

***Board of Trustees
Meeting***

April 6, 2026

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

The Board of Trustees of the San Jacinto Community College District will meet for a Board workshop at 5:00 p.m., Monday, April 6, 2026, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

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

**BOARD WORKSHOP
AGENDA**

I. Call the Workshop to Order

II. Roll Call of Board Members

III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.072, and 551.074 of the Texas Open Meetings Act, for the following purposes:

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

B. Real Estate Matters - For the purpose of discussing the purchase, exchange, lease or value of real property.

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

IV. Reconvene in Open Session

V. Discuss Revisions to Board Bylaws and Conflict of Interest Policy

VI. Discuss Revisions to Employee Ethical Conduct and Conflict of Interest Policy

VII. Review Increase in Homestead and Over 65/Disabled Property Tax Exemptions

VIII. Update on Refinancing Plan and Bond Ratings

IX. Update on Legislative Affairs

X. General Discussion of Meeting Items

A. Additional Purchasing Support Documents

B. Delegation of Authority

XI. Calendar

XII. Adjournment

Additional Closed Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq.

of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

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

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, March 30, 2026, this notice was posted to the College’s website, on a bulletin board located at a place convenient to the public at the administrative building of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet for a regularly scheduled Board meeting at 7:00 p.m. on Monday, April 6, 2026, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

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

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

A link to a public comments form is available at: www.sanjac.edu/request-speak-to-board
The form must be completed prior to 11:00 a.m. on April 6, 2026. After completion of the form, the requestor will be contacted with further instructions. Registered participants will be allotted five minutes to address the Board of Trustees during the “Public Comment” portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

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

**BOARD MEETING
AGENDA**

I. Call the Meeting to Order

II. Roll Call of Board Members

III. Invocation and Pledge to the Flags

IV. Special Announcements, Recognitions, Introductions, and Presentations

A. Recognition of Monument Awards - LIFT Team (Licensure Integration & Fast Transition)

Presenter: Christian Bionat

B. Achieving the Dream Leader College of Distinction

Presenter: Laurel Williamson

V. Student Success Presentations

A. Bachelor Degree Programs

Presenter: Chris Duke

VI. Communications to the Board of Trustees

VII. Public Comment

VIII. Informative Reports to the Board

A. San Jacinto College Financial Statements

1. San Jacinto College Monthly Financial Statements - February 2026

2. San Jacinto College Monthly Investment Reports - February 2026

3. San Jacinto College Quarterly Investment Report - December 2025-February 2026

B. San Jacinto College Foundation Financial Statements - February 2026

C. Capital Improvement Program

ACTION ITEMS

IX. Consideration of Approval of Amendment to the 2025-2026 Budget for Restricted Revenue and Expenses Relating to Federal, State and Local Grants/Contracts

X. Consideration of Approval of Resolution Establishing the Ad Valorem Tax Homestead and Over 65/Disabled Exemptions

XI. Consideration of Approval of Policy IV.4005.C, Equal Opportunity Institution - First Reading (Informational Item)

XII. Consideration of Approval of Policy III.3003.A, Ethical Conduct and Conflicts of Interest - First Reading (Informational Item)

XIII. Consideration of Approval Policy III.3008.E, Workplace Violence - First Reading (Informational Item)

XIV. Consideration of Approval of Policy III.3008.D, Business Continuity - First Reading (Informational Item)

PURCHASING REQUESTS

XV. Consideration of Purchasing Requests

CONSENT AGENDA

XVI. 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 March 2, 2026, Workshop and Regular Board Meeting

B. Approval of the Budget Transfers

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

D. Approval of the Next Regularly Scheduled Meeting

XVII. Items for Discussion/Possible Action

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

XVIII. Adjournment

Closed Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place

given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

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

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

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Brenda Hellyer, Ed.D.

San Jacinto College Monthly Financial Statements
February 2026

San Jacinto Community College District
Statement of Net Position
February 28,

<u>Assets</u>	<u>2026</u>	<u>2025</u>
Current assets:		
Cash and cash equivalents	\$ 131,071,346	\$ 128,216,374
Restricted cash and cash equivalents	21,516,771	63,434,776
Investments	5,006,650	4,991,750
Restricted investments	42,126,162	-
Accounts receivable - taxes	5,490,875	5,527,508
Accounts receivable	25,601,059	24,065,631
Deferred charges	825,556	1,253,777
Inventories	489,828	444,074
Total current assets	<u>232,128,247</u>	<u>227,933,890</u>
Noncurrent assets:		
Other long term investments	25,137,683	25,080,550
Capital assets, net	713,451,015	715,053,438
Total noncurrent assets	<u>738,588,698</u>	<u>740,133,988</u>
Total assets	<u>970,716,945</u>	<u>968,067,878</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	16,138,596	23,369,169
Deferred outflow related to OPEB	10,244,217	9,505,667
Deferred outflow related to defeased debt	2,658,903	3,311,823
Total deferred outflows of resources	<u>29,041,716</u>	<u>36,186,659</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	17,772,036	16,227,880
Accrued liabilities	944,211	966,352
Accrued compensable absences and deferred compensation	3,642,957	2,853,852
Deferred revenues	8,552,359	214,123
Total current liabilities	<u>30,911,562</u>	<u>20,262,207</u>
Noncurrent liabilities:		
Net pension liability	56,117,690	58,696,523
Net OPEB liability	97,935,940	88,758,738
Bonds and notes payable	612,947,370	629,082,838
Total noncurrent liabilities	<u>767,001,001</u>	<u>776,538,099</u>
Total liabilities	<u>797,912,563</u>	<u>796,800,306</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	1,916,844	3,781,273
Deferred inflows related to OPEB	23,593,689	33,479,070
Deferred Inflows - Lease Receivable	569,198	192,100
Total deferred inflows of resources	<u>26,079,731</u>	<u>37,452,444</u>
<u>Net assets</u>		
Beginning of year - audited	78,899,917	79,811,001
Current year addition (reduction)	96,866,450	90,190,787
Total net position	<u>\$ 175,766,367</u>	<u>\$ 170,001,788</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2026

11 Unrestricted Funds

	Adjusted Budget	Actual 50.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
State Appropriations	\$ 54,664,243	\$ 41,430,652	75.79%	\$ 42,560,578	76.14%
State Appropriations - FAST	2,650,000	2,639,315	99.60%	2,450,736	93.15%
Local Taxes - Maintenance & Operations	93,350,000	85,869,830	91.99%	84,839,469	93.98%
Credit Tuition	70,906,831	66,183,344	93.34%	60,542,550	86.68%
Credit Exemptions & Waivers	(10,582,247)	(8,698,849)	82.20%	(8,716,272)	85.24%
Continuing Education					
CPET	450,000	147,630	32.81%	155,290	39.08%
Biotechnology	600,000	66,955	11.16%	32,351	56.02%
Maritime Transportation	2,500,000	1,123,138	44.93%	1,212,581	50.81%
Continuing Professional Development (CPD)	8,547,308	2,367,129	27.69%	2,211,512	34.51%
Continuing Education Exemptions & Waivers	(45,000)	(20,950)	46.56%	(27,535)	56.52%
Bad Debt	(1,200,000)	(600,000)	50.00%	(550,000)	38.85%
Sales & Services	2,600,000	1,255,051	48.27%	1,168,820	39.57%
Investment Income	4,900,000	1,869,927	38.16%	2,144,893	45.15%
Total Revenues	229,341,135	193,633,172	84.43%	188,024,973	83.97%
Expenditures					
Instruction	90,251,252	50,816,260	56.31%	49,237,490	53.32%
Public Service	20,047	11,217	55.95%	2,128	28.85%
Academic Support	21,551,080	10,313,367	47.86%	10,457,781	55.27%
Student Services	23,865,552	10,982,471	46.02%	11,067,889	48.74%
Institutional Support	60,650,289	31,272,021	51.56%	30,825,989	51.28%
Physical Plant	26,858,880	10,495,935	39.08%	10,773,347	45.16%
Total Expenditures	223,197,099	113,891,781	51.03%	112,364,625	51.55%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	5,776,846	7,325,911	126.82%	4,175,610	74.43%
Net Increase (Decrease) in Net Position	\$ 367,190	\$ 72,415,480		\$ 71,484,739	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2026

Federal Restricted Funds

	Adjusted Budget	Actual 50.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
Grants	\$ 74,963,697	\$ 55,771,218	74.40%	\$ 44,521,086	57.05%
Total Revenues	74,963,697	55,771,218	74.40%	44,521,086	57.05%
Expenditures					
Instruction	1,039,656	477,917	45.97%	449,575	46.48%
Public Service	331,377	84,054	25.37%	119,453	57.66%
Academic Support	8,955,456	1,759,899	19.65%	2,421,228	49.97%
Student Services	480,731	478,237	99.48%	244,118	51.86%
Institutional Support	949,491.24	233,225	24.56%	291,052	47.88%
Physical Plant	505,584	195,133	38.60%	93,478	39.58%
Scholarships and Fellowships	62,701,401	52,542,753	83.80%	40,902,182	57.85%
Total Expenditures	74,963,697	55,771,218	74.40%	44,521,086	57.05%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -		\$ -	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2026

State Restricted Funds

	Adjusted Budget	Actual 50.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
State Appropriations - Exceptional Item	\$ 10,000,000	\$ 1,900,323	19.00%	-	-
Investment Income	-	131,855	-	-	-
State Paid Benefits	14,402,520	7,402,760	51.40%	6,792,558	35.69%
Grants	11,822,523	7,506,969	63.50%	5,591,611	72.17%
Total Revenues	36,225,043	16,941,907	46.77%	12,384,169	46.25%
Expenditures					
Instruction	16,370,640	5,448,566	33.28%	3,675,818	37.38%
Public Service	7,487	6,450	86.15%	9,908	32.08%
Academic Support	4,940,743	1,322,248	26.76%	920,075	31.22%
Student Services	1,803,808	1,216,951	67.47%	1,108,318	36.29%
Institutional Support	4,262,407	1,646,205	38.62%	1,390,277	33.15%
Physical Plant	52,346	-	-	-	-
Scholarships and Fellowships	8,787,612	7,169,631	81.59%	5,279,772	77.85%
Total Expenditures	36,225,043	16,810,052	46.40%	12,384,169	46.14%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 131,855		\$ -	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2026

Local Restricted Funds

	Adjusted Budget	Actual 50.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
Grants	\$ 8,616,214	\$ 3,394,601	39.40%	\$ 3,281,738	83.38%
Total Revenues	8,616,214	3,394,601	39.40%	3,281,738	83.38%
Expenditures					
Instruction	4,000	-	-	-	-
Public Service	252,342	60,101	23.82%	83,267	48.46%
Academic Support	1,400,540	447,655	31.96%	410,221	50.24%
Student Services	1,692	770	45.52%	2,000	43.40%
Institutional Support	60,893	12,646	20.77%	7,038	100.00%
Physical Plant	186,223	17,809	9.56%	35,872	37.67%
Scholarships and Fellowships	7,250,150	2,830,752	39.04%	2,875,048	89.64%
Total Expenditures	9,155,839	3,369,733	36.80%	3,413,445	79.33%
Transfers Among Funds					
Transfers In	(539,626)	(104,164)	19.30%	(126,668)	35.45%
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 129,033		\$ (5,039)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2026

27 FAST & TPEG

	Adjusted Budget	Actual 50.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
State Appropriations - FAST	\$ 2,450,000	\$ 1,962,556	80.10%	\$ 1,978,264	90.04%
Tuition - Credit & Non Credit - TPEG	3,500,000	3,005,988	85.89%	2,892,348	85.20%
Total Revenues	5,950,000	4,968,544	83.50%	4,870,611	86.36%
Expenditures					
Scholarships and Fellowships - FAST	2,450,000	1,962,556	80.10%	1,978,264	90.04%
Scholarships and Fellowships	3,500,000	1,829,385	52.27%	2,028,191	66.05%
Total Expenditures	5,950,000	3,791,941	63.73%	4,006,455	76.06%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 1,176,602		\$ 864,156	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2026

28 Private Gifts and Donations

	Adjusted Budget	Actual 50.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
Sales & Services	\$ -	\$ 41,921	-	\$ -	-
Local Grants	-	10,000	-	-	-
Grants	52,402	25,000	47.71%	20,000	15.08%
Total Revenues	52,402	76,921	146.8%	20,000	12.03%
Expenditures					
Instruction	-	20,240	-	20,259	45.96%
Academic Support	25,000	86	0.34%	-	-
Institutional Support	27,402	-	-	21,397	59.06%
Total Expenditures	52,402	20,326	38.79%	41,656	18.25%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 56,595		\$ (21,656)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2026

Auxiliary Enterprises

	Adjusted Budget	Actual 50.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
Auxiliary Services	\$ 3,087,000	\$ 1,767,008	57.24%	\$ 1,646,199	55.64%
Total Revenues	3,087,000	1,767,008	57.24%	1,646,199	55.64%
Expenditures					
Labor	1,302,171	658,084	50.54%	421,538	34.84%
Benefits	334,082	114,153	34.17%	62,545	25.35%
Supplies	643,752	367,044	57.02%	338,633	56.15%
Travel	220,112	44,263	20.11%	58,290	22.07%
Contracted Services	243,618	189,862	77.93%	67,925	57.94%
Utilities	200	-	-	-	-
Scholarships and Fellowships	1,088,857	707,752	65.00%	742,260	68.48%
Total Expenditures	3,832,792	2,081,158	54.30%	1,691,191	47.98%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (745,792)	\$ (314,150)		\$ (44,993)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2026

Fund 95 Retirement of Indebtedness

	Adjusted Budget	Actual 50.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
Local Taxes - Debt Service	\$ 39,808,402	\$ 36,420,688	91.49%	\$ 37,962,653	94.36%
Investment Income	-	73,032	-	95,243	29.71%
Total Revenues	39,808,402	36,493,721	91.67%	38,057,896	93.85%
Expenditures					
Institutional Support - Principal	19,611,597	19,454,673	99.20%	17,214,522	97.56%
Institutional Support - Interest	24,432,134	10,725,489	43.90%	13,360,040	63.32%
Total Expenditures	44,043,731	30,180,163	68.52%	30,574,562	78.92%
Transfers Among Funds					
Transfers In	(4,087,220)	(2,912,118)	71.25%	(2,868,243)	70.81%
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment ¹	(19,611,597)	(19,454,673)	99.20%	(17,214,522)	97.56%
Net Increase (Decrease) in Net Position	\$ 19,463,488	\$ 28,680,350		\$ 27,566,099	

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

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2026

Fund 97 Investment in Plant

	Adjusted Budget	Actual 50.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Expenditures					
Depreciation	\$ 26,000,000	\$ 12,601,747	48.47%	\$ 12,878,910	49.47%
Total Expenditures	26,000,000	12,601,747	48.47%	12,878,910	49.47%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases ¹	(9,145,119)	(1,970,995)	21.55%	(390,261)	27.99%
Net Increase (Decrease) in Net Position	\$ (16,854,881)	\$ (10,630,753)		\$ (12,488,649)	

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San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2026

	Adjusted Budget	Actual 50.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
State Appropriations	\$ 69,066,763	\$ 48,833,412	70.70%	\$ 49,353,136	65.87%
State Appropriations - FAST	5,100,000	4,601,871	90.23%	4,429,000	91.73%
State Appropriations - Exceptional Item	10,000,000	1,900,323	19.00%	-	-
Local Taxes - Maintenance & Operations	93,350,000	85,869,830	91.99%	84,839,469	93.98%
Local Taxes - Debt Service	39,808,402	36,420,688	91.49%	37,962,653	94.36%
Credit Tuition	74,406,831	69,189,332	92.99%	63,434,897	86.61%
Credit Exemptions & Waivers	(10,582,247)	(8,698,849)	82.20%	(8,716,272)	85.24%
Continuing Education					
CPET	450,000	147,630	32.81%	155,290	39.08%
Biotechnology	600,000	66,955	11.16%	32,351	56.02%
Maritime Transportation	2,500,000	1,123,138	44.93%	1,212,581	50.81%
Continuing Professional Development	8,547,308	2,367,129	27.69%	2,211,512	34.51%
Continuing Education Exemptions & Waivers	(45,000)	(20,950)	46.56%	(27,535)	56.52%
Bad Debt	(1,200,000)	(600,000)	50.00%	(550,000)	38.85%
Sales & Services	2,600,000	1,296,973	49.88%	1,168,820	39.13%
Investment Income	4,900,000	2,344,274	47.84%	2,535,831	44.51%
Investment Income - Restricted Funds	-	642,351	-	1,655,432	54.30%
Auxiliary Services	3,087,000	1,767,008	57.24%	1,646,199	55.64%
Grants	86,568,088	63,025,067	72.80%	50,104,459	58.34%
Local Grants	8,886,747	3,682,720	41.44%	3,309,976	83.19%
Total Revenues	398,043,892	313,958,902	78.88%	294,757,799	76.44%
Expenditures					
Instruction	107,665,549	56,762,983	52.72%	53,383,142	51.73%
Public Service	611,253	161,823	26.47%	214,756	51.47%
Academic Support	36,872,818	13,843,256	37.54%	14,209,305	51.62%
Student Services	26,151,783	12,678,429	48.48%	12,422,326	47.35%
Institutional Support	109,994,212	63,344,260	57.59%	63,110,316	58.62%
Physical Plant	27,603,033	10,708,876	38.80%	10,902,697	45.07%
Scholarships and Fellowships	84,689,163	66,335,077	78.33%	53,063,457	61.62%
Auxiliary Enterprises	3,832,792	2,081,669	54.31%	1,691,191	47.98%
Depreciation	26,000,000	12,601,747	48.47%	12,878,910	49.47%
Total Expenditures	423,420,603	238,518,120	56.33%	221,876,100	54.80%
Transfers Among Funds					
Transfers In	(5,776,846)	(7,325,911)	126.82%	(4,175,610)	74.40%
Transfers Out	5,776,846	7,325,911	126.82%	4,175,610	74.39%
Adjustment for Debt Principal Payment ¹	(19,611,597)	(19,454,673)	99.20%	(17,214,522)	97.56%
Adjustment for Capital Purchases ¹	(9,145,119)	(1,970,995)	21.55%	(390,261)	27.99%
Net Increase (Decrease) in Net Position	\$ 3,380,005	\$ 96,866,450		\$ 90,486,483	

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

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2026

Fund 91 Capital Projects

	Adjusted Budget	Actual 50.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
Investment Income	\$ -	\$ 642,351	-	\$ 1,359,737	55.03%
Total Revenues	-	642,351	-	1,359,737	55.03%
Expenditures					
SECO-Energy Conservation Projects	604,245	371,538	61.49%	376,452	18.91%
Bond Program	39,842,901	2,225,334	5.59%	7,210,892	42.74%
Arbitrage Rebate	-	-	-	-	-
Total Expenditures	40,447,146	2,596,872	6.42%	7,587,344	33.25%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (40,447,146)	\$ (1,954,521)		\$ (6,227,608)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2026

Fund 93 Renewal and Replacement

	Adjusted Budget	Actual 50.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/25 Actual
Revenues					
Investment Income	\$ -	\$ 269,460	-	\$ 295,695	51.21%
Total Revenues	-	269,460	-	295,695	51.21%
Expenditures					
District Energy Savings Projects	752,056	-	-	19,566	5.27%
Capital Reserve Fund	16,757,393	995,893	5.94%	193,419	26.38%
Instructional Equipment Fund	108,224	-	-	-	-
Total Expenditures	17,617,673	995,893	5.65%	212,985	16.43%
Transfers Among Funds					
Transfers In	(1,150,000)	(4,309,628)	374.75%	(1,180,699)	98.22%
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (16,467,673)	\$ 3,583,195		\$ 1,263,408	

San Jacinto College Financial Statements
Monthly Investment Report
February 2026

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Period Ending February 28, 2026

		<u>Fair Market Value</u>	<u>Book Value</u>
Beginning Value	February 1, 2026	\$ 174,787,148	\$ 174,715,804
Additions/Subtractions (Net)		50,048,780	50,048,780
Change in Fair Market Value*		16,450	-
Ending Value	February 28, 2026	<u>\$ 224,852,378</u>	<u>\$ 224,764,584</u>

Earnings for the Month of February	\$ 567,403
Weighted Average Maturity at Ending Period Date (Days)	52.94
Weighted Average Earnings Rate - Unrestricted Funds	3.6998%
Weighted Average Earnings Rate - Restricted Funds (Including SLGS)	2.7737%
Benchmark - One Year Treasury Yield	3.4800%

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

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

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Reviewed by:



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Assistant Comptroller



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Comptroller



Dianne Duron
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Approved by:



Carin Hutchins
Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
February 28, 2026

Description	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity
Operating and Capital Projects Reserve Funds								
Demand Deposits								
Credit Cards in Transit	N/A	N/A	N/A	\$ N/A	\$ 25,480	\$ 25,480	0.01%	1
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	N/A	(316,850)	(316,850)	-0.14%	1
JPMorgan Operating (Hybrid Earnings)	2.200%	N/A	N/A	N/A	5,881,135	5,881,135	2.62%	1
JPMorgan Payroll	N/A	N/A	N/A	N/A	(11,174)	(11,174)	0.00%	1
JPMorgan Worker's Comp	N/A	N/A	N/A	N/A	(1,551)	(1,551)	0.00%	1
Petty Cash	N/A	N/A	N/A	N/A	19,067	19,067	0.01%	1
Pool Accounts								
LSIP Corporate Overnight Plus Fund - Operating Funds	3.8264%	N/A	N/A	N/A	75,373,956	75,373,956	33.53%	1
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	3.8264%	N/A	N/A	N/A	15,763,198	15,763,198	7.01%	1
TexPool - Operating	3.6806%	N/A	N/A	N/A	160,847	160,847	0.07%	1
TexPool - PRIME - Operating	3.8209%	N/A	N/A	N/A	39,333,830	39,333,830	17.50%	1
Investments - Held at BNY Mellon								
US Treasury Note, CUSIP 91282CJK8	4.625%	11/21/24	11/15/26	5,000,000	5,034,850	5,031,450	2.24%	260
US Treasury Note, CUSIP 91282CKH3	4.249%	01/24/25	03/31/26	5,000,000	5,002,850	5,014,035	2.23%	31
US Treasury Note, CUSIP 9128CHH7	4.148%	06/11/25	06/15/26	5,000,000	5,006,650	4,998,828	2.22%	107
US Agency Note, CUSIP 3130AWBZ2	4.010%	06/11/25	06/11/27	5,000,000	5,042,950	5,010,945	2.23%	468
US Agency Note, CUSIP 3133ETJZ1	3.990%	06/11/25	06/05/28	5,000,000	5,032,750	4,987,174	2.22%	828
US Agency Note, CUSIP 3130ATET0	3.618%	09/25/25	09/27/27	5,000,000	5,018,050	5,007,873	2.23%	576
Bonds, Debt Service, and Other Restricted Funds								
Pool Accounts								
LSIP Corporate Overnight Plus Fund - GOB Debt Service	3.8264%	N/A	N/A	N/A	8,082,874	8,082,874	3.60%	1
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	3.8264%	N/A	N/A	N/A	42,028	42,028	0.02%	1
U.S. Treasury Securities SLGS Demand Deposit - 2021 Bond Proceeds	2.8200%	N/A	N/A	N/A	1,170,209	1,170,209	0.52%	1
U.S. Treasury Securities SLGS Demand Deposit - 2022 Bond Proceeds	2.8200%	N/A	N/A	N/A	40,955,953	40,955,953	18.22%	1
LSIP Corporate Overnight Plus Fund - Biotech	3.8264%	N/A	N/A	N/A	8,235,277	8,235,277	3.66%	1
Grand Total - Cash, Cash Equivalents, and Investments				\$ 30,000,000	\$ 224,852,378	\$ 224,764,584	100.00%	

