

San Jacinto College District Board Workshop

November 3, 2025

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 4:30 p.m., Monday, November 3, 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, Judy Harrison, Dan Mims, Keith Sinor, Larry Wilson Chancellor: Brenda Hellyer Other: Carin Hutchins, Sandra Ramirez, Mandi Reiland, Chief Sabrina Naulings, Ali Shah, Christian Bionat
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Chair Dan Mims called the workshop to order at 4:33 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 (arrived during closed session) 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 and 551.074 of the Texas Open Meetings Act <ul style="list-style-type: none"> • Provost Search and Succession Planning 	Chair Mims adjourned to closed session at 4:34 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. It was determined after the time of posting that a consultation with an attorney was not needed. 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 Items – Sandra Ramirez and Mandi Reiland were present for this portion.

		<ul style="list-style-type: none"> • Provost Search and Succession Planning – Board and Chancellor only
IV.	Reconvene in Open Meeting	<p>Chair Mims reconvened to open meeting at 5:48 p.m.</p> <p>Carin Hutchins, Chief Naulings, and Ali Shah joined the workshop.</p>
V.	Board Appointment Process and Oath of Office	<p>Brenda Hellyer provided an overview of the steps to complete the Board appointment process. At tonight’s meeting, a motion will need to be made regarding the recommended appointment. After the Board votes, the oath of office will be completed.</p> <p>All were comfortable with the process.</p>
VI.	Board Self-Evaluation Process Timeline	<p>The Board discussed the need to complete a self-evaluation for 2025, referencing previous years’ questions. Brenda stated that Mandi will send out an electronic link for trustees to complete the evaluation, with results to be summarized and presented by Keith Sinor (Board Secretary) at the next workshop. The Board members agreed the evaluation questions were sufficient, with opportunity for comments and updates. The process is intended to ensure continuous improvement and compliance.</p>
VII.	Enrollment Update - Spring 2026	<p>Carin Hutchins presented an enrollment update, noting a strong start due to dual credit registrations being processed earlier this year. Other categories, such as first-time in college, transfer students, and continuing students also showed increases. It is early so it is anticipated that the numbers will decrease significantly as we approach the semester start. South Campus had the largest enrollment growth, though it was noted that these numbers are preliminary and may change as the semester progresses.</p>
VIII.	Annual Security (Clery) Report (was posted as Item XI but reviewed in the workshop in updated order)	<p>Chief Naulings provided a comprehensive review of the annual campus security report, including three years of crime statistics, timely warning notices, and daily crime log procedures. This report is finalized and available by October 1 of each year. Sabrina reviewed notable incidents and explained that the report will include the new hazing crime reporting requirements for the upcoming year. The report is distributed electronically and in hard copy and is available for review at campus police departments.</p> <p>Board members expressed appreciation for the police department’s efforts and the focus on campus safety.</p> <p>Christian Bionat joined the workshop.</p>

IX.	2025-2026 Multi-Hazard Emergency Operations Plan Review Cycle – Texas School Safety Center (TxSSC) Resources (was posted as Item XII but reviewed in the workshop in updated order)	<p>Ali Shah gave an overview of the emergency management plan, detailing compliance with Texas Education Code 37.108, the structure of the emergency management office, and the annual audit process with TxSSC. He also reviewed Policy III.3008.C, Emergency Incidents, which governs the College’s response. The plan includes base plans and functional/hazard-specific annexes, with clear roles and responsibilities for incident response. Communication protocols and backup systems were discussed, including contingency plans for power and internet outages. The College passed the recent audit with no deficiencies. The Board discussed scenarios and after-action reporting for incidents.</p> <p>Chief Naulings and Ali Shah left the workshop.</p>
X.	Notification of Audit by State Auditor's Office on TEC 51.3525 (Senate Bill 17)	<p>Sandra Ramirez explained the audit process initiated by the State Auditor’s Office to ensure compliance with Senate Bill 17, focusing on the use of state funds and institutional spending on diversity, equity, and inclusion. The audit covers full-time hires, job applications, and related documentation, with a secure portal for submitting requested materials. The goal is to complete data requests before the Thanksgiving holiday.</p> <p>The Board members discussed the scope of the audit and the importance of timely compliance.</p>
XI.	Implementation Plan for the “No Tax on Overtime” Federal Law	<p>Carin and Sandra described changes to overtime pay calculations resulting from new federal law as well as the implementation plan. The law exempts qualifying overtime earnings from federal income tax, but only actual hours worked count toward the deduction. The College will adjust its procedure to align with the requirements of the law which also is consistent with other institutions. Changes will be communicated to employees through several emails, and we will host webinars to explain the impact. The estimated financial impact is modest, affecting a subset of non-exempt employees.</p> <p>The Board members discussed communications and the need for clear guidance for affected staff.</p>
XII.	Policy and Procedure Changes Due to Legislative Changes	<p>Sandra reviewed updates to policies and procedures in response to Senate Bill 37 and House Bill 762. Changes include new requirements for filling vacancies, severance pay limits (maximum 20 weeks), and public posting of severance agreements. Recommended changes to the policies and procedures on Filling Vacancies and Reduction in Force are in the Board book as first readings. Sandra responded to clarifying questions from the Board.</p>

		Members were comfortable with the information presented.
XIII.	Legislative Updates	<p>Christian provided a legislative update covering federal shutdown impacts, Supplemental Nutrition Assistance Program (SNAP) benefits, state higher education laws being tracked, voter turnout, redistricting litigation, and free speech committee activities.</p> <p>The College’s response to food insecurity was discussed, including food markets, emergency funding, and communication strategies to support affected students. The Board members discussed the urgency of supporting students and the need for increased marketing and resource allocation.</p>
XIV.	General Discussion of Meeting Items <ul style="list-style-type: none"> a. Additional Purchasing Support Documents b. Delegation of Authority c. Financial Statements 	<p>The Board discussed various topics from the Board book based on questions from trustees, including college readiness goals for the new GEAR UP grant, equipment purchases for technical programs, and budget considerations for campus programs with minors.</p> <p>Purchasing procedures, blackout periods for purchasing solicitations, delegation of authority, and financial statements were also reviewed. The Board discussed communication preferences for prohibited communications of blackout periods for purchasing and updates on financial audits. They would like to receive updates at the workshops on these areas and email when there are gaps in between workshops.</p>
XV.	Calendar	Brenda reviewed the calendar and asked the Board members to let Mandi Reiland know if they would like to attend any events. Transportation and logistics for commencement were discussed, including options for attending one or both ceremonies.
XVI.	Adjournment	Chair Mims adjourned the meeting at 6:57 p.m.