

***Board of Trustees
Meeting***

May 4, 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 4:45 p.m., Monday, May 4, 2026, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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 8:45 a.m. on May 4, 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 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. Public Comment

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

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

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

V. Reconvene in Open Session

VI. Board Bylaw Revisions

VII. Review Policies for First and Second Readings

VIII. Governing Board Review of General Education Curriculum

IX. Enrollment Update – Summer 2026

X. Update on Legislative Affairs

XI. General Discussion of Meeting Items

A. Additional Purchasing Support Documents

B. Delegation of Authority

XII. Calendar

XIII. Adjournment

Additional Closed Session Authority

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

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

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

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

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

Section 551.076 – To consider the deployment, or specific occasions for implementation, of security personnel or devices; 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, April 28, 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, May 4, 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 May 4, 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 the 2025 – 2026 Honoraria Recipients

Presenter: Shawn Silman

B. Recognition of Monument Awards

Presenter: Sandra Ramirez

1. Center for Biotechnology

Presenter: Chris Wild

2. HB8 Performance Tier Funding Work Group

Presenter: Carin Hutchins

3. Sustainability and Energy Management

Presenter: Carin Hutchins

V. Student Success Presentations

A. San Jac Online

Presenter: Niki Whiteside

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 - March 2026

2. San Jacinto College Monthly Investment Reports - March 2026

B. San Jacinto College Foundation Financial Statements - March 2026

C. Capital Improvement Program

D. San Jacinto College Board Building Committee Minutes

ACTION ITEMS

IX. Consideration of Approval of Allocation of Capital Project Funds

X. Consideration of Approval of Policy III.3003.A, Ethical Conduct and Conflicts of Interest: Employees - Second Reading

XI. Consideration of Approval of Policy IV.4005.C, Equal Opportunity Institution - Second Reading

XII. Consideration of Approval Policy III.3008.E, Workplace Violence - Second Reading

XIII. Consideration of Approval of Policy III.3008.D, Business Continuity - Second Reading

XIV. Consideration of Approval of Memorandum of Understanding with Huffman ISD for Dual Credit

XV. Consideration of Approval Dual Credit Memoranda of Understanding Approval Processes

XVI. Consideration of Approval of the Awarding of a Posthumous Certificate – Thomas Clayton Brown

XVII. Consideration of Approval of the Board of Trustees Bylaws

XVIII. Consideration of Approval of Policy II.2002.B, Conflicts of Interests: Trustees - First Reading (Informational Item)

XIX. Consideration of Approval of Revision of Policy III.3008.C, Emergency Incidents - First Reading (Informational Item)

XX. Consideration of Approval of Revision of Policy III.3000.A, Campus Carry - First Reading (Informational Item)

XXI. Consideration of Approval to Rescind Policy IV-C-7: Policy on Medical Examinations and Policy IV-C-8: Policy on New Employee Medical Examination, and Approval of Proposed Policy IV.4003.G, Medical Evaluations – First Reading (Informational Item)

PURCHASING REQUESTS

XXII. Consideration of Purchasing Requests

CONSENT AGENDA

XXIII. 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 April 6, 2026, Workshop and Regular Board Meeting

B. Approval of the Budget Transfers

C. Approval of Personnel Recommendations, Extra Service Agreements (ESA), 2025-2026 Stipends and Market Premiums, and 2026-2027 Faculty Contract Recommendations

D. Approval of the Next Regularly Scheduled Meeting

XXIV. Items for Discussion/Possible Action

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

XXV. Adjournment

Closed Session Authority

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

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

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

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

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

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

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

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

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Brenda Hellyer, Ed.D.

San Jacinto College Monthly Financial Statements
March 2026

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

<u>Assets</u>	<u>2026</u>	<u>2025</u>
Current assets:		
Cash and cash equivalents	\$ 125,316,652	\$ 116,658,986
Restricted cash and cash equivalents	23,319,073	68,321,611
Investments	5,004,000	4,992,400
Restricted investments	42,268,442	-
Accounts receivable - taxes	5,490,875	5,527,508
Accounts receivable	28,420,018	25,383,090
Deferred charges	479,325	837,962
Inventories	489,828	444,074
Total current assets	<u>230,788,212</u>	<u>222,165,630</u>
Noncurrent assets:		
Other long term investments	20,035,033	25,081,200
Capital assets, net	<u>712,026,580</u>	<u>713,953,655</u>
Total noncurrent assets	<u>732,061,613</u>	<u>739,034,855</u>
Total assets	<u>962,849,826</u>	<u>961,200,485</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	<u>2,607,636</u>	<u>3,254,644</u>
Total deferred outflows of resources	<u>28,990,449</u>	<u>36,129,480</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	18,199,633	17,393,436
Accrued liabilities	2,870,417	2,905,332
Accrued compensable absences and deferred compensation	3,642,957	2,853,852
Deferred revenues	<u>10,248,440</u>	<u>209,123</u>
Total current liabilities	<u>34,961,448</u>	<u>23,361,743</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	<u>612,395,142</u>	<u>630,806,397</u>
Total noncurrent liabilities	<u>766,448,772</u>	<u>778,261,658</u>
Total liabilities	<u>801,410,220</u>	<u>801,623,401</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	<u>569,198</u>	<u>192,100</u>
Total deferred inflows of resources	<u>26,079,731</u>	<u>37,452,444</u>
<u>Net assets</u>		
Beginning of year - audited	78,899,918	79,811,001
Current year addition (reduction)	<u>85,450,406</u>	<u>78,443,120</u>
Total net position	<u>\$ 164,350,324</u>	<u>\$ 158,254,121</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2026

11 Unrestricted Funds

	Adjusted Budget	Actuals 58.33%	% Actuals to Adjusted Budget	PY Actual	% of 8/31/25 Actual
Revenues					
State Appropriations	\$ 54,664,243	\$ 41,642,263	76.18%	\$ 42,582,521	76.18%
State Appropriations - FAST	2,650,000	2,685,692	101.35%	2,448,700	93.08%
Local Taxes - Maintenance & Operations	93,350,000	90,270,101	96.70%	87,881,669	97.35%
Credit Tuition	70,906,831	68,961,488	97.26%	63,520,430	90.94%
Credit Exemptions & Waivers	(10,582,247)	(8,717,057)	82.37%	(8,760,713)	85.67%
Continuing Education					
CPET	450,000	155,150	34.48%	188,515	47.44%
Biotechnology	600,000	76,955	12.83%	39,551	68.49%
Maritime Transportation	2,500,000	1,215,992	48.64%	1,413,248	59.22%
Continuing Professional Development (CPD)	8,547,308	2,955,835	34.58%	2,745,349	42.84%
Continuing Education Exemptions & Waivers	(45,000)	(22,300)	49.56%	(27,435)	56.32%
Bad Debt	(1,200,000)	(700,000)	58.33%	(641,667)	45.33%
Sales & Services	2,600,000	1,488,572	57.25%	1,675,541	56.73%
Investment Income	4,900,000	2,261,500	46.15%	2,725,185	57.36%
Total Revenues	229,341,135	202,274,191	88.20%	195,790,894	87.44%
Expenditures					
Instruction	90,310,685	59,589,126	65.98%	57,625,935	62.41%
Public Service	20,101	14,023	69.76%	4,892	66.35%
Academic Support	21,588,037	11,762,785	54.49%	11,903,581	62.91%
Student Services	23,895,660	12,713,252	53.20%	12,902,526	56.82%
Institutional Support	60,623,067	35,354,066	58.32%	34,481,289	57.36%
Physical Plant	26,759,376	12,470,066	46.60%	12,612,471	52.86%
Total Expenditures	223,196,925	131,903,318	59.10%	129,530,694	59.43%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	5,777,020	7,248,189	125.47%	4,224,423	75.30%
Net Increase (Decrease) in Net Position	\$ 367,190	\$ 63,122,684		\$ 62,035,778	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2026

Federal Restricted Funds

	Adjusted Budget	Actuals 58.33%	% Actuals to Adjusted Budget	PY Actual	% of 8/31/25 Actual
Revenues					
Grants	74,963,697	68,491,927	91.37%	56,101,912	71.89%
Total Revenues	74,963,697	68,491,927	91.37%	56,101,912	71.89%
Expenditures					
Instruction	1,149,891	547,395	47.60%	529,913	54.79%
Public Service	331,377	98,198	29.63%	135,630	65.47%
Academic Support	9,018,075	2,032,464	22.54%	2,767,656	57.12%
Student Services	535,033	550,943	102.97%	292,886	62.21%
Institutional Support	971,537	263,128	27.08%	338,057	55.61%
Physical Plant	505,584	203,638	40.28%	75,775	32.08%
Scholarships and Fellowships	62,452,200	64,796,159	103.75%	51,961,994	73.49%
Total Expenditures	74,963,697	68,491,927	91.37%	56,101,912	71.89%
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 Seven Months Ended March 31, 2026

State Restricted Funds

	Adjusted Budget	Actuals 58.33%	% Actuals to Adjusted Budget	PY Actual	% of 8/31/25 Actual
Revenues					
State Appropriations - Exceptional Item	\$ 10,000,000	\$ 2,195,129	21.95%	\$ -	-
State Paid Benefits	14,402,520	8,630,863	59.93%	7,916,440	41.60%
Investment Income - Restricted Funds	-	158,413	-	-	-
Grants	11,922,523	7,731,302	64.85%	6,050,222	78.09%
Total Revenues	36,325,043	18,715,706	51.52%	13,966,661	52.16%
Expenditures					
Instruction	16,423,145	6,090,562	37.09%	4,242,456	43.14%
Public Service	8,631	7,595	87.99%	11,489	37.20%
Academic Support	4,922,658	1,738,410	35.31%	1,111,691	37.73%
Student Services	1,818,352	1,417,569	77.96%	1,301,121	42.61%
Institutional Support	4,262,406	1,938,495	45.48%	1,636,023	39.01%
Physical Plant	52,346	-	-	-	-
Scholarships and Fellowships	8,837,504	7,364,662	83.33%	5,663,881	83.52%
Total Expenditures	36,325,043	18,557,293	51.09%	13,966,661	52.03%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 158,413		\$ -	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2026

Local Restricted Funds

	Adjusted Budget	Actuals 58.33%	% Actuals to Adjusted Budget	PY Actual	% of 8/31/25 Actual
Revenues					
Local Grants	8,618,822	3,471,723	40.28%	3,352,727	85.19%
Total Revenues	8,618,822	3,471,723	40.28%	3,352,727	85.19%
Expenditures					
Instruction	4,000	-	-	-	-
Public Service	252,342	4,904	1.94%	98,855	57.53%
Academic Support	1,402,740	509,250	36.30%	495,130	60.63%
Student Services	4,300	770	17.91%	2,000	43.40%
Institutional Support	58,867	16,850	28.62%	7,038	100.00%
Physical Plant	186,223	-	-	63,782	66.98%
Scholarships and Fellowships	7,250,150	2,939,949	40.55%	2,866,441	89.37%
Total Expenditures	9,158,622	3,471,723	37.91%	3,533,247	82.11%
Transfers Among Funds					
Transfers In	(539,800)	-	-	(175,481)	49.11%
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -		\$ (5,039)	

**San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2026**

27 FAST & TPEG

	Adjusted Budget	Actuals 58.33%	% Actuals to Adjusted Budget	PY Actual	% of 8/31/25 Actual
Revenues					
State Appropriations - FAST	\$ 2,450,000	\$ 1,978,196	80.74%	\$ 1,980,300	90.13%
Tuition - Credit & Non Credit - TPEG	3,500,000	3,125,227	89.29%	3,046,937	89.76%
Total Revenues	5,950,000	5,103,423	85.77%	5,027,237	89.13%
Expenditures					
Scholarships and Fellowships - FAST	2,450,000	1,978,196	80.74%	1,980,300	90.13%
Scholarships and Fellowships - TPEG	3,500,000	2,254,851	64.42%	2,383,910	77.64%
Total Expenditures	5,950,000	4,233,047	71.14%	4,364,210	82.85%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 870,376		\$ 663,027	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2026

28 Private Gifts and Donations

	Adjusted Budget	Actuals 58.33%	% Actuals to Adjusted Budget	PY Actual	% of 8/31/25 Actual
Revenues					
Sales & Services	\$ -	\$ 41,921	-	\$ -	-
Local Grants	62,402	35,000	56.09%	20,000	15.08%
Total Revenues	62,402	76,921	123.27%	20,000	12.03%
Expenditures					
Instruction	-	27,895	-	25,200	57.17%
Public Service	10,000	-	-	-	-
Academic Support	25,000	86	0.34%	-	-
Institutional Support	27,402	-	-	31,902	88.06%
Total Expenditures	62,402	27,981	44.84%	57,102	25.01%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 48,940		\$ (37,102)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2026

Auxiliary Enterprises

	Adjusted Budget	Actuals 58.33%	% Actuals to Adjusted Budget	PY Actual	% of 8/31/25 Actual
Revenues					
Auxiliary Services	\$ 3,087,000	\$ 2,066,680	66.95%	\$ 1,947,259	65.82%
Total Revenues	3,087,000	2,066,680	66.95%	1,947,259	65.82%
Expenditures					
Labor	1,302,171	762,052	58.52%	492,565	40.71%
Benefits	334,082	133,726	40.03%	73,247	29.68%
Supplies	634,934	419,008	65.99%	390,693	64.78%
Travel	226,240	67,153	29.68%	102,622	38.86%
Contracted Services	246,308	206,256	83.74%	70,733	60.33%
Utilities	200	-	-	-	-
Scholarship and Fellowships	1,088,857	784,467	72.04%	809,296	74.67%
Total Expenditures	3,832,792	2,372,661	61.90%	1,939,155	55.01%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (745,792)	\$ (305,982)		\$ 8,103	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2026

Fund 95 Retirement of Indebtedness

	Adjusted Budget	Actuals 58.33%	% Actuals to Adjusted Budget	PY Actual	% of 8/31/25 Actual
Revenues					
Local Taxes - Debt Service	\$ 39,808,402	\$ 38,286,529	96.18%	\$ 39,303,353	97.70%
Investment Income - Restricted Funds	-	100,834	-	133,412	41.61%
Total Revenues	39,808,402	38,387,362	96.43%	39,436,765	97.25%
Expenditures					
Institutional Support - Principal	19,611,597	19,454,673	99.20%	17,214,522	97.56%
Institutional Support - Interest	24,432,134	12,439,659	50.92%	15,079,758	71.48%
Total Expenditures	44,043,731	31,894,331	72.42%	32,294,280	83.36%
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	\$ 28,859,822		\$ 27,225,250	

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 Seven Months Ended March 31, 2026

Fund 97 Investment in Plant

	Adjusted Budget	Actuals 58.33%	% Actuals to Adjusted Budget	PY Actual	% of 8/31/25 Actual
Expenditures					
Depreciation	\$ 26,000,000	\$ 14,713,536	56.59%	\$ 15,028,483	57.73%
Total Expenditures	26,000,000	14,713,536	56.59%	15,028,483	57.73%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases ¹	(9,030,112)	(2,002,945)	22.18%	(492,471)	35.32%
Net Increase (Decrease) in Net Position	\$ (16,969,888)	\$ (12,710,591)		\$ (14,536,012)	

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 Seven Months Ended March 31, 2026

	Adjusted Budget	Actuals 58.33%	% Actuals to Adjusted Budget	PY Actual	% of 8/31/25 Actual
Revenues					
State Appropriations	\$ 54,664,243	\$ 41,642,263	76.18%	\$ 42,582,521	56.83%
State Appropriations - FAST	5,100,000	4,663,888	91.45%	4,429,000	91.73%
State Appropriations - Exceptional Item	10,000,000	2,195,129	21.95%	-	-
State Paid Benefits	14,402,520	8,630,863	59.93%	7,916,440	-
Local Taxes - Maintenance & Operations	93,350,000	90,270,101	96.70%	87,881,669	97.35%
Local Taxes - Debt Service	39,808,402	38,286,529	96.18%	39,303,353	97.70%
Credit Tuition	74,351,831	72,086,318	96.95%	66,567,367	90.89%
Credit Exemptions & Waivers	(10,579,247)	(8,717,057)	82.40%	(8,760,713)	85.67%
Continuing Education					
CPET	450,000	155,547	34.57%	188,515	47.44%
Biotechnology	600,000	76,955	12.83%	39,551	68.49%
Maritime Transportation	2,500,000	1,215,992	48.64%	1,413,248	59.22%
Continuing Professional Development (CPD)	8,602,308	2,955,835	34.36%	2,745,349	42.84%
Continuing Education Exemptions & Waivers	(45,000)	(22,300)	49.56%	(27,435)	56.32%
Bad Debt	(1,200,000)	(700,000)	58.33%	(641,667)	45.33%
Sales & Services	2,633,752	1,528,437	58.03%	1,681,541	56.29%
Investment Income	4,900,000	2,261,500	46.15%	2,725,185	53.23%
Investment Income - Restricted Funds	-	1,341,976	-	2,041,827	66.98%
Auxiliary Services	3,067,000	2,066,680	67.38%	1,947,259	65.82%
Grants	86,886,220	76,223,229	87.73%	62,152,134	72.49%
Local Grants	8,661,863	3,496,723	40.37%	3,366,727	81.61%
Total Revenues	398,153,892	339,658,607	85.31%	317,551,871	82.47%
Expenditures					
Instruction	107,887,721	66,254,978	61.41%	62,423,504	60.50%
Public Service	622,451	124,720	20.04%	250,867	60.12%
Academic Support	36,960,020	16,042,995	43.41%	16,278,059	59.13%
Student Services	26,247,226	14,682,535	55.94%	14,498,532	55.26%
Institutional Support	109,973,797	69,458,990	63.16%	68,788,588	63.89%
Physical Plant	27,503,529	12,673,704	46.08%	12,752,029	52.72%
Scholarships and Fellowships	84,489,854	79,333,818	93.90%	64,856,526	75.32%
Auxiliary Enterprises	3,846,005	2,380,543	61.90%	1,939,155	55.01%
Depreciation	26,000,000	14,713,536	56.59%	15,028,483	57.73%
Total Expenditures	423,530,603	275,665,819	65.09%	256,815,744	63.43%
Transfers Among Funds					
Transfers In	(5,777,020)	(7,248,189)	125.47%	(4,224,423)	75.27%
Transfers Out	5,777,020	7,248,189	125.47%	4,224,423	75.26%
Adjustment for Debt Principal Payment ¹	(19,611,597)	(19,454,673)	99.20%	(17,214,522)	97.56%
Adjustment for Capital Purchases ¹	(9,030,112)	(2,002,945)	22.18%	(492,471)	35.32%
Net Increase (Decrease) in Net Position	\$ 3,264,998	\$ 85,450,406		\$ 78,443,120	

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 Seven Months Ended March 31, 2026

91 Capital Projects

	Adjusted Budget	Actuals 58.33%	% Actuals to Adjusted Budget	PY Actual	% of 8/31/25 Actual
Revenues					
Investment Income - Restricted Funds	\$ -	\$ 762,404	-	\$ 1,564,320	63.31%
Total Revenues	-	762,404	-	1,564,320	63.31%
Expenditures					
Arbitrage Rebate	-	5,672	-	-	-
SECO-Energy Conservation Projects	604,245	407,582	67.45%	376,452	18.91%
Bond Program	39,842,901	2,545,148	6.39%	8,158,476	48.36%
Total Expenditures	40,447,146	2,958,402	7.31%	8,534,928	37.40%
Transfers Among Funds					
Transfers In	-	-	-	-	
Transfers Out	-	-	-	-	
Net Increase (Decrease) in Net Position	\$ (40,447,146)	\$ (2,195,998)		\$ (6,970,608)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2026

93 Renewal & Replacement

	Adjusted Budget	Actuals 58.33%	% Actuals to Adjusted Budget	PY Actual	% of 8/31/25 Actual
Revenues					
Investment Income - Restricted Funds	\$ -	\$ 320,325	-	\$ 344,096	59.59%
Total Revenues	-	320,325	-	344,096	59.59%
Expenditures					
District Energy Savings Projects	778,499	-	-	19,566	5.27%
Capital Reserve Fund	16,808,259	1,295,439	7.71%	193,419	26.38%
Instructional Equipment Fund	108,224	-	-	-	-
Total Expenditures	17,694,982	1,295,439	7.32%	212,985	16.43%
Transfers Among Funds					
Transfers In	-	-	-	-	
Transfers In	(1,150,000)	(4,336,071)	377.05%	(1,180,699)	98.22%
Net Increase (Decrease) in Net Position	\$ (16,544,982)	\$ 3,360,957		\$ 1,311,809	

San Jacinto College Financial Statements
Monthly Investment Report
March 2026

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Period Ending March 31, 2026

		<u>Fair Market Value</u>	<u>Book Value</u>
Beginning Value	March 1, 2026	\$ 224,852,378	\$ 224,764,584
Additions/Subtractions (Net)		(8,824,619)	(8,824,619)
Change in Fair Market Value*		(91,265)	-
Ending Value	March 31, 2026	<u>\$ 215,936,494</u>	<u>\$ 215,939,965</u>

Earnings for the Month of March	\$ 688,913
Weighted Average Maturity at Ending Period Date (Days)	51.36
Weighted Average Earnings Rate - Unrestricted Funds	3.9648%
Weighted Average Earnings Rate - Restricted Funds (Including SLGS)	3.1624%
Benchmark - One Year Treasury Yield	3.6800%

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

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

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SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
March 31, 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	\$ (21,482)	\$ (21,482)	-0.01%	1
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	N/A	(1,065,849)	(1,065,849)	-0.49%	1
JPMorgan Operating (Hybrid Earnings)	2.200%	N/A	N/A	N/A	5,500,684	5,500,684	2.55%	1
JPMorgan Payroll	N/A	N/A	N/A	N/A	(68,142)	(68,142)	-0.03%	1
JPMorgan Worker's Comp	N/A	N/A	N/A	N/A	(2,261)	(2,261)	0.00%	1
Petty Cash	N/A	N/A	N/A	N/A	18,247	18,247	0.01%	1
Pool Accounts								
LSIP Corporate Overnight Plus Fund - Operating Funds	3.8019%	N/A	N/A	N/A	67,061,745	67,061,745	31.06%	1
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	3.8019%	N/A	N/A	N/A	15,528,862	15,528,862	7.19%	1
TexPool - Operating	3.6724%	N/A	N/A	N/A	404,156	404,156	0.19%	1
TexPool - PRIME - Operating	3.7947%	N/A	N/A	N/A	39,460,598	39,460,598	18.27%	1
Investments - Held at BNY Mellon								
US Treasury Note, CUSIP 91282CJK8	4.625%	11/21/24	11/15/26	5,000,000	5,025,500	5,031,450	2.33%	229
US Treasury Note, CUSIP 91282CKH3	4.249%	01/24/25	03/31/26	-	-	-	0.00%	0
US Treasury Note, CUSIP 9128CHH7	4.148%	06/11/25	06/15/26	5,000,000	5,004,000	4,998,828	2.31%	76
US Agency Note, CUSIP 3130AWBZ2	4.010%	06/11/25	06/11/27	5,000,000	5,020,600	5,010,945	2.32%	437
US Agency Note, CUSIP 3133ETJZ1	3.990%	06/11/25	06/05/28	5,000,000	4,988,050	4,987,174	2.31%	797
US Agency Note, CUSIP 3130ATET0	3.618%	09/25/25	09/27/27	5,000,000	4,994,650	5,007,873	2.32%	545
Cash Balance from maturity proceeds	N/A	N/A	N/A	N/A	5,112,500	5,112,500	2.37%	1
Bonds, Debt Service, and Other Restricted Funds								
Pool Accounts								
LSIP Corporate Overnight Plus Fund - GOB Debt Service	3.8019%	N/A	N/A	N/A	8,740,349	8,740,349	4.05%	1
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	3.8019%	N/A	N/A	N/A	131	131	0.00%	1
U.S. Treasury Securities SLGS Demand Deposit - 2021 Bond Proceeds	2.8400%	N/A	N/A	N/A	-	-	0.00%	1
U.S. Treasury Securities SLGS Demand Deposit - 2022 Bond Proceeds	2.8400%	N/A	N/A	N/A	42,267,970	42,267,970	19.57%	1
LSIP Corporate Overnight Plus Fund - Biotech	3.8019%	N/A	N/A	N/A	7,966,187	7,966,187	3.69%	1
Grand Total - Cash, Cash Equivalents, and Investments				\$ 25,000,000	\$ 215,936,494	\$ 215,939,965	100.00%	

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Inventory Holdings Report
March 31, 2026

Description	Annualized Interest Rate	Maturity	Par	2/28/2026 Ending FMV	2/28/2026 Ending Book Value	3/31/2026 Ending FMV	3/31/2026 Ending Book Value	Additions/Subtractions and Change in FMV For the Month	LTD Unrealized Gain/Loss	March Earnings	September through March Earnings
Operating and Capital Projects Reserve Funds											
Demand Deposits											
Credit Cards in Transit	N/A	N/A	\$ N/A	\$ 25,480	\$ 25,480	\$ (21,482)	\$ (21,482)	\$ (46,962)	N/A	\$ N/A	\$ N/A
JPMorgan Accounts Payable Disbursements	N/A	N/A	N/A	(316,850)	(316,850)	(1,065,849)	(1,065,849)	(748,999)	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	2.200%	N/A	N/A	5,881,135	5,881,135	5,500,684	5,500,684	(380,451)	N/A	9,114	65,964
JPMorgan Payroll	N/A	N/A	N/A	(11,174)	(11,174)	(68,142)	(68,142)	(56,968)	N/A	N/A	N/A
JPMorgan Worker's Comp	N/A	N/A	N/A	(1,551)	(1,551)	(2,261)	(2,261)	(711)	N/A	N/A	N/A
Petty Cash	N/A	N/A	N/A	19,067	19,067	18,247	18,247	(820)	N/A	N/A	N/A
Sub Total Demand Deposits			\$ N/A	\$ 5,596,106	\$ 5,596,106	\$ 4,361,196	\$ 4,361,196	\$ (1,234,910)	\$ N/A	\$ 9,114	\$ 65,964
Pool Accounts											
TexPool - Operating	3.6724%	N/A	\$ N/A	\$ 160,847	\$ 160,847	\$ 404,156	\$ 404,156	\$ 243,309	N/A	\$ 1,125	\$ 216,485
TexPool PRIME - Operating	3.7947%	N/A	N/A	39,333,830	39,333,830	39,460,598	39,460,598	126,768	N/A	126,768	411,307
LSIP Corporate Overnight Plus Fund - Operating Funds	3.8019%	N/A	N/A	75,373,956	75,373,956	67,061,745	67,061,745	(8,312,212)	N/A	236,612	947,709
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	3.8019%	N/A	N/A	15,763,198	15,763,198	15,528,862	15,528,862	(234,336)	N/A	50,865	320,325
Sub Total Pool Accounts			\$ N/A	\$ 130,631,831	\$ 130,631,831	\$ 122,455,361	\$ 122,455,361	\$ (8,176,471)	\$ N/A	\$ 415,371	\$ 1,895,827
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	5,034,850	5,031,450	5,025,500	5,031,450	(9,350)	(5,950)	19,271	134,896
US Treasury Note, CUSIP 91282CKH3	4.249%	03/31/26	5,000,000	5,002,850	5,014,035	-	-	(5,002,850)	-	23,900	136,400
US Treasury Note, CUSIP 9128CHH7	4.148%	06/15/26	5,000,000	5,006,650	4,998,828	5,004,000	4,998,828	(2,650)	5,172	17,285	112,402
US Agency Note, CUSIP 3130AWBZ2	4.010%	06/11/27	5,000,000	5,042,950	5,010,945	5,020,600	5,010,945	(22,350)	9,655	17,188	109,427
US Agency Note, CUSIP 3133ETJZ1	3.990%	06/05/28	5,000,000	5,032,750	4,987,174	4,988,050	4,987,174	(44,700)	876	16,592	102,688
US Agency Note, CUSIP 3130ATET0	3.618%	09/27/27	5,000,000	5,018,050	5,007,873	4,994,650	5,007,873	(23,400)	(13,223)	15,417	91,888
Cash Balance from maturity proceeds	N/A	N/A	N/A	-	-	5,112,500	5,112,500	5,112,500	-	-	-
Sub Total Investments			\$ 30,000,000	\$ 30,138,100	\$ 30,050,306	\$ 30,145,300	\$ 30,148,771	\$ 7,200	\$ (3,470)	\$ 109,652	\$ 703,884
Sub Total - Operating and Capital Projects Reserve Funds			\$ 30,000,000	\$ 166,366,038	\$ 166,278,243	\$ 156,961,857	\$ 156,965,327	\$ (9,404,181)	\$ (3,470)	\$ 534,138	\$ 2,665,675
Bonds, Debt Service, and Other Restricted Funds											
Pool Accounts											
LSIP Corporate Overnight Plus Fund - GOB Debt Service	3.8019%	N/A	N/A	8,082,874	8,082,874	8,740,349	8,740,349	657,475	N/A	27,801	100,834
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	3.8019%	N/A	N/A	-	-	-	-	-	N/A	-	1,652
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	3.8019%	N/A	N/A	42,028	42,028	131	131	(41,896)	N/A	131	975
U.S. Treasury Securities SLGS Demand Deposit - 2021 Bond Proceeds	2.8400%	N/A	N/A	1,170,209	1,170,209	-	-	(1,170,209)	N/A	2,876	20,103
U.S. Treasury Securities SLGS Demand Deposit - 2022 Bond Proceeds	2.8400%	N/A	N/A	40,955,953	40,955,953	42,267,970	42,267,970	1,312,017	N/A	97,408	739,674
LSIP Corporate Overnight Plus Fund - Biotech	3.8019%	N/A	N/A	8,235,277	8,235,277	7,966,187	7,966,187	(269,090)	N/A	26,558	158,413
Sub Total Pool Accounts			\$ N/A	\$ 58,486,341	\$ 58,486,341	\$ 58,974,638	\$ 58,974,638	\$ 488,297	\$ N/A	\$ 154,775	\$ 1,021,650
Sub Total - Bond and Debt Service Funds			\$ N/A	\$ 58,486,341	\$ 58,486,341	\$ 58,974,638	\$ 58,974,638	\$ 488,297	\$ N/A	\$ 154,775	\$ 1,021,650
Grand Total - Cash, Cash Equivalents, and Investments			\$ 30,000,000	\$ 224,852,378	\$ 224,764,584	\$ 215,936,494	\$ 215,939,965	\$ (8,915,884)	\$ (3,470)	\$ 688,913	\$ 3,687,325

San Jacinto College Foundation
Financial Statements
March 2026

San Jacinto College Foundation
Statement of Financial Position
As of March 31, 2026

ASSETS	Current Year	Last Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$2,538,416	\$1,854,060	\$684,356
Promise (Endowed)	7,263	13,735	(6,472)
Total Checking/Savings	2,545,679	1,867,795	677,884
Accounts Receivables	1,553,646	2,755,505	(1,201,859)
Other Current Assets			
Short Term Investments			
Goldman Sachs - Promise (Non-Endowed)	81,422	1,939,855	(1,858,433)
Goldman Sachs - Promise (Endowed)	31,452,962	26,931,660	4,521,302
Goldman Sachs - FDN - HOE	344,860	370,146	(25,286)
Goldman Sachs - FDN	17,435,391	15,696,479	1,738,912
Total SJC Short Term Investments	49,314,634	44,938,139	4,376,495
Total Current Assets	53,413,959	49,561,439	3,852,520
TOTAL ASSETS	53,413,959	49,561,439	3,852,520
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	97,061	140,757	(43,695)
Programs Payable	2,030	2,030	-
Endowments Payable	180,402	296,184	(115,782)
Scholarship Payables	823,774	1,059,403	(235,629)
Promise Payables	736,961	898,738	(161,776)
Student Success Payables	53,182	34,526	18,656
Total Accounts Payable	1,893,410	2,431,637	(538,227)
Total Current Liabilities	1,893,410	2,431,637	(538,227)
Total Liabilities	1,893,410	2,431,637	(538,227)
NET ASSETS			
Net Assets Without Donor Restrictions	28,358,466	28,152,697	205,769
Net Assets With Donor Restrictions	21,220,500	15,805,921	5,414,579
Net Assets	49,578,966	47,768,042	5,620,348
Net Income	1,941,583	(638,240)	2,579,822
Total Net Assets	51,520,549	47,129,802	4,390,747
TOTAL LIABILITIES & NET ASSETS	\$53,413,959	\$49,561,439	\$3,852,520

San Jacinto College Foundation
Statement of Activities
For the Period Ending March 31, 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	1,482,609	176,068	1,306,541	2,800,000	53.0%
Program Sponsorship	136,358	175,310	(38,952)	1,400,000	9.7%
Unrestricted Foundation	60,027	13,143	46,883	100,000	60.0%
Scholarships	253,907	331,811	(77,904)	400,000	63.5%
Total Contributions	<u>2,699,901</u>	<u>1,269,247</u>	<u>1,430,654</u>	<u>6,600,000</u>	<u>40.9%</u>
Other Income					
Special Events	576,685	-	576,685	765,000	75.4%
Investment Income	1,305,846	1,139,757	166,089		
Realized Gain / (Loss)	(50,111)	(63,948)	13,837	3,000,000	82.6%
Unrealized Gain / (Loss)	1,222,127	787,410	434,717		
Total Other Income	<u>3,054,546</u>	<u>1,863,220</u>	<u>1,191,327</u>	<u>3,765,000</u>	<u>81.1%</u>
Total Income	<u>5,754,447</u>	<u>3,132,467</u>	<u>2,621,980</u>	<u>10,365,000</u>	<u>55.5%</u>
Expense					
Programs					
Scholarships Awarded - Promise	1,759,051	2,175,708	(416,658)	2,500,000	70.4%
Scholarships Awarded - FND	843,077	714,769	128,308	1,000,000	84.3%
Programs Sponsored	982,396	716,837	265,559	550,000	178.6%
Student Success Initiatives	81,600	54,461	27,139	150,000	54.4%
Total Programs	<u>3,666,123</u>	<u>3,661,775</u>	<u>4,348</u>	<u>4,200,000</u>	<u>87.3%</u>
Supporting Services					
Bad Debt Expense	1,850	-	1,850	3,500	52.9%
Supporting Services					
Foundation Expenses	114,312	85,399	28,912	189,500	60.3%
Fundraising Expenses	21,380	-	21,380	165,000	13.0%
Sponsorship Expenses	9,200	23,533	(14,333)	15,000	61.3%
Total Supporting Services	<u>144,892</u>	<u>108,932</u>	<u>35,960</u>	<u>369,500</u>	<u>39.2%</u>
Total Expense	<u>3,812,865</u>	<u>3,770,707</u>	<u>42,158</u>	<u>4,573,000</u>	<u>83.4%</u>
Net Ordinary Income	<u>1,941,583</u>	<u>(638,240)</u>	<u>2,579,822</u>	<u>5,792,000</u>	
Other Income / Expenses					
Increase/Decrease in Net Position	<u>\$1,941,583</u>	<u>(\$638,240)</u>	<u>\$2,579,822</u>	<u>\$5,792,000</u>	

Capital Improvement Program
March 2026

2015 Bond Program

Report as of March 31, 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	18,163	1,489,469	103,368	93.58%
Sub-total	28,000,000	(26,420,300)	1,579,700	31,300	1,611,000	18,163	1,489,469	103,368	93.58%
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	-	2,133,695	166,305	92.77%
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	71,609	3,838,136	13,934,286	21.91%
Admin									
76605A - CW Deferred Maintenance Phase I	-	27,101,359	27,101,359	427,385	27,528,744	-	27,528,744	-	100.00%
736610 - CW Deferred Maintenance Phase II	-	17,952,517	17,952,517	-	17,952,517	2,100,040	7,806,389	8,046,088	55.18%
736601 - Contingency	1,166,180	11,150,562	12,316,742	-	12,316,742	-	-	12,316,742	-
Sub-total	1,166,180	56,204,438	57,370,618	427,385	57,798,003	2,100,040	35,335,133	20,362,830	64.77%
Previously Completed and Closed Projects									
Sub-total	395,833,820	(48,269,225)	347,564,595	(458,685)	347,105,910	-	347,105,910	-	100.00%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	2,210,445	387,904,643	34,884,912	91.79%

Center for Biotechnology at Generation Park

Report as of March 31, 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	-	2,133,695	166,305	92.77%
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	-	8,919,631	166,305	98.17%

Interest Earnings per Bond Issue

Report as of March 31, 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	20,102	(2,438,620)	(683,312)	16,431
2022 Bond Issue Earnings (901617)	6,598,414	741,327	(2,875,016)	(3,281,767)	1,182,958
2023 Revenue Bond Earnings	41,184	975	(41,905)	-	254
TOTALS	22,768,381	762,404	(18,366,063)	(3,965,079)	1,199,643

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 March 31, 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	346,776	2,048,718	54,506	97.78%
DIST - Ellucian Saas (726927)	-	6,500,000	6,500,000	6,500,000	-	-	6,500,000	-
DIST - Communication System Modernization (726928)	-	1,350,000	1,350,000	1,350,000	-	-	1,350,000	-
Capital Reserve Contingency (726504)	-	7,261,539	7,261,539	7,261,539	-	-	7,261,539	-
TOTALS	-	17,561,539	17,561,539	17,561,539	346,776	2,048,718	15,166,044	13.64%

Energy Conservation Project - CL442

Report as of March 31, 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	973	1,407,750	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	17,214	317,400	16,305	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	18,187	2,398,400	178,475	93.12%

Repair and Renovation

Report as of March 31, 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%
F26021 CC - C32 Air Dryer Replacement	-	7,207	7,207	7,207	7,207	-	-	100.00%
Sub-total	-	18,628	18,628	18,628	12,654	5,974	-	100.00%
North								
F26002 NC - NC Misc.Funds	-	1,950	1,950	1,950	-	-	1,950	-
Sub-total	-	1,950	1,950	1,950	-	-	1,950	-
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	133,061	21,479	12,460	92.54%
Sub-total	-	168,603	168,603	168,603	134,664	21,479	12,460	92.61%
Contingency (720700) - Major Repairs	250,000	(223,789)	26,211	26,211	-	-	26,211	-
Sub-total	250,000	(223,789)	26,211	26,211	-	-	26,211	-
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	(18,607)	231,393	231,393	160,484	45,964	24,945	89.22%

Projects Funded From Grants, Foundation, and Other Sources

Report as of March 31, 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	39,645	70,375	64.73%

Building Committee
San Jacinto Community College District
April 21, 2026

The Building Committee of the San Jacinto Community College District Board of Trustees met at 4:00 p.m., Tuesday, April 21, 2026, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

MINUTES

	Building Committee Meeting Attendees:	Board Members: Chad Burke (Acting Chair) and Dan Mims (Ex-officio member) Absent: Dr. Michelle Cantú-Wilson (Chair) and Judy Harrison Others: Dianne Duron, Carin Hutchins, Bryan Jones, Deborah Paulson, Charles Smith, and Bianca Torres
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Chad Burke called the meeting to order at 4:00 p.m.
II.	Roll Call of Board Members	Roll call of the Committee members was conducted by Acting Chair Chad Burke: Dr. Michelle Cantú-Wilson (Chair), Not Present Judy Harrison, Not Present Chad Burke, Present Dan Mims (Ex-officio member), Present
III.	Approval of Minutes from February 17, 2026	The Building Committee Meeting Minutes from February 17, 2026, were reviewed with a motion made by Dan Mims to accept the minutes which was seconded by Chad Burke.
IV.	Recommended Projects and Delivery Methods	A. Bond Funds 1. Consideration of Approval of Allocation of Capital Project Funds <ul style="list-style-type: none"> • The College is requesting approval to allocate a total of \$3,271,000 for the following: obtain an additional twenty (20) year warranty on the Building C11 (Allied Health) roof; execute the roof drain rerouting on Buildings S12 and N2 (Interactive Learning Centers) to protect the building foundation; make repairs to the envelope on Building S15 (Flickinger Fine Arts); and commission the solar generation assets on Buildings S7 (Academic Wing North), S9 (Academic Wing South), and S13 (Jones Classroom Building) at the South Campus. The funding source will be 2015 Bond contingency funds. 2. Consideration of Delegation of Authority to Contract for S15 (Flickinger Fine Arts Center) Roof and Envelope Repair