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Inventory Holdings Report
February 28, 2026

Description	Annualized Interest Rate	Maturity	Par	1/31/2025 Ending FMV	1/31/2025 Ending Book Value	2/28/2026 Ending FMV	2/28/2026 Ending Book Value	Additions/Subtractions and Change in FMV For the Month	LTD Unrealized Gain/Loss	February Earnings	September through February Earnings
Operating and Capital Projects Reserve Funds											
Demand Deposits											
Credit Cards in Transit	N/A	N/A	\$ N/A	\$ 28,976	\$ 28,976	\$ 25,480	\$ 25,480	\$ (3,496)	\$ N/A	\$ N/A	\$ N/A
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	(679,076)	(679,076)	(316,850)	(316,850)	362,225	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	2.200%	N/A	N/A	6,236,788	6,236,788	5,881,135	5,881,135	(355,653)	N/A	7,912	56,850
JPMorgan Payroll	N/A	N/A	N/A	(10,025)	(10,025)	(11,174)	(11,174)	(1,149)	N/A	N/A	N/A
JPMorgan Worker's Comp	N/A	N/A	N/A	(2,527)	(2,527)	(1,551)	(1,551)	976	N/A	N/A	N/A
Petty Cash	N/A	N/A	N/A	17,327	17,327	19,067	19,067	1,740	N/A	N/A	N/A
Sub Total Demand Deposits			\$ N/A	\$ 5,591,463	\$ 5,591,463	\$ 5,596,106	\$ 5,596,106	\$ 4,643	\$ N/A	\$ 7,912	\$ 56,850
Pool Accounts											
TexPool - Operating	3.6806%	N/A	\$ N/A	\$ 128,958	\$ 128,958	\$ 160,847	\$ 160,847	\$ 31,889	\$ N/A	\$ 1,828	\$ 215,360
TexPool PRIME - Operating	3.8209%	N/A	N/A	25,355,908	25,355,908	39,333,830	39,333,830	13,977,922	N/A	78,681	284,539
LSIP Corporate Overnight Plus Fund - Operating Funds	3.8264%	N/A	N/A	33,013,297	33,013,297	75,373,956	75,373,956	42,360,659	N/A	188,020	711,097
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	3.8264%	N/A	N/A	12,909,032	12,909,032	15,763,198	15,763,198	2,854,167	N/A	40,990	269,460
Sub Total Pool Accounts			\$ N/A	\$ 71,407,194	\$ 71,407,194	\$ 130,631,831	\$ 130,631,831	\$ 59,224,637	\$ N/A	\$ 309,519	\$ 1,480,456
Investments - Held at BNY Mellon											
US Agency Note, CUSIP 3133ERTZ4	4.034%	09/19/25	-	-	-	-	-	-	-	-	16,183
US Treasury Note, CUSIP 91282CJK8	4.625%	11/15/26	5,000,000	5,038,450	5,031,450	5,034,850	5,031,450	(3,600)	3,400	19,271	115,625
US Treasury Note, CUSIP 91282CKH3	4.249%	03/31/26	5,000,000	5,005,500	5,014,035	5,002,850	5,014,035	(2,650)	(11,185)	18,750	112,500
US Treasury Note, CUSIP 91282CHH7	4.148%	06/15/26	5,000,000	5,009,850	4,998,828	5,006,650	4,998,828	(3,200)	7,822	17,285	95,117
US Agency Note, CUSIP 3130AWBZ2	4.010%	06/11/27	5,000,000	5,039,750	5,010,945	5,042,950	5,010,945	3,200	32,005	17,188	92,240
US Agency Note, CUSIP 3133ETJZ1	3.990%	06/05/28	5,000,000	5,015,400	4,987,174	5,032,750	4,987,174	17,350	45,576	16,592	86,096
US Agency Note, CUSIP 3130ATET0	3.618%	09/27/27	5,000,000	5,012,700	5,007,873	5,018,050	5,007,873	5,350	10,177	15,089	76,471
Sub Total Investments			\$ 30,000,000	\$ 30,121,650	\$ 30,050,306	\$ 30,138,100	\$ 30,050,306	\$ 16,450	\$ 87,795	\$ 104,174	\$ 594,232
Sub Total - Operating and Capital Projects Reserve Funds			\$ 30,000,000	\$ 107,120,307	\$ 107,048,963	\$ 166,366,038	\$ 166,278,243	\$ 59,245,730	\$ 87,795	\$ 421,605	\$ 2,131,537
Bonds, Debt Service, and Other Restricted Funds											
Pool Accounts											
LSIP Corporate Overnight Plus Fund - GOB Debt Service	3.8264%	N/A	N/A	15,141,501	15,141,501	8,082,874	8,082,874	(7,058,627)	N/A	28,281	73,032
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	3.8264%	N/A	N/A	-	-	-	-	-	N/A	-	1,652
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	3.8264%	N/A	N/A	41,905	41,905	42,028	42,028	123	N/A	123	844
U.S. Treasury Securities SLGS Demand Deposit - 2021 Bond Proceeds	2.8200%	N/A	N/A	1,167,718	1,167,718	1,170,209	1,170,209	2,491	N/A	2,491	16,841
U.S. Treasury Securities SLGS Demand Deposit - 2022 Bond Proceeds	2.8200%	N/A	N/A	41,209,258	41,209,258	40,955,953	40,955,953	(253,305)	N/A	87,177	623,014
LSIP Corporate Overnight Plus Fund - Biotech	3.8264%	N/A	N/A	10,106,459	10,106,459	8,235,277	8,235,277	(1,871,182)	N/A	27,726	131,855
Sub Total Pool Accounts			\$ N/A	\$ 67,666,841	\$ 67,666,841	\$ 58,486,341	\$ 58,486,341	\$ (9,180,500)	\$ N/A	\$ 145,798	\$ 847,238
Sub Total - Bond and Debt Service Funds			\$ N/A	\$ 67,666,841	\$ 67,666,841	\$ 58,486,341	\$ 58,486,341	\$ (9,180,500)	\$ N/A	\$ 145,798	\$ 847,238
Grand Total - Cash, Cash Equivalents, and Investments			\$ 30,000,000	\$ 174,787,148	\$ 174,715,804	\$ 224,852,378	\$ 224,764,584	\$ 50,065,230	\$ 87,795	\$ 567,403	\$ 2,978,775

San Jacinto College Financial Statements
Quarterly Investment Report
December 2025-February 2026

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Quarterly Investment Report - December 1, 2025 to February 28, 2026

		<u>Fair Market</u> <u>Value</u>	<u>Book Value</u>
Beginning Value	December 1, 2025	\$ 148,961,433	\$ 148,863,889
Additions/Subtractions (Net)		75,900,695	75,900,695
Change in Fair Market Value*		(9,750)	-
Ending Value	February 28, 2026	<u>\$ 224,852,378</u>	<u>\$ 224,764,584</u>

Earnings for the 2nd Quarter	\$ 1,496,595
Weighted Average Maturity at Ending Period Date (Days)	52.94
Weighted Average Earnings Rate for the 2nd Quarter - Unrestricted Funds	3.8348%
Weighted Average Earnings Rate for the 2nd Quarter - Restricted Funds (Including SLGS)	3.0136%
Benchmark - One Year Treasury Yield - Average	3.4800%

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

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

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Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
2/28/2026

Description	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity
Operating and Capital Projects Reserve Funds								
Demand Deposits								
Credit Cards in Transit	N/A	N/A	N/A	\$ N/A	\$ 25,480	\$ 25,480	0.01%	1
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	N/A	(316,850)	(316,850)	-0.14%	1
JPMorgan Operating (Hybrid Earnings)	2.200%	N/A	N/A	N/A	5,881,135	5,881,135	2.62%	1
JPMorgan Payroll	N/A	N/A	N/A	N/A	(11,174)	(11,174)	0.00%	1
JPMorgan Workmen's Comp	N/A	N/A	N/A	N/A	(1,551)	(1,551)	0.00%	1
Petty Cash	N/A	N/A	N/A	N/A	19,067	19,067	0.01%	1
Pool Accounts								
LSIP Corporate Overnight Plus Fund- Operating Funds	3.8264%	N/A	N/A	N/A	75,373,956	75,373,956	33.53%	1
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	3.8264%	N/A	N/A	N/A	15,763,198	15,763,198	7.01%	1
TexPool - Operating	3.6806%	N/A	N/A	N/A	160,847	160,847	0.07%	1
TexPool - PRIME - Operating	3.8209%	N/A	N/A	N/A	39,333,830	39,333,830	17.50%	1
Investments								
US Treasury Note, CUSIP 91282CJK8	4.625%	11/21/24	11/15/26	5,000,000	5,034,850	5,031,450	2.24%	260
US Treasury Note, CUSIP 91282CKH3	4.249%	01/24/25	03/31/26	5,000,000	5,002,850	5,014,035	2.23%	31
US Treasury Note, CUSIP 9128CHH7	4.148%	06/11/25	06/15/26	5,000,000	5,006,650	4,998,828	2.22%	107
US Agency Note, CUSIP 3130AWBZ2	4.010%	06/11/25	06/11/27	5,000,000	5,042,950	5,010,945	2.23%	468
US Agency Note, CUSIP 3133ETJZ1	3.990%	06/11/25	06/05/28	5,000,000	5,032,750	4,987,174	2.22%	828
US Agency Note, CUSIP 3130ATET0	3.618%	09/25/25	09/27/27	5,000,000	5,018,050	5,007,873	2.23%	576
Bond and Debt Service Funds								
Pool Accounts								
LSIP Corporate Overnight Plus Fund - GOB Debt Service	3.8264%	N/A	N/A	N/A	8,082,874	8,082,874	3.60%	1
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	3.8264%	N/A	N/A	N/A	42,028	42,028	0.02%	1
U.S. Treasury Securities SLGS Demand Deposit - 2021 Bond Proceed	2.8200%	N/A	N/A	N/A	1,170,209	1,170,209	0.52%	1
U.S. Treasury Securities SLGS Demand Deposit - 2022 Bond Proceed	2.8200%	N/A	N/A	N/A	40,955,953	40,955,953	18.22%	1
LSIP Corporate Overnight Plus Fund - Biotech	3.8264%	N/A	N/A	N/A	8,235,277	8,235,277	3.66%	1
Grand Total - Cash, Cash Equivalents, and Investments				\$ 30,000,000	\$ 224,852,378	\$ 224,764,584	100.00%	

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Inventory Holdings Report
2nd Quarter Fiscal Year 2025-2026 Activity

Description	Annualized February Interest Rate	Maturity	2/28/2026	11/30/2025	11/30/2025	2/28/2026	2/28/2026	Additions/Subtractions and Change in FMV For the Quarter	LTD Unrealized Gain/Loss	February Earnings	December Through February Earnings
			Par	Ending FMV	Ending Book Value	Ending FMV	Ending Book Value				
Operating and Capital Projects Reserve Funds											
Demand Deposits											
Credit Cards in Transit	N/A	N/A	\$ N/A	\$ (143,966)	\$ (143,966)	\$ 25,480	\$ 25,480	\$ 169,446	N/A	N/A	N/A
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	(314,316)	(314,316)	(316,850)	(316,850)	(2,534)	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	2.200%	N/A	N/A	4,307,837	4,307,837	5,881,135	5,881,135	1,573,297	N/A	7,912	25,391
JPMorgan Payroll	N/A	N/A	N/A	(19,917)	(19,917)	(11,174)	(11,174)	8,743	N/A	N/A	N/A
JPMorgan Workmen's Comp	N/A	N/A	N/A	(2,514)	(2,514)	(1,551)	(1,551)	963	N/A	N/A	N/A
Petty Cash	N/A	N/A	N/A	19,067	19,067	19,067	19,067	-	N/A	N/A	N/A
Sub Total Demand Deposits			\$ N/A	\$ 3,846,191	\$ 3,846,191	\$ 5,596,106	\$ 5,596,106	\$ 1,749,915	N/A	7,912	25,391
Pool Accounts											
TexPool - Operating	3.6806%	N/A	\$ N/A	\$ 11,360,862	\$ 11,360,862	\$ 160,847	\$ 160,847	\$ (11,200,015)	N/A	\$ 1,828	\$ 69,937
TexPool PRIME - Operating	3.8209%	N/A	N/A	9,565,372	9,565,372	39,333,830	39,333,830	29,768,458	N/A	78,681	169,217
LSIP Corporate Overnight Plus Fund- Operating Funds	3.8264%	N/A	N/A	24,467,259	24,467,259	75,373,956	75,373,956	50,906,698	N/A	188,020	367,506
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	3.8264%	N/A	N/A	13,579,801	13,579,801	15,763,198	15,763,198	2,183,397	N/A	40,990	130,952
Sub Total Pool Accounts			\$ N/A	\$ 58,973,293	\$ 58,973,293	\$ 130,631,831	\$ 130,631,831	\$ 71,658,538	N/A	\$ 309,519	\$ 737,613
Investments - Held at BNY Mellon											
US Agency Note, CUSIP 3133ERTZ4	4.034%	09/19/25	-	-	-	-	-	-	-	-	-
US Treasury Note, CUSIP 91282CJK8	4.625%	11/15/26	5,000,000	5,045,650	5,031,450	5,034,850	5,031,450	(10,800)	3,400	19,271	57,812
US Treasury Note, CUSIP 91282CKH3	4.249%	03/31/26	5,000,000	5,010,550	5,014,035	5,002,850	5,014,035	(7,700)	(11,185)	18,750	56,250
US Treasury Note, CUSIP 9128CHH7	4.148%	06/15/26	5,000,000	5,011,000	4,998,828	5,006,650	4,998,828	(4,350)	7,822	17,285	43,262
US Agency Note, CUSIP 3130AWBZ2	4.010%	06/11/27	5,000,000	5,043,550	5,010,945	5,042,950	5,010,945	(600)	32,005	17,188	40,677
US Agency Note, CUSIP 3133ETJZ1	3.990%	06/05/28	5,000,000	5,023,400	4,987,174	5,032,750	4,987,174	9,350	45,576	16,592	36,321
US Agency Note, CUSIP 3130ATET0	3.618%	09/27/27	5,000,000	5,013,700	5,007,873	5,018,050	5,007,873	4,350	10,177	15,089	45,266
Sub Total Investments			\$ 30,000,000	\$ 30,147,850	\$ 30,050,306	\$ 30,138,100	\$ 30,050,306	\$ (9,750)	\$ 87,795	\$ 104,174	\$ 279,588
Sub Total - Operating and Capital Projects Reserve Funds			\$ 30,000,000	\$ 92,967,334	\$ 92,869,790	\$ 166,366,038	\$ 166,278,243	\$ 73,398,703	\$ 87,795	\$ 421,605	\$ 1,042,591
Bond and Debt Service Funds											
Pool Accounts											
LSIP Corporate Overnight Plus Fund - GOB Debt Service	3.8264%	N/A	N/A	1,079,046	1,079,046	8,082,874	8,082,874	\$ 7,003,828	N/A	28,281	62,403
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	3.8264%	N/A	N/A	133,902	133,902	-	-	(133,902)	N/A	-	253
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	3.8264%	N/A	N/A	41,624	41,624	42,028	42,028	404	N/A	123	404
U.S. Treasury Securities SLGS Demand Deposit - 2021 Bond Proceeds	2.8200%	N/A	N/A	1,162,169	1,162,169	1,170,209	1,170,209	8,040	N/A	2,491	8,040
U.S. Treasury Securities SLGS Demand Deposit - 2022 Bond Proceeds	2.8200%	N/A	N/A	43,538,688	43,538,688	40,955,953	40,955,953	(2,582,736)	N/A	87,177	287,390
LSIP Corporate Overnight Plus Fund - Biotech	3.8264%	N/A	N/A	10,038,670	10,038,670	8,235,277	8,235,277	(1,803,393)	N/A	27,726	95,515
Sub Total Pool Accounts			\$ N/A	\$ 55,994,099	\$ 55,994,099	\$ 58,486,341	\$ 58,486,341	\$ 2,492,242	N/A	\$ 145,798	\$ 454,004
Sub Total - Bond and Debt Service Funds			\$ N/A	\$ 55,994,099	\$ 55,994,099	\$ 58,486,341	\$ 58,486,341	\$ 2,492,242	N/A	\$ 145,798	\$ 454,004
Grand Total - Cash, Cash Equivalents, and Investments			\$ 30,000,000	\$ 148,961,433	\$ 148,863,889	\$ 224,852,378	\$ 224,764,584	\$ 75,890,945	\$ 87,795	\$ 567,403	\$ 1,496,595

San Jacinto College Foundation
Financial Statements
February 2026

San Jacinto College Foundation

Statement of Financial Position

As of February 28, 2026

ASSETS	Current Year	Last Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$2,660,513	\$1,989,834	\$670,679
Promise (Endowed)	802,437	9,057	793,380
Total Checking/Savings	3,462,950	1,998,891	1,464,059
Accounts Receivables	1,906,261	2,757,555	(851,294)
Other Current Assets			
Short Term Investments			
Goldman Sachs - Promise (Non-Endowed)	81,193	1,933,139	(1,851,946)
Goldman Sachs - Promise (Endowed)	31,769,646	27,600,998	4,168,648
Goldman Sachs - FDN - HOE	429,504	438,168	(8,664)
Goldman Sachs - FDN	17,950,013	15,961,714	1,988,299
Total SJC Short Term Investments	50,230,356	45,934,019	4,296,338
Total Current Assets	55,599,567	50,690,465	4,909,102
TOTAL ASSETS	55,599,567	50,690,465	4,909,102
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	144,880	107,383	37,497
Programs Payable	2,030	2,030	-
Endowments Payable	252,158	289,684	(37,525)
Scholarship Payables	856,696	1,044,162	(187,465)
Promise Payables	736,961	-	736,961
Student Success Payables	53,182	41,565	11,617
Total Accounts Payable	2,045,908	1,484,823	561,085
Total Current Liabilities	2,045,908	1,484,823	561,085
Total Liabilities	2,045,908	1,484,823	561,085
NET ASSETS			
Net Assets Without Donor Restrictions	28,358,466	28,152,697	205,769
Net Assets With Donor Restrictions	21,273,115	15,805,921	5,467,194
Net Assets	49,631,581	47,768,042	5,672,963
Net Income	3,922,078	1,437,600	2,484,478
Total Net Assets	53,553,659	49,205,642	4,348,017
TOTAL LIABILITIES & NET ASSETS	\$55,599,567	\$50,690,465	\$4,909,102

San Jacinto College Foundation

Statement of Activities

For the Period Ending February 28, 2026

	Current Year	Last Year	Difference	Foundation Annual Budget	Actual % of Annual Budget
Ordinary Income/Expense					
Income					
Contributions					
Grant Contributions	767,000	572,914	194,086	1,900,000	40.4%
Endowments	1,474,746	169,340	1,305,406	2,800,000	52.7%
Program Sponsorship	136,189	165,760	(29,571)	1,400,000	9.7%
Unrestricted Foundation	71,785	12,709	59,076	100,000	71.8%
Scholarships	553,657	320,461	233,196	400,000	138.4%
Total Contributions	<u>3,003,378</u>	<u>1,241,185</u>	<u>1,762,193</u>	<u>6,600,000</u>	<u>45.5%</u>
Other Income					
Special Events	484,777	-	484,777	765,000	63.4%
Investment Income	1,123,008	970,208	152,799		
Realized Gain / (Loss)	(45,888)	(66,263)	20,375	3,000,000	136.8%
Unrealized Gain / (Loss)	3,025,762	1,881,167	1,144,595		
Total Other Income	<u>4,587,659</u>	<u>2,785,112</u>	<u>1,802,547</u>	<u>3,765,000</u>	<u>121.9%</u>
Total Income	<u>7,591,037</u>	<u>4,026,297</u>	<u>3,564,739</u>	<u>10,365,000</u>	<u>73.2%</u>
Expense					
Programs					
Scholarships Awarded - Promise	1,759,051	1,276,971	482,080	2,500,000	70.4%
Scholarships Awarded - FND	791,378	659,654	131,724	1,000,000	79.1%
Programs Sponsored	896,189	502,988	393,201	550,000	162.9%
Student Success Initiatives	81,600	54,461	27,139	150,000	54.4%
Total Programs	<u>3,528,218</u>	<u>2,494,074</u>	<u>1,034,144</u>	<u>4,200,000</u>	<u>84.0%</u>
Supporting Services					
Bad Debt Expense	1,850	-	1,850	3,500	52.9%
Supporting Services					
Foundation Expenses	106,550	74,353	32,197	189,500	56.2%
Fundraising Expenses	23,141	-	23,141	165,000	14.0%
Sponsorship Expenses	9,200	20,271	(11,071)	15,000	61.3%
Total Supporting Services	<u>138,891</u>	<u>94,624</u>	<u>44,268</u>	<u>369,500</u>	<u>37.6%</u>
Total Expense	<u>3,668,959</u>	<u>2,588,698</u>	<u>1,080,261</u>	<u>4,573,000</u>	<u>80.2%</u>
Net Ordinary Income	<u>3,922,078</u>	<u>1,437,600</u>	<u>2,484,478</u>	<u>5,792,000</u>	
Other Income / Expenses					
Increase/Decrease in Net Position	<u>\$3,922,078</u>	<u>\$1,437,600</u>	<u>\$2,484,478</u>	<u>\$5,792,000</u>	

