

May 9, 2025

**NOTICE OF MEETING
BOARD OF TRUSTEES
SAN JACINTO COMMUNITY COLLEGE DISTRICT**

The Board of Trustees of the San Jacinto Community College District will meet for a special Board meeting scheduled at 5:00 p.m. on Tuesday, May 13, 2025, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

The live-stream of this meeting can be accessed as follows:
www.sanjac.edu/about/board-trustees/board-meeting-videos

The open portions of this meeting will be streamed and recorded and made available to the public on the College's website.

Members of the public who desire to address the Board must comply with the following registration procedures:

A link to a public comments form is available at: www.sanjac.edu/request-speak-to-board
The form must be completed prior to 9:00 a.m. on May 13, 2025. After completion of the form, the requestor will be contacted with further instructions. Registered participants will be allotted five minutes to address the Board of Trustees during the "Public Comment" portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

Any questions regarding this meeting notice can be directed to Mandi Reiland, Manager of Executive Operations for the Chancellor and Board of Trustees at mandi.reiland@sjcd.edu.

**SPECIAL BOARD MEETING
AGENDA**

I. Call the Meeting to Order

II. Roll Call of Board Members

III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes:

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.

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.

IV. Reconvene in Open Meeting

V. Public Comment

VI. Consideration of Approval of Order Canvassing Returns and Declaring Results of May 3, 2025 Election

VII. Consideration of Adoption of Resolution Ordering a Runoff Election for Board of Trustees Position Three (3)

VIII. Adjournment

Closed Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 – For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law.

Section 551.072 –For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation.

Section 551.074 – 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.

Section 551.076 – To consider the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit.

Section 551.084 – For the purpose of excluding a witness or witnesses from a hearing during examination of another witness.

Section 551.087 – To discuss or deliberate regarding commercial or financial information that the Board has received from a business prospect that the Board seeks or may seek to have locate, stay, or expand in or near the territory of the College and with which the Board is conducting economic development negotiations or to deliberate the offer of a financial or other incentive to such business prospect.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

Certification as to Posting or Giving of Notice

On this day, May 9, 2025, this notice was posted to the College’s website, on a bulletin board located at a place convenient to the public at the administrative building of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

**Action Item “VI”
Special Board Meeting May 13, 2025
Consideration of Approval of Order Canvassing Returns and Declaring
Results of May 3, 2025 Election**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an order canvassing returns and declaring results of May 3, 2025 election.

BACKGROUND

Pursuant to the Texas Election Code, the canvassing of election results is the responsibility of the Board of Trustees of the College and must be completed by May 14, 2025. The canvassing includes officially reviewing and certifying the results of the election. Per Texas Election Code 67.004, two members of the Board constitute a quorum for purposes of canvassing an election, but a full quorum should be present if additional action items will be considered.

IMPACT OF THIS ACTION

Once the canvassing is complete, the Board of Trustees can declare the winner of the election or order a runoff election as appropriate. Trustees may not take office until the canvass is complete.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

None

MONITORING AND REPORTING TIMELINE

The Order Canvassing Returns and Declaring Results of May 3, 2025 Election will be updated with the final votes provided by Harris County and made available to the Board of Trustees at their Special Board Meeting on May 13, 2025.

ATTACHMENTS

Attachment 1 – Order Canvassing Returns and Declaring Results of May 3, 2025 Election

RESOURCE PERSONNEL

Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Shawna Pina	281-998-6306	shawna.pina@sjcd.edu

ORDER CANVASSING RETURNS
AND DECLARING RESULTS OF MAY 3, 2025 ELECTION

WHEREAS, there was held in the San Jacinto Community College District, on the 3rd day of May, 2025, an election at which there was submitted to all duly qualified resident electors of the District for their action thereon, the election of Trustees for Position Three (3) and Position Four (4).

