

San Jacinto College District Board Workshop

September 8, 2025

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 4:30 p.m., Monday, September 8, 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: Christian Bionat, Carin Hutchins, Sandra Ramirez, Mandi Reiland, Linda Torres
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Chair Mims called the workshop to order at 4:38 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.	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 4:39 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. <ul style="list-style-type: none"> • It was determined after the time of posting that a consultation with the attorney is 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 Matter – Attendees: Sandra Ramirez, Christian Bionat, Mandi Reiland

		<ul style="list-style-type: none"> Review process for vacant Board of Trustees Position 5 – Brenda Hellyer and Board
IV.	Reconvene in Open Meeting	Chair Mims reconvened to open meeting at 5:33 p.m.
V.	Board Appointment Process	Brenda Hellyer confirmed the timeline for the Board appointment process. Applications will be taken until September 26 at 5:00 pm. Applications received will be reviewed at the next Board workshop on October 6 with the interview process to occur mid-October.
VI.	Enrollment - Fall 2025	<p>Carin Hutchins provided an update on enrollment for Fall 2025. As of today, enrollment is at 32,961 students. Contact hours (or semester credit hours) are almost six (6) million for this year. Compared to last year, headcount is up by 4.8 percent and up in contact hours by 8.7 percent. We budgeted for contact hours (semester credit hours) to be up 5 percent.</p> <p>Continuing students are up by approximately 960 students for the semester. Transfer students are up approximately 200 students. Dual credit enrollment is flat – down by 18 students as of today.</p> <p>Keith Sinor asked if the actual enrollment numbers at Generation Park are in alignment with growth expectations established previously. Brenda responded that we are making progress, and she will provide that information at the next meeting.</p> <p>More growth has also been seen in the face-to-face classes which are up by 6 percent over last year. There was discussion on successful capital improvements from the facilities perspective that have helped to enhance the face-to-face experience. Such improvements have included creating more gathering and collaboration areas throughout the buildings, but there are still areas of improvement, such as the student service centers, which are being reviewed now as part of the master planning process.</p>
VII.	Annual Internal Audit Report and Plan a. Summary of FY2024-2025 Internal Audit Work	<p>Linda Torres, Executive Director of Internal Audit, discussed the Annual Internal Audit Report and plans for fiscal year 2025-2026 (FY26) with reference to the handout, the Annual Internal Audit Report.</p> <p>This information was previously reviewed with the Board’s Finance Committee in greater detail, so she provided a summary of the information in the report. The Annual Internal Audit Report is required by the Texas government</p>

	<p>b. Proposed FY2025-2026 Plan</p>	<p>code and summarizes the work performed throughout the year by San Jacinto College’s Internal Audit team. It includes all of the findings, follow-up activities, and investigations that Internal Audit has completed. This report will be published on the College’s website as is required.</p> <p>Based on annual risk assessment and input from College leadership, the proposed internal audits planned for FY26 include College-wide compliance with Senate Bill 17 (phase 2), scholarship management, the FAST program (related to financial aid – transfer for dual credit students), police fleet vehicle management, and bookstore contract. With money in budget for outsourcing, Internal Audit plans to outsource the review of compliance with the Graham Leach Bliley Act.</p> <p>The Board members expressed thanks to the internal audit team and acknowledged the important work they perform. The Board members were supportive of the audit plan for FY26.</p>
<p>VIII.</p>	<p>Property Tax Rate Adoption</p>	<p>Carin provided an update on the property tax rate adoption. The No New Revenue Rate (NNR) is at \$0.155118, which is more than last year’s total tax rate. The voter approval rate is \$0.161922.</p> <p>The College’s taxable value as of July 25, 2025, which is the preliminary estimate from Harris Central Appraisal District, was \$87.4 billion. The most recent final certified valuation was up 0.03 percent. It is still at \$87.4 billion but slightly higher than the initial estimate. This allowed for a lower tax rate to be proposed than what was expected during the Board retreat on July 29, 2025.</p> <p>FY26 values increased 1.9 over values for FY25. In reviewing FY25 values, the certified values which were used to calculate the tax rate was \$85.8 billion. Currently, the FY25 taxable values have gone down to \$84.9 billion, which is a 1 percent loss. This results in approximately a \$1.3 million loss in tax revenue. This trend seems to reflect the typical number of refunds processed to taxpayers in the summertime.</p> <p>Carin explained that from 2019-2024, the number of suits filed increased 91.7 percent. The lawsuits filed in 2024 were trending downward. Most lawsuits have settled except for 2022, 2023, 2024. If all of those suits settled, the College would owe taxpayers a refund of \$1.9 million. This is assuming that the average loss in value</p>

