

*Board of Trustees
Meeting*

August 31, 2020

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

The Board of Trustees of the San Jacinto Community College District will meet by videoconference at 5:30 p.m., Monday, August 31, 2020, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this workshop will be available to the public via a live-stream. At least a quorum of the Board will be present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

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

www.sanjac.edu/board-meeting-videos.

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

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes:**
 - a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
 - b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
- IV. Reconvene in Open Meeting**
- V. Update on COVID-19 Responses**
- VI. Review and Discuss Summary of FY2020 Internal Audit Work and Proposed FY2021 Audit Plan**
- VII. Review Anticipated Calendar for Adoption for 2020 Property Tax Rate**
- VIII. Update on Construction and Facilities**
- IX. Review Faculty Senate Constitution Updates**
- X. Discuss Board Self-Evaluation Process**
- XI. Review of Calendar**
- XII. General Discussion of Meeting Items**

XIII. Adjournment

Additional Closed Session Authority

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

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

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, August 25, 2020, this notice was posted, in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor, on the College’s website, and is readily accessible to the public upon request.

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

The Board of Trustees of the San Jacinto Community College District will meet by videoconference at 7:00 p.m. on Monday, August 31, 2020 in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this meeting will be available to the public via a live stream. At least a quorum of the Board will be present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

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

www.sanjac.edu/board-meeting-videos.

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

<https://www.sanjac.edu/board-meeting-agendas>.

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

A link to a public comments form is available at: www.sanjac.edu/request-speak-to-board. The form must be completed prior to 11:00 a.m. on August 31, 2020. After completion of the form, the requestor will be sent call-in information for joining the meeting. Registered participants will be allotted five minutes to address the Board of Trustees during the “Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board” portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

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

**BOARD MEETING
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Invocation and Pledge to the Flags**
- IV. Special Announcements, Recognitions, Introductions, and Presentations**

Announcement of Meeting Process	Mandi Reiland
Recognition of the Outgoing and Incoming Officers of the Faculty Senate, Staff Organization, and Administrative Organization	Brenda Hellyer

- V. Student Success Presentations**

- VI. Communications to the Board of Trustees**
- VII. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board**
- VIII. Informative Reports to the Board**
 - A. San Jacinto College Financial Statements
 - a. San Jacinto College Financial Statements July 2020
 - b. San Jacinto College Monthly Investment Report July 2020
 - B. San Jacinto College Foundation Financial Statements
 - C. Capital Improvement Program

ACTION ITEMS

- IX. Consideration of Approval of Amendment to the 2020-2021 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval of Policy III.3006.D, Sexual Misconduct and Rescission of VI.6004.D, Campus Sexual Misconduct – Second Reading**
- XI. Consideration of Approval of Non-Credit Course Enrollment Charges**

PURCHASING REQUESTS

- XII. Consideration of Purchasing Requests**

CONSENT AGENDA

- XIII. 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 3, 2020, Workshop, Public Budget Hearing, and Regular Board Meeting**
 - B. Approval of the Budget Transfers**
 - C. Approval of Personnel Recommendations and 2020-2021 Part-Time Hourly Rates Schedule**
 - D. Approval of the Affiliation Agreements**
 - E. Approval of the Next Regularly Scheduled Meeting**
- XIV. Items for Discussion/Possible Action**

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

Closed Session Authority

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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.

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

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

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

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

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or
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Brenda Hellyer, Ed.D.

San Jacinto College Financial Statements
July 2020

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Statement of Net Position
July 30,

<u>Assets</u>	<u>2020</u>	<u>2019</u>
Current assets:		
Cash and cash equivalents	\$ 85,698,856	\$ 103,052,125
Accounts receivable - taxes	3,183,068	3,606,911
Accounts receivable	20,077,000	21,674,743
Deferred charges	2,380,818	2,028,590
Inventories	356,016	359,413
Total current assets	<u>111,695,758</u>	<u>130,721,782</u>
Noncurrent assets:		
Restricted cash and cash equivalents	117,108,915	210,839,951
Capital assets, net	625,548,524	525,085,263
Total noncurrent assets	<u>742,657,439</u>	<u>735,925,214</u>
Total assets	<u>854,353,197</u>	<u>866,646,996</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	25,781,981	4,631,718
Deferred outflow related to OPEB	20,497,036	2,581,254
Deferred outflow related to defeased debt	7,783,764	9,119,799
Total deferred outflows of resources	<u>54,062,781</u>	<u>16,332,771</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	15,416,497	16,000,059
Accrued liabilities	10,687,240	8,264,166
Accrued compensable absences and deferred compensation	2,181,388	2,259,299
Deferred revenues	18,916,289	20,003,127
Total current liabilities	<u>47,201,414</u>	<u>46,526,651</u>
Noncurrent liabilities:		
Net pension liability	49,494,145	26,598,961
Net OPEB liability	95,083,178	91,125,036
Bonds and notes payable	576,623,616	600,553,557
Total noncurrent liabilities	<u>721,200,939</u>	<u>718,277,554</u>
Total liabilities	<u>768,402,353</u>	<u>764,804,205</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	6,771,550	6,007,220
Deferred inflows related to OPEB	36,803,285	20,148,183
Total deferred inflows of resources	<u>43,574,835</u>	<u>26,155,403</u>
<u>Net assets</u>		
Beginning of year	76,748,779	60,632,834
Current year addition	19,690,011	31,387,325
Total net position	<u>\$ 96,438,790</u>	<u>\$ 92,020,159</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2020

11 Unrestricted Funds

	Adjusted Budget	Actual (91.67%)	% Actual to Adjusted Budget	7/31/19	% of 8/31/19 Actual
REVENUES:					
State Appropriations	\$ 42,079,966	\$ 38,093,567	90.53	35,111,783	90.50
Local Taxes - Maintenance & Operations	72,131,000	70,618,660	97.90	69,598,175	99.88
Credit Tuition	64,986,000	63,444,162	97.63	43,477,035	99.47
Credit Fees	-	-	-	17,270,442	99.87
Credit Exemptions & Waivers	(7,100,000)	(7,726,933)	108.83	(6,577,629)	99.48
Bad Debt	(1,700,000)	(1,558,337)	91.67	(1,741,663)	91.67
Continuing Professional Development	4,725,185	4,396,264	93.04	5,493,293	91.28
Sales & Services	2,100,000	1,567,148	74.63	9,462,127	98.33
Investment Income	1,500,000	1,038,427	69.23	2,363,911	92.04
Total	<u>178,722,151</u>	<u>169,872,958</u>	<u>95.05</u>	<u>174,457,474</u>	<u>97.37</u>
EXPENDITURES:					
Instruction	67,792,467	65,931,380	97.25	65,328,268	94.02
Public Service	5,181,601	5,711,231	110.22	5,720,360	82.99
Academic Support	16,032,867	12,813,569	79.92	11,705,527	89.74
Student Services	15,840,957	12,482,865	78.80	12,745,044	88.76
Institutional Support	47,286,415	37,813,705	79.97	33,682,176	85.76
Physical Plant	22,854,295	16,808,503	73.55	15,401,205	80.19
Total	<u>174,988,602</u>	<u>151,561,253</u>	<u>86.61</u>	<u>144,582,580</u>	<u>89.10</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	3,733,249	2,452,907	65.70	12,734,270	-
Net Increase (Decrease) in Net Position	<u>\$ 300</u>	<u>\$ 15,858,798</u>		<u>\$ 17,140,624</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2020

Federal Restricted Funds

	Adjusted Budget	Actual (91.67%)	% Actual to Adjusted Budget	7/31/19	% of 8/31/19 Actual
REVENUES:					
Grants	\$ 58,415,698	\$ 50,936,194	87.20	\$ 44,034,096	97.71
Total	<u>58,415,698</u>	<u>50,936,194</u>	<u>87.20</u>	<u>44,034,096</u>	<u>97.71</u>
EXPENDITURES:					
Instruction	2,425,354	782,288	32.25	585,119	91.97
Public Service	291,901	188,900	64.71	149,499	92.87
Academic Support	10,842,800	3,996,671	36.86	3,003,593	93.23
Student Services	537,350	343,939	64.01	340,129	86.71
Institutional Support	1,588,548	857,543	53.98	813,276	90.78
Scholarships and Fellowships	42,729,745	44,766,853	104.77	39,152,201	98.45
Hurricane Harvey	-	-	-	(9,721)	-
Total	<u>58,415,698</u>	<u>50,936,194</u>	<u>87.20</u>	<u>44,034,096</u>	<u>97.71</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2020

State Restricted Funds

	Adjusted Budget	Actual (91.67%)	% Actual to Adjusted Budget	7/31/19	% of 8/31/19 Actual
REVENUES:					
State Paid Benefits	\$ 11,032,000	\$ 10,916,955	98.96	\$ 10,797,948	91.67
Grants	4,042,101	2,310,597	57.16	2,663,874	91.93
Total	<u>15,074,101</u>	<u>13,227,552</u>	<u>87.75</u>	<u>13,461,822</u>	<u>91.72</u>
EXPENDITURES:					
Instruction	5,934,218	5,336,384	89.93	5,477,777	91.42
Public Service	275,796	304,434	110.38	363,136	89.94
Academic Support	1,279,607	1,182,749	92.43	1,553,335	92.13
Student Services	1,263,258	1,389,959	110.03	1,566,824	89.34
Institutional Support	4,006,955	3,340,366	83.36	2,535,154	95.04
Scholarships and Fellowships	2,314,267	1,673,660	72.32	1,965,596	90.37
Total	<u>15,074,101</u>	<u>13,227,552</u>	<u>87.75</u>	<u>13,461,822</u>	<u>91.72</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2020

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (91.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/19</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Local Grants	\$ 3,425,927	\$ 2,838,058	82.84	\$ 2,301,861	101.31
Total	<u>3,425,927</u>	<u>2,838,058</u>	<u>82.84</u>	<u>2,301,861</u>	<u>101.31</u>
EXPENDITURES:					
Instruction	39,172	40,314	102.92	41,048	67.79
Public Service	217,233	157,820	72.65	134,119	91.98
Academic Support	1,266,315	576,582	45.53	166,204	67.25
Student Services	77,678	38,559	49.64	58,429	96.16
Institutional Support	59,037	25,754	43.62	31,813	37.11
Scholarships and Fellowships	2,000,000	2,204,903	110.25	1,959,912	107.45
Hurricane Harvey	-	-	-	48,112	-
Total	<u>3,659,435</u>	<u>3,043,932</u>	<u>83.18</u>	<u>2,439,637</u>	<u>100.64</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(233,508)	(159,457)	-	(137,764)	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (46,417)</u>		<u>\$ (12)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2020

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (91.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/19</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Credit Tuition	<u>\$ 2,800,000</u>	<u>\$ 2,969,494</u>	<u>106.05</u>	<u>\$ 1,953,766</u>	<u>102.25</u>
Total	<u>2,800,000</u>	<u>2,969,494</u>	<u>106.05</u>	<u>1,953,766</u>	<u>102.25</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>2,800,000</u>	<u>2,576,266</u>	<u>92.01</u>	<u>1,571,613</u>	<u>84.25</u>
Total	<u>2,800,000</u>	<u>2,576,266</u>	<u>92.01</u>	<u>1,571,613</u>	<u>84.25</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u><u>\$ -</u></u>	<u><u>\$ 393,228</u></u>		<u><u>\$ 382,153</u></u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2020

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (91.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/19</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 102,723	-	\$ 28,112	-
Total	<u>-</u>	<u>102,723</u>	<u>-</u>	<u>28,112</u>	<u>-</u>
EXPENDITURES:					
Instruction	-	50,539	-	28,874	90.97
Student Services	-	-	-	826	100.00
Total	<u>-</u>	<u>50,539</u>	<u>-</u>	<u>29,700</u>	<u>91.20</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 52,184</u>		<u>\$ (1,588)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2020

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (91.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/19</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Auxiliary Services	<u>3,303,400</u>	<u>2,580,544</u>	<u>78.12</u>	<u>3,109,485</u>	<u>97.76</u>
Total	<u>3,303,400</u>	<u>2,580,544</u>	<u>78.12</u>	<u>3,109,485</u>	<u>97.76</u>
EXPENDITURES:					
Non-Instructional Labor	403,971	391,501	96.91	431,008	90.85
Benefits	100,000	359,003	359.00	366,887	91.06
Supplies	626,585	365,867	58.39	343,990	90.31
Travel	229,635	118,846	51.75	196,173	98.25
Contracted Services	410,118	207,770	50.66	259,128	94.37
Scholarships and Fellowships	1,307,727	1,245,223	95.22	940,113	85.17
Utilities	<u>200</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>3,078,236</u>	<u>2,688,210</u>	<u>87.33</u>	<u>2,537,299</u>	<u>89.46</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ 225,164</u>	<u>\$ (107,666)</u>		<u>\$ 572,186</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2020

95 Retirement of Indebtedness

	Adjusted Budget	Actual (91.67%)	% Actual to Adjusted Budget	7/31/19	% of 8/31/19 Actual
REVENUES					
Investment Income	\$ -	\$ 243,909	-	\$ 405,991	92.49
Local Taxes - Debt Service	<u>37,728,096</u>	<u>36,641,388</u>	<u>97.12</u>	<u>28,515,018</u>	<u>99.91</u>
Total	<u>37,728,096</u>	<u>36,885,297</u>	<u>97.77</u>	<u>28,921,009</u>	<u>99.80</u>
EXPENDITURES					
Institutional Support	<u>41,227,837</u>	<u>24,453,711</u>	<u>59.31</u>	<u>17,571,590</u>	<u>90.69</u>
Total	<u>41,227,837</u>	<u>24,453,711</u>	<u>59.31</u>	<u>17,571,590</u>	<u>90.69</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,499,741)	(2,293,450)	-	(3,752,950)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 14,725,036</u>		<u>\$ 15,102,369</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2020

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (91.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/19</u>	<u>% of 8/31/19 Actual</u>
EXPENDITURES					
Depreciation	\$ 20,500,000	\$ 13,487,986	65.80	\$ 14,871,360	100.00
Capital Purchases	<u>-</u>	<u>(506,086)</u>	<u>-</u>	<u>(993,389)</u>	<u>64.90</u>
Total	<u>20,500,000</u>	<u>12,981,900</u>	<u>-</u>	<u>13,877,971</u>	<u>104.03</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,500,000)</u>	<u>\$ (12,981,900)</u>		<u>\$ (13,877,971)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2020

Consolidated -All Funds
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	<u>Actual (91.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/19</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
State Appropriations	\$ 53,111,966	\$ 49,010,522	92.28	\$ 45,909,731	90.77
Local Taxes - Maintenance & Operations	72,131,000	70,618,660	97.90	69,598,175	99.88
Local Taxes - Debt Service	37,728,096	36,641,388	97.12	28,515,018	99.91
Credit Tuition	67,786,000	66,413,656	97.98	45,430,801	99.59
Credit Fees	-	-	-	17,270,442	99.87
Credit Exemptions & Waivers	(7,100,000)	(7,726,933)	108.83	(6,577,629)	99.48
Bad Debt	(1,700,000)	(1,558,337)	91.67	(1,741,663)	91.67
Continuing Professional Development	4,725,185	4,396,264	93.04	5,493,293	91.28
Sales & Services	2,100,000	1,669,871	79.52	9,490,239	98.34
Investment Income	1,500,000	1,282,336	85.49	2,769,902	92.10
Investment Income - San Jac Tomorrow Program	-	1,796,748	-	3,226,008	-
Auxiliary Services	3,303,400	2,580,544	78.12	3,109,485	97.76
Grants	62,457,799	53,246,791	85.25	46,697,970	97.36
Local Grants	3,425,927	2,838,058	82.84	2,301,861	101.31
Total	<u>299,469,373</u>	<u>281,209,568</u>	<u>93.90</u>	<u>271,493,633</u>	<u>97.36</u>
EXPENDITURES:					
Instruction	76,191,211	72,140,905	94.68	71,461,086	93.78
Public Service	5,966,531	6,362,385	106.63	6,367,114	83.75
Academic Support	29,421,589	18,569,571	63.12	16,428,659	90.27
Student Services	17,719,243	14,255,322	80.45	14,711,252	88.80
Institutional Support	94,168,792	66,491,079	70.61	54,634,009	87.70
Physical Plant	22,854,295	16,808,503	73.55	15,401,205	80.19
Scholarships and Fellowships	49,844,012	51,221,682	102.76	44,649,322	97.84
Auxiliary Enterprises	3,078,236	2,688,210	87.33	2,537,299	89.46
Depreciation	20,500,000	13,487,986	65.80	14,871,360	100.00
Hurricane Harvey	-	-	-	38,391	-
Capital Purchases	-	(506,086)	-	(993,389)	64.90
Total	<u>319,743,909</u>	<u>261,519,557</u>	<u>81.79</u>	<u>240,106,308</u>	<u>91.68</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,733,249)	(2,452,907)	-	(12,734,270)	-
Transfers Out	3,733,249	2,452,907	-	12,734,270	-
Net Increase (Decrease) in Net Position	<u>\$ (20,274,536)</u>	<u>\$ 19,690,011</u>		<u>\$ 31,387,325</u>	

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2020

91 Capital Projects

	Adjusted Budget	Actual (91.67%)	7/31/19
REVENUES:			
Investment Income	\$ -	\$ 1,796,748	\$ 3,226,008
Total	-	1,796,748	3,226,008
EXPENDITURES:			
Bond Programs	-	75,867,703	77,489,312
Total	-	75,867,703	77,489,312
Net Increase (Decrease) in Net Position	\$ -	\$ (74,070,955)	\$ (74,263,304)

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2020

93 Generation Park Clear Lake Land Proceeds

	Adjusted Budget	Actual (91.67%)	7/31/19
REVENUES:			
Land Sale Proceeds	\$ -	\$ -	\$ -
Total	-	-	-
EXPENDITURES:			
Generation Park	-	4,952,519	2,115,393
Total	-	4,952,519	2,115,393
TRANSFERS AMONG FUNDS:			
Transfers In	-	-	(8,843,556)
Transfers Out	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (4,952,519)	\$ 6,728,163

San Jacinto College Financial Statements
Monthly Investment Report July 2020

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Period Ending July 31, 2020

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	July 1, 2020	\$ 212,664,324	\$ 212,664,324
Additions/Subtractions (Net)		(9,856,553)	(9,856,553)
Change in Fair Value*		-	-
Ending Value	July 31, 2020	<u>\$ 202,807,771</u>	<u>\$ 202,807,771</u>

Earnings for July \$ 62,398

WAM at Ending Period Date (Days) 1.00

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

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

Prepared by:



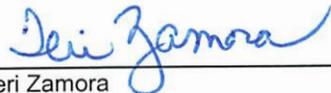
William E. Dickerson
 Director of Accounting & Financial Services

Reviewed by:



Carin Hutchins
 Associate Vice Chancellor of Finance

Reviewed by:



Teri Zamora
 Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
July 31, 2020

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Short-Term Investments - Cash & Cash Equivalents										
Credit Cards in Transit	Heartland	N/A	N/A	08/01/20	\$	3,374	\$ 3,374	0.00%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	08/01/20	N/A	(397,879)	(397,879)	-0.20%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	08/01/20	N/A	4,375,031	4,375,031	2.16%	1	0.02
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	08/01/20	N/A	(29,655)	(29,655)	-0.01%	1	0.00
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	08/01/20	N/A	-	-	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	08/01/20	N/A	20,025	20,025	0.01%	1	0.00
East West MM Operating Account	East West Bank	0.260%	N/A	08/01/20	N/A	25,005,466	25,005,466	12.33%	1	0.12
Texas Citizens Bank	Texas Citizens Bank	0.500%	N/A	08/01/20	N/A	247,746	247,746	0.12%	1	0.00
LSIP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	0.151%	N/A	08/01/20	N/A	375,230	375,230	0.19%	1	0.00
TexPool - Operating	TexPool	0.208%	N/A	08/01/20	N/A	2,736,209	2,736,209	1.35%	1	0.01
TexPool - PRIME - Operating	TexPool	0.418%	N/A	08/01/20	N/A	55,019,524	55,019,524	27.13%	1	0.27
Restricted - Cash & Cash Equivalents										
East West Bank MM 2015 Revenue Bond Proceeds	East West Bank	0.260%	N/A	08/01/20	N/A	-	-	0.00%	1	0.00
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.151%	N/A	08/01/20	N/A	2,873,433	2,873,433	1.42%	1	0.01
LSIP Government Overnight Fund - 2015 Revenue Bond Proceeds	Lone Star Investment Pool	0.151%	N/A	08/01/20	N/A	22	22	0.00%	1	0.00
LSIP Government Overnight Fund - 2016 GOB Bond Proceeds	Lone Star Investment Pool	0.151%	N/A	08/01/20	N/A	-	-	0.00%	1	0.00
LSIP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	0.151%	N/A	08/01/20	N/A	19,345,698	19,345,698	9.54%	1	0.10
TexPool PRIME - 2019 Bond Proceeds (New 02/26/2019)	TexPool	0.418%	N/A	08/01/20	N/A	93,233,547	93,233,547	45.97%	1	0.46
Grand Total Short Term Investments and Cash & Cash Equivalents										
					\$	<u>202,807,771</u>	<u>\$ 202,807,771</u>	<u>100.00%</u>		<u>1.00</u>

Weighted Average to Maturity at Ending Period Date (Days)	
CAFR	
Note 4	\$ 20,025 Petty cash on hand
	173,583,663 Investment pools
	25,253,212 Money market
	3,950,871 Bank deposits - demand deposits
	- U. S. government securities and municipal bonds
	- Accrued earnings
	<u>\$ 202,807,771</u> Total cash, cash equivalents and investments
	<u>1.00</u>

San Jacinto College Foundation

Statement of Financial Position

As of July 31, 2020

ASSETS	Current Year	Previous Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$1,824,343	\$1,085,643	\$738,700
Other Funds	-	-	-
Total Checking/Savings	<u>1,824,343</u>	<u>1,085,643</u>	<u>738,700</u>
Accounts Receivable			
Other Receivables	7,500	7,500	0
Pledge Receivables	120,000	171,100	(51,100)
Scholarship Receivables	0	5,510	(5,510)
Special Events Receivables	71,159	0	71,159
Sponsorship Receivable	4,000,000	8,663	3,991,337
Total Accounts Receivables	<u>4,198,659</u>	<u>192,773</u>	<u>4,005,887</u>
Other Current Assets			
Short Term Investments			
Goldman Sachs	12,159,442	11,480,520	678,921
Capital Bank CD	210,396	207,004	3,392
Prosperity Bank	210,124	206,375	3,749
Total SJC Short Term Investments	<u>12,579,962</u>	<u>11,893,899</u>	<u>686,062</u>
Total Current Assets	<u>18,602,963</u>	<u>13,172,314</u>	<u>5,430,649</u>
TOTAL ASSETS	<u>\$18,602,963</u>	<u>\$13,172,314</u>	<u>\$5,430,649</u>
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	43,246	51,964	(8,717)
Programs Payable	4,030	34,664	(30,634)
Endowments Payable	126,414	131,879	(5,465)
Scholarship Payables	154,356	152,624	1,731
Student Success Payables	90,545	43,591	46,954
Total Accounts Payable	<u>418,590</u>	<u>414,722</u>	<u>3,869</u>
Total Current Liabilities	<u>418,590</u>	<u>414,722</u>	<u>3,869</u>
Total Liabilities	418,590	414,722	3,869
NET ASSETS			
Net Assets Without Donor Restrictions	3,735,654	2,940,405	795,249
Net Assets With Donor Restrictions	14,335,888	9,818,210	4,517,677
Net Assets	<u>18,071,542</u>	<u>12,758,615</u>	<u>5,316,795</u>
Net Income	112,831	(1,023)	113,854
Total Net Assets	<u>18,184,373</u>	<u>12,757,592</u>	<u>5,426,780</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$18,602,963</u>	<u>\$13,172,314</u>	<u>\$5,430,649</u>