Capital Improvement Program
February 2026

2015 Bond Program

Report as of February 28, 2026

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
Sub-total	-	-	-	-	-	-	-	-	-
North									
732616 - NC HC Pct 2 Walkway	-	441,056	441,056	-	441,056	-	-	441,056	-
Sub-total	-	441,056	441,056	-	441,056	-	-	441,056	-
South									
733615 - SC S7- S8 Roof Replacement	-	200,000	200,000	-	200,000	20,633	135,995	43,372	78.31%
Sub-total	-	200,000	200,000	-	200,000	20,633	135,995	43,372	78.31%
Maritime									
736603 - MC Expansion	28,000,000	(26,420,300)	1,579,700	31,300	1,611,000	34,169	1,486,827	90,004	94.41%
Sub-total	28,000,000	(26,420,300)	1,579,700	31,300	1,611,000	34,169	1,486,827	90,004	94.41%
Generation Park									
736606 - GP Opportunities	-	14,700,000	14,700,000	-	14,700,000	71,609	860,410	13,767,982	6.34%
736616 - GP BioManufacturing Program	-	2,300,000	2,300,000	-	2,300,000	115,706	2,133,695	50,599	97.80%
736617 - GP BioManufacturing Equipment	-	844,031	844,031	-	844,031	-	844,031	-	100.00%
Sub-total	-	17,844,031	17,844,031	-	17,844,031	187,315	3,838,136	13,818,580	22.56%
Admin									
76605A - CW Deferred Maintenance Phase I	-	29,107,325	29,107,325	427,385	29,534,709	12,044	27,528,744	1,993,922	93.25%
736610 - CW Deferred Maintenance Phase II	-	17,324,467	17,324,467	-	17,324,467	2,195,925	7,489,218	7,639,324	55.90%
736615 - DIST FY25 CW Roofing Projects	-	100,000	100,000	-	100,000	6,050	45,950	48,000	52.00%
720100 - Program Management	-	13,075	13,075	-	13,075	13,075	-	-	100.00%
736601 - Contingency	1,166,180	9,705,522	10,871,702	-	10,871,702	-	-	10,871,702	-
Sub-total	1,166,180	56,250,388	57,416,568	427,385	57,843,953	2,227,094	35,063,912	20,552,947	64.47%
Previously Completed and Closed Projects									
Sub-total	395,833,820	(48,315,175)	347,518,645	(458,685)	347,059,960	-	347,059,960	-	100.00%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	2,469,211	387,584,830	34,945,959	91.78%

Center for Biotechnology at Generation Park

Report as of February 28, 2026

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park								
736616 GP - BioManufacturing Program (Revenue Bond)	4,000,000	41,905	4,041,905	4,041,905	-	4,041,905	-	100.00%
736616 GP - BioManufacturing Program (Bond Earnings)	1,900,000	-	1,900,000	1,900,000	-	1,900,000	-	100.00%
736616 GP - BioManufacturing Program (2015 Bond)	1,600,000	700,000	2,300,000	2,300,000	115,706	2,133,695	50,599	97.80%
736617 GP - BioManufacturing Equipment (2015 Bond)	-	844,031	844,031	844,031	-	844,031	-	100.00%
TOTALS	7,500,000	1,585,936	9,085,936	9,085,936	115,706	8,919,631	50,599	99.44%

Interest Earnings per Bond Issue

Report as of February 28, 2026

Bond Issue	Prior Years Earnings as of 08.31.25	FY26 Interest Earnings	Allocated Earnings to Projects	Arbitrage Rebate Liability	Available Balance
2004-2011 Bond Issue Earnings (612 613 614 615 616)	4,488,334	-	(4,488,334)	-	-
2016 & 2019 Bond Issue Earnings (901610)	8,522,189	-	(8,522,189)	-	-
2021 Bond Issue Earnings (901611)	3,118,260	16,841	(2,438,620)	(677,640)	18,842
2022 Bond Issue Earnings (901617)	6,598,414	624,666	(2,875,016)	(3,281,767)	1,066,297
2023 Revenue Bond Earnings	41,184	844	(41,905)	-	123
TOTALS	22,768,381	642,351	(18,366,063)	(3,959,407)	1,085,262

Projects Funded with Bond Interest Earnings

Projects	Allocated Earnings to Projects	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
South					
733615 - SC S7 & S9 Roof Replacement	2,319,532	13,590	2,301,226	4,716	99.80%
Sub-total	2,319,532	13,590	2,301,226	4,716	99.80%
Closed Projects					
731615 - CC C3 Low Roof Replacement	469,360	-	469,360	-	100.00%
731616 - CC C5 Roof Upgrade	894,339	-	894,339	-	100.00%
732614 - NC N7, N8 & N9 Roof Replacement	1,988,004	-	1,988,004	-	100.00%
732615 - NC N2 Roof Replacement	1,527,480	-	1,527,480	-	100.00%
733617 - SC S11 Roof Replacement	641,697	-	641,697	-	100.00%
733618 - SC S14 Roof Replacement	555,945	-	555,945	-	100.00%
736616 - GP BioManufacturing Program	1,941,905	-	1,941,905	-	100.00%
Salaries & Benefits	614,650	-	614,650	-	100.00%
Multiple Projects	7,413,152	-	7,413,152	-	100.00%
Sub-total	16,046,531	-	16,046,531	-	100.00%
TOTALS	18,366,063	13,590	18,347,757	4,716	99.97%

Future Capital Projects

Report as of February 28, 2026

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide								
Sportsfields Upgrades (726505)	-	2,450,000	2,450,000	2,450,000	646,322	1,749,173	54,505	97.78%
Capital Reserve Contingency (726504)	-	15,060,673	15,060,673	15,060,673	-	-	15,060,673	-
TOTALS	-	17,510,673	17,510,673	17,510,673	646,322	1,749,173	15,115,178	13.68%

Energy Conservation Project - CL442

Report as of February 28, 2026

Project	Base Budget	Budget Adjustments	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide							
E25001 UCRM 1 - LED Lighting Retrofit	-	1,543,392	1,543,392	14,870	1,393,853	134,669	91.27%
E25002 UCRM 2.1b - IDF/MDF Mini Split System	-	94,456	94,456	-	94,456	-	100.00%
E25003 UCRM 2.1c - S11 Police Department Split System	-	30,461	30,461	-	30,461	-	100.00%
E25004 UCRM 2.5a - NC Demand Flow Optimization	-	366,904	366,904	-	366,904	-	100.00%
E25005 UCRM 2.5b - SC Boiler Optimization	-	73,150	73,150	-	73,150	-	100.00%
E25006 UCRM 3 - Retro Commissioning 10 Buildings	-	350,920	350,920	39,361	295,253	16,306	95.35%
E25007 UCRM 4.1 Power Factor Correction	-	16,280	16,280	-	16,280	-	100.00%
E25008 UCRM 5.4a NC Baseball Field Water Recapture	-	-	-	-	-	-	-
E25009 UCRM 5.4b SC irrigation System Sub-metering	-	-	-	-	-	-	-
E25010 Utility Assessment Report	-	92,000	92,000	-	92,000	-	100.00%
E25000 Contingency Lone Star Loan 2025	2,595,063	(2,567,563)	27,501	-	-	27,501	-
TOTALS	2,595,063	-	2,595,063	54,231	2,362,357	178,475	93.12%

Repair and Renovation

Report as of February 28, 2026

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central								
F26013 CC - C26.106 20 AMP Circuit	-	5,447	5,447	5,447	5,447	-	-	100.00%
F26016 CC - C6.126 Freezer	-	5,974	5,974	5,974	5,974	-	-	100.00%
Sub-total	-	11,421	11,421	11,421	11,421	-	-	100.00%
North								
F26002 NC - NC Misc.Funds	-	3,400	3,400	3,400	-	-	3,400	-
Sub-total	-	3,400	3,400	3,400	-	-	3,400	-
South								
F26003 SC - SC Misc. Funds	-	3,400	3,400	3,400	2,878	-	522	84.66%
Sub-total	-	3,400	3,400	3,400	2,878	-	522	84.66%
Maritime								
Sub-total	-	-	-	-	-	-	-	-
Generation Park								
F26014 GP - G2.201T Desk	-	2,641	2,641	2,641	2,641	-	-	100.00%
Sub-total	-	2,641	2,641	2,641	2,641	-	-	100.00%
District								
F26004 DIST - DC Misc. Funds	-	1,603	1,603	1,603	1,603	-	-	100.00%
F26006 DIST - A1.100 & 103 Office Buildout	-	167,000	167,000	167,000	152,534	8,590	5,876	96.48%
Sub-total	-	168,603	168,603	168,603	154,137	8,590	5,876	96.51%
Contingency (720700) - Major Repairs	250,000	(202,089)	47,911	47,911	-	-	47,911	-
Sub-total	250,000	(202,089)	47,911	47,911	-	-	47,911	-
Projects Closed								
F26001 CC - CC/EDGE/Maritime Misc. Funds	-	5,253	5,253	5,253	-	5,253	-	100.00%
F26007 DIST - A1.211 Cubicle Workstation	-	7,371	7,371	7,371	-	7,371	-	100.00%
F26008 NC - N6.240 Card Reader	-	5,888	5,888	5,888	-	5,888	-	100.00%
Sub-total	-	18,511	18,511	18,511	-	18,511	-	100.00%
TOTALS	250,000	5,888	255,888	255,888	171,078	27,101	57,708	77.45%

Projects Funded From Grants, Foundation, and Other Sources

Report as of February 28, 2026

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Foundation								
F26009 MC - KFT Fire Trainer Restoration	-	24,181	24,181	24,181	-	24,181	-	100.00%
Sub-total	-	24,181	24,181	24,181	-	24,181	-	100.00%
Grants								
F26010 NC - N10.270 & 272 AI Lab	-	125,000	125,000	125,000	54,625	-	70,375	43.70%
F26011 N9.218, 224, 230, N33.119 EDG Lab	-	50,326	50,326	50,326	34,861	15,465	-	100.00%
Sub-total	-	175,326	175,326	175,326	89,486	15,465	70,375	59.86%
Other								
Sub-total	-	-	-	-	-	-	-	-
TOTALS	-	199,507	199,507	199,507	89,486	39,646	70,375	64.73%

Action Item “IX”
Regular Board Meeting April 6, 2026
Consideration of Approval of Amendment to the 2025-2026 Budget
for Restricted Revenue and Expenses Relating to Federal, State and Local Grants/Contracts

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an amendment to the 2025-2026 budget for restricted revenue and expenses related to grants/contracts.

BACKGROUND

Federal, state, and local grants/contracts may require amendments for the receipt of newly awarded grants or changes to existing grants/contracts. These amendments should be processed in a timely manner to provide access to funding to meet the objectives set forth within the grant/contract requirements. This budget amendment request includes additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants/contracts received during the month of March 2026.

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$486,073, so the net impact on the College budget is zero.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 - Budget Amendments - 04-06-26
Attachment 2 - Grant/Contract Detail - 04-06-26

RESOURCE PERSONNEL

Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Dianne Duron	281-998-6109	dianne.duron@sjcd.edu
Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant/Contract Amendments
April 6, 2026

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical Education - Basic Grant FY2025 (Additional Funds)</u>					
Federal Grant Revenue	528455	56700	554100	110000	(276,073)
Supplies	528455	56700	710000	460115	143,800
Contractual Svcs - Indirect costs	528455	56700	731500	620909	13,146
Equipment	528455	56700	741000	160118	28,234
Student Aid - Books & Supplies	528455	56700	751120	520235	<u>90,893</u>
					\$ -
<u>Texas Higher Education Coordinating Board/Alamo College District - Texas Reskilling and Upskilling through Education (TRUE) Grant Program 2025-27 (New Grant)</u>					
State Grant Revenue	555066	56700	554200	110000	(200,000)
PT - Extra Service Agreement	555066	56700	614200	160912	10,800
Fringe Benefits	555066	56700	650000	160912	970
Contractual Services	555066	56700	731000	460926	11,830
Student Aid - Scholarships	555066	56700	751009	520235	<u>176,400</u>
					-
<u>North Texas Certified Development Corporation - Small Business Development Center (New Contract)</u>					
Local Contract Revenue	280325	36200	553200	110000	(10,000)
Community Outreach	280325	36200	713270	320150	2,500
Contractor Services	280325	36200	731110	320150	5,500
Marketing & Promotion	280325	36200	731355	320150	<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.

Grant Funding Summary by Agency:

U.S. Department of Education	\$ 276,073
Texas Higher Education Coordinating Board	200,000
North Texas Certified Development Corporation	<u>10,000</u>
	<u>\$ 486,073</u>

April 06, 2026, Board Book – Grant/Contract Amendments Detail List

U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical Education - Basic Grant FY2025 (Additional Funds)

This grant provides a significant opportunity to expand access for every student to explore, select, and pursue career and technical education (CTE) programs of study and career pathways that lead to valuable credentials. CTE programs consist of a series of courses culminating in defined programs of study that are aligned with and assessed by specific program outcomes. The CTE programs at San Jacinto College are designed to provide intensive training that simulates real workplace conditions and fosters essential skills and readiness. CTE courses and programs weave marketable skill competencies, such as teamwork, communication, technology, personal responsibility, and ethics, into their curriculum and instructional methods. Students adopt a holistic approach to become world-class workers, leaders, and responsible citizens by developing personal, workplace, and technical skills grounded in academics. Additional funds are normally allocated by the grantor agency annually this time of year depending on availability. The most common uses of funds include: equipment relevant to occupations, CTE curriculum materials, supplies for learning labs, curriculum development or modifications, staff training, career counseling and guidance activities, initiatives for academic-technical integration, supplemental services for special populations, childcare support, hiring CTE staff, and outreach and retention programs.

Texas Higher Education Coordinating Board/Alamo College District - Texas Reskilling and Upskilling through Education (TRUE) Grant Program 2025-27 (New Grant)

This TRUE 2025 grant enables San Jacinto College, partnering with San Antonio College/Alamo College District, to create short, stackable data science and artificial intelligence (AI) training programs that students can finish in six months or less. These new credit and non-credit credentials are designed to help workers in information technology roles gain the practical data and AI skills employers need so they can move into high-demand, higher-wage jobs in the Gulf Coast region. At least 84 students will be impacted and at least five faculty members will participate in professional development associated with the new credit and non-credit credentials.

North Texas Certified Development Corporation - Small Business Development Center (New Grant)

The San Jacinto College Small Business Development Center has been awarded a \$10,000 grant from the North Texas Certified Development Corporation (NTCDC), headquartered in Plano, Texas. NTCDC is a leading provider of Small Business Administration 504 lending and has maintained a long-standing partnership with Small Business Development Centers across the state in support of small business growth and job creation. This grant reflects NTCDC's continued confidence in the SBDC model and its direct impact on local economic development. The funds will be used strategically to expand the Center's capacity to drive measurable job creation within its service area. Specifically, the grant will support contracted professional services that strengthen advisory capabilities in high-demand areas, including Spanish-speaking business advising, retail industry specialization, and human resources expertise. These targeted services will allow the Center to better serve diverse entrepreneurs and growth-oriented businesses that require specialized guidance to scale and hire. In addition, a portion of the funding will be directed toward enhanced community outreach efforts to ensure that more

business owners are aware of and able to access SBDC services. By increasing visibility and engagement, the Center expects to broaden its client base and accelerate job creation outcomes across the region. NTCDC has placed no restrictions on the use of these funds. The only reporting requirement for future renewal consideration is a clear accounting of jobs created during the designated funding period. This outcome-focused approach aligns directly with the Center's mission and performance metrics. Beginning in April 2026, the SBDC will have multiple renewal opportunities for continued funding based on demonstrated job creation results, positioning the Center not only to leverage the initial \$10,000 investment for immediate impact, but also to establish an ongoing funding stream tied to measurable economic outcomes.

Action Item “X”
Regular Board Meeting April 6, 2026

**Consideration of Approval of Resolution Establishing the Ad Valorem Tax Homestead
and Over 65/Disabled Exemptions**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a resolution establishing the exemptions for over 65/disabled at \$140,000 and residential homestead at eight (8) percent or \$5,000, whichever is higher, for tax year 2026 and all future years unless revised.

BACKGROUND

Over 65/disabled and residential homestead exemptions provide tax relief to the qualifying taxpayer. An exemption excludes part of the property’s value from the taxable value, thus lowering the value subject to the property tax levy for the current and subsequent years.

Over 65/Disabled

Texas Property Tax Code Section 11.13 (d), (e) sets the minimum over 65/disabled exemption at \$3,000 of each qualifying home’s appraised value.

The current over 65/disabled exemption granted by the College is \$127,500, which provides \$4.2 billion in this exemption, resulting in annual tax savings to homeowners of approximately \$6.5 million.

The recommendation is for the College to increase the over 65/disabled exemption to \$140,000 for each qualifying home’s appraised value. This change will be effective at the beginning of tax year 2026 (January 1, 2026).

Homestead Exemption

Texas Property Tax Code Section 11.13 (n) sets the minimum homestead exemption at \$5,000. That same section sets twenty (20) percent as the maximum homestead exemption allowable.

The current homestead exemption granted by the College is five (5) percent or \$5,000, whichever is higher, which provides \$1.2 billion in homestead exemptions, resulting in annual tax savings to homeowners of approximately \$1.8 million.

The recommendation is for the College to increase the homestead exemption to eight (8) percent of each qualifying home’s appraised value or \$5,000, whichever is higher. This change will be effective at the beginning of tax year 2026 (January 1, 2026).

IMPACT OF THIS ACTION

The proposed exemption increases will provide approximately \$1.1 billion in additional taxable value exemptions, resulting in an estimated additional annual tax savings to homeowners of \$1.6 million.

The average appraised value of a home within the College’s taxing district is \$246,935 as of January 2026. The proposed increase in the exemptions will reduce the current ad valorem taxes on the average home from \$166 to \$135 annually, assuming the homeowner is eligible for both exemptions.

Action Item “X”
Regular Board Meeting April 6, 2026

**Consideration of Approval of Resolution Establishing the Ad Valorem Tax Homestead
and Over 65/Disabled Exemptions**

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total savings to the taxpayer is \$1.6 million or 19.8 percent more than the savings experienced currently. The proposed increase in exemptions is estimated to increase the College’s total tax rate by \$0.000005 but is expected to be revenue neutral.

MONITORING AND REPORTING TIMELINE

The review and evaluation of these exemptions occur annually through the College’s budget development process.

ATTACHMENTS

Attachment 1 – Resolution

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Dianne Duron	281-998-6109	dianne.duron@sjcd.edu

**RESOLUTION AND ORDINANCE OF THE BOARD OF TRUSTEES OF THE
SAN JACINTO COMMUNITY COLLEGE DISTRICT ESTABLISHING THE OVER
65/DISABLED AND HOMESTEAD EXEMPTIONS ON RESIDENTIAL PROPERTY
FOR TAX YEAR 2026, AND ALL FUTURE YEARS UNLESS REVISED**

WHEREAS, the College's Board of Trustees wishes to establish, and is authorized by the Texas Property Tax Code to establish certain exemptions to the taxable values of certain properties in the College's tax jurisdiction for the purpose of assessing and collecting taxes for the tax year 2026.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES
OF SAN JACINTO COMMUNITY COLLEGE DISTRICT THAT:**

With respect to all real property owned by an individual over 65/disabled and occupied by that individual as a residence (as defined by Section 11.13 (d), (e) of the Texas Property Tax Code), the first \$140,000 of the appraised value will be exempt from ad valorem taxation.

With respect to all real property owned by an individual and occupied by that individual as a residence homestead (as defined in Section 11.13 (n) of the Texas Property Tax Code), the first \$5,000 or 8% of the appraised value, whichever is greater, with respect to said property will be exempt from ad valorem taxation.

BE IT FURTHER RESOLVED this Resolution and Ordinance shall have an initial term of one (1) year from the approved date. Upon expiration of the initial term, this Resolution and Ordinance shall automatically renew for successive one (1) year terms unless the above-mentioned exemptions are changed.

Passed the 6th day of April 2026. This Resolution may be signed electronically and in counterparts.

Chair, Board of Trustees
San Jacinto Community College District

Attest:

Secretary, Board of Trustees
San Jacinto Community College District

Action Item “XI”
Regular Board Meeting, April 6, 2026
Consideration of Approval of Policy IV.4005.C, Equal Opportunity Institution - First Reading
(Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the updates to the policy on Equal Opportunity Institution. The Board of Trustees will not vote on this item on April 6, 2026, but is creating awareness that input is in the process of being gathered from the College community prior to the Board’s final action at its next regularly scheduled meeting.

BACKGROUND

This action is requested to update the Equal Opportunity Institution Policy based on legal guidance to add new information to the Equal Employment Opportunity (EEO) definition; specifically, pregnancy related conditions and gender/sex.

IMPACT OF THIS ACTION

This updated policy and the associated procedure were sent to the College community on April 1, 2026. Comments will be reviewed, and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on May 4, 2026. The procedure is 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.

ATTACHMENTS

- Attachment 1 - Policy and Procedures Summary of Changes - Equal Opportunity Institution
- Attachment 2 - Policy IV-B-1-a, Equal Opportunity Institution - Current
- Attachment 3 - Policy IV.4005.C, Equal Opportunity Institution - Proposed

Informational Items:

- Attachment 4 - Procedure 1: Equal Employment Opportunity - Current
- Attachment 5 - Procedure IV.4005.C.a, Equal Opportunity Institution - Proposed

RESOURCE PERSONNEL

Sandra Ramirez	281-991-2648	sandra.ramirez@sjcd.edu
Vickie Del Bello	281-998-6357	vickie.delbello@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: **IV.4005.C**

Proposed Policy Name: **Equal Opportunity Institution**

Current Policy Number/Name: **Policy IV-B-1-a, Equal Opportunity Institution**

New Procedure Number: **IV.4005.C.a**

Proposed Procedure Name(s): **Equal Employment Opportunity**

Current Procedure Number(s)/Name(s): **Procedure 1: Equal Employment Opportunity**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

www.sanjac.edu/about/policies-procedures/IV-B-1-a-Policy-on-Equal-Opportunity-Institution.pdf

<https://www.sanjac.edu/about/policies-procedures/1-Equal-Employment-Opportunity.pdf>

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

Secondary Owner: **Vice President, Human Resources**

Summary of Changes:

Policy

- Transferred to current policy template.
- Added “pregnancy and pregnancy-related conditions” to the protected categories listed.
- Updated wording from “gender” to “gender/sex” for clarity and alignment with current equal opportunity language.
- Added language noting that authority, applicability, sanctions, exclusions, and interpretation follow Policy II.2000.A.

Procedure

- Transferred to current procedure template.
- Updated “Vice Chancellor of Human Resources” to “Vice Chancellor of Human Resources, Organizational and Talent Effectiveness.”
- Modified wording for clarity and alignment with current organizational titles.
- Changed frequency of training from every two years to annually.

Policy IV-B-1-a: Policy on Equal Opportunity Institution

Policy on Equal Opportunity Institution

The San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws.

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

Policy #:	IV-B-1-a
Policy Name:	Equal Opportunity Institution
Pages:	1
Adopted Date:	March 5, 2007
Revision/Reviewed Date:	February 7, 2011
Effective Date:	March 5, 2007 and February 7, 2011
Associated Procedure:	1

Policy IV.4005.C, Equal Opportunity Institution

Purpose

The San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy and pregnancy-related conditions, religion, gender/sex, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws.

Policy

No person, including students, faculty, staff, part-time, and temporary workers, will be excluded from participation in, denied the benefits of, or be subjected to discrimination or harassment under any program or activity sponsored or conducted by the San Jacinto College District on the basis of the categories listed 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 IV.4005.C.a, Equal Employment Opportunity

Date of Board Approval	Anticipated May 4, 2026
Effective Date	Anticipated May 5, 2026
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Procedure 1: Equal Employment Opportunity

The San Jacinto College District is committed to equal employment opportunity and shall provide training to all newly hired employees on college policies and state and federal laws that prohibit discrimination, including sexual harassment, no later than thirty days after the date of hire. Program completion by all newly hired employees is mandatory. Supplemental training for all employees on college policies and procedures that prohibit discrimination, including sexual harassment will be conducted every two years. Program completion by all employees is mandatory. The training required in this section will be provided in a manner that complies with state and federal law, including, but not limited to, Section 51.3525 of the Texas Education Code, Section 21.010 of the Texas Labor Code, and the Texas Administrative Code, chapter 40, section 819.24.