		<ul style="list-style-type: none"> • The College is requesting authorization to commence coating of the roof and repair of flashing, coping, and elastomeric sealant at the South Campus Flickinger Fine Arts (S15) building. • Pending successful contract negotiations, the cost of this project is not expected to exceed \$2,000,000. The project will be funded from the 2015 Bond Program deferred maintenance account. <p>3. Consideration of Delegation of Authority to Contract for Pavement Repair at the South Campus</p> <ul style="list-style-type: none"> • This project replaces sections of Coyote Boulevard, El Franco Lee Boulevard, and Rick Schneider Drive at the South Campus. • Pending successful contract negotiations, the cost of this project is not expected to exceed \$1,600,000, including contingency funds. The project will be funded from the 2015 Bond Program deferred maintenance account. <ul style="list-style-type: none"> ○ C. Burke asked if the road was owned by the city of Houston. ○ C. Smith replied that all roads on San Jacinto College campuses belong to the College. <p>4. Consideration of Delegation of Approval to Contract for S12 (Interactive Learning Center) Roof Drain Relocation</p> <ul style="list-style-type: none"> • This project will remove failing roof drains from beneath the building and reroute them through exterior walls and downward to protect the building’s structural integrity. • Pending successful contract negotiations, the cost of this project is not expected to exceed \$775,000. The project will be funded from the 2015 Bond Program deferred maintenance account. <p>B. Operating Funds</p> <p>1. None</p>
<p>V.</p>	<p>Bond Funds</p>	<p>A. Bond Funds (Reported by Charles Smith)</p> <p>1. Safety Metrics</p> <ul style="list-style-type: none"> • Zero Safety Incidents were reported. • The College maintains its safety posture by requiring a College Project Manager to be present at every critical project stage. <p>2. Progress Updates</p> <ul style="list-style-type: none"> • Central Campus – Allied Health Building (C11) Roof Repair <ul style="list-style-type: none"> ○ The roofing manufacturer will split the cost of labor with the College for the replacement roof coating. The amount requested from the College is \$101,000. This investment will provide a new coated roof valued at \$950,000 with a twenty-year “No Dollar Limit warranty.” • Central Campus – Slocomb Auditorium (C12) & Fine

		<p>Arts Center (C13) Roof Coating</p> <ul style="list-style-type: none"> ○ The College removed and reinstalled bricks to repair flashing and waterproofing that was allowing water into the Powell Arena Theater. Coating has been completed, and the smoke dampers have been refurbished. The cost of a silicone coating is approximately one third of the price of a new roof. Since it can be slippery in the presence of moisture, granules were added on the sloped sections of the auditorium roof. The College is waiting on curved copings to finish and close out this project. ● Central Campus – McCollum Building (C3) High and Mid Roof Upgrade <ul style="list-style-type: none"> ○ The project is 95% complete. Final project completion is pending the curved coping pieces to be fabricated and installed. The vendor has patched, primed and coated their portion of the roof as stipulated by the contract. They have also removed and replaced the water damaged insulation on the high roof. They installed new insulation and waterproofing to current code requirements. ● Central Campus – Fine Arts Center (C13) Air Handler Unit Replacement <ul style="list-style-type: none"> ○ The project includes the purchase and installation of new air handler units inside the building, so they are less susceptible to the elements. This is being procured under CSP 26-13 and will be considered for approval by the Board at the regular June 2026 meeting. ● South Campus – Flickinger Fine Arts (S15) Building Envelope <ul style="list-style-type: none"> ○ This project includes coating and repair of the flashing, coping, and installation of elastomeric sealant on the roof. ● South Campus – Softball Outbuilding & Dugouts <ul style="list-style-type: none"> ○ The main scope of work for the dugouts, the new outbuilding, and the new drains and pavement connecting the buildings have all been completed. ● South Campus – Science and Allied Health Building (S1) Skylight <ul style="list-style-type: none"> ○ This project will replace the skylight in the Summer of 2026. Prior to commencing work, the three pterosaur models hanging in the atrium will be removed and safety fencing will be installed around the lobby to protect students, faculty, and staff while the work is being performed. ● South Campus – Interactive Learning Center (S12) Roof Drain Relocation
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		<ul style="list-style-type: none"> ○ The high score on CSP-26-09 was also the lowest bidder. The firm was interviewed on April 20, 2026, and stated that all elements of the scope of work were included in their bid. This item is moving forward as a request for award. ● South Campus – Parker Williams Library (S10) Roof & Drain <ul style="list-style-type: none"> ○ This project focuses on addressing major drainage concerns at the Parker Williams Library. While twenty-four (24) of the roof drain lines were recently repaired, the overall gutter system has failed and needs to be completely rebuilt or rethought. There are also sixteen (16) drains running under the building that still need to be addressed before they cause greater structural problems. Right now, the gutters are badly corroded and deteriorated. The College has been advised that if we do not address this drainage concern soon, it could lead to even more damage, including having to replace large sections of plaster. ● South Campus – Academic Wing - North (S7), Academic Wing - South (S9), Jones Classroom Building (S13) Photovoltaic Solar Generation System <ul style="list-style-type: none"> ○ Full generation capacity of this project requires completion of the Transfer Trip switch by CenterPoint, which is expected next year. In the interim, CenterPoint will allow the College to engage approximately 80% of our generating capacity upon successful completion of interconnection testing. We are requesting \$320,000 for that purpose. The payback period on this investment is about four years. ● North Campus – Center for Industrial Technology (N33) Uvalde Road Sidewalk Installation <ul style="list-style-type: none"> ○ The College is in partnership with Harris County’s Precinct 2 to develop walkways along Uvalde Road. The College has received the alignment plans from the County’s engineer, confirming the path of the proposed walkway. ● North Campus – Interactive Learning Center (N2) Storm Drains <ul style="list-style-type: none"> ○ This project’s Competitive Seal Proposal (CSP) package will be issued following the start of the S12 (Interactive Learning Center) Roof Drain Project in order to capture any lessons learned. <p>3. Financial Reports</p> <ul style="list-style-type: none"> ● 2015 Bond – Report was presented with no further comments or questions. ● Center for Biotechnology at Generation Park – Report
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		<p>was presented without questions.</p> <ul style="list-style-type: none"> ○ C. Smith noted that since the projects are now all complete, this report will not be included in the financial reports going forward. ● Bond Interest Earnings – Report was presented without questions. <ul style="list-style-type: none"> ○ C. Hutchins explained that the College made the arbitrage payment to the IRS for the 2021 bonds. The final payment related to the 2022 bonds will be made in March 2027. ● Future Capital Projects – Report was presented with no further comments or questions. ● SECO (State Energy Conservation Office) LoneSTAR – Report was presented without questions. <ul style="list-style-type: none"> ○ C. Smith noted the projects were completed on time and within budget. This report will not be included in the financial reports going forward. SECO will now develop the repayment schedule. <p>B. Operating Funds (Reported by Bryan Jones)</p> <ol style="list-style-type: none"> 1. Safety Metrics <ul style="list-style-type: none"> ● Zero Safety incidents were reported. 2. Schedule Updates <ul style="list-style-type: none"> ● An overview of the current minor projects was presented with no further comments or questions. 3. Progress Updates <ul style="list-style-type: none"> ● The custodial services vendor transition from American Building Maintenance (ABM) to Commercial Cleaning Services (CCS) has been smooth for the first two months. There have been a few minor issues preparing the set-ups for events, but nothing that impacted the actual meeting or event. The College hosts approximately 1,500 events per year which range from five to ten person trainings/conferences to large-scale campus-wide events. <ul style="list-style-type: none"> ○ C. Burke asked how many people CCS employs with the San Jacinto College contract. ○ B. Jones replied 110 are currently employed and there are 120 positions available. ● The work order logging system has been improved to send progressive automatic updates on the customer’s maintenance requests. 4. Financial Reports <ul style="list-style-type: none"> ● Repair and Renovation - Report was presented without questions. <ul style="list-style-type: none"> ○ B. Jones mentioned there have been twenty-two (22) projects to date this year.
<p>VI.</p>	<p>Status of Delegation of Authority</p>	<p>Reviewed status of Delegation of Authority Summary</p> <ul style="list-style-type: none"> ○ C. Hutchins noted that while there are no current delegations to report, there will be delegations considered by the Board

		of Trustees at the May 2026 regular meeting which will be added to the next summary.
VII.	Adjournment	C. Burke adjourned the meeting at 4:28 p.m.

Action Item “IX”
Regular Board Meeting May 4, 2026
Consideration of Approval of Allocation of Capital Project Funds

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an allocation from the 2015 Bond Contingency to fund deferred maintenance.

BACKGROUND

In December 2020, the Board approved the initial allocation of 2015 Bond Contingency funds toward a package of deferred maintenance projects. Through March 31, 2026, \$47.4 million of bond contingency has been allocated in multiple tranches toward specific deferred maintenance projects. Such projects typically extend the life of the College’s physical assets and/or improve the quality of those assets.

The current request is for repairs to roofs, roof drains, and building envelopes as indicated in the attachment, as well as for commissioning of the South Campus solar generation capacity.

IMPACT OF THIS ACTION

Approval of this budget allocation will allow College staff to obtain an additional twenty year warranty on the Building C11 (Allied Health) roof; execute the roof drain rerouting on Buildings S12 and N2 (Interactive Learning Centers) to protect the building foundation; make repairs to the envelope on Building S15 (Flickinger Fine Arts); and commission the solar generation assets on Buildings S7 (Academic Wing-North), S9 (Academic Wing-South), and S13 (Jones Classroom Building) at the South Campus.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The cost of these projects is not expected to exceed \$3,271,000. Upon approval, funding will be allocated from the Contingency line to the Deferred Maintenance line of the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

This request was discussed with and supported by the Board’s Building Committee. Capital projects staff provide on-going management and monitoring of construction activities, which are included in monthly financial reports to the Board of Trustees and periodic reports to the Board Building Committee. These projects are expected to be completed within twelve months.

ATTACHMENTS

Attachment 1 – Allocation of Capital Project Funds

RESOURCE PERSONNEL

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

Attachment 1 – Allocation of Capital Project Funds

<u>Item</u>	<u>2015 Bond Contingency</u>
Beginning Balance	\$12,316,742
Health Science Building (C11) Roof Warranty Replacement	(101,000)
Interactive Learning Center (S12) Roof Drain Funding Increase (\$250,000 previously approved December 1, 2025 for a total of \$775,000)	(525,000)
Interactive Learning Center (N2) Roof Drain Funding Increase (\$250,000 previously approved December 1, 2025 for a total of \$775,000)	(525,000)
Flickinger Fine Arts (S15) Envelope Repairs Funding Increase (\$1,200,000 previously approved April 7, 2025 for a total of \$2,000,000)	(800,000)
South Campus Solar Commissioning (Project 733615) Funding Increase (\$43,372 remaining balance as of March 31, 2026 for a total of \$363,372)	(320,000)
Library (S10) Roof and Drain Reconfiguration	(1,000,000)
Ending Balance	<u>\$9,045,742</u>

Action Item “X”
Regular Board Meeting May 4, 2026

**Consideration of Approval of Policy III.3003.A, Ethical Conduct and Conflicts of Interest:
Employees – Second Reading**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revisions to Policy III.3003.A, Ethical Conduct and Conflicts of Interest: Employees.

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 topics are covered in this one procedure, it is both 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 being reviewed by the Board in Item XVIII of this meeting with approval in June 2026. Additionally, the single procedure has been split into two separate procedures: (1) Ethical Conduct: Employees (revised) and (2) Conflict of Interests: Employees (new).

IMPACT OF THIS ACTION

The revised policy and revised and new procedures were sent to the College community on April 1, 2026. No comments were received on the policy; however, several comments were received on the procedures (see highlights – attachments 6 and 8), and they have been incorporated as appropriate herein via track changes following conversations with the stakeholders.

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 revised policy and procedures 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, track)

Action Item “X”
Regular Board Meeting May 4, 2026

**Consideration of Approval of Policy III.3003.A, Ethical Conduct and Conflicts of Interest:
Employees – Second Reading**

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, track)

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: **Ethical Conduct and Conflict of Interest: Employees**

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: Employees (revised) and (2) Conflict of Interests: Employees (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: Employees (revised) and (2) Conflicts of Interest: Employees (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: Employees procedure:
 - Removed references to conflicts of interest topics.
 - Added a reference to the new Conflicts of Interest: Employees procedure.
 - Removed definitions that do not apply to this procedure.
- Within the new Conflicts of Interest: Employees 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: 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.b?, Conflicts of Interest: Employees 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.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.b, Conflicts of Interest: Employees 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 **documented** 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~~ 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 from an** other, 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

Attachment 8 – Proposed New, Track

- 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

Consideration of Approval of Policy IV.4005.C, Equal Opportunity Institution – Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the updates to Policy IV.4005.C, Equal Opportunity Institution.

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

The proposed policy and procedure were sent to the College community on April 1, 2026 through April 16, 2026. No comments were received. 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

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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 May 4, 2026

Consideration of Approval Policy III.3008.E, Workplace Violence – Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revised Policy III.3008.E, Workplace Violence.

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 revised policy and procedures were sent to the College community on April 1, 2026 through April 16, 2026. No comments were received on the policy; however, several comments were received on the procedures and they have been incorporated herein following conversations with the stakeholders (see tracked changes – attachment 5). Procedures are provided to the Board 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. 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 new, track)

RESOURCE PERSONNEL

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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 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 members of the community. ~~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 referred to the appropriate office. ~~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
- Community Members
- 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 Duty to Report

All employees ~~have a duty to report:~~are required to report the following:

- 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 Assessment Process

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~~ may be referred to the BIT/~~TAT~~ for assessment unless already addressed as a criminal matter.

Threat Assessment/Behavioral Intervention Team Process

BIT/TAT Composition

The BIT/~~TAT~~ may include representatives from:

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

Assessment Responsibilities of BIT

The BIT/~~TAT~~ will:

- Review reported behaviors and available information
- Evaluate credibility, severity, and potential escalation risk
- Consider historical behavior and contextual factors
- ~~Identify and implement interventions 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 student~~ support services
- ~~Academic or workplace accommodations~~ Implement appropriate interventions
- ~~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 safety 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 policies, procedures and state guidelines
- 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-campus community.

Protection from Retaliation

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

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 targetedindividualized 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.

Clery 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.

Attachment 5 – Proposed, Track

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.

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 “XIII”
Regular Board Meeting, May 4, 2026

Consideration of Approval of Policy III.3008.D, Business Continuity - Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve new Policy III.3008.D, Business Continuity.

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 through April 16, 2026. No comments were received.

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.

ATTACHMENTS

- Attachment 1 - Summary of Changes
- Attachment 2 - Policy III.3008.D, Business Continuity (proposed, new)

Action Item “XIII”
Regular Board Meeting, May 4, 2026

Consideration of Approval of Policy III.3008.D, Business Continuity - Second Reading

Informational Item Only:

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

RESOURCE PERSONNEL

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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 Director of Emergency Management
Owner

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

Consideration of Approval of Memorandum of Understanding with Huffman ISD for Dual Credit

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a Memorandum of Understanding (MOU) between San Jacinto Community College District (SJCCD) and Huffman Independent School District (ISD) to establish a dual credit partnership for academic core and technical dual credit coursework at the Generation Park campus.

BACKGROUND

Huffman Independent School District, located at 24302 FM 2100, Huffman, TX 77336, approached San Jacinto College in Spring 2026 to establish a dual credit program for students from its local high schools. The programs of interest include dual credit coursework in core academic and technical programs. This dual credit program will provide an opportunity for students to earn college credit by enrolling in academic courses while completing their high school education.

All provisions in the MOU follow the rules for Dual Credit Partnerships between Secondary Schools and Texas Public Colleges as outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D. The MOU will further the College’s dual credit program goals, which align with the goals of the Texas Higher Education Coordinating Board, to be included or referenced in the MOU.

IMPACT OF THIS ACTION

Approval of this MOU will allow the College and Huffman ISD to begin their dual credit partnership for the Generation Park location.

BUDGET INFORMATION

All elements related to the operation of the Dual Credit programs are contained within the 2025-2026 budget.

MONITORING AND REPORTING TIMELINE

The agreement shall become effective upon the date of execution and will continue through June 1, 2028.

ATTACHMENTS

Attachment 1 – Draft MOU

RESOURCE PERSONNEL

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This Memorandum of Understanding ("Agreement") is by and between the **San Jacinto Community College District**, a public community college established under Chapter 130 of the Texas Education Code, an institution of higher education under Section 61.003 of the Texas Education Code, and political subdivision of the State of Texas ("SJCCD" or "College") and the **Huffman Independent School District**, a public school district established by law and political subdivision of the State of Texas ("Huffman ISD" or "District") as of the effective date of **June 01, 2026** ("Effective Date"). Individually, SJCCD or Huffman ISD shall be referred to herein as "Party" and collectively, as "Parties."

The Parties agree to the following:

I. TERM

This Agreement shall commence on the Effective Date and expire on **June 01, 2028** ("Expiration Date") unless terminated earlier as set forth herein and conditioned upon any approvals required by the Texas Education Agency ("TEA") and the Texas Higher Education Coordinating Board ("THECB"). As used herein, the term "Term" shall mean the time period between the Effective Date and the Expiration Date.

II. WEBSITE

Both Parties agree to post a copy of this Agreement on their respective internet websites under Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.84 for Dual Credit partnerships between public school districts and Texas public institutions of higher education.

III. OVERVIEW

The College is committed to serving the students and communities of the greater Houston area through collaborative work with school districts in the College's service area. In Spring 2026, Huffman ISD and San Jacinto Community College met to explore opportunities for their ISD students to engage in Dual Credit coursework in core and technical programs. A major initiative promoting a college-going and college-graduation culture is the partnership between Huffman ISD and San Jacinto Community College District to establish a Dual Credit program. This Dual Credit program complies with Applicable Law (as hereinafter defined), including, without limitation, the laws and regulations set forth by the State of Texas for Dual Credit partnerships between secondary schools and Texas public colleges to offer Dual Credit to qualified students. The term 'partnership' as used in this Agreement refers to the Dual Credit partnerships as described in 19 Texas Administrative Code, Chapter 4, Subchapters D and G and 19 Texas Administrative Code, Chapter 9, Subchapter H. The applicable statutes and the foregoing regulations authorize Texas public institutions of higher education (as defined in Texas Education Code § 61.003, which includes

community colleges) to enter into agreements with secondary schools to offer courses that grant credit toward the student's high school curriculum requirements and college-level credit. The Parties agree to enter into this Agreement for the purpose of setting forth the roles and respective obligations of the Parties for the establishment of a Dual Credit program with courses offered on the Generation Park campus of SJCCD.

IV. NON-DISCRIMINATION

The College 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 per Applicable Law.

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

For more information on the College's non-discrimination policy, see [Board Policy IV-B: Policies on Equal Opportunity](#) and [Policy III.3006.D: Sexual Misconduct](#).

For more information on the District non-discrimination policy see, Board Policy [Huffman ISD Non-Discrimination Policy](#).

The District will designate a specific District official who is certified as a Title IX Investigator to serve as the authorized liaison for the SJCCD Office of Human Resources. The District official and the College's representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel or student matter.

The Parties acknowledge their respective duties and obligations to enforce their student codes of conduct and policies applicable to both students and staff, as well as investigate and address reports of concerns that implicate state and federal law, including, but not limited to, Title IX of the Education Amendments of 1974. To ensure that both Parties comply with these occasional overlapping obligations, the Parties agree that their designees responsible for discharging these duties will act cooperatively, communicate fully, and share information as permitted by Applicable Law.

V. APPLICABLE LAW

Both Parties agree to perform their respective obligations and operate the Dual Credit program in compliance with all applicable Federal, State, and local laws, implementing regulations, executive orders, and interpreting authorities including, but not limited to, the United States Constitution; the Texas Constitution, the Elementary and Secondary Education Act; the Individuals with Disabilities in Education Act ("IDEA"); the Family Educational Rights and Privacy Act of 1974 ("FERPA"); Title VI of the Civil Rights Act of 1964, as amended; Title VII of the Civil Rights Act; Title IX of the Education Amendments 1972 (20 U.S.C. § 1681 et seq.); Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008; the Age Discrimination Act of 1975; Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq; United States Department of Education requirements; the Texas Education Code, including, without limitation, Sections 28.009, 29.081, 29.908, 130.008, and other provisions governing early college high school programs and Dual Credit programs,

high school and college course requirements and credit, grading, graduation requirements, and credentialing ; Chapter 22 (Subchapter B as its relates to immunity and Subchapter C as related to criminal history background checks for services provided on a school district campus); Chapter 39 (accountability); the Texas Government Code, to the extent it applies to the subject matter of this Agreement, including, without limitation Chapter 551 (Open Meetings), Chapter 552 (Public Records), Chapter 573 (Nepotism), and the Chapter 2251 ("Prompt Pay Act"); Texas Labor Code; the record retention laws and conflicts of interest laws under the Texas Local Government Code; Texas Local Government Code, Chapter 271, Subchapter I; Title 19 of the Texas Administrative Code, including without limitation, Chapter 4, Subchapters D and G, and Chapter 9, Subchapter H, Section 102.109 (early college high schools), and Section 129.1027 (optional flexible school days); all TEA and THECB regulations, guidelines, program assurances, and blueprint applicable to early college high school and Dual Credit programs, courses and coursework, and personnel, including, without limitation, course conformity in accordance with the Lower Division Academic Course Guide Manual ("LDACGM") and the Workforce Education Course Manual ("WECM"); requirements of the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC") applicable to both Parties; any policy statements and guidance issued by TEA and other TEA requirements relating to public schools; any applicable local ordinances, including local building codes and regulations to the extent applicable to the delivery of services under this Agreement; any amendments to or recodification of the aforementioned laws; and the board policies of each of the Parties as they may be applicable to the subject matter of this Agreement (collectively, "Applicable Law").

VI. PURPOSE

The Parties agree to enter into this Agreement to set forth the roles and respective obligations of the Parties for the establishment and operation of the Program for eligible students, which will allow the students to earn college credit while simultaneously earning credit toward their high school graduation requirements. This Agreement encompasses all programs and initiatives under the dual credit programs as required by Applicable Law.

VII. ELIGIBLE COURSES

- a) Any courses offered for dual credit by SJCCD shall be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the THECB and listed in SJCCD's Core Curriculum, or as college-level workforce education courses in the current edition of Workforce Education Course Manual (WECM) adopted by the THECB, or a foreign language course.
- b) Courses offered for Dual Credit by SJCCD to the ISD will be in the following programs: (Academic core and Technical.)
- c) Prior to the commencement of the classes, the College and the District will develop a course equivalency crosswalk identifying the available courses and course credits that may be earned under this Agreement, including the number of credits that may be earned for each course completed. The final course equivalency crosswalk ("Crosswalk") will be attached to this Agreement as Appendix B and incorporated herein.
- d) Students should only take college courses listed on their college pathways degree plan listed on Degreeworks.

- e) Specific course offerings for the Program will be determined collaboratively between SJCCD and the District.
- f) A corresponding PEIMS high school course code as identified in the current PEIMS Data Standards manual adopted by the State Board of Education shall be provided by the District indicating the high school course(s) for which high school credit shall also be awarded.
- g) Developmental and remedial courses are not offered for dual credit.
- h) The College and the District agree that SJCCD policies and practices regulating dual credit courses will be followed.

VIII. STUDENT ELIGIBILITY REQUIREMENTS

- a) To be eligible for dual credit enrollment at SJCCD, the high school student must:
 - 1. Meet all requirements for standard admission to the College as outlined in the College's current College Catalog, as well as other requirements that may be imposed by the District.
 - 2. Must meet Dual Credit admissions and eligibility requirements as required by Applicable Law including, without limitation, the Texas Success Initiative (TSI) Assessment minimum passing scores established by the THECB.
 - 3. Must successfully complete established prerequisites for any College course as listed in the course description found in the current College Catalog.
- b) The District shall comply with all recruitment and notification requirements of Chapter 28 of the Texas Education Code and other Applicable Law.
- c) Students taking the TSIA at San Jacinto College will not be charged for their first attempt on any section of the Texas Success Initiative Assessment (TSIA). Students will be charged for any additional testing attempts at the current SJCCD Board-approved cost. The current cost is \$15.00 per section or \$30.00 for the entire assessment. The ISD or student will cover the cost of any additional attempts.
- d) The District will work with the College to make certain that all dual credit students are enrolled by the first day of class to help ensure student success.

IX. LOCATION OF CLASSES

The location of the Dual Credit Program courses will be held at the College's campus, high school campus, or an approved instructional site per SACSCOC standards. The College will comply with Applicable Law for offering courses at a distance. In addition, college courses taught electronically shall comply with the THECB's adopted Principles of Good Practice for Courses Offered Electronically. The College shall be responsible for the maintenance and operations at the SJCCD campus(es). For college classes taught at or on ISD facilities, the ISD shall be responsible for maintenance and operation at those facilities. Students must comply with all SJCCD policies, rules, and regulations relating to conduct while on College property.

X. TRANSPORTATION

SJCCD will not provide student transportation. Students are responsible for their own transportation. Students are required to attend classes at the College on days that constitute holidays or days off for the District when the College is open and operating classes. Students are required to ensure arrival at the College’s campus early enough to be on time for class.

If required and deemed necessary, the District will provide students with appropriate transportation under State law and District rules and procedures. If the District sponsors student transportation, the District agrees to schedule appropriate transportation to ensure arrival at the College’s campus early enough to allow students to be on time for class.

XI. STUDENT COMPOSITION OF CLASS

Dual credit students attending classes on an SJCCD campus will be in classes with students from the general College population.

XII. FACULTY SELECTION, SUPERVISION, COMPENSATION, AND EVALUATION

- a) The College shall select, hire, supervise, and evaluate all instructors of Dual Credit courses offered by the College, according to College and departmental policies and procedures. These instructors must meet the minimum requirements specified by the SACSCOC and Applicable Law and are subject to approval procedures used by the College to select faculty.
- b) Any non-academic incidents or complaints against Dual Credit Faculty teaching a College course are required to be reported to the Dual Credit Director and the College’s Office of Human Resources to the attention of the Director and/or Employee Relations Officers for investigation.
- c) The School District will designate a specific School District official that is certified as a Title IX Investigator to serve as the authorized liaison for San Jacinto College Office of Human Resources. The District official and the College’s representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter.
- d) The College shall be responsible for the payment of the salary, benefits, and employment taxes of its employees performing services for or at the high school.
- e) Each Party shall provide professional development opportunities to its own employees in the same or similar manner as provided to its other professional employees. Additionally, professional development for cross-over learning and collaboration will be planned and implemented by the ISD and the SJCCD Liaison when appropriate.

XIII. COURSE CURRICULUM, INSTRUCTION, AND GRADING

- a) The College shall ensure that all Dual Credit courses meet the same standards as any other College course with respect to the curriculum, materials, instruction, and method of student evaluation. These standards shall be upheld regardless of the student composition of the Dual Credit class.

Attachment 1

- b) The course syllabus will be available to students through the Blackboard Learning Management System. The syllabus will contain the following information: course description; learning outcomes; a list of required materials/textbook(s) for the course; the method(s) of instruction; grading policy; instructor’s office hours and location; method of student evaluation; general classroom policies including attendance; a calendar of lecture/discussion topics and assignment due dates; and other material deemed pertinent by the instructor.
- c) All faculty teaching Dual Credit students will follow the College Grading System as stated in the SJCCD Catalog as well as the grading criteria in the department approved syllabus.

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

- d) The College shall ensure that college courses taught for Dual Credit at any site for general college credit are substantially equivalent with respect to the contact hour requirements, curriculum, materials, instruction, and method/rigor of student evaluation. These standards must be reasonably upheld regardless of the student composition of the class.
- e) The primary responsibility for assigning College grades in a course belongs to the SJCCD faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinant. College and District officials will not interfere with the faculty member’s responsibility for assigning grades in the college-level course. Any grade appeals will be conducted in accordance with applicable SJCCD policies and procedures.
- f) Final grades shall be submitted by the College to the District’s high school in which the student is enrolled at the end of the semester through the secure online Dual Credit dashboard. The final course grade recorded for the College will be a letter grade. The ISD is responsible for determining the numerical grade equivalent for their students.

XIV. Students in the District will be responsible for their own textbooks, equipment, and supplemental materials required for classes. The College will make every effort to use free or low-cost open educational resources in Program courses. To assist with their success, required textbooks and materials must be available to each registered student on the first day of class. Exceptions must be discussed with the Dual Credit Director and the SJCCD instructional Department Chair and agreed upon by the Parties prior to the first day of class.

XV. ATTENDANCE / CALENDAR

- a) Dual Credit classes will align with the College Academic Calendar including SJCCD student holidays. Dual Credit students are required to attend classes at the College on days that constitute holidays or days off or emergency closures for the District when the College is open and operating classes. Exceptions may be arranged through collaboration between the College and the District. When the requested exception involves the final exam schedule for long semester classes, the College Department Chair and Division Dean must be involved in and approve the decision.
- b) College courses and exams should take reasonable priority over District activities. Dual Credit students are responsible for notifying their college instructor if they are missing any classes and must follow course policies on the syllabus concerning attendance.
- c) No changes will be made to the SJCCD scheduled course start and end times established for the semester. SJCCD class times must meet established State requirements for instructional minutes. SJCCD faculty members are not authorized to change the start and end times of their classes to meet the scheduling needs of the District.
- d) Students must report regularly and promptly to courses to ensure success. Failure to comply with this College policy may result in receiving a grade of an "FX" which translates to an F for excessive absences. Students are expected to actively participate in class and complete all assigned readings/assignments. Failure to participate may be considered an absence. Students are required to ensure arrival at the College's campus early enough to be on time for class.
- e) The Parties shall comply with Applicable Law in crediting attendance in the Program courses.
- f) All high school students are required to participate in required state, national and federal assessments administered by the ISD. SJCCD agrees to make reasonable accommodations in course scheduling and attendance so that students are not penalized in their college credit courses for their participation in the required state, national and federal assessments. The District shall notify SJCCD promptly of the testing and assessment schedule prior to the start of the affected term.

XVI. WITHDRAWAL FROM COLLEGE COURSES

- a) Dual Credit Program students wishing to withdraw from college courses must speak with the Dual Credit office and their high school counselor or other high school designated administrator to fully understand how the drop will impact their educational path at the high school and at SJCCD.
- b) All dates regarding withdrawal deadlines published on the SJCCD website shall apply to dual credit Program students. Once the final withdrawal deadline has passed, the student shall have no further opportunities for withdrawal thereafter and will receive the grade earned in the class.
- c) The District shall not implement any policy or procedure that prohibits or restricts a Dual Credit student from withdrawing from their college course.

XVII. TRANSCRIPTION OF CREDIT

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

XVIII. DATA SHARING; CONFIDENTIALITY OF EDUCATIONAL RECORDS

- a) The College and the District agree that each institution has an educational interest in the educational records and protected student data of the students enrolled in the Program. FERPA allows educational records and protected student data to be exchanged between the College and District for students in the Dual Credit Program without the consent of either the parents or the student.
- b) Data obtained will be used solely for the purposes described in the Agreement. The College and the District will notify designated individuals authorized to access the individual student or employee data for purposes outlined in the Agreement that they must maintain the confidentiality of all personally identifiable data and confidential information.
- c) Both Parties agree that they shall not permit any unauthorized disclosure of confidential student information in contravention of FERPA. Both Parties agree not to share information with third parties unless authorized to do so by Applicable Law. While in possession of protected student data, the College and the District shall permit only authorized employees as permitted under FERPA to have access to the data. Both Parties agree to store the data in a secure area and to prevent unauthorized access.
- d) To ensure the continued confidentiality and security of the data protected by FERPA, the College and District shall each independently employ industry best practices, both technically and procedurally to protect the data from unauthorized physical and electronic access.
- e) If the student is under 18, the parents still retain the right under FERPA to inspect and review any education records maintained by the District, including records that the College has disclosed.
- f) The College and the District agree to comply with all FERPA requirements to maintain the privacy of student data. Information on FERPA at the College can be found on the SJCCD website at <https://www.sanjac.edu/student-services/student-concerns/ferpa>.
- g) Data regarding student designation or participation in free and reduced lunch programs at the District will be collected and shared as deemed appropriate and as required for the implementation of the Financial Aid for Swift Transfer (FAST) program including the student's Public Education Information Management System (PEIMS) identifier and Texas State Data System (TSDS) ID.

XIX. ACADEMIC POLICIES AND STUDENT SUPPORT SERVICES

- a) Students in dual credit Program courses are eligible to utilize the same support services, learning resources, and benefits that are afforded all College students except in limited cases where the service would be duplicative of services provided by the District or where utilizing the College's services would not apply to the ECHS student such as College meal plans and mental health counseling.
- b) The School District may access the current College Catalog <https://publications.sanjac.edu/> and the current Student Handbook <https://publications.sanjac.edu/student-handbook/> from the website. All policies in the SJCCD Catalog and Student Handbook apply fully to Dual Credit students enrolled in the Program.
- c) The District will post information and a link to the SJCCD Dual Credit website on the ISD homepage. Information about SJCCD Dual Credit opportunities will be posted on the individual high school's College/Career or College Resources website.

- d) Both Parties will offer college advising services for Dual Credit students enrolled in the Program. The College and the District will establish common advising strategies and terminology related to Dual Credit and college readiness and will conduct periodic meetings to review and hone such strategies and terminology. The College offers advising services for Dual Credit students regarding transferability and applicability to baccalaureate degree plans of all college credit offered and earned and with interpreting their degree plan. In addition, the College advisor can assist Dual Credit students with navigating SJCCD's policies and procedures. The name of the SJCCD advisor responsible for Dual Credit is located on the SJCCD Dual Credit website. In active collaboration with the College, the District shall take whatever actions deemed reasonably necessary by the College to fully comply with the advising mandates delineated in TX SB 25 (2019) and TX SB 1324 (2019).
- e) The College provides a guide to the alignment of high school endorsements, Dual Credit courses, post-secondary pathways, credentials at the institution, and industry certifications, which can be found on the College's Dual Credit website. An individual pathway for each Dual Credit student enrolled in the Program will be developed and accessible to the student in Degreeworks.
- f) Tools to assist counselors, students, and families in selecting endorsements offered by Huffman ISD and choosing Dual Credit courses have been developed by TEA, THECB, and Texas Workforce Commission. Links to these tools are located on the Huffman ISD website and the SJCCD Dual Credit web page.
- g) The College and the District shall comply with Applicable Law with respect to a student's disabilities and need for accommodations. Students needing accommodations for SJCCD courses must meet with the Accessibility Services office. If the class is taught at SJCCD, the College will be responsible for providing the classroom accommodation and the SJCCD Accessibility Counselor will coordinate class accommodations with the District's high school counselor responsible for determining accommodations. If the class is taught by a member of the District faculty or at the District high school, the District's high school will be responsible for providing the classroom accommodations.
- h) The College provides informational sessions for students and parents regarding Dual Credit opportunities, benefits, costs, and resources. Sessions are available throughout the academic year upon request by the District. The College disseminates the most current Dual Credit information regarding enrollment, resources, and requirements for the Program on the College's Dual Credit website.

XX. STUDENT CONDUCT

- a) Students enrolled in the Dual Credit program at SJCCD are required to adhere to both the District and SJCCD policies, procedures, and regulations regarding facilities and equipment usage, and both SJCCD and the District's code of student conduct while at SJCCD facilities. The failure of any student to comply with the policies, procedures, and regulations will subject the student to appropriate action taken by the College and the District, including suspension and dismissal from the Program. All disciplinary action, including suspension and dismissal from the Program shall be in conformity with the codes of conduct of the parties. In the event of a conflict between the policies of the District and SJCCD, the Parties will collaborate to resolve any conflict. Any escalating student behavioral concerns or threats made by Dual Credit students against ISD or SJCCD properties must be reported to or shared with the Office of Student Rights and Responsibilities or the Dual Credit office in a timely manner so that the College is aware of potential risks and

concerns involving SJCCD property and personnel.

- b) Grievance or Complaint procedures for handling student complaints regarding college courses are applicable to all students including those enrolled in Dual Credit courses. Dual Credit students with general complaints, discrimination or harassment complaints, or complaints alleging sexual harassment, sexual assault, dating violence, domestic violence or stalking shall follow the complaint procedures as stated in the College's Code of Student Conduct at <https://publications.sanjac.edu/student-handbook/complaint-procedures/>. A student may report a grievance or complaint at the following link: https://cm.maxient.com/reportingform.php?SanJacCollege&layout_id=0.

XXI. ACCIDENTS/EMERGENCIES

Due to federally mandated reporting and procedural requirements applicable specifically to higher education institutions, the procedures set forth in this section will apply in the event any Dual Credit student, instructor, or administrator experiences a physical, mental, or emotional crisis including behavior, or a threat thereof, that is law-violating. Incidents or behaviors that may affect the safety and welfare of a student or students will also follow the provisions of this section. If such an event occurs while the individual is on SJC property or attending an SJC-sponsored event or activity off campus, the response to such incidents will be based on SJC policies, procedures, regulations, and guidelines. If such an event occurs while the individual is not on SJCCD property or attending a District-sponsored event or activity off campus, the response to such incidents will be based on District policies, procedures, regulations, and guidelines. Accordingly, while on SJC property, the policies and procedures of SJC related building use, emergency response, and safety shall apply, to the extent applicable. Both Parties agree to share all information regarding the event as soon as safely possible utilizing the agreed upon reporting processes.

XXII. CONCEALED HANDGUN NOTICE

Pursuant to Texas Senate Bill 11 (S.B. 11), and in accordance with SJCCD Policy III.3000.A: Campus Carry, a holder of a valid license to carry who is age 21 or older is authorized to possess a concealed handgun on SJCCD property. The policy also identifies certain campus locations and activities that a valid licensed-to-carry holder may be excluded from carrying a handgun due to previously existing State of Texas Statutes or exclusion zones identified by the College. More information can be found at <https://www.sanjac.edu/policy-iii3000a-campus-carry>.

XXIII. FUNDING

- a) State funding for Dual Credit courses is available to both the ISD and the College based on the current agreement between the Commissioner of Education and the Commissioner of Higher Education.
- b) Students enrolled in college courses at SJCCD campuses or at the high school location will be charged the appropriate SJCCD tuition and/or fee rate based on the residency requirements under Applicable Law. SJCCD will waive a portion of the student's tuition as approved by the Board of Trustees for college courses taken for Dual Credit. The remaining tuition and fees will be paid by the student to SJCCD. As of Fall 2023, the current waiver is 75% of tuition and fees for in-district and out-of-district students, and 76% of tuition and fees for out-of-state students.

- c) Students participating in the Financial Aid for Swift Transfer program will have books and course related materials paid for by the ISD.
- d) The College’s Board of Trustees reserves the right to adjust tuition and fees as deemed necessary or advisable during the year and will provide written notice to the District prior to any adjustments to tuition and fees being made. Upon receipt of this notice, the District shall have the option of terminating this Agreement, without liability or penalty upon thirty (30) days written notice to SJCCD.
- e) The costs for textbooks and/or materials for Dual Credit courses shall be the responsibility of the District or the student, not SJCCD. The required supplies will be available to students prior to the first day of class and should be purchased prior to classes starting to help facilitate student success.
- f) The District or the student, not SJCCD, will be responsible for costs associated with students re-taking a class including students who re-take classes because of failure or to obtain a higher grade, as well as those who take classes beyond the prescribed Associate degree plan.
- g) If the District will act as the third-party sponsor and will be responsible for remission of payment to SJCCD for District students enrolled in the Program including Dual Credit student tuition, fees, and books/materials as set forth in this Agreement. The District will provide a primary and secondary point of contact with appropriate contact information. SJCCD will process and remit the invoice after the official day of record for the specified term via email to the designated primary and secondary contact and any other personnel or departments desired by the District. Payment for invoiced amounts should be made to San Jacinto Community College District, to the address listed below, within 45-days of the billing date:

San Jacinto Community College District
Attn: Accts. Receivable
4624 Fairmont Parkway Ste. A2-214
Pasadena, TX. 77504

SJCCD Invoicing Contact:

Primary: Morgan Ball morgan.ball@sjcd.edu 281-991-2665

Secondary: Natalie Radocy natalie.radocy@sjcd.edu 281-998-6222

Huffman ISD Invoicing Contact:

Attention: Danielle Rankin drankin@huffmanisd.net

Billing Address:

24302 FM 2100

Huffman, TX 77336

XXIV. PROGRAM GOALS

In accordance with Applicable Law, including Texas Education Code § 28.009, SJCCD has developed specific program goals that align with the statewide goals and are listed in Appendix A. Additionally, the Parties include in the Crosswalk an alignment of endorsements described in Texas Education Code § 28.025 and the courses offered under the Program that apply toward those endorsements.

