

San Jacinto College District Board Workshop

October 6, 2025

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 4:30 p.m., Monday, October 6, 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, Rob Stanicic, Joanna Zimmermann, Lisa Brown (attorney – via conference call)
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Chair Dan Mims called the workshop to order at 4:34 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 <ul style="list-style-type: none"> • Chancellor Evaluation • Succession Planning • Review Applicants for Vacant Board of Trustees Position 5 	Chair Mims adjourned to closed session at 4:35 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"> • Conference call with Attorney Lisa Brown. Christian Bionat and Mandi Reiland were present for this portion of the closed session. 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"> • Chancellor Evaluation (only Board present)

		<ul style="list-style-type: none"> • Succession Planning (only Board and Chancellor present) • Review Applicants for Vacant Board of Trustees Position 5 (only Board present)
IV.	Reconvene in Open Meeting	<p>Chair Mims reconvened to open meeting at 6:25 p.m.</p> <p>Carin Hutchins, Sandra Ramirez, and Joanna Zimmermann joined the workshop.</p>
V.	Board Appointment Process	<p>Chair Mims stated that the Board reviewed the applications for the Board appointment process and that selected applicants will be contacted for interviews on October 13 and October 14, 2025. Dan told the Board that sample questions were provided, but they are welcome to bring any additional questions they would like to ask in the interviews.</p> <p>Rob Stanicic and Christian Bionat joined the workshop.</p>
VI.	Enrollment - Fall 2025	<p>Carin Hutchins provided an update on Fall 2025 enrollment. There was a 4.5 increase in headcount over last year and an 8.7 percent increase in contact hours. We have surpassed 33,000 in enrollment with continuing students having the largest increase this semester.</p>
VII.	Senate Bill 37 Update Regarding Faculty Senate Standard Operating Procedures	<p>Sandra Ramirez provided an update regarding Senate Bill 37 Faculty Senate standard operating procedures. She provided background information on the meetings with the Faculty Senate and the processes for appointments and elections. The process for streaming Faculty Senate meetings is in development. These procedures are being provided to the Board as an informational item. She also provided a summary of committees of the Faculty Senate and stated that amendments to their procedures must come to the Chancellor for review and approval.</p> <p>Brenda summarized that the College is in compliance and thanked the Board for their support. She also thanked the faculty who worked diligently on this. She reviewed next steps and explained that she will keep the Board updated as needed.</p>
VIII.	Overview of Title IX and Reporting Requirement Under Texas Education Code 51.252	<p>Brenda explained that the Board needs to receive an Overview of Title IX and Reporting Requirement Under Texas Education Code 51.252. She asked Joanna Zimmermann to provide an overview.</p> <p>Joanna provided a summary of Title IX and the reporting requirements and process. She explained that under Texas Education Code (TEC), Section 51.258, the institution's Chief Executive Officer (CEO) is required to annually certify</p>

		<p>in writing to the Texas Higher Education Coordinating Board (THECB) that the institution is in substantial compliance with TEC, Title 3, Subtitle A, Chapter 51, Subchapter E-2. Per THECB Rule 3.19, this certification is made annually in October of each year. She added that the Board is also under obligation to report per this education code. Also, the CEO report to the Board was provided for the trustees' review.</p> <p>Brenda added that she reviews a report with Joanna quarterly, and she is very comfortable with the process.</p>
<p>IX.</p>	<p>Legislative Updates</p>	<p>Christian Bionat provided legislative updates applicable to the College.</p> <p>The following were the main areas of focus for review:</p> <ul style="list-style-type: none"> • Federal government enters Day 6 of the shutdown; no funding agreement reached. • Department of Education continues Pell Grants, Direct Loans, and FAFSA processing under pre-funded accounts. • Texas Select Committee on Civil Discourse & Freedom of Speech formed; institutional request for information due October 24. • Proposition 1 on the November 4 ballot dedicates nearly \$1 billion exclusively to Texas State Technical College (TSTC), which serves about 12,000 students statewide - no equivalent investment exists for the 700,000+ students enrolled in Texas Community Colleges. • Full list of 17 constitutional amendments appeared in the appendix provided. <p>Brenda provided an update to the Board regarding an article in the Texas Tribune that she sent to the Board recently. She explained that as of now, the article still incorrectly quotes the statement provided by the College. Public Relations has requested that the information be updated.</p> <p>Christian explained that multiple departments across the College are working through a spreadsheet that is tracking 95 bills and implementation from the recent State legislative sessions. Brenda added that the College may need to consider a compliance position since this volume is typical to implement after legislative session.</p> <p>The Board members were asked to review the update provided and let Brenda know if they have any questions.</p>

<p>X.</p>	<p>Strategies and Support of Artificial Intelligence</p>	<p>Rob Stanicic provided a presentation on strategies and support of Artificial Intelligence (AI) at the College. He explained that his team and a workgroup are actively designing governance structures to manage AI adoption, focusing on compliance, bias management, and trust in data and content. There is ongoing work to embed controls for safe, scalable, and compliant AI use, including annual compliance training and alignment with new legislative requirements. The College is exploring both proprietary and open-source AI tools, with a focus on providing secure, low-cost access for students and integrating AI into student services and learning environments. AI and data analytics certifications are in development, with partnerships and grant applications underway to accelerate these offerings.</p> <p>Multiple state-level bills on AI and data governance have been passed, but federal guidance is still lacking. The College is monitoring developments and preparing to comply with evolving regulations.</p> <p>Board members asked clarifying questions and discussed the item very briefly.</p>
<p>XI.</p>	<p>General Discussion of Meeting Items A. Additional Purchasing Support Documents B. Delegation of Authority</p>	<p>Brenda asked if there were questions regarding items in the Board book.</p> <p>Judy Harrison asked that corrections to the minutes from last month be made to note Michelle Cantú-Wilson’s office title, Vice Chair. Mandi will make this correction.</p> <p>Judy asked for clarification on background checks pertaining to the Campus Programs with Minors policy and procedure. She saw that there were no financial implications and thought it looked like there would be funds needed. Sandra replied that the College already maintains a subscription to use the programs, and those costs are already included in this year’s budget.</p> <p>Judy inquired about the Promise program liability account being in the red in the San Jacinto College Foundation financials and asked if that is usual this time of year. Brenda replied that the credit in the change column is due to no accrual made this year which is consistent with last year.</p> <p>Brenda provided an update of the additional purchasing support documents. She stated that specific wording for the tax motion is provided downstairs on the dais.</p>

XII.	Calendar A. Review of ACCT Leadership Congress Activities (select voting delegate)	Brenda reviewed the calendar and asked the Board members to let Mandi Reiland know if they would like to attend any events. The Association of Community College Trustees did not need to be discussed as only two trustees are attending the conference so they will be the two voting delegates for the College.
XIII.	Adjournment	Chair Mims adjourned the meeting at 7:28 p.m.