The Chancellor has delegated to the Vice Chancellor of Human Resources the responsibility to coordinate implementation of the Equal Opportunity program within the San Jacinto College District and to coordinate efforts to comply with Section 504 of the Vocational Rehabilitation Act of 1973, Title IX of the Education amendments of 1972, American’s with Disabilities Act, Title VI program (49 C.F.R. part 21 and 49 C.F.R. part 303), and other state or federal laws and regulations in these areas.

Further, the Chancellor has designated the Vice Chancellor of Human Resources the responsibility for monitoring compliance with and investigating complaints alleging violation of this policy.

Procedure #:	1
Procedure Name:	Equal Employment Opportunity
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	February 5, 2008, August 28, 2019, December 8, 2023
Effective Date:	February 5, 2008, August 28, 2019, December 8, 2023
Associated Policy:	IV-B-1-a

Procedure IV.4005.C.a, Equal Employment Opportunity

Associated Policy

Policy IV.4005.C, Equal Opportunity Institution

Procedures

The San Jacinto College District is committed to equal employment opportunity and will provide mandatory training to all newly hired employees on College policies and state and federal laws that prohibit discrimination, including sexual harassment, no later than thirty days after the date of hire. Mandatory training for all employees on College policies and procedures that prohibit discrimination, including sexual harassment, will be conducted annually. The training required in this section will be provided in a manner that complies with state and federal law, including, but not limited to, Section 51.3525 of the Texas Education Code, Section 21.010 of the Texas Labor Code, and the Texas Administrative Code, Chapter 40, Section 819.24.

The Chancellor has delegated to the Vice Chancellor of Human Resources, Organizational and Talent Effectiveness the responsibility to coordinate implementation of the Equal Opportunity program within the San Jacinto College District and to coordinate efforts to comply with Section 504 of the Vocational Rehabilitation Act of 1973, Title IX of the Education amendments of 1972, American’s with Disabilities Act, Title VI program (49 C.F.R. part 21 and 49 C.F.R. part 303), and other state or federal laws and regulations in these areas.

Further, the Chancellor has designated the Vice Chancellor of Human Resources, Organizational and Talent Effectiveness with the responsibility of monitoring compliance and investigating complaints alleging violation of this policy.

Date of SLT Approval	March 24, 2026
Effective Date	Anticipated May 5, 2026
Associated Policy	Policy IV.4005.C, Equal Opportunity Institution
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

Action Item “XII”
Regular Board Meeting, April 6, 2026

Consideration of Approval of Policy III.3003.A, Ethical Conduct and Conflicts of Interest - First Reading (Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revisions to Policy III.3003.A, Ethical Conduct and Conflicts of Interest. The Board of Trustees will not vote on this item on April 6, 2026, but is creating awareness that input is in the process of being gathered from the College community prior to the Board’s final action at its next regularly scheduled meeting.

BACKGROUND

Updates are required to the Ethical Conduct and Conflicts of Interest policy and related procedure. When this policy and related procedure were initially drafted several years ago, it included references to the requirements of both the Board of Trustees and employees (which differ). Additionally, topics related to ethical conduct and conflicts of interests were grouped together in one procedure and over the last several years different items have been added to the procedure (i.e., mandatory disclosure of arrest, foreign adversaries’ gifts and recruitment programs, etc.). Since so many things are covered in this one procedure, the procedure is long and confusing.

To provide clarity, references to trustees have been removed and instead have been included in a separate Board of Trustee policy which is anticipated for Board action in May and/or June 2026. Additionally, the single procedure has been split into two separate procedures: (1) Ethical Conduct (revised) and (2) Conflict of Interests (new).

IMPACT OF THIS ACTION

The revised policy and revised and new procedures were sent to the College community on April 1, 2026. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on May 4, 2026.

The associated revised and new procedures are attached for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

The Board will be notified of any changes that require its action. Evaluation of compliance with this new policy and procedure will be periodically evaluated by administration, the College’s internal and external auditors, and external agencies.

ATTACHMENTS

- Attachment 1 - Summary of Changes
- Attachment 2 - Policy III.3003.A, Ethical Conduct and Conflicts of Interest (current)
- Attachment 3 - Policy III.3003.A, Ethical Conduct and Conflicts of Interest: Employees (proposed, tracked changes)

Action Item “XII”
Regular Board Meeting, April 6, 2026

Consideration of Approval of Policy III.3003.A, Ethical Conduct and Conflicts of Interest - First Reading (Informational Item)

Attachment 4 - Policy III.3003.A, Ethical Conduct and Conflicts of Interest: Employees (proposed, clean)

Informational Item Only:

Attachment 5 - Procedure III.3003.A.a, Ethical Conduct and Conflicts of Interest (current)

Attachment 6 - Procedure III.3003.A.a, Ethical Conduct: Employees (proposed, track)

Attachment 7 - Procedure III.3003.A.a, Ethical Conduct: Employees (proposed, clean)

Attachment 8 - Procedure III.3003.A.b, Conflicts of Interest: Employees (proposed, new)

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Carin Hutchins	281-991-6306	carin.hutchins@sjcd.edu
Linda Torres	281-991-2612	linda.torres@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: N/A
Proposed Policy Name: N/A
Current Policy Number/Name: **III.3003.A, Ethical Conduct and Conflict of Interest**

New Procedure Number: N/A
Proposed Procedure Name(s): **Ethical Conduct: Employees**
Current Procedure Number(s)/Name(s): **III.3003.A.a, Ethical Conduct and Conflict of Interest**

New Procedure Number: **III.3003.A.b**
Proposed Procedure Name(s): **Conflicts of Interest: Employees**
Current Procedure Number(s)/Name(s): N/A

Action Recommended for Policy: **Revise**
Action Recommended for Procedure: **Revise and New**

Web Links:
<https://www.sanjac.edu/about/policies-procedures/III-3003-A-Ethical-Conduct-and-Conflicts-of-Interest.pdf>
<https://www.sanjac.edu/about/policies-procedures/III-3003-A-a-Ethical-Conduct-and-Conflicts-of-Interest.pdf>

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

Secondary Owner: **Executive Director, Internal Audit**

Summary of Changes:

Updates are required to the Ethical Conduct and Conflicts of Interest policy and related procedure. To provide clarity, references to trustees have been removed and instead have been included in a separate Board of Trustee policy. Additionally, the single procedure has been split into two separate procedures: (1) Ethical Conduct (revised) and (2) Conflict of Interests (new).

Policy:

- Removed references to trustees (these items are now included in the Board of Trustee Bylaws and new Conflicts of Interest Policy specifically for the trustees).
- Added additional wording surrounding Texas Local Government Code Chapter 176.
- Added/updated the reference to the two related procedures.
- Change the title for the Secondary Owner.

Procedure:

- Separated the Ethical Conduct and Conflicts of Interests procedure into two separate procedures to provide focus and clarity to these topics: (1) Ethical Conduct (revised) and (2) Conflicts of Interest (new).

Attachment 1

- Removed all references to trustees (these items are now included in the Board of Trustee policy mentioned above).
- Within the revised Ethical Conduct procedure
 - Removed references to conflicts of interest topics.
 - Added a reference to the new Conflicts of Interest procedure.
 - Removed definitions that do not apply to this procedure.
- Within the new Conflicts of Interest procedure
 - Incorporated changes provided by Micki Morris, Attorney.
 - Clarification of gift procedures.
 - When conflict disclosures must be filed.
 - Explanation of criminal offenses.
 - Definition changes.
 - Reorganized the order of the conflicts of interest subtopics to provide further clarity.

Policy III.3003.A, Ethical Conduct and Conflicts of Interest

Purpose

The purpose of this policy is to provide trustees and employees with an understanding of ethical conduct and conflicts of interest.

Policy

Ethical conduct is more than bare compliance with the minimum requirements of the law. Ethical conduct means honesty, transparency, personal accountability, and an appreciation that as trustees and employees of San Jacinto College, we are stewards of the public trust. Trustees, administrators, faculty, staff, and other agents of the College will not engage in conduct constituting unlawful harassment or discrimination as detailed in **Policy IV-B-3-b: Employee Harassment**. This policy statement sets forth the general ethical principles and standards that will apply to all trustees and employees of the College regardless of their rank or position. In the event of a conflict between this policy and any existing policy or procedure, this policy will take precedence.

Definitions

Ethical conduct: Honesty, transparency, personal accountability, and an appreciation that trustees and employees are stewards of the public trust

Conflicts of interest: When a College trustee’s and/or employee’s direct or indirect personal interests are inconsistent with or interfere in any way with the best interests of the College

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

Associated Procedures

Procedure III.3003.A.a, Ethical Conduct and Conflicts of Interest

Date of Board Approval	November 19, 2019 (Chancellor approval per Policy II.2000.A with Board ratification on January 27, 2020)
Effective Date	November 19, 2019
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director, Internal Audit

Policy III.3003.A, Ethical Conduct and Conflicts of Interest: ~~-Employees~~

Purpose

The purpose of this policy is to provide ~~trustees and~~ employees with an understanding of ethical conduct and conflicts of interest.

Policy

This policy ensures that all actions and decisions made by college employees are conducted with integrity, in the best interest of the college and in full compliance with Chapter 176 of the Texas Local Government Code, which governs conflicts of interest for local government officers and employees. Ethical conduct is more than bare compliance with the minimum requirements of the law. Ethical conduct means honesty, transparency, personal accountability, and an appreciation that as ~~trustees and~~ employees of San Jacinto College, we are stewards of the public trust. ~~Trustees, a~~ administrators, faculty, staff, and other agents of the College will not engage in conduct constituting conflicts of interests, unlawful harassment or discrimination as detailed in **Policy IV.4002.G.A, Employee Harassment and Discrimination-B-3-b: Employee Harassment**. This policy statement sets forth the general ethical principles and standards that will apply to all ~~trustees and~~ employees of the College regardless of their rank or position. In the event of a conflict between this policy and any existing policy or procedure, this policy will take precedence.

Definitions

Ethical conduct: ~~-~~Honesty, transparency, personal accountability, and an appreciation that ~~trustees and~~ employees are stewards of the public trust.

Conflicts of interest: When a ~~College trustee's and/or~~ College employee's direct or indirect personal interests are inconsistent with or interfere in any way with the best interests of the College.

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

Associated Procedures

Procedure III.3003.A.a, Ethical Conduct ~~and Conflicts of Interest:~~ Employees

Procedure III.3003.A.b, Conflicts of Interest: Employees

Date of Board Approval	November 19, 2019 (Chancellor approval per Policy II.2000.A with Board ratification on January 27, 2020) <u>Tentatively May 4, 2026</u>
Effective Date	November 19, 2019 <u>Tentatively May 5, 2026</u>
Primary Owner	Vice Chancellor, Fiscal Affairs

Secondary Executive Director, Internal Audit
Owner

Policy III.3003.A, Ethical Conduct and Conflicts of Interest: Employees

Purpose

The purpose of this policy is to provide employees with an understanding of ethical conduct and conflicts of interest.

Policy

This policy ensures that all actions and decisions made by college employees are conducted with integrity, in the best interest of the college and in full compliance with Chapter 176 of the Texas Local Government Code, which governs conflicts of interest for local government officers and employees. Ethical conduct is more than bare compliance with the minimum requirements of the law. Ethical conduct means honesty, transparency, personal accountability, and an appreciation that as employees of San Jacinto College, we are stewards of the public trust. Administrators, faculty, staff, and other agents of the College will not engage in conduct constituting conflicts of interest, unlawful harassment or discrimination as detailed in **Policy IV.4002.G.A, Employee Harassment and Discrimination**. This policy statement sets forth the general ethical principles and standards that will apply to all employees of the College regardless of their rank or position. In the event of a conflict between this policy and any existing policy or procedure, this policy will take precedence.

Definitions

Ethical conduct: Honesty, transparency, personal accountability, and an appreciation that employees are stewards of the public trust.

Conflicts of interest: When a College employee’s direct or indirect personal interests are inconsistent with or interfere in any way with the best interests of the College.

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

Associated Procedures

Procedure III.3003.A.a, Ethical Conduct: Employees

Procedure III.3003.A.b, Conflicts of Interest: Employees

Date of Board Approval	Tentatively May 4, 2026
Effective Date	Tentatively May 5, 2026
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Executive Director, Internal Audit

Procedure III.3003.A.a, Ethical Conduct and Conflicts of Interest

Associated Policy

Policy III.3003.A, Ethical Conduct and Conflicts of Interest

Procedures

The College expects its trustees and employees to act ethically and with the sole purpose of advancing the best interest of the College and its constituents. All persons who represent the College have the responsibility to do so with a high standard of personal and business ethics that protects the integrity of the College at all times. To ensure that this goal is understood and achieved, the following procedure serves as the standard applicable to all individuals when performing their duties as representatives of the College.

Standards for Ethical Conduct

College trustees and employees will:

- Perform their duties to the best of their ability in good faith while supporting the objectives and policies of the College.
- Be truthful when called upon by leaders to provide information regarding their work activities and disclose all information that a reasonable employee would view as relevant to a leader's inquiry.
- Protect the confidentiality of all information to which they have access.
- Disclose waste, fraud, abuse, and corruption in accordance with College policy.
- Act impartially and not give preferential treatment or special privileges to any student, colleague, vendor, individual, or organization.
- Protect and preserve public property and equipment and not use it for any unauthorized purpose.
- Abstain from intentionally or knowingly misusing anything of value belonging to the College for the purpose of obtaining a benefit or for the purpose of harming or defrauding another.
- Abstain from making unauthorized commitments or promises binding or construed to be binding to the College.
- Abstain from unauthorized use of College funds or property for the purpose of influencing an election.

- Abstain from accepting gifts in excess of nominal value (\$50.00) from people or organizations with whom the College has or may have a business relationship.
- Provide full disclosure of any business or financial enterprise or activity in which they are involved, either directly or through family connections, which might influence, or might appear to have the capacity to influence, their official decisions on College matters (see Conflict of Interest section below).
- Abstain from using their positions or information obtained at the College for private gain or for the private gain of family members or friends.
- Recuse themselves from participation in any activities or decision making that may be impacted by a potential conflict of interest situation.

Mandatory Disclosure of Arrests, Indictments, Convictions, and Other Adjudications

San Jacinto College requires all employees to inform Human Resources if they are the subject of any legal trial, investigation, or court proceeding concerning a reportable offense (as set forth below) while employed at the College. Employees are also required to notify Human Resources if they are or become the subject of a civil proceeding related to claims of fraud, deceit, or other acts of moral turpitude.

An employee must notify their immediate leader and Human Resources Employee Relations within 48 hours of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or offense involving moral turpitude. Misdemeanor traffic offenses punishable only by a fine are excluded. This disclosure assists the College with assessing potential risks to the institution's operations and ensures that all legal obligations are met.

Failure to make the report required by this section may result in disciplinary action, up to and including termination.

Moral turpitude includes but is not limited to:

- Dishonesty, fraud, deceit, theft, or misrepresentation.
- Deliberate violence.
- Base, vile, or depraved acts that are intended to arouse or gratify sexual desire.
- Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code.
- Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period.
- Acts constituting abuse under the Texas Family Code §261.001.

Required Information for Disclosure

The employee must provide the following information to Human Resources:

- Nature of the legal issue (criminal, civil, administrative).
- A brief description of the circumstances, charges, or legal proceedings.
- The name of the court or jurisdiction handling the matter, if applicable.
- Impact of the legal issue on the employee’s ability to perform their duties, work schedule, or any anticipated disruptions to College operations.

Review and Response

Upon receipt of the disclosure, Human Resources, in collaboration with College leadership, will assess the situation and determine appropriate actions.

Confidential Information

Although the College is a public institution and is subject to the Texas Public Information Act, the College maintains data and documents that are confidential by law. Employees with access to confidential information will not disclose such information to unauthorized persons and will not use the information for the employee’s personal benefit.

See **Policy VI.6000.B, Confidentiality of Student Records and Procedure VI.6000.B.a, Confidentiality of Student Records** for further information on confidential information.

Conflicts of Interest

The College desires to avoid any conflict of interest (actual, perceived, or potential) or appearance of conflict between the College’s interests and those of any trustee or employee. Any circumstances that could cast doubt or even the appearance of doubt, upon an individual’s ability to act with total objectivity regarding the College’s interests represent a potential conflict of interest situation.

A conflict of interest exists when any trustee and/or employee owes a professional obligation to the College that is or might be compromised by the pursuit of outside interests. Outside interests, such as professional activities, personal financial interests, or the acceptance of gifts from third parties, can create conflicts between the interests of the College and the trustee’s or employee’s private interests and may prevent the trustee or employee from making decisions that are in the best interest of the College. Even when outside interests do not actually impair the trustee’s or employee’s ability to act in the best interest of the College, the appearance of a conflict may suggest that the trustee’s or employee’s independence of judgment has been affected, or it may erode public confidence in the trustee or employee.

On an annual basis identified individuals will complete the Conflict-of-Interest Disclosure form provided by the Internal Audit Department. These individuals include, but are not limited to, Board of Trustee members and employees identified as leaders and/or key decision-makers at the College.

All trustees and employees must complete and submit a Conflict-of-Interest Disclosure form to the Internal Audit Department anytime a conflict (or the appearance of a conflict) arises during the course of the year. Submission of this form is intended to satisfy the disclosure requirement of Texas Local Government Code Chapter 171 regarding a local governmental official's substantial interest in business entity or real property.

Additionally, and as required by Texas Local Government Code Chapter 176, a board member, executive officer, or an employee or agent who exercises discretion in the planning, recommending, selecting, or contracting of a vendor ("Officer") must file an additional conflicts disclosure statement if the College is considering or enters into a contract with a vendor and the Officer 1) has an employment or business relationship with the vendor, 2) has received gifts (not including food accepted as a guest) from the vendor over the past 12 months with an aggregate value of more than \$100, or 3) has a family relationship with the vendor. This disclosure must be made on the form adopted by the Texas Ethics Commission and available on the Commission's website. (Note: if the Officer is *involved* in selecting the vendor, the Officer may not accept a gift valued at more than \$50 – see Gifts below.)

Personal Investments

Trustees and employees must not make personal investments that could reasonably be expected to create a substantial conflict between the trustee's or employee's private interest and the public interest. This means that the trustee or employee must not have a direct or indirect financial interest in a business that conflicts with the College's interests or that might influence how the trustee or employee does their job. Some financial interests may be so indirect or so minimal that they do not create conflicts of interest, such as ownership of a minimal amount of stock in a company or an investment in a publicly traded mutual fund in which the trustee or employee does not exercise discretion regarding the investment of the assets of the fund.

If a trustee or employee has an interest in a business that might constitute a conflict of interest, the trustee or employee must immediately disclose that interest to the Internal Audit Department. In some cases, the employee may be able to resolve the conflict by not participating in any decision concerning that business. However, if the conflict is significant, the employee may be required to divest from the interest that causes the conflict. If a trustee has an interest in a business that might constitute a conflict of interest, the trustee must immediately disclose that interest to the Chancellor.

Self-Dealing/Transactions with Trustees and Employees

A trustee or employee may not transact any business in an official capacity with any business entity in which the trustee or employee is an officer, agent, or member, or in which the trustee or employee owns a substantial interest. Additionally, before the College may purchase any supplies, materials, services, equipment, or property from a business entity in which a trustee or employee or a member of their immediate family is an officer, agent, or member, or in which a trustee or employee or a member of their immediate family owns a substantial interest, the Chancellor must approve the purchase, and the purchase may be made only if doing so will provide the best value to the College.

Benefits for Performing Official Duties

A trustee or employee should not intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised their official powers or for having performed their official duties in favor of another. If the benefit was given in exchange for an official act, it could constitute the criminal offense of bribery.

Honoraria

A trustee or employee may not accept any outside payment for services that the trustee or employee would not have been asked to provide but for their official status. For example, a trustee or employee may not accept a gift or payment for giving a speech if the trustee or employee would not have been asked to provide the speech but for their official position. Trustees or employees may either decline payments offered or request that those payments be made directly to the College or to the San Jacinto College Foundation. However, a trustee or employee may accept meals, transportation, and lodging in connection with their services as long as the services are more than merely perfunctory or superficial. See **Policy IV-E-14 and related Procedure 5-15 on Intellectual Property Rights and Honoraria** on accepting honorarium payments from the San Jacinto College Board of Trustees.

Gifts

There are two standards under Texas law governing gifts: (1) a general standard of conduct required by local policy and from Government Code Chapter 572 that applies to all trustees or employees and (2) a criminal standard that applies only to those persons who make recommendations or decisions about contracts and other financial transactions. Under the general standard, a trustee or employee must not accept or solicit any gift, favor, or service that might reasonably tend to influence the trustee or employee in the discharge of official duties or that the trustee or employee knows or should know is being offered with the intent to influence official conduct. This standard applies even though the donor is not asking the trustee or employee to do something in exchange for the gift.

Criminal penalties may apply to persons who make recommendations or decisions about the College's financial transactions. Such trustees or employees may not accept a gift from an individual or entity that is interested in or likely to become interested in that transaction, with limited exceptions. Under those limited exceptions, it is not a criminal offense to accept the following type of gift if the gift is not given in exchange for official action (it is never lawful to accept a gift in exchange for official action):

- Non-cash items worth less than \$50. (Note this is a different standard from the disclosure of gifts aggregating to more than \$100. If a trustee or employee is making a recommendation or decision involving an individual or entity, they cannot accept a gift valued at more than \$50 from that individual or entity, even if they disclose it.)

- A gift from a person such as a relative, friend, or business associate with whom the trustee or employee has a relationship independent of the trustee's or employee's official status, if the gift is given on account of that relationship rather than the trustee's or employee's official status.

When College trustees or employees are dining with vendors or potential vendors in a private setting limited to only San Jacinto College trustees or employees, vendors should not pay for College trustee or employee meals. In situations where trustees or employees are part of a large conference or group with multi-college participants and an educational purpose, trustees or employees may participate and accept the free meal that is included in the event.

Under some circumstances, acceptance of a gift, even though not a criminal offense, may still violate these general standards of conduct and may constitute grounds for discipline. Acceptance of a gift of nominal value is improper if the purpose of the gift is to influence the trustee's or employee's actions. When a trustee or employee is in doubt regarding the permissibility of accepting a gift or giving a gift, they may contact the Internal Audit Department, Vice Chancellor of Human Resources, or the Vice Chancellor of Fiscal Affairs.

Summary: A trustee or employee should not accept any gift that could appear to influence their official conduct.