XXV. LIABILITY; INSURANCE

- a) To the extent permitted by Applicable Law, the District does hereby agree to release SJCCD and its trustees, employees, agents, officers, and representatives (collectively "College Parties") from any and all claims, losses, liabilities, damages, and debts arising from or caused by any act or omission of the District or any of its trustees, employees, agents, officers and representatives (collectively "District Parties"). To the extent permitted by Applicable Law, the College does hereby agree to release the District Parties from any and all claims, losses, liabilities, damages, and debts arising from or caused by any act or omission of the College or any of the College Parties.
- b) Each Party shall carry general liability insurance to cover against claims, liabilities, losses, and damages resulting from that Party's presence on SJCCD property and participation in the Program under this Agreement. Each Party shall cause its insurance policy to contain a waiver of subrogation against the other Party. Each Party shall carry other insurance as that Party deems advisable to protect against claims or liabilities that may result from participation in the Program under this Agreement.

XXVI. TERMINATION OF AGREEMENT

- a) Termination for Convenience. This Agreement may be terminated by either Party, with or without cause, upon 30 days prior written notice to the other Party. Notwithstanding the foregoing, in the event of such termination, any Huffman ISD students taking SJCCD college courses for Dual Credit at the time this Agreement is effectively terminated will be allowed to complete those courses notwithstanding the termination of this Agreement.
- b) Termination for Cause. In the event that either Party defaults in its obligations under this Agreement, the other Party may terminate the Agreement for cause and pursue any remedies under law or in equity. Notwithstanding the foregoing, except for Exigent Circumstances, the defaulting Party shall have thirty (30) days from notice of default in which to cure the default before the Party alleging the default terminates and pursues its remedies. For purposes of this Agreement, the term "Exigent Circumstances" shall mean (collectively and individually) any act, omission, failure, or breach that in the reasonable discretion of the Party alleging the breach or default may (I) pose a threat to the safety or well-being of persons; (II) pose an imminent danger to the premises of the other Party; (III) constitute a violation of Applicable Law; and/or (IV) result in the imposition of fines or penalties, for the other Party.
- c) Fiscal Funding Out. Notwithstanding anything in this Agreement regarding either Party allocating funds to undertake its responsibilities under this Agreement or to make payments under this Agreement, such obligations constitute a commitment of revenues for the current fiscal year only and does not create an impermissible debt. In the event that either the District's Board of Trustees or the College's Board of Trustees fails to obtain and appropriate funds for any fiscal year during the Term, despite its best efforts, then an event of non-appropriation ("Non-Appropriation") shall be deemed to have occurred. If a Non-Appropriation occurs, then: (i) the Party will provide immediate notice of such Non-Appropriation to the other Party and provide written notice of such failure by its governing body at least 45 days prior to the end of the then current fiscal year or if Non-Appropriation has not occurred by such date, immediately upon Non-Appropriation; and (ii) this Agreement shall terminate on the last day of the fiscal year for which funds were appropriated without penalty or expense to either Party except for any amounts owed during the period prior to the next fiscal year for which funds were not allocated.

XXVII. GENERAL PROVISIONS

- a) No Personal Liability; No Third-Party Liability; No Waiver. Nothing in this Agreement may be construed as creating any personal liability on the part of any officer, director, employee or agent of SJCCD or Huffman ISD, and the Parties expressly agree that the execution of this Agreement does not create any personal liability on the part of any officer, director, employee or agent of SJCCD or Huffman ISD. These provisions are solely for the benefit of the Parties hereto and not for the benefit of any person or entity not a party to this Agreement. No provisions shall be deemed a waiver of any defenses available by law, including, but not limited to, governmental immunity.
- b) Integrated Agreement; Modification. This Agreement, including any and all appendices and exhibits, contains the entire agreement between the Parties with respect to the Dual Credit Program and the subject matter herein and cannot be amended or modified except by written agreement signed by the Party against whom enforcement of the amendment or modification is sought.
- c) Governing Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the state in which the Premises are located, without regard to its choice of law or conflicts of law provisions. Exclusive venue for any proceeding or action with respect to this Agreement shall lie in a court of competent jurisdiction in the Harris County, Texas.
- d) Severability. The unenforceability, invalidity, or illegality of any provision shall not render any other provisions of this Agreement unenforceable, invalid, or illegal.
- e) Counterparts; Electronic Signatures and Transmission. This Agreement may be executed in two or more identical counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Parties consent to electronic signatures affixed to documents as though they had been physically signed. Additionally, the Parties consent to the electronic transmission of documents and communication, including any notices required under this Agreement.
- f) Relationship of the Parties. In the performance of their respective duties hereunder, the Parties hereto and their respective employees and agents, are at all times acting and performing as independent contractors of each other (notwithstanding the foregoing, employees of SJCCD and the District may teach college courses as adjunct professors of SJCCD, or through some other teaching arrangement, if such arrangement is approved in advance by the Parties). No Party will have the authority to act for or bind another Party in any respect or to incur or assume any expense, debt, obligation, liability, tax, or responsibility on behalf of or in the name of another Party hereto. Neither Party shall have control over the other Party with respect to its hours, times, employment, etc.

Executed as of the Effective Date:

SAN JACINTO COMMUNITY COLLEGE DISTRICT

By: _____
Dr. Brenda Hellyer, Chancellor

Date: _____

HUFFMAN INDEPENDENT SCHOOL DISTRICT

By: _____
Dr. Angeles Perez, Superintendent
Memorandum of Understanding
Huffman ISD Dual Credit
June 2026

Date: _____

Appendix A

This Appendix A is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and the Independent School District.

Program Goals

STATE DUAL CREDIT GOALS	SJCCD DUAL CREDIT GOALS
<p>Goal 1: Independent school districts and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of Dual Credit, including enrollment and fee policies.</p> <p>Measures of Implementation: Examples of items to include in documentation:</p> <ul style="list-style-type: none"> • Collaboration between ISDs and IHE partner(s) to host informational sessions for students and parents on Dual Credit opportunities, benefits, and cost. • ISD and IHE Dual Credit webpages reflect the most current Dual Credit program information including enrollment and fee policies • Hosting dual credit 101 sessions for high school counselors. • Collaboration between ISDs and IHE partner(s) on a marketing campaign. • Documentation summarizing collaboration and outreach efforts of IHEs and secondary school partners will be readily available and posted. 	<p>Goal 1: The SJCCD Dual Credit program’s achievement of enrollment in postsecondary education goal is fully supported by outreach efforts to inform students and parents of the benefits and costs of Dual Credit are a major part of this goal, as included in the SJCCD Strategic Plan.</p> <p>Measures of Implementation include:</p> <ul style="list-style-type: none"> • Parent Night and Student Presentations • Website and associated College documents updated often to reflect policies, rules, and financial policies. • College staff presentations to ISD School Boards, as requested. • Dual Credit Director and administrators meet with ISD administrators about Dual Credit programming. • SJCCD Dual Credit office creates marketing posters and brochures to disseminate to the ISDs and homeschools. • SJCCD Dual Credit office maintains a record of visits and activities.
<p>Goal 2: Dual Credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.</p> <p>Metric: Examples of items included in analysis:</p> <ul style="list-style-type: none"> • Student enrollment in postsecondary after high school. • Time to degree completion. • Semester credit hours to degree. • Analysis of measures in enrollment in and persistence through postsecondary education, disaggregated by student subpopulation. 	<p>Goal 2: The SJCCD Dual Credit program’s successful transition to and acceleration through postsecondary education goal is to increase Dual Credit AA, AS, AAS, or certificate completion as included in the SJCCD Strategic Plan.</p> <p>Metric:</p> <ul style="list-style-type: none"> • Goals for both transfer and technical certificate and degree attainment assessed through internal databases, THECB data, and the National Student Clearinghouse data; all data are disaggregated based on race and ethnicity, gender, and age. • Time to degree completion tracked through internal data.

	<ul style="list-style-type: none"> • Semester credit hours to degree tracked through internal data. • Analysis of measures in enrollment in persistence through postsecondary education, disaggregated by student subpopulations, tracked through internal data. • Dual Credit office performs transcript audits to determine hours to degree and graduation options. • Dual credit office performs student advising with Dual Credit high school students per THECB rules.
<p>Goal 3: All Dual Credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.</p> <p>Metric: Examples of items included in analysis:</p> <ul style="list-style-type: none"> • Student enrollment in postsecondary after high school. • Time to degree completion. • Decrease in excess number of semester hours beyond required hours to degree completion. • Analysis of measures in enrollment and degree completion, disaggregated by student sub-population. 	<p>Goal 3: The SJCCD dual credit program will develop an effective bridge between secondary and postsecondary education to increase the number of high school graduates who are college ready, according to the policies of THECB and statute, as included in the SJCCD Strategic Plan.</p> <p>Metric:</p> <ul style="list-style-type: none"> • Student enrollment in postsecondary after high school is tracked through internal databases and THECB data; all data are disaggregated based on race and ethnicity, gender, and age, as well as specific ISD. • Using transcripts and testing, the Dual Credit office determines Dual Credit student college readiness, according to the methodologies set forth in statute and THECB policies. • SJCCD offers online test preparation through the PAA which is available to all Dual Credit students. • To decrease the excess hours to completion, the Dual Credit office creates a program completion plan for each student and maintains these in Degreeworks; Dual Credit students are tracked according to standard College processes. • SJCCD provides student support services for all Dual Credit students, as do the ISDs.
<p>Goal 4: The quality and rigor of Dual Credit courses will be sufficient to ensure student success in subsequent courses.</p> <p>Metric:</p>	<p>Goal 4: The SJCCD goal for Dual Credit students' performance in college-level coursework is to increase academic and career and technical education course completion, as included in the SJCCD Strategic Plan.</p>

<ul style="list-style-type: none">• Analysis of performance in subsequent course work.	<p>Metric:</p> <ul style="list-style-type: none">• SJCCD analyzes enrollment, completion, and success data of Dual Credit students by ISD. SJCCD analyzes success data for all students by course, by student, by instructor, and by mode of delivery.• SJCCD Institutional Research Office creates an ISD portfolio for each ISD with pertinent student data, including retention, course A-C success, and completion of certificates and/or degrees; all data are disaggregated by race and ethnicity, gender, and age.
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Appendix B

Appendix B is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and the Huffman Independent School District. Prior to the commencement of the classes, the College and the District will develop a final course equivalency crosswalk identifying the available courses and course credits that may be earned under this Agreement, including the number of credits that may be earned for each course completed.

Crosswalk of Huffman ISD Courses and SJCCD Courses

Appendix C

School District Title IX Investigator/Coordinator

As stated above, the School District will designate a specific School District official that is certified as a Title IX Investigator to serve as the authorized liaison for San Jacinto College Office of Human Resources. The School District official and the College's representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter.

The School District Liaison contact information is as follows:

School District Name: Huffman ISD

High School Name: Hargrave High School

Liaison's Name: Kristen Bailey

Position Title: Executive Director of Human Resources

Contact Phone Number: 281-324-1871

Email: kbailey@huffmanisd.net

Consideration of Approval Dual Credit Memoranda of Understanding Approval Processes

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor, or designee, to approve and execute renewal, amendments, or extension agreements for existing dual credit Memoranda of Understanding (MOUs) with independent school districts, private or charter schools, and other educational partners currently participating in the College's dual credit programs, in accordance with College policies and applicable state and federal regulations.

BACKGROUND

The College maintains ongoing partnerships with numerous school districts, private schools, and educational entities to provide dual credit opportunities that support student access and success. Allowing the Chancellor to approve renewal, amendments, or extensions with current partners ensures the timely continuation of these programs without interruption, maintains compliance with Texas Higher Education Coordinating Board and Texas Education Agency requirements, and upholds the College's commitment to strengthening established educational partnerships.

All provisions in any amended or extended MOU will follow the rules for Dual Credit and Early College High School Partnerships between Secondary Schools and Texas Public Colleges as outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D.

Amendments will be used to implement required or agreed-upon changes for an existing MOU. Extensions will be used to continue the term of an existing MOU. Neither amendments or extensions will not substantially change the original MOU. Any new or renewal agreements with existing educational partners or with new educational partners for dual credit programs or courses will still require specific Board of Trustees approval.

IMPACT OF THIS ACTION

Approval of this action ensures uninterrupted delivery of dual credit courses for high school students across the College's existing partners. It streamlines administrative processes and supports continued student access to early college opportunities.

BUDGET INFORMATION

All elements related to operation of the dual credit program at San Jacinto College are contained within the fiscal year 2026 budget and will be included in subsequent budgets.

MONITORING AND REPORTING TIMELINE

This authorization shall remain in effect until superseded or rescinded by further action of the Board.

ATTACHMENTS

None.

Consideration of Approval Dual Credit Memoranda of Understanding Approval Processes

RESOURCE PERSONNEL

Laurel Williamson
Joanna Zimmermann

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**Action Item “XVI”
Regular Board Meeting May 4, 2026
Consideration of Approval of the Awarding of a Posthumous Certificate –
Thomas Clayton Brown**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a posthumous certificate of recognition for Thomas Clayton Brown.

BACKGROUND

Policy VI.6000.E Awarding Posthumous Degrees and Procedure VI.6000.E.a, Awarding Posthumous Degrees allow San Jacinto College to award a degree or certificate of recognition to deceased students who meet the following criteria:

- 1) Student has completed 75% or more of the required courses for the degree;
- 2) Student was in classes at the time of death; and
- 3) Student was in good academic and financial standing with the College.

It is the policy of the College that posthumous degrees or certificates of recognition may be awarded to honor the accomplishment of its students who have died prior to completion of degree or certificate requirements.

To be recognized with a posthumous degree, the deceased student must have met 75 percent or more of the required courses for the degree. If a deceased student does not qualify for a posthumous degree, the student may be awarded a posthumous certificate of recognition for the completion of at least 12 credit hours.

Thomas Clayton Brown completed 62 percent (42 credit hours) of the courses required for an Associate of Science – Engineering degree. Clay was registered in classes at the time of his death and is in good standing with the College. He meets the criteria for a posthumous certificate of recognition.

IMPACT OF THIS ACTION

Information was verified by the College’s Registrar. The proposed certificate will be presented to the family of Thomas Clayton Brown.

BUDGET INFORMATION

No budgetary impact.

ATTACHMENTS

None.

RESOURCE PERSONNEL

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Action Item “XVII”
Regular Board Meeting May 4, 2026
Consideration of Approval of the Updated Board of Trustees Bylaws

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve the updated Board of Trustees Bylaws.

BACKGROUND

The Board of Trustees operates and functions in accordance with State and Federal statutes. The Board of Trustees developed its Bylaws to provide guidance, direction, and clarification on specific functions of the Board. The Board’s Bylaws have been in place for many years with periodic revisions. The most recent Board approval of a revision was June 7, 2021.

IMPACT OF THIS ACTION

The proposed revisions to the Board’s Bylaws clarify and update several areas which are notated in track changes. These Bylaws also reflect a new section on Ethics and Conflicts of Interest with reference to a new policy on conflicts of interest for trustees which is recommended for approval as an action item at the May 4 meeting as well.

Changes to the Bylaws were discussed with the Board at its workshops on March 2, 2026 and April 6, 2026. These revisions have been discussed with and guided by legal counsel.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

There are no budgetary implications.

MONITORING AND REPORTING TIMELINE

A review of the Board’s Bylaws will be completed regularly.

ATTACHMENTS

Attachment 1 – Current Bylaws with track changes of revisions

Attachment 2 – Proposed Bylaws – clean version

RESOURCE PERSONNEL

Brenda Hellyer

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~~San Jacinto Community College District~~

SAN JACINTO COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

BYLAWS

Adopted: March 2, 1981

Amended: February 3, 1992

Amended: May 6, 1996

Amended: November 3, 1997

Amended: March 5, 2007

Amended: June 5, 2017

Amended: March 5, 2018

Amended: June 4, 2018

Amended: October 1, 2018

Amended: June 7, 2021

Amendment: May 4, 2026 (Anticipated)

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The following rules and regulations shall constitute the Bylaws of the San Jacinto Community College District and shall govern the Board of Trustees and the officials of the College.

A. BOARD REPRESENTATION AND ELECTION

The San Jacinto Community College District (College) Board of Trustees (Board) is comprised of seven members who are elected for six-year terms in accordance with State statutes. Candidate information will be made available for interested parties based on the election order and the requirements of the Texas Election Code.

To hold the office of Trustee for the College, one must:

1. Be a qualified, registered voter according to the constitution and laws of the State of Texas.
2. Take the oath of office.
3. Serve without compensation.
4. Be a resident, as defined by Texas Election Code §1.015 and applicable law, of one of the independent school districts (ISDs) comprising the San Jacinto Community College Taxing District (College Taxing District) which includes: Channelview, Deer Park, Galena Park, La Porte, Pasadena, or Sheldon and certain areas of Clear Creek, Humble, and Pearland ISDs that are in the College Taxing District.

A person elected to serve as a Board member must remain a resident of the College Taxing District throughout the term of office. A Board member who ceases to reside in the College Taxing District vacates his or her office.

Regularly scheduled elections are held on the uniform election date in May in odd numbered years. The election of Trustees shall be at large by position, and regularly scheduled elections shall typically be for two or three Trustees for staggered terms of Trustee positions. A special election to fill a Board vacancy shall be conducted in the same manner as the College's general election except as may be provided by applicable provisions of the Texas Election Code. Election of Trustees shall include the number of Trustee positions required to constitute a Board of seven members to serve terms of six years. The Board of Trustees will order the election according to Texas Election Code.

The winning candidate for any position shall obtain a majority of the votes cast in the election for the position. If no candidate receives a majority of the votes cast for all candidates for a position, then the two candidates receiving the highest number of votes shall run against each other for the position. The runoff election for all positions shall be held according to the Texas Election Code and shall be ordered, notice given, and held, as for regular elections except as otherwise provided by statute.

Upon election, the Trustee shall take the official oath of office, and file it with the Chair of the Board. The oath may be administered, and a certificate of the fact given by an authorized person under Section 602.002 of the Government Code.

Attachment 1 – Proposed, Track

Any vacancy occurring on the Board through death, resignation, or otherwise, shall be filled by either a special election ordered by the Board to be held on the next uniform election date, or by appointment through a resolution of the Board.

If, upon determining that a vacancy exists, the Board of Trustees determines that it would like to consider filling the vacated Trustee position by appointment, the following procedures will apply:

1. The Board shall provide public notice of the vacancy.
2. The Board shall determine and include in the notice a definitive deadline for the period for responding to the notice, with the recommended time being at least two weeks.
3. Persons interested in being appointed to the Board shall submit to the Chancellor of the College a resume, supplemental documents, and a completed application form demonstrating that he/she is a resident of the College Taxing District.
4. The Board of Trustees shall review the resumes, supplemental documents, and application form of the applicants and may select a number of candidates to be interviewed.
5. The Board of Trustees shall interview candidates and may make a selection for a candidate or candidates to be brought forward for a vote of the Board.
6. In order for a recommended candidate to move forward as an appointed Trustee, a Board resolution must receive an affirmative vote of at least 80 percent of all current members of the Board of Trustees.

The person appointed to fill the unexpired term shall serve until the next regular election of members to the Board, at which time the position shall be filled by election for a term appropriately shortened to conform to what regularly would have been the length of the term for that position if the term has not otherwise expired.

Board members may be removed from office in accordance to Texas Const., Art. V, §24, Texas Local Government Code §§87.011-87.013, Texas Education Code §44.032, and Texas Education Code §130.0845.

B. BOARD DUTIES AND RESPONSIBILITIES

The chief duty of the Board is to provide leadership for the mission of the College and to honor the College's governance structure. In this regard, the Board:

1. Is expected to preserve the institutional independence and to defend its right to manage its own affairs through its administrators and employees.
2. Shall enhance the public image of the College.
3. Shall interpret the community to the College and interpret the College to the community.
4. Shall nurture the College to achieve its full potential within its role and mission.
5. Shall establish and periodically review the Vision and Mission statements and core values of the College.

Attachment 1 – Proposed, Track

6. Shall establish the College’s strategic plan and goals consistent with the vision and mission of the College and its focus on student success.
7. Shall provide for financial resources to adequately support the College’s institutional goals; accordingly, the Board will approve and authorize the annual budget and amendments, tuition and fees, debt funding, tax rates, real estate transactions, major capital projects, and other significant financial items.
8. Shall appoint the Chancellor (Chief Executive Officer) of the College, conduct periodic evaluations of the Chancellor’s performance, and approve the annual contract and compensation of the Chancellor.
9. Shall establish upon recommendation of the Chancellor of the College, the policies which govern the organization and operation.
10. Shall act as an appraisal body of judgment as recommendations may come to it through the administration.
11. Shall complete all State mandated training and in accordance with Texas Education Code §61.084 and §61.0841, as well as periodic training on any other topic relating to higher education the Board considers important.
12. Shall perform other duties required or authorized by applicable laws ~~or~~, regulations, or College policies.

The Board possesses and exercises its authority and duties as a collective body and functions only when it is convened in meetings. Except for appropriate duties and functions of the Board Chair, an individual member may not speak, obligate, or exercise authority in the name of the Board of Trustees unless specifically authorized by prior action of the Board.

The Board functions within the framework of laws, court decisions, attorney general’s opinions, and similar mandates and restrictions from external sources. It performs functions as specified by applicable laws and regulations.

The Board formulates and approves policies and delegates to the Chancellor of the College the function of administering policies and regulations. The Board is not involved in administrative details, but the Board’s review of administrative procedures and regulations may be undertaken if necessary, to the function of policy formulation. In the absence of appropriate policy, the Chancellor of the College may need to make decisions and exercise authority, but such actions are subject to subsequent review by the Board for determination as to the need for a policy statement.

If citizens bring a concern or complaint to an individual Trustee, the Trustee shall refer the citizen to the College Chancellor, who shall proceed according to appropriate Board policy or College procedure. This does not restrict the Board member from bringing the concern or complaint to the Board of Trustees.

C. STATEMENT OF BOARD CONDUCT

Each Trustee of the Board will strive to support the Vision and Mission statements and core values of the College and, to that end, shall adhere to the following standards:

Attachment 1 – Proposed, Track

1. Consistently uphold all applicable laws, rules, policies, and governance procedures.
2. Attend and participate in all regularly scheduled Board meetings insofar as possible and become well-informed concerning issues to be considered at those meetings.
3. Bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.
4. Work with other Board members to establish effective Board policies, delegate authority for the administration of the College to the Chancellor of the College, and act on behalf of the Board only with the official authorization of a majority of the members of the Board.
5. Work with other Board members to establish effective policies and practices prohibiting unlawful discrimination including conduct that constitutes sexual harassment.
6. Make policy decisions only after full consideration at publicly held Board meetings.
7. Render all decisions based on the available facts and independent judgment, refuse to surrender that judgment to individuals or special interest groups, and abide by and uphold the final majority of the Board.
8. Recognizing that the College adheres to the concepts of free speech and academic freedom, encourage the free expression of opinion by all Board members and seek systematic communications between Board and students, faculty, staff, administrators, and the community. Members should refrain from communicating with any such parties in a way that could be interpreted as having any official authority outside the meetings of the Board.
9. Refrain from any communications outside of officially posted Board gatherings among a quorum of Board members or any individual communications that constitute fewer than a quorum of members but the members engaging in the series of communications constitute a quorum of members.
10. Communicate to other Board members and the Chancellor of the College expressions of public reaction to Board policies and College programs.
11. Become informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by State and National community college organizations.
12. Support the employment of those persons best qualified to serve as College faculty, staff, and administrators; insist on a regular and impartial evaluation of all faculty, staff, and administrators; and respect the authority and responsibilities of College employees and external contractors to empower them to work without interference.
13. Work with other Trustees and with the Chancellor in a spirit of harmony and cooperation and in a manner that creates and sustains mutual respect.
14. Engage in no activity that could create a conflict of interest. See section D. Ethics and Conflicts of Interest below and Policy II.2002.B, Conflicts of Interests: Trustees for further information.
15. Refrain from using the Board position for personal or partisan gain.
- ~~16. Identify and disclose any actual or, potential or perceived conflict of interest (according to Chapter 171 of the Texas Local Government Code and College, as required under Policy III.3003.A and Procedure III.3003.A.a, Ethical Conduct and II.2002.B, Conflicts of Interest), Interests: Trustees, and act for the general public good regardless of personal relationships or business interests.~~

- ~~17.~~16. Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law, including all deliberations of the Board in Closed Sessions.
- ~~18.~~17. Remember always that the first and greatest concern must be the educational welfare of the students attending the College.
- ~~19.~~18. Refrain from any attempt to influence any operational decision, including but not limited to individual admissions, personnel or purchasing decisions except when such is an issue at a Board meeting; and no Trustee shall have any communications about a grievance with any person with a pending grievance.

The Board of Trustees shall have the authority to censure a Trustee who is found by the Board to have violated the Trustee’s duties, the Statement of Board Conduct, or any other provision of these Bylaws. In order for the Board to censure a Trustee, the Trustee must be found to have violated a specific statute or law or the Board Bylaws. Such a finding shall be made to the Board only after an investigation by the Board or the Board’s designee. The investigation must include an opportunity for the Board member to respond to the specific allegation(s) that the Trustee has breached. A censure of a Trustee will require a super majority (two thirds) vote of all members of the Board of Trustees. For purposes of this provision, “censure” shall mean a reprimand of a person through means of a written order or resolution for specified conduct.

D. ETHICS AND CONFLICTS OF INTEREST

Texas and federal law establishes standards of conduct for trustees regarding ethics and conflicts of interest. Ethical conduct means honesty, transparency, personal accountability, and an appreciation that as trustees of San Jacinto College, we are stewards of the public trust. This includes, but is not limited to, refraining from any behavior prohibited under Chapter 36 of the Texas Penal Code (Bribery and Corrupt Influence).

Requirements applicable to trustees concerning business interests, gifts, abstention and disclosure requirements and prohibited conduct are set forth in Texas Education Code Section 51.923 (Institutions of Higher Education), Texas Local Government Code Chapters 171 and 176 (Local Government Officials), and 2 CFR §200.318(c)(1) (Uniform Guidance for Federal Grant Award Recipients and Subrecipients). Trustees shall comply with such standards and requirements, as set forth in Policy II.2002.B, Conflicts of Interests: Trustees.

D.E. OFFICERS

The Board shall elect the following officers from among their members: Chair, Vice Chair, Secretary, Assistant Secretary, and other officers as deemed necessary.

The election of the officers shall take place at the first regular meeting of the Board of Trustees after the regular election of members of the Board of each election year or at any time thereafter in order to fill a vacancy. Election of officers shall occur immediately following the swearing in of those elected to the Board of Trustees. Officers of the Board shall be elected by a simple majority of the total membership of the Board.

The term of office for each officer shall be two years with no limit as to the number of terms which may be served.

The duties of the officers shall be as follows:

1. The Chair of the Board
 - a. Presides at all meetings of the Board of Trustees.
 - b. Enforces the Bylaws.
 - c. Signs official contracts and documents as required by statute or Board policy.
 - d. Recommends the appointment of all Board committees and chairpersons.
 - e. Performs such other duties as may be required by law or imposed by the Board of Trustees.
 - f. Shall be entitled to vote on all matters coming before the Board of Trustees.
 - g. Speaks on behalf of the Board.
 - h. Signs letters of support that do not materially obligate the College financially.
2. Vice Chair of the Board
 - a. Performs the duties of the Chair in the absence of the Chair.
 - b. Performs such other duties as may be required by law or imposed by the Board of Trustees.
3. Secretary
 - a. Serves as the official custodian of the minutes, books, records, and seal of the Board.
 - b. Presides at the meetings in the absence of the Chair and Vice Chair
 - c. Signs official contracts and documents as required by statute or Board policy.
 - d. Performs such other duties as may be required by law or imposed by the Board of Trustees.
4. Assistant Secretary
 - a. Shall act as Secretary in the absence of the Secretary.

F. COMMITTEES OF THE BOARD AND LIAISON POSITIONS

The Board of Trustees will perform its work as a committee of the whole, and all official actions of the Board shall occur at properly noticed meetings. However, the Board may establish standing or special committees to engage in review and discussion on behalf of the full Board. Committees should engage in activities which encompass the authority of the Board so that the work of the committee enhances the productivity and efficiency of the full Board. The Chair of the Board of Trustees may recommend and establish committees with the authorization of the Board of Trustees.

The Board of Trustees includes two regular standing committees. The committees are:

Attachment 1 – Proposed, Track

- a. Building Committee: The Building Committee may receive and review recommendations prior to recommending actions to the Board of Trustees for master planning and developing, including facility and infrastructure needs assessment, construction, and other capital improvement projects, budget requirements, bids and awarding contracts, major change orders, and acceptance of completed projects.
- b. Finance Committee: The Finance Committee may receive and review recommendations prior to recommending actions to the Board of Trustees for the annual audit report, investment policy changes and strategies, budget assumptions and updates, debt analysis, revenue and expense analysis, procurement recommendations, and other fiscal strategies and impacts. The Finance Committee also reviews the action plan, audit reports, and other recommendations from the College's Internal Audit Department.

The term of each standing committee will be for two years with no limit as to the number of terms which may be served. Committee appointments shall occur following the appointment of the Officers of the Board of Trustees.

The Chair, in consultation with the other Trustees, is authorized to appoint committee members and to designate the chairperson of the committees.

~~The For each Board committee, the~~ Chair of the Board of Trustees will serve as an ex-officio voting member and the Chancellor of the College will serve as an ex-officio ~~of each Board committeeenon-voting member.~~

The chairperson of the committee will include in the agenda of any open meeting an opportunity for members of the public to address the committee members, provided the citizen submits a "Request to Provide Public Comment" with the Executive Assistant to the Board or his/her designee, at least eight hours prior to the start of the posted meeting time. For committee meetings, public comment shall be permitted only for items on the agenda for such meetings.

For items on the agenda, public comment shall occur before or during the committee's consideration of the item. The time allotted each citizen or organization for public comment shall be no more than three (3) minutes with an additional two (2) minutes if requested by the chairperson or a fellow committee member, for further clarification and better understanding of an issue. The time allowed for public comment will be doubled for citizens or organizations who address the Board through a translator. Individuals must indicate at the time of signup if they will be accompanied by a translator.

Public comment shall be addressed to the chairperson and committee members. Public comment shall be limited solely to the matter indicated on the "Request to Provide Public Comment", assuming to topic relates to items on the agenda for that meeting, and the chairperson shall halt comments that do not address such matters. Should the speaker fail to restrict his or her comment to the stated subject, he or she shall be given one warning by the chairperson; if a second warning is required, then the speaker shall forfeit the remaining time allotment.

[Other particulars regarding public comment outlined in section G. Meetings of the Board of Trustees, 5. Public Comment may apply including decreasing the time limits, responses of committee members, displaying or distributing handouts, political speeches, and rules of order and decorum.](#)

Special committees may be appointed by the Chair of the Board of Trustees on authorization by the Board of Trustees. Such committees shall perform specific duties and when the work of the committee has been completed, the committee shall be automatically discharged. The function of all such special committees shall be fact-finding and advisory, but never legislative or administrative.

No committee shall have power to act unless specifically empowered by the Board of Trustees. If empowered to act, the committee shall report its action to the Board of Trustees at its next regular meeting.

All Trustees are welcome to attend any and all Board committee meetings. A notice of possible quorum shall be posted prior to all committee meetings in accordance with the provisions of the Texas Open Meetings Act.

A standing or special Board committee must have at least two Trustees present in order to advance items to be forwarded to the full Board of Trustees.

Up to three Trustees may serve as liaisons to the San Jacinto College Foundation Board of Directors. The Chair of the Board is authorized to select the liaison(s) and such determination will occur following the appointment of the Officers of the Board of Trustees

G. MEETINGS OF THE BOARD OF TRUSTEES

A regular meeting of the Board of Trustees shall be held on the first Monday of each month, at such hour and place as the Chair of the Board of Trustees may designate, provided such regular meetings may be recessed or changed from time to time upon proper notice as the Board of Trustees may direct. Generally, a workshop of the Board of Trustees shall be held on the same day as the regular meeting.

Special or emergency meetings of the Board of Trustees may be called by the Chair of the Board. The purpose of such meetings shall be indicated at the time the special or emergency meeting is called. Written notice of all special or emergency meetings including dates of such meetings shall be given to all members, whenever possible. Emergency meetings may be called without written notice upon a determination by the Board Chair or a majority of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

Strategic planning retreats of the Board of Trustees may be called by the Chair of the Board. The purpose of such retreats shall be indicated at the time a retreat is planned.

Items may be placed on the agenda for meetings of the Board of Trustees by the Chair of the Board, the Chancellor of the College, or by written request sent to the Board Chair by a member

of the Board with concurrence provided in writing from a second Board member. The request then shall be sent to the Chancellor of the College.

All official business of the Board of Trustees shall be transacted at regular, special, or emergency meetings of the Board of Trustees and will comply with Chapter 551 of the Texas Government Code (the Open Meetings Act).

Closed meetings will not be held unless the Board of Trustees has first convened in an open meeting for which notice has been given. If, during the open meeting, a closed session is necessary, the presiding officer of the Board of Trustees shall announce that a closed session will be held in accordance with Chapter 551 of the Texas Government Code (the Open Meetings law). All matters considered in a closed meeting are confidential, including conversations and materials. No person shall reveal these matters unless required by law.

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 meeting, then such final action, final decision or final vote shall be taken during either:

- A. The open session portion of the meeting upon the reconvening of the public meeting, or
- B. a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

QUORUM NECESSARY FOR TRANSACTION OF BUSINESS1. Quorum Necessary for Transaction of Business

A quorum for the transaction of College business shall consist of a majority of the membership of the Board of Trustees; if there is a belief by the Board that one or more members may need to leave the meeting such that the Board may not be able to maintain a quorum, the Board may adjourn the meeting to a specific time.

ORDER OF BUSINESS2. Order of Business

The order of business for regular meetings of the Board of Trustees will include the following items:

1. Call to Order
2. Roll Call of Board Members
3. Invocation and Pledges to the Flags
4. Special Announcements, Recognitions, Introductions, and Presentations
5. Student Success Presentations and Reports
6. Communications to the Board of Trustees
7. Public Comment
8. Informative Reports to the Board and Reports from Board Committees (when applicable)

9. Action Items
10. Purchasing Requests
11. 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, including the approval of Minutes from previous Board Meetings and the date of the next regularly scheduled meeting).
12. Items for Discussion/Possible Action (Items removed from the Consent Agenda or Items discussed in Closed Session, will be considered at this time)
13. Adjournment

RULES OF ORDER3. Rules of Order

The latest edition of Robert's Rules of Order shall govern the Board of Trustees in its deliberations, except where it is inconsistent with these Bylaws or any applicable law. All members of the Board may vote on matters to be decided by the Board unless excused by law.

MINUTES OF THE PROCEEDINGS4. Minutes of the Proceedings

Minutes of the proceedings of the Board of the previous meeting shall be included for approval at the next meeting or within a reasonable time frame for approval by the Board of Trustees. The minutes shall record the name of the person making a motion, the name of a person seconding it, and the vote. Minutes shall be succinct. Their basic function shall be the recording of official actions of the Board. Board members may request inclusion of statements or data that they deem vital to an adequate understanding of the minutes.

The official minutes shall be maintained in the College Chancellor's office.

PUBLIC COMMENT

5. Public Comment

The Chair of the Board of Trustees will include in the agenda of ~~that~~any open meeting an opportunity for members of the public to address the Board of Trustees, provided the citizen submits a "Request to Provide Public Comment" with the Executive Assistant to the Board or his/her designee, at least eight hours prior to the start of the posted meeting time. For work sessions and special meetings of the Board of Trustees, including emergency meetings or Board retreats, public comment shall be permitted only for items on the on the agenda for such meetings.

For items on the agenda, ~~the~~public comment shall occur before or during the Board's consideration of the item. The time allotted each citizen or organization for public comment shall be no more than ~~five (5)~~three (3) minutes with an additional ~~five (5)~~two (2) minutes if requested by the Chair or a fellow Trustee, for further clarification and better understanding of an issue. The time allowed for public comment will be doubled for citizens or organizations who address

the Board through a translator. Individuals must indicate at the time of signup if they will be accompanied by a translator.

For items not on the agenda, the time allotted each citizen or organization for public comment shall be no more than ~~five (5) minutes~~three (3) minutes, and such citizens may, at the discretion of the Board Chair, be heard at the end of the meeting.

Public comment shall be addressed to the Board Chair and the entire membership of the Board. Public comment shall be limited solely to the matter indicated on the “Request to Provide Public Comment”, and the Board Chair shall halt comments that do not address such matters. Should the speaker fail to restrict his or her comment to the stated subject, he or she shall be given one warning by the Board Chair; if a second warning is required, then the speaker shall forfeit the remaining time allotment.

Notwithstanding the general rule regarding speaking time, the Chair of the Board, in consultation with the other Trustees, reserves the right to decrease time limits when necessary for effective meeting management or if more than ten individuals sign up to address the board. In no case will an individual signed up to comment on an agenda item be given less than two minutes to address the Board. The Board reserves the right to reorder agenda items, limit or defer public comment on non-agenda items, or continue agenda items to subsequent meetings.

Because the policy of the College flows from the Board of Trustees acting as a whole and not from individual members of the Board of Trustees, remarks from citizens must be confined to activities pertaining to the College. Members of the Board of Trustees and/or administration may not comment or deliberate on any issue that is not posted on the agenda for the meeting but may recite existing policy or a statement of specific factual information in response to an inquiry, or state that the Chancellor or his/her designee may follow-up, when appropriate. Should a citizen or representative of a delegation or an organization wish to use the public comment time as a forum, documentation and evidence will not be required and an official response will not be made.

Should any citizen wish to display or distribute a handout or materials to the Board of Trustees or audience, ~~this~~such materials shall be submitted at the time that the “Request to Provide Public Comment” is completed. Such materials will be distributed by the Assistant to the Board or his/her designee at a time deemed appropriate by the Chair of the Board.

While citizens are urged to bring College matters to the Board of Trustees, no speech shall be permitted on behalf of any person running for political office, and no such literature pertaining to any form of electioneering will be permitted during the meeting.

The Board will enforce rules of order and decorum during the public comment period to ensure efficient meetings. A citizen’s right to address the Board may be withdrawn if the citizen engages in unlawful or disruptive conduct, including interrupting scheduled speakers, speaking out of turn, interfering with the rights of others, using abusive or indecent language, or engaging in disruptive or indecent verbal attacks of a Board member or employee of the College. This

provision shall not be interpreted to prohibit or limit speech that is critical of the Board, a Board member or the College.

The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution:

- Employee complaints: Policy IV-I: Policy on Employee Concerns and Grievances and Procedure 3-19: Employee Concerns and Grievances
- Student complaints: Policy VI.6004.C, Student Complaints and Procedure VI.6004.C.a, Student Complaints

H. CHANCELLOR AS THE CHIEF EXECUTIVE OFFICER

The Chancellor serves as the Chief Executive Officer of the College. The Chancellor reports to and is evaluated by the Board of Trustees and is not a presiding officer or member of the Board. The Board of Trustees establishes the College’s vision, mission, core values, and strategic plan. The Chancellor is responsible for implementing the College’s strategic direction and ensuring operations are consistent with the mission, vision, purpose, and core values and in compliance with State and Federal laws and regulations and accreditation guidelines. The Chancellor is also responsible for effectively implementing policies and regulations established by the Board of Trustees.

I. BOARD SELF-ASSESSMENT PROCESS

The San Jacinto College Board of Trustees recognizes the importance of employing an annual self-assessment questionnaire to evaluate the Board’s health and effectiveness. The process for the self-assessment will include each member completing the questionnaire. The results of the questionnaire will be compiled by the Board Secretary or Assistant Secretary. Such results will be distributed to the Board of Trustees and the Chancellor. The Board will schedule a work session to review and discuss its self-evaluation, address areas for follow-up, and set specific goals to pursue. The cycle will repeat itself annually. The self- assessment questionnaire will encompass questions regarding general areas of Board focus but may include additional questions specifically related to how successful the Board believes itself to have been in addressing its noted concerns or goals from a previous self-evaluation assessment.

J. REVISIONS OR AMENDMENTS TO THE BYLAWS

Revisions and amendments to these Bylaws must be reviewed at a regularly scheduled Board meeting or workshop. Such revisions or amendments will require the affirmative vote of four (4) Trustees at the next regularly scheduled meeting of the Board of Trustees.

