overtime will be documented before commencement of the work.

To ensure that a safe and secure work environment exists, the College may inspect the employee's off-site work space, including the home office, at mutually agreed-upon times.

Employees must also follow the standard break and lunch schedule established by the department. In addition, an employee who attends a personal appointment on a scheduled remote day will comply with all procedures relating to sick leave or other leave.

College equipment in the home may not be used for personal purposes and College-owned software shall not be duplicated. To ensure hardware and software security, the leader, before installation, should approve all software used for remote work and only approved websites and College systems may be accessed by following the College's software request process. All employees working remotely should adhere to security measures and associated requirements in the College ITS Policies and Procedures used to protect confidential information at the remote site.

Unless otherwise agreed to in writing prior to any loss, damage, or wear, the College does not assume liability for loss, damage, or wear of employee-owned equipment or software. Failure to follow College ITS Policy and Procedures will result in the loss of remote working privileges. Related procedures include [Procedure III.3010.A.a., Information Security Program](#), [Procedure III.3010.A.d., Prohibited Technologies](#), and [Procedure III.3010.A.f., Acceptable Use of Information Resources](#).

Reasonable office supplies will be provided by the College and should be obtained during the employee's on-site work schedule. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed, except by prior arrangement and with the leader's approval. The College will not provide office furniture. Remote work is not a substitute for dependent care. Employees who work remotely with dependents must plan for dependent care during the agreed-upon work hours, just as the employee would do if were working at a College facility. If the College determines that an employee has responsibility for the care of a dependent during work hours, then the remote work arrangement is subject to immediate termination. Employees should contact HR Benefits for available leave options when needing to provide care for a dependent.

Offering the opportunity to work remotely is a leadership decision; working remotely is not a standard employee benefit.

While working remotely, the employee must be accessible via phone, e-mail, and through other communication methods including technology provided by the institution and during agreed-upon work hours. Remote work should be seamless when calling an internal extension to reach the employee working remotely. Access to the employee working remotely is paramount and calls should be answered using the College's approved communication system or calls must be forwarded to a cellular phone used by the employee who is working remotely. The employee must be available for emergencies or other unexpected situations and may be asked to return to a College facility on short notice. Employees must respond to the request within one hour of notification. Employees must also attend mandatory meetings on site as required.

Departmental On-Call Procedures must be adhered to and are separate and distinct from this procedure.

DEFINITIONS

Remote Work Arrangement - An authorized work agreement that allows eligible full-time employees to work remotely during their established work hours a maximum of two days per week of the regularly assigned on-site work location.

In-person - An interaction between employees or between an employee and a student or other third parties that requires a person’s physical presence.

On-site Work Location - A designated work location either on College Property or other location authorized by leadership where normal work, meetings, or related business activities are performed on behalf of the College.

Dependent - A parent or spouse who is incapable of self-care because of a mental or physical disability. A biological, adopted, foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under 18 years of age or is 18 years of age or older and is incapable of self-care because of a mental or physical disability.

Please refer to links below for information regarding ITS Technology.

Support: [SJC Support Home](#)

Login remotely from anywhere (home, for example) via the VPN: [Article - GlobalProtect VPN Setup Instructions](#)

Use technology to communicate via Audio/Web Conferencing: [Article - Zoom Learning Resources](#)

Date of SLT Approval	August 26, 2025
Effective Date	September 1, 2025
Associated Policy	Policy IV.4005.A, Remote and Alternate Work Arrangements
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
September 8, 2025**

PURCHASE REQUESTS AND CONTRACT RENEWALS

<i>No.</i>	<i>Purchase Requests</i>	<i>Amounts</i>
#1	Consideration of Approval to Contract for Scholarship Award and Stewardship Management Services	\$ 153,740
#2	Consideration of Approval to Purchase Synthetic Whole Human Cadavers	118,302
#3	* Consideration of Delegation of Authority to Contract for North Campus Student Center Plumbing Repairs	500,000
	TOTAL OF PURCHASE REQUESTS	<u>\$ 772,042</u>

* *Board Building Committee Item*

Purchase Request #1
Regular Board Meeting September 8, 2025
Consideration of Approval to Contract for Scholarship Award and
Stewardship Management Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Blackbaud for scholarship award and stewardship management services for the San Jacinto College Foundation (Foundation) and the financial aid services department.