San Jacinto College Foundation
Statement of Activities
For the Period Ending July 31, 2020

	Current Year	Last Year	Effect on Net Income	Annual Budget	Actual % of Annual Budget
Ordinary Income/Expense					
Income					
Contributions					
Grant Contributions	25	75	(50)	71,000	0%
Endowments	0	0	0	75,000	0%
Program Sponsorship	1,920	5,059	(3,139)	275,000	1%
Scholarships	3,799	13,355	(9,555)	400,000	1%
Total Contributions	<u>5,744</u>	<u>18,489</u>	<u>(12,744)</u>	<u>821,000</u>	<u>1%</u>
Other Income					
Special Events	4,500	8,250	(3,750)	-	
Investment Income	(4,038)	(320)	(3,718)	140,000	-3%
Realized Gain / (Loss)	16,160	0	16,160	-	
Unrealized Gain / (Loss)	215,365	27,750	187,614	-	
Total Other Income	<u>231,987</u>	<u>35,681</u>	<u>196,306</u>	<u>140,000</u>	<u>166%</u>
Total Income	237,731	54,169	183,562	961,000	25%
Expense					
Programs					
Scholarships Awarded	117,551	34,574	(82,977)	450,000	26%
Programs Sponsored	6,884	19,289	12,404	600,000	1%
Student Success Initiatives	0	0	0	150,000	0%
Total Programs	<u>124,435</u>	<u>53,863</u>	<u>(70,572)</u>	<u>1,200,000</u>	<u>10%</u>
Supporting Services					
Bad Debt Expense	0	0	0	2,000	0%
Supporting Services					
Foundation Expenses	465	1,329	864	33,000	1%
Sponsorship Expense	0	0	0	5,000	0%
Total Supporting Services	<u>465</u>	<u>1,329</u>	<u>864</u>	<u>38,000</u>	<u>1%</u>
Total Expense	<u>124,900</u>	<u>55,192</u>	<u>(69,708)</u>	<u>1,240,000</u>	<u>10%</u>
Net Ordinary Income	112,831	(1,023)	113,854	(279,000)	
Other Income / Expenses					
Increase/Decrease in Net Position	<u>\$112,831</u>	<u>(\$1,023)</u>	<u>\$113,854</u>	<u>(\$279,000)</u>	



Contributions Report
July 2020

Donors	Amount	Fund
Corporations	37,031	KCI World, Kroger
Foundations	668	San Jac Star
Individuals	1,063	General Support, Food Market

Total Donation 38,762

Employee Contributions	5,105	Brysch Garza FireFighter, Chancellor's Cultivation Fund, David Waters Scholarship, Disaster Relief, Food Market, General Support, John Locke Memorial, Student Emergency Fund, Promise for their Future, San Jac Star, Veterans Center
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Total Contributions 43,866

2008 Bond Program

Report as of July 31, 2020

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
721918 - CC Chiller Optimization	-	350,000	350,000	-	350,000	23,000	-	327,000	6.57%
721919 - CC Install Backup Chiller C26	-	175,000	175,000	-	175,000	-	-	175,000	-
721920 - CC Refurbish 4 Cooling Towers	-	150,000	150,000	-	150,000	-	-	150,000	-
721921 - CC Re-pave P17 and P18	-	450,000	450,000	-	450,000	-	-	450,000	-
Sub-total	-	1,125,000	1,125,000	-	1,125,000	23,000	-	1,102,000	2.04%
North									
Sub-total	-	-	-	-	-	-	-	-	-
South									
723917 - SC Welcome Center Reconfiguration	-	590,574	590,574	-	590,574	132,384	422,417	35,773	93.94%
723922 - SC Replace HVAC Valves, S1	-	30,000	30,000	-	30,000	-	-	30,000	-
Sub-total	-	620,574	620,574	-	620,574	132,384	422,417	65,773	89.40%
District									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,489,782)	136,478	-	136,478	-	-	136,478	-
726811 - A.1/A.2 Building Renovations	-	915,830	915,830	-	915,830	-	914,730	1,100	99.88%
726907 - Wayfinding Signage	50,000	939,076	989,076	10,924	1,000,000	157,667	188,321	654,012	34.60%
726923 - Replace HVAC, A1	-	350,000	350,000	-	350,000	37,500	-	312,500	10.71%
726924 - Replace VFDs All Campuses	-	80,000	80,000	-	80,000	8,000	-	72,000	10.00%
Sub-total	14,676,260	(2,598,930)	12,077,330	(9,595,023)	2,482,307	203,167	1,103,050	1,176,090	10.82%
2008 Contingency Supplemental Projects									
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	200,000	-	-	200,000	-
Sub-total	-	200,000	200,000	-	200,000	-	-	200,000	-
Supplemental Projects closed									
Sub-total	-	3,614,652	3,614,652	-	3,614,652	-	3,614,652	-	100.00%
Projects closed									
Sub-total	280,323,740	(2,961,296)	277,362,444	9,595,023	286,957,467	-	286,957,467	-	100.00%
TOTALS	295,000,000	-	295,000,000	-	295,000,000	358,551	292,097,586	2,543,863	99.14%

2015 Bond Program

Report as of July 31, 2020

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
731601 - CC Petrochemical Center	52,450,000	(1,879,450)	50,570,550	2,217,080	52,787,630	1,128,859	50,804,165	85,605	98.38%
71601A - CC Petrochem Process Plant	-	7,309,913	7,309,913	320,476	7,630,389	27,035	6,601,342	1,002,012	86.87%
71601B - CC Petrochem Extended Site Development	-	7,612,277	7,612,277	333,732	7,946,009	561,054	5,553,528	1,831,426	76.95%
731602 - CC Welcome Center	16,600,000	1,994,364	18,594,364	600,809	19,195,173	502,032	18,693,141	-	100.00%
71602A - CC Welcome Center Site Development	-	2,906,100	2,906,100	93,900	3,000,000	-	121,144	2,878,856	4.04%
731603 - CC Class Room Building	47,155,000	8,195,219	55,350,219	1,788,440	57,138,659	26,914,571	3,527,604	26,696,484	53.28%
731604 - CC Central Data Closets	2,444,000	(75,257)	2,368,743	76,537	2,445,280	333,860	645,297	1,466,123	40.04%
731605 - CC Central Access Security	289,991	1,852,000	2,141,991	69,211	2,211,202	707,722	379,762	1,123,718	49.18%
731606 - CC Frels Renovation	1,153,000	2,985,562	4,138,562	133,723	4,272,285	45,516	3,737,281	489,487	88.54%
731607 - CC Davison Building Renovation	14,970,000	(4,787,356)	10,182,644	329,015	10,511,659	3,642,078	6,435,024	434,558	95.87%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,253,702)	11,431,298	369,361	11,800,659	1,088,221	990,097	9,722,341	17.61%
71608A - CC McCollum Center Reno Phase II	-	10,483,421	10,483,421	338,733	10,822,154	54,960	153,854	10,613,340	1.93%
731609 - CC McCollum North Renovation	2,535,000	1,214,962	3,749,962	121,166	3,871,128	-	100,204	3,770,924	2.59%
731610 - CC Ball Demolition	1,725,000	(53,993)	1,671,008	53,993	1,725,000	1,443,333	86,359	195,309	88.68%
731611 - CC Anderson Demolition	2,654,000	(81,728)	2,572,272	83,114	2,655,386	1,234,890	1,030,114	390,382	85.30%
731612 - CC Stadium and Track Demolition	174,000	(109,420)	64,580	2,087	66,667	-	66,667	-	100.00%
731613 - CC Central DDC Network	1,160,000	356,233	1,516,233	48,992	1,565,225	448,542	592,508	524,176	66.51%
731614 - CC Central Plant Upgrades	1,160,000	68,603	1,228,603	39,698	1,268,301	3,360	1,260,310	4,631	99.63%
Sub-total	170,717,000	23,175,739	193,892,739	7,020,066	200,912,805	38,136,034	100,778,400	61,998,371	69.14%
North									
732601 - NC Cosmetology & Culinary Center	22,845,000	638,019	23,483,019	758,768	24,241,787	768,701	23,473,086	-	100.00%
732602 - NC North Data Closets	915,000	(28,183)	886,817	28,654	915,472	3,214	421,341	490,917	46.38%
732604 - NC Lehr Library Demolition	650,000	(434,122)	215,878	6,975	222,854	-	222,854	-	100.00%
732605 - NC North Access/Security	877,000	147,246	1,024,246	33,095	1,057,341	233,961	193,962	629,418	40.47%
732606 - NC Wheeler Renovation	14,300,000	198,655	14,498,655	468,471	14,967,126	7,726,276	2,586,746	4,654,103	68.90%
732607 - NC Brightwell Renovation	6,628,000	2,063,151	8,691,151	280,823	8,971,974	6,028,116	1,314,003	1,629,855	81.83%
732608 - NC Spencer Renovation	13,000,000	(2,256,095)	10,743,905	347,150	11,091,055	3,565,285	7,424,626	101,143	99.09%
732609 - NC North DDC Network	580,000	178,117	758,117	24,496	782,613	201,182	344,496	236,935	69.73%
732610 - NC Underground Utility Tunnel	11,600,000	(7,606,127)	3,993,873	129,047	4,122,920	-	3,972,926	149,994	96.36%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-
732613 - NC Burleson Renovation	-	3,803,606	3,803,606	122,900	3,926,506	231,394	3,076,992	618,120	84.26%
Sub-total	78,395,000	(10,295,732)	68,099,268	2,200,379	70,299,647	18,758,129	43,031,032	8,510,486	87.89%
South									
733601 - SC Engineering & Technology Center	28,400,000	(5,795,907)	22,604,093	730,369	23,334,462	1,019,471	22,314,992	-	100.00%
733602 - SC Cosmetology Center	16,213,000	(1,147,729)	15,065,271	486,779	15,552,050	146,767	15,189,866	215,416	98.61%
733603 - SC Longenecker Renovation	22,555,000	(1,960,085)	20,594,915	665,449	21,260,365	2,955,590	16,734,495	1,570,279	92.61%
733604 - SC South Data Closets	765,000	(60,442)	704,558	22,765	727,324	7,510	324,265	395,549	45.62%
733605 - SC South Primary Electrical Upgrade	5,800,000	(2,720,399)	3,079,601	99,506	3,179,107	3,282	2,650,798	525,027	83.49%
733606 - SC South Access/ Security	599,000	105,558	704,558	22,765	727,324	378,994	212,617	135,713	81.34%
733607 - SC South HW/CW Relocation	10,266,000	(6,366,876)	3,899,124	125,986	4,025,109	9,049	3,458,874	557,187	86.16%
733608 - SC South Sanitary Sewer Rehabilitation	1,160,000	1,655,581	2,815,581	90,975	2,906,556	693,864	336,294	1,876,398	35.44%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Renovation	13,803,000	6,885,577	20,688,577	668,476	21,357,053	979,711	681,371	19,695,971	7.78%
73610A - SC Jones Central Plant Relocation	-	8,636,172	8,636,172	279,046	8,915,218	515,938	59,063	8,340,218	6.45%
733611 - SC Bruce Student Center Renovation	10,400,000	(8,225,107)	2,174,893	70,274	2,245,167	-	2,053,019	192,148	91.44%
733612 - SC HVAC Tech	312,000	2,429,828	2,741,828	88,592	2,830,420	23,115	2,707,360	99,945	96.47%
733613 - SC South DDC Network	580,000	178,117	758,117	24,496	782,613	109,057	396,869	276,687	64.65%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,355,716	5,355,716	173,050	5,528,766	268,127	4,444,822	815,817	85.24%
Sub-total	116,438,000	(6,614,996)	109,823,004	3,548,529	113,371,533	7,110,474	71,564,704	34,696,355	69.40%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(27,031,300)	968,700	31,300	1,000,000	-	-	1,000,000	-
76603A - MC Maritime Fire Program Relocation	-	1,916,000	1,916,000	84,000	2,000,000	903,130	882,225	214,645	89.27%
Sub-total	28,000,000	(25,115,300)	2,884,700	115,300	3,000,000	903,130	882,225	1,214,645	59.51%
Generation Park									
726601 - Generation Park	-	6,169,133	6,169,133	199,333	6,368,466	2,769,933	1,000,285	2,598,248	59.20%
Sub-total	-	6,169,133	6,169,133	199,333	6,368,466	2,769,933	1,000,285	2,598,248	59.20%
Admin									
736602 - College Development	30,000,000	(19,544,000)	10,456,000	-	10,456,000	2,866	71,368	10,381,766	0.71%
736604 - Dist Construction Studies	283,820	174,028	457,848	-	457,848	37,357	319,596	100,895	77.96%
720100 - Program Management - AECOM	-	11,054,218	11,054,218	(10,097,018)	957,200	428,271	-	528,929	44.74%
720100 - Program Management - Other	-	2,986,589	2,986,589	(2,986,589)	-	-	-	-	-
736601 - Contingency	1,166,180	18,010,321	19,176,501	-	19,176,501	-	-	19,176,501	-
Sub-total	31,450,000	12,681,156	44,131,156	(13,083,607)	31,047,549	468,494	390,964	30,188,091	2.77%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	68,146,194	217,647,610	139,206,196	67.25%

Generation Park

Report as of July 31, 2020

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park - 726601									
904605 - 2015 Revenue Bond - 726601	6,787,977	-	6,787,977	-	6,787,977	-	6,787,977	-	100.00%
929603 - Operational - 726601	8,843,556	-	8,843,556	-	8,843,556	140,754	8,647,449	55,353	99.37%
901609 - 2015 Bond - 726601	6,368,466	-	6,368,466	-	6,368,466	2,769,932	1,000,285	2,598,249	59.20%
901610 - Generation Park Site Infrastructure - 726601	4,000,000	-	4,000,000	-	4,000,000	71,936	3,919,438	8,626	99.78%
901610 - Generation Park Parking Lot - 76601A	3,521,892	-	3,521,892	-	3,521,892	212,750	47,250	3,261,892	7.38%
TOTALS	29,521,892	-	29,521,892	-	29,521,892	3,195,373	20,402,400	5,924,119	79.93%

Repair and Renovation

Report as of July 31, 2020

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
F20001 - CC Central Miscellaneous	-	50,000	50,000	-	50,000	7,797	34,517	7,686	84.63%
F20006 - C14.218 Pantry Market Relocation	-	23,500	23,500	-	23,500	100	13,226	10,174	56.71%
F20008 - CC Library Office Reconfiguration	-	20,000	20,000	-	20,000	118	13,648	6,234	68.83%
F20026 - CC Furniture Life Cycle Program	-	160,000	160,000	-	160,000	1,087	156,158	2,755	98.28%
F20036 - C11.1081 Conference Room Upgrade	-	20,000	20,000	-	20,000	501	17,482	2,017	89.92%
Sub-total	-	273,500	273,500	-	273,500	9,603	235,031	28,866	89.45%
North									
F20002 - NC North Miscellaneous	-	50,000	50,000	-	50,000	5,294	5,148	39,557	20.89%
F20011 - N12.203/206 Call Center Renovation	-	97,000	97,000	-	97,000	6,926	89,363	711	99.27%
F20027 - NC Furniture Life Cycle Program	-	120,403	120,403	-	120,403	6,249	91,297	22,857	81.02%
Sub-total	-	267,403	267,403	-	267,403	18,469	185,808	63,125	76.39%
South									
F18040 - S8 Roof Replacement Design	-	40,643	40,643	-	40,643	22,809	17,834	-	100.00%
F19080 - S7 Roof Replacement Design	-	10,150	10,150	-	10,150	10,150	-	-	100.00%
F20003 - SC South Miscellaneous	-	50,000	50,000	-	50,000	-	3,160	46,840	6.32%
F20005 - S9 HVAC Pipe Supports Design	-	6,300	6,300	-	6,300	1,575	4,725	-	100.00%
F20041 - S1 Install Exterior Canopies	-	13,860	13,860	-	13,860	13,860	-	-	100.00%
F20073 - S11 Heating HW Piping	-	93,100	93,100	-	93,100	82,786	-	10,314	88.92%
F20075 - SC Vehicle Security Gate	-	11,800	11,800	-	11,800	-	-	11,800	-
Sub-total	-	225,853	225,853	-	225,853	131,180	25,719	68,954	69.47%
District									
Sub-total	-	-	-	-	-	-	-	-	-
Contingency (720700)	1,070,684	(790,710)	279,975	-	279,975	-	-	279,975	-
Sub-total	1,070,684	(790,710)	279,975	-	279,975	-	-	279,975	-
Projects Closed									
F19067 - C11.1110 Surgical Sink Upgrade	-	27,444	27,444	-	27,444	-	27,444	-	100.00%
F20025 - C45.1429 Mag Unit Electrical	-	8,920	8,920	-	8,920	-	8,920	-	100.00%
F20033 - C11 Tier 1 Upgrade	-	15,715	15,715	-	15,715	-	15,715	-	100.00%
F20043 - C20 Corridor Painting	-	19,058	19,058	-	19,058	-	19,058	-	100.00%
F20045 - C14 Chilled Water Line	-	-	-	-	-	-	-	-	-
F20013 - N7 ECHS Dining Hall Audio Visual Upgrade	-	10,953	10,953	-	10,953	-	10,953	-	100.00%
F20014 - N1 Audio Visual System Upgrade	-	15,646	15,646	-	15,646	-	15,646	-	100.00%
F20052 - N6 Exterior Weatherproofing	-	9,057	9,057	-	9,057	-	9,057	-	100.00%
F20029 - SC - Furniture Life Cycle Program	-	131,465	131,465	-	131,465	-	131,465	-	100.00%
F20031 - S9.252 Walls Painted	-	7,358	7,358	-	7,358	-	7,358	-	100.00%
F20032 - S11 2nd Floor Carpet Replacement	-	27,353	27,353	-	27,353	-	27,353	-	100.00%
F20038 - S11.231 Workspace with Furniture	-	7,473	7,473	-	7,473	-	7,473	-	100.00%
F19076 - Aerospace Workforce Train Center	-	3,501	3,501	-	3,501	-	3,501	-	100.00%
F20004 - Admin Campus Misc.	-	22,620	22,620	-	22,620	-	22,620	-	100.00%
F20047 - Replace Recycle Receptacles District Wide	-	48,719	48,719	-	48,719	-	48,719	-	100.00%
Sub-total	-	355,281	355,281	-	355,281	-	355,281	-	100.00%
TOTALS	1,070,684	331,327	1,402,011	-	1,402,011	159,252	801,839	440,920	68.55%

Action Item “IX”
Regular Board Meeting August 31, 2020
Consideration of Approval of Amendment to the 2020-2021 Budget
for Restricted Revenue and Expenses Relating to Federal and State Grants

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

Federal, state, and local grants may require amendments for receipt of newly awarded grants or changes to existing grants. These amendments should be processed in a timely manner in order to provide the access to funding to meet the objectives set forth within the grant requirements. This budget amendment request includes the additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants received during the months of August 2020.

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$850,418, so the net impact on the College budget is zero.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1- Budget Amendments-08-31-20

Attachment 2- Grant Detail-08-31-20

RESOURCE PERSONNEL

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SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
August 31, 2020

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education/Higher Education Emergency Relief Fund - CARES Act - Developing Hispanic</u>					
<u>Serving Institutions (New Grant)</u>					
Federal Grant Revenue	538446	56700	554100	110000	(589,114)
Student Aid - Scholarships*	538446	56700	751009	520235	<u>589,114</u>
					\$ -
<u>U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins State Leadership Grant</u>					
<u>2020 - 2021 (New Grant)</u>					
Federal Grant Revenue	538449	56700	554100	110000	(199,983)
PT - Institutional	538449	56700	614100	460121	76,800
Fringe Benefits	538449	56700	650000	460121	2,112
Supplies	538449	56700	710000	460125	115,000
Travel	538449	56700	721000	460122	3,700
Contractual Svcs - Indirect costs	538449	56700	731500	620909	<u>2,371</u>
					-
<u>U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical</u>					
<u>Education - Basic Grant 2021 (Additional Funds)</u>					
Federal Grant Revenue	528436	56700	554100	110000	(16,332)
Supplies	528436	56700	710000	460115	15,516
Contractual Svcs - Indirect costs	528436	56700	731500	620909	<u>816</u>
					-
<u>Texas Workforce Commission - San Jacinto College in Partnership with a Maritime Consortium 2020-2021</u>					
<u>(Additional Funds)</u>					
State Grant Revenue	551038	56700	554200	110000	(11,500)
Fringe Benefits	551038	56700	650000	460961	1,000
Supplies	551038	56700	710000	460961	500
Equipment	551038	56700	741000	460961	<u>10,000</u>
					-
<u>Texas Workforce Commission - Skills for Small Business Program (Additional Funds)</u>					
State Grant Revenue	551034	56700	554200	110000	(10,500)
Contractual Svcs - Indirect costs	551034	56700	731500	620909	500
Student Aid - Scholarships	551034	56700	751009	520235	<u>10,000</u>
					-
<u>San Jacinto College Foundation - Student Success Initiatives Fall 2020 Awards (New Grant)</u>					
Local Grant Revenue	571062	56700	554300	110000	(22,989)
Supplies	571062	56700	710000	466201	12,339
Contractual Svcs	571062	56700	731000	466201	8,650
Student Aid - Scholarships	571062	56700	751009	520235	<u>2,000</u>
					-
Net Increase (Decrease)					<u>\$ -</u>

Note: Credits to revenues are increases and credits to expenses are decreases.
Conversely, debits to revenue are decreases and debits to expenses are increases.
* Expense item might be subject to change due to the COVID-19 conditions.

Grant Funding Summary by Agency:

U.S. Department of Education	\$ 805,429
Texas Workforce Commission	22,000
San Jacinto College Foundation	<u>22,989</u>
	\$ 850,418

August 31, 2020 Board Book – Grant Amendments Detail List

U.S. Department of Education/Higher Education Emergency Relief Fund - CARES Act - Developing Hispanic Serving Institutions (New Grant)

This award is provided to San Jacinto College to defray expenses incurred, including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll due to COVID-19. Further, funds may also be used for grants to students for any component of the student's cost of attendance, as defined under Section 472 of the Higher Education Act, including food, housing, course materials, technology, health care, and child care.

U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins State Leadership 2020 – 2021 (New Grant)

This San Jacinto College pilot project will acquaint students with apprenticeships in non-traditional occupations including healthcare professions and computer science. The college will develop curriculum, recruit participants, conduct three-week summer pre-apprenticeships in healthcare and computer professions, revise curricula and conduct 4 pre-apprenticeship workshops through hybrid delivery models in year 2. The models of pre-apprenticeships will give the participants hands on experience in a variety of occupations within the employment sector and provide safety education and certification. The outcomes will be that the curricula for these workshops will be developed, at least 90 students over the two-year period will be registered in these workshops, and San Jacinto College will mentor other colleges in the state who are interested in a similar project/concept.

U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical Education - Basic Grant 2021 (Additional Funds)

The Perkins Act defines vocational-technical education as organized educational programs offering sequences of courses directly related to preparing individuals for employment in current or emerging occupations requiring other than a baccalaureate or advanced degree. Programs include competency-based applied learning, which contributes to an individual's academic knowledge, higher-order reasoning, problem solving skills, and the occupational-specific skills necessary for economic independence as a productive and contributing member of society. The most frequent use of funds include: occupationally relevant equipment, vocational curriculum materials, materials for learning labs, curriculum development or modification, staff development, career counseling and guidance activities, efforts for academic-vocational integration, supplemental services for special populations, hiring vocational staff, remedial classes, and expansion of tech prep programs.