(Effective March 2, 1981. Revised February 3, 1992; May 6, 1996; November 3, 1997; March 5, 2007; June 5, 2017; March 5, 2018; June 4, 2018; October 1, 2018; June 7, 2021)

SAN JACINTO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
BYLAWS

Adopted: March 2, 1981

Amended: February 3, 1992

Amended: May 6, 1996

Amended: November 3, 1997

Amended: March 5, 2007

Amended: June 5, 2017

Amended: March 5, 2018

Amended: June 4, 2018

Amended: October 1, 2018

Amended: June 7, 2021

Amendment: May 4, 2026 (Anticipated)

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The following rules and regulations shall constitute the Bylaws of the San Jacinto Community College District and shall govern the Board of Trustees and the officials of the College.

A. BOARD REPRESENTATION AND ELECTION

The San Jacinto Community College District (College) Board of Trustees (Board) is comprised of seven members who are elected for six-year terms in accordance with State statutes. Candidate information will be made available for interested parties based on the election order and the requirements of the Texas Election Code.

To hold the office of Trustee for the College, one must:

1. Be a qualified, registered voter according to the constitution and laws of the State of Texas.
2. Take the oath of office.
3. Serve without compensation.
4. Be a resident, as defined by Texas Election Code §1.015 and applicable law, of one of the independent school districts (ISDs) comprising the San Jacinto Community College Taxing District (College Taxing District) which includes: Channelview, Deer Park, Galena Park, La Porte, Pasadena, or Sheldon and certain areas of Clear Creek, Humble, and Pearland ISDs that are in the College Taxing District.

A person elected to serve as a Board member must remain a resident of the College Taxing District throughout the term of office. A Board member who ceases to reside in the College Taxing District vacates his or her office.

Regularly scheduled elections are held on the uniform election date in May in odd numbered years. The election of Trustees shall be at large by position, and regularly scheduled elections shall typically be for two or three Trustees for staggered terms of Trustee positions. A special election to fill a Board vacancy shall be conducted in the same manner as the College's general election except as may be provided by applicable provisions of the Texas Election Code. Election of Trustees shall include the number of Trustee positions required to constitute a Board of seven members to serve terms of six years. The Board of Trustees will order the election according to Texas Election Code.

The winning candidate for any position shall obtain a majority of the votes cast in the election for the position. If no candidate receives a majority of the votes cast for all candidates for a position, then the two candidates receiving the highest number of votes shall run against each other for the position. The runoff election for all positions shall be held according to the Texas Election Code and shall be ordered, notice given, and held, as for regular elections except as otherwise provided by statute.

Upon election, the Trustee shall take the official oath of office, and file it with the Chair of the Board. The oath may be administered, and a certificate of the fact given by an authorized person under Section 602.002 of the Government Code.

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Any vacancy occurring on the Board through death, resignation, or otherwise, shall be filled by either a special election ordered by the Board to be held on the next uniform election date, or by appointment through a resolution of the Board.

If, upon determining that a vacancy exists, the Board of Trustees determines that it would like to consider filling the vacated Trustee position by appointment, the following procedures will apply:

1. The Board shall provide public notice of the vacancy.
2. The Board shall determine and include in the notice a definitive deadline for the period for responding to the notice, with the recommended time being at least two weeks.
3. Persons interested in being appointed to the Board shall submit to the Chancellor of the College a resume, supplemental documents, and a completed application form demonstrating that he/she is a resident of the College Taxing District.
4. The Board of Trustees shall review the resumes, supplemental documents, and application form of the applicants and may select a number of candidates to be interviewed.
5. The Board of Trustees shall interview candidates and may make a selection for a candidate or candidates to be brought forward for a vote of the Board.
6. In order for a recommended candidate to move forward as an appointed Trustee, a Board resolution must receive an affirmative vote of at least 80 percent of all current members of the Board of Trustees.

The person appointed to fill the unexpired term shall serve until the next regular election of members to the Board, at which time the position shall be filled by election for a term appropriately shortened to conform to what regularly would have been the length of the term for that position if the term has not otherwise expired.

Board members may be removed from office in accordance to Texas Const., Art. V, §24, Texas Local Government Code §§87.011-87.013, Texas Education Code §44.032, and Texas Education Code §130.0845.

B. BOARD DUTIES AND RESPONSIBILITIES

The chief duty of the Board is to provide leadership for the mission of the College and to honor the College's governance structure. In this regard, the Board:

1. Is expected to preserve the institutional independence and to defend its right to manage its own affairs through its administrators and employees.
2. Shall enhance the public image of the College.
3. Shall interpret the community to the College and interpret the College to the community.
4. Shall nurture the College to achieve its full potential within its role and mission.
5. Shall establish and periodically review the Vision and Mission statements and core values of the College.
6. Shall establish the College's strategic plan and goals consistent with the vision and mission of the College and its focus on student success.

7. Shall provide for financial resources to adequately support the College’s institutional goals; accordingly, the Board will approve and authorize the annual budget and amendments, tuition and fees, debt funding, tax rates, real estate transactions, major capital projects, and other significant financial items.
8. Shall appoint the Chancellor (Chief Executive Officer) of the College, conduct periodic evaluations of the Chancellor’s performance, and approve the annual contract and compensation of the Chancellor.
9. Shall establish upon recommendation of the Chancellor of the College, the policies which govern the organization and operation.
10. Shall act as an appraisal body of judgment as recommendations may come to it through the administration.
11. Shall complete all State mandated training in accordance with Texas Education Code §61.084 and §61.0841, as well as periodic training on any other topic relating to higher education the Board considers important.
12. Shall perform other duties required or authorized by applicable laws, regulations or College policies.

The Board possesses and exercises its authority and duties as a collective body and functions only when it is convened in meetings. Except for appropriate duties and functions of the Board Chair, an individual member may not speak, obligate, or exercise authority in the name of the Board of Trustees unless specifically authorized by prior action of the Board.

The Board functions within the framework of laws, court decisions, attorney general’s opinions, and similar mandates and restrictions from external sources. It performs functions as specified by applicable laws and regulations.

The Board formulates and approves policies and delegates to the Chancellor of the College the function of administering policies and regulations. The Board is not involved in administrative details, but the Board’s review of administrative procedures and regulations may be undertaken if necessary, to the function of policy formulation. In the absences of appropriate policy, the Chancellor of the College may need to make decisions and exercise authority, but such actions are subject to subsequent review by the Board for determination as to the need for a policy statement.

If citizens bring a concern or complaint to an individual Trustee, the Trustee shall refer the citizen to the College Chancellor, who shall proceed according to appropriate Board policy or College procedure. This does not restrict the Board member from bringing the concern or complaint to the Board of Trustees.

C. STATEMENT OF BOARD CONDUCT

Each Trustee of the Board will strive to support the Vision and Mission statements and core values of the College and, to that end, shall adhere to the following standards:

1. Consistently uphold all applicable laws, rules, policies, and governance procedures.

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2. Attend and participate in all regularly scheduled Board meetings insofar as possible and become well-informed concerning issues to be considered at those meetings.
3. Bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.
4. Work with other Board members to establish effective Board policies, delegate authority for the administration of the College to the Chancellor of the College, and act on behalf of the Board only with the official authorization of a majority of the members of the Board.
5. Work with other Board members to establish effective policies and practices prohibiting unlawful discrimination including conduct that constitutes sexual harassment.
6. Make policy decisions only after full consideration at publicly held Board meetings.
7. Render all decisions based on the available facts and independent judgment, refuse to surrender that judgment to individuals or special interest groups, and abide by and uphold the final majority of the Board.
8. Recognizing that the College adheres to the concepts of free speech and academic freedom, encourage the free expression of opinion by all Board members and seek systematic communications between Board and students, faculty, staff, administrators, and the community. Members should refrain from communicating with any such parties in a way that could be interpreted as having any official authority outside the meetings of the Board.
9. Refrain from any communications outside of officially posted Board gatherings among a quorum of Board members or any individual communications that constitute fewer than a quorum of members but the members engaging in the series of communications constitute a quorum of members.
10. Communicate to other Board members and the Chancellor of the College expressions of public reaction to Board policies and College programs.
11. Become informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by State and National community college organizations.
12. Support the employment of those persons best qualified to serve as College faculty, staff, and administrators; insist on a regular and impartial evaluation of all faculty, staff, and administrators; and respect the authority and responsibilities of College employees and external contractors to empower them to work without interference.
13. Work with other Trustees and with the Chancellor in a spirit of harmony and cooperation and in a manner that creates and sustains mutual respect.
14. Engage in no activity that could create a conflict of interest. See section D. Ethics and *Conflicts of Interest* below and Policy II.2002.B, Conflicts of Interests: Trustees for further information.
15. Refrain from using the Board position for personal or partisan gain.
16. Identify and disclose any actual, potential or perceived conflict of interest, as required under Policy II.2002.B, Conflicts of Interests: Trustees, and act for the general public good regardless of personal relationships or business interests. Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law, including all deliberations of the Board in Closed Sessions.

17. Remember always that the first and greatest concern must be the educational welfare of the students attending the College.
18. Refrain from any attempt to influence any operational decision, including but not limited to individual admissions, personnel or purchasing decisions except when such is an issue at a Board meeting; and no Trustee shall have any communications about a grievance with any person with a pending grievance.

The Board of Trustees shall have the authority to censure a Trustee who is found by the Board to have violated the Trustee’s duties, the Statement of Board Conduct, or any other provision of these Bylaws. In order for the Board to censure a Trustee, the Trustee must be found to have violated a specific statute or law or the Board Bylaws. Such a finding shall be made to the Board only after an investigation by the Board or the Board’s designee. The investigation must include an opportunity for the Board member to respond to the specific allegation(s) that the Trustee has breached. A censure of a Trustee will require a super majority (two thirds) vote of all members of the Board of Trustees. For purposes of this provision, “censure” shall mean a reprimand of a person through means of a written order or resolution for specified conduct.

D. ETHICS AND CONFLICTS OF INTEREST

Texas and federal law establishes standards of conduct for trustees regarding ethics and conflicts of interest. Ethical conduct means honesty, transparency, personal accountability, and an appreciation that as trustees of San Jacinto College, we are stewards of the public trust. This includes, but is not limited to, refraining from any behavior prohibited under Chapter 36 of the Texas Penal Code (Bribery and Corrupt Influence).

Requirements applicable to trustees concerning business interests, gifts, abstention and disclosure requirements and prohibited conduct are set forth in Texas Education Code Section 51.923 (Institutions of Higher Education), Texas Local Government Code Chapters 171 and 176 (Local Government Officials), and 2 CFR §200.318(c)(1) (Uniform Guidance for Federal Grant Award Recipients and Subrecipients). Trustees shall comply with such standards and requirements, as set forth in Policy II.2002.B, Conflicts of Interests: Trustees.

E. OFFICERS

The Board shall elect the following officers from among their members: Chair, Vice Chair, Secretary, Assistant Secretary, and other officers as deemed necessary.

The election of the officers shall take place at the first regular meeting of the Board of Trustees after the regular election of members of the Board of each election year or at any time thereafter in order to fill a vacancy. Election of officers shall occur immediately following the swearing in of those elected to the Board of Trustees. Officers of the Board shall be elected by a simple majority of the total membership of the Board.

The term of office for each officer shall be two years with no limit as to the number of terms which may be served.

The duties of the officers shall be as follows:

Attachment 2 – Proposed, Clean

1. The Chair of the Board
 - a. Presides at all meetings of the Board of Trustees.
 - b. Enforces the Bylaws.
 - c. Signs official contracts and documents as required by statute or Board policy.
 - d. Recommends the appointment of all Board committees and chairpersons.
 - e. Performs such other duties as may be required by law or imposed by the Board of Trustees.
 - f. Shall be entitled to vote on all matters coming before the Board of Trustees.
 - g. Speaks on behalf of the Board.
 - h. Signs letters of support that do not materially obligate the College financially.

2. Vice Chair of the Board
 - a. Performs the duties of the Chair in the absence of the Chair.
 - b. Performs such other duties as may be required by law or imposed by the Board of Trustees.

3. Secretary
 - a. Serves as the official custodian of the minutes, books, records, and seal of the Board.
 - b. Presides at the meetings in the absence of the Chair and Vice Chair
 - c. Signs official contracts and documents as required by statute or Board policy.
 - d. Performs such other duties as may be required by law or imposed by the Board of Trustees.

4. Assistant Secretary
 - a. Shall act as Secretary in the absence of the Secretary.

F. COMMITTEES OF THE BOARD AND LIAISON POSITIONS

The Board of Trustees will perform its work as a committee of the whole, and all official actions of the Board shall occur at properly noticed meetings. However, the Board may establish standing or special committees to engage in review and discussion on behalf of the full Board. Committees should engage in activities which encompass the authority of the Board so that the work of the committee enhances the productivity and efficiency of the full Board. The Chair of the Board of Trustees may recommend and establish committees with the authorization of the Board of Trustees.

The Board of Trustees includes two regular standing committees. The committees are:

- a. **Building Committee:** The Building Committee may receive and review recommendations prior to recommending actions to the Board of Trustees for master planning and developing, including facility and infrastructure needs assessment, construction, and other capital improvement projects, budget

Attachment 2 – Proposed, Clean

requirements, bids and awarding contracts, major change orders, and acceptance of completed projects.

- b. Finance Committee: The Finance Committee may receive and review recommendations prior to recommending actions to the Board of Trustees for the annual audit report, investment policy changes and strategies, budget assumptions and updates, debt analysis, revenue and expense analysis, procurement recommendations, and other fiscal strategies and impacts. The Finance Committee also reviews the action plan, audit reports, and other recommendations from the College's Internal Audit Department.

The term of each standing committee will be for two years with no limit as to the number of terms which may be served. Committee appointments shall occur following the appointment of the Officers of the Board of Trustees.

The Chair, in consultation with the other Trustees, is authorized to appoint committee members and to designate the chairperson of the committees.

For each Board committee, the Chair of the Board of Trustees will serve as an ex-officio voting member and the Chancellor of the College will serve as an ex-officio non-voting member.

The chairperson of the committee will include in the agenda of any open meeting an opportunity for members of the public to address the committee members, provided the citizen submits a "Request to Provide Public Comment" with the Executive Assistant to the Board or his/her designee, at least eight hours prior to the start of the posted meeting time. For committee meetings, public comment shall be permitted only for items on the agenda for such meetings.

For items on the agenda, public comment shall occur before or during the committee's consideration of the item. The time allotted each citizen or organization for public comment shall be no more than three (3) minutes with an additional two (2) minutes if requested by the chairperson or a fellow committee member, for further clarification and better understanding of an issue. The time allowed for public comment will be doubled for citizens or organizations who address the Board through a translator. Individuals must indicate at the time of signup if they will be accompanied by a translator.

Public comment shall be addressed to the chairperson and committee members. Public comment shall be limited solely to the matter indicated on the "Request to Provide Public Comment", assuming to topic relates to items on the agenda for that meeting, and the chairperson shall halt comments that do not address such matters. Should the speaker fail to restrict his or her comment to the stated subject, he or she shall be given one warning by the chairperson; if a second warning is required, then the speaker shall forfeit the remaining time allotment.

Other particulars regarding public comment outlined in section G. Meetings of the Board of Trustees, 5. Public Comment may apply including decreasing the time limits, responses of committee members, displaying or distributing handouts, political speeches, and rules of order and decorum.

Special committees may be appointed by the Chair of the Board of Trustees on authorization by the Board of Trustees. Such committees shall perform specific duties and when the work of the committee has been completed, the committee shall be automatically discharged. The function of all such special committees shall be fact-finding and advisory, but never legislative or administrative.

No committee shall have power to act unless specifically empowered by the Board of Trustees. If empowered to act, the committee shall report its action to the Board of Trustees at its next regular meeting.

All Trustees are welcome to attend any and all Board committee meetings. A notice of possible quorum shall be posted prior to all committee meetings in accordance with the provisions of the Texas Open Meetings Act.

A standing or special Board committee must have at least two Trustees present in order to advance items to be forwarded to the full Board of Trustees.

Up to three Trustees may serve as liaisons to the San Jacinto College Foundation Board of Directors. The Chair of the Board is authorized to select the liaison(s) and such determination will occur following the appointment of the Officers of the Board of Trustees

G. MEETINGS OF THE BOARD OF TRUSTEES

A regular meeting of the Board of Trustees shall be held on the first Monday of each month, at such hour and place as the Chair of the Board of Trustees may designate, provided such regular meetings may be recessed or changed from time to time upon proper notice as the Board of Trustees may direct. Generally, a workshop of the Board of Trustees shall be held on the same day as the regular meeting.

Special or emergency meetings of the Board of Trustees may be called by the Chair of the Board. The purpose of such meetings shall be indicated at the time the special or emergency meeting is called. Written notice of all special or emergency meetings including dates of such meetings shall be given to all members, whenever possible. Emergency meetings may be called without written notice upon a determination by the Board Chair or a majority of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

Strategic planning retreats of the Board of Trustees may be called by the Chair of the Board. The purpose of such retreats shall be indicated at the time a retreat is planned.

Items may be placed on the agenda for meetings of the Board of Trustees by the Chair of the Board, the Chancellor of the College, or by written request sent to the Board Chair by a member of the Board with concurrence provided in writing from a second Board member. The request then shall be sent to the Chancellor of the College.

Attachment 2 – Proposed, Clean

All official business of the Board of Trustees shall be transacted at regular, special, or emergency meetings of the Board of Trustees and will comply with Chapter 551 of the Texas Government Code (the Open Meetings Act).

Closed meetings will not be held unless the Board of Trustees has first convened in an open meeting for which notice has been given. If, during the open meeting, a closed session is necessary, the presiding officer of the Board of Trustees shall announce that a closed session will be held in accordance with Chapter 551 of the Texas Government Code (the Open Meetings law). All matters considered in a closed meeting are confidential, including conversations and materials. No person shall reveal these matters unless required by law.

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 meeting, then such final action, final decision or final vote shall be taken during either:

- A. The open session portion of the meeting upon the reconvening of the public meeting, or
- B. a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

1. Quorum Necessary for Transaction of Business

A quorum for the transaction of College business shall consist of a majority of the membership of the Board of Trustees; if there is a belief by the Board that one or more members may need to leave the meeting such that the Board may not be able to maintain a quorum, the Board may adjourn the meeting to a specific time.

2. Order of Business

The order of business for regular meetings of the Board of Trustees will include the following items:

1. Call to Order
2. Roll Call of Board Members
3. Invocation and Pledges to the Flags
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9. Action Items
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11. 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, including the approval of Minutes from previous Board Meetings and the date of the next regularly scheduled meeting).

12. Items for Discussion/Possible Action (Items removed from the Consent Agenda or Items discussed in Closed Session, will be considered at this time)
13. Adjournment

3. Rules of Order

The latest edition of Robert's Rules of Order shall govern the Board of Trustees in its deliberations, except where it is inconsistent with these Bylaws or any applicable law. All members of the Board may vote on matters to be decided by the Board unless excused by law.

4. Minutes of the Proceedings

Minutes of the proceedings of the Board of the previous meeting shall be included for approval at the next meeting or within a reasonable time frame for approval by the Board of Trustees. The minutes shall record the name of the person making a motion, the name of a person seconding it, and the vote. Minutes shall be succinct. Their basic function shall be the recording of official actions of the Board. Board members may request inclusion of statements or data that they deem vital to an adequate understanding of the minutes.

The official minutes shall be maintained in the College Chancellor's office.

5. Public Comment

The Chair of the Board of Trustees will include in the agenda of any open meeting an opportunity for members of the public to address the Board of Trustees, provided the citizen submits a "Request to Provide Public Comment" with the Executive Assistant to the Board or his/her designee, at least eight hours prior to the start of the posted meeting time. For work sessions and special meetings of the Board of Trustees, including emergency meetings or Board retreats, public comment shall be permitted only for items on the on the agenda for such meetings.

For items on the agenda, public comment shall occur before or during the Board's consideration of the item. The time allotted each citizen or organization for public comment shall be no more than three (3) minutes with an additional two (2) minutes if requested by the Chair or a fellow Trustee, for further clarification and better understanding of an issue. The time allowed for public comment will be doubled for citizens or organizations who address the Board through a translator. Individuals must indicate at the time of signup if they will be accompanied by a translator.

For items not on the agenda, the time allotted each citizen or organization for public comment shall be no more than three (3) minutes, and such citizens may, at the discretion of the Board Chair, be heard at the end of the meeting.

Attachment 2 – Proposed, Clean

Public comment shall be addressed to the Board Chair and the entire membership of the Board. Public comment shall be limited solely to the matter indicated on the “Request to Provide Public Comment”, and the Board Chair shall halt comments that do not address such matters. Should the speaker fail to restrict his or her comment to the stated subject, he or she shall be given one warning by the Board Chair; if a second warning is required, then the speaker shall forfeit the remaining time allotment.

Notwithstanding the general rule regarding speaking time, the Chair of the Board, in consultation with the other Trustees, reserves the right to decrease time limits when necessary for effective meeting management or if more than ten individuals sign up to address the board. In no case will an individual signed up to comment on an agenda item be given less than two minutes to address the Board. The Board reserves the right to reorder agenda items, limit or defer public comment on non-agenda items, or continue agenda items to subsequent meetings.

Because the policy of the College flows from the Board of Trustees acting as a whole and not from individual members of the Board of Trustees, remarks from citizens must be confined to activities pertaining to the College. Members of the Board of Trustees and/or administration may not comment or deliberate on any issue that is not posted on the agenda for the meeting but may recite existing policy or a statement of specific factual information in response to an inquiry, or state that the Chancellor or his/her designee may follow-up, when appropriate. Should a citizen or representative of a delegation or an organization wish to use the public comment time as a forum, documentation and evidence will not be required and an official response will not be made.

Should any citizen wish to display or distribute a handout or materials to the Board of Trustees or audience, such materials shall be submitted at the time that the “Request to Provide Public Comment” is completed. Such materials will be distributed by the Assistant to the Board or his/her designee at a time deemed appropriate by the Chair of the Board.

While citizens are urged to bring College matters to the Board of Trustees, no speech shall be permitted on behalf of any person running for political office, and no such literature pertaining to any form of electioneering will be permitted during the meeting.

The Board will enforce rules of order and decorum during the public comment period to ensure efficient meetings. A citizen’s right to address the Board may be withdrawn if the citizen engages in unlawful or disruptive conduct, including interrupting scheduled speakers, speaking out of turn, interfering with the rights of others, using abusive or indecent language, or engaging in disruptive or indecent verbal attacks of a Board member or employee of the College. This provision shall not be interpreted to prohibit or limit speech that is critical of the Board, a Board member or the College.

The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution:

- Employee complaints: Policy IV-I: Policy on Employee Concerns and Grievances and Procedure 3-19: Employee Concerns and Grievances

- Student complaints: Policy VI.6004.C, Student Complaints and Procedure VI.6004.C.a, Student Complaints

H. CHANCELLOR AS THE CHIEF EXECUTIVE OFFICER

The Chancellor serves as the Chief Executive Officer of the College. The Chancellor reports to and is evaluated by the Board of Trustees and is not a presiding officer or member of the Board. The Board of Trustees establishes the College’s vision, mission, core values, and strategic plan. The Chancellor is responsible for implementing the College’s strategic direction and ensuring operations are consistent with the mission, vision, purpose, and core values and in compliance with State and Federal laws and regulations and accreditation guidelines. The Chancellor is also responsible for effectively implementing policies and regulations established by the Board of Trustees.

I. BOARD SELF-ASSESSMENT PROCESS

The San Jacinto College Board of Trustees recognizes the importance of employing an annual self-assessment questionnaire to evaluate the Board’s health and effectiveness. The process for the self-assessment will include each member completing the questionnaire. The results of the questionnaire will be compiled by the Board Secretary or Assistant Secretary. Such results will be distributed to the Board of Trustees and the Chancellor. The Board will schedule a work session to review and discuss its self-evaluation, address areas for follow-up, and set specific goals to pursue. The cycle will repeat itself annually. The self- assessment questionnaire will encompass questions regarding general areas of Board focus but may include additional questions specifically related to how successful the Board believes itself to have been in addressing its noted concerns or goals from a previous self-evaluation assessment.

J. REVISIONS OR AMENDMENTS TO THE BYLAWS

Revisions and amendments to these Bylaws must be reviewed at a regularly scheduled Board meeting or workshop. Such revisions or amendments will require the affirmative vote of four (4) Trustees at the next regularly scheduled meeting of the Board of Trustees.

Action Item “XVIII”
Regular Board Meeting, May 4, 2026
Consideration of Approval of Policy II.2002.B, Conflicts of Interests: Trustees - First Reading
(Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve Policy II.2002.B, Conflicts of Interests: Trustees. The Board of Trustees will not vote on this item on May 4, 2026, but is creating awareness that the policy is temporarily effective under the authority granted to the Chancellor by the Board under Policy II.2000.A, and 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

A new Conflicts of Interests: Trustees Policy is recommended in light of proposed revisions to the Board’s Bylaws, and updates to the newly revised Ethical Conduct and Conflicts of Interests Policy and related procedure for employees. These revised documents for employees are moving forward to the Board of Trustees for a second reading and consideration of approval at the May 4, 2026 regular Board meeting. When the Ethical Conduct and Conflicts of Interests Policy and related procedure were initially drafted several years ago, it included requirements for both the Board of Trustees and employees (which differ).

Combining ethical conduct and conflicts of interests in one procedure is confusing for employees and trustees looking for clear guidance, particularly surrounding conflicts of interests. The Trustees have additional requirements that do not relate to employees (Local Government Code 176 applies to both employees and trustees, but Local Government Code 171 only applies to trustees).

The proposal is to include the Board of Trustees in a separate, new policy which was drafted in conjunction with revisions to the Board Bylaws. This new policy was reviewed with legal counsel and the Board of Trustees at the Board Workshops March 2, 2026, and April 6, 2026.

IMPACT OF THIS ACTION

The new policy was sent to the College community on April 30, 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 June 1, 2026. There is no associated procedure for this policy.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

This policy is effective as of May 5, 2026, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. The Board will be notified of any changes that require its consideration and action.

Evaluation of compliance with this new policy will be periodically evaluated by administration,

Action Item “XVIII”
Regular Board Meeting, May 4, 2026

Consideration of Approval of Policy II.2002.B, Conflicts of Interests: Trustees - First Reading
(Informational Item)

the College’s internal and external auditors, and external agencies.

ATTACHMENTS

Attachment 1 - Summary of Changes

Attachment 2 - Policy II.2002.B, Conflicts of Interest: Trustees (proposed, new)

Attachment 3 - Substantial Interest Affidavit

Attachment 4 - Local Government Officer Conflicts Disclosure Statement (Form CIS)

RESOURCE PERSONNEL

Brenda Hellyer

281-998-6100

brenda.hellyer@sjcd.edu

Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Conflict of Interests: Trustees**

Current Policy Number/Name: **N/A**

New Procedure Number: **N/A**

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

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

Action Recommended for Policy: **New**

Action Recommended for Procedure: **N/A**

Web Links: **N/A**

Primary Owner: **Chancellor**

Secondary Owner: **Manager, Executive Operations for the Chancellor and Board of Trustees**

Summary of Changes:

- A new Conflicts of Interests: Trustees Policy is recommended in light of proposed revisions to the Board's Bylaws, and updates to the newly revised Ethical Conduct and Conflicts of Interests Policy and related procedure for employees. These revised documents for employees are moving forward to the Board of Trustees for a second reading and consideration of approval at the May 4, 2026 regular Board meeting. When the Ethical Conduct and Conflicts of Interests Policy and related procedure were initially drafted several years ago, it included requirements for both the Board of Trustees and employees (which differ).
- Combining ethical conduct and conflicts of interests in one procedure has created confusion for employees and Trustees looking for clear guidance, particularly surrounding conflicts of interests. The Trustees have additional requirements that do not relate to employees (Local Government Code 176 applies to both employees and trustees, but Local Government Code 171 only applies to trustees).
- The proposal is to include the Board of Trustees in a separate, new policy which was drafted in conjunction with revisions to the Board Bylaws. This new policy was reviewed with legal counsel and the Board of Trustees at the Board Workshops March 2, 2026, and April 6, 2026.

Policy II.2002.B, Conflicts of Interests: Trustees

Purpose

This Policy establishes standards for Board of Trustees conduct regarding conflicts of interest, required disclosures, gifts, substantial interests, and vendor relations, in compliance with Texas Education Code Section 51.923 (Institutions of Higher Education), Texas Local Government Code Chapters 171 and 176 (Local Government Officials), and federal grant regulations.

Policy

This policy is to ensure that all actions and decisions made by college trustees are conducted with integrity, in the best interest of the institution, and in full compliance with laws and regulations, which govern conflicts of interest for trustee members. This policy statement sets forth the general conflict of interest principles and standards that will apply to all trustees of San Jacinto College. In the event of a conflict between this policy and any existing policy or procedure, this policy will take precedence.

I. Conflicts of Interest

A. Texas Education Code (TEC) §51.923 – Conflicts Requiring Disclosure and Abstention

TEC §51.923 outlines when a member of the governing board of an institution of higher education is required to disclose, in an open meeting, a “substantial interest” in a business entity and refrain from voting on a contract or transaction requiring board approval.

Definitions: The following definitions apply for purposes of TEC §51.923 only:

- **Substantial Interest:** A trustee or a first-degree relative has a substantial interest in a business as defined by TEC §51.923 if the trustee:
 1. Owns 1% or more of voting stock/shares, or 1% or \$15,000 of its fair market value;
 2. Funds received by the trustee from the business entity exceeds 1% of their gross income for the previous year; or
 3. The trustee is an officer of the business entity or a member of the governing board of the business entity.
- **Business Entity:** Any person or entity entering into a contract or other transaction with the College.
- **First-Degree Relative:** A person related to the trustee within the first degree of consanguinity or affinity, including a parent or child of the trustee by blood, adoption

or marriage, or of the trustee’s spouse by blood, adoption or marriage (stepchildren, stepparents, and in-laws).

In accordance with TEC §51.923(d), a trustee with a substantial interest in a business entity shall:

1. Disclose that interest in the open meeting at which the contract or transaction with the business entity is being considered; and
2. Abstain from discussion, voting, or influencing the decision.

The above procedures are not required if the College is considering a contract or other transaction with a nonprofit corporation, even though a trustee also serves as a member, director, officer, or employee of the nonprofit corporation.

B. Texas Local Government Code (LGC) Chapter 171 – Conflicts Requiring Affidavit and Abstention

LGC Chapter 171 outlines when a trustee of a local governmental entity, such as a community college, must complete a notarized affidavit and refrain from participating in deliberation or voting on a matter involving a business entity in which the trustee has a “substantial interest.”

Definitions: The following definitions apply for purposes of LGC Chapter 171 only:

- **Substantial Interest:** A trustee or a first-degree relative has a substantial interest in a business entity if they:
 1. Own 10% or more of voting stock/shares, or 10% or \$15,000 of the business entity’s fair market value;
 2. Receive more than 10% of their gross income from the business entity; or
 3. Have a legal or equitable interest in real property with a market value of \$2,500 or more.
- **Business Entity:** Any person or entity seeking to do business with or engage in a transaction with the College, where action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public.
- **First-Degree Relative:** A person related to the trustee within the first degree of consanguinity or affinity, including a parent or child of the trustee by blood, adoption or marriage, or of the trustee’s spouse by blood, adoption or marriage (including stepchildren, stepparents, and in-laws).

In accordance with LGC Chapter 171, a trustee with a substantial interest in a matter before the Board shall:

1. File a notarized affidavit stating the nature and extent of the substantial interest prior to any deliberation or vote; and
2. Abstain from discussion, voting, or influencing the decision.

The Board shall take a separate vote on any budget item specifically dedicated to a contract with a business entity in which a trustee has a substantial interest, with the trustee with a substantial interest abstaining from such vote. Once the separate budget item is resolved, the trustee may participate in a vote on the final budget.

Note: A “substantial interest” as defined under TEC §51.923 may not constitute a “substantial interest” as defined under LGC Chapter 171. A trustee may therefore be required to disclose and recuse under TEC §51.923 even though the same interest does not independently trigger the substantial interest affidavit requirements of LGC Chapter 171.

C. Texas Local Government Code (LGC) Chapter 176 – Conflicts Requiring Public Disclosure

LGC Chapter 176 governs whether a trustee must publicly disclose certain income or gifts received from a vendor or potential vendor, as well as family relationships with a vendor or potential vendor. The requirements under Chapter 176 are in addition to any other disclosure or abstention requirements under other laws, as set forth elsewhere in this policy.

Definitions: The following definitions apply for purposes of LGC Chapter 176 only:

- **Vendor:** A person who enters or seeks to enter into a contract with the College, including an employee or agent of a vendor.
- **Family Member:** A person related to the trustee within the first degree of consanguinity or affinity, including a parent or child of the trustee by blood, adoption or marriage, or of the trustee’s spouse by blood, adoption or marriage (stepchildren, stepparents, and in-laws).
- **Family Relationship:** A person related to the trustee within the third degree by consanguinity (blood or adoption) or the second degree by affinity (marriage). This includes a trustee’s spouse; parents and children (including steps and in-laws); siblings (including steps and in-laws); grandparents and grandchildren (including steps and in-laws); great-grandparents and great-grandchildren; aunts/uncles; and nieces/nephews.

Pursuant to LGC Chapter 176, a trustee must file a *Local Government Officer Conflicts Disclosure Statement* in the form promulgated by the Texas Ethics Commission (Form CIS) if:

- a. The trustee or a family member receives taxable income, excluding investment income, from a vendor that exceeds \$2,500 during the 12-month period preceding the date the trustee becomes aware of the contract or the date of consideration of the proposed contract.
- b. The trustee or a family member receives gifts with a value that exceeds \$100 in the aggregate from a vendor during the 12-month period preceding the date the trustee becomes aware of the contract or the date of consideration of the proposed contract. The term gift excludes political contributions or food as a guest of the vendor.
- c. The trustee has a family relationship with a vendor, including an agent or employee of the vendor, regardless of the receipt of income or gifts.

Required disclosures must be filed with the College’s Manager, Executive Operations for the Chancellor and Board of Trustees not later than 5:00 p.m. by the 7th business day following the date the trustee becomes aware of facts triggering disclosure, and the disclosure statement will be posted on the College’s website in accordance with Chapter 176.

D. 2 Code of Federal Regulations (CFR) §200.318(c)(1) – Conflicts of Interest Requirements for Recipients and Subrecipients of Federal Grant Awards

A trustee may not participate in the selection, award, or administration of a contract supported by a federal award if the trustee has a real or apparent conflict of interest. Such a conflict of interest would arise when the trustee or any member of the trustee’s immediate family, his/her partner, or an organization which employs or is about to employ any such persons, has a financial or other interest in or a tangible personal benefit from an entity considered for a federally funded contract.

Under federal regulations, trustees may neither solicit nor accept gratuities, favors, or anything of monetary value from federal contractors or parties to federally funded subcontracts. This prohibition would prohibit a trustee from directing fundraising solicitations or requests to contractors or subcontractors of the College paid with federally funded contract awards.

II. Enforcement

Violations of Conflict of Interest requirements set forth in this Policy may result in:

- Voiding of contracts;
- Removal from participation in related matters;
- Referral to the Texas Ethics Commission;
- Reimbursement of or future ineligibility from federal grants awards; and/or
- Criminal penalties.

III. Conflict of Interest Laws Summary Table

Law	Conflict of Interest	Relatives of Trustee Included (see Definitions)	Action or Form Required
Texas Education Code 51.923	Substantial interest in business entity: <ul style="list-style-type: none"> • 1% ownership or more of voting stock/shares; • ownership of 1% or \$15,000 of its fair market value; • more than 1% of their gross income from business entity; or • serving as officer or governing board member of the business entity 	First Degree Relatives	Disclose conflict in meeting and abstain
Texas Local Government Code Chapter 171	Substantial interest in business entity: <ul style="list-style-type: none"> • 10% ownership of voting stock/shares; • own 10% or \$15,000 of its fair market value; • more than 10% of their gross income from business entity; or • interest in real property worth \$2,500 or more 	First Degree Relatives	File substantial interest affidavit before meeting and abstain
Texas Local Government Code Chapter 176	Three types of conflicts: <ul style="list-style-type: none"> • Trustee or “Family Member” receives taxable income over \$2,500 in preceding 12-month period; • Trustee or “Family Member” receives gifts over \$100 in aggregate in preceding 12-month period; or • Trustee has “Family Relationship” with vendor (even if no income or gifts) 	“Family Member” for taxable income and gifts: First Degree Relatives “Family Relationship:” Relatives by blood/adoption up to the third degree and by marriage up to the second degree	Complete CIS form; post publicly on website
2 CFR §200.318(c)(1)	A financial or other interest in or a tangible personal benefit from an entity considered for a federally funded contract	Trustee or trustee’s immediate family; trustee’s partner	Participation in selection or award of federally funded contract is prohibited
2 CFR §200.318(c)(1)	Soliciting or accepting gratuities, favors, or anything of monetary value from federal contractors or parties to federally funded subcontracts	N/A	Trustee shall neither accept nor solicit

Attachments

LCG Chapter 171, *Substantial Interest Affidavit*

LGC Chapter 176, *Local Government Officer Conflicts Disclosure Statement (CIS Form)*

<https://www.ethics.state.tx.us/data/forms/conflict/CIS.pdf>

Associated Procedures

None

Date of Board Approval	This policy is effective as of May 5, 2026, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process at the next regularly scheduled meetings of the Board. (First reading on May 4, 2026, second reading anticipated June 1, 2026)
Effective Date	This policy is effective as of May 5, 2026, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process at the next regularly scheduled meetings of the Board. (First reading on May 4, 2026, second reading anticipated June 1, 2026)
Primary Owner	Chancellor
Secondary Owner	Manager, Executive Operations for the Chancellor and Board of Trustees

Attachment 3
SAN JACINTO COMMUNITY COLLEGE DISTRICT
TEXAS LOCAL GOVERNMENT CODE CHAPTER 171
SUBSTANTIAL INTEREST AFFIDAVIT

THE STATE OF TEXAS

COUNTY OF _____

I, _____ (*printed name of affiant*), a local public official,
make this affidavit and hereby on oath state the following:

I have a substantial interest in a business entity or real property that may receive a special economic effect that is distinguishable from the effect on the public by an action contemplated by the San Jacinto Community College District.

The business entity or real property in which I have a substantial interest is: [*name and address of business and/or description of property*]

I or a person that is related to me within the first degree of consanguinity (blood) or affinity (marriage) as defined by state law has a substantial interest in this business entity or real property for the following reasons [*circle all that apply*]:

- (1) own 10% or more of the voting stock or shares of the business entity;
- (2) own 10% or more of the fair market value of the business entity;
- (3) own \$15,000 or more of the fair market value of the business entity;
- (4) receive from the business entity funds that exceed 10% of [*my, his, her*] gross income for the previous year;
- (5) have/has an equitable or legal ownership of real property with a fair market value of \$2,500 or more.

Upon filing of this affidavit with the official record keeper of the College, I affirm that I shall abstain from voting or further participating in any matter involving the business entity or real property, unless allowed by law.

Signed this _____ day of _____, 20_____

Signature of Affiant _____

Affiant _____

BEFORE ME, the undersigned authority, this day personally appeared _____ [*name of affiant*] and by oath stated that the facts herein stated are true and correct.

SWORN TO AND SUBSCRIBED BEFORE ME before me on this _____ day of _____, 20_____.

Notary Public in and for the State of Texas

My commission expires: _____

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

(attach additional forms as necessary)

6 SIGNATURE

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

Signature of Local Government Officer

Please complete either option below:

(1) Affidavit

NOTARY STAMP / SEAL

Sworn to and subscribed before me by _____ this the _____ day of _____, 20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

(2) Unsworn Declaration

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

Executed in _____ County, State of _____, on the _____ day of _____, 20_____.
(month) (year)

Signature of Local Government Officer (Declarant)

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Local Government Code § 176.001(2-a): "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

Local Government Code § 176.003(a)(2)(A):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Action Item “XIX”
Regular Board Meeting May 4, 2026

**Consideration of Approval of Revision of Policy III.3008.C, Emergency Incidents - First Reading
(Informational Item)**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revisions to Policy III.3008.C, Emergency Incidents. The Board of Trustees will not vote on this item on May 4, 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

The College maintains an all-hazards approach to emergency management in accordance with Texas Education Code (TEC) §37.108, which requires institutions of higher education to develop, maintain, and regularly update a comprehensive emergency management plan.

Policy III.3008.C, Emergency Incidents and two of the three associated procedures were last updated in 2021. Since that time, the College has expanded its emergency management capabilities, strengthened coordination with local, state, and federal partners, and aligned its program with national standards such as the National Incident Management System (NIMS) and Incident Command System (ICS). This revision modernizes the policy framework to better reflect current practices and to clearly distinguish between policy-level governance and authority and operational procedures maintained within the College’s Emergency Management Plan (EMP).

