

San Jacinto Community College District
Regular Board Meeting Minutes
November 3, 2025

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m. for a regularly scheduled Board meeting on Monday, November 3, 2025, 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: Rodd Adams, Tanesha Antoine, Katy Bailey, Rhonda Bell, Jesse Bernal, Christian Bionat, Bret Boudreaux, Shannon Burke, Jimmy Burke, Peggy Burke, Nathan Burke, Chad Burke, Todd Burke, Caden Burke, Campbell Burke, Liane Burke, Tiffany Burton, Rena Cable, Jason Cable, Alisabeth Cable, Heidi Cartzendafner, Jennifer Clark, Jacquelynn Conger, Matt Crow, Kim Delauro, Destry Dokes, Dianne Duron, Teddy Farias, Taylor Gade, Jolie Gade, Rachel Garcia, Damon Harris, Allatia Harris, Joseph Hebert, Diep Hernandez, Carin Hutchins, Sallie Kay Janes, Bryan Jones, Matt Keim, Kara Kennebrew, Aaron Knight, Huong Le, Travis Leopulos, Kevin McKisson, Chris McLaren, Lamar McWaine, DeRhonda McWaine, Kevin Morris, Courtney Morris, Mindy Murray, Robert Murray, Diana Murray, Andrea Nguyen, Alexander Okwonna, Joe Pena, JR Ragaisis, Mandi Reiland, Shelley Rinehart, Chuck Smith, Rob Stanicic, Brian Stewart, Janice Sullivan, Jessica Tello, Carol Tillman, Niki Whiteside, Van Wigginton, Chris Wild, Laurel Williamson

I. Call the Meeting to Order

Chair Dan Mims called the regular meeting of the Board of Trustees to order at 7:04 p.m.

II. Roll Call of Board Members

Chair Mims conducted a roll call of the Board members.

Dr. Michelle Cantú-Wilson, Vice Chair

Erica Davis Rouse, Assistant Secretary

Judy Harrison

Dan Mims, Chair

Keith Sinor, Secretary

Larry Wilson

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

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

IV. Special Announcements, Recognitions, Introductions, and Presentations

1. Brenda Hellyer and Sandra Ramirez recognized the Outgoing and Incoming Officers of the Faculty Senate, Staff Organization, and Administrative Organization.

2. Carin Hutchins recognized the Fiscal Affairs Department for Receiving the Certificate of Distinction for its College Investment Policy from the Government Treasurers' Organization of Texas.
3. Trustees Dan Mims and Dr. Michelle Cantú-Wilson provided updates from the Association of Community College Trustees (ACCT) Leadership Congress. Chair Mims recognized Mandi Reiland for receiving the ACCT Western Region Professional Board Staff Award.

V. Student Success Presentations

The Promise Scholars Program update was tabled until the next meeting.

VI. Communications to the Board of Trustees

1. November Opportunity News
2. Aspen Institute 2027 - San Jacinto Community College is one of only 200 community colleges nationwide that is eligible to apply for the 2027 Aspen Prize for Community College Excellence.

VII. Public Comment

There were no citizens desiring to speak to the Board.

VIII. Informative Reports to the Board

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

- A. San Jacinto College Financial Statements - September 2025
 1. San Jacinto College Monthly Financial Statements
 2. San Jacinto College Monthly Investment Reports
- B. San Jacinto College Foundation Financial Statements - September 2025
- C. Capital Improvement Program

IX. Consideration of Appointment of San Jacinto Community College District Trustee, Position 5

Chair Mims stated that the passing of Board Vice Chair John Moon, Jr. on July 4, 2025, created a vacancy in the Board of Trustees, Position 5. At the next regularly scheduled meeting on August 11, 2025, the Board voted to fill the vacancy by appointment. An announcement was posted on the College website from August 20, 2025, through 5:00 p.m. on September 26, 2025, for interested parties to file applications. A subsequent review of all applications occurred and at the Board's regularly scheduled meeting on October 6, 2025, the Board selected applicants to interview. The interview process was conducted by the Board members at Special Board Meetings on October 13 and October 14, 2025. At the conclusion of the interview process, a recommended candidate was identified. The selected candidate will fill the unexpired term of the open Position 5, which expires at the June 2027 Board meeting, when the candidate winning the May 2027 election for Position 5 will be sworn in to begin a new six-year term. Approval of this item will seat the selected candidate on the Board of Trustees of San Jacinto Community College District to fill the unexpired portion of the current term for Position 5.

Motion 10493:

Larry Wilson motioned to appoint Chad Burke to Position 5 of the San Jacinto Community College District Board of Trustees.

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

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

Nays: None

X. Statement of Officer and Oath of Office Administered to Recently Appointed Trustee
Mr. Jimmy Burke swore in newly appointed Trustee Chad Burke, for Position 5.

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

Motion 10494:

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

XII. Consideration of Approval of Policy III.3006.H, Campus Programs with Minors - Second
Reading

Motion 10495:

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

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

Nays: None

XIII. Consideration of Approval of Policy VII.7003.A, Expressive Activities - Second Reading

Motion 10496:

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

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

Nays: None

XIV. Consideration of Approval of Policy IV.4003.A, Filling Vacancies - First Reading
(Informational Item)

No vote required. Informational item - first reading.

XV. Consideration of Approval of Policy IV.4003.F, Reduction in Force - First Reading
(Informational Item)

No vote required. Informational item - first reading.

XVI. Consideration of Purchasing Requests

#1	Consideration of Approval to Contract for Custodial Services	\$	12,600,000
#2	Consideration of Approval to Contract for Interior LED Lighting Retrofit Project		278,900
#3	Consideration of Approval to Contract for Printing Services		250,000
#4	Consideration of Approval to Purchase Portable PLC Troubleshooting Learning Systems		200,000
TOTAL OF PURCHASE REQUESTS		\$	<u>13,328,900</u>

Motion 10497:

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

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

Nays: None

XVII. Consent Agenda

- A. Approval of the Minutes for the October 6, 2025, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, 2025-2026 Part-Time Hourly Rate Schedule, and Educational Advancement Incentives
- D. Approval of the Next Regularly Scheduled Meeting on December 1, 2025
- E. Approval of the Minutes for the October 13, 2025 Special Board Meeting
- F. Approval of the Minutes for the October 14, 2025 Special Board Meeting

Motion 10498:

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

XVIII. Items for Discussion/Possible Action

There were no additional items discussed.

XIX. Adjournment

Chair Mims adjourned the meeting at 7:38 p.m.