Texas Workforce Commission - San Jacinto College in Partnership with a Maritime Consortium 2020-2021 (Additional Funds)

The project will provide training to new and current workers of participating businesses during industry downtime. Upon completion of training, the business partners expect their participant employees to have updated workforce skills that meet U.S. Coast Guard standards, regulations, and certification requirements. Tangible goals for the business partner's relationship with employees are increased employee loyalty, retention, performance, and productivity. Ultimately this project will provide promotion opportunities for employees. Project participants must be

full-time employees from one of the business partners and the partner businesses must be current contributors of Texas Unemployment Insurance Taxes. Project partners include Buffalo Marine Services, G & H Towing Company, Genesis Energy and Kirby Inland Marine.

Texas Workforce Commission - Skills for Small Business Program (Additional Funds)

San Jacinto College will train employees of Texas businesses that have fewer than 100 employees through the Skills for Small Business program sponsored by the Texas Workforce Commission. These employers are the backbone of Texas' business community – the state's more than 433,000 small businesses. Training through the Skills for Small Business program increases business competitiveness, upgrades the skills of current employees and prepares newly hired employees for job requirements. This grant works in conjunction with the Small Business Forums hosted by the Office of the Governor.

San Jacinto College Foundation - Student Success Initiatives Fall 2020 Awards (New Grant)

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

Action Item “X”
Regular Board Meeting August 31, 2020

**Consideration of Approval of Policy III.3006.D, Sexual Misconduct and Rescission
of VI.6004.D, Campus Sexual Misconduct – Second Reading**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy (III.3006.D) on Sexual Misconduct and rescind the current policy (VI.6004.D) on campus sexual misconduct.

BACKGROUND

San Jacinto College is committed to maintaining a campus environment that is free from discrimination based on sex. In support of that objective, this Policy prohibits sexual harassment, sexual assault, dating violence, domestic violence, and stalking against any student or employee by any person under the control of the College.

This policy and the associated procedures are comprehensive with extensive changes that provide due process for students and employees per current updates to the Title IX Regulations recently published in May 2020 and State of Texas legislative mandates. The College currently has a policy and procedure in place, but due to the extensive changes required it is recommended that the current policy and procedure be rescinded, and a new policy and procedure be implemented. The current policy and procedure are attached for reference and were rescinded as of the date the new policy and procedure became effective.

Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission gives the Chancellor the authority to sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation without utilizing the procedures outlined in this policy. Under that authority, the proposed policy was temporarily effective as of August 4, 2020. Per Policy II.2001.A, to become permanent, these changes followed the standard policy review process and are being presented for approval.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on July 27, 2020. Comments were reviewed, and any necessary changes were reviewed and incorporated. After a additional review minor changes were made to the policy and procedure (see track changes in attachments 2 and 4). Procedures are provided for informational purposes.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

Action Item “X”
Regular Board Meeting August 31, 2020

**Consideration of Approval of Policy III.3006.D, Sexual Misconduct and Rescission
of VI.6004.D, Campus Sexual Misconduct – Second Reading**

ATTACHMENTS

- Attachment 1 – Summary of Changes
- Attachment 2 - Policy III.3006.D, Sexual Misconduct, proposed policy
- Attachment 3 - Policy VI.6004.D, Campus Sexual Misconduct – current policy –
recommend rescission

Informational Items Only:

- Attachment 4 – Procedure III.3006.D.a, Allegations of Sexual Misconduct – proposed
procedure
- Attachment 5 – Procedure VI.6004.D.a, Reporting and Handling Campus Sexual Misconduct
– current procedure – recommend rescission

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: **III.3006.D**

Proposed Policy Name: **Sexual Misconduct**

Current Policy Number/Name: VI.6004.D, Campus Sexual Misconduct

New Procedure Number: **III.3006.D.a**

Proposed Procedure Name(s): **Allegations of Sexual Misconduct**

Current Procedure Number(s)/Name(s): VI.6004.D.a, Reporting and Handling Campus Sexual Misconduct

Action Recommended for Policy: Rescind current and Approve proposed

Action Recommended for Procedures: Rescind current and Approve proposed

Web Links - Policy and Procedure to be Rescinded: <https://www.sanjac.edu/policy-vi6004d-campus-sexual-misconduct>

<https://www.sanjac.edu/procedure-vi6004da-reporting-and-handling-campus-sexual-misconduct>

Primary Owner: Deputy Chancellor & President

Vice Chancellor, Human Resources, Organizational and Talent Effectiveness

Secondary Owner: Associate Vice Chancellor, Student Services

Vice President, Human Resources

Summary of Changes:

- This policy and procedure are comprehensive with extensive changes that provides due process for students and employees per current updates to the Title IX Regulations recently published in May 2020.
- The policy and procedure apply to students and employees.
- The regulations require certain content be included in the Board policy or procedure. These include but are not limited to:
 - The creation and inclusion of a live-hearing process for student-related hearings to determine responsibility of the respondent. This hearing also applies to student / employee Title IX complaints.
 - The responsibility of the College to provide a trained Title IX advisor to both parties. The role of the advisor will be to guide the respective parties during the investigatory process and to cross-examine witnesses and the other party during a live hearing.
 - The evidentiary standard must be consistent throughout all procedures related to sexual harassment. The College will use the preponderance of the evidence standard.
- Both the policy and procedure have been vetted by outside counsel and by both Title IX Offices at the College.
- Rescind Policy VI.6004.D, Campus Sexual Misconduct
- Rescind Procedure VI.6004.D.a, Reporting and Handling Campus Sexual Misconduct

Policy III.3006.D, Sexual Misconduct

Purpose

San Jacinto College is committed to maintaining a campus environment that is free from discrimination based on sex. In support of that objective, this Policy prohibits sexual harassment, sexual assault, dating violence, domestic violence, and stalking against any student or employee by any person under the control of the College. This Policy also prohibits conduct of a sexual nature that is objectively offensive and inappropriate for a campus environment but that may not satisfy legal definitions of sexual harassment, sexual assault, dating violence, domestic violence, or stalking. Further, this policy prohibits retaliation against any member of the College community who in good faith reports a violation of College policy or who cooperates in an investigation, disciplinary process, or judicial proceeding arising from such a report.

This Policy applies to all College students, administrators, faculty, staff, and third parties within the College's control. This policy applies regardless of the sex, sexual identity, or sexual orientation of the parties. Individuals who violate this Policy and its affiliated procedures are subject to discipline up to and including expulsion for students and termination for employees.

This Policy and its affiliated procedures implement legal requirements found in Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972 and its implementing regulations; the Clery Act and its implementing regulations; and the Texas Education Code, chapter 51, subchapter E-2.

Policy

General Prohibition: San Jacinto College prohibits all employees, students, and third parties under the College's control from engaging in sexual harassment, sexual assault, dating violence, domestic violence, and stalking ("Sexual Misconduct"). This Policy also prohibits conduct of a sexual nature that is objectively offensive and inappropriate for a campus environment but that may not satisfy legal definitions of sexual harassment, sexual assault, dating violence, domestic violence, or stalking ("Other Inappropriate Conduct"). This Policy applies to conduct that occurs on College-owned or College-leased property or in a College vehicle; in a College program or activity whether on or off campus; in a building owned or controlled by a student organization that is officially recognized by the College; or in other instances in which the College exercised substantial control over the alleged perpetrator and the context in which the conduct occurred. This policy applies to off-campus conduct that adversely affects or jeopardizes a student's equal access to the College's education programs or activities.

Retaliation Prohibited: Retaliation is prohibited against an individual who in good faith reports conduct prohibited by this policy or who cooperates in an investigation, disciplinary process, or judicial proceeding arising from such a report. Retaliation is a decision or action that is materially adverse and is of the type that would dissuade a reasonable person from exercising his or her rights to file a complaint or to participate in an investigation.

Definitions: The definitions of sexual harassment, sexual assault, dating violence, domestic violence, stalking, and other inappropriate conduct are found in the College's Human Resources procedures (Procedure 1-2), student conduct procedures (Procedure VI.6004.D.a), and the Code of Student Conduct.

Coordination of College Efforts to Prevent Sexual Misconduct: The College's Vice Chancellor of Human Resources oversees the College's efforts to prevent and remediate employee conduct prohibited by Title VII. The College's Title IX Coordinators coordinate the College's efforts to prevent and remediate conduct prohibited by Title IX. The names and contact information of these individuals shall be available on the College's web-site and in appropriate handbooks and the Code of Student Conduct.

Mandatory Reporting by Employees: Any employee who, in the course and scope of their employment, observes or receives information regarding an incident that the employee reasonably believes constitutes sexual harassment, sexual assault, dating violence, or stalking that was committed by or against a San Jacinto College student or employee must promptly report the incident or allegation to one of the College's Title IX Coordinators in accordance with the College's procedures. The duty to report applies if the student was enrolled at the College at the time of the incident or if the employee was employed by the College at the time of the incident. The employee shall report all known information regarding the incident, including, if available, the name of the alleged victim, respondent, location, and nature of the incident. If the alleged victim has expressed a desire for confidentiality, the employee shall provide this information to the Title IX Coordinator.

Employees who fail to make a mandatory report are subject to termination in accordance with College termination procedures. Additionally, the employee is subject to criminal prosecution as stated in Section ~~5124~~.255 of the Texas Education Code.

Recognition of Freedom of Speech: Freedom of speech and principles of academic freedom are central to the mission of institutions of higher education. This policy is not intended to restrict constitutionally protected speech.

Reporting Options and Supportive Measures: Any person may report sexual misconduct, retaliation, or other inappropriate conduct prohibited by this policy to the College's Human Resources Department or to any Title IX Coordinator in person or by mail, telephone, electronic email, or on-line portal. Violations also may be reported to the San Jacinto College Police Department or other law enforcement agency. Individuals may seek the assistance of a Title IX Coordinator in making a report to law enforcement. Additionally, regardless of whether a complaint is filed with the Human Resources Department, a Title IX coordinator, or the police, or whether no complaint is filed at all, students and employees may request campus support services or supportive measures or seek general information about their rights and options. Supportive measures are non-disciplinary measures designed to restore or preserve access to the individual's work environment or education program or activity without unreasonably burdening the other party and may include, for example, modification of a class schedule or work schedule, restrictions on contact between the parties, or withdrawal from a class without penalty.

Reporting an incident or seeking support services or supportive measures will not necessarily initiate an investigation; a formal complaint ordinarily must be filed to initiate an investigation. The College's procedures shall identify confidential reporting opportunities for students and employees that respect an individual's desire for privacy.

Development of Procedures for Filing and Adjudicating Complaints: The College Administration, under the direction of the Chancellor or Chancellor's designee, shall prepare reporting and complaint processes that comply with Title VII, Title IX, and their implementing regulations. Additionally, the Administration shall prepare a complaint process that enables students and employees to redress sexually inappropriate conduct that does not satisfy the legal definitions of sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

All of the College's procedures shall provide for the prompt and thorough investigation of employee complaints and student complaints by personnel who are impartial, neutral, and trained on investigations and applicable laws pertaining to Sexual Misconduct. The applicable procedure may depend upon the nature of the allegations and whether a student or employee is the complainant or respondent. The College's Title IX Coordinators will assist students and employees in understanding their rights and options and will direct them to the applicable policies and procedures. The College's procedures shall provide the following: (1) Equitable treatment of complainants and respondents; (2) A process for filing formal complaints that will initiate a formal investigation and provide written notice to the parties regarding the investigation and their respective rights; (3) An objective evaluation of all relevant evidence by unbiased investigators and decision-makers; (4) A presumption that the respondent is not responsible for the alleged violation until a determination is made after completion of the applicable complaint process; and (5) Other procedures reasonably necessary to facilitate a fair and equitable process.

Parties shall have equal access to the evidence gathered during an investigation and shall receive a copy of the written report of the investigation. The College will provide reasonable written notice to a party whose participation is invited or expected of the date, time, location, and purpose of all meetings, investigative interviews, or other proceedings under this policy.

A reporting party's sexual predisposition or prior sexual behavior shall not be not relevant in any investigation or hearing format under the College's procedures except where questions and evidence about a reporting party's prior sexual behavior are offered to prove that someone other than the respondent committed the alleged conduct charged by the reporting party or if the questions or evidence concern specific incidents of the complainant's prior sexual behavior with the respondent and are offered to prove the complainant's consent of the alleged conduct.

Determination of Responsibility; Hearing Procedures; Discipline or Sanctions: Hearings, when required by Title IX, other law, or College procedure, will be conducted by neutral and impartial decision-makers in accordance with a published protocol. Decision-maker(s) will prepare a written determination containing findings of fact based on a preponderance of the evidence and providing a rationale as to whether the respondent is responsible for each incident of alleged misconduct based on the College's policies, procedures, or codes of conduct. Determinations shall be based on relevant evidence. Students found responsible for a violation of this policy will be subject to sanctions ranging from educational training and counseling to restrictions on activities to suspension, expulsion, or denial of degree. Employees found responsible for a violation of this policy will be subject to discipline ranging from counseling and reprimands to demotion, reassignment, suspension, or termination. Other sanctions may be

appropriate and will be tailored to the fact-finding and circumstances. The College’s procedures will publish the full range of potential sanctions and remedies and shall describe available appeal procedures and the standards applicable to appeals.

Complaints against the College Chancellor: A Formal Complaint against the College Chancellor should be submitted to the Chairperson of the Board of Trustees. This policy and the College’s complaint processes shall apply to the extent practicable; avoidance of any conflict of interest is paramount. The Chairperson shall appoint an external investigator, who may be an attorney, to conduct an investigation that complies with applicable law. Any hearings shall be conducted by the Board of Trustees. Members of the Board of Trustees shall receive any training required by Title IX, Title VII, or other applicable law.

Evidence Preservation: Individuals who have experienced an alleged sexual assault or other Sexual Misconduct are encouraged to go to a hospital for a medical exam or treatment as promptly as possible and to preserve all evidence related to the assault or misconduct. Individuals should not wash, shower, or change clothes prior to a medical exam or treatment. Clothing, if removed, should be placed in a paper bag. Evidence of emails and text messages should be preserved.

Training and Educational Materials: The College Administration shall take action to ensure that the College provides training and educational materials to students and employees as may be required by law and as may be required to ensure compliance with this policy, including providing training to all Title IX coordinators, investigators, decision-makers, and other individuals involved in the processing of reports and complaints under this policy.

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

Associated Procedures

Procedure III.3006.D.a, Allegations of Sexual Misconduct

Date of Board Approval	This policy is effective as of August 4, 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 will follow the standard policy review process at the next regularly scheduled meeting of the Board. Anticipated August 31, 2020 (First reading occurred August 3, 2020)
Effective Date	August 4, 2020
Primary Owner	Deputy Chancellor & President Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Associate Vice Chancellor, Student Services Vice President, Human Resources

Policy VI.6004.D, Campus Sexual Misconduct

Purpose

This policy is state-mandated by both Texas House Bill 699 (2015) and Senate Bill 968 (2017) and requires colleges to develop a training for students regarding campus sexual misconduct and deliver the training during students' first term of enrollment. Both bills require the inclusion of definitions of prohibitive behavior, sanctions for violations, and protocol for reporting and responding to reports of campus sexual assault. In addition, the content of the policy is also federally mandated in accordance with the Reauthorization of the Violence Against Women Act (VAWA) and the Campus SaVE amendments to the Clery Act in 2013.

Policy

San Jacinto College prohibits all employees and students from engaging in sexual harassment, sexual violence, and other behaviors of a sexual nature that are hostile, unwelcome, or intimidating. This prohibition encompasses conduct occurring on-campus or in connection with a College activity or program. Prohibited conduct that occurs off-campus is also encompassed by these rules if the conduct creates a sexually hostile environment on campus or in a college activity or program or adversely affects another student's educational opportunities at the College.

Students who believe that they have been subjected to sexual misconduct (sexual assault, sexual harassment, dating violence, domestic violence, intimate partner violence or stalking) are encouraged to report their complaint to the SJC Campus Police Department (281-476-9128) as soon as possible after the incident occurs. Reports of sexual misconduct involving another student also may be directed to the Compliance & Judicial Affairs Office by submitting an Online Incident Report at www.sanjac.edu/incident-report or by calling 281-478-2756. Reports of sexual misconduct involving an employee should be reported to the Human Resources Department by calling 281-998-6115.

Existing disciplinary and complaint procedures, found in the Student Handbook, will serve as the framework for resolving allegations of sexual misconduct against students. Students found responsible for sexual misconduct will be subject to campus disciplinary sanctions. If an investigation substantiates that an employee engaged in sexual misconduct, the employee is subject to disciplinary action, up to and including termination, as provided in Board policy. In addition, any employee or student may face criminal prosecution for violations of applicable state and federal laws.

All sexual misconduct policies and complaint procedures (for students) can be found in the Code of Student Conduct and the Complaint Procedures sections of the Student Handbook. Employee-related policies and procedures can be accessed on the Human Resources page of the College website.

In accordance with Texas House Bill No. 699, Senate Bill 968 (2017), and the Campus SaVE Act/Clery Act, San Jacinto College provides an orientation/training on the College's campus

sexual misconduct policy for incoming freshman during their first term of enrollment.

Definitions of Prohibited Behavior

(Definitions and additional information can be found in the Student Handbook)

Sexual Assault: Intentionally or knowingly causing physical sexual contact or sexual penetration of another person without that person’s consent. "Sexual contact" includes any touching of the anus, breast, or any part of the genitals of another person with intent to arouse or gratify the sexual desire of any person. Sexual assault is without consent of the other person if the actor compels the other person to submit or participate by use of physical force or violence, or threat of force or violence, and the other person believes the actor has the present ability to execute the threat; or the other person cannot consent due to age, mental impairment, or other circumstance.

Sexual Harassment: Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome verbal comments of a sexual nature, and unwelcome physical contact or touching of a sexual nature. Sexual harassment is wrongful regardless of whether the parties are of the same sex or of the opposite sex.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic Violence: The term “domestic violence” refers to a pattern of abusive behavior between two individuals formerly or currently in an intimate relationship, including through marriage, cohabitation, dating, or within a familial or household arrangement. Abuse may be in the form of physical assault, sexual assault, bodily injury, emotional distress, physical endangerment, or when the imminent threat of any of these instances puts the victim in fear of their occurrence. The term encompasses acts committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, and by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Intimate Partner Violence: Physical violence, sexual violence, stalking and psychological aggression (including coercive acts) by a current or former intimate partner.

Stalking: a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress. “Course of conduct” means two more acts, including, but not limited

to, acts in which the stalker directly or indirectly, or through third parties, by any action, method, device or means.

Definitions

Violence Against Women Act (VAWA): was signed into law in 1994 by President Clinton, and reauthorized twice by President Bush (2000 and 2005). As it relates to the College, the act provided funding toward investigation and prosecution of violent crimes against women and imposed automatic and mandatory restitution on those convicted. It was expanded in 2013 as the *Campus SaVE Act* with the purpose of expanding the scope of legislation regarding reporting (how a college educates students to report), response (how a college educates students on how a College will respond to reports), and prevention education (for students and employees) for the following areas: domestic violence, dating violence, sexual assault, and stalking.

Campus SaVE Act: refers to the Campus Sexual Violence Elimination Act of 2013. See the definition above.

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.D.a, Reporting and Handling Campus Sexual Misconduct

Date of Board Approval	August 6, 2018
Effective Date	August 7, 2018
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, of Student Service

Procedure III.3006.D.a, Allegations of Sexual Misconduct

Associated Policy

Policy III.3006.D, Sexual Misconduct

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1. General Restatement of Policy

San Jacinto College is committed to maintaining an educational environment that is free from discrimination based on sex. The College prohibits sexual misconduct perpetrated against a student or employee by other students, employees, or third parties under the control of the College. "Sexual Misconduct" as used in this Procedure refers to sexual harassment, sexual assault, dating violence, domestic violence, and stalking as defined under Title IX of the Education Amendments of 1972 and that occurs in an education program or activity of the College. This Procedure also addresses conduct of a sexual nature that is objectively offensive and inappropriate for an educational environment but that may not satisfy legal definitions of sexual harassment, sexual assault, dating violence, domestic violence, or stalking (referred to collectively as "Other Inappropriate Conduct"). College policy prohibits retaliation against any member of the College community who in good faith reports a violation of College policy or who cooperates in an investigation, disciplinary process, or judicial proceeding arising from such a report.

This Procedure applies to all College students, administrators, faculty, staff, and third parties within the College's control.

This Procedure applies to conduct that occurs on College-owned or College-leased property or in a College vehicle; during a College activity or event sponsored by the College whether on campus or off campus; in a building owned or controlled by a student organization that is officially recognized by the College; or in other instances in which the College exercised substantial control over the alleged perpetrator and the context in which the conduct occurred. This policy applies to off-campus conduct that adversely affects or jeopardizes another student's equal access to the College's education programs or activities.

Attachment 4 - Proposed Procedure

The College's response to reports of Sexual Misconduct and Other Inappropriate Conduct is coordinated by the College's Title IX Coordinators. A list of the College's Title IX Coordinators and their contact information is found here <https://www.sanjac.edu/reporting-sexual-misconduct>.

A glossary of definitions used in this Procedure is found in Section 12 below.

This Procedure implements legal requirements found in Title IX of the Education Amendments of 1972 and its implementing regulations; the Clery Act and its implementing regulations; and the Texas Education Code, chapter 51, subchapter E-2.

2. General Statement Empowering College Community

This procedure distinguishes between *reporting* allegations of misconduct and *filing* a Formal Complaint of misconduct. Reporting an allegation informs the College of an incident, which enables the College to inform the alleged victim of his or her rights and options, which includes the right to request support services or supportive measures (sometimes described as interim measures). Reporting an allegation does not necessarily result in the initiation of an investigation and the Grievance Process under this Procedure.

When an individual reports an allegation (or when someone reports an allegation on behalf of an individual), the alleged victim will be offered individualized supportive measures and will be informed of their option to file a Formal Complaint. If the individual desires an investigation and wishes to invoke the Grievance Process, he or she should file a Formal Complaint as stated in Section 9. As explained below, filing a Formal Complaint typically will result in an investigation and hearing to determine whether the responding party should be found responsible and whether the responding party should be sanctioned.

3. Mandatory Reporting by Employees

Any employee who, in the course and scope of their employment, observes or receives information regarding an incident that the employee reasonably believes constitutes sexual harassment, sexual assault, dating violence, or stalking that was committed by or against a San Jacinto College student or employee, must promptly report the incident or allegation to one of the College's Title IX Coordinators in accordance with this Procedure unless an express exception applies. The duty to report applies if the student was enrolled at the College at the time of the incident or if the employee was employed by the College at the time of the incident. The employee shall report all known information regarding the incident, including, if available, the name of the alleged victim, respondent, location, and nature of the incident. If the alleged victim has expressed a desire for confidentiality, the employee shall provide this information to the Title IX Coordinator.

Employees who fail to make a mandatory report are subject to termination in accordance with College termination procedures. Additionally, the employee is subject to criminal prosecution as stated in Section 51.255 of the Texas Education Code.