Prohibition on Gifts from Foreign Adversaries:

In accordance with Texas Executive Order GA-48, San Jacinto College prohibits the acceptance of gifts, donations, or funding, regardless of value, from individuals, organizations, or governments identified as foreign adversaries by the U.S. Secretary of Commerce pursuant to [15 C.F.R. Section 791.4](#). The list of designated foreign adversaries is subject to change and may be updated at the discretion of the Secretary. All college employees are responsible for ensuring compliance with the most current list of foreign adversaries or contacting the Internal Audit Department with any questions. Any employee who receives an offer of a gift or travel reimbursement from an individual or entity based in an impacted country must notify the Internal Audit Department.

Prohibition in Foreign Recruitment Programs by Foreign Adversaries:

In accordance with Texas Executive Order GA-48, San Jacinto College prohibits employees from taking part in any foreign recruitment program by a foreign adversary nation. Foreign adversaries are designated by the U.S. Secretary of Commerce pursuant to [15 C.F.R. Section 791.4](#). The list of designated foreign adversaries is subject to change and may be updated at the discretion of the Secretary. All college employees are responsible for ensuring compliance with the most current list of foreign adversaries or contacting the Internal Audit Department with any questions.

Outside Employment or Compensation

Conflict of interest considerations related to outside employment or compensation can be found in **Policy IV.4003.C, Outside Employment and associated Procedure IV.4003.C.a.**

Federal Awards (Grants)

A trustee or employee must not participate in the administration of a contract supported by a Federal award if the trustee or employee has a real or apparent conflict of interest. Such a conflict of interest would arise when the trustee or employee, or any member of the trustee's or employee's immediate family, the trustee's or employee's partner, or an organization that employs or is about to employ any of the parties indicated above, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The trustees or employees of the San Jacinto Community College District must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts supported by a federal grant or contract.

Conflict of Interest Disclosure

Employees must disclose any potential conflict of interest to the College immediately upon becoming aware of said conflict by contacting the Internal Audit Department and completing a Conflict-of-Interest Disclosure form.

Filing a Complaint

- Employees may report suspected conflict of interest violations as detailed in **Policy III.3003.B for Prevention of Fraud and Fraudulent Actions and associated Procedure III.3003.B.a.**
- The College, through the Internal Audit Department, will annually notify all employees that it encourages employees to report specific instances of suspected violations and that retaliation is prohibited against employees who report such violations, as stated in **Policy IV.4002.A for Protection from Retaliation for Reporting Suspected Wrongdoing and associated Procedure IV.4002.A.a.**

Violations

A College employee who violates this procedure may be subject to disciplinary action, up to and including termination of employment, in accordance with applicable College policies and procedures. See **Procedure 4-24 Employee Performance Counseling and Corrective Action.**

As used throughout this policy, the terms “trustee” and “employee” includes the trustee and the employee, plus any person related to the trustee or employee within the first degree by consanguinity (blood/adoption) or affinity (marriage). This includes spouses, parents, parents-in-law, children, or children in-law; or any person who has a membership in the same household as an employee, including domestic partners; or who has an intimate relationship with an employee; or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Definitions

Ethical conduct: Honesty, transparency, personal accountability, and an appreciation that trustees and employees are stewards of the public trust

Conflicts of interest: When a College trustee and/or employee’s direct or indirect personal interests are inconsistent with or interfere in any way with the best interests of the College

Trustee: Persons who are elected in accordance with the State statute and collectively comprise the governing body of the College

Employee: A full-time or part-time employee of the College as defined by Human Resources policy and procedure.

Foreign adversaries: Any foreign government, entity, or individual that is deemed by the U.S. government to pose a significant threat to the national security, economic interests, or safety of U.S. persons.

Date of SLT Approval	May 14, 2025
Effective Date	June 11, 2025
Associated Policy	Policy III.3003.A, Ethical Conduct and Conflicts of Interest
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Executive Director, Internal Audit

Procedure III.3003.A.a, Ethical Conduct ~~and Conflicts of Interest~~: Employees

Associated Policy

Policy III.3003.A, Ethical Conduct and Conflicts of Interest: Employees

Procedures

The College expects its ~~trustees and~~ employees to act ethically and with the sole purpose of advancing the best interest of the College and its constituents. All persons who represent the College have the responsibility to do so with a high standard of personal and business ethics that protects the integrity of the College at all times. To ensure that this goal is understood and achieved, the following procedure serves as the standard applicable to all individuals when performing their duties as representatives of the College.

Standards for Ethical Conduct

College ~~trustees and~~ employees will:

- Perform their duties to the best of their ability in good faith while supporting the objectives and policies of the College.
- Be truthful when called upon by leaders to provide information regarding their work activities and disclose all information that a reasonable employee would view as relevant to a leader's inquiry.
- Protect the confidentiality of all information to which they have access.
- Disclose waste, fraud, abuse, and corruption in accordance with College policy.
- Act impartially and not give preferential treatment or special privileges to any student, colleague, vendor, individual, or organization.
- Protect and preserve public property and equipment and not use it for any unauthorized purpose.
- Abstain from intentionally or knowingly misusing anything of value belonging to the College for the purpose of obtaining a benefit or for the purpose of harming or defrauding another.
- Abstain from making unauthorized commitments or promises binding or construed to be binding to the College.
- Abstain from unauthorized use of College funds or property for the purpose of influencing an election.

- Avoid conflicts of interests. See Procedure III.3003.A.? Conflicts of Interest for further information.
- ~~Abstain from accepting gifts in excess of nominal value (\$50.00) from people or organizations with whom the College has or may have a business relationship.~~
- ~~Provide full disclosure of any business or financial enterprise or activity in which they are involved, either directly or through family connections, which might influence, or might appear to have the capacity to influence, their official decisions on College matters (see Conflict of Interest section below).~~
- ~~Abstain from using their positions or information obtained at the College for private gain or for the private gain of family members or friends.~~
- ~~Recuse themselves from participation in any activities or decision making that may be impacted by a potential conflict of interest situation.~~

Mandatory Disclosure of Arrests, Indictments, Convictions, and Other Adjudications

San Jacinto College requires all employees to inform Human Resources if they are the subject of any legal trial, investigation, or court proceeding concerning a reportable offense (as set forth below) while employed at the College. Employees are also required to notify Human Resources if they are or become the subject of a civil proceeding related to claims of fraud, deceit, or other acts of moral turpitude.

An employee must notify their immediate leader and Human Resources Employee Relations within 48 hours of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or offense involving moral turpitude. Misdemeanor traffic offenses punishable only by a fine are excluded. This disclosure assists the College with assessing potential risks to the institution's operations and ensures that all legal obligations are met.

Failure to make the report required by this section may result in disciplinary action, up to and including termination.

Moral turpitude includes but is not limited to:

- Dishonesty, fraud, deceit, theft, or misrepresentation.
- Deliberate violence.
- Base, vile, or depraved acts that are intended to arouse or gratify sexual desire.
- Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code.
- Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period.
- Acts constituting abuse under the Texas Family Code §261.001.

Required Information for Disclosure

The employee must provide the following information to Human Resources:

- Nature of the legal issue (criminal, civil, administrative).
- A brief description of the circumstances, charges, or legal proceedings.
- The name of the court or jurisdiction handling the matter, if applicable.
- Impact of the legal issue on the employee’s ability to perform their duties, work schedule, or any anticipated disruptions to College operations.

Review and Response

Upon receipt of the disclosure, Human Resources, in collaboration with College leadership, will assess the situation and determine appropriate actions.

Confidential Information

Although the College is a public institution and is subject to the Texas Public Information Act, the College maintains data and documents that are confidential by law. Employees with access to confidential information will not disclose such information to unauthorized persons and will not use the information for the employee’s personal benefit.

See **Policy VI.6000.B, Confidentiality of Student Records and Procedure VI.6000.B.a, Confidentiality of Student Records** for further information on confidential information.

Conflicts of Interest

~~The College desires to avoid any conflict of interest (actual, perceived, or potential) or appearance of conflict between the College’s interests and those of any trustee or employee. Any circumstances that could cast doubt or even the appearance of doubt, upon an individual’s ability to act with total objectivity regarding the College’s interests represent a potential conflict of interest situation.~~

~~A conflict of interest exists when any trustee and/or employee owes a professional obligation to the College that is or might be compromised by the pursuit of outside interests. Outside interests, such as professional activities, personal financial interests, or the acceptance of gifts from third parties, can create conflicts between the interests of the College and the trustee’s or employee’s private interests and may prevent the trustee or employee from making decisions that are in the best interest of the College. Even when outside interests do not actually impair the trustee’s or employee’s ability to act in the best interest of the College, the appearance of a conflict may suggest that the trustee’s or employee’s independence of judgment has been affected, or it may erode public confidence in the trustee or employee.~~

~~On an annual basis identified individuals will complete the Conflict of Interest Disclosure form provided by the Internal Audit Department. These individuals include, but are not limited to,~~

~~Board of Trustee members and employees identified as leaders and/or key decision makers at the College.~~

~~All trustees and employees must complete and submit a Conflict of Interest Disclosure form to the Internal Audit Department anytime a conflict (or the appearance of a conflict) arises during the course of the year. Submission of this form is intended to satisfy the disclosure requirement of Texas Local Government Code Chapter 171 regarding a local governmental official's substantial interest in business entity or real property.~~

~~Additionally, and as required by Texas Local Government Code Chapter 176, a board member, executive officer, or an employee or agent who exercises discretion in the planning, recommending, selecting, or contracting of a vendor ("Officer") must file an additional conflicts disclosure statement if the College is considering or enters into a contract with a vendor and the Officer 1) has an employment or business relationship with the vendor, 2) has received gifts (not including food accepted as a guest) from the vendor over the past 12 months with an aggregate value of more than \$100, or 3) has a family relationship with the vendor. This disclosure must be made on the form adopted by the Texas Ethics Commission and available on the Commission's website. (Note: if the Officer is *involved* in selecting the vendor, the Officer may not accept a gift valued at more than \$50—see Gifts below.)~~

Personal Investments

~~Trustees and employees must not make personal investments that could reasonably be expected to create a substantial conflict between the trustee's or employee's private interest and the public interest. This means that the trustee or employee must not have a direct or indirect financial interest in a business that conflicts with the College's interests or that might influence how the trustee or employee does their job. Some financial interests may be so indirect or so minimal that they do not create conflicts of interest, such as ownership of a minimal amount of stock in a company or an investment in a publicly traded mutual fund in which the trustee or employee does not exercise discretion regarding the investment of the assets of the fund.~~

~~If a trustee or employee has an interest in a business that might constitute a conflict of interest, the trustee or employee must immediately disclose that interest to the Internal Audit Department. In some cases, the employee may be able to resolve the conflict by not participating in any decision concerning that business. However, if the conflict is significant, the employee may be required to divest from the interest that causes the conflict. If a trustee has an interest in a business that might constitute a conflict of interest, the trustee must immediately disclose that interest to the Chancellor.~~

Self-Dealing/Transactions with Trustees and Employees

~~A trustee or employee may not transact any business in an official capacity with any business entity in which the trustee or employee is an officer, agent, or member, or in which the trustee or employee owns a substantial interest. Additionally, before the College may purchase any supplies, materials, services, equipment, or property from a business entity in which a trustee or employee or a member of their immediate family is an officer, agent, or member, or in which a~~

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~~Benefits for Performing Official Duties~~

~~A trustee or employee should not intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised their official powers or for having performed their official duties in favor of another. If the benefit was given in exchange for an official act, it could constitute the criminal offense of bribery.~~

~~Honoraria~~

~~A trustee or employee may not accept any outside payment for services that the trustee or employee would not have been asked to provide but for their official status. For example, a trustee or employee may not accept a gift or payment for giving a speech if the trustee or employee would not have been asked to provide the speech but for their official position. Trustees or employees may either decline payments offered or request that those payments be made directly to the College or to the San Jacinto College Foundation. However, a trustee or employee may accept meals, transportation, and lodging in connection with their services as long as the services are more than merely perfunctory or superficial. See **Policy IV-E-14 and related Procedure 5-15 on Intellectual Property Rights and Honoraria** on accepting honorarium payments from the San Jacinto College Board of Trustees.~~

~~Gifts~~

~~There are two standards under Texas law governing gifts: (1) a general standard of conduct required by local policy and from Government Code Chapter 572 that applies to all trustees or employees and (2) a criminal standard that applies only to those persons who make recommendations or decisions about contracts and other financial transactions. Under the general standard, a trustee or employee must not accept or solicit any gift, favor, or service that might reasonably tend to influence the trustee or employee in the discharge of official duties or that the trustee or employee knows or should know is being offered with the intent to influence official conduct. This standard applies even though the donor is not asking the trustee or employee to do something in exchange for the gift.~~

~~Criminal penalties may apply to persons who make recommendations or decisions about the College's financial transactions. Such trustees or employees may not accept a gift from an individual or entity that is interested in or likely to become interested in that transaction, with limited exceptions. Under those limited exceptions, it is not a criminal offense to accept the following type of gift if the gift is not given in exchange for official action (it is never lawful to accept a gift in exchange for official action):~~

- ~~• Non-cash items worth less than \$50. (Note this is a different standard from the disclosure of gifts aggregating to more than \$100. If a trustee or employee is making a~~

~~recommendation or decision involving an individual or entity, they cannot accept a gift valued at more than \$50 from that individual or entity, even if they disclose it.)~~

- ~~• A gift from a person such as a relative, friend, or business associate with whom the trustee or employee has a relationship independent of the trustee's or employee's official status, if the gift is given on account of that relationship rather than the trustee's or employee's official status.~~

~~When College trustees or employees are dining with vendors or potential vendors in a private setting limited to only San Jacinto College trustees or employees, vendors should not pay for College trustee or employee meals. In situations where trustees or employees are part of a large conference or group with multi-college participants and an educational purpose, trustees or employees may participate and accept the free meal that is included in the event.~~

~~Under some circumstances, acceptance of a gift, even though not a criminal offense, may still violate these general standards of conduct and may constitute grounds for discipline. Acceptance of a gift of nominal value is improper if the purpose of the gift is to influence the trustee's or employee's actions. When a trustee or employee is in doubt regarding the permissibility of accepting a gift or giving a gift, they may contact the Internal Audit Department, Vice Chancellor of Human Resources, or the Vice Chancellor of Fiscal Affairs.~~

~~Summary: A trustee or employee should not accept any gift that could appear to influence their official conduct.~~

Prohibition on Gifts from Foreign Adversaries:

In accordance with Texas Executive Order GA-48, San Jacinto College prohibits the acceptance of gifts, donations, or funding, regardless of value, from individuals, organizations, or governments identified as foreign adversaries by the U.S. Secretary of Commerce pursuant to [15 C.F.R. Section 791.4](#). The list of designated foreign adversaries is subject to change and may be updated at the discretion of the Secretary. All college employees are responsible for ensuring compliance with the most current list of foreign adversaries or contacting the Internal Audit Department with any questions. Any employee who receives an offer of a gift or travel reimbursement from an individual or entity based in an impacted country must notify the Internal Audit Department.

Prohibition in Foreign Recruitment Programs by Foreign Adversaries:

In accordance with Texas Executive Order GA-48, San Jacinto College prohibits employees from taking part in any foreign recruitment program by a foreign adversary nation. Foreign adversaries are designated by the U.S. Secretary of Commerce pursuant to [15 C.F.R. Section 791.4](#). The list of designated foreign adversaries is subject to change and may be updated at the discretion of the Secretary. All college employees are responsible for ensuring compliance with the most current list of foreign adversaries or contacting the Internal Audit Department with any questions.

Outside Employment or Compensation

~~Conflict of interest considerations related to outside employment or compensation can be found in **Policy IV.4003.C, Outside Employment and associated Procedure IV.4003.C.a.**~~

Federal Awards (Grants)

~~A trustee or employee must not participate in the administration of a contract supported by a Federal award if the trustee or employee has a real or apparent conflict of interest. Such a conflict of interest would arise when the trustee or employee, or any member of the trustee's or employee's immediate family, the trustee's or employee's partner, or an organization that employs or is about to employ any of the parties indicated above, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The trustees or employees of the San Jacinto Community College District must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts supported by a federal grant or contract.~~

Conflict of Interest Disclosure

~~Employees must disclose any potential conflict of interest to the College immediately upon becoming aware of said conflict by contacting the Internal Audit Department and completing a Conflict of Interest Disclosure form.~~

Filing a Complaint

- ~~• Employees may report suspected conflict of interest violations as detailed in **Policy III.3003.B for Prevention of Fraud and Fraudulent Actions and associated Procedure III.3003.B.a.**~~
- ~~• The College, through the Internal Audit Department, will annually notify all employees that it encourages employees to report specific instances of suspected violations and that retaliation is prohibited against employees who report such violations, as stated in **Policy IV.4002.A for Protection from Retaliation for Reporting Suspected Wrongdoing and associated Procedure IV.4002.A.a.**~~

Violations

A College employee who violates this procedure may be subject to disciplinary action, up to and including termination of employment, in accordance with applicable College policies and procedures. See **Procedure 4-24 Employee Performance Counseling and Corrective Action.**

~~As used throughout this policy, the terms “trustee” and “employee” includes the trustee and the employee, plus any person related to the trustee or employee within the first degree by consanguinity (blood/adoption) or affinity (marriage). This includes spouses, parents, parents-in-law, children, or children-in-law; or any person who has a membership in the same household as an employee, including domestic partners; or who has an intimate relationship with an employee; or whose relationship with the employee is similar to that of persons who are related by blood or marriage.~~

Definitions

Ethical conduct: Honesty, transparency, personal accountability, and an appreciation that ~~trustees and~~ employees are stewards of the public trust.

~~**Conflicts of interest:** When a College trustee and/or employee’s direct or indirect personal interests are inconsistent with or interfere in any way with the best interests of the College~~

~~**Trustee:** Persons who are elected in accordance with the State statute and collectively comprise the governing body of the College~~

Employee: A full-time or part-time employee of the College as defined by Human Resources policy and procedure.

Foreign adversaries: Any foreign government, entity, or individual that is deemed by the U.S. government to pose a significant threat to the national security, economic interests, or safety of U.S. persons.

Date of SLT Approval	May 14, 2025 <u>March 24, 2026</u>
Effective Date	June 11, 2025 <u>Tentatively May 5, 2026</u>
Associated Policy	Policy III.3003.A, Ethical Conduct and Conflicts of Interest: <u>Employees</u>
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Executive Director, Internal Audit

Procedure III.3003.A.a, Ethical Conduct: Employees

Associated Policy

Policy III.3003.A, Ethical Conduct and Conflicts of Interest: Employees

Procedures

The College expects its employees to act ethically and with the sole purpose of advancing the best interest of the College and its constituents. All persons who represent the College have the responsibility to do so with a high standard of personal and business ethics that protects the integrity of the College at all times. To ensure that this goal is understood and achieved, the following procedure serves as the standard applicable to all individuals when performing their duties as representatives of the College.

Standards for Ethical Conduct

College employees will:

- Perform their duties to the best of their ability in good faith while supporting the objectives and policies of the College.
- Be truthful when called upon by leaders to provide information regarding their work activities and disclose all information that a reasonable employee would view as relevant to a leader's inquiry.
- Protect the confidentiality of all information to which they have access.
- Disclose waste, fraud, abuse, and corruption in accordance with College policy.
- Act impartially and not give preferential treatment or special privileges to any student, colleague, vendor, individual, or organization.
- Protect and preserve public property and equipment and not use it for any unauthorized purpose.
- Abstain from intentionally or knowingly misusing anything of value belonging to the College for the purpose of obtaining a benefit or for the purpose of harming or defrauding another.
- Abstain from making unauthorized commitments or promises binding or construed to be binding to the College.
- Abstain from unauthorized use of College funds or property for the purpose of influencing an election.

- Avoid conflicts of interests. See Procedure III.3003.A.? Conflicts of Interest for further information.

Mandatory Disclosure of Arrests, Indictments, Convictions, and Other Adjudications

San Jacinto College requires all employees to inform Human Resources if they are the subject of any legal trial, investigation, or court proceeding concerning a reportable offense (as set forth below) while employed at the College. Employees are also required to notify Human Resources if they are or become the subject of a civil proceeding related to claims of fraud, deceit, or other acts of moral turpitude.

An employee must notify their immediate leader and Human Resources Employee Relations within 48 hours of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or offense involving moral turpitude. Misdemeanor traffic offenses punishable only by a fine are excluded. This disclosure assists the College with assessing potential risks to the institution's operations and ensures that all legal obligations are met.

Failure to make the report required by this section may result in disciplinary action, up to and including termination.

Moral turpitude includes but is not limited to:

- Dishonesty, fraud, deceit, theft, or misrepresentation.
- Deliberate violence.
- Base, vile, or depraved acts that are intended to arouse or gratify sexual desire.
- Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code.
- Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period.
- Acts constituting abuse under the Texas Family Code §261.001.

Required Information for Disclosure

The employee must provide the following information to Human Resources:

- Nature of the legal issue (criminal, civil, administrative).
- A brief description of the circumstances, charges, or legal proceedings.
- The name of the court or jurisdiction handling the matter, if applicable.
- Impact of the legal issue on the employee's ability to perform their duties, work schedule, or any anticipated disruptions to College operations.

Review and Response

Upon receipt of the disclosure, Human Resources, in collaboration with College leadership, will assess the situation and determine appropriate actions.

Confidential Information

Although the College is a public institution and is subject to the Texas Public Information Act, the College maintains data and documents that are confidential by law. Employees with access to confidential information will not disclose such information to unauthorized persons and will not use the information for the employee's personal benefit.

See **Policy VI.6000.B, Confidentiality of Student Records and Procedure VI.6000.B.a, Confidentiality of Student Records** for further information on confidential information.

Prohibition on Gifts from Foreign Adversaries:

In accordance with Texas Executive Order GA-48, San Jacinto College prohibits the acceptance of gifts, donations, or funding, regardless of value, from individuals, organizations, or governments identified as foreign adversaries by the U.S. Secretary of Commerce pursuant to [15 C.F.R. Section 791.4](#). The list of designated foreign adversaries is subject to change and may be updated at the discretion of the Secretary. All college employees are responsible for ensuring compliance with the most current list of foreign adversaries or contacting the Internal Audit Department with any questions. Any employee who receives an offer of a gift or travel reimbursement from an individual or entity based in an impacted country must notify the Internal Audit Department.

Prohibition in Foreign Recruitment Programs by Foreign Adversaries:

In accordance with Texas Executive Order GA-48, San Jacinto College prohibits employees from taking part in any foreign recruitment program by a foreign adversary nation. Foreign adversaries are designated by the U.S. Secretary of Commerce pursuant to [15 C.F.R. Section 791.4](#). The list of designated foreign adversaries is subject to change and may be updated at the discretion of the Secretary. All college employees are responsible for ensuring compliance with the most current list of foreign adversaries or contacting the Internal Audit Department with any questions.

Violations

A College employee who violates this procedure may be subject to disciplinary action, up to and including termination of employment, in accordance with applicable College policies and procedures. See **Procedure 4-24 Employee Performance Counseling and Corrective Action**.

Definitions

Ethical conduct: Honesty, transparency, personal accountability, and an appreciation that employees are stewards of the public trust.

Employee: A full-time or part-time employee of the College as defined by Human Resources policy and procedure.