BACKGROUND

In May 2022, the College entered into a three-year agreement with Blackbaud to provide scholarship award and stewardship management services for both the Foundation and the financial aid services department. Previously, the College's management of student scholarships and stewardship services were conducted separately, creating gaps and inefficiencies in the scholarship award and donor retention process. Blackbaud's award and stewardship management software services have allowed the College and the Foundation to enhance the governance of the student scholarship cycle. This includes the initial import of student data from Banner to the creation and review of scholarship applications, followed by awards and subsequent donor reports.

Blackbaud is a sole source provider of award and stewardship management software services for the governance of student scholarships and associated donor relations for the College and Foundation, which is exempt from competitive bidding per Texas Education Code §44.031(j). Sole source #1569 has been assigned.

IMPACT OF THIS ACTION

Approval of this request will secure a new five-year term with Blackbaud, which locks in significant price savings of \$49,129 compared to continuing with another three-year contract. Blackbaud's automation of the scholarship process ensures that all students have the same financial assistance opportunities. Furthermore, Blackbaud's stewardship application allows for more efficient donor retention practices and management.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated five-year total expenditure is \$153,740 and will be funded from the financial aid department's 2025-2026 operating budget and subsequent year budgets. The Foundation also utilizes and pays for a Blackbaud add-on product called Razor's Edge at an annual cost of approximately \$25,000. The College uses this product at no charge.

MONITORING AND REPORTING TIMELINE

The new term of the contract shall be for a fixed period of five years ending on May 13, 2030.

ATTACHMENTS

None

Purchase Request #1
Regular Board Meeting September 8, 2025
Consideration of Approval to Contract for Scholarship Award and
Stewardship Management Services

RESOURCE PERSONNEL

JoEllen Price	281-998-6342	joellen.price@sjcd.edu
Robert Cage	281-998-6368	robert.cage@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

Purchase Request #2
Regular Board Meeting September 8, 2025

Consideration of Approval to Purchase Synthetic Whole Human Cadavers

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of synthetic whole human cadavers (The SynDaver) for dissection from SynDaver for the science, technology, engineering, and math (STEM) programs on the Central and North campuses.

BACKGROUND

The SynDaver is a lifelike and high-tech mannequin designed for educational lab settings. Currently, the STEM programs utilize pictures and static models, and some instructors utilize cat specimens for practicing dissection. This learning tool would allow students to physically dissect a realistic human specimen with all the organs and structures. Although there are other digital and virtual models available, there are no other physical, whole human synthetic cadavers for dissection available on the market.

SynDaver is the sole source provider of The SynDaver and is exempt from the competitive bidding per Texas Education Code §44.031(j). Sole source #1607 has been assigned.

IMPACT OF THIS ACTION

This purchase would provide students with exposure and experience with unique high-tech anatomical simulator equipment. The SynDaver is a physical, hands-on specimen that would allow students to physically touch and visualize the structures of the human body to reinforce the learning with other simulators. This would promote face-to-face learning and improve several programs within the College, including the health science programs outside of the STEM fields.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this request is \$118,302 and will be funded from the Title III Hispano STEM grant.

MONITORING AND REPORTING TIMELINE

This purchase will be completed by the grant deadline of September 30, 2025.

ATTACHMENTS

None

RESOURCE PERSONNEL

Teddy Farias	281-459-7618	teddy.farias@sjcd.edu
Mark Thomas	281-998-7896	mark.thomas@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

Purchase Request #3
Regular Board Meeting September 8, 2025
Consideration of Delegation of Authority to Contract for
North Campus Student Center Plumbing Repairs

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to negotiate and approve a contract for the repair of sanitary sewers on the east side of the North Campus Slovacek Student Center (N-12).