The existing Procedure III.3008.C.c, Instructional Continuity to Make up Lost Instructional Time, was recently updated in July 2025 and does not require revision.

IMPACT OF THIS ACTION

The revised policy and procedures were sent to the College community on April 30, 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 June 1, 2026.

The associated procedures, where necessary, have been revised to position the College to respond effectively to emergencies, maintain continuity of operations, and support the safety and resilience of the College community.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This revision is not expected to create significant new costs and will strengthen the College’s ability to maximize cost recovery following emergency incidents. The updated policy and procedures position the College to more effectively pursue reimbursement through insurance claims and federal, state, and local disaster assistance programs. This includes eligibility for funding related to both actual damages and emergency response activities, as well as mitigation projects designed to reduce the impact of future incidents.

MONITORING AND REPORTING TIMELINE

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

Action Item "XIX"
Regular Board Meeting May 4, 2026

**Consideration of Approval of Revision of Policy III.3008.C, Emergency Incidents - First Reading
(Informational Item)**

this new policy and procedure will be periodically evaluated by administration, Office of Emergency Management, the College's internal and external auditors, and external agencies.

ATTACHMENTS

Attachment 1 - Summary of Changes

Attachment 2 - Policy III.3008.C, Emergency Incidents (Current Policy)

Attachment 3 - Policy III.3008.C, Emergency Incidents (Proposed, Track)

Attachment 4 - Policy III.3008.C, Emergency Incidents (Proposed, Clean)

Informational Item Only:

Attachment 5 - Procedure III.3008.C.a, Unscheduled Suspension of College Operations (Current Procedure)

Attachment 6 - Procedure III.3008.C.a, Unscheduled Suspension of College Operations (Proposed, Track)

Attachment 7 - Procedure III.3008.C.a, Unscheduled Suspension of College Operations (Proposed, Clean)

Attachment 8 - Procedure III.3008.C.b, Essential Staff (Current Procedure)

Attachment 9 - Procedure III.3008.C.b, Essential Personnel (Proposed, Track)

Attachment 10 - Procedure III.3008.C.b, Essential Personnel (Proposed, Clean)

Attachment 11 - Procedure III.3008.C.d, Emergency Management Training and Exercise (Proposed, New)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

<p>New Policy Number: N/A Proposed Policy Name: N/A Current Policy Number/Name: III.3008.C – Emergency Incidents</p> <p>New Procedure Number: N/A Proposed Procedure Name: N/A Current Procedure Number/Name: III.3008.C.a, Unscheduled Suspension of College Operations</p> <p>New Procedure Number: N/A Proposed Procedure Name: Essential Personnel Current Procedure Number/Name: III.3008.C.b, Essential Staff</p> <p>New Procedure Number: III.3008.C.d Proposed Procedure Name(s): Emergency Management Training and Exercises Current Procedure Number(s)/Name(s): N/A</p> <p>Action Recommended for Policy: Revise Action Recommended for Procedure: Revise and New</p> <p>Web Links: https://www.sanjac.edu/about/policies-procedures/III-3008-C-Emergency-Incidents.pdf https://www.sanjac.edu/about/policies-procedures/III-3008-C-a-Unscheduled-Suspension-of-College-Operations.pdf https://www.sanjac.edu/about/policies-procedures/III-3008-C-b-Essential-Staff.pdf</p> <p>Primary Owner: Vice Chancellor, Fiscal Affairs</p> <p>Secondary Owner: Director, Emergency Management</p>

Summary of Changes:

Policy:

This policy revision modernizes the College’s emergency management framework by strengthening governance, clarifying authority, and aligning with Texas Education Code (TEC) §37.108 and national standards. It formalizes the Chancellor’s authority during emergencies, including temporary policy modifications and Board reporting requirements. The policy establishes the Emergency Management Plan (EMP) as the primary operational document, requiring defined incident classifications, Incident Management Team (IMT) structure, Emergency Operations Center (EOC) activation criteria, communication protocols, and after-action review processes. It defines institutional priorities, life safety, infrastructure protection, continuity of operations, and rapid restoration. Overall, the revision improves clarity, consistency, and alignment with current emergency management practices.

Procedures:

Procedure III.3008.C.a, Unscheduled Suspension of College Operations (Revise): This procedure was significantly restructured to improve clarity, usability, and operational alignment with the EMP. It clearly defines sections on authority, operational status categories, suspension criteria, communication protocols, personnel expectations, building access, and resumption of operations. The revision expands operational statuses to include Altered Operations and Partial Suspension and establishes objective criteria for suspending operations based on safety, infrastructure, and operational impacts. Notification processes are formalized, including IMT/SLT coordination and use of SJC AlertMe. The procedure also clarifies leadership responsibilities, strengthens documentation and recordkeeping requirements, and establishes coordinated building access controls. A structured framework for resuming operations ensures consistent reopening decisions based on safety and readiness.

Procedure III.3008.C.b, Essential Personnel (Revise): This procedure revision aligns with the revised policy by clarifying the roles, responsibilities, and expectations of essential and non-essential personnel during emergency incidents. It establishes a formal designation process with SLT authority and input from leaders, supported by Office of Emergency Management (OEM) oversight, and defines essential personnel categories aligned with emergency functions. The revision strengthens expectations for safety, communication, accountability, and reporting. Compensation provisions are streamlined by referencing existing compensation policies and procedures, ensuring consistency and reducing duplication. The procedure also incorporates expectations for mutual aid deployment, including roles, responsibilities, and coordination requirements.

Procedure III.3008.C.d, Emergency Management Training and Exercises (New): This new procedure establishes a formal, College-wide training and exercise program aligned with Policy III.3008.C and the EMP. It requires the development and annual maintenance of a multi-year Training and Exercise Plan (MYTEP) to ensure alignment with institutional risks, operational priorities, and TEC §37.108. The procedure defines minimum training requirements, including National Incident Management System (NIMS)/Incident Command System (ICS) training and refreshers, and establishes a structured exercise cadence that includes tabletop, functional, and full-scale exercises. It formalizes after-action review and improvement-planning processes, requiring that corrective actions be documented and tracked. The procedure also establishes standards for documentation, recordkeeping, and compliance reporting, and clearly defines roles and responsibilities for the OEM, departments, and executive leadership.

Policy III.3008.C, Emergency Incidents

Purpose

This policy sets guidelines for actions to be taken during natural or man-made events that have the potential to disrupt normal College operations. This policy goes into effect when the College experiences an emergency incident and sets the priorities of the College in all phases of incident management to include mitigation, preparation, prevention, response and, recovery.

Policy

The details for implementing this policy are found in the *San Jacinto College Emergency Management Plan (EMP)* and its annexes, maintained by the Office of Emergency Management, which provide basic guidelines for use by college personnel during an emergency incident.

Specifically, the plan sets the following priorities for the College:

- Save lives and ensure the health and safety of the College community;
- Preserve and protect campus buildings and facilities; and
- Preserve the orderly functioning of the College community.

The College will also maintain plans and processes that will:

- Create and maintain an Incident Management Team (IMT) that can be activated in response to an emergency incident at the direction of the Chancellor or his/her designee;
- Restore critical functions to the College and departments so the mission of the College can continue;
- Establish clear lines of authority and coordination within the College and with external constituencies;
- Establish within the College and departments responsibilities and authority for mitigation, preparation, response, and recovery;
- Establish a basis and organization for the College and departments to respond to emergency situations to include the coordination of disaster operations and the management of critical resources;
- Articulate procedures for the coordination of communications within the College and with external constituencies and stakeholders;
- Ensure that the College returns to a normal operating environment as soon as possible; and
- Maintain a comprehensive business continuity plan that allows the College to resume critical functions using alternate means if a return to normal operating environment is delayed.

The College's IMT, as defined in the EMP, will have command and control authority for the management and mitigation of events and circumstances affecting the College due to the incident for which the IMT has been activated. Command and control authority by the CMT include, but

is not limited to, directing emergency actions, canceling classes, closing buildings, campus closings, and releasing all but essential employees.

Questions or inquiries regarding the College’s comprehensive emergency management activities can be directed to the office of the Vice Chancellor for Fiscal Affairs, or the Office of Emergency Management.

Definitions

Emergency Incident: An emergency incident is defined as any event that is outside of normal College operations and has the potential of affecting the business functions of the College or the life and safety of the College community.

Mitigation: Capabilities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident/disaster.

Protection/Preparedness: Capabilities necessary to secure the institution against acts of terrorism and human-caused or natural disasters; *protection* focuses on ongoing actions that protect students, faculty, staff, visitors, networks, and property from a threat or hazard. *Preparedness* is range of deliberate, critical tasks and activities necessary to build, sustain, and improve readiness and the operational capability of the College to respond to and recover from incidents/disasters.

Prevention: Actions taken to avoid, intervene, or stop an imminent crime or threatened or actual mass casualty incident. Prevention is the action the college takes to prevent a threatened or actual incident from occurring and to protect lives and property.

Response: Capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way. These activities include immediate actions to preserve life, property, and the environment; meet basic human needs; maintain the social, economic, and political structure of the affected community; and facilitate the transition to recovery.

Recovery: Capabilities necessary to assist the College in restoring the learning environment.

Authority

Texas Education Code Section 37.108 mandates the development of an Emergency Management Plan.

Applicability

Each College policy applies to all employees, students, contractors, and visitors to the College, unless stated otherwise by the policy.

Sanctions

Sanctions for violating a policy, unless stated otherwise by the policy, will be commensurate with the severity and/or frequency of the violation and will be administered according to human resources and student disciplinary policy or other applicable policy.

Exclusions

The Chancellor has the authority to sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation without utilizing the procedures outlined in this policy. The Board shall review any temporary exclusions at the next regularly scheduled meeting of the Board. To become permanent, any changes made under this exclusion shall begin the policy review process defined by procedure at the next regularly scheduled meeting of the Board.

Interpretation

The authority to interpret this policy and all policies resides with the Board of Trustees. The Board delegates the day-to-day interpretation of policy to the Chancellor or his/her designee.

Associated Procedures

Procedure III.3008.C.a, Unscheduled Suspension of College Operations

Procedure III.3008.C.b, Essential Staff

Procedure III.3008.C.c, Instructional Continuity to Make Up Lost Instructional Time

Date of Board Approval	June 7, 2021
Effective Date	June 8, 2021
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director, Emergency Management

Policy III.3008.C, Emergency Incidents

Purpose

This policy ~~sets guidelines for actions~~ establishes the College's approach to be taken ~~during preparing for, responding to, and recovering from~~ natural or man-made events, ~~technological, and human-caused incidents~~ that have the potential to ~~may~~ disrupt normal College operations. ~~This policy goes into effect when~~ It defines institutional priorities and governance ~~expectations and references~~ the San Jacinto College experiences an emergency incident and sets the priorities of the College in all phases of incident management to include mitigation, preparation, prevention, response and, recovery ~~Emergency Management Plan, which provides detailed procedures and operational guidance.~~

Policy

~~The details for implementing this policy are found in the San Jacinto College Emergency Management Plan (EMP) and its annexes, maintained by the Office of Emergency Management, which provide basic guidelines for use by college personnel during an emergency incident.~~

~~Specifically, the plan sets the following priorities for the College:~~

- ~~• Save lives and ensure the health and safety of the College community;~~
- ~~• Preserve and protect campus buildings and facilities; and~~
- ~~• Preserve the orderly functioning of the College community.~~

~~The College will also maintain plans and processes that will:~~

- ~~• Create and maintain an Incident Management Team (IMT) that can be activated in response to an emergency incident at the direction of the Chancellor or his/her designee;~~
- ~~• Restore critical functions to the College and departments so the mission of the College can continue;~~
- ~~• Establish clear lines of authority and coordination within the College and with external constituencies;~~
- ~~• Establish within the College and departments responsibilities and authority for mitigation, preparation, response, and recovery;~~
- ~~• Establish a basis and organization for the College and departments to respond to emergency situations to include the coordination of disaster operations and the management of critical resources;~~
- ~~• Articulate procedures for the coordination of communications within the College and with external constituencies and stakeholders;~~
- ~~• Ensure that the College returns to a normal operating environment as soon as possible; and~~
- ~~• Maintain a comprehensive business continuity plan that allows the College to resume critical functions using alternate means if a return to normal operating environment is delayed.~~

~~The College's IMT, as defined in the EMP, will have command and control authority for the management and mitigation of events and circumstances affecting the College due to the incident for which the IMT has been activated. Command and control authority by the CMT include, but is not limited to, directing emergency actions, canceling classes, closing buildings, campus closings, and releasing all but essential employees.~~

~~Questions or inquiries regarding the College's comprehensive emergency management activities can be directed to the office of the Vice Chancellor for Fiscal Affairs, or the Office of Emergency Management.~~

Definitions

~~**Emergency Incident:** An emergency incident is defined as any event that is outside of normal College operations and has the potential of affecting the business functions of the College or the life and safety of the College community.~~

~~**Mitigation:** Capabilities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident/disaster.~~

~~**Protection/Preparedness:** Capabilities necessary to secure the institution against acts of terrorism and human-caused or natural disasters; *protection* focuses on ongoing actions that protect students, faculty, staff, visitors, networks, and property from a threat or hazard. *Preparedness* is range of deliberate, critical tasks and activities necessary to build, sustain, and improve readiness and the operational capability of the College to respond to and recover from incidents/disasters.~~

~~**Prevention:** Actions taken to avoid, intervene, or stop an imminent crime or threatened or actual mass casualty incident. Prevention is the action the college takes to prevent a threatened or actual incident from occurring and to protect lives and property.~~

~~**Response:** Capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way. These activities include immediate actions to preserve life, property, and the environment; meet basic human needs; maintain the social, economic, and political structure of the affected community; and facilitate the transition to recovery.~~

~~**Recovery:** Capabilities necessary to assist the College in restoring the learning environment. The Chancellor has overall authority for declaring emergencies, suspending or altering College operations, activating the Incident Management Team (IMT), and directing response and recovery actions. During an emergency, the Chancellor may temporarily modify or suspend College policies when necessary to protect life, preserve safety, or stabilize operations. The College will maintain a comprehensive Emergency Management Plan (EMP) that establishes~~

operational procedures, incident classifications, roles, and response and recovery processes. The EMP supports this policy and is maintained by the Office of Emergency Management (OEM). OEM is responsible for ensuring compliance with Texas Education Code (TEC) §37.108 and other applicable standards. The Chancellor may designate authority to College leaders, including OEM and Campus Police, as outlined in the EMP.

The College will maintain an IMT responsible for coordinating emergency response and recovery activities. The structure, authority, and responsibilities of the IMT, including its alignment with Incident Command System (ICS), are defined in the EMP.

The College may implement altered operations, closure, shutdown, evacuation, or partial suspension in accordance with Procedure III.3008.C.a. These operational modes are defined in procedure and implemented under the authority of the Chancellor or designee.

Essential personnel are employees required to support critical functions during an emergency or suspension of operations and must report to work as directed by their leaders. Definitions and responsibilities for essential and non-essential personnel are contained in Procedure III.3008.C.b.

Authority

~~Texas Education Code Section~~ TEC §37.108 mandates the development of an Emergency Management Plan.

Applicability

Each College policy applies to all employees, students, contractors, and visitors to the College, unless stated otherwise by the policy.

Sanctions

Sanctions for violating a policy, unless stated otherwise by the policy, will be commensurate with the severity and/or frequency of the violation and will be administered according to human resources and student disciplinary policy or other applicable ~~policy~~ policies.

Exclusions

The Chancellor has the authority to sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation without utilizing the procedures outlined in this policy. The Board shall review any temporary exclusions at the next regularly scheduled meeting of the Board. To become permanent, any changes made under this exclusion shall begin the policy review process defined by procedure at the next regularly scheduled meeting of the Board.

Interpretation

The authority to interpret this policy and all policies resides with the Board of Trustees. The Board delegates the day-to-day interpretation of policy to the Chancellor or his/her designee.

Associated Procedures

Procedure III.3008.C.a, Unscheduled Suspension of College Operations

Procedure III.3008.C.b, Essential ~~Staff~~[Personnel](#)

Procedure III.3008.C.c, Instructional Continuity to Make Up Lost Instructional Time

[Procedure III.3008.C.d, Emergency Management Training and Exercise](#)

Date of Board Approval	Tentatively June 7, 2021 , 2026
Effective Date	Tentatively June 8, 2021 , 2026
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director, Emergency Management

Policy III.3008.C, Emergency Incidents

Purpose

This policy establishes the College’s approach to preparing for, responding to, and recovering from natural, technological, and human-caused incidents that may disrupt normal College operations. It defines institutional priorities and governance expectations and references the San Jacinto College Emergency Management Plan, which provides detailed procedures and operational guidance.

Policy

The Chancellor has overall authority for declaring emergencies, suspending or altering College operations, activating the Incident Management Team (IMT), and directing response and recovery actions. During an emergency, the Chancellor may temporarily modify or suspend College policies when necessary to protect life, preserve safety, or stabilize operations. The College will maintain a comprehensive Emergency Management Plan (EMP) that establishes operational procedures, incident classifications, roles, and response and recovery processes. The EMP supports this policy and is maintained by the Office of Emergency Management (OEM). OEM is responsible for ensuring compliance with Texas Education Code (TEC) §37.108 and other applicable standards. The Chancellor may designate authority to College leaders, including OEM and Campus Police, as outlined in the EMP.

The College will maintain an IMT responsible for coordinating emergency response and recovery activities. The structure, authority, and responsibilities of the IMT, including its alignment with Incident Command System (ICS), are defined in the EMP.

The College may implement altered operations, closure, shutdown, evacuation, or partial suspension in accordance with Procedure III.3008.C.a. These operational modes are defined in procedure and implemented under the authority of the Chancellor or designee.

Essential personnel are employees required to support critical functions during an emergency or suspension of operations and must report to work as directed by their leaders. Definitions and responsibilities for essential and non-essential personnel are contained in Procedure III.3008.C.b.

Authority

TEC §37.108 mandates the development of an Emergency Management Plan.

Applicability

Each College policy applies to all employees, students, contractors, and visitors to the College, unless stated otherwise by the policy.

Sanctions

Sanctions for violating a policy, unless stated otherwise by the policy, will be commensurate with the severity and/or frequency of the violation and will be administered according to human resources and student disciplinary policy or other applicable policies.

Exclusions

The Chancellor has the authority to sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation without utilizing the procedures outlined in this policy. The Board shall review any temporary exclusions at the next regularly scheduled meeting of the Board. To become permanent, any changes made under this exclusion shall begin the policy review process defined by procedure at the next regularly scheduled meeting of the Board.

Interpretation

The authority to interpret this policy and all policies resides with the Board of Trustees. The Board delegates the day-to-day interpretation of policy to the Chancellor or his/her designee.

Associated Procedures

Procedure III.3008.C.a, Unscheduled Suspension of College Operations

Procedure III.3008.C.b, Essential Personnel

Procedure III.3008.C.c, Instructional Continuity to Make Up Lost Instructional Time

Procedure III.3008.C.d, Emergency Management Training and Exercise

Date of Board Approval	Tentatively June 1, 2026
Effective Date	Tentatively June 2, 2026
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director, Emergency Management

Procedure III.3008.C.a, Unscheduled Suspension of College Operations

Associated Policy

Policy III.3008.C, Emergency Incidents

Procedures

Certain circumstance such as severe weather and technological or man-made incidents may require one or more campuses to suspend operations. The College categorizes the suspension of operations due to these circumstances into three types:

- Closure,
- Shutdown, and
- Evacuation.

The College can apply these categories to buildings, campuses, or the entire College as the situation dictates. The decision to implement any type of suspension of operations rests with the Chancellor or his/her designee. When a decision regarding suspension is made, the Incident Management Team (IMT) must designate the type of suspension that is being implemented, its scope, and the beginning date and time to suspend operations.

Additionally, the Chancellor or designee may implement a period of altered operations before, during, or after an incident. The College can continue to offer services through altered operations even if operations at the physical locations are suspended.

Definitions

Altered Operations: The period during which the Chancellor or designee can move College operations to a remote posture. Under altered operations conditions the College remains operational without having to maintain full staffing on site. Employees with job tasks that can be completed remotely continue to work their schedules remotely (remote work can include work from home, alternate College campus or an SLT approved work site). Employees who have job tasks that do not translate effectively to remote work will be directed by their leaders on alternate tasks or, in the case of essential employees, report to work as scheduled. Under altered operations no loss of service or instructional time occurs. SLT may designate certain essential personnel to report on site to manage critical functions to ensure continuity of operations.

Closure: Any natural or human-caused incident that may require a building, a campus, or the entire College to close for business. In this type of suspension, students and staff are made aware that some on-site functions of the College have been suspended. There are no imminent life and safety threats, and faculty/staff may choose to remain in the building or on campus, dependent on the affected area, but students and visitors are required to leave the building or campus. Leaders can request certain essential staff to report to duty to manage continuity of operations procedures.

Essential Staff: *Essential staff* are employees who are required to report to their designated work location or to work remotely to ensure the operations of essential functions or departments during an emergency or when the College has suspended operations. Essential staff provide services that relate directly to the health, safety, and welfare of the College, ensure continuity of key operations, and maintain and protect College properties.

Evacuation: Any natural or man-made incident that may require extraordinary disruption of College operations. In this type of suspension, students and staff are made aware that all critical and non-critical functions of the College have been suspended. There are imminent life and safety threats to the campus and all faculty, staff, students, and visitors are required to leave campus. Faculty and staff are not to report to duty until the SLT decides to resume operations.

Partial Suspension: The period during which a building or campus is closed while other parts of the College system remain open and operational. Employees may be directed to work at alternate locations, telecommute, or be assigned alternate work during partial suspensions.

Shutdown: Any natural or man-made incident that may require extended disruption of College operations. In this type of suspension, students and staff are made aware that all non-critical on-site functions of the campus or College have been suspended. There may be life and safety threats to the campus, and faculty, staff, students, and visitors are required to leave campus except for essential personnel. Only Strategic Leadership Team (SLT) members can designate critical functions and request staff to report for duty.

Suspension Period: The period between the announcement of the suspension and the time communicated for employees to return to work. This time period is determined by the Chancellor or his/her designee.

Date of SLT Approval	April 22, 2021
Effective Date	June 8, 2021
Associated Policy	Policy III.3008.C, Emergency Incidents
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Emergency Management

Procedure III.3008.C.a, Unscheduled Suspension of College Operations

Associated Policy

Policy III.3008.C, Emergency Incidents

Procedures

~~Certain circumstance such as severe weather and technological or man-made incidents may require one or more campuses to suspend operations. The College categorizes the suspension of operations due to these circumstances into three types:~~

1. Purpose

This procedure establishes the actions, roles, and communication requirements for implementing an unscheduled suspension of college operations due to natural, technological, or human-caused incidents. It outlines how the College transitions between operational statuses, defines responsibilities for leaders and departments, and describes expectations for personnel during suspensions or modifications of operations.

2. Authority

- ~~• The Closure,~~
- ~~• Shutdown, and~~
- ~~• Evacuation.~~

~~The College can apply these categories to buildings, campuses, or the entire College as the situation dictates. The decision to implement any type of suspension of operations rests with the Chancellor or his/her designee. When a decision regarding suspension is made, has the authority to suspend or modify College operations. Operational decisions are informed by the Incident Management Team (IMT) and coordinated by the Office of Emergency Management (OEM) in accordance with Policy III.3008.C, Emergency Incidents, and the Emergency Management Plan (EMP).~~

~~Temporary modifications must designate the type of suspension that is being implemented, its scope, and:~~

- ~~• Be documented by OEM;~~
- ~~• Be reported to the beginning date and time to suspend Board at the next regular meeting; and~~
- ~~• Expire unless adopted through the normal policy review process.~~

3. Priorities

~~During any emergency incident, the College prioritizes:~~

- ~~• Protecting life, health, and safety;~~
- ~~• Preserving and securing College buildings, infrastructure, and assets;~~
- ~~• Maintaining continuity of essential functions and orderly College operations; and~~
- ~~• Additionally, Restoring academic and business activities as quickly as feasible following an incident.~~

4. Emergency Management Plan

The College will develop, maintain, and regularly update the Chancellor or designee may comprehensive Emergency Management Plan (EMP). The EMP will:

- Define the College’s incident classification system and associated response actions;
- Establish notification and communication procedures, including the College’s official emergency notification system, SJC AlertMe;
- Define the Incident Management Team (IMT), organizational structure, roles, and integration with the National Incident Management System (NIMS) and Incident Command System (ICS);
- Establish criteria and procedures for Emergency Operations Center (EOC) activation and staffing;
- Outline after-action review (AAR) and improvement planning requirements;
- Contain annexes, hazard-specific plans, continuity considerations, and supporting procedures needed to implement a period this policy.

Questions or inquiries regarding the College’s comprehensive emergency management activities can be directed to the office of altered operations before, during the Vice Chancellor for Fiscal Affairs, or after an incident, the Office of Emergency Management.

5. After Action Reviews

The College can continue will conduct after-action reviews following significant incidents, exercises, or operational disruptions. The EMP will outline timelines for AAR development, corrective action assignments, documentation requirements, and reporting expectations. OEM will maintain records of improvement planning efforts and provide updates to appropriate leadership.

6. Operational Status Categories

Suspension of College operations may occur under the following categories. Definitions are aligned with the EMP:

6.1. Altered Operations

The College moves into a remote or modified operating posture.

- 6.1.1. No life-safety threat exists.
- 6.1.2. Employees capable of remote work continue working their schedules.
- 6.1.3. Some essential personnel may be required on campus.
- 6.1.4. No loss of instructional time occurs.

6.2. Closure

A natural or human-caused incident requires the closure of a building, campus, or the entire College.

- 6.2.1. No imminent life-safety threat exists.
- 6.2.2. Students and visitors must leave the affected area.
- 6.2.3. Faculty and staff may remain only if directed or permitted.
- 6.2.4. Essential personnel may be required on-site.

6.3. Shutdown

- 6.3.1. A significant disruption requires suspension of non-critical on-site functions.
- 6.3.2. Life-safety risks may exist.
- 6.3.3. Students, staff, and visitors must leave campus except for essential personnel.

6.3.4. Only SLT may designate critical functions for on-site continuity.

6.4. Evacuation~~offer services through altered~~

There is an imminent threat to life or safety.

6.4.1. All personnel must leave campus.

6.4.2. No functions continue on-site.

6.4.3. Only SLT may authorize return.

6.5. Partial Suspension

A building or campus closes while other College locations remain operational.

6.5.1. Employees may be reassigned, work remote, or given alternate work.

7. Criteria for Declaring a Suspension of Operations

A suspension may be declared when conditions:

7.1. Pose risk to life or safety;

7.2. Disrupt critical utilities or infrastructure;

7.3. Prevent safe access to college facilities;

7.4. Significantly impair instructional or business operations-even if.

OEM provides situational assessments and recommendations to the Chancellor or designee from the occurrence of the emergency incident till its conclusion.

8. Notification and Communication Requirements

The College will maintain capabilities to provide timely, actionable information during emergencies. The College's official emergency notification and warning system is SJC AlertMe. Communications issued by the College to alert the campus community of significant threats in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

- **Emergency Notification:** A notification issued without delay upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.
- **Timely Warning:** A notification issued for Clery-reportable crimes that represent a serious or continuing threat to the campus community, intended to aid in the prevention of similar crimes.

The EMP will define:

- Criteria for issuing alerts and warnings;
- Authorized senders;
- Modalities (SMS, voice, email, desktop alerts, digital signage, etc.);
- Procedures supporting federal and state requirements, including Clery Act Emergency Notifications and Timely Warnings.

All emergency communications will be documented in accordance with the EMP and regulatory requirements.

8.1. Decision Notification

8.1.1. Upon declaration of a suspension, OEM will:

8.1.2. Notify the IMT and SLT;

8.1.3. Coordinate with Marketing & Public Relations for public messaging;

8.1.4. Activate SJC AlertMe for emergency notifications as appropriate. Alerts requiring immediate action to avoid injury may be sent without prior approval from the SLT.

8.2. Internal Coordination

OEM will issue an operational status statement to the IMT specifying:

- 8.2.1. Type of suspension;
- 8.2.2. Scope (building, campus, or College-wide);
- 8.2.3. Effective start time;
- 8.2.4. Anticipated duration when known;
- 8.2.5. Personnel reporting expectations.

SLT and Leaders must distribute internal instructions to their respective departments.

8.3. Documentation Requirements

All decisions related to operational suspension must be documented by OEM and retained as part of the College's emergency records, consistent with the EMP.

9. Personnel Expectations During Suspended Operations

9.1. Essential Personnel

Employees designated essential by SLT or Department Leaders (with OEM oversight) may be required to report on-site or perform remote duties. Definitions and responsibilities for essential and non-essential personnel are contained in Procedure III.3008.C.b, Essential Personnel.

9.2. Non-Essential Personnel

Non-essential employees:

- 9.2.1. Do not report to campus unless instructed;
- 9.2.2. May be assigned remote work if feasible;
- 9.2.3. Must remain reachable during work hours unless otherwise directed.

Definitions

Emergency Incident: An emergency incident is defined as any event that is outside of normal College operations at the physical locations are suspended, and has the potential of affecting the business functions of the College or the life and safety of the College community.

Definitions

Incident Management Team (IMT): A structured group of trained personnel responsible for coordinating the College's response, stabilization, and initial recovery actions during an emergency incident.

Mitigation: Capabilities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident/disaster.

Protection/Preparedness: Capabilities necessary to secure the institution against acts of terrorism and human-caused or natural disasters; protection focuses on ongoing actions that protect students, faculty, staff, visitors, networks, and property from a threat or hazard. Preparedness is a range of deliberate, critical tasks and activities necessary to build, sustain, and

improve readiness and the operational capability of the College to respond to and recover from incidents/disasters.

Prevention: Actions taken to avoid, intervene, or stop an imminent crime or threatened or actual mass casualty incident. Prevention is the action the college takes to prevent a threatened or actual incident from occurring and to protect lives and property.

Response: Capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way. These activities include immediate actions to preserve life, property, and the environment; meet basic human needs; maintain the social, economic, and political structure of the affected community; and facilitate the transition to recovery.

Recovery: Capabilities necessary to assist the College in restoring the learning *environment*.

Altered Operations: The period during which the Chancellor or designee can move College operations to a remote posture. Under altered operations conditions the College remains operational without having to maintain full staffing on site. Employees with job tasks that can be completed remotely continue to work their schedules remotely (remote work can include work from home, alternate College campus or an SLT approved work site). -Employees who have job tasks that do not translate effectively to remote work will be directed by their leaders on alternate tasks or, in the case of essential **employeespersonnel**, report to work as scheduled. Under altered operations no loss of service or instructional time occurs. SLT may designate certain essential personnel to report on site to manage critical functions to ensure continuity of operations.

Closure: Any natural or human-caused incident that may require a building, a campus, or the entire College to close for business. In this type of suspension, students and staff are made aware that some on-site functions of the College have been suspended. There are no imminent life and safety threats, and faculty/staff may choose to remain in the building or on campus, dependent on the affected area, but students and visitors are required to leave the building or campus. Leaders can request certain essential **staffpersonnel** to report to duty to manage continuity of operations procedures.

~~**Essential Staff:** *Essential staff* are employees who are required to report to their designated work location or to work remotely to ensure the operations of essential functions or departments during an emergency or when the College has suspended operations. Essential staff provide services that relate directly to the health, safety, and welfare of the College, ensure continuity of key operations, and maintain and protect College properties.~~

Evacuation: Any natural or man-made incident that may require extraordinary disruption of College operations. In this type of suspension, students and staff are made aware that all critical and non-critical functions of the College have been suspended. There are imminent life and safety threats to the campus and all faculty, staff, students, and visitors are required to leave campus. Faculty and staff are not to report to duty until the SLT decides to resume operations.

Partial Suspension: The period during which a building or campus is closed while other parts of the College system remain open and operational. Employees may be directed to work at alternate locations, [telecommute/work remote](#), or be assigned alternate work during partial suspensions.

Shutdown: Any natural or man-made incident that may require extended disruption of College operations. In this type of suspension, students and staff are made aware that all non-critical on-site functions of the campus or College have been suspended. There may be life and safety threats to the campus, and faculty, staff, students, and visitors are required to leave campus except for essential personnel. Only Strategic Leadership Team (SLT) members can designate critical functions and request staff to report for duty.

~~**Suspension Period:** The period between the announcement of the suspension and the time communicated for employees to return to work. This time period is determined by the Chancellor or his/her designee.~~

Date of SLT Approval	April 22, 2021 <u>23, 2026</u>
Effective Date	Tentatively June 8, 2021 <u>2, 2026</u>
Associated Policy	<i>Policy III.3008.C, Emergency Incidents</i>
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Emergency Management

Procedure III.3008.C.a, Unscheduled Suspension of College Operations

Associated Policy

Policy III.3008.C, Emergency Incidents

Procedures

1. Purpose

This procedure establishes the actions, roles, and communication requirements for implementing an unscheduled suspension of college operations due to natural, technological, or human-caused incidents. It outlines how the College transitions between operational statuses, defines responsibilities for leaders and departments, and describes expectations for personnel during suspensions or modifications of operations.

2. Authority

The Chancellor or designee has the authority to suspend or modify College operations. Operational decisions are informed by the Incident Management Team (IMT) and coordinated by the Office of Emergency Management (OEM) in accordance with Policy III.3008.C, Emergency Incidents, and the Emergency Management Plan (EMP).

Temporary modifications must:

- Be documented by OEM;
- Be reported to the Board at the next regular meeting; and
- Expire unless adopted through the normal policy review process.

3. Priorities

During any emergency incident, the College prioritizes:

- Protecting life, health, and safety;
- Preserving and securing College buildings, infrastructure, and assets;
- Maintaining continuity of essential functions and orderly College operations; and
- Restoring academic and business activities as quickly as feasible following an incident.

4. Emergency Management Plan

The College will develop, maintain, and regularly update the comprehensive Emergency Management Plan (EMP). The EMP will:

- Define the College's incident classification system and associated response actions;
- Establish notification and communication procedures, including the College's official emergency notification system, SJC AlertMe;
- Define the Incident Management Team (IMT), organizational structure, roles, and integration with the National Incident Management System (NIMS) and Incident Command System (ICS);
- Establish criteria and procedures for Emergency Operations Center (EOC) activation and staffing;
- Outline after-action review (AAR) and improvement planning requirements;
- Contain annexes, hazard-specific plans, continuity considerations, and supporting procedures needed to implement this policy.

Questions or inquiries regarding the College’s comprehensive emergency management activities can be directed to the office of the Vice Chancellor for Fiscal Affairs, or the Office of Emergency Management.

5. After Action Reviews

The College will conduct after-action reviews following significant incidents, exercises, or operational disruptions. The EMP will outline timelines for AAR development, corrective action assignments, documentation requirements, and reporting expectations. OEM will maintain records of improvement planning efforts and provide updates to appropriate leadership.

6. Operational Status Categories

Suspension of College operations may occur under the following categories. Definitions are aligned with the EMP:

6.1. Altered Operations

The College moves into a remote or modified operating posture.

- 6.1.1. No life-safety threat exists.
- 6.1.2. Employees capable of remote work continue working their schedules.
- 6.1.3. Some essential personnel may be required on campus.
- 6.1.4. No loss of instructional time occurs.

6.2. Closure

A natural or human-caused incident requires the closure of a building, campus, or the entire College.

- 6.2.1. No imminent life-safety threat exists.
- 6.2.2. Students and visitors must leave the affected area.
- 6.2.3. Faculty and staff may remain only if directed or permitted.
- 6.2.4. Essential personnel may be required on-site.

6.3. Shutdown

- 6.3.1. A significant disruption requires suspension of non-critical on-site functions.
- 6.3.2. Life-safety risks may exist.
- 6.3.3. Students, staff, and visitors must leave campus except for essential personnel.
- 6.3.4. Only SLT may designate critical functions for on-site continuity.

6.4. Evacuation

There is an imminent threat to life or safety.

- 6.4.1. All personnel must leave campus.
- 6.4.2. No functions continue on-site.
- 6.4.3. Only SLT may authorize return.

6.5. Partial Suspension

A building or campus closes while other College locations remain operational.

- 6.5.1. Employees may be reassigned, work remote, or given alternate work.

7. Criteria for Declaring a Suspension of Operations

A suspension may be declared when conditions:

- 7.1. Pose risk to life or safety;
- 7.2. Disrupt critical utilities or infrastructure;
- 7.3. Prevent safe access to college facilities;

7.4. Significantly impair instructional or business operations.

OEM provides situational assessments and recommendations to the Chancellor or designee from the occurrence of the emergency incident till its conclusion.

8. Notification and Communication Requirements

The College will maintain capabilities to provide timely, actionable information during emergencies. The College’s official emergency notification and warning system is SJC AlertMe. Communications issued by the College to alert the campus community of significant threats in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

- **Emergency Notification:** A notification issued without delay upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.
- **Timely Warning:** A notification issued for Clery-reportable crimes that represent a serious or continuing threat to the campus community, intended to aid in the prevention of similar crimes.

The EMP will define:

- Criteria for issuing alerts and warnings;
- Authorized senders;
- Modalities (SMS, voice, email, desktop alerts, digital signage, etc.);
- Procedures supporting federal and state requirements, including Clery Act Emergency Notifications and Timely Warnings.

All emergency communications will be documented in accordance with the EMP and regulatory requirements.

8.1. Decision Notification

8.1.1. Upon declaration of a suspension, OEM will:

8.1.2. Notify the IMT and SLT;

8.1.3. Coordinate with Marketing & Public Relations for public messaging;

8.1.4. Activate SJC AlertMe for emergency notifications as appropriate. Alerts requiring immediate action to avoid injury may be sent without prior approval from the SLT.

8.2. Internal Coordination

OEM will issue an operational status statement to the IMT specifying:

8.2.1. Type of suspension;

8.2.2. Scope (building, campus, or College-wide);

8.2.3. Effective start time;

8.2.4. Anticipated duration when known;

8.2.5. Personnel reporting expectations.

SLT and Leaders must distribute internal instructions to their respective departments.

8.3. Documentation Requirements

All decisions related to operational suspension must be documented by OEM and retained as part of the College’s emergency records, consistent with the EMP.

9. Personnel Expectations During Suspended Operations

9.1. Essential Personnel

Employees designated essential by SLT or Department Leaders (with OEM oversight) may be required to report on-site or perform remote duties. Definitions and responsibilities for essential and non-essential personnel are contained in Procedure III.3008.C.b, Essential Personnel.

9.2. Non-Essential Personnel

Non-essential employees:

- 9.2.1. Do not report to campus unless instructed;
- 9.2.2. May be assigned remote work if feasible;
- 9.2.3. Must remain reachable during work hours unless otherwise directed.

Definitions

Emergency Incident: An emergency incident is defined as any event that is outside of normal College operations and has the potential of affecting the business functions of the College or the life and safety of the College community.

Incident Management Team (IMT): A structured group of trained personnel responsible for coordinating the College’s response, stabilization, and initial recovery actions during an emergency incident.

Mitigation: Capabilities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident/disaster.

Protection/Preparedness: Capabilities necessary to secure the institution against acts of terrorism and human-caused or natural disasters; protection focuses on ongoing actions that protect students, faculty, staff, visitors, networks, and property from a threat or hazard. Preparedness is a range of deliberate, critical tasks and activities necessary to build, sustain, and improve readiness and the operational capability of the College to respond to and recover from incidents/disasters.

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Altered Operations: The period during which the Chancellor or designee can move College operations to a remote posture. Under altered operations conditions the College remains operational without having to maintain full staffing on site. Employees with job tasks that can be completed remotely continue to work their schedules remotely (remote work can include work

from home, alternate College campus or an SLT approved work site). Employees who have job tasks that do not translate effectively to remote work will be directed by their leaders on alternate tasks or, in the case of essential personnel, report to work as scheduled. Under altered operations no loss of service or instructional time occurs. SLT may designate certain essential personnel to report on site to manage critical functions to ensure continuity of operations.

Closure: Any natural or human-caused incident that may require a building, a campus, or the entire College to close for business. In this type of suspension, students and staff are made aware that some on-site functions of the College have been suspended. There are no imminent life and safety threats, and faculty/staff may choose to remain in the building or on campus, dependent on the affected area, but students and visitors are required to leave the building or campus. Leaders can request certain essential personnel to report to duty to manage continuity of operations procedures.

