

San Jacinto College District Board Workshop

December 1, 2025

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 4:30 p.m., Monday, December 1, 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: Lisa Brown (attorney), Carin Hutchins, Sandra Ramirez, Mandi Reiland, Christian Bionat, Dianne Duron, Lupe Garcia (Whitley Penn), and Blake Roberts (PFM)
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Chair Dan Mims called the workshop to order at 4:30 p.m.
II.	Roll Call of Board Members	Chair Mims conducted a roll call of the Board members: Chad Burke 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, 551.072, and 551.074 of the Texas Open Meetings Act <ul style="list-style-type: none"> • Provost Search and Succession Planning • Board Self-Assessment 	Chair Mims adjourned to closed session at 4:31 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. Consultation with Attorney Lisa Brown. Mandi Reiland was present for this item. b. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property. Carin Hutchins and Mandi Reiland were present for this item. c. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment,

		<p>duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.</p> <ul style="list-style-type: none"> • Provost Search and Succession Planning • Board Self-Assessment <p>Mandi Reiland was present for the personnel items.</p>
IV.	Reconvene in Open Meeting	Chair Mims reconvened to open meeting at 6:15 p.m.
V.	Board Self-Assessment	Board Secretary, Keith Sinor, provided an overview of the Board Self-Assessment takeaways that were reviewed by the trustees during closed session this evening. He explained that the Board went over the results in detail and discussed various topics to work on. He stated that overall, the Board agrees they function well but there are always areas for improvement.
VI.	Enrollment Update - Spring 2026 (was posted as Item X but reviewed in the workshop in updated order)	Brenda Hellyer provided an overview of the spring 2026 enrollment data. She explained that compared to November of the previous year, headcount is up 9.3 percent and contact hours are up 12.5 percent. Student services are continuing to enroll dual credit students. Enrollment appears to be holding strong for spring.
VII.	Updates to Policy III.3001.H, Fixed Assets (was posted as Item XI but reviewed in the workshop in updated order)	<p>Brenda provided an overview of the updated to the policy on fixed assets. The updated policy was implemented on November 20, 2025, and backdated to September 1, 2024, which is the start of the last fiscal year. Brenda explained that the federal government increased the capitalization threshold from \$5,000 to \$10,000, which significantly impacts grants. The change simplifies audit processes and aligns with updated federal requirements. The timing of the implementation was discussed with the external auditors, and they were supportive of the implementation timeline.</p> <p>She added that the estimated financial impact is approximately \$300,000 and is considered immaterial for audit purposes. She said that the policy is currently out for public comment.</p> <p>The Board did not have any questions.</p> <p>Carin Hutchins, Dianne Duron, Lupe Garcia, and Blake Roberts joined the workshop.</p>
VIII.	Review of 2024-2025 Annual Comprehensive Financial Report	Carin Hutchins began by introducing Lupe Garcia from Whitley Penn, the College's independent auditors, along with Blake Roberts from PFM, the College's financial advisor,

		<p>and Dianne Duron, the Associate Vice Chancellor of Finance.</p> <p>Lupe then presented the annual audit, explaining the two-phase process that includes interim fieldwork during the summer, and year-end procedures focused on account balances and transaction testing. He reported that the College received an unmodified (clean) opinion, the best outcome possible. No material weaknesses, significant deficiencies, or material noncompliance were identified. He also noted the required annual letter regarding compliance with the Public Funds Investment Act. The federal Single Audit—covering the material programs of Student Financial Assistance Cluster and the Texas Education Opportunity Guarantee—had no findings, questioned costs, or compliance issues.</p> <p>He highlighted financial statement results including \$948.3 million in total assets and deferred outflows along with \$869.4 million in liabilities and deferred inflows, largely related to long-term bonds and pension/other post-employment benefits (OPEB) liabilities. Revenues totaled \$350.9 million, with most funding coming from property taxes, state appropriations, federal grants, and tuition. Expenses totaled \$351.4 million, led by instruction.</p> <p>Lupe explained that required communications to the Board included implementation of a new pronouncement related to compensated absences, discussion of key estimates such as uncollectible taxes and pension/OPEB actuarial assumptions, and confirmation of auditor independence. He concluded by noting full cooperation from College staff and an absence of disagreements, misstatements, or management override concerns.</p>
IX.	Public Funds Investment Act Report	This item was covered within the presentation above (VIII).
X.	Review of Highlights from 2024-2025 Financials	<p>Carin reviewed highlights from the 2024-2025 financials, explaining that the decrease in unrestricted cash—from \$104.5 million to \$100.8 million—was due to the delayed FAST (financial aid for swift transfer) payment for Spring 2025. She emphasized this was a timing issue and not a negative trend. The College continues to maintain 5.2 months of cash on hand, within policy.</p> <p>She also explained that the negative unrestricted net position is driven by GASB-required pension (Government Accounting Standards Board) and OPEB liabilities, and that when these non-cash entries are removed, unrestricted net assets would be a positive \$98.5 million. She reviewed trends in revenues and expenses, noting that tuition increases were</p>