BACKGROUND

At the August 11, 2025 meeting, the Board approved an allocation of capital project funds in the amount of \$179,000 for the repair of the N-12 sanitary sewer. The intent was to utilize the College's existing plumbing services contractor; however, upon further examination of the contractor's proposal, the cost of those repairs exceeded the approved budget and the College elected to both increase the amount budgeted for repairs and to change the method of procurement to allow for more competitive pricing.

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 August 21, 2025, the Chancellor's designee approved the competitive sealed proposals (CSP) methodology for plumbing repairs to N-12. Detailed project plans were prepared by C. D. Smith, PE for documentation purposes in accordance with 10 Texas Administrative Code §1.212(b) and 22 Texas Administrative Code §1.212(b).

IMPACT OF THIS ACTION

Approval of this action will authorize the Chancellor or her designee to approve a contract with the highest ranked respondent so that construction can be expedited to minimize adverse impacts on the Fall semester student experience.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Pending successful contract negotiations, the estimated expenditure for this project is not expected to exceed \$500,000 (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. This project will be managed by capital projects staff.

ATTACHMENTS

None.

**Purchase Request #3
Regular Board Meeting September 8, 2025
Consideration of Delegation of Authority to Contract for
North Campus Student Center Plumbing Repairs**

RESOURCE PERSONNEL

Chuck Smith 281-998-6341
Genevieve Scholes 281-998-6349

charles.smith@sjcd.edu
Genie.Scholes@sjcd.edu

Item "A"
Regular Board Meeting September 8, 2025

Approval of the Minutes for the August 11, 2025, Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the August 11, 2025, Workshop and Regular Board Meeting.

San Jacinto College District Board Workshop

August 11, 2025

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 4:00 p.m., Monday, August 11, 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), Judy Harrison, Dan Mims, Keith Sinor (absent), Larry Wilson Chancellor: Brenda Hellyer Other: Christian Bionat, Carin Hutchins, Sandra Ramirez, Mandi Reiland, Laurel Williamson
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Chair Mims called the workshop to order at 4:08 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) Judy Harrison Dan Mims, Chair Keith Sinor, Secretary (absent) 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 4:09 pm. The Board members listed above as attending as well as Brenda Hellyer were present for the closed session. Other attendees are noted below. a. Legal Matters - For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law. Conference Call with Attorney Lisa Brown – Attendees: Christian Bionat, Sandra Ramirez, Carin Hutchins, and Mandi Reiland b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee. <ul style="list-style-type: none"> • Personnel Matter – Attendees: Sandra Ramirez

		<ul style="list-style-type: none"> • Validation of evaluation ratings for members of the Strategic Leadership Team • Review options for vacant Board of Trustees Position 5
IV.	Reconvene in Open Meeting	Chair Mims reconvened to open meeting at 5:36 p.m.
V.	Discuss Board Officer Election Process and Committee and San Jacinto College Foundation Assignments	<p>Brenda Hellyer provided an overview of the process for electing officers during tonight’s Board meeting. Also, she explained that the recommendation is for the elected Board Chair to assign the Board committee members at this meeting as well as the San Jacinto College Foundation appointed Board members.</p> <p>The Board was comfortable with the process as discussed.</p>
VI.	Review 2025-2026 Proposed Budget	<p>Carin Hutchins reviewed the proposed 2025-2026 budget for Fiscal Year (FY) 2026. This presentation was reviewed with the Board recently at its July strategic planning retreat, so Carin provided highlights and changes since the last review.</p> <p>She reviewed the unrestricted budget and stated that there were no changes to the revenues and expenses since the last review with the Board.</p> <p>Carin reviewed the reasons for negative fiscal year 2025 projected settle-up adjustments and explained that 2024-2025 awards were added. She provided an update on the dual credit enrollment/FAST eligible students data. She also provided an update on the property tax rate which shows that we are not exceeding the no new revenue rate. The property tax item in the Board book for approval this evening is that the Board will not approve a rate higher than the voter approval rate. She referred the Board members to a separate reference document that provides data on the fiscal year 2025 Maintenance & Operations (M&O) tax revenue and the proposed fiscal year 2026 M&O tax revenue options.</p> <p>Carin provided an update on Fall 2025 enrollment as of August 11, which is seven days before the first day of class. Headcount and contact hours are both up in comparison to last year. She also provided an enrollment comparison from FY25 to FY24 by term.</p> <p>She provided updates since the retreat on FY26 priority initiatives. One pending item was the property insurance</p>