		<p>related to these suits is 14.7 percent. Of the \$1.9 million estimate, \$1.5 million is related to suits filed in 2023 and 2024. Last year, a \$1 million reserve was established to help offset these types of settlements.</p> <p>The estimated tax rate is \$0.154615. The proposed tax rate that the Board is being asked to approve is less than the NNR and the Voter-Approval Rate (VAR). The change in the NNR is due to higher exemptions being enacted by the state which generates a higher tax rate for others not receiving the exemption. The historical tax rates reflect that the rates have decreased for each of the past six years except for 2024 which had an increase due to the decline in appraised values and settlement of lawsuits.</p> <p>On October 6, the Board will be asked to adopt the tax rate.</p>
<p>IX.</p>	<p>Process for Election of Harris Central Appraisal District (HCAD) Board Members</p>	<p>Brenda provided an overview of the election process for the Harris Central Appraisal District (HCAD) Board members. Two board members’ terms are expiring on December 31, 2025. There is also currently a vacancy of one of the directors who resigned effective July 31, 2025. This position’s term expires December 31, 2027.</p> <p>The College can nominate up to two candidates via Resolution by October 14, 2025. In the past, the College has not nominated candidates; rather, we evaluated the nominees based on their affiliations and experiences with our taxing district and similar industries. Brenda recommends doing this again. The Board was comfortable with the recommended approach.</p>
<p>X.</p>	<p>Review Updates to Remote Work Policy</p>	<p>Sandra Ramirez reviewed updates to the policy on remote work. She explained that Senate Bill 2615 places work restrictions for higher education employees. Telework is limited to narrow categories, including temporary illness or ADA accommodations, nonteaching staff who meet performance criteria, and faculty teaching only distance education and off-campus dual credit courses, or assigned to off-campus research. There is also an exception for campus closures and catastrophic events where remote work is allowed.</p> <p>Sandra shared the changes made to the Faculty Handbook and expectations shared with faculty.</p> <p>Additionally, Sandra reviewed the criteria for telework exemptions as it relates to staff and administrators. There have been updates to the relevant policy (Policy IV.4005.A) and procedure (Procedure IV.4005.A.a) to</p>

		<p>clarify guidelines surrounding remote work as it pertains to staff and administrators.</p> <p>The revised policy and procedure were distributed on September 2, 2025, for College-wide comment. The comment period will close September 22, the first reading to occur tonight, and the second reading is to occur at the Board meeting on October 6. The policy was effective September 1, 2025, to comply with state requirements.</p>
XI.	Plan for Probationary Period Related to the Physical Therapy Program	<p>This item is a notification to the Board for informational purposes. Brenda explained that the College hired a Physical Therapy program director in January 2025. Upon sending the employee’s technical skills and qualifications to the accrediting agency, a notification was received stating that the director did not meet the education qualifications required thus placing the Physical Therapy Assistance program on probation. The employee completed the required educational expectations with an update submitted to the accrediting agency.</p> <p>On July 15, 2025, the College received verbal notice that the director is now qualified and has met educational requirements. Official written notification should be received from the accrediting agency in November 2025.</p>
XII.	Submission of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Referral Report	<p>Brenda provided an update on the Submission of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) referral report. The College’s interim fifth-year report was submitted in August 2024, and in January 2025, the College received notice of the referral report requiring a response and documentation for four areas. The completed referral report and additional documentation was sent on September 4, 2025.</p> <p>Brenda explained that the next step is for the SACSCOC to assign the report to a compliance and review committee for review which will occur in December with formal notification to the College of status occurring in January 2026.</p>
XIII.	Review Investment Training Report	<p>Carin reviewed the investment training report and shared that investment officer roles are required under the Public Funds Investment Act to be trained five hours every two years.</p> <p>This item is to notify the Board that all investment officers are in compliance and have taken their required training. The investment officers include the positions of Vice</p>

