

# San Jacinto College District Board Workshop

## May 5, 2025

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 4:45 p.m., Monday, May 5, 2025, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

### MINUTES

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Dr. Michelle Cantú-Wilson, Erica Davis Rouse (absent), Dan Mims, John Moon, Jr., Salvador Serrano Jr., Keith Sinor, Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Christian Bionat, Carin Hutchins, Sandra Ramirez, Mandi Reiland
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Chair Mims called the workshop to order at 4:47 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Chair Mims conducted a roll call of the Board members:  Dr. Michelle Cantú-Wilson Erica Davis Rouse, Assistant Secretary (absent) Dan Mims, Chair John Moon, Jr., Vice Chair Salvado Serrano Jr. Keith Sinor, Secretary Larry Wilson
<b>III.</b>	<b>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act</b>	Chair Mims adjourned to closed session at 4:48 p.m.  The Board members listed above as attending, Brenda Hellyer, Carin Hutchins, and Sandra Ramirez were present for the closed session.  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.
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	Chair Mims reconvened to open meeting at 5:52 p.m.
<b>V.</b>	<b>Overview of Employer of Record Services</b>	<p>Sandra Ramirez provided an overview of employer of record services. She explained that over the past few years, the College determined that remote employment options may need to expand beyond state of Texas residences in order to attract and retain specialized talent to meet various employment needs. It was determined that a third party would be the best option for providing the appropriate payroll processing and tax reporting services. A multi-step procurement process was completed, and the Board is being asked to approve a contract with FoxHire for employer of record services.</p> <p>Payroll processing, tax requirements, and applicable benefits vary from state to state. FoxHire will handle all out-of-state employment details for compliance with local, state, and federal requirements, including taxes, insurance, health plan benefits, and retirement plan options. All contracted individuals processed through the employer of record services are designated as employees of FoxHire under the contract. They will provide services but be under the supervision of the College.</p> <p>Appropriate procedures will be formalized to determine when out-of-state contractors will be allowed to meet administrative, staffing, and instructional needs of the College. The plan is to continue to prioritize locally but to expand as needed to recruit, hire, and retain talented individuals.</p> <p>Christian Bionat joined the workshop.</p>
<b>VI.</b>	<b>Review Legislative Update and Advocacy Efforts</b>	<p>Christian Bionat provided a legislative update and overview of the advocacy efforts. He explained that the College continues to stay engaged in critical state and federal policy discussions that impact our students, programs, and operations.</p> <p>Late last month, Brenda, Chris Wild, and Christian visited with White House officials to discuss workforce strategies in biomanufacturing. Dr. Wild also briefed staff members of the House Science, Space, and Technology</p>

		<p>subcommittees, highlighting the unique role community colleges like San Jac play in preparing students for high-demand careers. Additionally, four San Jac students joined advocacy meetings through the Economic Alliance DC Fly-in to share firsthand how federal investments in education have impacted their success.</p> <p>Building on momentum, the College submitted a \$12 million Community Project Funding (CPF) request to US Congressman Brian Babin to support the continued expansion of our biomanufacturing infrastructure. As one of the few U.S. community colleges licensed to deliver National Institute for Bioprocessing Research and Training (NIBRT) curriculum, the College is positioned to support workforce needs across Generation Park, the 288 corridor, and the Texas Medical Center.</p> <p>Christian said that President Trump’s FY26 federal budget proposal marks a significant shift in education and workforce priorities. Notably, it proposes eliminating funding for the U.S. Department of Education. However, it maintains full funding for Title I and special education under the Individuals with Disabilities Education Act (IDEA). The proposal consolidates existing federal grants into two new block grant programs, one for K–12 funding and one for special education, and increases charter school funding by \$60 million, totaling \$500 million.</p> <p>The budget also maintains Pell Grant funding and proposes expanding eligibility to include short-term, high-quality workforce programs that align with the administration’s <i>Make America Skilled Again (MASA)</i> initiative. However, separate House proposals would tighten Pell eligibility by requiring students to complete 30 credit hours annually, a change that could limit access for many community college students.</p> <p>At the state level, the 89th Texas Legislative Session is quickly approaching its final weeks, with Sine Die scheduled on June 2nd. The House’s final deadline to consider its own bills is May 15. More than 9,000 bills were filed this session, and activity has now narrowed to finalizing the budget and reconciling differences between the House and Senate. San Jac’s three exceptional item requests remain in the budget as it moves to conference. To support these items, particularly the expansion of our biomanufacturing efforts, Chair Dan Mims, Dr. Hellyer,</p>
--	--	--

		<p>and Christian met with key budget conferees two weeks ago.</p> <p>Christian provided a brief summary of other bills, and the Board has documentation providing information on these to review. The College is closely tracking key legislation on board governance, workforce expansion, and financial flexibility.</p> <p>Data on the Texas Department of Licensing and Research (TDLR) was distributed. Christian reviewed the information, and the group discussed.</p> <p>Across both levels, the focus remains on ensuring policies align with the needs of the College’s students, employers, and regional economy.</p> <p>Christian left the workshop.</p>
<b>VII.</b>	<b>Update on Enrollment - Summer 2025</b>	<p>Carin Hutchins provided an overview of enrollment. Currently up 10.8 percent over last year.</p>
<b>VIII.</b>	<b>Update on Board Election</b>	<p>Brenda reviewed the recent upcoming election activities. She reminded the group that canvassing and ordering a runoff will occur at a Special Board meeting on May 13, 2025, at 5:00 pm. She added that on June 2, Larry Wilson be sworn in for winning position 4.</p> <p>Carin provided an update on the Board election. She explained that signage was put up and the social media carousel seemed to be helpful for voters. She provided the results of the election which indicated a runoff election for position 3 is required.</p> <p>She reviewed newspaper posting costs and other election related expenses as compared to 2023. Total election costs are expected to be approximately \$769,000. This does not include the runoff expenses. The cost for the runoff election is anticipated to cost more as there are less entities to divide the cost with.</p> <p>Carin presented details of the runoff election activities.</p> <p>Brenda reviewed a portion of the Board bylaws to clarify the timeline of upcoming election related actions. Legal is going to review for clarification with State law and since the bylaws do not specify when to elect officers when a</p>