		<p>premium savings which have now been confirmed. Also, she reviewed changes in any position related expenses.</p> <p>Brenda provided the proposed performance raises that will be funded from the salary pool included for approval in the proposed budget. The Board members present were comfortable with the information as presented.</p>
VII.	<p>Review Report to be Submitted to the Texas Higher Education Coordinating Board Certifying Compliance with Texas Education Code 51.3525 (SB17)</p>	<p>Sandra Ramirez provided an overview of the report to be submitted to the Texas Higher Education Coordinating Board (THECB) certifying compliance with Texas Education Code 51.3525 (SB17). The State Legislature requires the governing board of each Texas public institution of higher education to submit the mandatory certification to be in compliance.</p> <p>This education code establishes that the College’s governing board must “ensure” that the institution does not do any of the following unless required by federal law:</p> <ul style="list-style-type: none"> • Establish or maintain a Diversity, Equity, and Inclusivity (DEI) office or hire an employee or contractor to perform such duties. • Compel or solicit a DEI “statement” from any person or give preferential treatment based on a DEI statement. • Give preference on the basis of race, sex, color, ethnicity, or national origin to any employee, applicant, or “participant” in any college “function.” • Mandate DEI training as a condition of “enrolling” or “performing any institution function.” However, the law permits trainings and programs “developed by an attorney” and approved by the college’s lawyer and Coordinating Board “for the sole purpose” of complying with a court order or state or federal law. <p>She provided a brief overview of the action item, attachments, and the summary of the certification items. An internal audit report was also provided, which the Board can review to receive a refresher on the work that has been done to meet compliance.</p> <p>The Board members present were comfortable with the information as presented.</p>
VIII.	<p>Discuss Legislative Updates: A. Senate Bill 37 B. Senate Bill 2615 C. Senate Bill 3039</p>	<p>Brenda explained that the 89th State Legislative Session enacted multiple new laws impacting higher education operations, governance, and student transfer.</p>

	<p>D. House Bill 1481</p>	<p>Christian Bionat explained that four key bills will be reviewed in detail this evening.</p> <ul style="list-style-type: none"> • Senate Bill (SB) 37: Governance and Academic Oversight • SB 2615: Telework Restrictions • SB 3039: Transfer Program and Transparency • House Bill (HB) 1481: K-12 Student Device Use (Dual Credit impact) <p>He explained that SB37 requires a 5-year review of general education curriculum by governing boards with certification to THECB and the Legislature, empowers boards to overturn curriculum changes and hiring decisions for vice president/dean-level roles, mandates creation or reaffirmation of faculty senates under strict criteria by September 1, 2025, and reasserts that faculty senate role is advisory; final decision-making rests with administration and the Board.</p> <p>Brenda stated that we are currently in the process of implementation and are conducting a review of the various components including: current faculty governance structure, required changes to employment policies and practices in fall 2025 for implementation in January 2026, and preparing a timeline and process for general education curriculum review, due by January 1, 2027. We will also consider requirements related to aligning academic program review practices and with new workforce relevance for minors/certificates.</p> <p>As part of these steps, a recommended policy on faculty senate governance was developed, and the Chancellor used the authority granted by the Board to put this in place effective September 1st in order to meet compliance requirements. The policy will be sent to the College community for review and go for second reading by the Board at the September 8th Board meeting. She explained that this was developed with the faculty senate officers and leadership as well as legal counsel. She explained that the Faculty Senate leaders and other faculty members are concerned about this bill. But she assured them that a faculty senate will be formed, and that the Board is supportive of moving forward to develop a new structure.</p> <p>Christian reviewed SB 2618 which restricts telework for higher education employees. This bill limits telework to specific and narrow categories with exemptions allowed during catastrophic events.</p>
--	----------------------------------	---