Foreign adversaries: Any foreign government, entity, or individual that is deemed by the U.S. government to pose a significant threat to the national security, economic interests, or safety of U.S. persons.

Date of SLT Approval	March 24, 2026
Effective Date	Tentatively May 5, 2026
Associated Policy	Policy III.3003.A, Ethical Conduct and Conflicts of Interest: Employees
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Executive Director, Internal Audit

Procedure III.3003.A.b, Conflicts of Interest: Employees

Associated Policy

Policy III.3003.A, Ethical Conduct and Conflicts of Interest: Employees

Procedures

The College desires to avoid any conflict of interest (actual, perceived, or potential) between the College's interest and those of any employee. Any circumstances that could cast doubt or even the appearance of doubt upon an individual's ability to act with total objectivity regarding the College's interest represent a potential conflict of interest situation.

This procedure meets all requirements of state and federal law. In some areas, the College has adopted standards that are more restrictive than the minimum legal requirements in order to support institutional values and ensure a safe and compliant environment. All employees are required to follow the College's standards as set forth in this procedure.

Conflicts of Interest

A conflict of interest exists when any employee owes a professional obligation to the College that is or might be compromised by the pursuit of outside interests. Outside interests, such as professional activities, personal financial interests, family relationships or the acceptance of gifts from third parties, can create conflicts between the interests of the College and the employee's private interests and may prevent the employee from making decisions that are in the best interest of the College. Even when outside interests do not actually impair the employee's ability to act in the best interest of the College, the appearance of a conflict may suggest that the employee's independence of judgment has been affected, or it may erode public confidence in the employee.

On an annual basis, identified individuals will complete the internal Conflict of Interest questionnaire provided by the Internal Audit Department. These individuals include, but are not limited to, employees identified as leaders and/or key decision-makers at the College. In addition to the annual disclosure, all employees, regardless of position, must complete and submit the internal Conflict of Interest questionnaire to the Internal Audit Department any time a conflict (or the appearance of a conflict) arises during the course of the year no later than 5pm on the fifth business day after the employee becomes aware of the conflict.

Gifts

Employees shall never accept gifts (which include vendor paid entertainment, travel, lodging, registration fees, etc.) intended to influence, or appear to influence, their work or decisions (Texas Penal Code Chapter 36).

Employees must also adhere to the standards listed below in their dealings with vendors. In this context, the term “vendor” means any person or entity with whom the College contracts, or is considering a contract for the sale or purchase of goods, services or real estate, including any person or entity competing (formally or informally) for a contract with the College. The term “vendor” does not include a person or entity that merely aspires to someday do business with the College, but is not currently being considered for or competing for a contract. Nor does it include a former vendor, provided such former vendor is not currently being considered for or competing for another contract. An aspiring or former vendor may, however, become a current or potential “vendor” as defined above. A trade or membership association whose primary purpose is to provide professional and industry support, education, resources and advocacy for its members, rather than to sell goods and services for a profit, is not vendor.

- It is illegal to accept gifts or benefits from vendors in exchange for influencing decisions regardless of the dollar value.
- Employees should never accept gifts from vendors, including entertainment, transportation, lodging, registration fees or other items of value; however, on occasion vendors will give employee holiday gifts or provide giveaways at conferences. Employees may accept such **non-cash gifts, valued at less than \$50 per item**, as long as the aggregate value of all gifts from the same vendor does not exceed \$100 in a 12-month period (see *Conflicts of Interest Legal Disclosures* section below). Cash or cash equivalent gifts (such as gift cards) shall never be accepted.

If an employee accepted a gift but is concerned that the value of the item is \$50 or greater, they can donate the item to the San Jacinto College Foundation.

- Employees should exercise sound judgment and consider optics when accepting meals in a private setting paid for by a vendor. Employees shall not accept meals paid for by a vendor in a private setting while the vendor is competing in a formal solicitation process, or if the vendor is paid with federal funds.
- Employees may also accept a gift from a person such as a relative, friend, or business associate with whom the employee has a relationship independent of the employee’s official status, provided the gift is given on account of that relationship rather than the employee’s official status.
- An employee’s attendance at or participation in vendor paid entertainment or activities, such as sporting events, concerts, recreational activities, etc. constitute the receipt of a gift. Employees should either pay their own way or reimburse the vendor for the cost of the activity.
- Employees offered vendor paid transportation, lodging or registration fees for conferences or other professional events shall, to avoid such benefits constituting gifts as

defined by law, either arrange for such expenses to be paid by the College or the employee, or decline the invitation.

- Under limited circumstances vendor paid entertainment, travel, or professional event expenses may be permitted when the College determines that acceptance serves a legitimate business purpose and is in the best interest of the College. Such exceptions require prior approval from the Senior Leadership Team (SLT) and Chancellor and must comply with all applicable laws and College ethics requirements. Approval may be contingent upon the completion and submission of a Conflict of Interest Statement (CIS) and any other documentation deemed necessary to ensure transparency and compliance.

Conflicts of Interest Legal Disclosures

Texas Local Government Code Chapter 176 requires employees to complete, and the College to publicly post, a state-mandated Conflicts Disclosure Statement (CIS) under certain circumstances. The Chapter 176 requirements only apply to an employee who exercises discretion in the planning, recommending or selecting in connection with contracts, purchases, payments, claims, or other fiscal transactions with a vendor. Such employees must complete a state-mandated Conflicts Disclosure Statement (CIS) if:

1. The employee or a family member (as defined below) earned more than \$2,500 in taxable income from the vendor, excluding investment income, in the past 12 months, or
2. The employee or a family member (as defined below) received gifts with an aggregate value of more than \$100 (including lodging, transportation, registration fees and entertainment) from the same vendor in the past 12 months, or
3. The employee has a family relationship (as defined below) with the vendor.

This procedure generally prohibits any employee actions that would trigger an obligation for an employee to complete the state-mandated Conflicts Disclosure Statement (CIS). However, in the case of family member income or family relationships, complete avoidance of a disclosure obligation may not be possible. If feasible, the College and the employee may take steps to prevent the employee from exercising discretion in the planning, recommending or selecting of the vendor with whom the conflict exists. If the employee's recusal from such duties is not feasible or in the best interest of the College, a state-mandated Conflicts Disclosure Statement (CIS) may be required.

Note: Food as a guest is an exception to this reporting requirement and is not required to be disclosed under Texas Local Government Code Chapter 176.

Disclosure Deadline

If any of the above circumstances requiring disclosure are applicable, the employee must complete the Internal Audit Conflict of Interest questionnaire noted above no later than 5pm on the fifth business day after the employee becomes aware of the conflict or relevant relationship and the Internal Audit department will assist the employee with completing the Texas Ethics

Commission CIS form no later than 5pm on the seventh business day after the employee becomes aware of the conflict or relevant relationship. As required by Texas Local Government Code Chapter §176.009(a), the College is legally required to post CIS forms on the College’s website to ensure public access and transparency for the duration of the conflict.

The state mandated form is available on the Texas Ethics Commission’s website or by contacting the Internal Audit Department.

Failure to file the form in accordance with the requirements of this procedure may:

- Lead to criminal penalties,
- Result in disciplinary action, and
- Cause the contract to be voided.

Honoraria

An employee may not accept any outside payment for services that the employee would not have been asked to provide but for their official status. For example, an employee may not accept a gift or payment for giving a speech if the employee would not have been asked to provide the speech but for their official position. Employees may either decline payments offered or request that those payments be made directly to the College or to the San Jacinto College Foundation.

Employees may accept meals, transportation and lodging, without such benefits constituting an honorarium, if they are providing meaningful, non-superficial services directly related to the event (such as engaging in a seminar or addressing an audience). Employees cannot accept transportation or lodging in exchange for short appearances, greetings, or other minimal involvement in such event, as such benefits would constitute impermissible honoraria. Regardless of an employee’s level of involvement at a conference or event, transportation and lodging paid by a vendor may still trigger the gift reporting requirements of Chapter 176 (see *Gifts* above).

Personal Investments

Employees must not make personal investments that could reasonably be expected to create a substantial conflict between the employee’s private interest and the public interest. This means that the employee must not have a direct or indirect financial interest in a business that conflicts with the College’s interests or that might influence how the employee does their job. This applies regardless of ownership percentage or income threshold, but rather the focus is on reasonable expectation of conflict, not just financial metrics. However, some financial interests may be so indirect or so minimal that they do not create conflicts of interest, such as ownership of a minimal amount of stock in a company or an investment in a publicly traded mutual fund in which the employee does not exercise discretion regarding the investment of the assets of the fund.

If an employee or a family member has a business or financial interest in a vendor, the employee must immediately disclose that interest to the Internal Audit Department. In some cases, the employee may be able to resolve the conflict by not participating in any decision concerning that vendor. While the employee should refrain from such conflicts of interest, if recusal is not feasible, or the College determines that such transaction is in the best interest of the College, the employee or family member's conflict may need to be disclosed if the Chapter 176 income thresholds are met.

Self-Dealing/Transactions with Employees

An employee who exercises discretion in the planning, recommending or selecting contracts, purchases, payments, claims, or other fiscal transactions may not recommend, evaluate or approve any business entity in which the employee or the employee's family member is an officer, agent, or member, or in which the employee or an employee's family member has a business or financial interest that would trigger a disclosure under Texas Local Government Code Chapter 176. If, with respect to a family member, if an employee's recusal from such activities is not feasible, the conflict may need to be disclosed if the Chapter 176 income thresholds are met or a family relationship exists.

Benefits for Performing Official Duties

An employee must not intentionally or knowingly solicit, accept, or agree to accept any benefit for performing their official duties or exercising their official powers in favor of another, as doing so may constitute the criminal offense of bribery.

Outside Employment or Compensation

Conflict of interest considerations related to outside employment or compensation can be found in **Policy IV.4003.C, Outside Employment and associated Procedure IV.4003.C.a.**

Federal Awards (Grants)

An employee must not participate in the selection, award or administration of a contract funded in whole or in part with federal grant funds if the employee has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, or any member of the employee's immediate family, the employee's partner, or an organization that employs or is about to employ any of the parties indicated above, has a financial or other interest in or a tangible personal benefit from a vendor.

College employees, regardless of position, must neither solicit nor accept gratuities, favors, or anything of monetary value from vendors (or a subcontractor of a vendor) being paid, in whole or in part, with federally-funded grant or contract funds.

Filing a Complaint

- Employees may report suspected conflict of interest violations as detailed in **Policy III.3003.B for Prevention of Fraud and Fraudulent Actions and associated Procedure III.3003.B.a.**
- The College, through the Internal Audit Department, will annually notify all employees that it encourages employees to report specific instances of suspected violations and that retaliation is prohibited against employees who report such violations, as stated in **Policy IV.4002.A for Protection from Retaliation for Reporting Suspected Wrongdoing and associated Procedure IV.4002.A.a.**

Violations

A College employee who violates this procedure may be subject to disciplinary action, up to and including termination of employment, in accordance with applicable College policies and procedures. See **Procedure 4-24 Employee Performance Counseling and Corrective Action.**

Definitions

Vendor: Any person or entity with whom the College contracts, or is considering a contract for the sale or purchase of goods, services or real estate, including any person or entity competing (formally or informally) for a contract with the College. The term “vendor” does not include a person or entity that merely aspires to someday do business with the College, but is not currently being considered for or competing for a contract. Nor does it include a former vendor, provided such former vendor is not currently being considered for or competing for another contract. An aspiring or former vendor may, however, become a current or potential “vendor” as defined above. A trade or membership association whose primary purpose is to provide professional and industry support, resources and advocacy for its members, rather than to sell goods and services for a profit, is not vendor.

Conflicts of interest: When a College employee’s direct or indirect personal interests are inconsistent with or interfere in any way with the best interests of the College.

Employee: A full-time or part-time employees of the College as defined by Human Resources policy and procedure.

Family Relationship: Includes relatives by blood up to the third degree and by marriage up to the second degree

- Spouse
- Parents and children (by blood or marriage/in-law)

- Siblings (by blood or by marriage/in-law)
- Grandparents and grandchildren (by blood or marriage/in-law)
- Aunts, uncles, nieces, nephews
- Great-grandparents and great-grandchildren

Family Member: Includes relatives by blood within the first degree and marriage

- Parents, Children (first degree blood)
- Spouses, Spouses of First Degree Relatives by Blood, First Degree Blood Relatives of Spouse (first degree by marriage)

***Note** The term “family relationship” is broader than the term “family member” for purposes of gifts and income.

Business or Financial Interest: An employee or family member has a business or financial interest in a vendor if the employee or family member receives taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding a transaction with such vendor.

Date of SLT Approval	March 24, 2026
Effective Date	Tentatively May 5, 2026
Associated Policy	Policy III.3003.A, Ethical Conduct and Conflicts of Interest: Employees
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Executive Director, Internal Audit

Action Item “XIII”
Regular Board Meeting, April 6, 2026
Consideration of Approval Policy III.3008.E, Workplace Violence - First Reading
(Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revised Policy on Workplace Violence. The Board of Trustees will not vote on this item on April 6, 2026, but is creating awareness that input is in the process of being gathered from the College community prior to the Board’s final action at its next regularly scheduled meeting.

BACKGROUND

This revised policy and associated procedure modernizes the College’s approach to workplace violence prevention, threat reporting, and coordinated response. They also establish a prevention-focused, risk-based framework that aligns with Texas Education Code §37.108, the College’s Emergency Operations Plan, and current higher education safety and threat assessment standards.

IMPACT OF THIS ACTION

The policy and procedure were sent to the College community on April 1, 2026. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on May 4, 2026.

The associated procedure has been completely rewritten to provide operational guidance in multiple areas and is attached for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

The Board will be notified of any changes that require its action. Evaluation of management’s compliance with this new policy and procedure will be periodically evaluated by administration, the College’s internal and external auditors, and external agencies.

ATTACHMENTS

- Attachment 1 - Summary of Changes
- Attachment 2 - Policy VI-W: Policy on Work Place Violence (current)
- Attachment 3 - Policy III.3008.E, Workplace Violence (proposed)

Informational Item Only:

- Attachment 4 - Procedure 3-11: Work Place Violence (current)
- Attachment 5 - Procedure III.3008.E.a, Workplace Violence (proposed)

RESOURCE PERSONNEL

Action Item “XIII”
Regular Board Meeting, April 6, 2026
Consideration of Approval Policy III.3008.E, Workplace Violence - First Reading
(Informational Item)

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Ali Shah	281-998-6311	ali.shah@sjcd.edu

Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Workplace Violence**

Current Policy Number/Name: **Policy VI-W, Policy on Work Place Violence**

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

Proposed Procedure Name(s): **Workplace Violence**

Current Procedure Number(s)/Name(s): **Procedure 3-11, Work Place Violence**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

<https://www.sanjac.edu/about/policies-procedures/VI-W-Policy-on-Work-Place-Violence.pdf>

<https://www.sanjac.edu/about/policies-procedures/3-11-Work-Place-Violence.pdf>

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

Secondary Owner: **Director of Emergency Management**

Summary of Changes:

Policy:

- Updated to the new format and numbering system.
- Expanded scope to apply to employees, students, contractors, and visitors, and to conduct occurring both on-campus and in off-campus college-related environments.
- Aligned with the College's Emergency Operations Plan (EOP) to ensure consistency across prevention, mitigation, response, and recovery activities.

Procedures:

- Updated to the new format and numbering system.
- Introduction of clear definitions for workplace violence, threats, and non-physical violence (including intimidation, harassment, and concerning behavior)
- Formal recognition of the College's multidisciplinary threat assessment process, enabling coordinated evaluation and management of reported concerns
- Addition of anti-retaliation language to protect individuals who report concerns in good faith
- Inclusion of training and awareness expectations to promote recognition of warning signs and reinforce a culture of safety and shared responsibility
- Establishment of a periodic review cycle to ensure continued alignment with legal requirements and best practices
- Added content to provide operational guidance for:

Attachment 1

- Reporting and intake of concerns
- Initial triage and risk determination
- Threat assessment and case management
- Coordination between Campus Police, Human Resources, Student Services, Emergency Management, and leadership
- Implementation of interim protective measures
- Documentation, confidentiality, and records management

Policy VI-W: Policy on Work Place Violence

San Jacinto College is committed to maintaining a safe working and learning environment for all members of the college community. In order to maintain that environment, San Jacinto College will not tolerate threats, acts of aggression or violence by employees, students or visitors to the campuses.

It is the responsibility of all employees to report threatening statements or behavior by another employee, student, or visitor to the campus police immediately. Any threat or violent act by an employee or student will be considered serious misconduct and may be the basis for disciplinary action, up to and including dismissal.

(See Guidelines and Procedures, Section 3-11)
(Effective March 6, 2000.)

Policy #:	VI-W
Policy Name:	Policy on Work Place Violence
Pages:	1
Adopted Date:	March 6, 2000
Revision/Reviewed Date:	
Effective Date:	March 6, 2000
Associated Procedure:	3-11

Policy III.3008.E, Workplace Violence

Purpose

San Jacinto College is committed to maintaining a safe, respectful, and secure environment for all members of the campus community. This policy establishes expectations and principles for the prevention, reporting, assessment, and response to workplace violence and threats.

This policy supports the College’s emergency management program and is adopted in alignment with Texas Education Code §37.108 and applicable state and federal campus safety requirements.

Policy

San Jacinto College is committed to maintaining a safe, respectful, and secure working and learning environment for all members of the College community. In order to maintain that environment, San Jacinto College will not tolerate workplace violence, threats, intimidation, or other conduct that reasonably causes fear for personal safety or disrupts College operations, whether committed by employees, students, contractors, or visitors.

All employees are required to report threats of violence, acts of violence, or behavior that reasonably raises safety concerns through designated reporting pathways, including Campus Police or other established College reporting mechanisms.

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

Associated Procedures

Procedure III.3008.E.a, Workplace Violence

Date of Board Approval	Anticipated May 4, 2026
Effective Date	Anticipated May 5, 2026
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director of Emergency Management

Procedure 3-11: Work Place Violence

San Jacinto College is committed to maintaining a safe working and learning environment for all members of the college community. In order to maintain that environment, San Jacinto College will not tolerate threats, acts of aggression or violence by employees, students or visitors to the campuses.

It is the responsibility of all employees to report threatening statements or behavior by another employee, student, or visitor to the campus police immediately. Any threat or violent act by an employee or student will be considered serious misconduct and may be the basis for disciplinary action, up to and including dismissal.

Procedure #:	3-11
Procedure Name:	Work Place Violence
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	VI-W

Procedure III.3008.E.a, Workplace Violence

Associated Policy

Policy III.3008.E, Workplace Violence

Purpose

San Jacinto College is committed to maintaining a safe working and learning environment for all members of the College community. In order to maintain that environment, San Jacinto College will not tolerate threats, acts of aggression or violence by employees, students or visitors to the campuses.

This procedure establishes the processes for reporting, assessing, responding to, documenting, and reviewing incidents or concerns related to workplace violence at San Jacinto College.

This procedure supports the College’s Policy on Workplace Violence Prevention, the Emergency Management Plan, and Texas Education Code §37.108, which requires public junior colleges to address prevention, mitigation, response, and recovery from emergencies.

It is the responsibility of all employees to report threatening statements or behavior by another employee, student, or visitor to the campus police immediately. Any threat or violent act by an employee or student will be considered serious misconduct and may be the basis for disciplinary action, up to and including dismissal.

Scope

This procedure applies to:

- Employees (full-time, part-time, temporary)
- Students
- Volunteers
- Contractors and vendors
- Visitors and guests

This procedure applies to conduct occurring:

- On college-owned or controlled property
- At college-sponsored events or activities
- During college-related travel or off-campus work
- Through verbal, written, electronic, or physical means that impact the College community

Reporting Procedures

Imminent or Emergency Situations

Any individual who becomes aware of an imminent threat or active violence shall:

For On-Campus Threats

- Notify Campus Police as soon as safely possible.

For Off-Campus Threats

- Call 911 immediately, and
- Notify Campus Police as soon as safely possible.

Employees should then notify their supervisor or administrator when it is safe to do so.

Non-Emergency Concerning Behavior

Concerns that do not present an immediate threat but raise safety concerns must be reported promptly through one or more of the following channels:

- Campus Police (non-emergency)
- Immediate supervisor or administrator
- Human Resources
- Student Services (for student-related concerns)
- Behavioral Intervention / Threat Assessment Team (BIT/TAT)
- Anonymous reporting mechanism, if available

Reports should include, to the extent known:

- Name(s) of individual(s) involved
- Description of the behavior or concern
- Date(s), time(s), and location(s)
- Any witnesses
- Supporting documentation (emails, messages, screenshots, etc.)

Mandatory Reporting

All employees have a duty to report:

- Threats of violence
- Acts of violence
- Behavior that reasonably causes concern for safety

Failure to report may result in corrective or disciplinary action, consistent with college policy.

Initial Intake and Triage

Upon receipt of a report:

- The receiving office (Campus Police, HR, Student Services, or BIT/TAT intake) will:
 - Determine whether the situation involves an imminent threat
 - Assess the need for immediate law enforcement involvement
 - Identify the appropriate lead office
- If warranted, interim protective measures may be implemented immediately.
- Reports involving potential violence or threatening behavior will be referred to the BIT/TAT for assessment unless already addressed as a criminal matter.

Threat Assessment / Behavioral Intervention Process

BIT/TAT Composition

The BIT/TAT may include representatives from:

- Campus Police
- Human Resources
- Student Rights and Responsibilities
- Emergency Management
- Counseling or support services
- Center for Excellence in Teaching and Learning
- Legal (as appropriate)
- Other administrators as needed

Assessment Responsibilities

The BIT/TAT will:

- Review reported behaviors and available information
- Evaluate credibility, severity, and potential escalation risk
- Consider historical behavior and contextual factors
- Identify protective, supportive, corrective, or disciplinary options

Response Options

Responses are risk-based and individualized, and may include:

- Safety planning
- No-contact directives
- Increased monitoring
- Referral to counseling or support services
- Academic or workplace accommodations
- Administrative leave or temporary removal from campus
- Disciplinary action under applicable policies
- Referral to law enforcement or external agencies

Not all reports result in discipline; early intervention is encouraged.

Coordination with Campus Police and External Agencies

Campus Police will:

- Respond to criminal behavior or imminent threats
- Coordinate with local law enforcement as necessary
- Provide security measures and escorts when appropriate
- Support enforcement of trespass warnings or court orders

The College may coordinate with external agencies when required to protect safety or comply with legal obligations.

Interim Protective Measures

When necessary to reduce risk, the College may implement interim measures, including:

- Increased security presence
- Safety escort services
- Temporary work or schedule modifications
- Temporary reassignment or administrative leave
- Temporary removal from campus or facilities
- Issuance of trespass warnings (where legally authorized)

Interim measures are not disciplinary in nature unless otherwise specified.

Documentation and Records

All reports, assessments, decisions, and actions taken under this procedure will be:

- Documented in accordance with College standards
- Maintained in compliance with applicable record retention requirements
- Handled consistently with FERPA, HIPAA, privacy laws, and college policy

Sharing of documentation will be limited to individuals with a legitimate need to know.