		<p>driven by enrollment rather than rate changes, state appropriations rose mainly due to benefit costs, and property tax revenue increased from Fiscal Year (FY) 2024 to FY 2025 expenses increased largely due to better collecting and slightly higher rate, salary adjustments, support of enrollment, and other strategic priorities. She also noted that the tax rate has been reduced for FY26.</p> <p>Christian Bionat joined the workshop.</p>
XI.	Review of Plan to Refinance Callable General Obligation (GO) and Revenue Bonds	<p>Blake Roberts from PFM presented the plan to refinance callable general obligation (GO) and revenue bonds. The College currently holds approximately \$545 million in outstanding debt, most of which is tax-supported. Callable bonds from 2015 and 2016 are now eligible for refinancing, and the College’s strong bond ratings (AA+ and AA2 for general obligation bonds and AA3 for revenue bonds) will support lower borrowing costs. Based on current market conditions, refinancing approximately \$170 million in GO bonds is projected to save \$12.4 million in present value, while refinancing \$35 million in revenue bonds may save \$1.8 million. He reviewed the multi-month timeline, including document preparation in January, parameter approval in February, offering document finalization in March, pricing at the end of March, and closing in April.</p>
XII.	Process and Candidates for Member of Harris Central Appraisal District Board	<p>The Board discussed the Harris County Appraisal District board election. The College holds 20 of 1,888 votes. Members expressed support for Jason Morris, noting his connection to the Pasadena/Deer Park area and understanding of local petrochemical industry impacts on taxable values. The Board reached consensus to cast all 20 votes for Morris, with the formal vote to occur during the regular meeting.</p>
XIII.	Dual Credit Memoranda of Understanding Process	<p>Brenda reviewed several dual credit agreements, noting that inconsistent renewal timelines exist across school districts and private schools. She explained that the Administration plans to align all dual credit agreements within the next nine months. She will keep the Board updated as progress is made on improving this process.</p>
XIV.	Legislative Updates	<p>Chrisian Bionat provided legislative updates, covering federal Department of Education restructuring, ongoing redistricting litigation, significant Congressional retirements, pending state discussions on free speech and civil discourse, and expected property tax reform proposals. Christian also reported outstanding success rates in the Texas Department of Licensing and Regulation (TDLR) licensing pilot for cosmetology and related programs, with on-campus testing producing far higher pass rates than state averages. Final</p>

		pilot results will be shared with state leadership for possible statewide adoption.
XV.	General Discussion of Meeting Items a. Additional Purchasing Support Documents b. Delegation of Authority	The Board reviewed the list of open solicitations subject to prohibited communications and was updated on the remaining open roof-related projects with delegation of authority. A request was made for a report at the next workshop regarding SNAP (Supplemental Nutrition Assistance Program) benefit outreach and student participation.
XVI.	Calendar	Brenda reviewed the calendar and asked the Board members to let Mandi Reiland know if they would like to attend any events.
XVII.	Adjournment	Chair Mims adjourned the meeting at 7:08 p.m.