

**San Jacinto Community College District**  
**Regular Board Meeting Minutes**  
**March 4, 2024**

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, March 4, 2024, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**Attendance**

**Present:**

Members: Dr. Michelle Cantú-Wilson, Marie Flickinger, John Moon, Jr., Dan Mims, Erica Davis Rouse, Keith Sinor, Larry Wilson

Chancellor: Brenda Hellyer

Others Present: Iliana Aguilar, Robert Aguilar, Tanesha Antoine, Amy Axtell, Lindsay Banks, Rhonda Bell, Vickie Del Bello, Jesse Bernal, Darrell Burns, Robert Cage, David Castillo, Jacquelynn Conger, Janet Cowey, Teri Crawford, Matt Crow, Kim DeLauro, Darryl Dement, Shanna Dement, Destry Dokes, Teddy Farias, Amanda Fenwick, Rachel Garcia, Allatia Harris, Damon Harris, Mary Hind, Darrell Hollie, Amanda Horton, Carin Hutchins, Sallie Kay Janes, Matt Keim, Kara Kennebrew, Aaron Knight, Yvette Ledesma, Nick Ledesman, Robert Mark Lloyd, Kevin McKisson, DeRhonda McWaine, Lamar McWaine, Jalissa Medellin, Julianna Medellin, Jose Medrano, Courtney Morris, Kevin Morris, Gregory Mumphrey, Ra'Shonda Mumphrey, Ryan Navejar, Lambrini Nicopoulos, Alexander Okwonna, Ann Pearson, Donnie Pearson, Joe Pena, JoEllen Price, Markel Price, Jimmy Quinn, JR Ragaisis, Sandra Ramirez, Mandi Reiland, Heather Rhodes, Shelley Rinehart, Chuck Smith, Danny Snooks, Rob Stanicic, Tanya Stanley, Ken Tidwell, Sonia Townsend, Jose Valentine, David White, Niki Whiteside, Van Wigginton, Vershonda Williams, Laurel Williamson, Michael Yates, Teri Zamora, Joanna Zimmermann

I. Call the Meeting to Order

Chair Flickinger called the regular meeting of the Board of Trustees to order at 7:06 p.m.

II. Roll Call of Board Members

Chair Flickinger conducted a roll call of the Board members.

Dr. Michelle Cantú-Wilson  
Erica Davis Rouse, Assistant Secretary  
Marie Flickinger, Chair  
Dan Mims  
John Moon, Jr., Vice Chair  
Keith Sinor, Secretary  
Larry Wilson

III. Invocation and Pledge to the Flags

The invocation was given by Destry Dokes. The pledges to the American and Texas flags were led by Keith Sinor.

IV. Special Announcements, Recognitions, Introductions, and Presentations

1. Chair Flickinger introduced Harris County Precinct 2 Director of External Affairs, Jose Medrano.
2. Sandra Ramirez, Laurel Williamson, and Amanda Fenwick recognized the Fall 2023 Monument Award Recipients. Teams recognized: Website Rebuild, Excellence Awards Coordination Council, and Job Evaluation Study – Compensation Team.
3. Van Wigginton recognized Tanya Stanley for being named a delegate for the United Nations: We the Future Summit.
4. John Moon, Jr. provided highlights from the Board of Trustees Institute.

V. Student Success Presentations

Joanna Zimmermann and JoEllen Price provided an update on Financial Aid and Scholarships.

VI. Communications to the Board of Trustees

The following items were reviewed and distributed to the Board as communication items.

1. February Opportunity News
2. March Opportunity News
3. Letter from the U.S. Department of Transportation confirming the designation for San Jacinto College District as a 2024 Center of Excellence for Domestic Maritime Workforce Training and Education.

VII. Public Comment

There were no citizens desiring to speak before the Board.

VIII. Informative Reports to the Board

Chair Marie Flickinger indicated such reports were available in the Board documents and online.