WHEREAS, the following votes were cast at the election:

Position 3	Votes*
Salvador Serrano Jr.	3,782
Mariel Jimenez	863
Frank Ortiz	738
Judy Harrison	3,765

Position 4	Votes*
Larry Wilson	5,507
Oscar Del Toro	3,549

as shown in the official election returns heretofore submitted to the Board of Trustees of the District and duly filed with the Secretary of the Board of Trustees;

WHEREAS, the election was called and held in all respects under and in strict conformity with the Constitution and the Laws of the State of Texas and the United States of America; and

WHEREAS, if no candidate for a particular office receives a majority vote, Texas Election Code §2.021 and Texas Education Code §130.082(g) require a runoff election between the two candidates receiving the highest number of votes;

Now, Therefore BE IT ORDERED BY THE BOARD OF TRUSTEES OF SAN JACINTO COMMUNITY COLLEGE DISTRICT:

Section 1: The election held in and throughout the San Jacinto Community College District, on May 3, 2025, which election is more particularly described in the preamble of this Order, was duly called and notice thereof was given and the election was held under and in strict conformity with law; that only duly qualified resident electors of the District voted at the election; that due returns of the election have been made by the proper officers.

Section 2: The Board of Trustees of the District is now authorized to install Larry Wilson, being the person receiving a majority vote in the San Jacinto Community College District Position Four (4) position election, as Trustee. The Board of Trustees is authorized to do any and all things necessary and/or convenient in connection therewith and said Trustee is elected for a Six (6) year term of office; and

Section 3: There being no candidate who received a majority of the vote in the election for San Jacinto Community College District Position Three (3), a runoff election is hereby required.

PASSED AND APPROVED on this 13th day of May 2025.

Chair, Board of Trustees

ATTEST:

(Seal)

Secretary/Designee, Board of Trustees

Action Item "VII"
Special Board Meeting May 13, 2025
Consideration of Adoption of Resolution Ordering a Runoff Election for
Board of Trustees Position Three (3)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees adopt a resolution ordering a runoff election for Board of Trustees Position Three (3) on June 7, 2025, as set by the Texas Secretary of State.

BACKGROUND

Pursuant to Section 2.025 of the Texas Election Code, the Secretary of State has designated Saturday, June 7, 2025, as the election date for all runoff elections resulting from elections held by local political subdivisions on May 3, 2025. Notice of a runoff election must be posted on the website of the political subdivision that ordered the election no later than the 15th day before election day, Friday, May 23, 2025. The College is also required to publish the notice in the newspaper. The county must post any notice of a runoff election provided to the county by a political subdivision conducting a runoff election in the county to the county's website no later than the 15th day before election day, Friday, May 23, 2025.

The attached Resolution Ordering Trustee Runoff Election has been reviewed by legal counsel and conforms to the requirements of the Texas Election Code.

The College signed a contract with Harris County in April to provide election services for the May 3, 2025 election. A separate contract will be executed with Harris County for the runoff election services.

IMPACT OF THIS ACTION

Adoption of the Resolution Ordering Trustee Runoff Election will allow the College to conduct a runoff election on June 7, 2025 to fill Board of Trustee Position Three (3).

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

While the costs of the runoff election were not anticipated in the fiscal year 2025 budget, funds are available to be reallocated to cover these costs.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

**Action Item “VII”
Special Board Meeting May 13, 2025
Consideration of Adoption of Resolution Ordering a Runoff Election for
Board of Trustees Position Three (3)**

- Attachment 1 – Resolution Ordering Trustee Runoff Election, English
- Attachment 2 – EXHIBIT A, English
- Attachment 3 – EXHIBIT B, English
- Attachment 4 – Resolution Ordering Trustee Runoff Election, Spanish
- Attachment 5 – EXHIBIT A, Spanish
- Attachment 6 – EXHIBIT B, Spanish

RESOURCE PERSONNEL

Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Shawna Pina	281-998-6320	shawna.pina@sjcd.edu