		<p>Sandra provided an overview of the implementation of this bill at the College. She explained that we are performing an institution-wide review of remote work arrangements, updating the Faculty Handbook, and updating the policy and procedure on remote work for staff and administrators to reflect requirements.</p> <p>She explained that full-time faculty assigned to San Jac Online (SJO) or assigned to teach a program 100 percent online may work remote; SJO requires a minimum 24-hours on campus presence for this group of faculty. Full-time faculty assigned face-to-face or multiple teaching modalities must be on site.</p> <p>Brenda added that the Texas Association of Community Colleges (TACC) presidents and chancellors worked very hard to try to get amendments added to this bill, but there were very few exceptions that were put in for faculty. This limits flexibility, especially in the changing landscape of higher education and student needs and preferences, but we will comply with the bill.</p> <p>Christian provided information on SB 3039 which mandates a designated Transfer Liaison at each institution to support students. Additionally, institutions must publish top denied transfer credits by program and course, annual reports on transfer effectiveness and articulation practices are required, and program and course requirements, including prerequisites, are required to be clearly posted and consistent across student portals, public websites, and department pages.</p> <p>Laurel Williamson provided an update on implementation of this bill at San Jac. She said we identified our Transfer Liaison designation and student support procedures and will identify affected programs and update websites with required transparency. We will prepare for compliance with new THECB reporting rules effective January 2026 and will review articulation agreements and advising pathways to minimize denial of credits.</p> <p>Christian explained HB 1481 on student use of personal devices in K-12 settings. This bill mandates written policy at school districts and charter schools banning student device use during school hours. It applies to all settings on school property, including those hosting dual credit courses, and districts must allow exemptions for medical needs or legal safety requirements.</p> <p>Laurel explained that to implement this bill we are collaborating with ISD partners to clarify enforcement</p>
--	--	--

		<p>roles in dual credit classrooms on ISD campuses, sending communication to ISD Dual Credit coordinators and Superintendents, and communicating to College faculty at Division/Department meetings.</p> <p>Christian concluded with explaining the reporting requirements for each bill.</p> <p>Brenda added that there is one bill not in the materials provided that she would like the Board to be aware of. She said that HB 1522 is regarding the Texas Open Meetings Act. This bill is effective September 1st and changes the posting requirements from 72 hours prior to the start time of the meeting to three business days prior to the date of the meeting. Essentially this means agendas for open meetings need to be posted by the Tuesday before the Monday Board meeting.</p> <p>Christian added that federally, there are several new executive orders and Department of Justice letters that are being assessed. He also provided updates on the community funded projects that were submitted.</p>
IX.	<p>General Discussion of Meeting Items - Additional Purchasing Support Documents</p> <p>a. Discuss Delegation of Authority Summary</p> <p>b. Discuss Allocation of Capital Projects Fund</p>	<p>Brenda provided an update on the current delegation of authorities. She reviewed Biotechnology Equipment, Election Services in May for Board of Trustees Positions 3 and 4, Run-off Election Services in June for Board of Trustees Position 3, Softball Outbuilding and Dugouts at the South Campus, and Pavement Repairs at South Campus. The only one outstanding is Biotechnology equipment RFP 25-37.</p> <p>Brenda explained that the Bid Recap included in the Board book was not updated to reflect a change in a cost estimate for Purchase Request 7. The final write-ups for the purchase requests are all correct, but Board members have been provided with an updated recap at your places that reflects the correct expense and total.</p> <p>There were no other questions on items on the workshop or meeting agendas.</p>
X.	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>
XI.	Adjournment	<p>Chair Mims adjourned the meeting at 6:42 p.m.</p>

San Jacinto Community College District
Regular Board Meeting Minutes
August 11, 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, August 11, 2025, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