Confidentiality and Information Sharing

- Information will be shared on a need-to-know basis to protect safety and comply with the law.
- Absolute confidentiality cannot be guaranteed when safety concerns exist.
- The College will balance privacy considerations with its obligation to maintain a safe environment.

Protection from Retaliation

Retaliation against individuals who report concerns or participate in the threat assessment or response process in good faith is strictly prohibited and may result in disciplinary action.

Training and Awareness

The College will provide training and awareness activities related to:

- Recognition of warning signs and behaviors of concern
- Reporting pathways and responsibilities
- BIT/TAT processes
- Roles during emergencies

Training may be provided through onboarding, periodic refreshers, or targeted sessions.

Review

This procedure will be reviewed periodically and updated as necessary to reflect legal requirements, best practices, and institutional needs.

Legal Alignment and Authority References

Texas Education Code §37.108 – Emergency Operations Planning requirements for public junior colleges.

Texas Penal Code (Chapters 9, 22, 42, 46) – Reckless endangerment, assault, threats, disorderly conduct, and weapons laws.

Clergy Act (20 U.S.C. §1092(f)) – Campus safety and crime reporting obligations.

FERPA (20 U.S.C. §1232g) – Student education record privacy requirements.

Texas Government Code §552 – Public Information Act considerations.

Definitions

For purposes of this procedure, operational definitions include:

Workplace Violence: Any act or threatened act of physical violence, intimidation, harassment, or other disruptive behavior occurring at the workplace or in connection with institutional activities.

Threat: Any verbal, written, electronic, or behavioral expression—direct, indirect, or conditional—indicating intent to harm individuals, property, or the institution.

Non-Physical Violence: Includes intimidation, stalking, harassment, bullying, coercion, domestic or dating violence spillover, and credible threatening communications.

Workplace: Any location where institutional business is conducted, including campuses, facilities, vehicles, remote work environments, and sponsored events.

Behavior of Concern: Observable behavior that may indicate distress, escalation, or potential for harm, even if no explicit threat has been made.

Imminent Threat: A situation in which there is an immediate and credible risk of harm to individuals or property.

Attachment 5 – Proposed, New

Behavior Intervention Team (BIT) / Threat Assessment Team (TAT): A multidisciplinary team designated by the College to assess reported concerns, evaluate risk, and coordinate intervention and management strategies.

Date of SLT Approval	March 24, 2026
Effective Date	Anticipated May 5, 2026
Associated Policy	Policy III.3008.E, Workplace Violence
Primary Owner of Policy Associated with the Procedure	Vice Chancellor for Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director of Emergency Management

Action Item “XIV”
Regular Board Meeting, April 6, 2026
Consideration of Approval of Policy III.3008.D, Business Continuity - First Reading
(Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new Policy on Business Continuity. The Board of Trustees will not vote on this item on April 6, 2026, but is creating awareness that input is in the process of being gathered from the College community prior to the Board’s final action at its next regularly scheduled meeting.

BACKGROUND

This new policy and associated procedure establish a formal, College-wide program for maintaining and restoring essential academic, student support, and administrative functions following disruptive incidents. The program currently exists, led by the Office of Emergency Management in collaboration with over 90 departments districtwide, without any policy authority.

The policy aligns with the College’s Emergency Management Plan and fulfills the recovery and continuity requirements of Texas Education Code §37.108, Multihazard Emergency Operations Plan; Safety and Security Audit.

The policy codifies processes and functions already in place and strengthens them with clarity around overall recovery and continuity of College operations. The policy and procedure recognize each event is unique and requires responses designed for the impacts and effects of that event. Additionally, the effective business continuity plan requires regular assessment, training, and testing which is identified in the procedure.

IMPACT OF THIS ACTION

The new policy and procedure were sent to the College community on April 1, 2026. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on May 4, 2026.

The associated procedure defines how the College conducts business impact analyses and risk assessments, develops and maintains departmental continuity plans, activates and deactivates continuity operations, and conducts testing, training, and exercises to validate continuity capabilities. This procedure is attached for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

The Board will be notified of any changes that require its action. Evaluation of management’s compliance with this new policy and procedure will be periodically evaluated by administration, the College’s internal and external auditors, and external agencies.

Action Item “XIV”
Regular Board Meeting, April 6, 2026
Consideration of Approval of Policy III.3008.D, Business Continuity - First Reading
(Informational Item)

ATTACHMENTS

Attachment 1 - Summary of Changes

Attachment 2 - Policy III.3008.D, Business Continuity (proposed, new)

Informational Item Only:

Attachment 3 - Procedure III.3008.D.a, Business Continuity Program Lifecycle (proposed, new)

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Policies and Procedures Summary of Changes

New Policy Number: **III.3008.D**
Proposed Policy Name: **Business Continuity**
Current Policy Number/Name: **N/A**

New Procedure Number: **III.3008.D.a**
Proposed Procedure Name(s): **Business Continuity Program Lifecycle**
Current Procedure Number(s)/Name(s): **N/A**

Action Recommended for Policy: **New**
Action Recommended for Procedures: **New**

Web Links: **N/A**

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

Secondary Owner: **Director of Emergency Management**

Summary of Changes:

Policy:

- The Business Continuity policy establishes a college-wide program to ensure essential academic, student support, and administrative functions can continue or be quickly restored after disruptive incidents. The policy aligns with the College's Emergency Management Plan and fulfills the recovery and continuity requirements of Texas Education Code 37.108, Multihazard Emergency Operations Plan; Safety and Security Audit.

Procedure:

- The related procedure requires regular business impact analyses, standardized departmental continuity plans, defined activation and deactivation steps coordinated with the Incident Management Team, and annual testing, training, and exercises. Roles and responsibilities are assigned to the Chancellor, Vice Chancellor for Fiscal Affairs, Director of Emergency Management/Business Continuity Coordinator, and all division and department leaders.

Policy III.3008.D, Business Continuity

Purpose

This policy establishes a Business Continuity (BC) program for San Jacinto College to ensure that critical academic, student support, and administrative functions can continue or be rapidly restored following a disruptive incident. The BC program supports and extends the San Jacinto College Emergency Management Plan (EMP) and Policy III.3008.C, Emergency Incidents.

Policy

San Jacinto College will maintain an institution-wide BC program that identifies and prioritizes essential functions, develops, and maintains continuity plans at the institutional and departmental level, and coordinates continuity activities with emergency management, information technology disaster recovery, and information security requirements.

Authority

San Jacinto College’s BC program is part of its obligation to maintain an all-hazards emergency operations plan under Texas Education Code § 37.108, which requires public institutions to adopt and implement a multi-hazard emergency operations plan addressing mitigation, preparedness, response, and recovery for all hazards that may affect the institution. The College’s EMP, adopted under Policy III.3008.C, fulfills this requirement and establishes priorities for saving lives, protecting facilities, and preserving the orderly functioning of the College before, during, and after emergency incidents.

The BC program and this policy extend the recovery and continuity components of the College’s all-hazards planning by ensuring that essential academic, student support, and administrative functions can continue or be restored within acceptable timeframes following disruptive events. Business continuity plans developed under this policy constitute the College’s recovery and continuity plans for all hazards, complementing the response-focused procedures in the EMP and related annexes.

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

Associated Procedure

Procedure III.3008.D.a, Business Continuity Program Lifecycle

Date of Board Approval	Anticipated May 4, 2026
Effective Date	Anticipated May 5, 2026
Primary Owner	Vice Chancellor for Fiscal Affairs

Secondary Owner	Director of Emergency Management
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Procedure III.3008.D.a, Business Continuity Program Lifecycle

Associated Policy

Policy III.3008.D, Business Continuity

Purpose

The College will maintain an overarching Business Continuity Plan (BCP) that serves as an annex to the Emergency Management Plan, defining governance, activation criteria, communication strategies, alternate work arrangements, and recovery priorities for the institution. The institutional BCP will be reviewed at least annually and updated as needed to reflect organizational changes, lessons learned from incidents and exercises, and evolving risk.

Each division, campus, and department that performs essential functions or supports critical services must develop and maintain a continuity plan using College-approved templates and guidance. Plans must, at a minimum, identify essential functions, recovery time objectives, key personnel and alternates, critical systems and dependencies, manual workarounds, and alternate locations or methods for delivering services.

The Business Continuity program will include a recurring Business Impact Analysis (BIA) and supporting risk assessment to determine the operational, financial, and compliance impacts of disruptions to essential functions, including critical information resources. Results of the BIA will guide continuity strategies, resource prioritization, and recovery objectives across the College.

The College will conduct periodic testing, training, and exercises (TT&E) of business continuity capabilities, either as standalone activities or in conjunction with emergency management and information technology (IT) disaster recovery exercises. Findings from TT&E will be used to update continuity plans and improve organizational readiness.

Business continuity planning will be integrated with the Emergency Management Plan and Incident Management Team structure under Policy III.3008.C, with IT disaster recovery and information security continuity requirements described in cybersecurity risk management procedures, and with Fire and Life Safety / Fire Marshal activities where facility disruptions affect continuity of operations.

This procedure establishes the processes for conducting business impact analyses and risk assessments, developing and maintaining departmental continuity plans, activating and deactivating continuity operations, and conducting testing, training, and exercises to ensure the College can continue or rapidly restore essential functions following a disruptive incident.

Procedures

I. Business Impact Analysis and Risk Assessment

1. The Director of Emergency Management (or designee) will coordinate a college-wide Business Impact Analysis (BIA) at intervals defined in the BCP to identify essential functions, critical processes, dependencies, and required recovery timeframes.
2. Each division, campus, and department designated by its vice chancellor or campus leader will complete BIA worksheets using college-approved templates or systems.
3. A risk assessment will be conducted in conjunction with the BIA to identify threats, vulnerabilities, and potential impacts that could disrupt essential functions.
4. The Business Continuity Coordinator will consolidate results, validate findings with leadership, and identify institution-level recovery priorities and resource needs.
5. BIA and risk assessment results will be reviewed with the Strategic Leadership Team (SLT) or its designee and updated at least every three years, following significant organizational changes, or after major incidents.

II. Development and Maintenance of Departmental Continuity Plans

1. Vice chancellors, campus leaders, and department heads identified in the BCP will ensure that departmental continuity plans are developed, approved, and maintained for their essential functions.
2. Departmental continuity plans will be developed using college-approved templates or designated continuity planning solutions and will, at a minimum, identify:
 - Essential functions and services
 - Recovery time objectives
 - Key personnel and alternates
 - Critical systems, suppliers, and dependencies
 - Manual workarounds
 - Alternate locations or service delivery methods
3. Completed departmental continuity plans will be submitted to the Business Continuity Coordinator for review, alignment with institutional priorities, and inclusion in the College's continuity planning repository.
4. Departmental continuity plans will be reviewed at least annually and updated when significant changes occur to organization, staffing, facilities, technology, or regulatory requirements.
5. Department leaders will ensure staff with continuity roles are aware of the plan, know where it is stored, and understand their responsibilities during a disruptive incident.

III. Activation and Deactivation of Continuity Plans

1. The Chancellor, or designee, may activate the institutional BCP when a disruptive incident significantly affects the College's ability to perform essential functions, either in conjunction with or separate from activation of the Emergency Management Plan.
2. Upon activation:

- The Director of Emergency Management will notify vice chancellors, campus leaders, and department heads of the scope and objectives of continuity operations.
 - Department leaders will activate relevant portions of their departmental continuity plans and implement alternate operating strategies as directed.
 - The Incident Management Team and Business Continuity Coordinator will coordinate resource prioritization, conflict resolution, and situational awareness.
3. The Chancellor or designee will declare the end of continuity operations when essential functions have been restored to an acceptable level, following consultation with affected leaders.
 4. Departments will transition from continuity operations back to normal or new steady-state operations and document lessons learned.

IV. Testing, Training, and Exercises (TT&E)

1. The Business Continuity Coordinator will develop an annual TT&E plan covering institutional and departmental continuity capabilities.
2. Department leaders with continuity responsibilities will participate in scheduled exercises, which may include tabletop exercises, walkthroughs, and functional tests.
3. Exercises and activations will test:
 - Staff roles and responsibilities
 - Access to plans and tools
 - Communication processes
 - Recovery strategies
4. After-action reviews will be conducted following exercises or actual activations to identify strengths, gaps, and corrective actions.
5. Corrective actions will be documented, assigned, tracked to completion, and incorporated into updated continuity plans.
6. Basic business continuity awareness will be incorporated into new employee or leadership training, in coordination with the Office of Emergency Management.

Definitions

All-hazards emergency operations plan: A comprehensive plan that addresses mitigation, preparedness, response, and recovery for a wide range of natural, technological, and human-caused incidents that may affect the College, as required by Texas Education Code § 37.108.

Business Continuity (BC): The capability of the College to continue delivering essential academic, student support, and administrative services at acceptable predefined levels following a disruption.

Business Continuity Plan (BCP): The institution-level plan that describes how the College will sustain or recover its most critical functions and services during and after a disruption, and that serves as an annex to the Emergency Management Plan.

Departmental continuity plan: A documented plan maintained by a division, campus, or department that identifies its essential functions, recovery priorities, key personnel, dependencies, and strategies to continue or restore operations during and after a disruption.

Business Impact Analysis (BIA): A structured process used to identify essential functions, estimate the operational, financial, and compliance impacts of their disruption, and determine recovery time and recovery point objectives that guide continuity strategies.

Continuity of operations: The ability of the College to continue performing essential functions without unacceptable interruption, including the use of alternate locations, remote work, manual workarounds, and other strategies.

Critical/essential functions: The activities, processes, or services that must be performed or restored within defined timeframes to support the College’s mission, legal and regulatory obligations, safety of the community, and protection of significant assets.

Disruptive incident: Any unplanned event—such as severe weather, utility failure, technology outage, facility loss, cyber incident, or public health emergency—that significantly interferes with normal College operations.

Emergency Management Plan (EMP): The College’s all-hazards plan, adopted under Policy III.3008.C, that provides the framework for mitigation, preparedness, response, and recovery activities during emergency incidents.

Incident Management Team (IMT): The team described in the Emergency Management Plan that has command and control authority for the College’s response and recovery actions during an emergency incident, including decisions related to suspension or alteration of operations.

Recovery: Activities and capabilities necessary to restore the learning environment and College operations to an acceptable state following an incident, including temporary workarounds and long-term restoration of normal operations.

Recovery Time Objective (RTO): The targeted duration of time within which a process, function, or service must be restored after a disruption to avoid unacceptable consequences.

Recovery Point Objective (RPO): The maximum acceptable amount of data loss, measured in time, that can be tolerated for a given system or process as a result of a disruption.

Testing, training, and exercises (TT&E): Planned activities conducted to validate the effectiveness of continuity plans, train personnel in their continuity roles, and identify improvements to the Business Continuity program.

Date of SLT Approval	March 24, 2026
Effective Date	Tentatively May 5, 2026
Associated Policy	Policy III.3008.D, Business Continuity
Primary Owner of Policy Associated with the Procedure	Vice Chancellor for Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director of Emergency Management

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
April 6, 2026**

PURCHASE REQUESTS AND CONTRACT RENEWALS		
<i>No.</i>	<i>Purchase Requests</i>	<i>Amounts</i>
#1	Consideration of Approval to Exercise the First One-Year Renewal of the Contract for Property Insurance Brokerage and Risk Management Services	\$ 3,972,651
#2	Consideration of Approval of a Five-Year Contract for Grant Development Services	927,500
#3	Consideration of Approval to Purchase Additional Welding Consumables and Supplies	161,184
#4	Consideration of Approval of a One-Year Contract for Third-Party Risk Management Solution	130,932
#5	Consideration of Approval of a One-Year Contract for Enterprise Security Services	121,728
#6	Consideration of Approval of a One-Year Contract for Anti-Ransomware Solution	102,880
TOTAL OF PURCHASE REQUESTS		<u>\$ 5,416,875</u>

Purchase Request #1
Regular Board Meeting April 6, 2026

**Consideration of Approval to Exercise the First One-Year Renewal of the
Contract for Property Insurance Brokerage and Risk Management Services**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees exercise the first one-year renewal of a contract with McGriff-Marsh for property insurance brokerage and risk management services for the safety, health, environment, and risk management (SHERM) department.

BACKGROUND

The proposed renewal insurance package utilizes structured, multi-insurer placement to distribute the College's risk thereby ensuring comprehensive coverage. The College has increased its insured building values by \$10,400,000 (0.95%) with the addition of The Center for Biotechnology building. The renewed Total Insured Value is \$1,095,191,345.

The proposed renewal provides coverage at \$0.363 per hundred dollars of insured value. This rate is a decrease of 8.56 percent over last year's rate of \$0.397 per hundred dollars of insured value, while the coverage limits remain the same: \$75 million per occurrence for named storm hail/wind, fire, tornado, and vandalism with a two percent deductible and \$30 million aggregate limit for flood. The policy deductible also remains at \$100,000 per occurrence for all other perils.

The property insurance marketplace remains very fluid, reflecting the impacts of weather-related events. Fortunately, in 2025, there were no named hurricanes that reached the continental United States, resulting in zero damage on buildings in Texas and the Gulf Coast region. Further, the College's property inventory was reviewed and updated to reflect capital projects and improvements such as recent roof renovations, infrastructure upgrades, and other drainage mitigation efforts. The reduction in the College's premium renewal is due to these efforts.

Request for proposals #25-08 was issued October 9, 2024, to procure property insurance brokerage and risk management services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The Board approved the original contract with McGriff, Seibels and Williams on December 9, 2024, with four one-year renewal options.

IMPACT OF THIS ACTION

Approval of this request will ensure continued broad and adequate property insurance coverage for the College to help navigate property challenges and claims.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this request is \$3,972,651 for the new contract term of May 1, 2026, through April 30, 2027, and will be funded from the SHERM department's 2025-2026 operating budget and subsequent year budget.

MONITORING AND REPORTING TIMELINE

Purchase Request #1
Regular Board Meeting April 6, 2026
Consideration of Approval to Exercise the First One-Year Renewal of the
Contract for Property Insurance Brokerage and Risk Management Services

Vendor performance and pricing are monitored throughout the contract period.

ATTACHMENTS

Attachment 1 – Property Insurance 3-Year History

RESOURCE PERSONNEL

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Attachment 1

**San Jacinto College
Property Insurance 3-Year History**

Year	Total Insured Values (TIV)	Annual Premium
2025	\$ 1,084,791,345	\$ 4,302,946
2024	\$ 1,077,986,595	\$ 4,556,146
2023	\$ 1,068,764,576	\$ 4,632,920

Purchase Request #2
Regular Board Meeting April 6, 2026

Consideration of Approval of a Five-Year Contract for Grant Development Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a five-year contract with McAllister & Quinn for grant development services for the office of grants management (OGM) department.

If the administration and McAllister & Quinn are unable to agree to an executable contract, the administration requests delegation to discontinue negotiations and proceed to negotiate with the next highest-ranking vendor(s) until a contract is reached or all proposals are rejected. This action will authorize the Chancellor or her designee to approve a contract preventing extended delays with the award of this project.

BACKGROUND

OGM supports the College by seeking out, developing, and maintaining fiscal management of external, supplemental grant funding for academic support, workforce development, skills training, and other post-secondary educational programs. The number of available grant-funded opportunities the College can benefit from has increased in recent years. Many of these opportunities are in the form of large federal grants, which involve significant administrative, budgetary, and strategic collaborative efforts with faculty, staff and administrators within compressed timelines. To ensure successful, high-quality submissions under short deadlines, expert external grant development support is required.

Request for proposals (RFP) #26-10 was issued on December 17, 2025, to procure grant development services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Seven responses were received and evaluated by a team comprised of representatives from OGM, instructional support and efficacy, and internal audit who determined the proposal submitted by McAllister & Quinn will provide the best value to the College.

IMPACT OF THIS ACTION

Approval of this request will provide the resources needed to apply for additional funding of college activities and services by taking advantage of external, supplemental grant funding opportunities to support expanded student services and academic programs. These grants are intended to support the College's strategic initiatives and goals through federal, state, and local funding opportunities.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated total expenditure is \$927,500 for the initial five-year award term which commences on May 1, 2026, through April 30, 2031, with one five-year renewal options, and will be funded from the OGM department's 2025-2026 operating budget and subsequent year budgets. The estimated total expenditure of \$927,500 includes the annual fee for the first five years of \$171,000 and optional fees for the development of one additional grant (\$37,500) and one additional professional development workshop (\$35,000) outside the contracted amount in case the need

Purchase Request #2
Regular Board Meeting April 6, 2026

Consideration of Approval of a Five-Year Contract for Grant Development Services

arises.

MONITORING AND REPORTING TIMELINE

Vendor performance and pricing are monitored throughout the contract period.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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RFP #26-10
Grant Development Services
Attachment 1 – Tabulation

QUALIFICATIONS

#	Vendors	Section 1: Firm Experience	Section 2: Personnel Experience	Section 3: Project Understanding	Section 4: References	Section 5: Contract Exceptions	Section 4: Price Proposal	Total Points	Short List
	<i>Total Points</i>	<i>20</i>	<i>10</i>	<i>25</i>	<i>10</i>	<i>5</i>	<i>30</i>	<i>100</i>	
1	JetCo Solutions	15.20	7.98	19.88	5.88	5.00	26.00	79.94	Yes
2	Anese & Associates LLC	15.40	7.95	19.38	7.98	5.00	17.35	73.06	Yes
3	Meyer Consulting and Services	16.50	8.00	20.19	7.85	5.00	14.57	72.11	Yes
4	McAllister & Quinn	18.80	9.40	23.38	8.35	5.00	6.15	71.08	Yes
5	The Evaluation Group	16.10	8.00	19.38	8.60	5.00	12.27	69.35	Yes
6	Ellucian Company LLC	19.40	9.60	24.88	7.88	0.00	4.84	66.60	No
7	Outsource Execs LLC	14.35	6.95	17.75	6.00	5.00	2.56	52.61	No

FINAL SCORES

#	Shortlist Vendors	ShortList	Presentation	Final Score	Price		
	<i>Total Points</i>	<i>100</i>	<i>40</i>	<i>140</i>	<i>Total 5 Years</i>	<i>Extra Services*</i>	<i>Total Estimated Cost</i>
1	McAllister & Quinn	71.08	36.63	107.71	\$ 855,000.00	\$ 72,500.00	\$ 927,500.00
2	Meyer Consulting and Services	72.11	32.56	104.67	\$ 641,500.00	\$ 16,000.00	\$ 657,500.00
3	Anese & Associates LLC	73.06	28.13	101.19	\$ 293,000.00	\$ 24,000.00	\$ 317,000.00
4	The Evaluation Group	69.35	30.50	99.85	\$ 463,150.00	\$ 23,990.00	\$ 487,140.00
5	JetCo Solutions	79.94	15.25	95.19	\$ 200,000.00	\$ 15,000.00	\$ 215,000.00

**Extra Services include additional fees for use if needed*

Consideration of Approval to Purchase Additional Welding Consumables and Supplies

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of additional welding consumables and supplies from Lincoln Electric for the industrial tech department at the Central and North campuses.