An employee who makes a report under this policy may have additional reporting obligations under other law. Employees who are Campus Security Authorities (CSA) under the Clery Act will have an obligation to report certain incidents to Campus Police in accordance with the Clery Act. Additionally, any employee who has cause to believe that a child's physical or mental health or welfare has been adversely affected by sexual abuse, child abuse, or neglect by any person must report the suspicion as required by chapter 261 of the Texas Family Code. A child is a person who is 17 years old or younger. An employee that suspects abuse or neglect of a child must within 48 hours report the suspicion to the Texas Abuse

Hotline (1-800-252-5400) at the Texas Department of Family and Protective Services (DFPS). If the child is in immediate danger, the employee should first call 9-1-1 first and then the Texas Abuse Hotline.

When in doubt about whether an incident should be reported, the employee should err on the side of reporting.

Reporting Process for Employees: Employees may fulfill their mandatory reporting obligation by speaking with or emailing a College Title IX Coordinator or submitting a report via the College's online portal at www.sanjac.edu/incident-report <http://sjc.prod.acquia-sites.com/form/employee-reporting-sexual-misconduct>.

Limited Exceptions for Mandatory Reporting: Employees with a legal duty of confidentiality – such as a licensed professional counselor providing therapeutic services – are required to report only the type of the incident (e.g., sexual assault or stalking) but are not required to provide any other details, such as the names of the individuals involved in the incident. Victims of an alleged incident are not required to report their own incidents.

Responsible Employees with a Duty to Take Corrective Action: Some employees have the authority and duty to institute corrective measures when they have actual knowledge of alleged violations of Title IX. Responsible employees are those who serve at or above the level of dean or director.

4. Reporting Procedures

4.1 Reporting to a Title IX Coordinator: Any student or other individual may report Sexual Misconduct or Other Inappropriate Conduct whether or not the person reporting is the alleged victim. Reports may be submitted to one of the College's Title IX Coordinators in person or by mail, telephone, electronic email, or online portal at www.sanjac.edu/incident-report. Submitting a report does not obligate the individual to file a Formal Complaint or to participate in an investigation.

Allegations against students also may be reported to the Compliance & Judicial Affairs Office by calling 281-478-2756. Allegations against employees may be reported to the Human Resources Department by calling 281-998-6115. A complaint against a Title IX Coordinator should be reported to the Vice Chancellor of Fiscal Affairs (281-998-6306).

When an individual (or someone on their behalf) makes a report to a Title IX Coordinator, the Title IX Coordinator will notify the individual in writing of his or her rights and options, including how to file a Formal Complaint if desired and how to request support services or supportive measures (addressed in Section 6 of this Procedure). An individual may request support services or supportive measures without filing a Formal Complaint.

4.2 Reports to Law Enforcement: The reporting party may report a crime in progress by calling 911. If the incident occurred on a San Jacinto College campus, the reporting party may make a report to the San Jacinto College (SJC) Police Department (281-476-9128) or to another police agency with jurisdiction. A police department's geographic jurisdiction will depend on the location of the incident ([click here](#)) for a list of other police agencies near and around the College's campuses). The SJC police or other police agency may share the report with the College's Title IX Coordinators. Prompt reporting will aid in the preservation of evidence. The decision whether to report to law enforcement belongs to the alleged victim. Crime victims may choose to report an offense to law enforcement or to decline to report a crime to law enforcement. Additionally, regardless of whether the alleged victim files a police report, the alleged victim has a right to file an administrative complaint with the College or to seek support services or supportive measures from the College (addressed in Section 6 of this Procedure). An individual may request the assistance of a Title IX Coordinator in making a police report.

4.3 Evidence Preservation: Victims of an alleged sexual assault or other Sexual Misconduct are encouraged to go to a hospital for a medical exam or treatment as promptly as possible and to preserve all evidence related to the assault or misconduct, including potential DNA evidence and evidence of bruising or other injuries. Victims should not wash, shower, or change clothes prior to a medical exam or treatment. Clothing, if removed, should be placed in a paper bag. Evidence of emails and text messages should be preserved.

4.4 Confidential Reporting: Confidential reporting opportunities are discussed in Section 7 of this Procedure.

4.5 Anonymous Reports: Any person may make an anonymous report to a Title IX Coordinator. However, depending on the facts and circumstances of the anonymous report, the College may be limited in its ability to stop the alleged conduct, collect evidence, or remedy the situation.

4.6 Formal Complaints: Formal Complaints may be filed in accordance with Section 9.

4.7 External Reports: Any person may contact the Office for Civil Rights to report a violation of Title IX:

Office for Civil Rights
U.S. Department of Education
1999 Bryan St., Suite 1620
Dallas, Texas 75201-6810
214-661-9600
214-661-9587 (fax)

4.8 Reports Against Title IX Coordinator or Chancellor

A Formal Complaint against a Title IX Coordinator shall be filed directly with the Vice Chancellor of Fiscal Affairs (281-998-6306)~~Chancellor~~ who shall take appropriate, prompt action to ensure that the complaint is investigated including, as appropriate, hiring an external investigator, which may be an attorney. This Procedure shall apply to the extent practicable; avoidance of any conflict of interest is paramount.

A Formal Complaint against the Chancellor or any ~~b~~Board member shall be filed with the Board Chair~~person~~~~man~~. Charges against the Chair~~person~~~~man~~ shall be filed with the Vice Chair~~person~~~~man~~. The official receiving the charge shall take appropriate, prompt action to ensure that the complaint is investigated including, as appropriate, hiring an external investigator, which may be an attorney. The investigation report shall be presented to the Board of Trustees.

5. Immunity from Discipline; Protection Against Retaliation

5.1 Immunity: College policy prohibits charges against an individual for code of conduct or disciplinary violations that do not involve sex discrimination or sexual misconduct but arise out of the same facts or circumstances as a report or complaint of sex discrimination or sexual misconduct when the purpose of the charge is to interfere with any right or privilege secured by this policy or Title IX and its implementing regulations.

To encourage reporting of Sexual Misconduct and Other Inappropriate Conduct, the College may grant immunity (also known as amnesty) from disciplinary action to a student or employee who acts in good faith in reporting an alleged violation, filing a Formal Complaint, or participating in a Grievance

Process. For example, students who report that they were a victim of sexual assault will not face disciplinary charges for other code of conduct violations, such as underage drinking, that occurred in conjunction with the alleged sexual assault. A person who allegedly engaged in Sexual Misconduct or Other Inappropriate Conduct may not avoid discipline by reporting his or her own acts of Sexual Misconduct or Other Inappropriate Conduct.

5.2 Protection Against Retaliation: Retaliation is prohibited against an individual who in good faith reports an incident under this Procedure, opposes conduct prohibited by this Procedure, or cooperates in an investigation, disciplinary process, or judicial proceeding arising from such a report. Retaliation is a decision or action that is materially adverse to the reporting party and is of the type that would dissuade a reasonable person from exercising his or her rights to file a complaint or to participate in an investigation. Unlawful retaliation does not include petty slights or annoyances. Students who believe that they have been subjected to retaliation may file a complaint pursuant to Complaint Procedure 300 in the Student Handbook. Employees who believe that they have been subjected to retaliation may file a complaint pursuant to Human Resources Procedure 3-19(A)(2).

6. Resources and Assistance and Supportive Measures for Reporting Parties and Respondents

6.1 Immediate Assistance

Medical care: Individuals who have experienced sexual violence are encouraged to seek immediate medical care to obtain treatment or medication and to preserve evidence, including DNA evidence. Visiting a doctor does not obligate the individual to file a complaint with the College or the police. The individual should consider seeking a Sexual Assault Forensic Exam (SAFE) performed by a Sexual Assault Nurse Examiner (SANE) if the incident occurred within the preceding four days. For more information, please see <https://www.texasattorneygeneral.gov/crime-victims/services-crime-victims>. The cost of the forensic portion of the exam is covered by the law enforcement agency that is investigating the assault or, in cases where a report will not be made to the police, the Texas Department of Public Safety. This does not include fees related to medical treatment that are not a part of the SAFE.

Counseling Services: A student who has experienced Sexual Misconduct or Other Inappropriate Conduct may benefit from immediate counseling or psychological care, regardless of whether the individual makes any other type of report. A student may obtain psychological support from a private provider or from the College's Educational Planning, Counseling, & Completion office. Students desiring counseling should contact:

Any Educational Planning, Counseling, and Completion Office	
Central & Maritime Campuses	281-478-2768
North & Generation Park Campuses	281-459-7192
South Campus	291-922-3444

Individuals accused of Sexual Misconduct or Other Inappropriate Conduct also may desire psychological support. Student respondents may seek services as stated above.

Faculty and staff may contact the Employee Assistance Program at 713-500-3327.

Community resources available to all individuals are listed at [Resource Information](#).

An individual's counseling and medical records are confidential and will not be used by the College in a Grievance Process without the individual's written consent.

6.2 Support Services and Supportive Measures for Reporting Parties and Respondents

The College may provide supportive services and protective measures (sometimes called “interim measures” or accommodations) without any fee or charge to a reporting party or respondent in connection with the report or filing of a complaint or even if no formal complaint has been filed. Support measures are non-disciplinary, non-punitive individualized services offered when appropriate and reasonably available. Any measures that are disciplinary in nature cannot be implemented until after the conclusion of a Grievance Process (see Sections 9 and 10), unless an emergency removal is appropriate (see Section 6.3). Supportive measures are designed to restore or preserve access to the individual’s education program or activity without unreasonably burdening the other party; protect the safety of all parties and the educational environment; and deter sexual harassment and other sexual misconduct. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Under state law and College Policy, the reporting party and the respondent are entitled to drop a course in which both parties are enrolled without an academic penalty.

The College must maintain as confidential any supportive measures provided to the reporting party or respondent, to the extent that maintaining such confidentiality would not impair the College’s ability to provide the supportive measure. The Title IX Coordinators are responsible for coordinating the effective implementation of supportive measures.

6.3 Emergency Removal or Administrative Leave

Emergency Removal of a Student. In some circumstances, the College may determine that removal of a student-respondent from campus would be appropriate prior to a determination of responsibility. The College must undertake an individualized safety and risk analysis, determine that an immediate threat to the physical health or safety of a student or other campus individual arising from the allegations of misconduct justifies removal, and provide the respondent written notice and an opportunity to challenge the emergency removal. The administration shall send written notice to the student via (i) hand delivery or (ii) electronic mail and first-class U.S. mail. Emergency removal can include removal from a specific activity or temporary suspension from all campuses and activities. A student who is notified of an emergency removal is entitled to a hearing at his or her request. The request must be in writing and submitted within five school days of the emergency removal. The hearing shall be held within five school days, barring unforeseeable circumstances. The hearing shall be conducted by the senior instructional leader at the campus where the student is enrolled or, if that leader is involved in any way in the underlying charge of misconduct, the hearing shall be conducted by the senior instructional leader from another College campus. An emergency removal will take effect immediately even if the affected student requests a hearing. The purpose of the hearing is not to resolve the underlying charge of misconduct but to determine if removal is justified pending a hearing on the underlying charge.

Employee Administrative Leave. In some circumstances, the College may determine that removal of an employee-respondent from campus would be appropriate prior to a determination of responsibility. Administrative leave can include a temporary reassignment, restrictions on access to a part of campus, or suspension from campus. Administrative leave of an employee must be approved by the Chancellor or the Chancellor’s designee. The terms and conditions, including the employee’s pay status, shall be in accordance with the College’s contract and employment policies.

The provisions relating to emergency removal and administrative leave may not be construed to modify any rights that a student or employee may have under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973.

7. Parties Rights' Regarding Confidentiality

Confidentiality Generally: Individuals identified in a report or Formal Complaint as a witness, reporting party, or respondent may desire privacy and may wish to avoid public disclosure of their names. The College desires to be respectful of each person's interest in privacy. Certain laws restrict disclosure of student records and records relating to sexual harassment and sexual assault. *See* Family Educational Rights & Privacy Act, 34 C.F.R. part 99; Texas Education Code § 21.256, § 21.291. However, under state and federal law, most College employees have a duty to report allegations of sexual harassment, sexual assault, dating violence, domestic violence, and stalking to a Title IX Coordinator. Additionally, when a Formal Complaint is initiated, the investigation process may require certain disclosures, including the parties' names, in order to conduct a fair and thorough investigation. The College will share information with individuals only as necessary, which may include investigators, witnesses, the reporting party, the respondent, parties' advisors, decision-makers, appellate officers, College administrators, attorneys, or trustees who have a responsibility to ensure compliance with this Procedure and applicable law.

Confidential Consultations: Students may confidentially discuss an incident with a counselor at any of the College's Educational Planning, Counseling, and Completion Offices without concern that the student's identity will be reported to the Title IX Coordinators or to law enforcement. Counselors will not report the student's name or details without the consent of the student. Individuals also may make a confidential report to a community rape crisis center, clergyperson, or a health care provider of the student's choice. Community resources are identified at [Resource Information](#).

8. Reporting Party's Request Not to Investigate

In some instances, a reporting party might decline to pursue a complaint or participate in an investigation, or he or she may wish to keep the matter completely confidential or to withdraw a Formal Complaint after it is filed. In such circumstances, the College must weigh the rights, interests, and safety of all parties and the larger campus community. In weighing a request not to investigate, the College will evaluate:

1. The seriousness of the alleged conduct;
2. Whether the College has received other reports of a Title IX incident involving the same Respondent(s);
3. Whether there is a risk of harm to others; and
4. Any other evidence that the College determines to be relevant to the analysis.

The Title IX Coordinator(s) must inform the reporting party in writing of the decision whether or not to investigate. If the Title IX Coordinator(s) decide not to investigate based on the reporting party's request not to investigate, the College shall take any steps determined to be necessary to protect the health and safety of the College community in relation to the alleged incident.

If the Title IX Coordinator(s) determines that an investigation is necessary, the reporting party is not required to participate.

9. Formal Complaints and Investigations Pursuant to the Title IX Grievance Process

9.1 Jurisdiction; Application of this Procedure

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“Sexual Misconduct” and “education program or activity” as used below are defined in the glossary in Section 12 this Procedure. When a proposed complaint does not satisfy the conditions stated below in sections 9.1.1 through 9.1.4, the complaint will be handled in accordance with Section 10.4.

9.1.1 Complaints by Students Against Students

The Title IX Grievance Process applies if all of the following conditions are met:

- a. The Formal Complaint contains any allegation of Sexual Misconduct, and the Sexual Misconduct occurred in the United States.
- b. The Sexual Misconduct occurred while the respondent was participating in or attempting to participate in an education program or activity of the College.
- c. The Sexual Misconduct occurred while the reporting party was participating in or attempting to participate in the education programs or activities of the College.
- d. At the time of the filing of the complaint, the reporting party was participating in or attempting to participate in the education programs or activities of the College.

9.1.2 Complaints by Students Against Employees

The Title IX Grievance Process applies if all of the following conditions are met:

- a. The Formal Complaint contains any allegations of Sexual Misconduct, and the Sexual Misconduct occurred in the United States.
- b. The respondent-employee was employed by the College at the time of the alleged Sexual Misconduct and at the time of the filing of the Formal Complaint.
- c. The student-reporting party was participating in or attempting to participate in an education program or activity at the time of the Sexual Misconduct.
- d. At the time of the filing of the complaint, the reporting party was participating in or attempting to participate in the education programs or activities of the College.

9.1.3 Complaints by Students Against Third Parties

In some instances, a student might allege misconduct by a third party, such as a campus visitor, volunteer, or contractor. The Title IX Grievance Process applies if all of the following conditions are met:

- a. The Formal Complaint contains any allegations of Sexual Misconduct, and the Sexual Misconduct occurred in the United States.
- b. The College had substantial control over the respondent at the time of the Sexual Misconduct, and the Sexual Misconduct occurred in a context under the substantial control of the College.
- c. The Sexual Misconduct occurred while the reporting party was participating in or attempting to participate in the education programs or activities of the College.
- d. At the time of the filing of the complaint, the respondent was under the substantial control of the College.

9.1.5 Complaints By Employees Against Students

The Title IX Grievance Process applies to a complaint by an employee against a student if all of the following conditions are met:

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- a. The Formal Complaint contains any allegations of Sexual Misconduct, and the Sexual Misconduct occurred in the United States.
- b. The College had substantial control over the respondent at the time of the Sexual Misconduct, and the Sexual Misconduct occurred in a context under the substantial control of the College.
- c. The Sexual Misconduct occurred while the reporting party was employed in the education programs or activities of the College.
- d. At the time of the filing of the complaint, the respondent was under the substantial control of the College.

9.2 Formal Complaints

Although individuals may file a Formal Complaint at any time, the College encourages individuals to report their concerns as soon as possible after the alleged incident(s) so that prompt action can be taken to investigate and resolve the complaint. A delay in reporting may result in a loss of evidence or witness availability.

To request an investigation and commence the Grievance Process, the reporting party must submit a written Formal Complaint to a Title IX Coordinator. The written complaint may be delivered in person or submitted by mail, electronic mail, or via an online incident portal (www.sanjac.edu/incident-report). The complaint must contain the reporting party's physical or digital signature or otherwise indicate that the reporting party is the person filing the complaint. The reporting party must submit a written statement containing the known details of the alleged conduct that is the subject of the Formal Complaint, including the following:

- Reporting Party's name and contact information;
- Respondent's name;
- Detailed description of the alleged conduct or event that is the basis of the alleged violation under this Policy;
- Date(s) and location(s) of the alleged occurrence(s);
- Names of any witnesses to the alleged occurrence(s); and
- The resolution or remedy sought.

In some instances, the College's Title IX Coordinator(s) may sign a Formal Complaint against a respondent and, in doing so, will initiate the Grievance Process. In such instances, the complaint is not filed on behalf of a particular reporting party, but, rather, is filed on behalf of the institution so that fact-finding through a fair and neutral process can occur. The Title IX Coordinator is not considered a reporting party or a party in such instances. If the Title IX Coordinator prepares a Formal Complaint, the reporting party may, but is not required to, participate in the Grievance Process.

9.3 Review of the Formal Complaint; Dismissal of Complaints

9.3.1 Initial Review: Upon receipt of a Formal Complaint, the College must evaluate whether the allegations, if proven to be true, (i) describe Sexual Misconduct; (ii) do not describe Sexual Misconduct but do describe Other Inappropriate Conduct or a violation of other Board policy or the Code of Student Conduct; or (iii) do not describe a violation of College policy. If the complaint omits pertinent information necessary to evaluate the College's jurisdiction, such as the location of the incident, the Title IX Coordinator shall provide the reporting party a reasonable amount of time to provide supplemental information before making a decision that the complaint does not describe a violation.

9.3.2 Mandatory Dismissal: The College will dismiss a Formal Complaint, and it will not be processed under the Title IX Grievance Process, if the allegations do not describe Sexual Misconduct under this Procedure, did not occur in a College program or activity, or did not occur in the United States. If the College dismisses the complaint under such circumstances, the College reserves the right to investigate the matter in accordance with other College policies and procedures.

9.3.3 Discretionary Dismissal: The College may dismiss a Formal Complaint for any of the following reasons:

- (a) The employee-respondent is no longer employed by the College.
- (b) The reporting party requests dismissal in writing (see Section 8).
- (c) The student-respondent is no longer enrolled at the College (see Section 9.3.4).
- (d) The conduct alleged does not describe a violation of College policy.
- (e) Other circumstances exist that prevent the College from gathering evidence sufficient to reach a determination as to the allegations in the Formal Complaint.

9.3.4 Withdrawal of Student-Respondent While Charges are Pending: If a student-respondent withdraws or graduates from the College after a Formal Complaint is filed, the College may not end the Grievance Process or issue a transcript to the respondent until the College makes a final determination of responsibility. In such instances, the College shall expedite the College's disciplinary process as necessary to accommodate both the respondent's and reporting party's interest in a speedy resolution. Accordingly, the following procedure will be utilized in such circumstances:

- (a) If the student-respondent withdraws or graduates after a Grievance Hearing has commenced under Section 10 but before the decision-maker has issued his or her ruling on responsibility, the hearing process will continue until the decision-maker issues that ruling.
- (b) If the student-respondent withdraws or graduates before commencement of the Grievance Hearing, the process in Section 10.4 will apply.

Transcript Notation Rule: If a student-respondent withdraws prior to the final determination, and upon making a determination of responsibility, the College will make a determination of whether the respondent will be ineligible to reenroll for a non-academic or non-financial reason. If the respondent is ineligible to reenroll for a non-academic or non-financial reason, the College shall include on the respondent's transcript the notation required under 19 Texas Administrative Code 3.30(b).

9.3.5 Notification of Dismissal: If the College dismisses a Formal Complaint, the College must provide both parties written notice of the dismissal and the reasons for the dismissal. The dismissal notice may state whether the complaint and allegations will be addressed pursuant to a different College policy or procedure. If the Formal Complaint does not describe Sexual Misconduct but does describe Other Inappropriate Conduct or other policy or code violations, the complaint will be processed in accordance with Section 10.4 below.

9.4 Written Notice of Formal Complaint Pursuant to the Title IX Grievance Process

The Title IX Coordinator will provide written notice to the parties regarding receipt of the Formal Complaint. The notice will contain the following information:

- 1) a description of the support services and supportive measures available to reporting parties and respondents under Section 6.2;
- 2) a copy of the College's sexual misconduct policies and procedures;

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- 3) a statement of the allegations of misconduct with sufficient detail known at the time of the filing of the complaint, including the identity of the parties and the date(s), time(s), and location(s) of the alleged conduct (if known).
- 4) identification of the alleged policy violations or Code of Conduct violations being investigated;
- 5) a statement that the respondent is presumed not responsible and that a determination regarding responsibility will be made at the conclusion of the Grievance Process;
- 6) a statement regarding the parties' rights, including the right to an advisor or attorney of their choice and the right to inspect and review the evidence gathered during the investigation that is directly related to the allegations in the Formal Complaint; and
- 7) a statement regarding the prohibition on knowingly making false statements during the Grievance Process (see Section 10.1).

9.5 Consolidation of Complaints

The College may consolidate formal complaints by one or more reporting parties against the same respondent or against multiple respondents if the allegations of misconduct arise out of the same facts or circumstances.

9.6 Investigations of Formal Complaints Pursuant to the Title IX Grievance Process

9.6.1 One or more impartial investigators shall be appointed to conduct the investigation. The Title IX Coordinator will notify the reporting party and the respondent of the name and contact information of the investigator(s). The investigator shall conduct a thorough investigation in light of the allegations at issue and the availability of witnesses.

9.6.2 The investigator shall provide the respondent a reasonable time to submit a written response to the notice under Section 9.4, typically 10 calendar days, barring unusual circumstances that warrant additional time.

9.6.3 The College will provide reasonable written notice to a party whose participation is invited or expected of the date, time, location, and purpose of all meetings, investigative interviews, or other proceedings under the Grievance Process.

9.6.4 The investigator shall interview the reporting party, the respondent, and other individuals determined by the investigator to possess relevant information. However, if a party or witness declines to be interviewed by the investigator or is not available despite multiple attempts to contact the person, the investigation will continue. The reporting party and the respondent each will be permitted to submit documentation or other tangible evidence to the investigator such as documents, emails, text messages, photographs, and recordings. The reporting party and the respondent each may suggest witnesses to interview and questions to ask witnesses; however, the decision whether to interview and what questions to ask is a matter of professional judgment for the investigator in light of the allegations and the availability of the witnesses or evidence. The investigator will prepare a typed summary of each witness's interview to be included in the record of the investigation.

9.6.5 During meetings and proceedings under the Title IX Grievance Process, the parties have an equal right to be represented or accompanied by an advisor of their own choosing, including an attorney. Advisors, however, may not actively participate in meetings, interviews, or hearings unless expressly permitted by this Procedure. If a party has an advisor, the party shall provide the name and contact information of the advisor to the investigator and the Title IX Coordinator no later than 10 school

days prior to the hearing and state whether the College is authorized to communicate with the advisor and to provide information required by this Procedure to be provided to a party.