Attendance

Present:

Members: Dr. Michelle Cantú-Wilson, Judy Harrison, Dan Mims, Larry Wilson

Absent:

Members: Erica Davis Rouse, Keith Sinor

Chancellor: Dr. Brenda Hellyer

Others Present: Tanesha Antoine, Rhonda Bell, Jesse Bernal, Christian Bionat, Tiffany Burton, Tom Butler, Dena Carlson, Jacquelynn Conger, Matt Crow, Illneisha Davis, Kim DeLauro, Destry Dokes, Chris Duke, Dianne Duron, Teddy Farias, Carin Hutchins, Sarah Janes, Bryan Jones, Matt Keim, Aaron Knight, Kevin McKisson, DeRhonda McWaine, Kelly Mizell, Vennessa Moon, Lori Moon, Beverly Moon, John Moon III, J. Henry Moon IV, Kevin Morris, Mindy Murray, Chelsea Nakayama, Lambrini Nicopolous, Alexander Okwonna, Joe Pena, JoEllen Price, Justin Pruitt, JR Ragaisis, Sandra Ramirez, Mandi Reiland, Shawn Silman, Chuck Smith, Jessica Tello, Sonia Townsend, June Trevino (remote), Niki Whiteside, Van Wigginton, Laurel Williamson, Joanna Zimmermann

I. Call the Meeting to Order

Chair Dan Mims called the regular meeting of the Board of Trustees to order at 7:09 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)

Judy Harrison

Dan Mims, Chair

Keith Sinor, Secretary (absent)

Larry Wilson

III. Invocation, Moment of Silence, and Pledge to the Flags

The invocation and moment of silence were given by Sandra Ramirez. The pledges to the American and Texas flags were led by Larry Wilson.

IV. Special Announcements, Recognitions, Introductions, and Presentations

A. Legislative Recognitions of Trustee John Moon, Jr.

Recognitions and resolutions were presented to the family of John Moon, Jr. by the following:

- Congresswoman Sylvia Garcia
- The office of Congressman Brian Babin
- The office of State Senator Carol Alvarado
- The office of State Representative Ana Hernandez
- The office of State Senator Mayes Middleton
- The office of State Representative Harold Dutton
- The offices of State Representative Briscoe Cain and State Representative Dennis Paul

B. Faculty Senate 2024-2025 Update

June Trevino joined the meeting via videoconference and presented the Faculty Senate 2024-2025 Update.

V. Student Success Presentations

There were no student success presentations.

VI. Communications to the Board of Trustees

1. July Opportunity News
2. August Opportunity News
3. A thank you was sent to the Board from Mandi Reiland for the plant sent in memory of her aunt.
4. A thank you was sent to the Board from Judy Harrison for the plant sent in memory of her brother.
5. A sympathy card was sent to the Board from the Office of the Chancellor of the Lone Star College System for the passing of Trustee John Moon, Jr.

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
 - a. June 2025
 - b. May 2025
2. San Jacinto College Monthly Investment Reports
 - a. June 2025
 - b. May 2025
3. San Jacinto College Quarterly Investment Reports March - May 2025

B. San Jacinto College Foundation Financial Statements

1. June 2025
2. May 2025

C. Capital Improvement Program

1. June 2025
2. May 2025

IX. Consideration of Approval of Election of Officers for the Board of Trustees

Motion 10459:

Nominations for officers were taken and voted on accordingly.

Judy Harrison nominated Dan Mims for Chair.

Yeas: Cantú-Wilson, Harrison, Mims, Wilson

Nays: None

Larry Wilson nominated Dr. Michelle Cantú-Wilson as Vice Chair.

Yeas: Cantú-Wilson, Harrison, Mims, Wilson

Nays: None

Larry Wilson nominated Keith Sinor as Secretary.

Yeas: Cantú-Wilson, Harrison, Mims, Wilson

Nays: None

Larry Wilson nominated Erica Davis Rouse as Assistant Secretary.

Yeas: Cantú-Wilson, Harrison, Mims, Wilson

Nays: None

Motion carried.