BACKGROUND

Historically, the annual expenditure for welding consumables and supplies remained below the Board of Trustees threshold of \$100,000. However, the North campus plans to purchase ten welding machines using Carl Perkins grant funds causing the annual expenditure with Lincoln Electric to exceed the threshold which requires Board approval.

Invitation for bids #24-21 was issued in May 2024, to procure welding consumables and supply services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The original contract with Lincoln Electric was awarded on August 6, 2024, with four one-year renewal options. Quote #26-001 was issued by the College in February 2026, to procure ten welding machines. The quote was awarded to Lincoln Electric on February 20, 2026, in the amount of \$91,184.

IMPACT OF THIS ACTION

Approval of this request will cover the purchase of the ten welding machines (using Carl Perkins grant funds) and welding consumables and supplies required throughout the remainder of this fiscal year to meet the needs of the welding programs at Central and North campuses.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The original estimated annual expenditure for this request was approximately \$70,000, and with the purchase of the ten welding machines for \$91,184, the revised total expenditure is estimated to be \$161,184. The ten welding machines will be funded from the Carl Perkins grant, and the welding consumables and supplies will be funded from the industrial tech department's 2025-2026 operating budget.

MONITORING AND REPORTING TIMELINE

Vendor performance and pricing are monitored throughout the contract period.

ATTACHMENTS

None

RESOURCE PERSONNEL

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**Purchase Request #3
Regular Board Meeting April 6, 2026**

Consideration of Approval to Purchase Additional Welding Consumables and Supplies

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Consideration of Approval of a One-Year Contract for Third-Party Risk Management Solutions

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a one-year contract for a third-party risk management solution from Castor Security LLC (Castor Security) for the information technology services (ITS) department.

BACKGROUND

The College is enhancing its framework for managing third-party cybersecurity risk, specifically addressing the potential for vendor security vulnerabilities that result in service disruptions, data exposure, or other cybersecurity incidents that could adversely affect College operations. BitSight software, a third-party risk management solution, will scaffold and complement the Rapid 7 cybersecurity software, which the College purchased in December 2025. The combined software packages will bolster the College’s overall security program by adding visibility into the cybersecurity posture of external organizations the College relies on.

Castor Security has a contract through the Texas Department of Information Resources (DIR) cooperative contracts program to provide software and technical services, contract #DIR-CPO-5677, which complies with the competitive procurement requirements per Texas Education Code §44.031(a)(4) and is permitted through Texas Government Code §791.011(g).

IMPACT OF THIS ACTION

Approval of this request will improve the College’s ability to identify, prioritize, and reduce technology vendor cyber risks or gaps before it becomes an incident supporting more informed decisions during technology vendor selection, renewals, and ongoing oversight. This request also enables clearer and earlier risk signals about vendors (e.g., deteriorating security posture), and it supports stronger, evidence-based follow-up actions (e.g., contract safeguards, remediation requests, or escalation) to protect College operations and data. Without this action, the College will have significantly less insight into technology vendors’ cyber risks, as well as fewer objective indicators to guide technology vendor decisions, which raises the likelihood that a vendor-originated weakness is identified only after it has already caused operational disruption or increased response costs.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The annual expenditure for this request is \$130,932 which includes the cybersecurity software for \$70,762 purchased in December 2025, and this new request for a third-party risk management solution for \$60,170, to commence on September 1, 2026, through August 31, 2027. This expenditure will be funded from the State and Local Cybersecurity Grant Program (SLCGP).

MONITORING AND REPORTING TIMELINE

Vendor performance and pricing are monitored throughout the contract period.

Consideration of Approval of a One-Year Contract for Third-Party Risk Management Solutions

ATTACHMENTS

None

RESOURCE PERSONNEL

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Purchase Request #5
Regular Board Meeting April 6, 2026

Consideration of Approval of a One-Year Contract for Enterprise Security Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a one-year contract for enterprise security services from CyberOne LLC for the information technology services (ITS) department.

BACKGROUND

In August 2024, the Board approved a purchase for Splunk which is a data security platform offered by Tevora Business Solutions Inc (Tevora). The College utilizes Splunk as the primary cybersecurity monitoring and investigation tool which enables centralized visibility, alerts, and incident response support. This platform collects security-relevant system activity, identifies suspicious behavior, and supports investigations when an incident occurs. This request will transition these services to CyberOne LLC, as well as incorporate Cribl, a technology and security engine to analyze data, to scaffold Splunk which will optimize data ingestion, reduce license costs, and improve search performance by acting as an intermediary pipeline to drop unnecessary data and compress logs. The synchronization of Cribl and Splunk will, reduce false alarms and strengthen investigative and reporting outcomes at a lower cost.

CyberOne LLC has contracts through the Texas Department of Information Resources (DIR) cooperative contracts program to provide software and technical services, contract #DIR-CPO-5687 and #DIR-CPO-5322, which complies with the competitive procurement requirements per Texas Education Code §44.031(a)(4) and is permitted through Texas Government Code §791.011(g).

IMPACT OF THIS ACTION

Approval of this request will ensure uninterrupted security monitoring capabilities and maintain the effective operation of Splunk and will incorporate the use of Cribl. This request will also sustain Splunk's dual role at the College, serving as the primary triage platform for alerts within the student-embedded Security Operations Center (SOC) and as an instructional tool integrated into the Bachelor of Applied Technology in Cybersecurity program, supporting workforce-aligned, hands-on learning using the same enterprise platform employed for operational security monitoring.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for Splunk is \$86,120 for the one-year term to commence on July 22, 2026, through July 21, 2027. The estimated expenditure for Cribl is \$35,608 and the contract will commence upon approval through January 25, 2027. The total estimated expenditure for this request is \$121,728 and will be funded from the ITS department's 2025-2026 operating budget and subsequent year budget.

MONITORING AND REPORTING TIMELINE

Purchase Request #5
Regular Board Meeting April 6, 2026

Consideration of Approval of a One-Year Contract for Enterprise Security Services

Vendor performance and pricing are monitored throughout the contract period.

ATTACHMENTS

None

RESOURCE PERSONNEL

Joshua Dray	281-309-7822	joshua.dray@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

Purchase Request #6
Regular Board Meeting April 6, 2026

Consideration of Approval of a One-Year Contract for Anti-Ransomware Solution

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of a one-year contract for an anti-ransomware solution from Castor Security LLC (Castor Security) for the information technology services (ITS) department.

BACKGROUND

Ransomware has become one of the most significant operational risks facing higher education, with the average cost of a ransomware attack in the education sector at over three-million dollars per event. Ransomware attacks are designed to disrupt instruction and business operations, steal sensitive data, and extort payment. Even institutions with strong cybersecurity programs and backups can experience prolonged outages and high recovery costs when ransomware succeeds. The Halcyon platform is a specialized ransomware prevention and recovery solution designed to address this risk by stopping ransomware before it can encrypt systems and by enabling rapid restoration if an attack occurs. This request is for a one-year subscription covering up to 8,000 college-owned information technology systems. The Halcyon platform is intended to complement, not replace, the College's existing security tools by focusing specifically on ransomware prevention, data-theft protection, and rapid recovery.

Castor Security has a contract through the Texas Department of Information Resources (DIR) cooperative contracts program to provide software and technical services, contract #DIR-CPO-5687, which complies with the competitive procurement requirements per Texas Education Code §44.031(a)(4) and is permitted through Texas Government Code §791.011(g).

IMPACT OF THIS ACTION

Approval of this request will materially reduce the likelihood that a ransomware incident escalates into a college-wide operational disruption by preventing encryption, limiting data theft, and enabling recovery in hours rather than days or weeks. This reduces the risk of cancelled classes, delayed payroll or financial aid, loss of sensitive student and employee data, reputational harm, and unplanned emergency response costs that can far exceed the annual subscription price. In addition, this platform presents a cost-avoidance of \$3.56 million per incident, if one were to occur, and provides credits of anywhere from \$2,000 to \$5,000 toward the College's cyber risk insurance premiums. If this platform is not obtained, the College remains more reliant on traditional security tools and backups alone, increasing the likelihood that a ransomware attack results in extended downtime, higher recovery costs, and greater institutional and financial impact. In practical terms, this investment shifts ransomware from a high-impact institutional crisis to a more contained and manageable risk at a known annual cost.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total estimated expenditure for this request is \$102,880 for the one-year term, to commence on September 1, 2026, through August 31, 2027, and will be funded from the ITS department's 2026-2027 operating budget.

Purchase Request #6
Regular Board Meeting April 6, 2026

Consideration of Approval of a One-Year Contract for Anti-Ransomware Solution

MONITORING AND REPORTING TIMELINE

Vendor performance and pricing are monitored throughout the contract period.

ATTACHMENTS

None

RESOURCE PERSONNEL

Joshua Dray	281-309-7822	joshua.dray@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

Item "A"
Regular Board Meeting April 6, 2026

Approval of the Minutes for the March 2, 2026, Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the March 2, 2026, Workshop and Regular Board Meeting.

San Jacinto College District Board Workshop

March 2, 2026

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 5:00 p.m., Monday, March 2, 2026, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

MINUTES

	Board Workshop Attendees:	Board Members: Chad Burke, Dr. Michelle Cantú-Wilson, Erica Davis Rouse, Judy Harrison, Dan Mims, Keith Sinor, Larry Wilson Chancellor: Brenda Hellyer Other: Carin Hutchins, Mandi Reiland, Christian Bionat, Micki Morris (attorney)
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Vice Chair Dr. Michelle Cantú-Wilson called the workshop to order at 5:02 p.m.
II.	Roll Call of Board Members	Vice Chair Dr. Michelle Cantú-Wilson conducted a roll call of the Board members: Chad Burke Dr. Michelle Cantú-Wilson, Vice Chair Erica Davis Rouse, Assistant Secretary Judy Harrison Dan Mims, Chair (arrived after closed session) Keith Sinor, Secretary Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.072, and 551.074 of the Texas Open Meetings Act	Vice Chair Dr. Michelle Cantú-Wilson adjourned to closed session at 5:05 pm. The Board members listed above as attending, as well as Brenda Hellyer, Carin Hutchins, and Mandi Reiland were present for the closed session. a. Legal Matters - For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law. Consultation with attorney Micki Morris. b. Real Estate Matters - For the purpose of discussing the purchase, exchange, lease or value of real property. c. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or

		employee or to hear complaints or charges against a public officer or employee.
IV.	Reconvene in Open Meeting	Chair Mims reconvened to open meeting at 6:15 p.m.
V.	Discuss Revisions to Board Bylaws	Brenda Hellyer explained that the Board reviewed the draft changes to the Board Bylaws in consultation with the attorney in closed session. These proposed revisions will be finalized and brought forward for Board consideration and approval at the next regular Board meeting.
VI.	Update on Enrollment – Spring 2026	<p>Carin Hutchins presented a spring enrollment update, noting that enrollment trends have stabilized and are expected to hold through the remainder of the semester. The College is holding steady at a 6.4 percent increase in headcount for the spring term and a 7.4 percent increase in contact hours, which generate instructional revenue. Dual credit enrollment increased 1.8 percent, online enrollment increased 2.2 percent, continuing student enrollment increased 7.8 percent, and first-time-in-college enrollment increased 9.1 percent.</p> <p>Brenda and Carin expressed satisfaction with online enrollment stability and emphasized continued monitoring of student success, particularly between online and hybrid modalities.</p>
VII.	Review Potential Increase in Homestead and Over 65/Disabled Property Tax Exemptions	<p>Carin revisited the potential increase to the homestead exemption and the over 65/disabled exemption, noting that additional analysis had been requested following discussion at the Board retreat.</p> <p>She presented an overview of property tax exemptions, including a comparison of San Jacinto College District’s homestead and over 65/disabled exemptions with those of peer community colleges, independent school districts, and municipalities. The presentation reviewed current exemption structures, statutory requirements, and the impact of exemption freezes for taxpayers who are over 65/disabled. Data was shared on residential property units, noting changes in the percentage of homes receiving homestead exemptions between the previously reported period and the current tax year.</p> <p>Carin presented updated peer and regional comparisons, explaining that only three community colleges currently freeze over 65/disabled exemptions. The College’s existing over 65/disabled exemption remains among the highest</p>

		<p>compared to peer institutions, while the College’s homestead exemption is among the lowest within the Gulf Coast region.</p> <p>She reviewed updated property data, noting that approximately 70 percent of residential units within the taxing district receive a homestead exemption and that residential properties account for approximately 67 percent of total property units. Average market and appraised values remain consistent with prior reporting, with taxable values reflecting the impact of multiple exemptions.</p> <p>The administration is recommending increasing the homestead exemption to \$5,000 or 8 percent, whichever is greater, and increasing the over 65/disabled exemption to \$140,000. These changes increase tax savings for eligible homeowners, align the District more closely with peer institutions, and demonstrate continued commitment to reducing the tax burden for residential taxpayers. The estimated total increase in tax savings to homeowners was presented, along with the projected impact on the tax rate.</p> <p>No action item was brought forward for tonight’s Board meeting, but if the Board is comfortable with the updated analysis, a formal recommendation will be presented in April. The Board members were comfortable with moving forward with this item.</p>
<p>VIII.</p>	<p>Review Financial and Operating Comparisons to Peers</p>	<p>Carin presented a comparative analysis of operational and financial metrics across peer community colleges. Overall, institutional performance was reported to be consistent with peer institutions, with no significant variances identified. The College continues to have the highest percentage of out-of-district students, which administration attributed primarily to dual credit participation and specialized programs not widely available elsewhere in the region.</p> <p>She noted that the College has the highest course load per student among peers, which was attributed in part to the Promise program. Academic contact hours were reported to be lower than peers, while technical contact hours were higher, reflecting the College’s strong workforce program emphasis. Expenditures per full-time student equivalent were comparatively low, indicating operational efficiency. Student-to-faculty and student-to-staff ratios reflect a relatively high proportion of full-time faculty and adequate staffing levels to support student services.</p> <p>Transfer rates to public universities were identified as lower than some peers and were discussed as an area of ongoing</p>

		<p>focus for improvement, along with student success following transfer. Outstanding debt per capita appears high when measured solely against the taxing district population. Carin explained that when adjusted to reflect the broader service population, the per-capita figure improves substantially. Cash reserves were reported to be lower than some peers, reflecting deliberate tax rate reductions and active use of revenues rather than accumulation. Administration also noted that the College maintains some of the lowest tuition rates among peers and does not charge course-based fees.</p>
IX.	Update on Legislative Affairs	<p>Christian Bionat provided a federal and state legislative update. At the federal level, recent priorities emphasized economic performance, inflation, border security, and national security, with limited focus on workforce development or higher education. He reported on recent meetings with federal officials, who expressed interest in the College’s workforce partnerships and potential participation in a regional workforce roundtable. He also outlined upcoming federal funding requests related to maritime centers of excellence and supply-chain initiatives.</p> <p>At the state level, Christian reviewed the Governor’s proposed property tax reforms, which could significantly impact local government taxation. Regulatory changes affecting occupational licensing were discussed, with administration noting continued monitoring for compliance impacts on workforce programs. Election turnout trends were reported to be consistent with historical patterns.</p> <p>Christian also provided an update on House Bill 8 funding, noting that anticipated payments for the current year were received, but no dynamic adjustment was included for higher-than-expected performance outcomes. Discussions are ongoing at the state level to address this issue.</p>
X.	General Discussion of Meeting Items a. Additional Purchasing Support Documents b. Delegation of Authority	<p>Brenda and Carin highlighted additional items included in Board materials, including prohibited communications related to active contracts, delegation of authority items, financial operations of the Children’s Learning Center, and updates related to dual credit agreements and pilot advising models.</p>
XI.	Calendar	<p>Brenda reviewed the calendar and asked the Board members to let Mandi Reiland know if they would like to attend any events.</p>

XII.	Adjournment	Chair Mims adjourned the meeting at 7:03 p.m.
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San Jacinto Community College District
Regular Board Meeting Minutes
March 2, 2026

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m. for a regularly scheduled Board meeting on Monday, March 2, 2026, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas

Attendance

Present:

Members: Chad Burke, Dr. Michelle Cantú-Wilson, Erica Davis Rouse, Judy Harrison, Dan Mims, Keith Sinor, Larry Wilson

Chancellor: Brenda Hellyer

Others Present: Tanesha Antoine, Rhonda Bell, Jesse Bernal, Christian Bionat, Tiffany Burton, Robyn Cardwell, Matt Crow, Chris Duke, Dianne Duron, Teddy Farias, Rachel Garcia, Allatia Harris, Damon Harris, Carin Hutchins, Bryan Jones, April Kearns, Matt Keim, Kara Kennebrew, Aaron Knight, DeRhonda McWaine, Kevin Morris, Lambrini Nicopoulos, Alexander Okwonna, JR Ragaisis, Sandra Ramirez, Mandi Reiland, Shelley Rinehart, Niki Whiteside, Chris Wild, Laurel Williamson

I. Call the Meeting to Order

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

II. Roll Call of Board Members

Chair Mims conducted a roll call of the Board members.

Chad Burke

Dr. Michelle Cantú-Wilson, Vice Chair

Erica Davis Rouse, Assistant Secretary

Judy Harrison

Dan Mims, Chair

Keith Sinor, Secretary

Larry Wilson

III. Invocation and Pledge to the Flags

The invocation was given by Rhonda Bell. The pledges to the American and Texas flags were led by Larry Wilson.

IV. Special Announcements, Recognitions, Introductions, and Presentations

There were no special announcements, recognitions, or introductions.

V. Student Success Presentations

Chris Duke provided an update on Student Achievement Measures.

VI. Communications to the Board of Trustees

Board Meeting Minutes

March 2, 2026

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1. The February and March Opportunity News were provided to the Board.
2. A thank you was sent to the Board from Leslie Nelson for the plant sent in memory of her husband.

VII. Public Comment

There were no citizens desiring to speak to the Board of Trustees.

VIII. Informative Reports to the Board

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

- A. San Jacinto College Financial Statements
 1. San Jacinto College Monthly Financial Statements - January 2026
 2. San Jacinto College Monthly Investment Reports - January 2026
- B. San Jacinto College Foundation Financial Statements - January 2026
- C. Capital Improvement Program
- D. San Jacinto Community College Board Building Committee Minutes
- E. San Jacinto Community College Board Finance Committee Minutes

IX. Consideration of Approval to Modify Childcare Fees

Motion 10529:

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

Yeas: Burke, Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson

Nays: None

X. Consideration of Approval of Tuition Schedule and Other Student Charges for Fiscal Year 2027

Motion 10530:

Motion moved by Keith Sinor and motion seconded by Dr. Michelle Cantú-Wilson.

Motion carried.

Yeas: Burke, Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson

Nays: None

XI. Consideration of Approval of Tuition Exemptions and Waivers for Fiscal Year 2027

Motion 10531:

Motion moved by Erica Davis Rouse and motion seconded by Larry Wilson. Motion carried.

Yeas: Burke, Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson

Nays: None

XII. Consideration of Approval of Memorandum of Understanding with Aldine ISD Health Education and Learning Program for Dual Credit

Motion 10532:

Motion moved by Judy Harrison and motion seconded by Keith Sinor. Motion carried.

Yeas: Burke, Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson

Nays: None

XIII. Consideration of Approval of Memorandum of Understanding with First Baptist Academy for Dual Credit

Motion 10533:

Motion moved by Larry Wilson and motion seconded by Chad Burke. Motion carried.

Yeas: Burke, Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson

Nays: None

XIV. Consideration of Approval for an Addendum to the Memorandum of Understanding with Channelview ISD for Dual Credit

Motion 10534:

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

Yeas: Burke, Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson

Nays: None

XV. Consideration of Approval of Memorandum of Understanding with Sheldon ISD for a Shared Educational Planner

Motion 10535:

Motion moved by Judy Harrison and motion seconded by Erica Davis Rouse. Motion carried.

Yeas: Burke, Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson

Nays: None

XVI. Consideration of Authorization for the Execution of a Pipeline Easement and Right of Way Agreement at North Campus

Motion 10536:

Motion moved by Chad Burke and motion seconded by Judy Harrison. Motion carried.

Yeas: Burke, Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson

Nays: None

XVII. Consideration of Approval to Use Future Capital Project Funds

Motion 10537:

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

Yeas: Burke, Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson

Nays: None

XVIII. Consideration of Approval of Allocation of Capital Project Funds

Motion 10538:

Motion moved by Erica Davis Rouse and motion seconded by Dr. Michelle Cantú-Wilson. Motion carried.

Yeas: Burke, Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson

Nays: None

XIX. Consideration for Establishing Governmental Excess Benefit Arrangement under Internal Revenue Code Section 415(m)

Motion 10539:

Motion moved by Keith Sinor and motion seconded by Judy Harrison. Motion carried.

Yeas: Burke, Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson

Nays: None

XX. Consideration of Purchasing Requests

Motion 10540:

#1	Consideration of Approval for DOE Gear Up Grant Subrecipient	\$	549,203
#2	Consideration of Approval of Additional Funds for Medical Simulation Equipment		350,000
#3	Consideration of Approval of a Three-Year Contract for Virtual Cloud-Based Services		340,000
#4	Consideration of Approval of Additional Funds for Cybersecurity Software Licensing		325,000
#5	Consideration of Approval of a Three-Year Contract for Internet Service		315,000
#6	Consideration of Approval of Additional Funds for Fire Safety and Energy Management Systems, Products, and Services		200,000
#7	Consideration of Approval of Additional Funds for Wireless Service		60,000

#8 Consideration of Approval of Additional Funds for Water Chemical Treatment Services 100,000

TOTAL OF PURCHASE REQUESTS \$ 2,239,203

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by Erica Davis Rouse. Motion carried.

Yeas: Burke, Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson
Nays: None

XXI. Consent Agenda

- A. Approval of the Minutes for the February 2, 2026, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations
- D. Approval of the Next Regularly Scheduled Meeting on April 6, 2026
- E. Approval of the Minutes for the January 30, 2026, Board Strategic Planning Retreat

Motion 10541:

Motion moved by Larry Wilson and motion seconded by Chad Burke. Motion carried.

Yeas: Burke, Cantú-Wilson, Davis Rouse, Harrison, Sinor, Wilson
Nays: None

XXII. Items for Discussion/Possible Action

There were no additional items discussed.

XXIII. Adjournment

Chair Mims adjourned the meeting at 7:33 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for February 2026 which have been made in accordance with appropriate accounting procedures.

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – February 2026 Budget Transfers

RESOURCE PERSONNEL

Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Dianne Duron	281-998-6109	dianne.duron@sjcd.edu
Dena Carlson	281-998-6347	dena.carlson@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers Related to Fiscal Year 2025-26
 for February 2026

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 366,031	\$ 1,837
PUBLIC SERVICE	-	102
ACADEMIC SUPPORT	1,000	361,938
STUDENT SERVICES	1,262	-
INSTITUTIONAL SUPPORT	53,192	4,416
PHYSICAL PLANT	-	53,192
	\$ 421,485	\$ 421,485

Item “D”
Regular Board Meeting April 6, 2026
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, May 4, 2026.