Attachment 1

RESOLUTION ORDERING TRUSTEE RUNOFF ELECTION

WHEREAS, the Board of Trustees of San Jacinto Community College District previously ordered an election on May 3, 2025 to elect one Trustee each for Trustee Positions Three (3) and Four (4); and

WHEREAS, the Board of Trustees of San Jacinto Community College District has canvassed the returns of the May 3, 2025, Board of Trustees General Election and has determined that no candidate secured a majority of the votes for Trustee Position Three (3); and

WHEREAS, pursuant to Texas Elections Code Chapter 2, the Trustee Position Three (3) candidates who received the highest and second highest number of votes in the May 3, 2025, General Election shall be placed on the ballot for a Runoff Election in the relative order their names appeared on the original election ballot; and

WHEREAS, pursuant to Chapter 31, Texas Election Code, San Jacinto Community College District may contract with Harris County for election services.

IT IS THEREFORE RESOLVED BY THE BOARD OF TRUSTEES OF SAN JACINTO COMMUNITY COLLEGE DISTRICT:

Section 1. That a Runoff Election shall be held on the 1st Saturday of the month of June 2025, being June 7, 2025, to fill San Jacinto Community College District Trustee Position Three (3).

Section 2. Pursuant to Chapter 31 of the Texas Election Code, the Board orders this Runoff Election be conducted under the terms and conditions of an Election Services Agreement between Harris County and the San Jacinto Community College District. The Board hereby authorizes the Chancellor to execute said Election Services Agreement.

Section 3. That the Runoff Election Day vote centers will be open from 7:00 a.m. until 7:00 p.m. on June 7, 2025. A listing of the vote center locations is set forth in Exhibit "A", attached to this order as if fully set out herein. If the County Elections Administrator is required to change the

Attachment 1

location of any polling place in Exhibit “A” she will report the changes to the College administration who shall make such changes to Exhibit “A” without further Board action.

Section 4. That Taneshia E. Hudspeth, Harris County Clerk, is the early voting clerk for the June 7, 2025, Runoff Election. Ballot applications shall be addressed to Harris County Clerk’s Office Elections Department, P.O. Box 1148, Houston Texas 77251-1148; E-mail address voters@harrisvotes.com; Telephone Number: 713-755-6965; website: www.harrisvotes.com.

Section 5. The period for early voting by personal appearance shall be conducted May 27, 2025, through June 3, 2025. Early voting by personal appearance shall be at the dates, times and locations set forth in Exhibit “B” attached to this order as if fully set out herein. If the County Elections Administrator is required to change the location of any polling place in Exhibit “B” she will report the changes to the College administration who shall make such changes to Exhibit “B” without further Board action.

Section 6. The Chair of the Board of Trustees is authorized to execute, and the Secretary of the Board is authorized to attest, this Resolution on behalf of the Board. The Chair, Secretary, Chancellor, and/or Vice Chancellor shall be authorized to do all things legal and necessary in connection with the holding of the Runoff Election.

Section 7. Notice of the Runoff Election shall be published as required by law.

Section 8. This Resolution is effective immediately upon its passage and approval.

Passed and Approved May 13, 2025.

By: _____

Chair, Board of Trustees

ATTEST

By: _____

Secretary, Board of Trustees

Attachment 2

EXHIBIT A

The main Election Day voting by personal appearance will begin June 7, 2025, and ends June 7, 2025, at:

Harris County Attorney Conference Center,
County Conference Center III/Meeting Room 109
1019 Congress Avenue
Houston, TX 77002
Saturday between the hours of 7:00 a.m. and 7:00 p.m.

As of May 9, 2025, Harris County has not finalized or posted the full list of Election Day voting locations. Once they are determined and posted, the locations and potentially the hours of operations are still subject to change, so check their website regularly.

Please visit <https://www.sanjac.edu/about/board-trustees/board-election> or <https://www.harrisvotes.com/PollLocations> for the most current information regarding all polling locations for San Jacinto Community College District Board of Trustees election. Information regarding polling sites may also be obtained by emailing elections@sjcd.edu.