9.6.6 Barring unusual circumstances (*e.g.*, multiple reporting parties and witnesses or the complaint is filed immediately prior to the winter break), the investigation ordinarily will be completed within 60 to 90 calendar days. The investigator shall inform the parties and the Title IX Coordinator if additional time is needed and the reasons why additional time is needed.

9.6.7 Prior to the completion of the investigation report, the investigator will provide the parties with access to all evidence obtained during the investigation (whether relevant or not), including summaries of the interviews with the parties and other witnesses. The investigation record shall be transmitted to the parties (and their advisors if authorized by the parties) in an electronic format or in a hard copy. Both parties will have 10 calendar days to inspect, review, and respond to the evidence. All responses to the evidence must be submitted by the party in writing to the investigator. Extensions of time may be granted for good cause, in which case both parties will be entitled to the same extension. Requests for extensions of time must be received by the investigator prior to the deadline.

9.6.8 The investigator shall consider the parties' submissions, if any, when preparing the investigation report. The completed investigation report will outline the allegations of misconduct, provide a procedural history detailing the steps taken to conduct the investigation, and fairly summarize relevant evidence, including witness statements. The investigator will provide a completed investigation report to the Title IX Coordinator and concurrently to both parties (and to each party's advisor, if any, if consent for disclosure has been provided by the party). The completed investigation report must be provided to the parties at least 10 calendar days prior to the date of the hearing under Section 10. Additionally, each party shall have a right of access and inspection to the other party's response to the investigation record referenced in Section 9.6.7.

9.7 Concurrent Criminal or Civil Proceedings

The College will not, as a matter of course, wait for the outcome of a concurrent criminal or civil justice proceeding to take action on a Formal Complaint. The College has an independent duty to respond to Formal Complaints. At the College's discretion, and in consultation with the relevant police agency or Harris County District Attorney's Office, the College may temporarily delay the investigation or Grievance Process so as not to interfere with criminal justice activities. This determination will be made on a case-by-case basis and will balance the interests of the reporting party, the respondent, and the College.

10. Title IX Grievance Hearing Processes

10.1 Prior Sexual History

A reporting party's sexual predisposition or prior sexual behavior is not relevant in any investigation or hearing format under this Procedure except where questions and evidence about a reporting party's prior sexual behavior are offered to prove that someone other than the respondent committed the alleged conduct charged by the reporting party or if the questions or evidence concern specific incidents of the reporting party's prior sexual behavior with the respondent and are offered to prove the reporting party's consent of the alleged conduct.

10.2 Hearing Process for Formal Complaints of Sexual Misconduct

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The following process will apply to Formal Complaints involving Sexual Misconduct after completion and delivery of the investigator's report under Section 9.6.8.

10.2.1 Sexual Misconduct Complaint Hearing Board. Formal Complaints will be heard by a three-person Hearing Board composed of at least one full-time faculty member and one professional staff member. The third member may be a faculty member or professional staff member. All Board members must receive training as required by applicable law. One Board member shall serve as the chairperson. Board members shall be impartial. Employees who were witnesses to the incident under review or who were involved in the investigation or evaluation of the charges under review shall be ineligible to serve as Board members. Title IX Coordinators may not serve on a Hearing Board.

10.2.2 Written Notice of the Hearing. The College will provide at least 10 calendar days written notice to parties of the hearing date (and to a party's advisor when authorized by that party). The notice will provide the date, time, location, and names and titles of the Board members. The notice shall contain a statement of the alleged conduct charges, identify the purpose of the hearing (to determine responsibility for the alleged conduct), state that the respondent is presumed not responsible and that a determination regarding responsibility will be made at the conclusion of the hearing based on a preponderance of the evidence, and identify the range of sanctions available should the respondent be found responsible. The notice shall state that each party may have an advisor of their choice at the hearing and that, if the party does not have an advisor, the College will provide an advisor at no charge. Advisors cannot actively participate at the hearing, except to ask questions of the other party or witnesses.

The notice shall be provided by regular first-class mail and email to the San Jacinto College email address or other email address designated by the parties. A first-class letter will be deemed to have been received on the third day after the date of mailing, excluding any intervening Sunday or federal holiday. An email will be deemed to have been received on the second day after the sending of the message. A party's failure to update his or her postal and email addresses with the College, refusal to accept delivery of a letter, or refusal or failure to open email will not constitute good cause for failure to comply with a notice.

10.2.3 Challenges to the Hearing Board. Either party may challenge the impartiality or objectivity of members of the Hearing Board. A challenge must be submitted in writing to the chairperson of the Board within three school days after notice of the identity of the Board members. The challenge must state the reasons for the challenge. The chairperson will be the sole judge of whether he or she or other members can serve with impartiality and objectivity. If a Board member recuses himself or herself, an alternate hearing officer will be assigned.

10.2.4 Access to Evidence. Each party will have access to all of the evidence from the investigation, including a copy of the completed investigation report prepared pursuant to Section 9.

10.2.5 Separate Rooms and Virtual Participation. At the request of either party, the College will arrange a hearing with the parties located in separate rooms with technology enabling the Hearing Board and parties to simultaneously see and hear the

participants answering questions. Participants may appear at the hearing virtually and are not required to be physically present at the same physical location of the hearing.

10.2.6 Conducting the Hearing. The hearing will be conducted as an administrative hearing. Courtroom rules of evidence and civil procedure will not apply. Evidence, however, must be relevant and of the type that would be accepted by reasonable persons in the conduct of their important affairs. Objections shall be directed to the hearing board. The hearing board will rule on procedural matters and objections regarding testimony and exhibits. Finally, the hearing board will give effect to legally recognized privileges, such as the attorney-client privilege. The hearing board may seek legal advice from an attorney as appropriate, including the seeking of legal advice regarding the assertion of privilege by any party or witness, even if such would require a recess in the hearing.

Hearings are closed to members of the public.

The hearing will be recorded in audio or audiovisual format and may be transcribed at the discretion of the College. The recording or transcript, if applicable, will be available for the parties to inspect and review, upon request.

Each party may make an opening statement and closing argument. Opening statements ordinarily shall be limited to ten minutes per side. The chairperson shall determine the number of minutes that the parties will be given for closing argument, taking into consideration the complexity of the case. Each party will receive the same amount of time for a closing argument. Neither party may present new evidence during closing arguments.

Hearing Board members may ask questions during the hearing of any party or witness. Each party's advisor will have an opportunity to ask relevant questions and follow-up questions of the other party and of any witnesses that participate in the hearing, including questions that challenge credibility.

Each advisor has the ability to ask questions directly, orally, and in real time at the hearing. The parties themselves may not ask questions of the other party or any witnesses; all questions must be asked by an advisor for the party. Advisors may ask questions as follows:

The advisor will ask a question of the other party or a witness. Before the question is answered, the chairperson will rule as to whether the advisor's question is relevant to the alleged conduct charges. If the chairperson finds that the proposed question is not relevant, the chairperson must explain the basis of the decision to exclude the question. If the chairperson allows a question, the party or witness must answer the question.

If a party or witness declines to submit to any cross-examination questions during the hearing, the Hearing Board will not rely on any statement of that party or witness when making a responsibility determination. The Hearing Board will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the hearing or refusal to answer questions.

These rules, however, do not preclude the Hearing Board from considering a party's testimony about statements made by the other party that constitute prohibited conduct. For example, if the reporting party alleges that the respondent made sexually harassing statements, the Hearing Board may consider the reporting party's testimony about the alleged statements even if the respondent declines to submit to cross-examination.

10.2.7 Remedies, Disciplinary Action, and Sanctions: If the respondent is a student, available sanctions are outlined in Section [C4.5, Disciplinary Sanctions](#), of the Code of Student Conduct. Remedies may include counseling or training; imposition of continuing restrictions on access to a location or program; suspension of rights or privileges; suspension or expulsion; and other disciplinary action, sanctions, or remedies appropriate to the circumstances and as informed by the evidence. If the respondent is an employee, possible disciplinary action or remedies may include counseling or training; reprimand; job demotion or reassignment; suspension; nonrenewal; termination; and other sanctions or remedies appropriate to the circumstances and as informed by the evidence. If the respondent is a third party, possible sanctions include restrictions on access to a location or program or a ban on visiting San Jacinto College campuses or property.

10.2.8 Hearing Board Determination: The Hearing Board shall prepare a written determination within 15 school days of the close of the evidence. The Hearing Board will engage in an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence. The Hearing Board will not make credibility determinations based on a person's status as a reporting party, respondent, witness, student, or employee. The written determination must contain the following information: (A) identification of the allegations at issue; (B) a description of the procedural steps leading to the hearing, beginning with the date of the filing of the Formal Complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held; (C) the findings of fact supporting the Hearing Board's determination based on a preponderance of the evidence; (D) conclusion(s) and a rationale as to whether the respondent is responsible for each incident of alleged misconduct based on the College's policies, procedures, or codes of conduct; (E) the discipline or sanctions, if applicable; (F) the remedies, if applicable, designed to restore the reporting party's access to the education program or activity; and (G) the College's appeal procedure and permissible bases for a party to appeal.

The chairperson or other member of the Hearing Board will transmit a copy of the determination concurrently to the Title IX Coordinator and the parties (and to a party's advisor when authorized by that party).

If the respondent is an employee, the Hearing Board will transmit a copy of the determination to the appropriate director, dean, or next level leader who has not been involved in the underlying dispute. If the Hearing Board has proposed termination, nonrenewal, or suspension, the Hearing Board shall transmit the determination to the Chancellor.

If the respondent is a third party, the Hearing Board will transmit a copy of the determination to the Vice Chancellor of Fiscal Affairs.

10.3 Appeal of a Determination under Section 10.2 or Dismissal of a Complaint under Section 9.3

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Either party may appeal a Hearing Board's determination regarding a respondent's responsibility under the Title IX Grievance Process or from the College's dismissal of a Formal Complaint (or any portion of a Formal Complaint) within seven school days of notification of such a determination on the following bases: (1) A procedural irregularity affected the outcome of the matter; (2) There is new evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; or (3) The Title IX Coordinator, investigator(s), or hearing officer had a conflict of interest or bias for or against the parties (generally or specifically in this matter) that affected the outcome of the case. Both parties will be notified in writing when an appeal is filed, and the appeal procedures will apply equally for both parties.

In any case in which the respondent is an employee and the Hearing Board has determined that termination, nonrenewal, or suspension are appropriate, the Chancellor shall serve as the appellate officer.

Any non-appealing party (or the College) will have seven school days from the notification of an appeal to submit a written statement to the appellate officer. The appellate officer will prepare a written decision within 30 calendar days from receipt of the appeal, providing a rationale for the ruling. The appellate officer will simultaneously provide a copy to the parties and the Title IX Coordinator.

10.4 Other Hearing Processes

10.4.1 Other Hearing Process – Student-Respondents

The following procedures will apply in the following instances:

- (a) The Formal Complaint does not involve allegations of Sexual Misconduct but does involve allegations of Other Inappropriate Conduct or other policy or code violations.
- (b) The Formal Complaint involves a student-respondent who has withdrawn or graduated prior to commencement of a grievance hearing under Section 10.2.

The investigation procedures in Section 9 will apply. However, when the investigator prepares the investigation report under Section 9.6.8, the investigator shall include a preliminary determination regarding responsibility. The investigator will consider the totality of circumstances, including the context and duration of the conduct and its severity. The completed investigation report and preliminary determination regarding responsibility will be submitted to the designated student officer who has not served as a witness, investigator, or decision-maker in the matter.

The designated student conduct officer will review the investigation report and investigation record and respond as follows within 10 school days:

- i) If the designated student conduct officer determines that there are insufficient grounds to establish that a violation of College policy or the Code of Student Conduct occurred, the complaint shall be dismissed. The final determination will be communicated in writing to the Title IX Coordinator and parties via email and, where necessary, by U.S. mail.
- ii) If the designated student conduct officer determines that the evidence is sufficient to establish a violation of College policy or the Code of Student Conduct, the designated student conduct officer will determine an appropriate sanction or sanctions given the nature of the allegations, the evidence, and the student's disciplinary history, if any. The range of sanctions available are those stated in Section [4.5C, Disciplinary Sanctions](#), of the Code of Student Conduct. The determination will be communicated in writing to the parties and the Title IX Coordinator via

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email and, where necessary, by U.S. mail. If the student-respondent is no longer enrolled due to withdrawal or graduation, the determination of responsibility will be final, and no further adjudication or appeal process will apply.

iii) If the designated student conduct officer determines that further investigation is needed before a final determination can be made, the designated student conduct officer shall return the investigation report to the investigator with instructions on additional matters to be investigated. Notice of the decision for further investigation will be communicated in writing to the Title IX Coordinator and parties via email and, where necessary, by U.S. mail. Upon completion of additional investigation, the investigator will submit an amended or supplemental report, and the designated student conduct officer will follow the above steps for accepting or rejecting the preliminary determination.

Adjudication

If the proposed sanction is less than suspension or expulsion, then the respondent may request an appeal hearing using the Appeals to the Associate Vice Chancellor of Student Services process found in the Hearing Procedure B in the Code of Student Conduct. The respondent and reporting party will each have an equitable opportunity to present ~~witnesses and other~~ evidence relevant to the alleged violation.

If the proposed sanction is a suspension in excess of five school days, then respondent may request an appeal hearing using ~~Hearing Procedure A~~ the Appeals to a Student Conduct Appellate Board process found in the Code of Student Conduct. The respondent and reporting party will each have an equitable opportunity to present witnesses and other evidence relevant to the alleged violation.

~~———— Appeals: A respondent may appeal a finding of misconduct, the sanction, or both. The reporting party may appeal a finding of no responsibility or the sanction. The appeal process in Section 5.0 of the Code of Student Conduct will apply.~~

10.4.2 Other Hearing Process – Employee-Respondents

The following procedure will apply when the Formal Complaint does not fall under the Title IX Grievance Process but does involve allegations of Other Inappropriate Conduct or other policy violations.

The investigation procedures in Section 9 will apply. However, when the investigator prepares the investigation report under Section 9.6.8, the investigator shall include a preliminary determination regarding responsibility. The investigator will consider the totality of circumstances, including the context and duration of the conduct and its severity. The completed investigation report and preliminary determination regarding responsibility will be submitted to the Title IX Coordinator and the appropriate director, dean, or next level leader who has not been involved in the underlying dispute.

Thereafter, the appropriate leader will review the investigation report and investigation record and respond in accordance with Procedure 1-2 within 15 working days. The leader's disposition shall be communicated to the parties and Title IX in writing.

If the proposed discipline is termination, then the proposal shall be submitted to the Chancellor or Chancellor's designee for approval. The procedures in Policy IV-G-1 shall be followed for contract employees, and Policy IV-G-2 shall be followed for non-contract employees. If the proposed discipline is not termination, the respondent may seek review of the decision pursuant to Policy IV-I, the Concerns and Grievance Policy. The grievance shall be based on the investigation record developed under Section 9 of this Procedure, and the grievance shall be heard by a member of the Strategic Leadership Team who was

not involved in the underlying dispute. A respondent may contest a finding of misconduct, the discipline, or both.

10.4.3 Other Hearing Process; Third Party Respondents

The following procedure will apply when the Formal Complaint does not fall under the Title IX Grievance Process but does involve allegations of Other Inappropriate Conduct or other policy violations.

The investigation procedure in Section 9 will apply. However, when the investigator prepares the investigation report under Section 9.6.8, the investigator shall include a preliminary determination regarding responsibility. The investigator will consider the totality of circumstances, including the context and duration of the conduct and its severity. The completed investigation report and preliminary determination regarding responsibility will be submitted to the Title IX Coordinator and the appropriate director, dean, or next level leader who has had no involvement in the underlying dispute.

Thereafter, the appropriate leader will review the investigation report and investigation record and respond within 10 school days with a final determination and providing a rationale for the determination. If the appropriate leader determines that there are insufficient grounds to establish a violation of College policy, the complaint shall be dismissed. If the appropriate leader determines that the evidence is sufficient to establish a violation of College policy, the appropriate leader will determine an appropriate sanction or sanctions given the nature of the allegations, the evidence, and the individual's disciplinary history, if any. If the appropriate leader determines that further investigation is needed before a final determination can be made, the appropriate leader shall return the investigation report to the investigator with instructions on additional matters to be investigated. Upon completion of additional investigation, the investigator will submit an amended or supplemental report, and the appropriate leader will follow the above steps for accepting or rejecting the preliminary determination. The leader's disposition shall be communicated to the parties and Title IX Coordinator in writing.

A respondent may appeal a finding of misconduct, the sanction, or both. Appeals must be filed within 7 school days of notification of such a determination and may be based only on the following bases: (1) A procedural irregularity affected the outcome of the matter; (2) There is new evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; or (3) The Title IX Coordinator, investigator(s), or appropriate leader had a conflict of interest or bias for or against the parties (generally or specifically in this matter) that affected the outcome of the case. Both parties will be notified in writing when an appeal is filed.

Appeals shall be heard by a member of the Strategic Leadership Team who had no involvement in the underlying dispute. Any non-appealing party (or the College) will have 7 school days from the notification of an appeal to submit a written statement to the appellate officer. The appellate officer will prepare a written decision within 30 calendar days from receipt of the appeal, providing a rationale for the ruling. The appellate officer will simultaneously provide a copy to the parties and the Title IX Coordinator.

11. Other Rules and Additional Conduct Violations

11.1 False Information and False Complaints

Any person, who in bad faith, knowingly files a false complaint under this Procedure or provides materially false information is subject to disciplinary action up to and including dismissal or separation from San Jacinto College. A determination that a Respondent is not responsible for allegations of Sexual Misconduct does not establish the falsity of a report, Formal Complaint, or evidence. Similarly, a

determination that a Respondent is responsible for a policy violation does not imply that a Respondent's statements disclaiming responsibility were false.

11.2 Interference with the Grievance Process

Any person who interferes with the Grievance Process (outlined in Section 9 of this Procedure) is subject to disciplinary action up to and including dismissal or separation from the College. Actions that constitute interference with a Grievance Process include, but are not limited to:

- (a) Attempting to coerce, compel, or prevent an individual from providing testimony or evidence;
- (b) Removing, destroying, or altering documentation relevant to the Grievance Process; or
- (c) Knowingly providing false or misleading information to a Title IX Coordinator, investigator, hearing officer, or appeal officer, or encouraging others to do so.

11.3 Calculating Deadlines under this Procedure

When a deadline is stated in terms of "calendar" days and the deadline falls on a weekend or state or federal holiday, the deadline shall be moved to the next day that does not fall on a weekend or a holiday.

When a deadline is stated in terms of "school" days, the deadline shall be calculated based on the days that the College is open and holding classes for students (whether in person or virtually). The term "school days" excludes spring break, winter break, and final examination days.

11.4 Accessibility Services Requests

A student, who is a qualified person with a disability under federal law and needs assistance in complying with this Procedure, may contact the appropriate Title IX Coordinator for assistance.

11.5 No Effect on Pending Personnel or Academic Actions Unrelated to the Formal Complaint

The filing of a Formal Complaint will not prevent or delay any action unrelated to the Formal Complaint, including: (1) any evaluation or disciplinary action relating to a student or employee with an unsatisfactory performance or who has violated other College rules or policies; (2) any evaluation or grading of students participating in a class, or the ability of a student to add/drop a class, change academic programs, or receive financial reimbursement for a class; or (3) any job-related functions of a College employee.

11.6 Timeframe for Completion of Grievance Process

The Grievance Process will be completed within 150 days from the filing of the Formal Complaint. This timeline assumes that the investigation phase may take approximately 90 days and that the hearing and appeal phase may take approximately 60 days. The College may extend these timeframes for good cause and with written notice to the parties of the delay, the reason for the delay, and the length of the extension of time. Good cause may include, but are not limited to, illness of a party, the party's advisor, or the investigator; concurrent law enforcement proceedings; witness unavailability; a public health

emergency; or the need to arrange for language assistance or technology or disability-related accommodations.

11.7 Grievance Process Document Retention

The College shall retain all documentation related to a Grievance Process, including documents relating to the investigation, hearing, and any appeal, for seven years.

12. Definitions Applicable to this Procedure¹

Complainant: The individual who is alleged to be the victim of any prohibited conduct under this Procedure and has filed a Formal Complaint. The term “reporting party” also is used.

Confidential Employees: Confidential Employees include counselors in Counseling and Psychological Services or a health care provider in Health Services. Additionally, employees who receive information regarding an incident of Sexual Misconduct or Other Inappropriate Conduct under circumstances that render the employee’s communications confidential or privileged under other law (such as attorneys) also are considered Confidential Employees.

Confidential Resources: Confidential Resources include individuals in the community such as clergy, external mental health providers, and external medical providers.

Consent: Consent is a clear, knowing, and voluntary permission by words or action to engage in mutually agreed upon sexual activity. Consent is communicated through mutually understandable words or actions that indicate willingness by all of the involved parties to engage in the same sexual activity, at the same time, and in the same way. A current or previous dating or sexual relationship by itself is not sufficient to establish consent. Additionally, consent can be withdrawn at any time. Ideally, consent is given verbally; however, consent (or lack of consent) also may be expressed through gestures and body language.

Consent is not effective if it results from: (a) the use of physical force or restraint; (b) a threat of physical force; (c) acts of intimidation; (d) acts of coercion; (e) incapacitation (including through the voluntary or involuntary ingestion of alcohol or controlled substances); or (f) other evidence that shows that the individual’s ability to exercise his or her own free will was eliminated on the occasion in question. Specific examples of those who cannot give consent include but are not limited to:

1. The individual is under the age of 17 and is not the spouse of the actor;
2. The individual is unconscious or asleep;
3. The individual has not consented to the sexual act with the actor and the actor knows the other person is unaware that the sexual act is occurring;
4. The individual is mentally impaired or has a mental disability; or
5. The actor has misrepresented or concealed his or her true identity to the individual.²

Dating Violence: “Dating violence” means violence committed by the actor against a person with whom the actor is or has been in a social relationship of a romantic or intimate nature. The existence of the relationship shall be determined based on a consideration of the following factors: (a) the length of the

¹ The definitions in the text of this Procedure will govern the processing of reports and complaints under this Procedure. The definitions largely track definitions found in Title IX regulations and under the Clery Act. However, in certain instances, particularly those involving criminal prosecution, definitions under Texas law may be informative. Therefore, this procedure cross references certain Texas laws as may be appropriate.

² “Consent” under Texas law with respect to sexual assault is defined in Section 22.011(b) of the Texas Penal Code.

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relationship; (b) the type of relationship; and (c) the frequency of interaction between persons involved in the relationship.³ Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.⁴

Domestic Violence: “Domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse, a current or past intimate partner, a person that the victim shares a child with, or ~~a~~ by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Texas. In Texas, a person commits an assault against a family member, household member, or a current or past dating partner. An assault consists of:

1. Intentionally, knowingly, or recklessly causing bodily injury to another person;
2. Intentionally or knowingly threatening another person with imminent bodily injury; or
3. Intentionally or knowingly causing physical contact with another that the offender knows or reasonably should know the victim will find provocative or offensive.

A person commits aggravated domestic assault if that person intentionally, knowingly, or recklessly causes serious bodily injury to a family member, household member, or a current or past dating partner, or uses or exhibits a deadly weapon in the course of committing the assault crime.⁵

Education Program or Activity: This Procedure applies to conduct that occurs on College-owned or College-leased property or in a College vehicle; during a College-sponsored activity whether on campus or off campus; in a building owned or controlled by a student organization that is officially recognized by the College; or in other instances in which the College exercised substantial control over the alleged perpetrator and the context in which the conduct occurred.