Evacuation: Any natural or man-made incident that may require extraordinary disruption of College operations. In this type of suspension, students and staff are made aware that all critical and non-critical functions of the College have been suspended. There are imminent life and safety threats to the campus and all faculty, staff, students, and visitors are required to leave campus. Faculty and staff are not to report to duty until the SLT decides to resume operations.

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Date of SLT Approval	April 23, 2026
Effective Date	Tentatively June 2, 2026
Associated Policy	<i>Policy III.3008.C, Emergency Incidents</i>
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Emergency Management

Procedure III.3008.C.b, Essential Staff

Associated Policy

Policy III.3008.C, Emergency Incidents

Procedures

Emergencies, such as inclement weather, may arise and the Chancellor or his/her designated representative will make the decision and announcement of any suspension of College operations. Depending on the situation necessitating the suspension, the College may need to maintain essential services and operations needed at that time. During the suspension of operations, essential staff will report to work as directed. Situation permitting, those individuals will be identified in advance and notified by their leader. Some individuals who are required to perform essential services may be allowed to do so remotely.

In most cases, essential staff are expected to be on-site. Those employees identified as essential staff must report to work during the declared incident. Essential staff must notify their leader if they are unable to come to work. Employees who had pre-approved vacation time at the time of the College suspension will be excused and are able to take the vacation hours as planned.

Non-essential staff may be asked to remove themselves from the College at the time of the suspension of College operations and not report to work. Non-essential staff may be asked to report to work, remotely or on-site, if there is specific work that must be performed to meet deadlines. This communication will come from the employee's leader with the approval of his/her SLT leader.

Definitions

Essential Staff: *Essential staff* are employees who are required to report to their designated work location or to work remotely to ensure the operations of essential functions or departments during an emergency or when the College has suspended operations. Essential staff provide services that relate directly to the health, safety, and welfare of the College, ensure continuity of key operations, and maintain and protect College properties.

Non-essential Staff: *Non-essential staff* are employees that are not required to report to their designated work location during an emergency or when the College has suspended operations. Non-essential staff may be asked to report to work if there is specific work that must be performed.

Date of SLT Approval	April 22, 2021
Effective Date	June 8, 2021

Attachment 8 – Current Procedure

Associated Policy	Policy III.3008.C, Emergency Incidents
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Emergency Management

Procedure III.3008.C.b, Essential Staff Personnel

Associated Policy

Policy III.3008.C, Emergency Incidents

Procedures

~~Emergencies, such as inclement weather, may arise and the Chancellor or his/her designated representative will make the decision and announcement of any suspension of College operations. Depending on the situation necessitating the suspension, the College may need to maintain essential services and operations needed at that time. During the suspension of operations, essential staff will report to work as directed. Situation permitting, those individuals will be identified in advance and notified by their leader. Some individuals who are required to perform essential services may be allowed to do so remotely.~~

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~~Non-essential staff may be asked to remove themselves from the College at the time of the suspension of College operations and not report to work. Non-essential staff may be asked to report to work, remotely or on-site, if there is specific work that must be performed to meet deadlines. This communication will come from the employee's leader with the approval of his/her SLT leader.~~

1. Purpose

This procedure establishes criteria for designating essential personnel, outlines the responsibilities and expectations of essential and non-essential personnel during emergency incidents, and defines compensation and reporting requirements for essential personnel activated under emergency conditions, including mutual aid deployments.

2. Authority

The Strategic Leadership Team (SLT) holds the authority to designate essential personnel. SLT may delegate designation authority to department leaders with oversight by the Office of Emergency Management (OEM) to ensure consistency across campuses and alignment with institutional emergency needs.

3. Categories of Essential Personnel

Essential duties may include:

- Campus policing

- Life-safety operations
- Facilities and utilities operations
- OEM/Emergency Operations Center (EOC) support
- IT and network continuity
- Instructional delivery and support
- Student services/support functions
- Others as needed

Essential Personnel include, but are not limited to:

3.1. Life Safety and Emergency Response

3.1.1. Campus Police

3.1.2. OEM personnel

3.1.3. EOC Personnel

3.1.4. Incident Management Team (IMT) section members

3.2. Infrastructures and Facilities

3.2.1. Facilities Services

3.2.2. Construction/Energy Management

3.2.3. Safety, Health, Environmental, and Risk Management

3.3. Information Technology

3.3.1. Information Technology Services

3.3.2. Call Center

3.3.3. Cybersecurity

3.4. Communications

3.4.1. Strategic Leadership Team

3.4.2. External Relations

3.5. Mission-Critical Academic and Student Support

3.5.1. Instructional Teams and Support

3.5.2. Student Support Services

3.5.3. Administrative Deans

3.6. Finance

3.6.1. Payroll

3.7. Others as Designated

OEM will maintain updated essential personnel groupings as part of the College's Emergency Management Plan (EMP).

4. Designation of Essential Personnel

4.1. Standing Designations

Departments must identify essential personnel annually and submit the list to OEM for validation.

4.2. Incident-Specific Designations

Directors or higher-level leaders may designate additional essential personnel during an incident.

OEM will review and confirm these designations to ensure they match operational needs.

4.3. Notification of Designation

Employees designated as essential must be notified at the time of annual designation, and again during an activation when reporting expectations change.

5. Expectations of Essential Personnel During Emergencies

5.1. Reporting Requirements

Essential Personnel must:

5.1.1. Report at the time instructed;

5.1.2. Maintain communication with their supervisor, OEM, or IMT;

5.1.3. Follow assigned duties without deviation unless safety is compromised;

5.1.4. Comply with all safety, access, and personal protective equipment (PPE) requirements.

5.2. Safety Requirements

Essential Personnel must adhere to:

5.2.1. PPE requirements based on hazard conditions;

5.2.2. OEM-issued safety advisories;

5.2.3. Any required check-in/check-out and accountability procedures.

5.3. Accountability

Essential Personnel must provide:

5.3.1. Status updates (en route, on-site, departing);

5.3.2. Work performed;

5.3.3. Any incidents affecting safety or continuity;

5.3.4. Timesheets reflecting activation duties.

6. Non-Essential Personnel Expectations

Non-essential Personnel:

6.1. Do not report on-site during Closure, Shutdown, or Evacuation;

6.2. May be assigned remote work during Altered Operations;

6.3. Must remain reachable during work hours unless instructed otherwise;

6.4. Must follow instructions regarding operational status changes and return-to-work timelines.

7. Remote Work Expectations During Altered Operations

During Altered Operations:

7.1. Employees able to work remotely must continue normal or modified duties;

7.2. Supervisors must assign alternative tasks when normal duties are not feasible;

7.3. Essential Personnel may be required on-site even during remote operations periods.

8. Demobilization and Return-to-Work

When OEM authorizes demobilization:

8.1. Essential Personnel must follow checkout instructions;

- 8.2. Supervisors ensure personnel safety and confirm status;
- 8.3. Employees return to normal duties when cleared;
- 8.4. Payroll processes compensation based on activation documentation.

9. Compensation for Essential Personnel

Compensation for essential personnel activated during emergency incidents will be administered in accordance with:

- 9.1. Procedure III.3008.C.a, Unscheduled Suspension of College Operations
- 9.2. Procedure III.3001.C.a, Compensation and Payroll Procedures
- 9.3. Policy IV.4001.A, Compensation

as well as all other associated Human Resources (HR) compensation procedures. Nothing in this procedure creates, modifies, or guarantees compensation, premium pay, overtime eligibility, or leave benefits. All compensation determinations, including pay eligibility, rates, premiums, and time-reporting requirements, are governed exclusively by Policy IV.4001.A, Compensation, and its associated procedures. In the event of any inconsistency, Policy IV.4001.A, Compensation, and its procedures shall control.

These procedures govern:

- 9.4. Eligibility for additional compensation during emergency activations;
- 9.5. Portal-to-Portal pay rules and documentation requirements;
- 9.6. Compensation for mutual aid deployments;
- 9.7. Pay practices during operational suspensions (Altered Operations, Closure, Shutdown, and Evacuation);
- 9.8. Overtime and premium pay, when applicable.

Supervisors and employees must follow all compensation-related directions outlined in these referenced procedures and associated HR policies. OEM will notify HR and Payroll when essential personnel are activated under conditions that may trigger additional compensation requirements.

10. Portal-to-Portal Pay

Certain emergency conditions require essential personnel to report to duty outside their regular work hours or during periods when the College has suspended operations. To ensure fairness, safety, and compliance with applicable compensation policies, the following portal-to-portal pay provisions apply. Portal-to-portal pay compensates non-exempt essential personnel fairly when they are required to work during hazardous conditions or when the College is closed, normal commuting is unsafe or disrupted, they assume additional travel burdens to support continuity of operations, and their presence on campus is necessary to protect life safety and critical College infrastructure. This compensation structure ensures essential personnel are not financially disadvantaged for answering emergency calls while supporting the College's mission.

10.1. Portal-to-Portal pay is compensation for the time an essential employee spends:

- 10.1.1. Traveling from their residence (portal) to their assigned work location (portal), and

10.1.2. Traveling back to their residence after their assignment, when such travel is required due to an emergency activation.

10.1.3. Portal-to-Portal pay only applies to non-exempt/hourly employees and only when such employees are required to report due to an emergency event or an operational suspension, not during normal operations.

10.2. Conditions Under Which Portal-to-Portal Pay is Authorized

10.2.1. College is in a declared operational suspension

Portal-to-Portal pay applies during:

10.2.1.1. Closure

10.2.1.2. Shutdown

10.2.1.3. Evacuation

When the College transitions into any of these statuses, non-essential personnel are not permitted on campus, and essential personnel called to campus are performing duties outside the scope of routine work. Their travel time is compensable.

10.2.2. Essential Personnel are activated or recalled to respond to a declared operational suspension outside regular working hours

Any required travel to campus outside normal hours due to emergency activation is compensable.

10.2.3. Directed travel between multiple campuses or emergency sites

When essential Personnel must travel between College facilities as part of the emergency assignment, all travel time between sites is compensable.

10.2.4. Required on-site readiness, staging, or sheltering

If Essential Personnel are:

10.2.4.1. Staged on campus for readiness,

10.2.4.2. Required to shelter in place as part of continuity operations,

10.2.4.3. Directed to remain available in a controlled waiting status,

All time from departure to return home, including waiting time, is compensable.

10.3. Conditions Under Which Portal-to-Portal Pay Does Not Apply

Portal-to-Portal pay is **not** authorized when:

10.3.1. College is operating under Altered Operations

Employees working remotely or reporting on-site during regular hours as part of modified operations follow standard FLSA rules. Routine commuting is not compensable.

10.3.2. Travel is voluntary or undertaken without supervisory direction

Employees who choose to travel to campus without explicit authorization are not eligible for portal-to-portal compensation.

10.3.3. Travel occurs during an employee's standard commute window, unrelated to an activation

If no emergency recall or supervisory directive exists, travel time is not compensable.

10.4. Pay Structure and Recording Requirements

10.4.1. Nothing in this procedure creates, modifies, or guarantees compensation, premium pay, overtime eligibility, or leave benefits. All compensation determinations, including pay eligibility, rates, premiums, and time-reporting

requirements, are governed exclusively by Policy IV.4001.A, Compensation, and its associated procedures. In the event of any inconsistency, Policy IV.4001.A, Compensation, and its procedures shall control.

10.4.2. Compensation Framework

Portal-to-Portal pay is recorded as compensable work hours and applies toward:

10.4.2.1. Overtime calculations (if applicable)

10.4.2.2. Shift differentials

10.4.2.3. Emergency pay premiums (if applicable under HR policy)

10.4.3. Supervisor Responsibilities

Supervisors of Essential Personnel must:

10.4.3.1. Document the activation time and reporting instructions

10.4.3.2. Record when Essential Personnel were notified to report

10.4.3.3. Validate assignments requiring travel between campuses

10.4.3.4. Ensure accurate submission of timesheets in Web Time Entry

10.4.4. Employee Responsibilities

Essential Personnel must:

10.4.4.1. Report activation and travel times accurately in Web Time Entry

10.4.4.2. Follow approved routes and safety instructions

10.4.4.3. Maintain communication with supervisors during deployment

10.5. Coordination with HR and Payroll

OEM will notify HR and Payroll of:

10.5.1. The activation period

10.5.2. Personnel who were designated essential

10.5.3. Any extended operations requiring pay adjustments

10.5.4. Requirements for portal-to-portal compensation

Payroll will apply the appropriate compensation according to College compensation policies and FLSA guidelines.

10.6. Mutual Aid Deployments (Expanded Guidance)

10.6.1. Duty Status

Employees activated to support mutual aid missions are considered on the clock and in paid duty status from:

10.6.1.1. The time they depart their residence or duty station at the activation time

10.6.1.2. Until the time they return home or to their duty station after demobilization.

10.6.2. Compensation Components

Portal-to-Portal under mutual aid includes:

10.6.2.1. Deployment staging

10.6.2.2. Travel to/from deployment site(s)

10.6.2.3. All operational periods

10.6.2.4. Meal/rest breaks in accordance with labor standards

10.6.2.5. Return travel after demobilization

10.6.3. Eligibility

Mutual aid deployment compensation applies only when:

- 10.6.3.1. The deployment is formally requested by a jurisdiction or agency;
- 10.6.3.2. The request is approved through OEM and SLT (or their designees);
- 10.6.3.3. The assignment is documented according to the EMP.

10.6.4. Documentation

OEM will maintain:

- 10.6.4.1. Deployment orders
- 10.6.4.2. Mission assignments
- 10.6.4.3. Activation/demobilization timestamps
- 10.6.4.4. Resource tracking sheets
- 10.6.4.5. Personnel rosters
- 10.6.4.6. Cost and reimbursement documentation (if applicable)

Supervisors must ensure employees maintain accurate timesheets in Web Time Entry reflecting portal-to-portal time.

10.6.5. Reimbursement

If mutual aid reimbursement is available, OEM will coordinate with:

- 10.6.5.1. Fiscal Affairs
- 10.6.5.2. Office of Grants Management
- 10.6.5.3. Payroll

to ensure accurate cost recovery.

11. Building Access Management

During any suspension:

- 11.1. Facilities Services and Campus Police coordinate securing facilities.
- 11.2. Building access is limited to essential personnel and authorized contractors.
- 11.3. Leaders must identify urgent needs for access (e.g., research continuity, equipment needs).
- 11.4. Unauthorized access is prohibited until operations resume.

12. Leader Responsibilities

Leaders must:

- 12.1. Communicate reporting expectations to their reports;
- 12.2. Identify essential personnel in advance and confirm availability during activation;
- 12.3. Coordinate remote work guidance;
- 12.4. Maintain accountability of personnel during the suspension;
- 12.5. Report operational impacts to OEM through their leadership chain up to the IMT.

13. Resumption of Normal Operations

OEM will provide situational updates and recommendations for returning to normal operations.

The Chancellor or designee will authorize reopening based on:

- 13.1. Safety of facilities;
- 13.2. Stability of utilities;
- 13.3. Transportation/accessibility conditions;

13.4. Operational readiness of departments.

Upon reopening:

13.5. Leaders communicate return-to-work instructions;

13.6. OEM issues official notification College-wide;

13.7. HR and Payroll process compensation according to activation records.

Definitions

~~**Essential Staff:** *Essential staff* are employees who are required to report to their designated work location or to work remotely to ensure the operations of essential functions or departments during an emergency or when the College has suspended operations. Essential staff provide services that relate directly to the health, safety, and welfare of the College, ensure continuity of key operations, and maintain and protect College properties.~~

~~**Non-essential Staff:** *Non-essential staff* are employees that are~~ **Essential Personnel:** Employees whose presence or remote engagement is required to support life safety, emergency response, continuity of operations, or the protection of critical infrastructure during emergency incidents or operational suspensions. Essential Personnel may be required to work on-site, remotely, or in the field depending on the nature of the incident and operational needs.

~~**Non-Essential Personnel:** Employees who are not required to report to their designated work location during an emergency or when incident or operational suspension and whose duties do not directly support life safety, emergency response, or immediate continuity of critical College functions. Non-essential Personnel may be assigned remote work or alternate duties when feasible and must follow all instructions regarding operational status and return-to-work expectations.~~

~~**Suspension Period:** The period between the College has suspended operations. Non-essential staff may be asked to report to work if there is specific announcement of the suspension and the time communicated for employees to return to work that must be performed. This time period is determined by the Chancellor or his/her designee.~~

Date of SLT Approval	April 22, 2021 <u>23, 2026</u>
Effective Date	<u>Tentatively June 8, 2021</u> 2, 2026
Associated Policy	Policy III.3008.C, Emergency Incidents
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Emergency Management

Procedure III.3008.C.b, Essential Personnel

Associated Policy

Policy III.3008.C, Emergency Incidents

Procedures

1. Purpose

This procedure establishes criteria for designating essential personnel, outlines the responsibilities and expectations of essential and non-essential personnel during emergency incidents, and defines compensation and reporting requirements for essential personnel activated under emergency conditions, including mutual aid deployments.

2. Authority

The Strategic Leadership Team (SLT) holds the authority to designate essential personnel. SLT may delegate designation authority to department leaders with oversight by the Office of Emergency Management (OEM) to ensure consistency across campuses and alignment with institutional emergency needs.

3. Categories of Essential Personnel

Essential duties may include:

- Campus policing
- Life-safety operations
- Facilities and utilities operations
- OEM/Emergency Operations Center (EOC) support
- IT and network continuity
- Instructional delivery and support
- Student services/support functions
- Others as needed

Essential Personnel include, but are not limited to:

3.1. Life Safety and Emergency Response

- 3.1.1. Campus Police
- 3.1.2. OEM personnel
- 3.1.3. EOC Personnel
- 3.1.4. Incident Management Team (IMT) section members

3.2. Infrastructure and Facilities

- 3.2.1. Facilities Services
- 3.2.2. Construction/Energy Management
- 3.2.3. Safety, Health, Environmental, and Risk Management

3.3. Information Technology

- 3.3.1. Information Technology Services
- 3.3.2. Call Center
- 3.3.3. Cybersecurity
- 3.4. Communications
 - 3.4.1. Strategic Leadership Team
 - 3.4.2. External Relations
- 3.5. Mission-Critical Academic and Student Support
 - 3.5.1. Instructional Teams and Support
 - 3.5.2. Student Support Services
 - 3.5.3. Administrative Deans
- 3.6. Finance
 - 3.6.1. Payroll
- 3.7. Others as Designated

OEM will maintain updated essential personnel groupings as part of the College’s Emergency Management Plan (EMP).

4. Designation of Essential Personnel

- 4.1. Standing Designations
 - Departments must identify essential personnel annually and submit the list to OEM for validation.
- 4.2. Incident-Specific Designations
 - Directors or higher-level leaders may designate additional essential personnel during an incident.
 - OEM will review and confirm these designations to ensure they match operational needs.
- 4.3. Notification of Designation
 - Employees designated as essential must be notified at the time of annual designation, and again during an activation when reporting expectations change.

5. Expectations of Essential Personnel During Emergencies

- 5.1. Reporting Requirements
 - Essential Personnel must:
 - 5.1.1. Report at the time instructed;
 - 5.1.2. Maintain communication with their supervisor, OEM, or IMT;
 - 5.1.3. Follow assigned duties without deviation unless safety is compromised;
 - 5.1.4. Comply with all safety, access, and personal protective equipment (PPE) requirements.
- 5.2. Safety Requirements
 - Essential Personnel must adhere to:
 - 5.2.1. PPE requirements based on hazard conditions;
 - 5.2.2. OEM-issued safety advisories;
 - 5.2.3. Any required check-in/check-out and accountability procedures.
- 5.3. Accountability

Essential Personnel must provide:

- 5.3.1. Status updates (en route, on-site, departing);
- 5.3.2. Work performed;
- 5.3.3. Any incidents affecting safety or continuity;
- 5.3.4. Timesheets reflecting activation duties.

6. Non-Essential Personnel Expectations

Non-essential Personnel:

- 6.1. Do not report on-site during Closure, Shutdown, or Evacuation;
- 6.2. May be assigned remote work during Altered Operations;
- 6.3. Must remain reachable during work hours unless instructed otherwise;
- 6.4. Must follow instructions regarding operational status changes and return-to-work timelines.

7. Remote Work Expectations During Altered Operations

During Altered Operations:

- 7.1. Employees able to work remotely must continue normal or modified duties;
- 7.2. Supervisors must assign alternative tasks when normal duties are not feasible;
- 7.3. Essential Personnel may be required on-site even during remote operations periods.

8. Demobilization and Return-to-Work

When OEM authorizes demobilization:

- 8.1. Essential Personnel must follow checkout instructions;
- 8.2. Supervisors ensure personnel safety and confirm status;
- 8.3. Employees return to normal duties when cleared;
- 8.4. Payroll processes compensation based on activation documentation.

9. Compensation for Essential Personnel

Compensation for essential personnel activated during emergency incidents will be administered in accordance with:

- 9.1. Procedure III.3008.C.a, Unscheduled Suspension of College Operations
- 9.2. Procedure III.3001.C.a, Compensation and Payroll Procedures
- 9.3. Policy IV.4001.A, Compensation

as well as all other associated Human Resources (HR) compensation procedures. Nothing in this procedure creates, modifies, or guarantees compensation, premium pay, overtime eligibility, or leave benefits. All compensation determinations, including pay eligibility, rates, premiums, and time-reporting requirements, are governed exclusively by Policy IV.4001.A, Compensation, and its associated procedures. In the event of any inconsistency, Policy IV.4001.A, Compensation, and its procedures shall control.

These procedures govern:

- 9.4. Eligibility for additional compensation during emergency activations;
- 9.5. Portal-to-Portal pay rules and documentation requirements;
- 9.6. Compensation for mutual aid deployments;

9.7. Pay practices during operational suspensions (Altered Operations, Closure, Shutdown, and Evacuation);

9.8. Overtime and premium pay, when applicable.

Supervisors and employees must follow all compensation-related directions outlined in these referenced procedures and associated HR policies. OEM will notify HR and Payroll when essential personnel are activated under conditions that may trigger additional compensation requirements.

10. Portal-to-Portal Pay

Certain emergency conditions require essential personnel to report to duty outside their regular work hours or during periods when the College has suspended operations. To ensure fairness, safety, and compliance with applicable compensation policies, the following portal-to-portal pay provisions apply. Portal-to-portal pay compensates non-exempt essential personnel fairly when they are required to work during hazardous conditions or when the College is closed, normal commuting is unsafe or disrupted, they assume additional travel burdens to support continuity of operations, and their presence on campus is necessary to protect life safety and critical College infrastructure. This compensation structure ensures essential personnel are not financially disadvantaged for answering emergency calls while supporting the College's mission.

10.1. Portal-to-Portal pay is compensation for the time an essential employee spends:

10.1.1. Traveling from their residence (portal) to their assigned work location (portal), and

10.1.2. Traveling back to their residence after their assignment, when such travel is required due to an emergency activation.

10.1.3. Portal-to-Portal pay only applies to non-exempt/hourly employees and only when such employees are required to report due to an emergency event or an operational suspension, not during normal operations.

10.2. Conditions Under Which Portal-to-Portal Pay is Authorized

10.2.1. College is in a declared operational suspension

Portal-to-Portal pay applies during:

10.2.1.1. Closure

10.2.1.2. Shutdown

10.2.1.3. Evacuation

When the College transitions into any of these statuses, non-essential personnel are not permitted on campus, and essential personnel called to campus are performing duties outside the scope of routine work. Their travel time is compensable.

10.2.2. Essential Personnel are activated or recalled to respond to a declared operational suspension outside regular working hours

Any required travel to campus outside normal hours due to emergency activation is compensable.

10.2.3. Directed travel between multiple campuses or emergency sites

When essential Personnel must travel between College facilities as part of the emergency assignment, all travel time between sites is compensable.

10.2.4. Required on-site readiness, staging, or sheltering

If Essential Personnel are:

10.2.4.1. Staged on campus for readiness,

10.2.4.2. Required to shelter in place as part of continuity operations,

10.2.4.3. Directed to remain available in a controlled waiting status,

All time from departure to return home, including waiting time, is compensable.

10.3. Conditions Under Which Portal-to-Portal Pay Does Not Apply

Portal-to-Portal pay is **not** authorized when:

10.3.1. College is operating under Altered Operations

Employees working remotely or reporting on-site during regular hours as part of modified operations follow standard FLSA rules. Routine commuting is not compensable.

10.3.2. Travel is voluntary or undertaken without supervisory direction

Employees who choose to travel to campus without explicit authorization are not eligible for portal-to-portal compensation.

10.3.3. Travel occurs during an employee’s standard commute window, unrelated to an activation

If no emergency recall or supervisory directive exists, travel time is not compensable.

10.4. Pay Structure and Recording Requirements

10.4.1. Nothing in this procedure creates, modifies, or guarantees compensation, premium pay, overtime eligibility, or leave benefits. All compensation determinations, including pay eligibility, rates, premiums, and time-reporting requirements, are governed exclusively by Policy IV.4001.A, Compensation, and its associated procedures. In the event of any inconsistency, Policy IV.4001.A, Compensation, and its procedures shall control.

10.4.2. Compensation Framework

Portal-to-Portal pay is recorded as compensable work hours and applies toward:

10.4.2.1. Overtime calculations (if applicable)

10.4.2.2. Shift differentials

10.4.2.3. Emergency pay premiums (if applicable under HR policy)

10.4.3. Supervisor Responsibilities

Supervisors of Essential Personnel must:

10.4.3.1. Document the activation time and reporting instructions

10.4.3.2. Record when Essential Personnel were notified to report

10.4.3.3. Validate assignments requiring travel between campuses

10.4.3.4. Ensure accurate submission of timesheets in Web Time Entry

10.4.4. Employee Responsibilities

Essential Personnel must:

10.4.4.1. Report activation and travel times accurately in Web Time Entry

10.4.4.2. Follow approved routes and safety instructions

10.4.4.3. Maintain communication with supervisors during deployment

10.5. Coordination with HR and Payroll

OEM will notify HR and Payroll of:

- 10.5.1. The activation period
- 10.5.2. Personnel who were designated essential
- 10.5.3. Any extended operations requiring pay adjustments
- 10.5.4. Requirements for portal-to-portal compensation

Payroll will apply the appropriate compensation according to College compensation policies and FLSA guidelines.

10.6. Mutual Aid Deployments (Expanded Guidance)

10.6.1. Duty Status

Employees activated to support mutual aid missions are considered on the clock and in paid duty status from:

- 10.6.1.1. The time they depart their residence or duty station at the activation time
- 10.6.1.2. Until the time they return home or to their duty station after demobilization.

10.6.2. Compensation Components

Portal-to-Portal under mutual aid includes:

- 10.6.2.1. Deployment staging
- 10.6.2.2. Travel to/from deployment site(s)
- 10.6.2.3. All operational periods
- 10.6.2.4. Meal/rest breaks in accordance with labor standards
- 10.6.2.5. Return travel after demobilization

10.6.3. Eligibility

Mutual aid deployment compensation applies only when:

- 10.6.3.1. The deployment is formally requested by a jurisdiction or agency;
- 10.6.3.2. The request is approved through OEM and SLT (or their designees);
- 10.6.3.3. The assignment is documented according to the EMP.

10.6.4. Documentation

OEM will maintain:

- 10.6.4.1. Deployment orders
- 10.6.4.2. Mission assignments
- 10.6.4.3. Activation/demobilization timestamps
- 10.6.4.4. Resource tracking sheets
- 10.6.4.5. Personnel rosters
- 10.6.4.6. Cost and reimbursement documentation (if applicable)

Supervisors must ensure employees maintain accurate timesheets in Web Time Entry reflecting portal-to-portal time.

10.6.5. Reimbursement

If mutual aid reimbursement is available, OEM will coordinate with:

- 10.6.5.1. Fiscal Affairs
- 10.6.5.2. Office of Grants Management
- 10.6.5.3. Payroll

to ensure accurate cost recovery.

11. Building Access Management

During any suspension:

- 11.1. Facilities Services and Campus Police coordinate securing facilities.
- 11.2. Building access is limited to essential personnel and authorized contractors.
- 11.3. Leaders must identify urgent needs for access (e.g., research continuity, equipment needs).
- 11.4. Unauthorized access is prohibited until operations resume.

12. Leader Responsibilities

Leaders must:

- 12.1. Communicate reporting expectations to their reports;
- 12.2. Identify essential personnel in advance and confirm availability during activation;
- 12.3. Coordinate remote work guidance;
- 12.4. Maintain accountability of personnel during the suspension;
- 12.5. Report operational impacts to OEM through their leadership chain up to the IMT.

13. Resumption of Normal Operations

OEM will provide situational updates and recommendations for returning to normal operations.

The Chancellor or designee will authorize reopening based on:

- 13.1. Safety of facilities;
- 13.2. Stability of utilities;
- 13.3. Transportation/accessibility conditions;
- 13.4. Operational readiness of departments.

Upon reopening:

- 13.5. Leaders communicate return-to-work instructions;
- 13.6. OEM issues official notification College-wide;
- 13.7. HR and Payroll process compensation according to activation records.

Definitions

Essential Personnel: Employees whose presence or remote engagement is required to support life safety, emergency response, continuity of operations, or the protection of critical infrastructure during emergency incidents or operational suspensions. Essential Personnel may be required to work on-site, remotely, or in the field depending on the nature of the incident and operational needs.

Non-Essential Personnel: Employees who are not required to report to a designated work location during an emergency incident or operational suspension and whose duties do not directly support life safety, emergency response, or immediate continuity of critical College functions. Non-essential Personnel may be assigned remote work or alternate duties when feasible and must follow all instructions regarding operational status and return-to-work expectations.

Suspension Period: The period between the announcement of the suspension and the time communicated for employees to return to work. This time period is determined by the Chancellor or his/her designee.

Date of SLT Approval	April 23, 2026
Effective Date	Tentatively June 2, 2026
Associated Policy	<i>Policy III.3008.C, Emergency Incidents</i>
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Emergency Management

Procedure III.3008.C.d, Emergency Management Training and Exercises

Associated Policy

Policy III.3008.C, Emergency Incidents

Procedures

1. Purpose

This procedure establishes the College's requirements for emergency management training and exercises, including the development and maintenance of a Multi-Year Training and Exercise Plan (MYTEP) that meets federal best practices and complies with Texas Education Code (TEC) §37.108 for institutions of higher education.

2. Authority

TEC §37.108 requires institutions of higher education to develop and maintain an all-hazards emergency management plan and conduct regular training and exercises. This procedure operationalizes those requirements for San Jacinto College.

The Chancellor or designee has authority to approve the Multi-Year Training and Exercise Plan. The Office of Emergency Management (OEM) is responsible for implementing and maintaining the program.

3. Training and Exercise Program Requirements

3.1. Multi-Year Training and Exercise Plan (MYTEP)

OEM will develop and maintain a College-wide MYTEP that:

- Covers a minimum 5-year planning cycle,
- Aligns with the College's Emergency Management Plan (EMP),
- Prioritizes mission areas and core capabilities outlined by FEMA,
- Complies with §TEC 37.108 and state guidance issued by the Texas School Safety Center (TxSSC),
- Is updated annually,
- Identifies training and exercise requirements for all departments with emergency roles.

The MYTEP will be reviewed annually by OEM and submitted to the Chancellor or designee for approval.

3.2 Integration with Emergency Management Plan (EMP)

The MYTEP must directly support the objectives, roles, and responsibilities described in the EMP, including:

- Incident Management Team (IMT) development,
- Essential personnel preparedness,
- Continuity of operations,
- Hazard-specific functional readiness,
- Communication and public information readiness.

3.2. Required Training for Personnel with Emergency Roles

Personnel assigned responsibilities in the EMP must complete training appropriate to their assigned roles, including:

a. National Incident Management System (NIMS)/Incident Command System (ICS) Training

At a minimum, employees serving on the IMT or in designated emergency roles must complete:

- IS-100, Introduction to the Incident Command System
- IS-200, Basic Incident Command System for Initial Response
- IS-700, An Introduction to the National Incident Management System
- IS-800, National Response Framework, An Introduction

(Additional position-specific ICS training may be required.)

b. Annual Refresher Training

OEM will conduct annual refresher sessions covering:

- Policy III.3008.C, Emergency Incidents
- Notification and communication procedures
- Operational statuses and reporting expectations
- Department-specific emergency duties

Departments are responsible for ensuring employee participation.

3.3. Exercise Requirements

OEM will design, coordinate, and document exercises in compliance with §TEC 37.108, including:

a. Annual Tabletop Exercise (TTX)

At least one College-wide or campus-specific tabletop exercise must be conducted annually, involving SLT, OEM, Campus Police, Facilities, and other relevant departments.

b. Functional or Full-Scale Exercise Every Five Years

OEM will coordinate a functional or full-scale exercise at least once every five years or as otherwise required by federal or state guidance.

c. Department-Level Drills

Operational departments (e.g., Campus Police, Facilities, IT, Student Services) may be required to conduct drills as outlined in the MYTEP.

3.4. After-Action Reviews and Improvement Planning (AAR/IP)

Following every exercise or real-world incident:

- OEM will develop an After-Action Report and Improvement Plan,
- Corrective actions will be documented and tracked to completion,
- Improvement items will be updated in the MYTEP and EMP as appropriate,
- Departments will be assigned responsibilities and timelines.

4. Documentation and Reporting

4.1. Recordkeeping Requirements

OEM will maintain:

- All exercise materials (Master Scenario and Event List, participant guides, sign-in sheets),
- Training records for personnel with emergency duties,
- AAR/IPs and corrective action documentation,
- Annual updates to the MYTEP.

4.2. Compliance Reporting

OEM will provide documentation required by:

- TEC §37.108,
- Texas Division of Emergency Management (TDEM),
- Texas School Safety Center (TxSSC),
- Accrediting bodies or grant programs, as applicable.

5. Responsibilities

5.1. Office of Emergency Management (OEM)

OEM is responsible for:

- Developing and maintaining the MYTEP,
- Coordinating all training and exercises,

- Ensuring alignment with TEC §37.108,
- Maintaining training records,
- Managing AAR/IP processes,
- Reporting compliance to College leadership.

5.2. Departments With Emergency Roles

Departments must:

- Ensure personnel complete required training,
- Participate in exercises as assigned,
- Support evaluation and improvement planning,
- Notify OEM of staffing or structural changes impacting readiness.

5.3. Strategic Leadership Team (SLT)

SLT will:

- Support training and exercise participation College-wide,
- Review and approve the annual MYTEP,
- Participate in executive-level training and exercises.

Definitions

After-Action Report/Improvement Plan (AAR/IP): A structured document developed following an exercise or real-world incident that analyzes performance, identifies strengths and areas for improvement, and assigns corrective actions with responsible parties and timelines for completion.

Exercise: A planned, structured activity designed to validate plans, policies, procedures, training, and capabilities through simulation of an emergency scenario. Exercises may include tabletop, functional, or full-scale formats.

Functional Exercise (FE): A simulated exercise that tests and evaluates operational capabilities, coordination, and command and control functions within a realistic, time-pressure environment, typically conducted in an Emergency Operations Center (EOC) or similar setting.

Full-Scale Exercise (FSE): A multi-agency, multi-jurisdictional exercise that simulates real-world emergency response and recovery operations in a highly realistic environment, often involving personnel, equipment, and field operations.

Multi-Year Training and Exercise Plan (MYTEP): A strategic document that outlines the College's training and exercise priorities, schedule, and objectives over a defined multi-year period. The MYTEP aligns with the Emergency Management Plan (EMP), institutional risks, and regulatory requirements, including TEC §37.108.

Tabletop Exercise (TTX): A discussion-based exercise where participants review and respond to a simulated emergency scenario in an informal, low-stress environment, focusing on roles, responsibilities, coordination, and decision-making.

Core Capabilities: Distinct critical elements necessary to achieve the National Preparedness Goal, as defined by federal guidance, including capabilities related to prevention, protection, mitigation, response, and recovery that the College seeks to build and sustain through training and exercises.

Homeland Security Exercise and Evaluation Program (HSEEP): A federally recognized methodology for designing, conducting, and evaluating exercises, providing standardized doctrine for exercise program management and improvement planning.

Date of SLT Approval	April 23, 2026
Effective Date	Tentatively June 2, 2026
Associated Policy	<i>Policy III.3008.C, Emergency Incidents</i>
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Emergency Management

Action Item “XX”
Regular Board Meeting, May 4, 2026

**Consideration of Approval of Revision of Policy III.3000.A, Campus Carry - First Reading
(Informational Item)**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revisions to Policy III.3000.A, Campus Carry. The Board of Trustees will not vote on this item on May 4, 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

In anticipation of the College’s biennial compliance report to the Legislature regarding the Campus Carry Law (Government Code 411.2031) and annual mandatory training on this topic for the College community, the administration reviewed this policy and associated procedure and proposed the changes noted below to streamline them and align them with current practices.

- Move appropriate content from the policy to procedure, and from the procedure to policy
- Simplify content where appropriate and allowable
- Include references to applicable law

IMPACT OF THIS ACTION

The revised policy and procedure were sent to the College community on April 30, 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 June 1, 2026.

The associated procedure has been updated to align with the policy revisions 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 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.3000.A, Campus Carry (Current Policy)
- Attachment 3 - Policy III.3000.A, Campus Carry (Proposed, Track)
- Attachment 4 - Policy III.3000.A, Campus Carry (Proposed, Clean)

Informational Items Only:

Action Item "XX"
Regular Board Meeting, May 4, 2026

**Consideration of Approval of Revision of Policy III.3000.A, Campus Carry - First Reading
(Informational Item)**

Attachment 5 - Procedure III.3000.A.a, Campus Carry (Current Procedure)
Attachment 6 - Procedure III.3000.A.a, Campus Carry (Proposed, Track)
Attachment 7 - Procedure III.3000.A.a, Campus Carry (Proposed, Clean)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: N/A

Proposed Policy Name: N/A

Current Policy Number/Name: **Policy III.3000.A, Campus Carry**

New Procedure Number: N/A

Proposed Procedure Name(s): N/A

Current Procedure Number(s)/Name(s): **Procedure III.3000.A.a, Campus Carry**

Action Recommended for Policy: **Revise**

Action Recommended for Procedures: **Revise**

Web Links:

[Policy III.3000.A, CAMPUS CARRY](#)

[Procedure III.3000A.a, Campus Carry](#)

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

Secondary Owner: **Chief of Police**

Summary of Changes

- In anticipation of the College's biennial compliance report to the Legislature regarding the Campus Carry Law (Government Code 411.2031) and annual mandatory training on this topic for the College community, the administration reviewed this policy and associated procedure and proposed the changes noted below to streamline them and align them with current practices. There have been no changes to the law or College practices.

Policy Changes

- Move appropriate content from the policy to procedure, and from the procedure to policy
- Simplify content where appropriate and allowable
- Include references to applicable law

Procedure Changes

- Move appropriate content from the procedure to policy, and from the policy to procedure
- Simplify content where appropriate and allowable
- Include references to applicable law
- Add guiding factors and principles for determining whether firearm exclusions apply to specific rooms, portions of buildings, or entire buildings when exclusion zones cannot be practically separated.

Policy III.3000.A, CAMPUS CARRY

Purpose

The purpose of this policy is to comply with the requirements of Texas Senate Bill 11 (S.B. 11), which is generally referred to as the “campus carry” law, to allow the concealed carrying of handguns by license holders on the campuses of certain institutions. The policy grants permission for a valid Texas License to Carry holder (LTC) to generally carry a concealed handgun on campus. The policy also identifies certain campus locations and activities that a valid LTC holder may be excluded from carrying a handgun due to previously existing State of Texas statutes or exclusion zones identified by the San Jacinto Community College District (College).

Policy

The San Jacinto Community College District (College) is committed to providing a safe environment for students, employees, contractors, affiliates, and visitors, and to respecting the right of individuals licensed to carry a handgun in the state of Texas. Individuals licensed to carry may do so on campus except in locations and at activities prohibited by law or by this policy. The carrying of any handgun by an unlicensed person or the open carry of a handgun is not permitted in any place at the College.

1. Individuals who hold a valid Texas License to Carry a Handgun (LTC), including a valid Texas Concealed Handgun License, (“license holders”) may (1) carry a handgun on campus so long as the handgun is not in plain view, on or about their person at all times, and under their control (e.g., purse, backpack, bag, etc.) or (2) secure their handgun in a locked motor vehicle. The carrying of an unconcealed handgun on campus is restricted to authorized law enforcement officers and other persons who may be designated by appropriate law enforcement agencies.

All other weapons are strictly prohibited for students, faculty, staff, and visitors; their possession on campus is grounds for immediate action by law enforcement. See Section 46.05 of the Texas Penal Code for a list of weapons.