Attachment 3

EXHIBIT B

The main Early Voting by personal appearance will begin May 27, 2025, and ends June 3, 2025, at:

Harris County Attorney Conference Center,
County Conference Center III/Meeting Room 109
1019 Congress Avenue
Houston, TX 77002
Monday – Friday between the hours of 8:00 a.m. and 5:00 p.m.

As of May 9, 2025, Harris County has not finalized or posted the full list of Early Voting locations. Once they are determined and posted, the locations and potentially the hours of operations are still subject to change so check their website regularly.

Please visit <https://www.sanjac.edu/about/board-trustees/board-election> or <https://www.harrisvotes.com/PollLocations> for the most current information regarding all polling locations for San Jacinto Community College District Board of Trustees election. Information regarding polling sites may also be obtained by emailing elections@sjcd.edu.

Attachment 4

RESOLUCIÓN QUE ORDENA LA ELECCIÓN DE SEGUNDA VUELTA DE LOS SÍNDICOS

CONSIDERANDO QUE, la Junta Directiva del Distrito de Colegios Comunitarios de San Jacinto ordenó previamente una elección el 3 de mayo de 2025 para elegir un Síndico para cada uno de los Puestos de Síndico Tres (3) y Cuatro (4); y

CONSIDERANDO QUE, la Junta Directiva del Distrito de Colegios Comunitarios de San Jacinto ha escrutado los resultados de la Elección General de la Junta Directiva del 3 de mayo de 2025 y ha determinado que ningún candidato obtuvo la mayoría de los votos para el Puesto de Síndico Tres (3); y

CONSIDERANDO QUE, de conformidad con el Capítulo 2 del Código Electoral de Texas, los candidatos para el Puesto de Síndico Tres (3) que recibieron el mayor y el segundo mayor número de votos en la Elección General del 3 de mayo de 2025 serán incluidos en la boleta para la Elección de Segunda Vuelta en el orden relativo en que sus nombres aparecieron en la boleta electoral original; y

CONSIDERANDO QUE, de conformidad con el Capítulo 31 del Código Electoral de Texas, el Distrito de Colegios Comunitarios de San Jacinto puede contratar con el Condado de Harris para servicios electorales.

POR TANTO, LA JUNTA DIRECTIVA DEL DISTRITO DE CENTROS Universitarios Comunitarios DE SAN JACINTO RESUELVE:

Sección 1. Que se celebre una segunda vuelta electoral el primer sábado del mes de junio de 2025, es decir, el 7 de junio de 2025, para cubrir el tercer (3) puesto de Síndico del Distrito de Centros Universitarios Comunitarios de San Jacinto.

Sección 2. De conformidad con el Capítulo 31 del Código Electoral de Texas, la Junta ordena que esta segunda vuelta electoral se lleve a cabo conforme a los términos y condiciones de un Acuerdo de Servicios Electorales entre el Condado de Harris y el Distrito de Centros Universitarios Comunitarios de San Jacinto. Por la presente, la Junta autoriza al Rector a ejecutar dicho Acuerdo de Servicios Electorales.

Sección 3. Que los centros de votación para la segunda vuelta electoral estarán abiertos desde las 7:00 a. m. hasta las 7:00 p. m. del 7 de junio de 2025. La lista de las ubicaciones de los centros de votación se incluye en el Anexo "A", adjunto a esta orden, tal como se detalla en su totalidad. Si se requiere que el Administrador de Elecciones del Condado cambie la ubicación de cualquier lugar de votación en el Anexo "A", informará los cambios a la administración del Colegio, quien realizará dichos cambios en el Anexo "A" sin ninguna acción adicional de la Junta.