Formal Complaint: A complaint filed under Section 9 of this procedure.

Grievance Process: The process by which Formal Complaints under this Procedure are investigated and adjudicated under Sections 9 and 10.

Other Inappropriate Conduct: Conduct on the basis of sex that does not meet federal definitions of sexual harassment, sexual assault, dating violence, domestic violence, or stalking as stated in this Procedure but that is inappropriate for an educational environment. The conduct is subject to College policy if it occurs on campus or within the education programs and activities of the College or if occurs off campus but is likely to adversely impact the College’s education programs and activities or interfere with a student’s ability to participate in or benefit from the College’s education programs and activities. The conduct must be objectively offensive to a reasonable person. The term includes the following:

- i) “Sexual harassment” as defined under the Texas Education Code, sec. 51.251(5). The Texas statute prohibits unwelcome, sex-based verbal or physical conduct that: (A) in the employment context, unreasonably interferes with a person’s work performance or creates an intimidating, hostile, or offensive work environment; or (B) in the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with a student’s ability to participate in or benefit from educational programs or activities at a postsecondary educational institution.
- ii) “Other Inappropriate Conduct” includes, but is not limited to, unwelcome sex-based advances or propositions; unwelcome requests for sexual favors; unwelcome physical contact or

³ See 34 U.S.C. § 12291(a)(10); 34 C.F.R. § 106.30(a).

⁴ “Dating violence” under Texas law is defined in 71.0021 of the Texas Family Code.

⁵ See also Texas Penal Code § 22.01; Texas Family Code § 71.004.

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touching of a sexual nature; persistent and unwanted sexual attention; voyeurism; unwelcome sexual gestures; public exposure of one's sexual organs on campus or at an event under the control of the College; displaying obscene materials in a public place on campus; forwarding pornographic or obscene material via email or text to non-consenting recipients; recording or photographing sexual activity or a person's genital area or breast area or from a vantage point that a reasonable person would view as an invasion of personal privacy; and allowing a third party to view consensual sex without the knowledge of the other participant.

iii) "Other Inappropriate Sexual Conduct" includes, but is not limited to, unwelcome comments of a sexual nature that a reasonable person would view as gratuitous, intimidating, offensive, and/or degrading and that adversely impacts an individual's educational environment. The College's definitions are not intended to restrict constitutionally protected speech. In the academic context, including the context of a classroom discussion or preparation of a course assignment, a relevant factor is whether the comments are reasonably related to course content or serve a legitimate pedagogical function.

iv) "Other Inappropriate Sexual Conduct" includes engaging in conduct of a sexual nature that is consensual between two or more parties but that is nonetheless inappropriate in an educational environment, such as engaging in sexual acts in a campus building or displaying sexually oriented objects or materials in the presence of third parties while on campus.

Parties: The term "parties" refers to the "Reporting Party" and the "Respondent" under this Procedure.

Preponderance of the Evidence: The greater weight of the credible evidence. Preponderance of the evidence is the standard for determining allegations of Prohibited Conduct under this Policy. This standard is satisfied if the action is deemed more likely to have occurred than not.

Prohibited Conduct: This term collectively refers to the conduct prohibited by this Procedure (Sexual Misconduct, Other Inappropriate Conduct, and Retaliation).

Retaliation: Any adverse action (including, but is not limited to, intimidation, threats, coercion, harassment, or discrimination) taken against someone because the individual has made a report or filed a Formal Complaint; has supported or provided information in connection with a report or a Formal Complaint; has participated or refused to participate in a Grievance Process under this Policy; or has engaged in other legally protected activities. For students, prohibited retaliation may include, but is not limited to, harassment, an unwarranted grade reduction, exclusion from a College activity, destruction of property, and cyberbullying. For employees, retaliation could include, but is not limited to, a demotion or other adverse employment action that would not have occurred but for the employee's protected action. Retaliation does not include (i) exercising First Amendment rights or (ii) charging an individual with making a materially false statement in bad faith in the course of a grievance proceeding.

Reporting Party: The individual who is alleged to be the victim of any prohibited conduct under this Procedure. The term "complainant" also is sometimes used if the alleged victim has filed a Formal Complaint. For ease of reference, this Procedure uses "Reporting Party" to indicate any alleged victim regardless of whether a Formal Complaint has been filed.

Respondent: An individual who has been reported to be the perpetrator of Prohibited Conduct under this procedure.

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Sexual Assault: “Sexual assault” includes forcible and nonforcible sex offenses as defined under the uniform crime reporting system of the Federal Bureau of Investigation. Forcible sex offenses are any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Forcible sex offenses acts include rape, sodomy, sexual assault with an object, and fondling. Nonforcible sex offenses include incest and statutory rape.

- 1) Rape - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- 2) Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- 3) Incest - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- 4) Statutory Rape - Sexual intercourse with a person who is under the statutory age of consent.

Sexual Harassment: As stated in Title IX regulations (34 C.F.R. section 106.30), sexual harassment under the Title IX Grievance Process is conduct on the basis of sex that satisfies one or more of the following:

- a) *Quid pro quo* harassment occurs when an employee of the College conditions the provision of an aid, benefit, or service of the College on an individual’s participation in unwelcome sexual conduct;
- b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College’s education program or activity; or
- c) “Sexual assault,” “dating violence,” “domestic violence,” or “stalking” as defined in this procedure.

Subsections (a) and (c) above are not evaluated for severity, pervasiveness, offensiveness, or denial of equal educational access, because such conduct is sufficiently serious to deprive a person of equal access. Therefore, any instance of quid pro quo sexual harassment and any instance of sexual assault, dating violence, domestic violence, and stalking are considered sexual harassment under this procedure.

The term “sexual harassment” also is defined in the Texas Education Code, sec. 51.251(5); however, that definition is different from the definition under Title IX regulations. In this Procedure, complaints asserting allegations of “Other Inappropriate Conduct” includes the definition of sexual harassment as stated in the Texas Education Code, sec. 51.251(5).

Sexual Misconduct: This term encompasses sexual harassment, sexual assault, dating violence, domestic violence, and stalking as these terms are defined under Title IX regulations and the Clery Act. The terms apply to conduct that occurs in an education program or activity of the College.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for the person’s safety or the safety of others; or 2) suffer substantial emotional distress. For the purposes of this definition:

- (i) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

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(ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

(iii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Date of SLT Approval	July 27, 2020
Effective Date	August 4, 2020
Associated Policy	Policy III.3006.D, Sexual Misconduct
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services Vice President, Human Resources

Procedure VI.6004.D.a, Reporting and Handling Campus Sexual Misconduct

Associated Policy

Policy VI.6004.D, Campus Sexual Misconduct

Procedures

Specific procedures exist for investigating alleged sexual misconduct complaints (sexual assault, sexual harassment, dating violence, domestic violence, intimate partner violence, or stalking) reported by students and employees. In the event of an emergency, students or employees should contact the San Jacinto College Campus Police Department (281-476-9128) as soon as possible after the incident occurs. Reports of sexual misconduct involving another student should also be directed to the Compliance & Judicial Affairs Office by submitting an Online Incident Report. Reports of sexual misconduct involving an employee should be reported to the Human Resources Department.

During an investigation or any disciplinary proceeding, the rights of both the respondent and the reporting party shall be respected, and the confidentiality of proceedings will be maintained to the extent permitted by law. The existence of the College’s policies and procedures is not intended to diminish or alter the rights that the respondent and reporting party have under civil law or criminal law.

All complaint procedures related to sexual misconduct reports made by students can be found in the Code of Student Conduct, in the Complaint Procedures sections of the Student Handbook, and on the college website. All complaint procedures related to sexual misconduct reports made by employees can also be found on the Human Resources page of the College website.

Date of SLT Approval	June 28, 2018
Effective Date	August 7, 2018
Associated Policy	Policy VI.6004.D, Campus Sexual Misconduct Policy
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

**Action Item “XI”
Regular Board Meeting August 31, 2020
Consideration of Approval of Non-Credit
Course Enrollment Charges**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the schedule of charges for existing non-credit courses and delegate authority to the Chancellor to establish new non-credit courses and corresponding course enrollment charges offered during Fiscal Year 2021 based on market rates, in accordance with THECB Guidelines for Instructional Programs in Workforce Education.

BACKGROUND

To meet rapidly evolving demand for workforce courses and to meet employer needs, new courses are under development throughout the fiscal year. Tuition and fees are set by reviewing operating costs related to specific course offerings as well as reviewing competitor pricing.

IMPACT OF THIS ACTION

The full schedule of current course offerings and related charges will be brought to the Board of Trustees for review and approval annually. This affords the Board the opportunity to reaffirm existing courses and ratify new courses added during the previous year, along with the related charges.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This approval allows non-credit courses to move forward in a timely manner to support the annual budgeted revenues.

MONITORING AND REPORTING TIMELINE

Budget reports are presented monthly.

ATTACHMENTS

Attachment 1 – Listing of Non-Credit Courses and Corresponding Charges

RESOURCE PERSONNEL

Sarah Janes	281-478-3605	sarah.janes@sjcd.edu
John Stauffer	281-998-6150 ext. 6392	John.stauffer@sjcd.edu
James Griffin	281-524-2089	James.griffin@sjcd.edu
Allatia Harris	281-459-7140	allatia.harris@sjcd.edu
Teri Zamora	281-998-6306	teri.zamora@sjcd.edu

Subject	Area	FY2020 Charge	FY2021 Charge	Course No.	Title	Contact Hrs
ACNT	Accounting	\$630.00	\$640.00	55035	Acct Specialist Fast Track	56
ACNT	Accounting	\$790.00	\$735.00	55030	CPP Mastery Exam Prep	32
ACNT	Accounting	\$725.00	\$735.00	55027	FPC Exam Review	32
ACNT	Accounting	\$950.00	\$960.00	55036	Payroll Specialist Fast Track	32
ACNT	Accounting	\$375.00	\$395.00	55012	QuickBooks - Basic Skills	32
ACNT	Accounting	N/A	\$395.00	55017	QuickBooks Advanced Skills	32
ACNT	Accounting	\$720.00	\$730.00	55038	QuickBooks Complete w/Excel	80
BMGT	Quality Lean Six Sigma	\$2,500.00	\$2,500.00	55145	Lean Six Sigma Green Belt	80
BMGT	Project management	\$725.00	\$725.00	55102	PM- Cert Program Fast Track	56
BMGT	Project management	\$1,050.00	\$1,060.00	55156	PMP Exam Prep Plus Boot Camp	40
BNKG	Banking	\$420.00	\$430.00	55000	Bank Teller Fundamentals	36
CDEC	Education	\$280.00	\$280.00	55006	ParaEd Institute Training ISD	18
CDEC	Education	\$295.00	\$295.00	55000	ParaEducator Institute Trainin	18
CETT	Electrical	\$700.00	\$714.00	55011	NCCER Electrical Level 1	120
COMG	Languages	\$275.00	\$275.00	55072	ESL-Advanced A	32
COMG	Languages	\$275.00	\$275.00	55073	ESL-Advanced B	32
COMG	Languages	\$275.00	\$275.00	55074	ESL-Beginning A	32
COMG	Languages	\$275.00	\$275.00	55075	ESL-Beginning B	32
COMG	Languages	\$275.00	\$275.00	55076	ESL-High Intermediate A	32
COMG	Languages	\$275.00	\$275.00	55077	ESL-High Intermediate B	32
COMG	Languages	\$275.00	\$275.00	55078	ESL-Intermediate A	32
COMG	Languages	\$275.00	\$275.00	55079	ESL-Intermediate B	32
CSME	Cosmetology	\$645.00	\$655.00	55040	App of EyelashExtensions I	144
CSME	Cosmetology	\$845.00	\$855.00	55041	Orientation Eyelash Exten	96
CSME	Cosmetology	\$575.00	\$585.00	55042	Principle of Eyelash Exten	80
CVOP	Commercial Driving	\$1,800.00	\$1,968.00	53000	Professional Truck Driver One	126
CVOP	Commercial Driving	\$1,500.00	\$1,968.00	53001	Professional Truck Driver Two	120
ECRD	Health Occupations	\$595.00	\$560.00	55000	EKG Technician	52
EDTC	Education	\$210.00	\$210.00	55008	ST: CPD Student Success Course	16
ELPT	Programmable Logic	\$755.00	\$570.00	55042	Intro to PLCs-Allen Bradley	40
ELPT	Programmable Logic	\$755.00	\$570.00	55043	Introduction to PLCs- Siemens	40
ELPT	Electrical	\$700.00	\$725.00	55033	NCCER Electrical Level 2	120
ELPT	Electrical	\$714.00	\$725.00	55038	NCCER Electrical Level 3	120
ELPT	Electrical	\$714.00	\$725.00	55039	NCCER Electrical Level 4	120
ELPT	Electrical	N/A	\$234.00	55051	Natl Electric Code II Online	48
EMSP	Health Occupations	\$95.00	\$75.00	55008	CPR for Healthcare Providers	8
EMSP	Health/Maritime	\$100.00	\$100.00	55052	First Aid & CPR (BST Part 2)	8
EMSP	Health Occupations	\$220.00	\$220.00	55035	First Aid CPR & AED	8
EMSP	Health/Maritime	\$800.00	\$800.00	55019	Medical Care Provider	24
FIRS	Maritime	\$500.00	\$500.00	55001	Basic Fire Fighting (BST Pt 1)	16
HART	HVAC	\$393.00	\$393.00	55005	Residential Air Conditioning	96
HPRS	Education	\$450.00	\$450.00	55008	CPD Healthcare Bridge	20
HPRS	Education	\$115.00	\$115.00	55007	CPD HESI A2 Test Prep	8
HRPO	Human Resources	\$725.00	\$575.00	55022	HR Fast Track Cert Program	80
HRPO	Human Resources	\$575.00	\$580.00	55029	Online HR Fast Track Cert Prog	80
INTC	Industrial Maintenance	N/A	\$714.00	55049	NCCER Industrial Maint Elec Level 1	122.5
INTC	Industrial Maintenance	N/A	\$714.00	55050	NCCER Industrial Maint Elec Level 3	182.5
ITSC	Basic Business Applications	\$355.00	\$415.00	55045	Basic Business Applications	16
ITSE	Programming Logic	N/A	\$490.00	55006	C++ Introduction	48
ITSW	Computer/IT	\$230.00	\$230.00	55010	Excel - Basic Skills	16
ITSW	Computer/IT	\$135.00	\$155.00	55002	Excel - One Day	7
ITSW	Computer/IT	\$135.00	\$155.00	55026	Excel: One Day-Intermediate	7

ITSW	Computer/IT	\$135.00	\$155.00	55003	PowerPoint-One Day	7
LMGT	Maritime	\$900.00	\$900.00	55010	Cargo Handling (Op Level)	40
MARI	Maritime	\$300.00	\$300.00	55004	Basic Training Revalidation	8
MARI	Maritime	\$500.00	\$500.00	55008	Company Security Officer	16
MARI	Maritime	\$4,000.00	\$4,000.00	55001	DDE Unlimited	160
MARI	Maritime	\$4,000.00	\$4,000.00	55006	Elect Machine & Basic Elect	160
MARI	Maritime	\$4,000.00	\$4,000.00	55005	Instrumentation	160
MARI	Maritime	N/A	\$4,000.00	55013	OICEW-Auxiliary Machinery	40
MARI	Maritime	N/A	\$1,500.00	55015	Tank Ship Liquefied Gases	60
MARI	Maritime	\$1,000.00	\$1,000.00	55000	MEECE	40
MARI	Maritime	\$4,000.00	\$4,000.00	55007	OIC Engineering Watch-Disel En	160
MARI	Maritime	\$500.00	\$300.00	55002	RFPEW	8
MARI	Maritime	\$300.00	\$300.00	55003	Rose Point ECS Training	8
MARS	Maritime	\$2,000.00	\$2,000.00	55000	Adv Handling & Stowage	80
MARS	Maritime	\$3,200.00	\$3,200.00	55019	Advanced Shiphandling	80
MARS	Maritime	\$1,000.00	\$1,000.00	55006	Advanced Stability	40
MARS	Maritime	\$400.00	\$400.00	55003	App Mate Western Routes	8
MARS	Maritime	\$700.00	\$700.00	55079	Automatic Radar Plotter Aid	40
MARS	Maritime	\$700.00	\$700.00	55015	Automatic Radar Plotter Aid	40
MARS	Maritime	\$2,000.00	\$2,000.00	55018	Basic Ship& Steer Control Sys	40
MARS	Maritime	\$2,500.00	\$2,500.00	55008	Celestial Navigation (OP)	120
MARS	Maritime	\$4,000.00	\$4,000.00	55010	DDE 1000/4000 HP	160
MARS	Maritime	\$900.00	\$900.00	55011	Electronic Navigation	40
MARS	Maritime	\$1,000.00	\$1,000.00	55020	Engine Room Resource Mgmt	40
MARS	Maritime	\$1,500.00	\$1,500.00	55004	GMDSS	70
MARS	Maritime	\$500.00	\$500.00	55029	Profic In Surv Craft Refresher	16
MARS	Maritime	\$3,500.00	\$3,500.00	55017	QMED-Oiler	145
MARS	Maritime	\$650.00	\$650.00	55030	Qualified Assessor	24
MARS	Maritime	N/A	\$750.00	55034	Crewmem Tow Vess Subchap M	40
MARS	Maritime	\$300.00	\$300.00	55014	RFPNW (Lookout only)	8
MARS	Maritime	\$400.00	\$400.00	55023	Search & Rescue (Op Level)	16
MARS	Maritime	\$500.00	\$500.00	55022	Search and Rescue (Mgmt Level)	16
MARS	Maritime	\$800.00	\$800.00	55024	Ship Const & Basic Stab Op Lev	40
MARS	Maritime	\$1,500.00	\$1,500.00	55025	Ship Management	40
MARS	Maritime	\$2,500.00	\$2,500.00	55005	Terrestrial/Coastal Nav	120
MARS	Maritime	\$600.00	\$600.00	55026	TOAR	24
MARS	Maritime	\$100.00	\$100.00	55007	Visual Communications	8
MARS	Maritime	\$1,100.00	\$1,100.00	55027	Voyage Plan & Elect Navigation	40
MARS	Maritime	\$2,700.00	\$2,700.00	55028	Watchkeeping Op Level	80
MART	Maritime	\$800.00	\$800.00	55004	Able Bodied Seaman	40
MART	Maritime	\$1,600.00	\$1,600.00	55019	Apprentice Mate	120
MART	Maritime	\$750.00	\$750.00	55020	Basic Safety Refresher	24
MART	Maritime	\$600.00	\$600.00	55006	Bridge Resource Mgmnt	24
MART	Maritime	\$1,000.00	\$1,000.00	55005	Electronic Chart ECDIS	40
MART	Maritime	\$1,250.00	\$950.00	55021	Leadership & Managerial Skills	36
MART	Maritimer	\$300.00	\$300.00	55022	Leadership and Teamwork	8
MART	Maritime	\$1,200.00	\$1,200.00	55001	Master 100 Tons/Mate 200 Tons	80
MART	Maritime	\$300.00	\$300.00	55014	Pers Survival Tech (BST Pt 3)	12
MART	Maritime	\$700.00	\$700.00	55009	Proficiency in Survival Craft	32
MART	Maritime	\$225.00	\$225.00	55025	Radar Obs (Inland/GIWW)Recert	8
MART	Maritime	\$225.00	\$225.00	55010	Radar Observer Recertification	8
MART	Maritime	\$400.00	\$400.00	55007	Radar Observer-Inland	32
MART	Maritime	\$600.00	\$600.00	55008	Radar Observer-Unlimited	40
MART	Maritime	\$100.00	\$100.00	55016	Safety & Social Res (BST Pt 4)	4
MART	Maritime	\$900.00	\$900.00	55011	Tank Barge Dangerous Liquids	40
MART	Maritime	\$900.00	\$900.00	55023	Tankerman PIC-Tankship	40
MART	Maritime	\$400.00	\$400.00	55002	Upgrade Master 100 to 200 GRT	24
MART	Maritime	\$400.00	\$400.00	55003	Upgrade to Apprentice Mate	16
MART	Maritime	\$500.00	\$500.00	55000	Vessel & Company Security Officer	16
MART	Maritime	\$250.00	\$250.00	55018	VPDSD	8
MART	Maritime	N/A	\$500.00	55026	Vessel Security Officer	24
MCHN	Industrial Mechanic / Mainte	\$785.00	\$800.00	55012	Introduction to CNC	72
MCHN	Industrial Mechanic / Mainte	\$700.00	\$714.00	55035	NCCER Millwright Level 1	147.5
MCHN	Industrial Mechanic / Mainte	\$714.00	\$714.00	55039	NCCER Millwright Level 3	160
MCHN	Industrial Mechanic / Mainte	N/A	\$714.00	55036	NCCER Millwright Level 5	165
MCHN	Industrial Mechanic / Mainte	N/A	\$680.00	55028	Intermediate CNC HAAS Lathe	48
MCHN	Sheet Metal	\$624.00	\$645.00	55004	NCCER Sheetmetal 2A	72
MCHN	Sheet Metal	\$624.00	\$645.00	55001	NCCER Sheetmetal 3A	72

