

San Jacinto Community College District
Regular Board Meeting Minutes
December 1, 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, December 1, 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, Judy Harrison, Dan Mims, Keith Sinor, Larry Wilson

Absent: Erica Davis Rouse

Chancellor: Brenda Hellyer

Others Present: Tanesha Antoine, Rhonda Bell, Jesse Bernal, Christian Bionat, Tiffany Burton, Jaime Castro, Jacquelynn Conger, Matt Crow, Kim Delauro, Vickie DelBello, Shanna Dement, Abigail Dias, Chris Duke, Dianne Duron, Teddy Farias, Amanda Fenwick, Rachel Garcia, George González, Maria Elena Gutierrez, Damon Harris, Allatia Harris, Joseph Hebert, Lisa Holland, Carin Hutchins, Sallie Kay Janes, Bryan Jones, Matt Keim, Erica Kemper, Kara Kennebrew, Aaron Knight, Alyssa Lozano, Chris McLaren, Sarah Medina, Kelly Mizell, Kevin Morris, Courtney Morris, Alexander Okwonna, Tomoko Olson, Joe Pena, Linda Pennington, JoEllen Price, JR Ragaisis, Sandra Ramirez, Mandi Reiland, Shelley Rinehart, Shawn Silman, Chuck Smith, Rob Stanicic, Jessica Tello, Carol Tillman, Sonya Townsend, Niki Whiteside, Van Wigginton, Chris Wild, Laurel Williamson, Derrick Wynne, Joanna Zimmermann

I. Call the Meeting to Order

Chair Dan Mims called the regular meeting of the Board of Trustees to order at 7:17 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 (absent)

Judy Harrison

Dan Mims, Chair

Keith Sinor, Secretary

Larry Wilson

III. Invocation and Pledge to the Flags

The invocation was given by Van Wigginton. The pledges to the American and Texas flags were led by Michelle Cantú-Wilson.

- IV. Special Announcements, Recognitions, Introductions, and Presentations
1. Chair Dan Mims thanks retiring Provost Van Wigginton for his years of service and dedication to the College.
 2. Aaron Knight recognized the students that received awards of excellence at the Advanced Technological Education Conference.
 3. Carin Hutchins recognized the fiscal affairs department for receiving the 2024 certificate of achievement for excellence in financial reporting.
 4. The San Jac Online recognition was tabled to the next meeting.

V. Student Success Presentations

George González provided a presentation on high school capture rates.

VI. Communications to the Board of Trustees

The December Opportunity News was provided to the Board.

VII. Public Comment

There was one citizen desiring to speak before the Board.

1. Derrick Wynne

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 - October 2025
 1. San Jacinto College Monthly Financial Statements
 2. San Jacinto College Monthly Investment Reports
- B. San Jacinto College Foundation Financial Statements
 1. October 2025
 2. Financial Audit Years Ended June 30, 2025 and 2024
- C. Capital Improvement Program
- D. San Jacinto Community College Board Building Committee Minutes

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 10499:

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

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

Nays: None

X. Consideration of Approval of Policy IV.4003.A, Filling Vacancies - Second Reading

Motion 10500:

Motion moved by Larry Wilson and motion seconded by Dr. Michelle Cantú-Wilson.
Motion carried.

Yeas: Burke, Cantú-Wilson, Harrison, Sinor, Wilson
Nays: None

XI. Consideration of Approval of Policy IV.4003.F, Reduction in Force - Second Reading

Motion 10501:

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

Yeas: Burke, Cantú-Wilson, Harrison, Sinor, Wilson
Nays: None

XII. Consideration of Approval of Allocation of Capital Project Funds

Motion 10502:

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by Chad Burke.
Motion carried.

Yeas: Burke, Cantú-Wilson, Harrison, Sinor, Wilson
Nays: None

XIII. Consideration of Acceptance of the 2024-2025 Annual Comprehensive Financial Report

Motion10503:

Motion moved by Keith Sinor and motion seconded by Larry Wilson. Motion carried.

Yeas: Burke, Cantú-Wilson, Harrison, Sinor, Wilson
Nays: None

XIV. Consideration of Approval of Financing Team and Related Expenditures-Limited Tax General Obligation Bonds

Motion 10504:

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

Yeas: Burke, Cantú-Wilson, Harrison, Sinor, Wilson
Nays: None

XV. Consideration of Approval of Financing Team and Related Expenditures-Combined Fee Revenue Refunding Bonds

Motion 10505:

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by Judy Harrison.
Motion carried.

Yeas: Burke, Cantú-Wilson, Harrison, Sinor, Wilson
Nays: None

- XVI. Consideration of a Resolution for Casting a Ballot for the Election of Member(s) to the Board of Directors of the Harris Central Appraisal District

Motion 10506:

Larry Wilson made a motion to cast 20 votes for Jason Morris.