Attachment 4

Sección 4. Que Taneshia E. Hudspeth, Secretaria del Condado de Harris, es la encargada de la votación anticipada para la segunda vuelta electoral del 7 de junio de 2025. Las solicitudes de papeletas deberán dirigirse a la Oficina del Secretario del Condado de Harris, Departamento de Elecciones, Apartado Postal 1148, Houston, Texas 77251-1148; correo electrónico: voters@harrisvotes.com; teléfono: 713-755-6965; sitio web: www.harrisvotes.com.

Sección 5. El período para la votación anticipada en persona se llevará a cabo del 27 de mayo al 3 de junio de 2025. La votación anticipada en persona se realizará en las fechas, horas y lugares establecidos en el Anexo “B” adjunto a esta orden, tal como se detalla en su totalidad. Si se requiere que el Administrador de Elecciones del Condado cambie la ubicación de cualquier lugar de votación en el Anexo “B”, informará los cambios a la administración del Colegio, quien realizará dichos cambios en el Anexo “B” sin ninguna acción adicional por parte de la Junta.

Sección 6. El Presidente del Consejo de Administración está autorizado a ejecutar, y el Secretario del Consejo está autorizado a certificar, esta Resolución en nombre del Consejo. El Presidente, el Secretario, el Rector y/o el Vicerrector estarán autorizados a realizar todos los trámites legales y necesarios en relación con la celebración de la Segunda Vuelta Electoral.

Sección 7. La convocatoria de la Segunda Vuelta Electoral se publicará según lo exija la ley.

Sección 8. Esta Resolución entra en vigor inmediatamente después de su aprobación.

Aprobada el 13 de mayo de 2025.

Por: _____

Presidente del Consejo de Administración

CERTIFICO

Por: _____

Secretario del Consejo de Administración

Attachment 5

ANEXO A

La votación principal en persona el día de las elecciones comenzará el 7 de junio de 2025 y finalizará el 7 de junio de 2025 en:

Centro de Conferencias del Fiscal del Condado de Harris,
Centro de Conferencias del Condado III/Sala de Reuniones 109

1019 Congress Avenue

Houston, TX 77002

Sábado, de 7:00 a. m. a 7:00 p. m.

Al 9 de mayo de 2025, el Condado de Harris no ha finalizado ni publicado la lista completa de centros de votación para el día de las elecciones. Una vez que se determinen y publiquen, las ubicaciones y, posiblemente, los horarios de atención estarán sujetos a cambios, por lo que se recomienda consultar su sitio web con regularidad.

Visite <https://www.sanjac.edu/about/board-trustees/board-election>

o <https://www.harrisvotes.com/PollLocations> para obtener la información más actualizada sobre todos los centros de votación para las elecciones de la Junta Directiva del Distrito de Colegios Comunitarios de San Jacinto. También se puede obtener información sobre los lugares de votación enviando un correo electrónico a election@sjcd.edu.

Attachment 6

ANEXO B

La votación anticipada presencial comenzará el 27 de mayo de 2025 y finalizará el 3 de junio de 2025 en:

Centro de Conferencias del Fiscal del Condado de Harris,
Centro de Conferencias del Condado III/Sala de Reuniones 109
1019 Congress Avenue
Houston, TX 77002

De lunes a viernes, de 8:00 a. m. a 5:00 p. m.

Al 9 de mayo de 2025, el Condado de Harris no ha finalizado ni publicado la lista completa de centros de votación anticipada. Una vez que se determinen y publiquen, las ubicaciones y, posiblemente, los horarios de atención estarán sujetos a cambios, por lo que le recomendamos consultar su sitio web con regularidad.

Visite <https://www.sanjac.edu/about/board-trustees/board-election>

o <https://www.harrisvotes.com/PollLocations> para obtener la información más actualizada sobre todos los centros de votación para las elecciones de la Junta Directiva del Distrito de Colegios Comunitarios de San Jacinto. También se puede obtener información sobre los lugares de votación enviando un correo electrónico a election@sjcd.edu.