

**San Jacinto Community College District**  
**Regular Board Meeting Minutes**  
**June 2, 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, June 2, 2025, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**Attendance**

**Present:**

**Members:** Dr. Michelle Cantú-Wilson, Erica Davis Rouse, Dan Mims, John Moon, Jr., Salvador Serrano Jr., Larry Wilson

**Chancellor:** Brenda Hellyer

**Absent:**

**Members:** Keith Sinor

**Others Present:** Rhonda Bell, Grecia Benitez, Jesse Bernal, Avril Bivens, Emma Briggs, Carey Burling, Tiffany Burton, Robert Cage, Michelle Callaway, Matt Crow, Sven Cruz, McKenna Culp, Maria Dabrowski, Kim DeLauro, Erin Dunham, Dianne Duron, Maria Fargo, Teddy Farias, Hannah Figueroa, Clara Galicia, Isaac Gamez, SanJuanita González, George González, Abbie Grubb, Maria Gutierrez, Gabriel Gutierrez Jr, Judy Harrison, Lawana Haynes, Carin Hutchins, Sallie Kay Janes, Bryan Jones, April Kearns, Matt Keim, Kara Kennebrew, Aaron Knight, Jennifer Ledwith, Margarita Lema, Paola Martinez, Sophia McGee, Kevin McKisson, DeRhonda McWaine, Lamar McWaine, Natalia Mendez, Roberto Mendez, Mary Mims, Lucreasha Mixon, Kevin Morris, Alexander Okwonna, Joe Pena, JoEllen Price, JR Ragaisis, Mandi Reiland, Kelly Saenz, Sonia Salazar, Laela Salazar, Chuck Smith, Kiara Soliz, Janice Sullivan, Michele Thomas, Francis Torres, Briana Trahan, Jose Valentine, Yvonne Vera, Daniel Warner, Eddie Weller, Niki Whiteside, Van Wigginton, Vershonda Williams

I. Call the Meeting to Order

Chair Dan Mims called the regular meeting of the Board of Trustees to order at 7:06 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  
Dan Mims, Chair  
John Moon, Jr., Vice Chair  
Salvador Serrano Jr.  
Keith Sinor, Secretary (absent)  
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 Salvador Serrano Jr.

IV. Special Announcements, Recognitions, Introductions, and Presentations

1. Sandra Ramirez recognized the Monument Awards. Joanna Zimmermann recognized the 2024 FAFSA Response & New SAP Processes. Carin Hutchins recognized the FAST Implementation Team. Kevin McKisson recognized the Future Value Transparency & Gainful Employment Team.
2. Laurel Williamson and Eddie Weller presented the Honors Program recognitions.
3. Allatia Harris recognized Kelly Saenz.
4. Chuck Smith presented the recognition for Engineering and Excellence for Anderson-Ball Classroom Building.

V. Student Success Presentations

George González provided an update on the Texas Higher Education Coordinating Board (THECB) Accountability System 2024.

VI. Communications to the Board of Trustees

1. June Opportunity News

VII. Public Comment

There was one citizen desiring to speak to the Board.

1. Jennifer Ledwith

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 April 2025
  2. San Jacinto College Monthly Investment Reports April 2025
- B. San Jacinto College Foundation Financial Statements April 2025
- C. Capital Improvement Program
- D. San Jacinto College Board Building Committee Minutes
- E. San Jacinto College Board Finance Committee Minutes

IX. Statement of Officer and Oath of Office Administered to Recently Elected Trustee

Associate Municipal Judge, Cari Brownlee, swore in re-elected Trustee, Larry Wilson, for Position 4.

X. Consideration of Approval of the Vision Statement, Mission Statement, and 2025-2030 Strategic Plan and Reaffirmation of the Values

**Motion 10448:**

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by Salvador Serrano Jr. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Wilson  
Nays: None

- XI. Consideration of Approval of Amendment to the 2024-2025 Budget for Restricted Revenue and Expenses Relating to Federal, State and Local Grants/Contracts

**Motion 10449:**

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

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Wilson  
Nays: None

- XII. Consideration of Approval of Allocation of Capital Project Funds

**Motion 10450:**

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by John Moon, Jr. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Wilson  
Nays: None

- XIII. Consideration of Approval of Allocation of Aspen Institute Award to San Jacinto College Foundation in Support of the Promise @ San Jac Scholarship Program

**Motion 10451:**

Motion moved by Salvador Serrano Jr. and motion seconded by Dr. Michelle Cantú-Wilson. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Wilson  
Nays: None

- XIV. Consideration of Approval Memorandum of Understanding for Dual Credit Home School Students

**Motion 10452:**

Motion moved by Larry Wilson and motion seconded by John Moon, Jr. . Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Wilson  
Nays: None

XV. Consideration of Approval of Investment Strategy and Annual Review and Approval of the College's Investment Policy - First Reading (Informational Item)

No vote required - first reading of policy.

XVI. Consideration of Purchasing Requests

#1	Consideration of Delegation of Authority to Contract for Softball Outbuilding and Dugouts at South Campus	\$ 1,672,000
#2	Consideration of Delegation of Authority to Contract for Pavement Repair at South Campus	1,600,000
#3	Consideration of Approval to Renew the Contract for Landscaping Services	900,000
#4	Consideration of Approval to Renew the Contract for Customer Relationship Management Solution	675,000
#5	Consideration of Approval to Contract for Casualty Insurance Brokerage and Risk Management Services	360,000
#6	Consideration of Approval to Contract for Flood Insurance Brokerage and Risk Management Services	250,000
#7	Consideration of Approval to Contract for Federal and State Government Relations and Consulting Services	210,000
#8	Consideration of Approval to Purchase Uninterruptable Power Supply Maintenance and Monitoring	165,000
#9	Consideration of Approval to Contract for Charter Bus Service	150,000
#10	Consideration of Approval to Purchase Nursing Supplies and Equipment	120,000
#11	Consideration of Delegation of Authority to Contract for Delinquent Tax Services	-
#12	Consideration of Approval of Additional Funds for Architectural Services	200,000
	<b>TOTAL OF PURCHASE REQUESTS</b>	<b><u>\$ 6,302,000</u></b>

**Motion 10453:**

A motion was made by Trustee Erica Davis Rouse to remove Purchase Request #11, Consideration of Delegation of Authority to Contract for Delinquent Tax Services, to be tabled and voted on at the June 17, 2025 Special Board Meeting.

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

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Wilson  
Nays: None

**Motion 10454:**

Trustee John Moon, Jr. made a motion to consider the remaining purchasing requests totaling \$6,302,000.

Motion moved by John Moon, Jr. and motion seconded by Dr. Michelle Cantú-Wilson.  
Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Wilson  
Nays: None

XVII. Consent Agenda

- A. Approval of the Minutes for the May 5, 2025, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting on August 11, 2025
- F. Approval of the Minutes for the May 13, 2025 Special Board Meeting

**Motion 10455:**

Motion moved by Larry Wilson and motion seconded by Salvador Serrano Jr. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Moon, Jr., Serrano Jr., Wilson  
Nays: None

XVIII. Items for Discussion/Possible Action

There were no additional items discussed.

XIX. Adjournment

Chair Mims stated that a Special Board Meeting will be held on June 17, 2025, at 5:00 pm to canvass the results of the June 7, 2025, trustee runoff election for Position 3 between candidates Salvador Serrano Jr. and Judy Harrison. The winner of the runoff election will be sworn in at this Special Board meeting.

Chair Mims adjourned the meeting at 8:10 p.m.