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

Yeas: Burke, Cantú-Wilson, Harrison, Sinor, Wilson
Nays: None

- XVII. Consideration of Approval of the 2026-2027 Academic Calendar

Motion 10507:

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by Chad Burke.
Motion carried.

Yeas: Burke, Cantú-Wilson, Harrison, Sinor, Wilson
Nays: None

- XVIII. Consideration of Approval of the Awarding of a Posthumous Degree – Siham Benmansour

Motion 10508:

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

Yeas: Burke, Cantú-Wilson, Harrison, Sinor, Wilson
Nays: None

- XIX. Consideration of Approval for an Extension to the Memorandum of Understanding with Clear Creek ISD Early College High School

Motion 10509:

Motion moved by Judy Harrison and motion seconded by Dr. Michelle Cantú-Wilson.
Motion carried.

Yeas: Burke, Cantú-Wilson, Harrison, Sinor, Wilson
Nays: None

XX. Consideration of Approval for an Addendum to the Memorandum of Understanding with First Baptist Christian Academy for Dual Credit

Motion 10510:

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by Chad Burke.
Motion carried.

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

Nays: None

XXI. Consideration of Approval for an Extension to the Memorandum of Understanding with Galena Park ISD for Early College High School

Motion 10511:

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

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

Nays: None

XXII. Consideration of Approval for an Extension to the Memorandum of Understanding with Hallsville ISD for Dual Credit

Motion 10512:

Motion moved by Judy Harrison and motion seconded by Dr. Michelle Cantú-Wilson.
Motion carried.

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

Nays: None

XXIII. Consideration of Approval for an Extension to the Memorandum of Understanding with Huntsville ISD for Dual Credit

Motion 10513:

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

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

Nays: None

XXIV. Consideration of Approval for an Extension to the Memorandum of Understanding with Lutheran South Academy for Dual Credit

Motion 10514:

Motion moved by Larry Wilson and motion seconded by Dr. Michelle Cantú-Wilson.
Motion carried.

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

Nays: None

- XXV. Consideration of Approval for an Extension to the Memorandum of Understanding with Pearland ISD for Dual Credit

Motion 10515:

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

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

Nays: None

- XXVI. Consideration of Approval for an Extension to the Memorandum of Understanding with Richard Milburn Academy for Dual Credit

Motion 10516:

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

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

Nays: None

- XXVII. Consideration of Approval of an Extension of the Memorandum of Understanding with Sheldon ISD for Early College High School

Motion 10517:

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by Larry Wilson. Motion carried.

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

Nays: None

- XXVIII. Consideration of Approval of an Extension of the Memorandum of Understanding with Sheldon ISD for the Sheldon STEM Academy PTECH

Motion 10518:

Motion moved by Judy Harrison and motion seconded by Chad Burke. Motion carried.

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

Nays: None

- XXIX. Consideration of Approval of Memorandum of Understanding with Sheldon ISD for KNIT Dual Credit Program

Motion 10519:

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

Yeas: Burke, Cantú-Wilson, Harrison, Sinor, Wilson
Nays: None

XXX. Consideration of Approval of Policy III.3001.H, Fixed Assets – First Reading
(Informational Item)

No vote required. Informational item - first reading.

XXXI. Consideration of Purchasing Requests

#1	Consideration of Delegation of Authority to Contract for Commercial Driver's License Training Services	\$	2,700,000
#2	Consideration of Delegation of Authority to Contract for South Campus Science and Allied Health Building (S1) Skylight Replacement		500,000
#3	Consideration of Approval to Renew the Contract for Full Catering Services		280,000
#4	Consideration of Delegation of Authority to Contract for North Campus Interactive Learning Center (N2) Plumbing Repairs		250,000
#5	Consideration of Delegation of Authority to Contract for South Campus Interactive Learning Center (S12) Plumbing Repairs		250,000
#6	Consideration of Approval to Purchase a Microsoft License Agreement		800,000
#7	Consideration of Approval to Contract for South Campus Distributed Generation Transfer Trip Protection Devices		119,361
#8	Consideration of Approval to Contract for Temporary Staffing Services		1,500,000
TOTAL OF PURCHASE REQUESTS			\$ 6,399,361

Motion 10520:

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by Chad Burke.
Motion carried.

Yeas: Burke, Cantú-Wilson, Harrison, Sinor, Wilson
Nays: None

XXXII. Consent Agenda

- A. Approval of the Minutes for the November 3, 2025, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers

- C. Approval of Personnel Recommendations, Extra Service Agreements (ESA), and 2025-2026 Part-Time Hourly Rate Schedule
- D. Approval of the Next Regularly Scheduled Meeting on February 2, 2026

Motion 10521:

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by Keith Sinor.

Motion carried.

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

Nays: None

XXXIII. Items for Discussion/Possible Action

There were no additional items discussed.

XXXIV. Adjournment

Chair Mims adjourned the meeting at 8:00 p.m.