X. Assignments for Board Committees and San Jacinto College Foundation - (Informational Item)

As Chair, Dan Mims assigned the Board Committees and San Jacinto College Foundation appointed Board members as follows.

Board Committees

The Chair appoints the membership of each committee as follows:

Building Committee

1. Dr. Michelle Cantú-Wilson, Committee Chair
2. Judy Harrison
3. Vacant

Finance Committee

1. Keith Sinor, Committee Chair
2. Erica Davis Rouse
3. Larry Wilson

The Board Chair, Dan Mims, will serve as ex-officio on both committees.

San Jacinto College Foundation (SJCF)

The following trustees will serve on the Board of Directors for the SJCF:

1. Larry Wilson
2. Dan Mims
3. Keith Sinor

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

Motion 10460:

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

Yeas: Cantú-Wilson, Harrison, Mims, Wilson

Nays: None

- XII. Consideration of Approval of Investment Strategy and Annual Review and Approval of the College's Investment Policy - Second Reading

Motion 10461:

Motion moved by Larry Wilson and motion seconded by Judy Harrison. Motion carried.

Yeas: Cantú-Wilson, Harrison, Mims, Wilson

Nays: None

- XIII. Consideration of Approval of Proposed Budget for 2025-2026

Carin Hutchins provided a presentation of the proposed budget for 2025-2026.

Motion 10462:

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

Yeas: Cantú-Wilson, Harrison, Mims, Wilson

Nays: None

- XIV. Consideration of Approval to Adopt Prevailing Wage Rates

Motion 10463:

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

Yeas: Cantú-Wilson, Harrison, Mims, Wilson

Nays: None

XV. Consideration of Approval of Allocation of Capital Project Funds

Motion 10464:

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

Yeas: Cantú-Wilson, Harrison, Mims, Wilson

Nays: None

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

Motion 10465:

Motion moved by Larry Wilson and motion seconded by Judy Harrison. Motion carried.

Yeas: Cantú-Wilson, Harrison, Mims, Wilson

Nays: None

XVII. Consideration of Recommendation to Adopt a Tax Rate that is not in Excess of the Voter-Approval Tax Rate

Motion 10466:

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

Yeas: Cantú-Wilson, Harrison, Mims, Wilson

Nays: None

XVIII. Consideration of Approval of Continuing Education Course Enrollment Charges

Motion 10467:

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

Yeas: Cantú-Wilson, Harrison, Mims, Wilson

Nays: None

XIX. Consideration of Approval of Part-Time Rate Changes and Full-time Salary Schedule Changes, and Reauthorization of the Stipend and Market Premium Schedule for 2025-2026

Motion 10468:

Motion moved by Larry Wilson and motion seconded by Judy Harrison. Motion carried.

Yeas: Cantú-Wilson, Harrison, Mims, Wilson

Nays: None

XX. Consideration for Approval of Report to be Submitted to the Texas Higher Education Coordinating Board Certifying Compliance with Texas Education Code 51.3525 (SB17)

Motion 10469:

Motion moved by Judy Harrison and motion seconded by Larry Wilson. Motion carried.

Yeas: Cantú-Wilson, Harrison, Mims, Wilson

Nays: None

XXI. Consideration of Approval of the 2026 Board of Trustees Regularly Scheduled Meeting Dates

Motion 10470:

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

Yeas: Cantú-Wilson, Harrison, Mims, Wilson

Nays: None

XXII. Consideration of Approval of Extension of Memorandum of Understanding with Humble ISD for Dual Credit

Motion 10471:

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

Yeas: Cantú-Wilson, Harrison, Mims, Wilson

Nays: None

XXIII. Consideration of Approval of Extension of Memorandum of Understanding with Goose Creek ISD for Dual Credit

Motion 10472:

Motion moved by Judy Harrison and motion seconded by Larry Wilson. Motion carried.