A license holder’s handgun must be concealed at all times. In compliance with Texas Penal Code §46.035(a-1), a license holder may not carry a partially or wholly visible handgun on campus premises or on any college driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area. Anyone intentionally or knowingly displaying a handgun in plain view for others to see is in violation of Texas law.

A license holder must display his or her License to Carry when directed by a law enforcement officer in accordance with section 411.205 of the Texas Government Code. Otherwise, an individual is not required to disclose whether he or she is a license holder in order to participate in any program or service offered by the College, except as required by law.

A license holder may not carry a handgun if he/she is intoxicated under Texas Penal Code 46.035(d).

2. It is the responsibility of license holders to carry their handguns on or about their person at all times. “About” the person means that a license holder may carry a holstered handgun in a

backpack or handbag, but the backpack or handbag must be close enough that the license holder can grasp it without materially changing position. A license holder who carries a handgun on campus must carry it in a holster that completely covers the trigger and the entire trigger guard area. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling.

The College does not provide storage for handguns.

The open carry of handguns is not permitted on college premises.

3. The College is often the site of Pre-K-12 (Pre-Kindergarten – Grade 12) school-sponsored activities, such as field trips. When a Pre-K-12 school-sponsored activity is conducted at a particular location, the carrying of concealed handguns is prohibited. A sign shall be posted that conforms to Texas Penal Code, Section 30.06 during these activities.

Upon a survey of the College campuses, areas identified as routinely hosting such school-sponsored activities shall be posted on the College's rules and regulations regarding campus carry.

4. Texas Penal Code §46.03(a) (2) excludes license holders of handguns from carrying a handgun on the premises of a polling place on the day of an election or while early voting is in progress according to Policy 2-19. A sign shall be posted at any polling place located on campus from the commencement of early voting through Election Day that reads either "Polling Place" or "Vote Here." (See Electioneering Procedure VII.7000.A.a)
5. Texas Penal Code §46.035(b) (6) excludes license holders of handguns from carrying a handgun on the premises of a church, synagogue, or other established place of religious worship. A sign shall be posted that conforms to Section 30.06 of the Texas Penal Code.
6. Texas Penal Code §46.035(b)(2) excludes license holders of handguns from carrying a handgun where a high school, collegiate, or professional sporting event or interscholastic event is taking place, unless the license holder is a participant in the event and a handgun is used in the event. Notice shall be given for all collegiate sporting events. If possible, for ticketed sporting events this notice should be given by means of a written communication on the back of, or appended to, the ticket. Vendors and others who are permitted to enter the premises without a ticket shall be provided written notice through other means. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.
7. The concealed carry of handguns shall be prohibited in areas for which state or federal law, licensing requirements, or contracts require exclusion at the exclusive discretion of the state or federal government, or are required by a campus accrediting authority. Where appropriate, signage must conform to the overriding federal or state law requirements. Otherwise, notice conforming to Texas Penal Code §30.06 must be provided.
8. The concealed carry of handguns shall be prohibited in patient-care areas, including those in which professional mental health and counseling services are provided. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

9. The concealed carry of handguns shall be prohibited in areas in which formal hearings are being conducted pursuant to Code of Student Conduct (Student Handbook); Academic Hearings; Veterans Appeal Hearings; Financial Aid Appeal Hearings; Employee Hearings; and Employee Grievances. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.
10. The concealed carry of handguns shall be prohibited in areas where the discharge of a firearm might cause great harm, such as laboratories with extremely dangerous chemicals, biologic agents, explosive agents, critical infrastructure, and areas with equipment that is incompatible with metallic objects, such as magnetic resonance imaging machines. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.
11. The campus is often the site of campus programs for minors. When a campus program for minors is conducted at a particular location, the carrying of concealed handguns is prohibited. Additionally, counselors, staff, and volunteers who work in a campus program for minors must, as a condition of their participation, agree not to carry a concealed handgun on the grounds or in buildings where the program is conducted. Parents of attendees must also agree, as a condition of their child's participation, not to carry a concealed handgun on the grounds or in buildings where the program is conducted. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

This policy does not apply to College course-based academic service learning or research approved by the Institutional Review Board ("IRB").

12. The College shall amend the Code of Student Conduct, Faculty Handbook, and San Jacinto Policy and Procedure Manual to provide that causing the accidental or intentional showing of a firearm or the accidental discharge of a firearm is conduct subject to disciplinary action.
13. Exclusion zones created by Texas Penal Code §§46.03 and 46.035 as well as by the rules and regulations enacted under S.B. 11 may sometimes comprise only a portion of a building. In some instances it may not be feasible to exclude concealed handguns only from the designated exclusion zones. The following factors and principles shall govern the implementation of these rules and regulations in those buildings in which some, but not all parts are designated as exclusion zones.

Governing factors:

- The percentage of assignable space or rooms in a building that are designated as exclusion zones.
- The extent to which the area (or areas) designated as exclusion zones are segregated from other areas of the building.
- The extent to which use of the building, and hence its status as an exclusion zone, varies from day-to-day or week-to-week.

Governing principles:

- If a small number of rooms or a small fraction of assignable space in a building is subject to exclusion, only the rooms or areas that qualify for exclusion should be excluded.
- If 85% or more of the total building in terms of number of rooms or assignable space is subject to exclusion, or if the excludable space is not segregated from other space, then as a matter of practicality, the whole building may be excluded.
- Appropriate signage shall be posted that conforms to Texas Penal Code, Section 30.06.

14. The College shall develop training materials particular to San Jacinto College on how to respond to an active shooter situation. These shall be incorporated in the active shooter training, and all faculty and staff shall be required to complete this module. All students are encouraged to complete training on how to respond to an active shooter situation.
15. The College shall develop and post in a prominent place a detailed Campus Carry FAQ.
16. The College shall develop materials that educate and inform current and prospective San Jacinto College students about campus carry and how it is being implemented.
17. To the extent possible, areas within gun-exclusion zones should be made available on a scheduled basis to faculty and staff. These spaces can be used for conferences that faculty or staff would prefer to conduct in a gun-exclusion zone.
18. The following factors and principles shall govern the implementation of exclusions or allowances for Graduation ceremonies.

Governing factors:

- Off-campus location shall follow the venue’s rules and regulations in regards to the permitted carrying of firearms.
 - On-campus location shall follow the use of the building and/or exclusion zone criteria set forth herein.
19. The Deans of Administration or equivalent, in coordination with the Police Department, shall be charged with the following responsibilities:
 - (1) Support the consistent implementation of this policy;
 - (2) Conduct a periodic review and provide recommendations to the Chancellor; and
 - (3) Compile, maintain, and provide a periodic review of the premises where license holders are prohibited from carrying a handgun.

A student, or a member of the faculty or staff of the College may appeal a decision regarding the implementation of a policy or procedure contained herein to the Deans of Administration or equivalent/Police Department for consideration. A further appeal of the decision may be submitted to the Vice Chancellor of Fiscal Affairs for consideration. The Vice Chancellor of Fiscal Affairs may choose to make a final decision or submit the appeal to the Chancellor for consideration. The Chancellor may approve, reject, or modify the decision in question, or may submit the issue to the Campus Safety and Security Council

for reconsideration. The decision of the Chancellor to approve, reject, or modify a decision is final.

Additional policies or exclusion areas not provided for in this policy will not be the subject of or considered as a matter of appeal. In accordance with the Texas Government Code, Section [411.2031](#), the Chancellor is authorized to enact reasonable rules and regulations regarding the concealed carry of handguns on campus.

20. Not later than September 1 of each even-numbered year, the College shall submit a report to the Texas Legislature and to the standing committees of the Legislature with jurisdiction over the implementation of these policies that:

- (1) Describes the rules and regulations adopted by the College regarding the carrying of concealed handguns on its campuses; and
- (2) Outlines the reasons the College established the provisions adopted.

Definitions

Campus: All land and buildings owned or leased by the San Jacinto Community College District.

Campus program for minors: Such programs as defined as providing oversight and training for camps and programs involving minors held on College premises or operated by the College which have recreational, athletic, religious, or educational activities for the campers. This includes all camps or programs covered by Texas Education Code, Chapter 51, Section 51.976, as well as any day camp, activity, or University Interscholastic League (“UIL”) event sponsored by the College.

College: The San Jacinto Community College District and also referenced as San Jacinto College.

Concealed Carry: The Texas Department of Public Safety defines a concealed handgun as a handgun not openly discernable to the ordinary observation of a reasonable person.

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

Exclusion Zones: An area of a campus, building, or room where the possession of a handgun is prohibited by current Texas statute; or an area of a campus, building, or room designated and approved by the Strategic Leadership Team (SLT) and Board of Trustees in which the possession of a handgun is prohibited.

Handgun: A handgun is any firearm that is designed, made, or adapted to be fired with one hand.

License to Carry Holder: A person licensed to carry a concealed handgun under Chapter 411 of the Texas Government Code.

"On or about their person": Means a person licensed to carry a handgun must carry a handgun in a manner that the handgun is close enough to the license holder that he or she can reach it without materially changing position.

Patient-Care Areas: An area, including research areas, that involves the treatment or evaluation of a medical or mental health condition of a patient by a licensed health care provider or under the supervision or direction of a licensed health care provider and that results in a formal record of treatment.

Pre-K-12 School-Sponsored activities: Such activities are defined as tours, demonstrations, field trips, events, clubs, camps, clinics, programs, etc., held on College property that are authorized by a Pre-K-12 school district or individual school(s) as a curricular, co-curricular, or interscholastic activity and are managed or supervised in part by the district or school, or district or school employee.

Student: a currently enrolled student of the San Jacinto Community College District as defined by instruction policy and procedure.

Authority

The Board of Trustees is authorized by the State of Texas to govern San Jacinto Community College District through the Texas State Constitution and Texas Education Code Chapter 130. College policy functions within the context of and is subject to compliance with laws, statutes, and regulations executed at federal, state, and local levels. The Board delegates authority to the Chancellor to develop policies for the Board's consideration at its request or on the Chancellor's initiative and delegates to the Chancellor the authority to develop, adopt, and implement procedures. To the extent that any policy is inconsistent with state or federal law, the state or federal law shall prevail. The Texas Government Code Section 411.2031 authorizes the Chancellor to establish reasonable rules, regulations, or other provisions regarding the carrying of concealed handguns by license holders on the campus or on premises located on the campus of the San Jacinto College.

Applicability

Peace Officers employed by the San Jacinto College Police Department or other law enforcement agencies are exempt from this policy. This policy applies to all other employees, students, contractors, affiliates, and visitors to the College, unless stated otherwise by the policy.

Sanctions

Sanctions for violating a policy, unless stated otherwise by the policy, will be commensurate with the severity and/or frequency of the violation and will be administered according to human resources and student disciplinary policy or other applicable policy. Sanctions for violating state or federal laws shall be determined by the appropriate state or federal agency having jurisdiction.

Exclusions

The Chancellor has the authority to sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation without utilizing the procedures outlined in this policy. The Board shall review any temporary exclusions at the next regularly scheduled meeting of the Board. To become permanent, any changes made under this exclusion shall begin the policy review process defined by procedure at the next regularly scheduled meeting of the Board.

Interpretation

The authority to interpret this policy and all policies resides with the Board of Trustees. The Board delegates the day-to-day interpretation of policy to the Chancellor or his/her designee.

Associated Procedures

Procedure III.3000.A.a, Campus Carry

Date of Board Approval	This policy became effective as of July 29, 2024, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change followed the standard policy review process with first reading on August 12, 2024 and second reading on September 9, 2024.
Effective Date	July 29, 2024
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Chief of Police

Policy III.3000.A, ~~CAMPUS CARRY~~Campus Carry

Purpose

~~The purpose of this~~This policy is to comply with the requirements of Texas law regarding campus carry” law, to allow the, which permits licensed individuals to carry concealed ~~carrying~~ of handguns by license holders on the campuses of certain institutions. The policy grants permission for a valid Texas License to Carry holder (LTC) to generally carry a concealed handgun on campus. ~~The policy~~College property. It also identifies certain campus locations and activities that a valid LTC holder may be excluded from carrying a handgun due to previously existing State of Texas statutes where handguns are prohibited under state law or designated College exclusion zones.

Policy identified by the

San Jacinto ~~Community College District (College).~~

Policy

~~The San Jacinto Community College District (College)~~ is committed to providing a safe environment for students, employees, contractors, affiliates, and visitors, and to ~~while~~ respecting the ~~right~~rights of individuals licensed to carry a handgun in the state of ~~under~~ Texas. law.

1. General Carry Requirements

Individuals ~~licensed~~with a valid License to Carry (LTC) may carry ~~may do so a~~ concealed handgun on campus College property, except in locations and at activities prohibited by law or by this policy. The carrying of any handgun by an unlicensed person or the open carry of a handgun is not permitted in any place at the College designated exclusion zones, which will be identified by signage that complies with Penal Code §30.06. The handgun must remain concealed, on or about the person, and under the individual’s control. It may also be secured in a locked vehicle. Handguns must not be visible (Texas Penal Code §46.035(a-1). License holders must present identification when requested by law enforcement (Texas Government Code §411.205) and may not carry while intoxicated.

~~1. Individuals who hold a valid Texas License to Carry a Handgun (LTC), including a valid Texas Concealed Handgun License, (“license holders”) may (1) carry a handgun on campus so long as the handgun is not in plain view, on or about their person at all times, and under their control (e.g., purse, backpack, bag, etc.) or (2) secure their handgun in a locked motor vehicle. The carrying of an unconcealed handgun on campus is restricted to authorized law enforcement officers and other persons who may be designated by appropriate law enforcement agencies.~~

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Unlicensed carry is prohibited. Open carry is not allowed on campus, except by authorized law enforcement officers.

All other weapons are ~~strictly prohibited for students, faculty, staff, and visitors; their possession on campus is grounds for immediate action by prohibited. Violations may result in~~ law enforcement. See Section 46.05 of the Texas Penal Code for a list of weapons.

~~A license holder's handgun must be concealed at all times. In compliance with Texas Penal~~

~~Code §46.035(a-1), a license holder may not carry a partially or wholly visible handgun on campus premises or on any college driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area. Anyone intentionally or knowingly displaying a handgun in plain view for others to see is in violation of Texas law.~~

~~A license holder must display his or her License to Carry when directed by a law enforcement officer in accordance with section 411.205 of the Texas Government Code. Otherwise, an individual is not required to disclose whether he or she is a license holder in order to participate in any program or service offered by the College, except as required by law.~~

~~A license holder may not carry a handgun if he/she is intoxicated under Texas action (Texas Penal Code §46.035(d05)).~~

~~2. It is the responsibility of license holders to carry their handguns on or about their person at all times. "About" the person means that a license holder may carry a holstered handgun in a backpack or handbag, but the backpack or handbag must be close enough that the license holder can grasp it without materially changing position. A license holder who carries a handgun on campus must carry it in a holster that completely covers the trigger and the entire trigger guard area. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling.~~

2. Storage and Handling

Handguns must remain within immediate reach and under direct control at all times. If carried in a bag, the bag must remain with the individual.

All handguns must be secured in a holster that fully covers the trigger and retains the firearm.

The College does not provide handgun storage ~~for handguns.~~

3. Exclusion Zones: Locations Prohibited by Law

Handguns are prohibited in the following locations as required by law:

- Polling places during voting periods (Texas Penal Code §46.03)
- Places of religious worship, when applicable (Texas Penal Code §46.035(b)(6))
- Sporting or interscholastic events while in progress (Texas Penal Code §46.035(b)(2))

1.4. Exclusion Zones: Chancellor-Designated Areas Based on Activity

After consultation with students, staff and faculty, the Chancellor has determined, and the Board herein memorializes by policy, that concealed handguns are not permitted in areas where specific activities are taking place, including:

- Formal hearings
- Patient-care areas
- Programs for minors
- Pre-K-12 school-sponsored activities
- Locations where firearm discharges pose a safety risk (e.g., labs, magnetic resonance imaging areas)
- Any other area designated by the Chancellor in procedure or regulation after consultation with students, staff and faculty.

2.5. Exclusion Zones -Application

Exclusion zones may apply to specific rooms or entire buildings based on:

- Consistency of use
- Separation of restricted areas
- Percentage of restricted space

—If most of a building qualifies or areas cannot be clearly separated, the entire building may be designed as an exclusion zone, varies from day-to-day or week-to-week.

Governing principles:

. Proper notice will be posted for any

~~If a small number of rooms or a small fraction of assignable space in a building is subject to exclusion, only the rooms or areas that qualify for exclusion should be excluded.~~

~~If exclusion zone, whether it is an entire building or part thereof.~~

6. The following factors Training and principles shall govern the implementation Awareness

The College will provide:

- Annual active threat response training for employees
- Informational materials regarding campus carry for students and staff

Any violations of exclusionsthis policy should be reported to the College District Police Department immediately.

7. Use of Exclusion Spaces

When applicable, exclusion areas may be designated for scheduled meetings or allowances for events requiring a firearm-free environment.

3.8. Graduation ceremonies. Ceremonies

Governing factors:

- ~~• Off-campus location shall follow the venue's rules and regulations in regards to the permitted carrying of firearms.~~
- Off campus: Venue rules apply
- On-campus location shall follow the use of the building and/or campus: Existing exclusion zone eriteria set forth herein. rules apply

9. Administration and Appeals

The Deans of Administration or equivalent, in coordination with the Police Department, shall be charged with the following responsibilities will:

- Support the consistent implementation of this policy;
 - Conduct a periodic review and provide Provide recommendations to the Chancellor; and
- (1) Compile, maintain, and provide a periodic review of the premises where license holders are prohibited from carrying a handgun.

A student, or a member of the faculty or staff of the College may appeal a decision regarding the implementation of a policy or procedure contained herein to the Deans of Administration or equivalent/Police Department for consideration. A further appeal of the decision may be submitted to the Vice Chancellor of Fiscal Affairs for consideration. The Vice Chancellor of Fiscal Affairs may choose to make a final decision or submit the appeal to the Chancellor for consideration. The Chancellor may approve, reject, or modify the decision in question, or may submit the issue to the Campus Safety and Security Council for reconsideration. The decision of the Chancellor to approve, reject, or modify a decision is final.

Additional policies or exclusion areas not provided for in this policy will not be the subject of or considered as a matter of appeal. In accordance with the Texas Government Code, Section 411.2031, the Chancellor is authorized to enact reasonable rules and regulations regarding the concealed carry of handguns on campus.

- ~~Not later than September 1 of each even-numbered year, the College shall~~Maintain exclusion zone listings

10. Legislative Reporting

~~20. The College will submit a report to the Texas Legislature and to the standing committees of the Legislature with jurisdiction over the implementation of these policies that:~~

~~(1) Describes the rules and regulations adopted by the College regarding the carrying of concealed handguns on its campuses; and~~

~~Outlines the reasons the College established the provisions adopted~~every two years describing campus carry rules and their justification (Government Code 4.11.2031).

Definitions

- ~~Campus: All land and buildings College-owned or leased by the San Jacinto Community College District, property~~
- ~~Handgun: A handgun is any firearm that is designed, made, or adapted to be fired with one hand.~~
- Programs for Minors: Activities involving individuals under 18
- Concealed Carry: A handgun not visible to ordinary observation
- On or About the Person: Close enough to reach without significant movement
- ~~License to Carry Holder: A person licensed to carry a concealed handgun under Chapter 411 of the under Texas Government Code. Chapter 411~~

~~"On or about their person": Means a person licensed to carry a handgun must carry a handgun in a manner that the handgun is close enough to the license holder that he or she can reach it without materially changing position.~~

~~**Patient Care Areas:** An area, including research areas, that involves the treatment or evaluation of a medical or mental health condition of a patient by a licensed health care provider or under the supervision or direction of a licensed health care provider and that results in a formal record of treatment.~~

~~**Pre K-12 School Sponsored activities:** Such activities are defined as tours, demonstrations, field trips, events, clubs, camps, clinics, programs, etc., held on College property that are authorized by a Pre K-12 school district or individual school(s) as a curricular, co-curricular, or interscholastic activity and are managed or supervised in part by the district or school, or district or school employee.~~

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~~**Student:** a currently enrolled student of the San Jacinto Community College District as defined by instruction policy and procedure.~~

- ~~• **Patient Care Areas:** Locations where licensed providers deliver or document care~~
- ~~• **Pre-K-12 Activities:** School-sponsored activities supervised by a school or district~~
- ~~• **Exclusion Zone:** A location where handguns are prohibited by law or College designation~~

Authority

~~The Board of Trustees governs the College under Texas law and authorizes the Chancellor to develop and implement procedures and reasonable campus rules to effectuate this policy.~~

If

~~The Board of Trustees is authorized by the State of Texas to govern San Jacinto Community College District through the Texas State Constitution and Texas Education Code Chapter 130. College policy functions within the context of and is subject to compliance with laws, statutes, and regulations executed at federal, state, and local levels. The Board delegates authority to the Chancellor to develop policies for the Board's consideration at its request or on the Chancellor's initiative and delegates to the Chancellor the authority to develop, adopt, and implement procedures. To the extent that any policy is inconsistent with state or federal law, the state or federal law shall prevail. The Texas Government Code Section 411.2031 authorizes the Chancellor to establish reasonable rules, regulations, or other provisions regarding the carrying of concealed handguns by license holders on the campus or on premises located on the campus of the San Jacinto College.~~

~~a policy conflicts with the law, the law prevails.~~

Applicability

~~Peace Officers employed by the San Jacinto College Police Department or other law enforcement agencies are exempt from this policy. This policy applies to all other students, employees, students, contractors, affiliates, and visitors to the College, unless stated otherwise by the policy, except licensed peace officers acting in an official capacity.~~

Sanctions

~~Sanctions for violating a policy, unless stated otherwise by the policy, will be commensurate with the severity and/or frequency of the violation and will be administered according to human resources and student disciplinary policy or other applicable policy. Sanctions for violating state or federal laws shall be determined by the appropriate state or federal agency having jurisdiction.~~

Exclusions

~~The Chancellor has the authority to sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation without utilizing the procedures outlined in this policy. The Board shall review any temporary exclusions~~

Attachment 3 - Proposed, Track

~~at the next regularly scheduled meeting of the Board. To become permanent, any changes made under this exclusion shall begin the policy review process defined by procedure at the next regularly scheduled meeting of the Board.~~

The law enforcement agencies with jurisdiction over College property will handle violations of the law. Violations will be addressed based on severity and frequency in accordance with applicable policies and procedures. Any individual who violates this policy is subject to disciplinary action, including removal from campus, suspension, expulsion and termination of employment or a business relationship, and is subject to criminal prosecution.

Exclusion (Emergency Authority)

The Chancellor may temporarily modify this policy during emergencies. Any changes will be reviewed by the Board.

Interpretation

~~The authority to interpret this policy and all policies resides with the Board of Trustees. The Board retains final approval for policy interpretation and delegates the day-to-day interpretation of policy to the Chancellor or his/her designee.~~

Associated Procedures

Procedure III.3000.A.a, Campus Carry

Date of Board Approval	This policy became effective as of July 29, 2024, under the Chancellor's authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change followed the standard policy review process with first reading on August 12, 2024 and second reading on September 9, 2024. Tentatively June 1, 2026
Effective Date	July 29, 2024 <u>Tentatively June 2, 2026</u>
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Chief of Police

Policy III.3000. A, Campus Carry

Purpose

This policy complies with Texas law regarding campus carry, which permits licensed individuals to carry concealed handguns on College property. It also identifies locations and activities where handguns are prohibited under state law or designated College exclusion zones.

Policy

San Jacinto College is committed to providing a safe environment while respecting the rights of individuals licensed to carry under Texas law.

1. General Carry Requirements

Individuals with a valid License to Carry (LTC) may carry a concealed handgun on College property, except in designated exclusion zones, which will be identified by signage that complies with Penal Code §30.06. The handgun must remain concealed, on or about the person, and under the individual's control. It may also be secured in a locked vehicle. Handguns must not be visible (Texas Penal Code §46.035(a-1). License holders must present identification when requested by law enforcement (Texas Government Code §411.205) and may not carry while intoxicated.

Unlicensed carry is prohibited. Open carry is not allowed on campus, except by authorized law enforcement officers.

All other weapons are prohibited. Violations may result in law enforcement action (Texas Penal Code §46.05).

2. Storage and Handling

Handguns must remain within immediate reach and under direct control at all times. If carried in a bag, the bag must remain with the individual.

All handguns must be secured in a holster that fully covers the trigger and retains the firearm.

The College does not provide handgun storage.

3. Exclusion Zones: Locations Prohibited by Law

Handguns are prohibited in the following locations as required by law:

- Polling places during voting periods (Texas Penal Code §46.03)
- Places of religious worship, when applicable (Texas Penal Code §46.035(b)(6))
- Sporting or interscholastic events while in progress (Texas Penal Code §46.035(b)(2))

4. Exclusion Zones: Chancellor-Designated Areas Based on Activity

After consultation with students, staff and faculty, the Chancellor has determined, and the Board herein memorializes by policy, that concealed handguns are not permitted in areas where specific activities are taking place, including:

- Formal hearings
- Patient-care areas
- Programs for minors

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- Pre-K-12 school-sponsored activities
- Locations where firearm discharges pose a safety risk (e.g., labs, magnetic resonance imaging areas)
- Any other area designated by the Chancellor in procedure or regulation after consultation with students, staff and faculty.

5. Exclusion Zones -Application

Exclusion zones may apply to specific rooms or entire buildings based on:

- Consistency of use
- Separation of restricted areas
- Percentage of restricted space

If most of a building qualifies or areas cannot be clearly separated, the entire building may be designed as an exclusion zone. Proper notice will be posted for any exclusion zone, whether it is an entire building or part thereof.

6. Training and Awareness

The College will provide:

- Annual active threat response training for employees
- Informational materials regarding campus carry for students and staff

Any violations of this policy should be reported to the College District Police Department immediately.

7. Use of Exclusion Spaces

When applicable, exclusion areas may be designated for scheduled meetings or events requiring a firearm-free environment.

8. Graduation Ceremonies

- Off campus: Venue rules apply
- On campus: Existing exclusion zone rules apply

9. Administration and Appeals

The Deans of Administration, in coordination with the Police Department, will:

- Support implementation
- Provide recommendations
- Maintain exclusion zone listings

10. Legislative Reporting

The College will submit a report to the Texas Legislature every two years describing campus carry rules and their justification (Government Code 411.2031).

Definitions

- **Campus:** All College-owned or leased property
- **Handgun:** A firearm designed to be fired with one hand
- **Programs for Minors:** Activities involving individuals under 18

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- **Concealed Carry:** A handgun not visible to ordinary observation
- **On or About the Person:** Close enough to reach without significant movement
- **License Holder:** A person licensed under Texas Government Code Chapter 411
- **Patient Care Areas:** Locations where licensed providers deliver or document care
- **Pre-K-12 Activities:** School-sponsored activities supervised by a school or district
- **Exclusion Zone:** A location where handguns are prohibited by law or College designation

Authority

The Board of Trustees governs the College under Texas law and authorizes the Chancellor to develop and implement procedures and reasonable campus rules to effectuate this policy.

If a policy conflicts with the law, the law prevails.

Applicability

This policy applies to all students, employees, contractors, and visitors, except licensed peace officers acting in an official capacity.

Sanctions

The law enforcement agencies with jurisdiction over College property will handle violations of the law. Violations will be addressed based on severity and frequency in accordance with applicable policies and procedures. Any individual who violates this policy is subject to disciplinary action, including removal from campus, suspension, expulsion and termination of employment or a business relationship, and is subject to criminal prosecution.

Exclusion (Emergency Authority)

The Chancellor may temporarily modify this policy during emergencies. Any changes will be reviewed by the Board.

Interpretation

The Board of Trustees retains final approval for policy interpretation and delegates day-to-day interpretation to the Chancellor or designee.

Associated Procedures

Procedure III.3000.A.a, Campus Carry

Date of Board Approval	Tentatively June 1, 2026
Effective Date	Tentatively June 2, 2026
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Chief of Police

Procedure III.3000.A.a, Campus Carry

Associated Policy

Policy III.3000.A, Campus Carry

Procedures

Departments such as Information Technology and Facilities with employees and contractors who complete work in exclusion zone areas based on Policy III.3000.A, Campus Carry, agree not to carry nor allow their contractors to carry a concealed handgun in buildings or areas designated as exclusion zones. These departments will submit their departmental procedures for review by the Deans of Administration or equivalent/Police Department no later than September 1 each year. Any other College Department that is not listed above shall not create departmental procedures based on Policy III.3000.A, Campus Carry.

If San Jacinto College has deemed an area a temporary or permanent exclusion zone under Policy III.3000.A, Campus Carry, any individual entering that area shall agree to not carry a concealed handgun on the grounds, building, or other area where the exclusion exists.

Employees may request a permanent or temporary exclusion zone, or the removal of permanent exclusion zone signage, by logging in to their SOS account, clicking on the “My Work” tab, and completing the “Campus Carry Gun Exclusion Zone Request” form.

Definitions

Campus: All land and buildings owned or leased by the San Jacinto Community College District.

Campus program for minors: is defined as to provide oversight and training for camps and programs involving minors held on College premises or operated by the College which have recreational, athletic, religious, or educational activities for the campers. This includes all camps or programs covered by Texas Education Code, Chapter 51, Section 51.976, as well as any day camp, activity, or University Interscholastic League (“UIL”) event sponsored by the College.

College: The San Jacinto Community College District also referenced as San Jacinto College

Concealed Carry: The Texas Department of Public Safety defines a concealed handgun as a handgun not openly discernable to the ordinary observation of a reasonable person.

Employee: a full-time or part-time employee of the San Jacinto Community College District as defined by Human Resources policy and procedure.

Exclusion Zones: An area of a campus, building, or room where the possession of a handgun is prohibited by current Texas statute; or an area of a campus, building, or room designated and approved by the Strategic Leadership Team (SLT) and Board of Trustees in which the possession of a handgun is prohibited.

Handgun: A handgun is any firearm that is designed, made, or adapted to be fired with one hand.

License to Carry Holder: A person licensed to carry a concealed handgun under Chapter 411 of the Texas Government Code.

"On or about their person": Means a person licensed to carry a handgun must carry a handgun in a manner that the handgun is close enough to the license holder that he or she can reach it without materially changing position.

Patient-Care Areas: An area, including research areas, that involves the treatment or evaluation of a medical or mental health condition of a patient by a licensed health care provider or under the supervision or direction of a licensed health care provider and that results in a formal record of treatment.

Student: a currently enrolled student of the San Jacinto Community College District as defined by instruction policy and procedure.

Date of SLT Approval	July 23, 2024
Effective Date	July 29, 2024
Associated Policy	Policy III.3000.A, Campus Carry
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Chief of Police

Procedure III.3000.A.a, Campus Carry

Associated Policy

Policy III.3000.A, Campus Carry

Procedures

~~Departments such as Information Technology and Facilities with employees and contractors who complete work in exclusion zone areas based on Policy III.3000.A, Campus Carry, agree not to carry nor allow their contractors to carry a concealed handgun in buildings or areas designated as exclusion zones. These departments will submit their departmental procedures for review by the Deans of Administration or equivalent/Police Department no later than September 1 each year. Any other College Department that is not listed above shall not create departmental procedures based on Policy III.3000.A, Campus Carry.~~

~~If San Jacinto College has deemed an area a temporary or permanent exclusion zone under Policy III.3000.A, Campus Carry, any individual entering that area shall agree to not carry a concealed handgun on the grounds, building, or other area where the exclusion exists.~~**Purpose**

This procedure implements Policy III.3000.A, Campus Carry, and establishes reasonable rules limiting the lawful carrying of concealed handguns on San Jacinto College property, consistent with Texas law. This procedure provides clarity regarding enforcement, exclusion zones, signage, reporting, training, and administrative responsibilities.

Scope

This procedure applies to all students, employees, contractors, affiliates, and visitors on College property, except licensed peace officers acting within the scope of official duties.

~~a permanent or temporary exclusion zone, or the removal of permanent exclusion zone signage, by logging in to their SOS account, clicking on the “My Work” tab, and completing the “Campus Carry Gun Exclusion Zone Request” form.~~

Definitions

~~**Campus:** All land and buildings owned or leased by the San Jacinto Community College District.~~

~~**Campus program for minors:** is defined as to provide oversight and training for camps and programs involving minors held on College premises or operated by the College which have recreational, athletic, religious, or educational activities for the campers. This includes all camps or programs covered by Texas Education Code, Chapter 51, Section~~

~~51.976, as well as any day camp, activity, or University Interscholastic League (“UIL”) event sponsored by the College.~~

~~**College:** The San Jacinto Community College District also referenced as San Jacinto College~~

~~**Concealed Carry:** The Texas Department of Public Safety defines a concealed handgun as a handgun not openly discernable to the ordinary observation of a reasonable person.~~

~~**Employee:** a full-time or part-time employee of the San Jacinto Community College District as defined by Human Resources policy and procedure.~~

All definitions used in this procedure align with and incorporate the definitions contained in Policy III.3000.A, Campus Carry.

~~**Exclusion Zones:** An area of a campus, building, or room where the possession of a handgun is~~

Statutory Exclusion Zones

Concealed handguns are prohibited by current Texas statute; or an area of a campus, building, or room in locations listed in Policy III.3000.A, Campus Carry where exclusion is required by state or federal law.

Chancellor-Designated Exclusion Zones

After consultation with students, staff, and faculty, the Chancellor has designated and approved by the Strategic Leadership Team (SLT) and Board of Trustees in which the possession of a handgun the following areas as exclusion zones due to the nature of the activities performed there:

1. The College is often the site of Pre-K-12 (Pre-Kindergarten – Grade 12) school-sponsored activities, such as field trips. When a Pre-K-12 school-sponsored activity is conducted at a particular location, the carrying of concealed handguns is prohibited. Areas identified as routinely hosting such school-sponsored activities are designated exclusion zones.

~~**Handgun:** A handgun is any firearm that is designed, made, or adapted to be fired with one hand.~~

~~**License to Carry Holder:** A person licensed to carry a concealed handgun under Chapter 411 of the Texas Government Code.~~

~~**"On or about their person":** Means a person licensed to~~

2. The concealed carry of handguns shall be prohibited in areas for which state or federal law, licensing requirements, or contracts require exclusion at the

exclusive discretion of the state or federal government or are required by a campus accrediting authority.

The concealed carry a handgun must carry a handgun in a manner that the handgun is close enough to the license holder that he or she can reach it without materially changing position.

2.3. ~~Patient Care Areas:~~ An area of handguns shall be prohibited in patient-care areas, including research areas, that involves the treatment or evaluation of a medical or those in which professional mental health condition of a patient by a licensed health care provider or under the supervision or direction of a licensed health care provider and that results in a formal record of treatment and counseling services are provided.

4. The concealed carry of handguns shall be prohibited in areas in which formal hearings are being conducted pursuant to the Code of Student: a currently enrolled student Conduct (Student Handbook); Academic Hearings; Veterans Appeal Hearings; Financial Aid Appeal Hearings; Employee Hearings; and Employee Grievances.

5. The concealed carry of handguns shall be prohibited in areas where the discharge of a firearm might cause great harm, such as laboratories with extremely dangerous chemicals, biologic agents, explosive agents, critical infrastructure, and areas with equipment that is incompatible with metallic objects, such as magnetic resonance imaging machines.

6. The campus is often the site of campus programs for minors. When a campus program for minors is conducted at a particular location, the carrying of concealed handguns is prohibited. Additionally, counselors, staff, and volunteers who work in a campus program for minors must, as a condition of their participation, agree not to carry a concealed handgun on the grounds or in buildings where the program is conducted. Parents of attendees must also agree, as a condition of their child's participation, not to carry a concealed handgun on the grounds or in buildings where the program is conducted.

Employees may request San Jacinto Community that the Chancellor designate a permanent or temporary exclusion zone, or reconsider a permanent exclusion zone, by completing the online “Campus Carry Gun Exclusion Zone Request” form.

Application of Exclusion Zones

Exclusion zones may apply to individual rooms, portions of buildings, or entire buildings. Determinations shall consider frequency and consistency of restricted use, physical separation of restricted areas, and percentage of assignable space subject to exclusion. When separation is impractical or the majority of space is restricted, an entire building may be designated as an exclusion zone. The following factors and principles shall govern the implementation of these rules and regulations in those buildings in which some, but not all, parts are designated as exclusion zones.

Governing factors:

- The percentage of assignable space or rooms in a building that are designated as exclusion zones.
- The extent to which the area (or areas) designated as an exclusion zones are/is segregated from other areas of the building.
- The extent to which use of the building, and hence its status as an exclusion zone, varies from day-to-day or week-to-week.

Governing principles:

- If a small number of rooms or a small fraction of assignable space in a building is subject to exclusion, only the rooms or areas that qualify for exclusion should be excluded.
- If 85% or more of the total building in terms of number of rooms or assignable space is subject to exclusion, or if the excludable space is not segregated from other space, then as a matter of practicality, the whole building may be excluded.

Signage and Notice Requirements

All exclusion zones shall be clearly marked with signage that complies with Texas Penal Code §30.06 or other applicable legal standards. Temporary exclusion zones shall have signage posted for the duration of the activity. Responsibility for signage includes coordination among the Police Department, Facilities, and College District as defined by instruction Administration. No employee may place or maintain an exclusion zone sign that does not meet the statutory requirements of Penal Code §30.06 or is not authorized by policy and/or this procedure.

Appeals

A student, or a member of the faculty or staff of the College may appeal a decision regarding the implementation of ~~a p~~Policy III.3000.A, Campus Carry, or a procedure contained herein to the Deans of Administration or Police Department for consideration. A further appeal of the decision may be submitted to the Vice Chancellor of Fiscal Affairs for consideration. The Vice Chancellor of Fiscal Affairs may choose to make a final decision or submit the appeal to the Chancellor for consideration. The Chancellor may approve, reject, or modify the decision in question. The decision of the Chancellor to approve, reject, or modify a decision is final.

Additional ~~policies or~~ exclusion areas not provided for in this ~~procedure~~ policy will not be the subject of or considered as a matter of appeal. In accordance with the Texas Government Code, Section 411.2031, the Chancellor is authorized to enact reasonable rules and regulations regarding the concealed carry of handguns on campus.

Administration and Oversight

The Deans of Administration, in coordination with the Police Department, shall support consistent implementation, maintain and publish exclusion zone listings, and provide recommendations regarding compliance and safety. The Police Department shall provide guidance on enforcement and compliance matters.

Emergency Authority

The Chancellor may temporarily modify these procedures during emergencies. Any temporary modification and the rationale therefore will be communicated to the Board as soon as practicable.

Date of SLT Approval	July <u>April</u> 23, 2024 <u>2026</u>
Effective Date	July 29, 2024 <u>Tentatively June 2, 2026</u>
Associated Policy	Policy III.3000.A, Campus Carry
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Chief of Police

Procedure III.3000.A.a, Campus Carry

Associated Policy

Policy III.3000.A, Campus Carry

Purpose

This procedure implements Policy III.3000.A, Campus Carry, and establishes reasonable rules limiting the lawful carrying of concealed handguns on San Jacinto College property, consistent with Texas law. This procedure provides clarity regarding enforcement, exclusion zones, signage, reporting, training, and administrative responsibilities.

Scope

This procedure applies to all students, employees, contractors, affiliates, and visitors on College property, except licensed peace officers acting within the scope of official duties.

Definitions

All definitions used in this procedure align with and incorporate the definitions contained in Policy III.3000.A, Campus Carry.

Exclusion Zones

Statutory Exclusion Zones

Concealed handguns are prohibited in locations listed in Policy III.3000.A, Campus Carry where exclusion is required by state or federal law.

Chancellor-Designated Exclusion Zones

After consultation with students, staff, and faculty, the Chancellor has designated the following areas as exclusion zones due to the nature of the activities performed there:

1. The College is often the site of Pre-K-12 (Pre-Kindergarten – Grade 12) school-sponsored activities, such as field trips. When a Pre-K-12 school-sponsored activity is conducted at a particular location, the carrying of concealed handguns is prohibited. Areas identified as routinely hosting such school-sponsored activities are designated exclusion zones.
2. The concealed carry of handguns shall be prohibited in areas for which state or federal law, licensing requirements, or contracts require exclusion at the exclusive discretion of the state or federal government or are required by a campus accrediting authority.