MCHN	Sheet Metal	\$624.00	\$645.00	55002	NCCER Sheetmetal 4A	72
MCHN	Sheet Metal	N/A	\$645.00	55000	NCCER Sheetmetal Level 2B	72
MCHN	Sheet Metal	N/A	\$645.00	55005	NCCER Sheetmetal Level 3B	72
MCHN	Sheet Metal	N/A	\$645.00	55010	NCCER Sheetmetal Level 1	72
MCHN	Sheet Metal	N/A	\$645.00	55003	NCCER Sheetmetal Level 4B	72
MDCA	Health Occupations	\$1,399.00	\$1,220.00	55001	Medical Office Professional	90
NDTE	Inspection Technologies	N/A	\$234.00	55036	Film Interp of Weldments	64
NDTE	Inspection Technologies	N/A	\$312.00	55037	Intro to Ultrasonics 1 and 2	96
NDTE	Inspection Technologies	N/A	\$312.00	55040	Eddy Current Testing	96
NFND	Maritime	\$125.00	\$125.00	59631	Assistance Towing	4
NFND	Lifelong Learning	\$90.00	\$90.00	59439	Basic Home Centerpieces	3
NFND	Lifelong Learning	\$40.00	\$40.00	59630	Beginning Tai Chi	4
NFND	Lifelong Learning	\$70.00	\$70.00	59435	Bow Making	3
NFND	Lifelong Learning	\$55.00	\$55.00	59467	Chinese Meditation Techniques	6
NFND	Lifelong Learning	\$70.00	\$70.00	59436	Corsages and Boutonnieres	3
NFND	Maritime	\$500.00	\$500.00	59633	Deck Self Study Test Prep	12
NFND	Aerospace	\$250.00	\$250.00	59645	Edge Center Core (Pre-Track)	44
NFND	Aerospace	\$2,040.00	\$2,070.00	59648	Composites Tech Track-Edge Ctr	102
NFND	Aerospace	\$1,700.00	\$1,750.00	59650	Areo Mech Tech Trac k -Part 1	87
NFND	Aerospace	\$1,965.00	\$1,965.00	59651	Qual Aero Struct Tech Track - Part 1	103
NFND	Aerospace	\$1,320.00	\$1,330.00	59682	Areo Mech Tech Track - Part 2	78
NFND	Aerospace	\$1,890.00	\$1,900.00	59683	Qual Aero Struct Tech Track - Part 2	103
NFND	Aerospace	\$305.00	\$305.00	59694	Aerospace Career Building	20
NFND	Aerospace	\$615.00	\$615.00	59695	Aerospace Engineering Drawings	41
NFND	Aerospace	\$190.00	\$190.00	59696	Aerospace Fasteners	13
NFND	Aerospace	\$450.00	\$450.00	59697	Aerospace Precision Measure	30
NFND	Aerospace	\$500.00	\$500.00	59698	Aerospace Safety	34
NFND	Aerospace	\$175.00	\$175.00	59699	Basic Aerospace Mftg Skills	12
NFND	Aerospace	\$225.00	\$225.00	59701	Power Tools in Aerospace	15
NFND	Education	\$300.00	\$300.00	59005	GED Prep: Language Arts	36
NFND	Education	\$205.00	\$205.00	59004	GED Prep: Soc Stud/Sci	24
NFND	Education	\$555.00	\$555.00	59002	GED Preparation Tutorial	96
NFND	Education	\$300.00	\$300.00	59003	GED Preparation: Math	36
NFND	Lifelong Learning	\$40.00	\$40.00	59612	Gentle Yoga	4
NFND	Maritime	\$200.00	\$200.00	59623	Management of Medical Care	4
NFND	Lifelong Learning	\$230.00	\$230.00	59032	Motorcycle-Basic Rider Course	19
NFND	Education	\$70.00	\$70.00	59077	ParaEducator Cert Re-take	6
NFND	Computer/IT	\$150.00	varies with voucher title	59553	Pearson Vue Test Voucher	4
NFND	Lifelong Learning	\$70.00	\$70.00	59609	Pilates	4
NFND	Lifelong Learning	\$80.00	\$80.00	59058	Retirement Planning Today	9
NFND	Lifelong Learning	\$40.00	\$40.00	59076	Tai Chi	4
NFND	Lifelong Learning	\$70.00	\$70.00	59242	Wilton 1: Building Buttercream	8
NFND	Lifelong Learning	\$70.00	\$70.00	59298	Wilton 2 Flowers & Cake Design	8
NFND	Lifelong Learning	\$70.00	\$70.00	59299	Wilton 3: Gum Paste & Fondant	8
NFON	Life Long Learning	\$109.00	\$199.00	57107	A to Z Grant Writing-ONLINE	ED2GO
NFON	Computer/IT	\$110.00	\$110.00	57067	A+ Certification, Basic-ONLINE	ED2GO
NFON	Accounting	\$115.00	\$115.00	57094	Accounting Fund II-ONLINE	24
NFON	Accounting	\$199.00	\$199.00	57407	Accounting Fund Series-ONLINE	48
NFON	Accounting	\$109.00	\$109.00	57000	Accounting Fundamentals-ONLINE	24
NFON	Computer IT	\$395.00	\$395.00	57479	Acct with Excel Suite-ONLINE	ED2GO
NFON	Business	\$109.00	\$109.00	57004	Admin Assistant Apps-ONLINE	24
NFON	Business	\$115.00	\$115.00	57005	Admin Assistant Fund-ONLINE	24
NFON	Business	\$299.00	\$299.00	57458	Admin Assistant Suite-ONLINE	72
NFON	Health Occupations	\$115.00	\$115.00	57471	Become PhysTherapy Aide-ONLINE	24
NFON	Computer IT	\$115.00	\$115.00	57222	C# Prog, Inter-ONLINE	ED2GO
NFON	Computer IT	\$199.00	\$199.00	57451	C# Programming Series-ONLINE	ED2GO
NFON	Health Occupations	\$60.00	\$60.00	57466	Cert Energy Medicine-ONLINE	ED2GO
NFON	Health Occupations	\$68.00	\$68.00	57478	Cert in Meditation-ONLINE	ED2GO
NFON	Computer IT	\$115.00	\$199.00	57071	Comp Skills Workplace-ONLINE	ED2GO
NFON	Computer IT	\$115.00	\$115.00	57365	Create WordPress Web-ONLINE	ED2GO
NFON	Human Resources	\$115.00	\$115.00	57009	Diff People, Success wi-ONLINE	24
NFON	BUsiness	\$109.00	\$109.00	57117	Effective Bus Writing-ONLINE	24
NFON	Business	\$299.00	\$299.00	57463	Entrepreneurship Suite-ONLINE	72
NFON	Computer/IT	\$324.00	\$324.00	57423	Excel 2016 Series-ONLINE	ED2GO
NFON	Computer/IT	\$129.00	\$129.00	57411	Excel 2016, Advanced-ONLINE	ED2GO
NFON	Computer/IT	\$129.00	\$129.00	57396	Excel 2016, Intro-ONLINE	ED2GO
NFON	Computer/IT	\$129.00	\$129.00	57398	Excel 2016,Intermediate-ONLINE	ED2GO
NFON	Health Occupations	\$115.00	\$115.00	57295	Explore Medical Coding-ONLINE	24

NFON	Health Occupations	\$109.00	\$109.00	57315	Explore Pharmacy Tech-Online	24
NFON	Computer/IT	\$299.00	\$299.00	57473	Front End Develop Suite-ONLINE	ED2GO
NFON	Education	\$109.00	\$109.00	57025	GED Preparation-ONLINE	24
NFON	Education	\$199.00	\$199.00	57428	GRE Preparation Series-ONLINE	48
NFON	Lifelong Learning	\$299.00	\$299.00	57467	Healthy Living Suite-ONLINE	72
NFON	Human Resources	\$299.00	\$299.00	57472	HR Mgmt Suite-ONLINE	72
NFON	Health Occupations	\$109.00	\$109.00	57143	Human Anat/Physiology-ONLINE	ED2GO
NFON	Computer/IT	\$115.00	\$115.00	57292	Inter PHP & MySQL-ONLINE	ED2GO
NFON	Computer/IT	\$109.00	\$109.00	57397	Intro to Lightroom CC-ONLINE	ED2GO
NFON	Computer/IT	\$109.00	\$129.00	57424	Intro to QuickBooks-ONLINE	ED2GO
NFON	Computer/IT	\$109.00	\$109.00	57474	Introduction to XML-ONLINE	ED2GO
NFON	Computer/IT	\$299.00	\$299.00	57475	Java Developer Suite-ONLINE	ED2GO
NFON	Computer/IT	\$199.00	\$199.00	57445	Java Programming Series-ONLINE	ED2GO
NFON	Health Occupations	\$220.00	\$220.00	57422	Medical Term Series-ONLINE	48
NFON	Health Occupations	\$109.00	\$109.00	57058	Medical Terminology-ONLINE	24
NFON	Computer/IT	\$115.00	\$115.00	57366	Moblie Apps w/ HTML5-ONLINE	ED2GO
NFON	Computer/IT	\$324.00	\$324.00	57403	MS Office 2016 Suite-ONLINE	ED2GO
NFON	Computer/IT	\$109.00	\$109.00	57393	Photoshop CC, Intro-ONLINE	ED2GO
NFON	Computer/IT	\$199.00	\$199.00	57476	PHP and MySQL Series-ONLINE	ED2GO
NFON	Computer/IT	\$199.00	\$199.00	57450	QuickBooks 2017 Series-ONLINE	ED2GO
NFON	Lifelong Learning	\$109.00	\$109.00	57446	Romance Writing-Online	24
NFON	Education	\$299.00	\$299.00	57454	Speed Spanish Series-ONLINE	72
NFON	Computer/IT	\$199.00	\$199.00	57441	SQL Series - ONLINE	ED2GO
NFON	Computer/IT	\$119.00	\$119.00	57332	SQL, Intermediate - ONLINE	ED2GO
NFON	BUbusiness	\$299.00	\$299.00	57447	Stock Trading Suite-ONLINE	72
NFON	Logistics/Supply Chain	\$299.00	\$299.00	57470	Supply Chain Suite - ONLINE	72
NFON	Health Occupations	\$299.00	\$299.00	57437	Vet Assistant Series-ONLINE	72
NFON	Health Occupations	\$109.00	\$109.00	57123	Vet Asstnt, Become-ONLINE	24
NFON	Health Occupations	\$109.00	\$109.00	57184	Vet Asst III: Skills-ONLINE	24
NFON	Health Occupations	\$109.00	\$109.00	57125	VetAsst II:Canine-ONLINE	24
NFON	Computer/IT	\$199.00	\$199.00	57477	Visual Basic Series-ONLINE	ED2GO
NFON	Computer/IT	\$199.00	\$199.00	57468	WordPress Web Series-ONLINE	ED2GO
NFON	Lifelong Learning	\$109.00	\$109.00	57308	Writing Essentials-Online	24
NURA	Health Occupations	\$995.00	\$1,060.00	55000	Certified Medication Aide	144
NURA	Health Occupations	\$895.00	\$635.00	55006	Certified Nurse Aide Training	108
NURA	Health Occupations	N/A	\$635.00	55010	Certified Nurse Aide Clinical	108
OSHT	Health Occupations	\$1,799.00	\$1,850.00	55016	Cert Occ Safety-COSS	40
OSHT	Health Occupations	\$1,999.00	\$2,050.00	55027	Cert Occup Safety Manager	40
OSHT	NCCER	\$575.00	\$575.00	55010	CORE Curric:Intro Craft Skills	64
OSHT	Health Occupations	\$125.00	\$125.00	55026	OSHA 10-Construction	10
OSHT	Health Occupations	\$525.00	\$525.00	55024	Safe Supervisor	20
PFPB	Pipefitting	\$714.00	\$714.00	55024	NCCER Pipefitting Level 1	120
PFPB	Pipefitting	\$714.00	\$714.00	55007	NCCER Pipefitting Level 2	120
PLAB	Phlebotomy	\$533.00	\$1,025.00	55001	Phlebotomy Tech Practicum	112
PLAB	Phlebotomy	\$407.00	\$675.00	55000	Phlebotomy Technician Basic	48
POFI	Computer/IT	\$1,230.00	\$1,250.00	55021	Digital Literacy-IC3	96
POFI	Computer/IT	N/A	\$890.00	55035	MOS Applications	64
POFI	Computer/IT	\$135.00	\$155.00	55009	Word: One Day - Intermediate	7
POFI	Computer/IT	\$135.00	\$155.00	55002	Word - One Day	7
POFI	Computer/IT	N/A	\$230.00	55007	Word - Basic Skills	24
POFT	Computer/IT	\$230.00	\$190.00	55004	Keyboarding on the PC	96
POFT	Human Resources	\$1,000.00	\$1,000.00	55058	Train the Trainer	21
PTAC	Industrial Maintenance	\$490.00	\$490.00	55025	Refresher Troubleshooting Operators	8
QCTC	Quality Lean Six Sigma	\$3,000.00	\$3,000.00	55061	Lean Six Sigma Black Belt	112
QCTC	Inspection Technologies	N/A	\$312.00	55069	Testing and Inspection Systems	96
QCTC	Inspection Technologies	N/A	\$312.00	55070	Metrology and Prints	96
QCTC	Inspection Technologies	N/A	\$234.00	55071	Standards and Codes Online	64
QCTC	Inspection Technologies	N/A	\$234.00	55071	Standards and Codes	64
SCIT	Maritime	\$950.00	\$950.00	55000	Advanced Meteorology	40
SCIT	Maritime	\$850.00	\$850.00	55001	Meteorology (Operational)	40
VFFT	Firefighting	\$500.00	\$500.00	55001	Adv Fire Fighting Refresher	16
VFFT	Firefighting	\$375.00	\$375.00	55003	Adv Fire Fighting Revalidation	8
VFFT	Firefighting	\$800.00	\$800.00	55000	Advanced Fire Fighting	32

WLDG	Welding	\$406.00	\$312.00	55060	Intro Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	\$406.00	\$312.00	55061	Adv Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	N/A	\$312.00	55062	Intermediate Pipe Welding	128
WLDG	Welding	N/A	\$312.00	55063	Intro Gas Tungs Arc Weld (GTAW)	128
WLDG	Welding	N/A	\$312.00	55064	Adv Gas Tunds Arc Weld (GTAW)	128
WLDG	Welding	N/A	\$312.00	55065	Intro Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	N/A	\$312.00	55066	Adv Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	N/A	\$312.00	55067	Advanced Pipe Welding	128
WLDG	Welding	N/A	\$312.00	55068	Intro Gas Tungs Arc Weld (GTAW)	128
WLDG	Welding	N/A	\$312.00	55069	Gas Metal Arc Welding (GMAW)	128
WLDG	Welding	N/A	\$312.00	55070	Intro Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	N/A	\$312.00	55071	Adv Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	N/A	\$312.00	55072	Intermediate Pipe Welding	128
WLDG	Welding	N/A	\$312.00	55073	Advanced Pipe Welding	128
WLDG	Welding	N/A	\$312.00	55074	Intro Gas Tungs Arc Weld (GTAW)	128
WLDG	Welding	N/A	\$312.00	55075	Adv Gas Tunds Arc Weld (GTAW)	128
WLDG	Welding	N/A	\$312.00	55076	Intro Shielded Metal Arc Welding (SMAW)	128
WLDG	Welding	N/A	\$312.00	55078	Advanced Pipe Welding	128
WLDG	Welding	N/A	\$312.00	55079	Advanced Pipe Welding	128
WLDG	Welding	N/A	\$312.00	55080	Adv Shielded Metal Arc Welding (SMAW)	128

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
August 31, 2020**

PURCHASE REQUESTS AND CONTRACT RENEWALS

Purchase Request #1		
Ratify a Contract for College-Wide Vehicle Security Gates (pgs. 2-3)	\$	306,905
Purchase Request #2		
Contract for College-Wide Window Glazing Replacement (pgs. 4-5)		942,500
Purchase Request #3		
Guaranteed Maximum Price for Central Campus McCollum Building Renovation (pg. 6)		19,427,172
Purchase Request #4		
Contract for Training Program Services with Alvin Community College, College of the Mainland, and Lee College (pgs. 7-8)		201,000
Purchase Request #5		
Contract for Charter Bus Services (pg. 9-10)		100,000
Purchase Request #6		
Additional Funds for Unemployment Compensation Insurance (pg. 11)		<u>66,112</u>
TOTAL OF PURCHASE REQUESTS		<u><u>\$ 21,043,689</u></u>

Purchase Request #1
Regular Board Meeting August 31, 2020
Consideration of Approval to Ratify a Contract for
College-Wide Vehicle Security Gates

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees ratify a contract with Noble Texas Builders for the College-wide vehicle security gates project.

BACKGROUND

In May 2019, the Board authorized the competitive sealed proposals (CSP) procurement method for the College-wide vehicle security gates project. Project plans and specifications developed by PBK Architects were used as part of the documentation package required for public solicitation of proposals in accordance with the Texas Government Code §2269.151. CSP #20-25 was issued on March 27, 2020 and three responses were received and evaluated by a team comprised of representatives from facilities services and the program management firm. The evaluation and ranking of the submittals were based on criteria published in the solicitation. Noble Texas Builders received the highest overall score.

On March 17, 2020, the Board authorized delegation of authority to the Chancellor during altered operations for COVID-19. The Chancellor's delegation was utilized to expedite and execute a contract for this project to meet the new and urgent demand to safely close access to the campuses.

IMPACT OF THIS ACTION

Approval of this request will ratify the Chancellor's decision and permit the project to be completed.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this project is \$306,905 including contingency funds and will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The work commenced upon execution of the contract and is expected to be completed during the 2020-2021 academic year. This project will be monitored by capital projects personnel and program management will be provided by AECOM.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu

ATTACHMENT NO. 1

**CSP #20-25 College-Wide Vehicle Security Gates
Evaluation Summary**

Criteria Descriptions	Maximum Value	Construction Rent-a-Fence, Inc.	Millennium Projects Solutions, Inc.	Noble Texas Builders
Proposed Contract Amount	35	17.71	15.98	33.31
General Information, Staffing Plan, Management Plan, Schedule, Workload	25	22.25	21.00	18.50
History and Experience	25	22.50	19.75	19.81
Safety Record and Program	10	7.13	7.38	6.75
Financial Records	5	4.88	4.75	4.25
Total	100	74.47	68.86	82.62

Final Ranking

1	Noble Texas Builders	82.62
2	Construction Rent-a-Fence, Inc.	74.47
3	Millennium Projects Solutions, Inc.	68.86

**Purchase Request #2
Regular Board Meeting August 31, 2020
Consideration of Approval to Contract for
College-Wide Window Glazing Replacement**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Flintco, LLC for the College-wide window glazing replacement project.

BACKGROUND

In March 2020, the Board authorized the competitive sealed proposals (CSP) procurement method for the College-wide window glazing replacement project. Project plans and specifications developed by Page Southerland Page, Inc. were used as part of the documentation package required for public solicitation of proposals in accordance with the Texas Government Code §2269.151. CSP #20-31 was issued on July 2, 2020 to procure services for this project. Four responses were received and evaluated by a team comprised of representatives from capital projects staff, the architectural firm, and the program management firm. The evaluation and ranking of the submittals were based on criteria published in the solicitation. Flintco, LLC received the highest overall score.

IMPACT OF THIS ACTION

This action will provide the authority to replace degraded and energy inefficient windows and frames with new, thermally insulated, low-emissivity glazing systems. This upgrade will improve energy efficiency and occupant comfort in buildings C-20, S-7, and S-9.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this project is \$942,500 including contingency funds and will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The work will commence upon execution of a contract and is expected to be completed during the 2020-2021 academic year. This project will be monitored by capital projects personnel and program management will be provided by AECOM.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu

ATTACHMENT NO. 1

**CSP #20-25 College-Wide Vehicle Security Gates
Evaluation Summary**

Criteria Descriptions	Maximum Value	Ardent Construction, LLC	Flintco, LLC	Gutier, LLC	Millennium Projects Solutions, Inc.
Proposed Contract Amount	30	29.35	30.00	20.12	25.25
General Information, Staffing Plan, Management Plan, Schedule, Workload	25	18.83	23.17	23.33	18.00
History and Experience	25	20.67	23.50	22.67	20.33
Safety Record and Program	10	7.33	9.67	8.00	7.58
Financial Records	10	7.00	8.50	8.50	5.00
Total	100	83.18	94.84	82.62	76.16

Final Ranking

1	Flintco, LLC	94.84
2	Ardent Construction, LLC	83.18
3	Gutier, LLC	82.62
4	Millennium Projects Solutions, Inc.	76.16

Purchase Request #3
Board Meeting August 31, 2020
Consideration of Approval of Guaranteed Maximum Price
for Central Campus McCollum Building Renovation

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the first guaranteed maximum price (GMP) package for renovation of the Central Campus McCollum Building and delegate authority to the Chancellor to negotiate and execute remaining GMP packages.

BACKGROUND

In June 2020, the Board approved a construction manager-at-risk (CMR) contract, CMR #20-26, with Brookstone, L.P. to renovate the Central Campus McCollum Building. To date, Brookstone has provided preconstruction services including constructability and cost estimating services to the owner and the design team. Brookstone solicited and received qualified bids for the first package which includes the general conditions costs, as well as demolition, fire protection, plumbing, electrical, heating, ventilation, and air conditioning scopes of work. Brookstone is continuing to solicit proposals for subsequent work. Any subcontracts awarded by the construction manager under this authority shall comply with Texas Government Code Chapters 2258 and 2269 regarding prevailing wage rates and the review of bids and proposals, respectively.

IMPACT OF THIS ACTION

Approval of GMP Package 1 will allow long-lead time orders to be placed and demolition activities to begin while detailed design is completed for the remaining package(s). Subsequent packages will include the remainder of the work.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

GMP Package 1 will be for an amount not to exceed \$8,609,780. The total amount of all GMP packages for this project will not exceed \$19,427,172 and will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Completion of the project is expected in fall of 2021. This project will be monitored by capital projects personnel and program management will be provided by AECOM.

ATTACHMENTS

None

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu

Purchase Request #4
Regular Board Meeting August 31, 2020
Consideration of Approval to Purchase Training Program Services
with Alvin Community College, College of the Mainland, and Lee College

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve interlocal agreements for training program services with Alvin Community College (ACC), College of the Mainland (COM), and Lee College (Lee) for the Continuing & Professional Development (CPD) division.

BACKGROUND

The College is the recipient of a Health Profession Opportunity Grant (HPOG) whose goal is to assist the healthcare industry increase the number of trained workers certified in order to increase the applicant pool of qualified workers. The HPOG funded Health Career Pathways Partnership (HCPP) program is a demonstration project focused on Temporary Assistance for Needy Families (TANF) recipients and other low-income individuals. The Board previously approved interlocal agreements with ACC, COM, and Lee to provide recruiting, employer engagement, career readiness, and placement services for qualified participants selected in accordance with HPOG requirements. The grant focuses on healthcare training for a targeted segment of the population. ACC, COM, and Lee will also assist participants with filing for financial aid at Workforce Solutions offices in order for participants to receive supportive resources.

Interlocal contracts between two or more governmental agencies are an approved method of procurement in accordance with Texas Education Code §44.031(4) and Texas Local Government Code Chapter 791.011.

IMPACT OF THIS ACTION

The goals of HCPP are to increase the recruitment reach for this project, provide additional training opportunities, eliminate travel barriers for participants, and increase access to additional pathways. By continuing the partnerships with ACC, COM, and Lee, the College will better achieve the funding agency's goal of providing work-based learning and employment opportunities in health career pathways to low income individuals with a broader outcome of promoting self-sufficiency.

BUDGET INFORMATION

Training will be funded from the HPOG from the Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance, Award No. 90FX0035- 01-00. The estimated total expenditure is \$201,000 with \$60,000 to ACC, \$100,000 to COM, and \$41,000 to Lee.

MONITORING AND REPORTING TIMELINE

The one-year term of these interlocal agreements is September 30, 2020 through September 29, 2021.

Purchase Request #4
Regular Board Meeting August 31, 2020
Consideration of Approval to Purchase Training Program Services
with Alvin Community College, College of the Mainland, and Lee College

ATTACHMENTS

None

RESOURCE PERSONNEL

Lydia Chavez-Garcia	281-476-1815	lydia.chavezgarcia@sjcd.edu
DeShawn Pitre	281-998-6150	deshawn.pitre@sjcd.edu
Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

Since 2002, First Class Transportation (formerly known as Sierra Stage Coaches, Inc.) has exhibited a satisfactory and proven record of service with the College. First Class Transportation provides personable customer service, allows ease in booking, and is accommodating when inevitable adjustments are required when coordinating group and event travel.

Request for proposals #20-30 was issued to procure charter bus services. Eight responses were received and evaluated by a team comprised of baseball and softball athletic coaches who determined the proposal submitted by First Class Transportation will provide the best overall value to the College.

IMPACT OF THIS ACTION

First Class Transportation will provide charter bus services on an as-needed basis to transport athletic teams and other college-related groups. By utilizing one provider with advance schedules, the College achieves a deeper discounted rate per trip.

BUDGET INFORMATION

The estimated annual expenditure is \$100,000 and will be funded by various departments' 2020-2021 operating budgets.

