

San Jacinto College District Board Workshop

August 11, 2025

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 4:00 p.m., Monday, August 11, 2025, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

MINUTES

	Board Workshop Attendees:	Board Members: Dr. Michelle Cantú-Wilson, Erica Davis Rouse (absent), Judy Harrison, Dan Mims, Keith Sinor (absent), Larry Wilson Chancellor: Brenda Hellyer Other: Christian Bionat, Carin Hutchins, Sandra Ramirez, Mandi Reiland, Laurel Williamson
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Chair Mims called the workshop to order at 4:08 p.m.
II.	Roll Call of Board Members	Chair Mims conducted a roll call of the Board members: Dr. Michelle Cantú-Wilson Erica Davis Rouse, Assistant Secretary (absent) Judy Harrison Dan Mims, Chair Keith Sinor, Secretary (absent) Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act	Chair Mims adjourned to closed session at 4:09 pm. The Board members listed above as attending as well as Brenda Hellyer were present for the closed session. Other attendees are noted below. a. Legal Matters - For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law. Conference Call with Attorney Lisa Brown – Attendees: Christian Bionat, Sandra Ramirez, Carin Hutchins, and Mandi Reiland b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee. <ul style="list-style-type: none">• Personnel Matter – Attendees: Sandra Ramirez

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

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

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

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

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