3. The concealed carry of handguns shall be prohibited in patient-care areas, including those in which professional mental health and counseling services are provided.
4. The concealed carry of handguns shall be prohibited in areas in which formal hearings are being conducted pursuant to the Code of Student Conduct (Student Handbook); Academic Hearings; Veterans Appeal Hearings; Financial Aid Appeal Hearings; Employee Hearings; and Employee Grievances.
5. The concealed carry of handguns shall be prohibited in areas where the discharge of a firearm might cause great harm, such as laboratories with extremely dangerous chemicals, biologic agents, explosive agents, critical infrastructure, and areas with equipment that is incompatible with metallic objects, such as magnetic resonance imaging machines.
6. The campus is often the site of campus programs for minors. When a campus program for minors is conducted at a particular location, the carrying of concealed handguns is prohibited. Additionally, counselors, staff, and volunteers who work in a campus program for minors must, as a condition of their participation, agree not to carry a concealed handgun on the grounds or in buildings where the program is conducted. Parents of attendees must also agree, as a condition of their child's participation, not to carry a concealed handgun on the grounds or in buildings where the program is conducted.

Employees may request that the Chancellor designate a permanent or temporary exclusion zone, or reconsider a permanent exclusion zone, by completing the online “Campus Carry Gun Exclusion Zone Request” form.

Application of Exclusion Zones

Exclusion zones may apply to individual rooms, portions of buildings, or entire buildings. Determinations shall consider frequency and consistency of restricted use, physical separation of restricted areas, and percentage of assignable space subject to exclusion. When separation is impractical or the majority of space is restricted, an entire building may be designated as an exclusion zone. The following factors and principles shall govern the implementation of these rules and regulations in those buildings in which some, but not all, parts are designated as exclusion zones.

Governing factors:

- The percentage of assignable space or rooms in a building that are designated as exclusion zones.
- The extent to which the area (or areas) designated as an exclusion zone is segregated from other areas of the building.
- The extent to which use of the building, and hence its status as an exclusion zone, varies from day-to-day or week-to-week.

Governing principles:

- If a small number of rooms or a small fraction of assignable space in a building is subject to exclusion, only the rooms or areas that qualify for exclusion should be excluded.
- If 85% or more of the total building in terms of number of rooms or assignable space is subject to exclusion, or if the excludable space is not segregated from other space, then as a matter of practicality, the whole building may be excluded.

Signage and Notice Requirements

All exclusion zones shall be clearly marked with signage that complies with Texas Penal Code §30.06 or other applicable legal standards. Temporary exclusion zones shall have signage posted for the duration of the activity. Responsibility for signage includes coordination among the Police Department, Facilities, and College Administration. No employee may place or maintain an exclusion zone sign that does not meet the statutory requirements of Penal Code §30.06 or is not authorized by policy or this procedure.

Appeals

A student, or a member of the faculty or staff of the College may appeal a decision regarding the implementation of Policy III.3000.A, Campus Carry, or a procedure contained herein to the Deans of Administration or Police Department for consideration. A further appeal of the decision may be submitted to the Vice Chancellor of Fiscal Affairs for consideration. The Vice Chancellor of Fiscal Affairs may choose to make a final decision or submit the appeal to the Chancellor for consideration. The Chancellor may approve, reject, or modify the decision in question. The decision of the Chancellor to approve, reject, or modify a decision is final.

Additional exclusion areas not provided for in this procedure will not be the subject of or considered as a matter of appeal. In accordance with the Texas

Government Code, Section [411.2031](#), the Chancellor is authorized to enact reasonable rules and regulations regarding the concealed carry of handguns on campus.

Administration and Oversight

The Deans of Administration, in coordination with the Police Department, shall support consistent implementation, maintain and publish exclusion zone listings, and provide recommendations regarding compliance and safety. The Police Department shall provide guidance on enforcement and compliance matters.

Emergency Authority

The Chancellor may temporarily modify these procedures during emergencies. Any temporary modification and the rationale therefore will be communicated to the Board as soon as practicable.

Date of SLT Approval	April 23, 2026
Effective Date	Tentatively June 2, 2026
Associated Policy	Policy III.3000.A, Campus Carry
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Chief of Police

Consideration of Approval to Rescind Policy IV-C-7: Policy on Medical Examinations and Policy IV-C-8: Policy on New Employee Medical Examination, and Approval of Proposed Policy IV.4003.G, Medical Evaluations – First Reading (Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the rescission of Policy IV-C-7: Policy on Medical Examinations, the rescission of Policy IV-C-8: Policy on New Employee Medical Examination, and the approval of proposed Policy IV.4003.G, Medical Evaluations. The Board of Trustees will not vote on this item on May 4, 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

Policy IV-C-7: Policy on Medical Examinations, was originally adopted in 1981 and revised in 1992 to support the use of medical examinations to certify whether an employee can perform his or her essential job functions whenever circumstances indicate this to be an item of concern. Policy IV-C-8, Policy on New Employee Medical Examination, was also originally adopted in 1981 and revised in 1992. The scope of requiring new employee medical examinations included a broad employee group in various job classifications. At that time, the College engaged licensed medical practitioners to conduct physical examinations for this purpose.

Current employment practices have changed with only certain job classifications needing physical and/or mental health examinations, specifically for employees in departments, programs, or job classifications when mandated by licensure, accreditation, or clinical agreements. Employees who sustain work-related injuries are also medically evaluated to determine return-to-work status. This is mandated by Texas Workers' Compensation laws.

IMPACT OF THIS ACTION

The recommendation of the new Policy IV.4003.G, Medical Evaluations was sent to the College community on April 30, 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 June 1, 2026. There is no related procedure.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Funding for medical evaluations is provided in the 2025-2026 budget and will be included in the budget planning for subsequent fiscal years.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Consideration of Approval to Rescind Policy IV-C-7: Policy on Medical Examinations and Policy IV-C-8: Policy on New Employee Medical Examination, and Approval of Proposed Policy IV.4003.G, Medical Evaluations – First Reading (Informational Item)

Attachment 1 - Summary of Changes

Attachment 2 - Policy IV-C-7, Policy on Medical Examinations (current policy – recommendation to rescind)

Attachment 3 - Policy IV-C-8, Policy on New Employee Medical Examination (current policy – recommendation to rescind)

Attachment 4 - Policy IV.4003.G, Medical Evaluations (new policy – proposed)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: N/A

Proposed Policy Name: N/A

Current Policy Number/Name: **Policy IV-C-7: Policy on Medical Examinations**

New Policy Number: N/A

Proposed Policy Name: N/A

Current Policy Number/Name: **Policy IV-C-8, Policy on New Employee Medical Examination**

New Policy Number: **TBD**

Proposed Policy Name: **Medical Evaluations**

Current Policy Number/Name: N/A

New Procedure Number: N/A

Proposed Procedure Name(s): N/A

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

Action Recommended for Policy: **Rescind IV-C-7, Rescind IV-C-8, New**

Action Recommended for Procedures: N/A

Web Links:

<https://www.sanjac.edu/about/policies-procedures/IV-C-7-Policy-on-Medical-Examinations.pdf>

<https://www.sanjac.edu/about/policies-procedures/IV-C-8-Policy-on-New-Employee-Medical-Examination.pdf>

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

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

Summary of Changes:

***Rescind* – Policy IV-C-7, Policy on Medical Examinations**

- The policy is no longer current. Job-related medical evaluations are only required when complying with clinical affiliation agreements, state certification requirements, licensure agreements, and for injured employees in compliance with Texas Workers' Compensation laws.
- Recommended for rescission and to include any required language in new policy, Policy <TBD>, Medical Evaluations.

***Rescind* – Policy IV-C-8, Policy on New Employee Medical Examination**

- The policy is no longer current. New employee medical evaluations are only required when complying with clinical affiliation agreements, state certification requirements, and licensure agreements for employees in departments, programs, or job classifications such as police, children's center, nursing, and allied health.
- Recommended for rescission and to include any required language in the new, Policy <TBD>, Medical Evaluations.

New Policy – Policy IV.4003.G, Medical Evaluations

- Proposed title from “Policy on Medical Examinations” and Policy on New Employee Medical Examinations” to “Medical Evaluations.”
- Limited scope of policy to: “Employees with job classifications such as police, children’s center, nursing, and allied health.”
- Limited scope of policy to: “may be required to undergo job-related medical evaluations, when mandated by licensure, accreditation, or clinical agreements.”
- Specified testing parameters: “evaluations may include physical and/or mental health examinations, drug testing, and tuberculosis (TB) testing, as applicable to the position.”
- Included that employees who sustain work-related injuries will be medically evaluated to determine return-to-work.
- Added requirement that medical information shall be handled in compliance with Policy VI.6004.A, Compliance with Health Insurance Portability and Accountability Act (HIPAA).
- Added definitions for “Employee” and “Work-related injury.”

Procedure Changes

- There are no related procedures.

Policy IV-C-7: Policy on Medical Examinations

Policy on Medical Examinations

The college reserves the right to require an employee to undergo a medical examination (physical or mental) to secure a licensed practitioner's certification that the employee can perform his or her essential job functions whenever circumstances indicate this to be an item of concern. The exam will be used solely for the purpose of determining if there is a condition that interferes with the employee's performance of his or her assigned duties. Such required examinations shall be conducted by a licensed practitioner selected by the college, and such examination shall be paid for by the college.

Policy #:	IV-C-7
Policy Name:	Policy on Medical Examinations
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	June 1, 1992
Effective Date:	March 2, 1981 and June 1, 1992
Associated Procedure:	

IV-C-8 Policy on New Employee Medical Examination

New employees with job classifications of maintenance employees, police officers, cafeteria workers, child care employees, printing employees and bookstore employees will be required to undergo a physical examination prior to their first day of employment to determine if they are fit to perform the essential functions of their job. This will be done by a licensed practitioner selected by the college and paid by the college.

Questions concerning this policy should be directed to the district Human Resources Office who will make all arrangements for the medical examination.

Policy #:	IV-C-8
Policy Name:	Policy on New Employee Medical Examination
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	March 5, 1984 and June 1, 1992
Effective Date:	March 2, 1981; March 5, 1984 and June 1, 1992
Associated Procedure:	

Policy IV.4003.G, Medical Evaluations

Purpose

The purpose of this policy is to provide guidance to San Jacinto College employees whose position involves complying with clinical affiliation agreements, state certification requirements, or licensure agreements. This policy also applies to injured employees in compliance with Texas Workers' Compensation laws.

Policy

Employees in departments, programs, or job classifications such as police, children's center, nursing, and allied health may be required to undergo job-related medical evaluations, when mandated by licensure, accreditation, or clinical agreements. These evaluations may include physical and/or mental health examinations, drug testing, and tuberculosis (TB) testing, as applicable to the position.

Employees that sustain work-related injuries will be medically evaluated to determine return-to-work status in compliance with Texas Workers' Compensation laws.

Employee medical information shall be handled in compliance with Policy VI.6004.A, Compliance with Health Insurance Portability and Accountability Act (HIPAA).

Definitions

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

Work-related Injury: An injury or illness that arises out of and in the course and scope of employment. The term also includes occupational illnesses.

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

There are no associated procedures with this policy.

Date of Board Approval	Tentatively June 1, 2026
Effective Date	Tentatively June 2, 2026
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
May 4, 2026**

PURCHASE REQUESTS AND CONTRACT RENEWALS

<i>No.</i>	<i>Purchase Requests</i>	<i>Amounts</i>
#1	Consideration of Approval of a Five-Year Contract for a New Phone and Contact Center System	\$ 4,990,419
#2	* Consideration of Delegation of Authority to Contract for South Campus Flickinger Fine Arts (S15) Roof and Envelope Repair	2,000,000
#3	* Consideration of Delegation of Authority to Contract for Pavement Repair at the South Campus	1,600,000
#4	Consideration of Approval to Exercise the Third Renewal of the Contract for Landscaping Services	1,300,000
#5	* Consideration of Approval to Contract for South Campus Interactive Learning Center (S12) Roof Drain Relocation	775,000
#6	Consideration of Approval of Additional Funds for College-Wide Copier Lease and Maintenance Program	543,955
#7	Consideration of Approval of Additional Funds for Technical Education Equipment and Trainers	160,000
#8	Consideration of Approval of Additional Funds for Digital Accessibility Platform and Services for Title II Compliance	60,715
TOTAL OF PURCHASE REQUESTS		<u>\$ 11,430,089</u>

* *Board Building Committee Items*

Purchase Request #1
Regular Board Meeting May 4, 2026
Consideration of Approval of a Five-Year Contract for a New Phone and
Contact Center System

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a five-year contract for a new phone and contact center system from Presidio Networked Solutions Group, LLC (Presidio) and CallTower for the information technology services (ITS) department.

BACKGROUND

The College's current Avaya phone and contact center solution was installed over fifteen years ago and has been incrementally upgraded several times since, however, it has reached the end of its life cycle and no longer meets the needs of the College. A more modern communications solution that integrates multiple platforms, such as voice calls, video conferencing, instant messaging, and content sharing with our contact center, Banner, Customer Relationship Management (CRM), and other systems is critical to meet the current and future needs of the institution. This capability is necessary as the College continues adding and modernizing other platforms that share information across a range of departments working to improve the student experience, collaboration, and increase the overall effectiveness of providing services to various stakeholders.

At the January 30, 2026 Board Retreat, Rob Stanicic, Vice Chancellor, Technology Initiatives reviewed this project which is time sensitive and needed to maintain and enhance college operations. The Board expressed support in moving forward with this project and at the March 2, 2026 regular meeting, the Board approved the use of Future Capital Projects Funds to cover the estimated project implementation costs of \$1,350,000.

Presidio and CallTower have contracts through the following cooperative contracts programs, which comply with the competitive procurement requirements per Texas Education Code §44.031(a)(4) and are permitted through Texas Government Code §791.011(g):

- Presidio Networked Solutions, LLC:
 - Allied States Cooperative contracts program to provide technology, hardware, software, services and related items, contract #R19-25-7511
 - OMNIA Partners cooperative purchasing program to provide technology products, solutions and related services, contract #23-6692-05
- CallTower: OMNIA Partners cooperative purchasing program to provide cybersecurity solutions and services, contract #R250307

IMPACT OF THIS ACTION

Approval of this request will allow for replacement of an aging phone system with a modern, fully supported solution that is more reliable and cost-effective to operate. It will also strengthen the College's security posture by addressing existing vulnerabilities and reducing the risk of cyberattacks. Working in tandem, Presidio will provide and implement a phone systems integrator, which will synthesize with CallTower's local and long-distance SIP carrier services. Ultimately,

Purchase Request #1
Regular Board Meeting May 4, 2026
Consideration of Approval of a Five-Year Contract for a New Phone and
Contact Center System

implementing a modern communication and contact center platform will enhance service delivery, improve user experience, and position the College for operational and competitive advantages.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure of the first year of the contract for this request is \$2,070,041, which includes the implementation cost estimated at \$1,350,000. The total estimated expenditure for this request is \$4,990,419 with \$282,351 allocated to CallTower and \$4,708,068 allocated to Presidio for the five-year term, to commence approximately May 1, 2026, through April 30, 2031. The implementation costs of this project (\$1,350,000) will be funded with Future Capital Projects funds, and the annual license, support and maintenance costs will be covered by the ITS department's 2025-2026 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

Vendor performance and pricing are monitored throughout the contract period.

ATTACHMENTS

None

RESOURCE PERSONNEL

Rob Stancic	281-998-6137	rob.stancic@sjcd.edu
Niles Parnell	281-245-5052	niles.parnell@sjcd.edu
Kyle Castillo	281-998-6382	kyle.castillo@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to negotiate and award a contract for coating of the roof and repair of flashing, coping, and elastomeric sealant at the South Campus Flickinger Fine Arts (S15) building.

BACKGROUND

In February 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or renovation project. On April 2, 2026, the Chancellor’s designee approved the competitive sealed proposal (CSP) procurement method for roof and envelope repairs at S15 to resolve water leaks throughout the building.

CSP #26-12 was issued on April 14, 2026, to procure construction services for this project in accordance with the Texas Government Code §2269.151. Detailed project plans were prepared by Huitt-Zollars in accordance with Texas Government Code §2269.152. Proposals will be received and evaluated by a team comprised of representatives from Huitt-Zollars and the College.

IMPACT OF THIS ACTION

Approval of this action will authorize the Chancellor or her designee to negotiate and execute a contract with the highest ranked vendor so that construction can be expedited. Construction services include removal of failing roof drains beneath the building and rerouting them through exterior walls to protect the building’s structural integrity.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Pending successful contract negotiations, the cost of this project is not expected to exceed \$2,000,000. The project will be funded from the 2015 Bond Program deferred maintenance line.

MONITORING AND REPORTING TIMELINE

Construction activities will begin upon the execution of a contract and are expected to be completed by December 31, 2026. This project will be managed by capital projects staff.

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Purchase Request #3
Regular Board Meeting May 4, 2026
Consideration of Delegation of Authority to Contract for
Pavement Repair at the South Campus

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

In February 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or renovation project. On April 2, 2026, the Chancellor's designee approved the competitive sealed proposals (CSP) methodology for pavement repairs.

A CSP will be issued in early May 2026 to solicit construction services for this project in accordance with the Texas Government Code §2269.151. The detailed project plans were prepared by Walter P. Moore & Associates, Inc in accordance with Texas Government Code §2269.152. Proposals will be received and evaluated by a team comprised of representatives from capital projects, facilities services, and Walter P. Moore & Associates, Inc.

IMPACT OF THIS ACTION

Approval of this request will authorize the Chancellor or her designee to negotiate and execute a contract with the highest ranked vendor so that construction can be expedited. Construction services include replacement of approximately 1,450 LF of degraded concrete pavement on Rick Schneider Boulevard and Coyote Boulevard.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Pending successful contract negotiations, the cost of this project is not expected to exceed \$1,600,000, which includes contingency funds. The project will be funded from the 2015 Bond Program deferred maintenance line.

MONITORING AND REPORTING TIMELINE

Construction activities will begin upon the execution of a contract, and services are expected to be completed by December 31, 2026. This project will be managed by capital projects staff.

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Purchase Request #4
Regular Board Meeting May 4, 2026
Consideration of Approval to Exercise the Third Renewal of the
Contract for Landscaping Services

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

The College outsources landscaping services to aid the existing facilities services staff in maintaining the aesthetics of the College grounds. Yellowstone, the current vendor, provides turnkey services inclusive of labor, equipment, and oversight for College campuses and facilities at South, Central, North, and Generation Park. They perform essential lawn maintenance duties and preserve service levels in accordance with the College's groundskeeping standards.

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$1,300,000 and to align with the College's fiscal year, the contract term will begin June 5, 2026, through August 31, 2027, and will be funded from the facilities services department's 2025-2026 operating budget and subsequent year budget.

MONITORING AND REPORTING TIMELINE

Vendor performance and pricing are monitored throughout the contract period.

ATTACHMENTS

None

**Purchase Request #4
Regular Board Meeting May 4, 2026
Consideration of Approval to Exercise the Third Renewal of the
Contract for Landscaping Services**

RESOURCE PERSONNEL

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

Purchase Request #5
Regular Board Meeting May 4, 2026
Consideration of Approval to Contract for
South Campus Interactive Learning Center (S12) Roof Drain Relocation

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with American Mechanical Services for repair and rerouting of the roof drains at the South Campus Interactive Learning Center (S12).

If the administration and American Mechanical Services 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

In February 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or renovation project. On March 17, 2026, the Chancellor's designee approved the competitive sealed proposal (CSP) procurement method to reroute the roof drain system at S12 to minimize storm sewers under the slab. Detailed project plans and specifications developed by Huitt-Zollars were used as part of the documentation package required for public solicitation of construction proposals in accordance with Texas Government Code §2269.152.

On December 1, 2025, the Board of Trustees approved the delegation of authority to utilize the job order contracting (JOC) procurement method for an estimated cost of \$250,000. Due to the quotes exceeding the approved budget, a public solicitation process was deemed necessary to ensure optimal value for the College.

CSP #26-11 was issued on March 19, 2026, to procure construction services for this project in accordance with the Texas Government Code §2269.151. Four responses were received and evaluated by a team comprised of representatives from capital projects and Huitt-Zollars. The evaluation and ranking of the submittals were based on criteria published in the solicitation. American Mechanical Services received the highest overall score.

IMPACT OF THIS ACTION

Approval of this request will allow for the removal of failing roof drains beneath the building and rerouting them through exterior walls to protect the building's structural integrity.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Pending successful contract negotiations, the cost of this project is not expected to exceed \$775,000. The project will be funded from the 2015 Bond Program deferred maintenance line.

Purchase Request #5
Regular Board Meeting May 4, 2026
Consideration of Approval to Contract for
South Campus Interactive Learning Center (S12) Roof Drain Relocation

MONITORING AND REPORTING TIMELINE

Construction activities will begin upon the execution of a contract and are expected to be completed by August 31, 2026. This project will be managed by capital projects staff.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

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

CSP #26-11
Roof Drain Repairs, Building S12
Attachment 1 – Tabulation

QUALIFICATIONS

#	Vendors	Section 1: Firm Experience	Section 2: Personnel Experience	Section 3: Safety	Section 4: Financial	Section 5: References	Section 6: Exceptions to T&C	Total Points
	<i>Total Points</i>	<i>15</i>	<i>15</i>	<i>5</i>	<i>5</i>	<i>5</i>	<i>5</i>	<i>50</i>
1	American Mechanical Services	6.10	7.80	2.73	2.33	5.00	5.00	28.96
2	Millennium Projects Solutions, Inc.	11.40	11.00	4.17	4.33	3.50	5.00	39.40
3	Prestige Building Group	4.30	3.30	3.50	2.00	3.33	5.00	21.43
4	Construction Masters of Houston	11.60	11.30	4.07	3.17	4.67	5.00	39.81

FINAL SCORES

#	Vendors	Qualification Score	Section 6: Price Proposal	Price Value	Final Score
	<i>Total Points</i>	<i>70</i>	<i>30</i>		<i>100</i>
1	American Mechanical Services	28.96	50.00	\$437,315.00	78.96
3	Millennium Projects Solutions, Inc.	39.40	34.71	\$630,000.00	74.11
2	Prestige Building Group	21.43	45.65	\$479,000.00	67.08
4	Construction Masters of Houston	39.81	26.04	\$839,800.00	65.85

Purchase Request #6
Regular Board Meeting May 4, 2026

Consideration of Approval of Additional Funds for College-Wide Copier Lease and Maintenance Program

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve additional funds for the contract for college-wide copier lease and maintenance program services from Platinum Copier Solutions.

BACKGROUND

On February 2, 2026, the Board approved a contract with Platinum Copier Solutions for college-wide copier lease and maintenance program services. The estimated annual expenditure detailed in this initial approval was tabulated prior to the vendor's thorough and official walk-through analysis of the College's overall copier needs and did not include the associated annual maintenance costs for the copiers. Additional funds are being requested to cover the full scope of the new copier fleet acquisition, as well as each copier's associated maintenance agreement.

Transitioning to Platinum Copier Solutions was seamless, and the level of customer service provided by this vendor is unparalleled. Their strategic initiatives, optimization of the College's print infrastructure, and centralized billing have and will contribute to financial savings and operational efficiencies. Cost savings with Platinum Copier Solutions is projected in the College's annual expenditure for maintenance and lease agreements and a reduction in toner costs. Furthermore, the College anticipates a return on investment of up to approximately \$30,000 for the auctioning of our Konica and Xerox fleets.

Request for proposals #26-05 was issued on September 25, 2025, to procure college-wide copier lease and maintenance program services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The Board approved the original contract with Platinum Copier Solutions on February 2, 2026, with one five-year renewal option.

IMPACT OF THIS ACTION

The College's copier lease and maintenance needs were thoroughly analyzed and evaluated following a detailed on-site review, resulting in definitive areas for improvement and efficiency and an approximate 11% reduction in annual expenditure (approximately \$27,000 in savings) compared to the previous vendor contracts.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In February 2026, the Board approved an estimated annual expenditure of \$125,900, totaling \$629,500 over the initial five-year term. This request increases the annual expenditure by \$108,791, resulting in a new annual total of \$234,691 to cover the maintenance cost that was not included within the initial approval. Over the five-year term, this represents an additional \$543,955, for a revised total of \$1,173,455.

Under the previous contract, operational costs to maintain the program continued to increase and in 2024-2025 the College's total expenditure was \$261,707. Under this new contract and the

Purchase Request #6
Regular Board Meeting May 4, 2026

Consideration of Approval of Additional Funds for College-Wide Copier Lease and Maintenance Program

revised annual costs of \$234,691, the College anticipates annual cost savings of approximately \$27,000.

Funding is included in the 2025-2026 copier lease program budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

Vendor performance and pricing are monitored throughout the contract period.

ATTACHMENTS

None

RESOURCE PERSONNEL

Damon Harris	281-998-6103	damon.harris@sjcd.edu
Matt Prasifka	281-991-2627	matt.prasifka@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

Consideration of Approval of Additional Funds for Technical Education Equipment and Trainers

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve additional funds for the purchase of technical education equipment and trainers from Technical Laboratory Systems, Inc. (Tech-Labs).

BACKGROUND

In November 2025, the Board of Trustees approved the purchase of portable programmable logic controller troubleshooting learning systems from Tech-Labs for the North Campus electrical technology department, funded by the Texas Workforce Commission's Jobs and Education for Texans (JET) grant.

Additional grants funds have been awarded to the College. Perkins grant funds will be used for the South Campus engineering program to purchase a Matrix Structures educational kit designed for engineering labs to teach structural analysis principles. In addition, Economic Development Administration (EDA) grant funds will be used for continuing professional development's aerospace program to purchase thirty fluid power hydraulic and pneumatic learning systems. The engineering technology department also needs to purchase a vent fume extractor, which will be funded within their existing department operating budget.

Tech-Labs has a contract through The Interlocal Purchasing System (TIPS) cooperative contracts program to provide technology solutions, products, and services, contract #230105, which complies with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

IMPACT OF THIS ACTION

Approval of this request will allow the College to keep the programs up to date, and to provide students with more modern equipment and trainers.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In November 2025, the Board approved an expenditure of \$200,000 for portable programmable logic controller troubleshooting learning systems. This request is for additional technical education equipment and trainers which will increase the approved amount by \$160,000 for a total expenditure of \$360,000. This expenditure will be funded from the JET, Perkins, and EDA grants, as well as the engineering technology department's 2025-2026 operating budget.

MONITORING AND REPORTING TIMELINE

Vendor performance and pricing are monitored throughout the contract period.

ATTACHMENTS

None

Consideration of Approval of Additional Funds for Technical Education Equipment and Trainers

RESOURCE PERSONNEL

Tiffany Burton	281-459-7106	tiffany.burton@sjcd.edu
Kevin Morris	281-922-3479	kevin.morris@sjcd.edu
Melissa Fuqua	281-998-6378	melissa.fuqua@sjcd.edu

Consideration of Approval of Additional Funds for Digital Accessibility Platform and Services for Title II Compliance

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve additional funds for the purchase of digital accessibility platform and services for Title II compliance from YuJa for the instructional innovation and support department.

BACKGROUND

The College currently has a contract with YuJa, via Request for Proposals #21-14, for media streaming services under the instructional innovation and support budget. These services integrate with Blackboard Learning Management System (LMS) to provide digital video content directly into course sites and focus on creating, storing, hosting, and streaming video content. The College's final contract year with YuJa for media streaming services will expire on September 30, 2026. Upon expiration, the College will continue media streaming services with YuJa through their Region 19 Allied States Cooperative (ASC) contract programs.

The College needs to strengthen its approach to digital accessibility to ensure all students and community members have equitable access to digital content and to align with federal accessibility requirements. While the College has made progress using existing tools and support structures, the current approach is decentralized and limits our ability to consistently identify, remediate, and monitor accessibility issues at scale across both instructional and administrative areas.

Public institutions are required to comply with the Americans with Disabilities Act (ADA), Section 508 of the Rehabilitation Act, and the Web Content Accessibility Guidelines (WCAG) 2.1 AA. Title II of the ADA requires that all public programs, services, and activities, including digital content, are accessible to individuals with disabilities. Federal guidance establishes April 26, 2027, as a key milestone for demonstrating a clear and sustained approach toward compliance.

To date, the College has relied on a combination of training, faculty and staff effort, and existing tools such as Blackboard Ally, YuJa captioning, and accessibility features within Microsoft and Adobe products. While these supports remain important, they do not provide a comprehensive solution for addressing accessibility issues across all areas of the College or for tracking progress at an institutional level.

YuJa's Panorama provides an integrated accessibility platform that supports both instructional and non-instructional content across the College. It brings together multiple accessibility functions into a single, LMS-connected workflow, including content scanning, inline remediation within the user interface, structural document repair, automatic generation of alternative formats (e.g., HTML, ePub, audio, and tagged PDFs), and centralized reporting. This allows faculty and staff to identify and resolve accessibility issues directly within their existing workflow, rather than relying on multiple tools or manual processes.

In addition to supporting instructional content, Panorama can be used by areas such as marketing, finance, and other administrative units to improve document accessibility and provide consistent

Consideration of Approval of Additional Funds for Digital Accessibility Platform and Services for

support for content creation across the institution. The platform’s dashboards and analytics provide visibility into progress and help target high-impact areas requiring attention.

Its compatibility with Blackboard and alignment with tools already in use reduce implementation complexity and support more consistent adoption. While other accessibility tools are available, Panorama’s ability to combine scanning, remediation, alternative formats, and reporting within a single, integrated environment makes it a practical and scalable option for supporting the College’s accessibility efforts in a consistent, trackable, and sustainable way.

YuJa’s contract through the Region 19 ASC cooperative contracts program provides technology, hardware, services and related items, contract #25-7511, and complies with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

IMPACT OF THIS ACTION

Approval of this request will provide the College with an accessibility platform to help identify, remediate, and monitor digital course content for Title II compliance. Furthermore, the use of Panorama will eliminate manual errors and ensure consistent, trackable compliance with Title II standards.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In October 2025, the College spent \$60,715 to exercise its final contract renewal with YuJa for media streaming services. This request will increase the annual spend by \$68,623 for a total expenditure of \$129,338. This project will be funded from the instructional innovation and support department’s 2025-2026 operating budget.

MONITORING AND REPORTING TIMELINE

Vendor performance and pricing are monitored throughout the contract period.

ATTACHMENTS

None

RESOURCE PERSONNEL

Niki Whiteside	281-998-2660	niki.whiteside@sjcd.edu
Charles Layton	346-603-2645	charles.layton@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

Item "A"
Regular Board Meeting May 4, 2026

Approval of the Minutes for the April 6, 2026, Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the April 6, 2026, Workshop and Regular Board Meeting.

**San Jacinto College District
Board Workshop
April 6, 2026**

The Board of Trustees of the San Jacinto Community College District met 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.

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	Chair Dan Mims called the workshop to order at 5:05 p.m.
II.	Roll Call of Board Members	Chair Dan 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.	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	Chair Dan Mims adjourned to closed session at 5:06 pm. The Board members listed above as attending, as well as Brenda Hellyer, Carin Hutchins, and Mandi Reiland were present for the closed session. Other attendees are noted below. a. Legal Matters - For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law. Consultation with attorney Micki Morris. b. Real Estate Matters - For the purpose of discussing the purchase, exchange, lease or value of real property. It was determined after the time of posting that there were no real estate matters to discuss. 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 6:26 p.m.
V.	Discuss Revisions to Board Bylaws and Conflict of Interest Policy	The Board discussed proposed revisions to the Board bylaws and related conflict of interest requirements, based on consultation with legal counsel in closed session. Brenda Hellyer clarified that the final recommendations would be brought to the Board for approval at the May Board meeting.
VI.	Discuss Revisions to Employee Ethical Conduct and Conflict of Interest Policy	Brenda explained that in closed session the Board discussed an employee ethical conduct and conflict of interest policy included in the Board book for first reading. This was reviewed with legal counsel. Christian Bionat joined the workshop.
VII.	Review Increase in Homestead and Over 65/Disabled Property Tax Exemptions	Carin Hutchins presented the final information for the proposed increase in property tax exemptions and confirmed that the recommendation remained as discussed in the March 2, 2026 Board Workshop. Carin stated that the recommendation is to increase the homestead exemption from \$5,000 or 5 percent to \$5,000 or 8 percent and increasing the over-65/disabled exemption from \$127,500 to \$140,000. Carin reported the proposed changes would increase the tax exemption value by approximately \$1.1 billion and would result in an estimated \$1.6 million increase in annual savings to homeowners (approximately a 19.8 percent increase). Because the College should remain whole, the impact would be a redistribution to taxpayers not eligible for the exemptions, resulting in a very small increase in the tax rate (approximately 0.00005).
VIII.	Update on Refinancing Plan and Bond Ratings	Carin provided an update on the refinancing plan for interest savings and related bond ratings. She reported the new, refinanced bonds were priced on March 26, 2026. The College refunded \$138.6 million in general obligation bonds, generating net present value savings of 6.1 percent (net of issuance costs), and refunded \$19.8 million in combined fee revenue bonds, generating net present value savings of approximately 5 percent (net of issuance costs). She noted the original savings estimate presented at the February Board meeting was higher than the actual savings due to market conditions, but the transaction remained above the College's

		<p>threshold of 3 percent savings required by policy. She also reported that the refinancing will lower debt service payment in the coming fiscal years and support the budget process. Carin explained that, although the pricing day was challenging in the market, the College proceeded because savings remained favorable and subsequent market conditions were expected to worsen.</p> <p>Carin explained that Standard & Poor’s and Moody’s rated the new bonds and reaffirmed the College’s existing ratings. She stated the rating agencies cited strengths including strong fiscal management and financial performance and management of pension liabilities but noted challenges including local economic concentration in oil and gas and comparatively higher debt levels versus peers. Carin indicated that continued progress on debt reduction could support potential rating improvement in the future.</p>
<p>IX.</p>	<p>Update on Legislative Affairs</p>	<p>Christian Bionat provided a legislative affairs update. On federal issues, the President’s federal budget request included proposed Pell Grant funding of approximately \$33 billion and a proposed \$10.5 billion increase to address projected program shortfalls. Christian noted the proposal is largely a stabilization request and includes potential reductions or shifts in certain programs, including moving some grant functions from the U.S. Department of Education to the U.S. Department of Labor.</p> <p>Christian discussed ongoing federal implementation considerations for Workforce Pell, including an anticipated requirement that eligible programs be approximately 8–15 weeks in length, which may affect certain short-term programs such as commercial truck driving.</p> <p>He also reported that the senior education director from the U.S. Department of Labor visited San Jacinto College and met with staff regarding registered apprenticeships, workforce pathways, and strengthening education-to-employment connections.</p> <p>On state issues, he explained that the Legislature had entered the interim charge season and that anticipated interim studies relevant to community colleges may include affordability, workforce alignment, and student outcomes.</p> <p>Brenda added that there are continued implementation considerations related to House Bill 8, including the dynamic funding formula and adjustments. She reported that a scheduled dynamic adjustment payment had not been issued because the calculated amount exceeded available funding. She stated the Texas Higher Education Coordinating Board was reviewing metrics and measures and anticipated posting revised rules in the near term. She noted state leadership remains supportive of</p>

		<p>outcomes-based funding while also focusing on fiscal sustainability.</p> <p>Brenda noted an update will be provided next month regarding Senate Bill 37 and curriculum, including how core curriculum and workforce program requirements guide course offerings and transfers. She also recognized Christian Bionat’s work supporting external engagement, including organizing a visit involving Eli Lilly representatives.</p>
X.	<p>General Discussion of Meeting Items</p> <p>a. Additional Purchasing Support Documents</p> <p>b. Delegation of Authority</p>	<p>The Board held a general discussion of meeting items, including purchasing and delegation items anticipated for action at the Board meeting.</p> <p>Brenda reviewed the first reading of the equal employment opportunity policy, noting the policy was being converted to the College’s current policy format and updated to reflect clarifying federal language (including “pregnancy and pregnancy-related conditions” and “gender/sex”). She also reviewed language regarding equal opportunity regardless of citizenship status, noting it reflects standard requirements applicable to employers and would not change current practices.</p> <p>She reviewed items in the Board packet related to open solicitations and contracts, including a solicitation for grant development services, roof drain repairs, and plumbing repairs.</p> <p>Brenda also provided an update on a previously approved delegation of authority for sanitary sewer repairs, noting the final contract amount (including an additional \$100,000) remained under the approved delegation amount.</p> <p>In response to questions regarding a purchase request for welding consumables and supplies, administration clarified that the request included the purchase of ten welding machines funded through Perkins funds. Brenda explained that Perkins allocations are finalized after internal prioritization and that the machines were identified as a priority due to aging equipment and repair needs, particularly at the North Campus industrial technology center. It was also noted that the College has approximately 110 welding machines at that location and will need to continue developing a replacement plan over time.</p>
XI.	Calendar	<p>Brenda reviewed upcoming events and asked Board members to inform Mandi Reiland of their attendance plans, including the Service Awards Banquet, Fleet Week-related events, campus events, and spring commencement ceremonies.</p> <p>The Board agreed to cancel the Building and Finance Committee meeting scheduled for May 19, 2026. The Board members</p>

		discussed dates for a Board retreat and agreed that Thursday, May 28, 2026, from 1:00 p.m. to 6:00 p.m. is the best for most trustees. Brenda also discussed scheduling a budget retreat after receipt of final tax values (expected July 25) and tentatively planned the retreat for Thursday, July 30, 2026, from noon to 5:00 p.m. The Board also discussed cancelling committee meetings in July.
XII.	Adjournment	Chair Mims adjourned the meeting at 7:00 p.m.

San Jacinto Community College District
Regular Board Meeting Minutes
April 6, 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, April 6, 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: Lisa Aguilar, Robert Aguilar, Desirae Alexander, Elaine Amason, Cornellia Angelle, Carla Aurine, Areli Barajas, Ann Beeman, Rhonda Bell, Jesse Bernal, Christian Bionat, Oletha Brown, Tiffany Burton, Merleta Byers, Cindy Celaya, Yadira Chavez, Matt Crow, Richard Davis, Vickie Del Bello, Kim DeLauro, Durrell Dickens, Chris Duke, Dianne Duron, Lupe Erwin, Teddy Farias, Elizabeth Farrell, Calvin Flowers, Pandora Freestone, Rachel Garcia, Kristin Gore, Sascha Guenzel, Damon Harris, Kerri Hines, Carin Hutchins, Sallie Kay Janes, Kim Johnson, Bryan Jones, April Kearns, Matt Keim, Kara Kennebrew, Asad Khan, Duvelza Marroquin, Donna Matthews, Patricia McGee-Welch, Kim Miller-Davis, Kevin Morris, Lambrini Nicopoulos, LaTonya Patton, Joe Pena, Diana Perez, Maritza Perez, Joe Perez III, JoEllen Price, James Ragaisis, Angela Ramirez, David Ramirez, Sandra Ramirez, Mandi Reiland, Patricia Rey-Prejean, Shelley Rinehart, Theresa Rudisell, Tina Sanchez, Bob Seagraves, Velma Seagraves, Shawn Silman, Chuck Smith, Jessica Tello, Roger Watkins, Niki Whiteside, Laurel Williamson, Michael Yates

I. Call the Meeting to Order

Chair Dan Mims called the regular meeting of the Board of Trustees to order at 7:08 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 Laurel Williamson. The pledges to the American and Texas flags were led by Michelle Cantú-Wilson.

IV. Special Announcements, Recognitions, Introductions, and Presentations

1. Sandra Ramirez recognized the Monument Award for the LIFT Team (Licensure Integration & Fast Transition).
2. Laurel Williamson recognized the College for its Achieving the Dream Leader College of Distinction.

V. Student Success Presentations

Chris Duke provided an update on the College's Bachelor Degree programs.

VI. Communications to the Board of Trustees

1. The April Opportunity News was provided to the Board.
2. A thank you was sent to the Board from Ryan Navejar for the plant sent in memory of his father.

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 - 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

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

Motion 10542:

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

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

Motion 10543:

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

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

Nays: None

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

No vote required. Informational item - first reading.

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

No vote required. Informational item - first reading.

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

No vote required. Informational item - first reading.

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

No vote required. Informational item - first reading.

XV. Consideration of Purchasing Requests

#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 \$ 5,416,875

Motion 10544:

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

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

Nays: None

XVI. Consent Agenda

- 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 on May 4, 2026

Motion 10545:

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

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

XVII. Items for Discussion/Possible Action

There were no additional items discussed.

XVIII. Adjournment

Chair Mims adjourned the meeting at 7:45 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for March 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 – March 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 March 2026

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 1,650	\$ 7,035
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	25,122	7,918
STUDENT SERVICES	6,173	-
INSTITUTIONAL SUPPORT	76,500	24,260
PHYSICAL PLANT	6,268	76,500
	\$ 115,712	\$ 115,712

Item “D”
Regular Board Meeting May 4, 2026
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, June 1, 2026.