MONITORING AND REPORTING TIMELINE

The initial one-year award term will commence on September 1, 2020, with renewal options of four one-year terms.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

Randi Faust	281-998-6348	randi.faust@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

ATTACHMENT NO. 1

**RFP 20-30 Charter Bus Services
Evaluation Summary**

Stated Criteria	Maximum Value	AFC Transportation	AJL International	Corporate Services	Empire Transportation	First Class Transportation	Western Motorcoach	Wynne Transportation
Qualifications and Experience of Firm	15.00	12.56	10.50	9.75	9.00	12.75	13.69	13.69
Qualifications and Experience of Drivers	20.00	13.31	17.25	15.5	17.25	18.50	18.75	17.50
Services and Performance	25.00	20.63	20.63	15.63	19.38	23.75	21.88	21.25
Existing Fleet	10.00	8.88	6.38	6.13	7.50	8.75	8.88	9.00
Value Added Services	5.00	4.44	2.81	4.31	1.94	4.50	4.44	4.44
Price Proposal	25.00	21.56	20.94	21.25	22.19	22.19	22.19	21.88
COVID-19 Safety Protocols	5.00	4.50	4.25	1.81	1.81	4.56	1.88	4.44
Total	100.00	85.88	82.76	74.38	79.07	95.00	91.71	92.20

Final Ranking

	Vendor Name	Total Score
1	First Class Transportation	95.00
2	Western Motorcoach	91.71
3	Wynne Transportation	92.20
4	AFC Transportation	85.88
5	AJL International	82.76
6	Empire Transportation	79.07
7	Corporate Services	74.38

Purchase Request #6
Regular Board Meeting August 31, 2020
Consideration of Approval of Additional Funds for
Unemployment Compensation Insurance

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of unemployment compensation insurance from Texas Association of School Boards (TASB) Risk Management Fund for the College.

BACKGROUND

Texas Governor Greg Abbott declared a disaster relating to the Coronavirus (COVID-19) global pandemic on March 13, 2020. The pandemic has created an unprecedented economic crisis resulting in millions of Americans losing their jobs. The Board previously approved an estimated expenditure for the 2020-2021 premium that included a 30 percent increase over the 2019-2020 premium in anticipation of the larger number of claims filed. However, the actual 2020-2021 renewal premium is 75 percent higher in cost.

The College's unemployment compensation insurance coverage is procured through TASB Risk Management Fund via an Interlocal Agreement. Use of interlocal contracts between two or more parties is an approved method of procurement in accordance with Texas Education Code §44.031(4) and Local Government Code Chapter 791.011.

IMPACT OF THIS ACTION

Renewal of this coverage will provide unemployment compensation insurance for College employees. TASB will continue to administer claims payments related to unemployment.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

On August 3, 2020, the Board approved an expenditure of \$195,000 for unemployment compensation insurance coverage. This request will increase the total amount approved by \$66,112 to a total of \$261,112. This expenditure will be funded from the safety, health, environmental and risk management department's 2020-2021 operating budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Item "A"
Regular Board Meeting August 31, 2020
Approval of the Minutes for the August 3, 2020
Workshop, Public Budget Hearing, and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the August 3, 2020, Workshop, Public Budget Hearing, and Regular Board Meeting.

San Jacinto College District Board Workshop August 3, 2020

The Board of Trustees of the San Jacinto Community College District met by videoconference at 5:15 p.m., Monday, August 3, 2020, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this workshop was made available to the public via a live-stream. At least a quorum of the Board was present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse (via videoconference), Marie Flickinger, John Moon, Jr., Dan Mims, Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer Other: Sandra Ramirez, Mandi Reiland, and Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 5:18 p.m.
II.	Roll Call of Board Members	Marie Flickinger, Erica Davis Rouse (via videoconference), Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters and Personnel Matters	Chair Flickinger adjourned to closed session at 5:19 p.m. Attorney Lisa Brown attended a portion of the closed session via conference call for the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law. Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for the closed session.
IV.	Reconvene in Open Meeting	The meeting reconvened to the open meeting at 6:06 p.m.

<p>V.</p>	<p>Update on COVID-19 Responses</p>	<p>Dr. Brenda Hellyer provided an overview of the COVID-19 responses. She explained that since COVID-19 response updates were reviewed with the Board at the July 21 retreat, there have been a few changes.</p> <p>For athletics, pushed back start of practices from September 5 to September 21. This decision is in alignment with the other Gulf Coast Colleges' baseball and softball teams. The intention is that the fall season will still end by the Thanksgiving holidays. There will likely not be scrimmages among the colleges, but we will continue to assess this.</p> <p>For early college high schools (ECHS), Clear Creek ISD will be housing Clear Horizons ECHS on one of their campuses. Classes will be conducted online on a schedule (synchronous). Pasadena ISD's ECHS faculty, staff, and counselors have started and will continue to come back to campus, but students will not be onsite for the fall semester. These classes will also be conducted online on a schedule (synchronous). The Galena Park Career and Technical High School will be managed differently since the classes for this program are technical. Their faculty and staff have begun to return to campus and students who have elected for face to face and those that are enrolled in technical courses will start coming to campus after September 8. Ali Shah, Office of Emergency Management, will walk the facilities with them to ensure they are aware of College protocols. Sheldon ECHS will be all academic and online courses. Deer Park and La Porte are mostly academic online on a schedule (synchronous). Brenda explained that she and other representatives from the College are having regular conversations with the ISDs to ensure alignment.</p> <p>Brenda provided an update on the return to onsite operations for College employees. She said that all administrators started returning to campus a minimum of 50% of the work week on July 27. All staff will return to onsite operations a minimum of 50% of their work week on August 17. Leaders have developed rotating schedules within their teams. The welcome centers (testing, advising, business offices) opened up with minimal staffing last week with expanded staffing in the coming weeks. She said that they are trying to make it clear that the welcome</p>
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		<p>centers are open to address concerns and services that students have not been able to address online.</p> <p>Brenda reviewed fall enrollment numbers. As of this morning, headcount is down 3.4% and contact hours are down 5.1% from last year. Academic enrollment is down 2.7% and technical is down 11%, but there have been significant increases in technical. Technical students are still completing spring and summer courses. When they complete those, they will then be able to enroll for fall courses. Nursing enrollment is currently down because those students are trying to get into clinical spaces. Ten of the twenty-six Bachelor of Science in Nursing (BSN) applications have been accepted so far. They were hoping to have 30 in the first cohort but are comfortable with 26 if all of the applicants are accepted.</p> <p>She explained that the College took ownership of the Generation Park building last Monday. Enrollment is increasing, but it is because students can select any campus for online courses. There are approximately 250 new (to the College) students that are enrolled there currently. Brenda said that they are continuing to review enrollment data and are analyzing by zip code.</p> <p>Brenda explained that the current deadline for hearing citizens at Board meetings under the videoconference and COVID related meeting format creates issues for technology modifications and setup. Brenda recommends that the deadline for submitting forms be temporarily changed to 11:00 a.m. the day of the meeting. The Chancellor is authorized to make this change under the COVID-19 altered operations resolution the Board passed in March. Members were supportive of this recommendation.</p> <p>Members had additional discussion on enrollment.</p>
<p>VI.</p>	<p>Review 2020-2021 Annual Priorities</p>	<p>Brenda provided an overview of the proposed 2020-2021 Annual Priorities. She explained that these annual priorities were developed by the Strategic Leadership Team (SLT) including obtaining feedback from various members of their teams and being informed by the work of a variety of councils, committees, and taskforces. These priorities will be reviewed with the Strategic Leadership Communication Council (SLCC), which consists of</p>

		<p>approximately 150 leaders throughout the College. The SLT members will work with their respective members of the SLCC to determine the necessary action plans to implement these priorities.</p> <p>She reviewed each priority and they are as follows: expand our equity focus and commitment, expansion of transfer opportunities and awareness, career and workforce pathways, holistic student support design and technology, opening of Generation Park Campus, expand our outreach efforts by focusing on creating a college-going culture where one does not exist, positioning for the future, and advance a culture of resiliency and sustainability.</p>
VII.	Review Truth-in-Taxation (TNT) Calculation of rates for Tax Year 2020	<p>Teri Zamora reviewed the truth-in-taxation (TNT) calculation of rated for tax year 2020. She explained that these updates are required by Senate Bill 2 that was passed in the last legislative session in 2019. Truth-in-taxation is designed to produce a no-new revenue tax rate (formerly effective tax rate) and a voter-approved tax rate (formerly rollback rate). The estimated no-new-revenue tax rate for fiscal year 2021 is \$0.116509. After adding the required tax rate for General Obligation debt payments of \$0.057833, the estimated total proposed tax rate is \$0.174342. The estimated voter-approved tax rate for fiscal year 2021 is \$0.183663.</p> <p>Teri provided the history of College tax rates for the last five years. The proposed rates for 2021 are lower than the last five years. She explained that the action item for consideration this evening recommends adopting a tax rate that is not in excess of the voter-approved tax rate. Action is needed to satisfy the new timeline surrounding elections related to taxing entities exceeding the voter-approved tax rate. Action must be taken by the Board prior to August 7. Teri stated that taking this action will enable the College to wait for the final certified appraisal roll in late August or early September before adopting official tax rate. She anticipates adoption of the College’s official tax rate will occur at the regularly scheduled Board meeting on August 31 or October 5.</p>
VIII.	Review 2020-2021 Budget	<p>Brenda explained that the proposed budget has been reviewed with the Board multiple times, and the version that is being presented today does not vary much since the last presentation to the Board.</p>

		<p>Teri reviewed the proposed 2020-2021 budget. She explained the revenue projections and said that after conservatively estimating the state allocation, M&O taxes, tuition and fees, sales and services, and investment income, the proposed Fiscal Year (FY) 2021 budget is approximately \$20,075 less than FY 2020.</p> <p>Teri explained that the FY 2021 priority increases and decreases net to a \$20,075 decrease and she summarized the list of priority initiatives. This net decrease is designed to position the College to continue to serve new and returning students, maintain the College’s fiscal resiliency, retain qualified faculty and staff, and weather the external influences caused by the pandemic.</p> <p>Teri stated that the current constrained and uncertain environment will cause a more conservative approach to spending. The College will move forward cautiously in approving expenditures. There will be no annual raise to employees in this budget, hiring for the majority of open positions is limited, and some savings were identified that will continue into future years. She said that other portions of funding included in the budget were identified to have minimal funding initially available to departments, and require executive-level approval to access incrementally, including items such as: travel, overtime, part-time staff, and posting of full-time positions.</p> <p>Teri provided an overview of the proposed restricted and auxiliary budget. Brenda reviewed the details of the increase in financial aid and grants. Contributing factors are the Promise program, new grants, and an increase in students with financial aid.</p> <p>Larry Wilson asked about the bookstore and the amount that the College receives back from Barnes and Noble. Teri responded that the \$1 million in the budget is an estimate and is close to the guaranteed amount.</p> <p>Erica Davis Rouse asked if the College has expanded the number of courses participating in the first day of class book program. Teri responded affirming the expansion and stated that the plan is to provide an update to the Board in the coming months.</p>
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<p>IX.</p>	<p>Review Policy III.3006.D, Sexual Misconduct</p>	<p>Brenda explained the process for temporary approval of policies by the Chancellor. Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission gives the Chancellor the authority to sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation. Under that authority, the proposed policy is temporarily effective. Per Policy II.2001.A, to become permanent, these changes will follow the standard policy review process at the next regularly scheduled meeting of the Board.</p> <p>Sandra Ramirez reviewed Policy III.3006.D, Sexual Misconduct that is being presented to the Board for first reading. This policy and procedure are comprehensive with extensive changes that provide due process for students and employees per current updates to the Title IX Regulations recently published in May 2020 with a requirement to be effective by August 14. The College currently has a policy and procedure in place, but due to the changes required it is recommended that the current policy and procedure be rescinded and a new policy and procedure be implemented.</p> <p>Sandra explained that the College is committed to maintaining a campus environment that is free from discrimination based on sex. In support of that objective, this Policy prohibits sexual harassment, sexual assault, dating violence, domestic violence, and stalking against any student or employee by any person under the control of the College.</p> <p>Members did not express any concerns.</p>
<p>X.</p>	<p>Complete Conflict of Interest Forms</p>	<p>Brenda Hellyer asked the members to complete their respective conflict of interest forms at their places and return them to Mandi Reiland.</p>
<p>XI.</p>	<p>Review of Calendar</p>	<p>Brenda reviewed the calendar with the Board. She reviewed the upcoming CCATT virtual annual meeting and asked which Board member should be designated as the voting delegate for the College. It was determined that Marie Flickinger would be the voting delegate. Brenda also reviewed the details of the upcoming virtual commencement ceremony.</p>

XII.	General Discussion of Meeting Items	Brenda asked if there were any items from the meeting agenda that the members would like to review. There were no additional items to address.
XIII.	Adjournment	Workshop adjourned at 6:58 p.m.

**San Jacinto College District
Public Budget Hearing and Regular Board Meeting Minutes**

August 3, 2020

The Board of Trustees of the San Jacinto Community College District met by videoconference at 7:00 p.m., Monday, August 3, 2020 in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this meeting was available to the public via a live stream. At least a quorum of the Board was present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

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

Chancellor: Brenda Hellyer

Others Present: Bo Hopper
Joseph Pena
Sandra Ramirez
Mandi Reiland
Teri Zamora

Public Budget Hearing: Chair Marie Flickinger called the Public Budget Hearing to order at 7:06 p.m.
Chair Flickinger conducted a roll call of the Board members:

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

Teri Zamora reviewed the 2020-2021 budget presentation. There were no citizens desiring to speak in the public comment portion of the hearing.

The hearing was adjourned at 7:25 p.m.

Call the Meeting to order: Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:25 p.m.

Roll Call of Board Members:

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

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

Invocation and Pledges to the Flags:

The invocation was given by Sandra Ramirez. The pledges to the American flag and the Texas flag were led by Larry Wilson.

Special Announcements and Presentations:

1. Mandi Reiland read an announcement regarding the meeting process.

Communications to the Board:

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

1. A thank you was sent to the Board from Ann Kokx-Templett for the plant sent in memory of her mother.
2. A thank you was sent to the Board from Jessica Holt for the plant sent in memory of her mother.
3. A thank you was sent to the Board from Kimberly Miller-Davis for the plant sent in memory of her husband.
4. August Opportunity News
5. New Provost announcement
 - a. Dr. Alexander Okwonna – North Campus
 - b. Dr. Aaron Knight – South Campus

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

There were no citizens desiring to be heard before the Board of Trustees.

Informative Reports:

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

- A. San Jacinto College Financial Statements
 - a. San Jacinto College Financial Statements June 2020

- b. San Jacinto College Monthly Investment Report June 2020
- c. San Jacinto College Financial Statements May 2020
- d. San Jacinto College Monthly Investment Report May 2020
- e. San Jacinto College Monthly Investment Quarterly Report March – May 2020
- B. San Jacinto College Foundation Financial Statements
 - a. June 2020
 - b. May 2020
- C. Capital Improvement Program
 - a. June 30, 2020
 - b. May 31, 2020

**Motion 10037
Consideration of
Approval of
Amendment to
the 2019-2020
Budget for
Restricted
Revenue and
Expenses
Relating to
Federal and
State Grants**

Motion was made by Keith Sinor, seconded by Larry Wilson, for approval of Amendment to the 2019-2020 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Motion Carried.

Yeas: Davis Rouse (via videoconference), Mims, Moon, Jr., Sinor, Wheeler, Wilson

Nays: None

**Motion 10038
Consideration of
Approval of the
2020-2021
Annual Priorities**

Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for approval of the 2020-2021 Annual Priorities.

Motion Carried.

Yeas: Davis Rouse (via videoconference), Mims, Moon, Jr., Sinor, Wheeler, Wilson

Nays: None

**Motion 10039
Consideration of
Approval of
Proposed Budget
for 2020-2021**

Motion was made by Dan Mims, seconded by Keith Sinor, for approval of Proposed Budget for 2020-2021.

Motion Carried.

Yeas: Davis Rouse (via videoconference), Mims, Moon, Jr., Sinor, Wheeler, Wilson

Nays: None

- Motion 10040**
Consideration of
Approval of
Policy IV.4000.B,
Americans with
Disabilities Act –
Second Reading
- Motion was made by Larry Wilson, seconded by Dr. Ruede Wheeler, for approval of Policy IV.4000.B, Americans with Disabilities Act – Second Reading.
- Motion Carried.
- Yeas: Davis Rouse (via videoconference), Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None
- Motion 10041**
Consideration of
Approval of
Policy IV.4005.A,
Remote and
Alternate Work
Arrangements –
Second Reading
- Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for approval of Policy IV.4005.A, Remote and Alternate Work Arrangements – Second Reading.
- Motion Carried.
- Yeas: Davis Rouse (via videoconference), Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None
- Motion 10042**
Consideration of
Authorization
for Water Meter
Easement on
South Campus
- Motion was made by Larry Wilson, seconded by Dr. Ruede Wheeler, for authorization for Water Meter Easement on South Campus.
- Motion Carried.
- Yeas: Davis Rouse (via videoconference), Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None
- Motion 10043**
Consideration of
Authorization
for Acquisition of
Real Property
Contiguous to
South Campus
- Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr. for authorization for Acquisition of Real Property Contiguous to South Campus.
- Motion Carried.
- Yeas: Davis Rouse (via videoconference), Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None
- Motion 10044**
Consideration of
Approval of the
Full-time Salary
Schedules, Part-
time Hourly Pay
Rates, and
Stipends and
- Motion was made by Dan Mims, seconded by Keith Sinor, for approval of the Full-time Salary Schedules, Part-time Hourly Pay Rates, and Stipends and Market Premiums for 2020-2021.
- Motion Carried.

Market Premiums for 2020-2021	Yeas: Davis Rouse (via videoconference), Mims, Moon, Jr., Sinor, Wheeler, Wilson Nays: None
Motion 10045 Consideration of Approval of the 2021 Board of Trustees Regularly Scheduled Meeting Dates	Motion was made by Larry Wilson, seconded by Keith Sinor, for approval of the 2021 Board of Trustees Regularly Scheduled Meeting Dates. Motion Carried. Yeas: Davis Rouse (via videoconference), Mims, Moon, Jr., Sinor, Wheeler, Wilson Nays: None
Motion 10046 Consideration of Approval of the Annual Review of the Investment Policy and Strategy of the College	Motion was made by John Moon, Jr., seconded by Dr. Ruede Wheeler, for approval of the Annual Review of the Investment Policy and Strategy of the College. Motion Carried. Yeas: Davis Rouse (via videoconference), Mims, Moon, Jr., Sinor, Wheeler, Wilson Nays: None
Motion 10047 Consideration of Approval of Naming Buildings at the Central, North, and South Campuses	Motion was made by Dr. Ruede Wheeler, seconded by Larry Wilson, for approval of Naming Buildings at the Central, North, and South Campuses. Motion Carried. Yeas: Davis Rouse (via videoconference), Mims, Moon, Jr., Sinor, Wheeler, Wilson Nays: None
Motion 10048 Consideration of Approval of Resolution to Authorize Early Additional Penalty for Collection Costs under Section 33.11 of the Texas Tax Code	Motion was made by Keith Sinor, seconded by Larry Wilson, for approval of Resolution to Authorize Early Additional Penalty for Collection Costs under Section 33.11 of the Texas Tax Code. Motion Carried. Yeas: Davis Rouse (via videoconference), Mims, Moon, Jr., Sinor, Wheeler, Wilson Nays: None
Motion 10049 Consideration of Adoption of Authorized	Motion was made by Dr. Ruede Wheeler, seconded by Dan Mims, for adoption of Authorized Broker/Dealer List. Motion Carried.

Broker/Dealer

List

Yeas: Davis Rouse (via videoconference), Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

**Motion 10050
Consideration of
Recommendation
to Adopt a Tax
Rate that is not
in Excess of the
Voter-Approval
Tax Rate**

Motion was made by Keith Sinor, seconded by John Moon, Jr. for recommendation to Adopt a Tax Rate that is not in Excess of the Voter-Approval Tax Rate.

Motion Carried.

Yeas: Davis Rouse (via videoconference), Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

**Consideration of
Approval of
Policy III.3006.D,
Sexual
Misconduct and
Rescission of
VI.6004.D,
Campus Sexual
Misconduct –
First Reading
(Informational
Item)**

Informational item on Policy III.3006.D, Sexual Misconduct and Rescission of VI.6004.D, Campus Sexual Misconduct – First Reading (Informational Item).

No vote required.

**Motion 10051
Consideration of
Approval of
Proposed
Settlement in
C.A. No. 4:18-cv-
04368, in the
United States
District Court
for the Southern
District of Texas**

Motion was made by John Moon, Jr., seconded by Dr. Ruede Wheeler, for approval of Proposed Settlement in C.A. No. 4:18-cv-04368, in the United States District Court for the Southern District of Texas.

Motion Carried.

Yeas: Davis Rouse (via videoconference), Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

**Motion 10052
Consideration of
Purchasing
Requests**

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

Purchase Request #1
Annual Renewals and Expenditures \$59,404,207

Purchase Request #2
Purchasing Cooperatives -

Purchase Request #3 Method of Procurement for South Campus Jones Building Renovation	-
Purchase Request #4 Method of Procurement for Upgrade of Maritime Campus Davit Systems	-
Purchase Request #5 Contract for Engineering Services for Maritime Campus Davit Upgrades	-
Purchase Request #6 Additional Funds for Turnkey Magazine Production Services	80,000
Purchase Request #7 Purchase of a Packaged Chiller Plant	3,740,000
Purchase Request #8 Contract for College-Wide Exterior Wayfinding Signage Upgrades	325,500
Purchase Request #9 Contract for College-Wide Masonry Repairs	251,000
Purchase Request #10 Modify Contract for Construction Manager-at-Risk for Central Campus McCollum Renovation	339,300
Purchase Request #11 Contract for a Feasibility Study	119,964
Purchase Request #12 Contract for Electrical Maintenance Services	200,000
Purchase Request #13 Contract for Enterprise Term License Agreement for Adobe Products	<u>200,000</u>
TOTAL OF PURCHASE REQUESTS	\$64,659,971

Motion Carried.

Yeas: Davis Rouse (via videoconference), Mims, Moon, Jr., Sinor, Wheeler,
Wilson

Nays: None

**Motion 10053
Consent Agenda**

Motion was made by Larry Wilson, seconded by Keith Sinor, to approve the consent agenda.

- A. Approval of the Minutes for the June 15, 2020 Workshop and Regular Board Meeting
- B. Approval of the Minutes for the July 21, 2020 Special Board Meeting
- C. Approval of the Minutes for the July 21, 2020 Board Strategic Planning Retreat
- D. Approval of the Budget Transfers
- E. Approval of Personnel Recommendations and 2020-2021 Professional Contracts
- F. Approval of the Affiliation Agreements
- G. Approval of the Next Regularly Scheduled Meeting

Motion Carried.

Yeas: Davis Rouse (via videoconference), Mims, Moon, Jr., Sinor, Wheeler, Wilson

Nays: None

**Items for
Discussion/
Possible Action**

There were no additional items discussed.

Adjournment:

Meeting Adjourned at 7:45 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for 2019-2020 which have been made in accordance with State accounting procedures.

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers

RESOURCE PERSONNEL

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

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers For The August 31, 2020 Board Meeting
 Fiscal Year 2019 - 2020

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 211,934	\$ -
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ -	\$ 211,718
STUDENT SERVICES	\$ -	\$ -
INSTITUTIONAL SUPPORT	\$ -	\$ 16,011
PHYSICAL PLANT	\$ 15,795	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	\$ 227,729	\$ 227,729

RECOMMENDATION

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

Central Campus

Department

Medical Laboratory Program

Affiliation Entity

Houston Methodist Sugar Land Hospital

South Campus

Department

Physical Therapy Assistant
Program

Affiliation Entity

Pinnacle Health Facilities XXX, L.P. and
Reliant Pro Rehab, LLC dba Reliant
Rehabilitation

Occupational and Physical Therapy
Programs

The University of Texas Medical Branch at
Galveston (UTMB)

North Campus

Department

Mental Health Program

Affiliation Entity

Make Over in Christ Inc.

Mental Health Program

Recovery Solution Center

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

CONTACT PERSONNEL

Daniel J. Snooks, Attorney
Laurel Williamson

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laurel.williamson@sjcd.edu

Item “E”
Regular Board Meeting August 31, 2020
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, October 5, 2020.