		<p>runoff election needs to occur. The questions are if officers should be elected at the June 2 meeting or at the regularly scheduled meeting following the runoff which would be on August 11. After legal review, Brenda will provide an update to the Board.</p> <p>Members discussed the materials presented.</p> <p>Sandra left the workshop.</p>
<p><b>IX.</b></p>	<p><b>Fiscal Year 2025 Budget Process Update</b></p>	<p>Brenda provided the budget goals and assumptions. She let the Board members know that a detailed timeline is included in their materials.</p> <p>Based on the timeline, the Board budget retreat needs to occur towards the end of July. After reviewing with the Board members, July 29 was selected from 3:00 – 6:00 pm.</p> <p>Carin reviewed the revenue estimation plan. Also, she reviewed the preliminary taxable value provided by Harris County Appraisal District (HCAD) on April 30. She explained that FY25 tax revenue was based on taxable value of \$85.8 billion, which is higher than the current FY25 prior year value of \$85.6 billion, indicating beginning values decreased from August 2024 to April 2025. This means the increase for FY26 is 0.97 percent versus 1.24 percent. She reviewed the estimated taxable values received in April for previous years versus the actuals received in July indicating there is some fluctuation which is why it is prudent to wait for the July values for budget purposes.</p> <p>Carin explained the history of the certified estimate of taxable value and provided a peer comparison of April estimated taxable values and exemptions. She reviewed the property units with exemptions and provided examples on Homestead and Over 65/Disabled exemptions. This data was provided for consideration for increasing exemptions for over 65/disabled homeowners. Brenda added that if this is going to occur it needs to be approved at the June 2<sup>nd</sup> Board meeting. This is complicated because the decision would be made before receiving the official tax information from the County. Another option is to freeze exemptions for Over 65/Disabled. Austin and Lone Star Colleges were provided as examples of this option.</p>

		<p>She explained that the preliminary recommendation is to increase to \$5,000 and 7 percent, whichever is greater, for Homestead Exemption and increase to \$135,000 for Over 65/Disabled. Currently, there is no recommendation to move forward with a freeze of values for Over 65/Disabled.</p> <p>Brenda asked the Board for their thoughts on the recommendations above or if we should wait to decide on this to see impact from the legislation. Members present thought it would be best to wait until the legislative session ended and more tax information is available.</p>
<b>X.</b>	<b>Discuss the Possible Termination of the Student Success Fund Management Agreement With San Jacinto College Foundation</b>	<p>Brenda explained that there is an action item in the Board book for tonight that recommends terminating the Student Success Fund Management Agreement with the San Jacinto College Foundation.</p> <p>She stated that after review, it was determined that it would be best to terminate the agreement as it is not needed anymore. This recommendation has been reviewed with legal, and the Foundation Board. All are in agreement to eliminate this agreement.</p> <p>The Student Success Fund was originally established to manage the Mackenzie Scott donation and its designation for the Promise program. The Promise endowment has been consolidated with other Foundation Promise program funds. These funds are managed by Goldman Sachs with oversight by the Foundation Board which includes representation from the College Board and administration. Regular reviews of the investment performance, liquidity, and compliance with the Foundation’s investment policy are conducted.</p> <p>Board members present were comfortable with this recommendation.</p>
<b>XI.</b>	<b>Discuss Strategies and Support of Artificial Intelligence</b>	This item was tabled.
<b>XII.</b>	<b>Discuss Strategic Planning</b>	Brenda explained that the Strategic Leadership Team (SLT) is meeting the following day to review the draft of the new vision, mission, and strategic goals for the next Strategic Plan for the College. She will bring this back to the Board for final review and request for approval at the June workshop and meeting.

<b>XIII.</b>	<b>Update on Graduation Venues</b>	<p>Brenda explained the issues with continuing to utilize NRG and what was previously Minute Maid for commencement ceremonies. Daikin has said the venue is not available for December 2025 commencement. Additionally, the Fertitta Center is not available. Purchasing and Student Services representatives have been researching additional venues. The current two options are a venue in Aldine, which would be a lengthy drive, or Grace Church located at I-45 and Beltway 8. While Grace Church will hold 5000 attendees, requiring multiple ceremonies, it is closer to our campuses and community.</p> <p>Board members discussed and expressed that of the available options, it would be best to go with Grace Church for December 2025. Brenda added that the Fertitta Center is booked for May 2026. That venue will most likely require three ceremonies.</p>
<b>XIV.</b>	<b>Review of Calendar</b>	<p>Brenda reviewed the calendar and asked the Board members to let Mandi Reiland know if they would like to attend any events.</p>
<b>XV.</b>	<b>General Discussion of Meeting Items</b> <b>a. Additional Purchasing Support Documents</b>	<p>Brenda reviewed the pending delegation of authority summary provided on the additional purchasing support document.</p> <p>The Board members did not have any questions about items included in the Board book.</p>
<b>XVI.</b>	<b>Adjournment</b>	<p>Chair Mims adjourned the meeting at 7:07 p.m.</p>