		Chancellor, Fiscal Affairs (Carin Hutchins), Associate Vice Chancellor, Finance (Dianne Duron), Comptroller (Andrea DuBois), and Assistant Comptroller (Carol Lanre).
XIV.	Legislative Updates	<p>Christian Bionat shared legislative updates, which include:</p> <ul style="list-style-type: none"> • Redistricting – House Bill 4 passed in late August and is now law. Congressional District 9 will now represent North and Central campuses. Congressional District 36 will represent South Campus, Maritime, and the Edge Center. Congressional District 18 will represent Generation Park. • Two finance bills required College feedback – one bill would have capped political subdivisions spending to the Consumer Price Index times populations growth. The other one would have lowered the maximum voter approval tax rate increase from 3.5 percent to 2.5 percent for local governments. This bill was of significant concern because community colleges are currently at a cap of 8 percent. Both bills failed to advance. • Other items mentioned included the “bathroom bill,” AG election powers, STAAR test reform, and a flood relief package for the hill country. <p>Additionally, Christian spoke about federal issues including the continuing resolution, legislative updates, and budgetary impacts. There continues to be federal grants put on hold or cancelled.</p> <ul style="list-style-type: none"> • Brenda mentioned the College has \$2.2 million in annual funding for Hispanic Serving Institutions (HSI) grants. There is concern that several of these will be put on hold.
XV.	Board Focus Reports for Fiscal Year 2026 Discussion	<p>Brenda asked for feedback from the Board on reports and updates that they are interested in hearing about this year. She asked the Board to brainstorm ideas and to send her feedback on such areas that they would like to receive updates on.</p> <p>Additionally, handouts of the College’s Strategic Plan (2025-2030) were distributed to the Board members. The new strategic plan includes a new mission statement, vision statement, and BOLD goals. This document might help with their ideas.</p> <p>The following is a list of feedback provided:</p>

		<p>Dual credit enrollment and future projections, San Jac Online, reducing cost to students for instruction and course materials, student support systems including food pantry and other resources, CRM updates including how it is providing better communications with students, better tracking of data, and how faculty are utilizing it.</p> <p>Advising and how the College can do better in this area systematically. Members are interested in outcomings, findings, feedback, provocations, and anything else that lets the Board know we are moving in the right direction.</p> <p>Vertical alignment including how we can strengthen the relationships between high school faculty and College faculty.</p> <p>More detailed reports and conversations on transfer are needed and data on how students are performing once they leave San Jacinto College.</p> <p>Roles and earnings are shifting – What information do we have on where the earnings are now and where the projection will go?</p> <p>Updates on the Nursing programs and promotion of these areas especially the Nursing Bachelor degree program.</p> <p>Information on the focus of recruiting K-12 and creating awareness of opportunities earlier including outreach to parents that are unaware of the information.</p> <p>Brenda asked the Board members to send her any additional feedback they have.</p>
<p>XVI.</p>	<p>General Discussion of Meeting Items</p>	<p>There was discussion about the new Biotechnology building, equipment, spending, and training.</p> <p>Brenda explained that on April 7, the Board gave authority for delegation for the graduation ceremony in May. Purchasing was still working through deciding between two venues for graduation. This item was not previously included in the delegation documentation. It has now been added.</p> <p>In the purchasing section, on PR #2, Central and North were listed as the two campuses to receive the equipment being requested in this purchasing item. After further review, it was determined to purchase for South and North campuses. There is a greater need at South than Central</p>

		right now, and there is limited funding. This purchase is being funded out of one of the federal grants that is on hold; however, there are enough funds to pay for this purchase.
XVII.	Calendar	Brenda reviewed the calendar and asked the Board members to let Mandi Reiland know if they would like to attend any events.
XVIII.	Conflict of Interest Forms	Brenda asked the Board to complete their annual conflict of interest questionnaire and return them to Mandi to provide to internal audit.
XIX.	Adjournment	Chair Mims adjourned the meeting at 6:55 p.m.