- A. San Jacinto College Financial Statements
  1. San Jacinto College Monthly Financial Statements January 2024
  2. San Jacinto College Monthly Investment Report January 2024
- B. San Jacinto College Foundation Financial Statements
- C. Capital Improvement Program
- D. San Jacinto College Building Committee Minutes
- E. San Jacinto College Finance Committee Minutes

- IX. Consideration of Approval of Amendment to the 2023-2024 Budget for Restricted Revenue and Expenses Relating to Federal, State, and Local Grants/Contracts

**Motion 10338:**

Motion moved by Larry Wilson and motion seconded by Erica Davis Rouse. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor, Wilson

Nays: None

- X. Consideration of Approval of Policy III.3006.E, Use of Equipment - Second Reading

**Motion 10339:**

Motion moved by Keith Sinor and motion seconded by John Moon, Jr. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor, Wilson

Nays: None

- XI. Consideration of Rescission of Policy IV-C-14, Policy for College Officials Serving on Committees, Commissions, Boards or Agencies, and Approval of Policy III.3006.F, Institutional Representation - Second Reading

**Motion 10340:**

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by Erica Davis Rouse. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor, Wilson

Nays: None

- XII. Consideration of Approval of Tuition Schedule and Other Student Charges for Fiscal Year 2025

**Motion 10341:**

Motion moved by Dan Mims and motion seconded by John Moon, Jr. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor, Wilson

Nays: None

- XIII. Consideration of Approval of Tuition Exemptions and Waivers for Fiscal Year 2025

**Motion 10342:**

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

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor, Wilson  
Nays: None

- XIV. Consideration of Approval of Increase in Percentage Tuition Discount for Employee Dependents and Spouse

**Motion 10343:**

Motion moved by Keith Sinor and motion seconded by Erica Davis Rouse. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor, Wilson  
Nays: None

- XV. Consideration of Approval of Matching Funds for Harris County Precinct 2 Grant

**Motion 10344:**

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

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor, Wilson  
Nays: None

- XVI. Consideration of Approval of Memorandum of Understanding with Local Independent School Districts for College Transition Math and English Courses

**Motion 10345:**

Motion moved by Dan Mims and motion seconded by John Moon, Jr. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor, Wilson  
Nays: None

- XVII. Consideration of Approval of Memorandum of Understanding for Dual Credit Home School Students

**Motion 10346:**

Motion moved by John Moon, Jr. and motion seconded by Keith Sinor. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor, Wilson  
Nays: None

- XVIII. Consideration of Approval of 2023-2024 Administrator Salary Schedule

**Motion 10347:**

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

Yeas: Cantú-Wilson, Davis Rouse, Flickinger, Mims, Moon, Jr., Sinor, Wilson  
Nays: None

XIX. Consideration of Approval of Various Human Resources, Employee Relations Policies and Procedures - First Reading (Informational Item)

No vote required.

XX. Consideration of Approval of Policy III.3010.A, Information Resources - First Reading (Informational Item)

No vote required.

XXI. Consideration of Approval of Policy III.3007.A, Purchasing and Policy III.3007.D, Bidding - First Reading (Informational Item)

No vote required.

XXII. Consideration of Purchasing Requests

Purchase Request #1

Consideration of Additional Funding for Generation Park Infrastructure 1,900,000

Purchase Request #2

Consideration of Delegation of Authority to Contract for Building C-26 Transformer 200,000

Purchase Request #3

Consideration of Approval to Contract for Campus Store Retail Services 30,000,000

Purchase Request #4

Consideration of Approval to Renew the Contract for Plumbing Services 500,000

Purchase Request #5

Consideration of Approval to Contract for Direct Mail Magazine Services 400,000

Purchase Request #6

Consideration of Approval to Purchase Graduation Event License 165,000

Purchase Request #7  
Consideration of Approval to Contract for Snack Vending  
Services

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**TOTAL OF PURCHASE REQUESTS**

**\$ 33,165,000**

**Motion 10348:**

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

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor, Wilson

Nays: None

XXIII. Consent Agenda

- A. Approval of the Minutes for the January 29, 2024, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting on April 1, 2024

**Motion 10349:**

Motion moved by Larry Wilson and motion seconded by John Moon, Jr. Motion carried.

Yeas: Cantú-Wilson, Davis Rouse, Mims, Moon, Jr., Sinor, Wilson

Nays: None

XXIV. Items for Discussion/Possible Action

There were no additional items discussed.

XXV. Adjournment

Chair Flickinger adjourned the meeting at 7:55 p.m.