Yeas: Cantú-Wilson, Harrison, Mims, Wilson

Nays: None

XXIV. Consideration of Approval of an Extension of Memorandum of Understanding with Friendswood ISD for Dual Credit

Motion 10473:

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

Yeas: Cantú-Wilson, Harrison, Mims, Wilson

Nays: None

XXV. Consideration of Approval of Policy II.2002.B, Faculty Senate Governance and Shared Governance - First Reading (Informational Item)

Chancellor Hellyer stated that during the 89th Texas Legislative Session in 2025, the Texas Legislature passed Senate Bill (SB) 37, which was subsequently signed into law by Governor Greg Abbott on June 20, 2025. SB 37 makes changes to the governance of public higher education institutions, including clarification of system oversight roles and limitations on faculty senates and their involvement in institutional policymaking effective September 1. This policy is effective as of September 1, 2025, under the Chancellor's authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission.

No vote required – first reading - informational item.

XXVI. Consideration of Approval of Policy VI.6004.E, Campus Hazing Prevention - First Reading (Informational Item)

No vote required – first reading - informational item.

XXVII. Consideration of Approval of Possible Actions to Fill Trustee Position 5 Vacancy

Motion 10474:

Dr. Michelle Cantú-Wilson moved that the Board initiate the process to appoint a trustee to fill the vacancy for Trustee position 5 and share the process and timeline with the public.

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

Yeas: Cantú-Wilson, Harrison, Mims, Wilson

Nays: None

XXVIII. Consideration of Purchasing Requests

Chancellor Hellyer stated that the Bid Recap included in the Board book was not updated to reflect a change in a cost estimate for PR 7. The final write-ups for the purchase requests were all correct, but an updated bid recap was provided to the Board for reference to vote on this item.

#1	Consideration of Approval of Annual Contract Renewals and Expenditures	\$	45,216,500
#2	Consideration of Approval of Purchasing Cooperatives and Interlocal Agreements		-
#3	Consideration of Approval of the Renewal of the Interlocal Agreement with Lamar Institute of Technology		999,360

#4	Consideration of Delegation of Authority to Contract for Roof Refurbishment, C10 & C4	500,000
#5	Consideration of Approval to Contract for Plumbing Services	500,000
#6	Consideration of Approval to Contract for Electrical Maintenance	200,000
#7	Consideration of Approval of Additional Funds for Casualty Insurance Brokerage and Risk Management Services	95,300
#8	Consideration of Approval of Expenditure for Wayfinding Signage Services	120,000
#9	Consideration of Approval of Additional Funds for Food Distribution Services	50,000
#10	Consideration of Approval of Additional Funds for Charter Bus Services	20,000
	TOTAL OF PURCHASE REQUESTS	<u>\$ 47,701,160</u>

Motion 10475:

Motion moved by Judy Harrison and motion seconded by Larry Wilson. Motion carried.

Yeas: Cantú-Wilson, Harrison, Mims, Wilson

Nays: None

XXIX. Consent Agenda

- A. Approval of the Minutes for the June 2, 2025, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, Extra Service Agreements (ESA), and 2025-2026 Professional Contract Recommendations
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting on September 8, 2025
- F. Approval of the Minutes for the June 17, 2025 Special Board Meeting
- G. Approval of the Minutes for the July 29, 2025 Board Strategic Planning Retreat

Motion 10476:

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

Yeas: Cantú-Wilson, Harrison, Mims, Wilson

Nays: None

XXX. Items for Discussion/Possible Action

There were no additional items discussed.

XXXI. Adjournment

Chair Mims adjourned the meeting at 8:31 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for July 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 – July 2025 Budget Transfers

RESOURCE PERSONNEL

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

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

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 94,058	\$ 156,908
PUBLIC SERVICE	-	2,000
ACADEMIC SUPPORT	23,356	108,074
STUDENT SERVICES	6,300	-
INSTITUTIONAL SUPPORT	158,769	12,194
PHYSICAL PLANT	8,141	11,448
	\$ 290,624	\$ 290,624

Item “D”
Regular Board Meeting September 8, 2025
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, October 6, 2025.