

**San Jacinto College District  
Regular Board Meeting Minutes**

**January 30, 2023**

**The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, January 30, 2023, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas for a regular Board Meeting.**

**Board of Trustees:** Erica Davis Rouse, Assistant Secretary  
Marie Flickinger, Chair (absent)  
Dan Mims  
John Moon, Jr., Vice Chair  
Keith Sinor, Secretary  
Larry Wilson  
Dr. Ruede Wheeler

**Chancellor:** Brenda Hellyer

**Others Present:**

James Albritton	Lamar McWaine
Lynne Brandt	DeRhonda McWaine
Janet Cowey	Courtney Morris
Teri Crawford	Kevin Morris
Vickie DelBello	Jose Nunez
Phuong Doan	Alexander Okwonna
Destry Dokes	Mary Orlando
Teddy Farias	JR Ragaisis
Amanda Fenwick	Sandra Ramirez
Rachel Garcia	Shelley Rinehart
Brad Hance	Angel Rodriguez
Allatia Harris	Eddy Ruiz
Bo Hopper	Ron Sanchez
Carin Hutchins	Ken Tidwell
Sallie Kay Janes	Kimberly Vos
Robert Jeter III	Eddie Weller
Celucien Joseph	Karen Wheeler
Matt Keim	Van Wigginton
Aaron Knight	Christopher Wild
Ann Kokx-Templett	Laurel Williamson
Kam Marvel	Teri Zamora
Jessica McCarroll	

**Call the Meeting to order:** Vice Chair Moon, Jr. called the Regular Meeting of the Board of Trustees to order at 7:00 p.m.

**Roll Call of Board Members:** Vice Chair Moon Jr. conducted a roll call of the Board members:

Erica Davis Rouse  
Marie Flickinger (absent)  
Dan Mims  
John Moon, Jr.  
Keith Sinor  
Dr. Ruede Wheeler  
Larry Wilson

**Moment of Silence, Invocation, and Pledges to the Flags:** The moment of silence and invocation were given by Dr. Allatia Harris. The pledges to the American flag and the Texas flag were led by Erica Davis Rouse.

**Special Announcements, Recognitions, Introductions, and Presentations:**

1. Dr. Laurel Williamson recognized the 2022-2023 Excellence Award Recipients and the Minnie Piper Nominee, Jose Nunez.
2. Shelley Rinehart recognized the team that participated in the work that earned San Jacinto College the Star Award from the Texas Higher Education Coordinating Board.

**Student Success Presentations:**

1. Sandra Ramirez presented the Human Resources Board Focus Report.

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

1. A thank you was sent to the Board from Rose Moon and Board member, John Moon, Jr. for the plant sent in memory of John Moon, Sr.
2. A thank you was sent to the Board from Amanda Fenwick, for the plant sent in memory of her grandmother.
3. A thank you was sent to the Board from Kevin McKisson, for the plant sent in memory of his mother.
4. January 2023 Opportunity News
5. Winter 2023 Senior Focus
6. Annual Comprehensive Financial report for the Fiscal Years Ended August 31, 2022 and 2021

**Public Comment:** There were no citizens desiring to speak before the Board.

**Informative Reports:** Vice Chair Moon, Jr. indicated such reports were available in the Board documents and online.

- A. San Jacinto College Financial Statements
  - a. San Jacinto College Financial Statements November 2022
  - b. San Jacinto College Financial Statements December 2022
  - c. San Jacinto College Monthly Investment Report November 2022
  - d. San Jacinto College Monthly Investment Report December 2022
  - e. San Jacinto College Quarterly Investment Report Sept. – Nov. 2022

- B. San Jacinto College Foundation Financial Statements
  - a. November 2022
  - b. December 2022
- C. Capital Improvement Program
  - a. November 2022
  - b. December 2022

**Motion 10246  
Consideration of  
Approval of  
Amendment to the  
2022-2023 Budget for  
Restricted Revenue  
and Expenses  
Relating to Federal  
and State Grants**

Motion was made by Keith Sinor, seconded by Dan Mims, for approval of Amendment to the 2022-2023 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Motion Carried.

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

**Motion 10247  
Consideration of  
Approval of  
Rescission of Policy  
VI-R: Policy on  
Enrollment in San  
Jacinto College  
Children's Center -  
Second Reading**

Motion was made by Larry Wilson, seconded by Dr. Ruede Wheeler, for approval of Rescission of Policy VI-R: Policy on Enrollment in San Jacinto College Children's Center - Second Reading.

Motion Carried.

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

**Motion 10248  
Consideration of  
Adoption of  
Authorized  
Broker/Dealer List**

Motion was made by Dr. Ruede Wheeler, seconded by Erica Davis Rouse, for adoption of Authorized Broker/Dealer List.

Motion Carried.

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

**Motion 10249  
Consideration of  
Approval to  
Authorize Resolution  
to Order a General  
Election and  
Execution of Such  
Order to Hold  
Trustee Election**

Motion was made by Larry Wilson, seconded by Keith Sinor, for approval to Authorize Resolution to Order a General Election and Execution of Such Order to Hold Trustee Election.

Motion Carried.

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

**Motion 10250  
Consideration and  
Approval of  
Designation of**

Motion was made by Dan Mims, seconded by Erica Davis Rouse, for approval of Designation of Unrestricted Cash Reserves to Fund Future Capital Projects.

**Unrestricted Cash  
Reserves to Fund  
Future Capital  
Projects**

Motion Carried.

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

**Motion 10251  
Consideration of  
Approval of Bachelor  
of Applied Science in  
Education –  
Emphasis in Early  
Childhood Program**

Motion was made by Dr. Ruede Wheeler, seconded by Erica Davis Rouse, for approval of Bachelor of Applied Science in Education – Emphasis in Early Childhood Program.

Motion Carried.

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

**Motion 10252  
Consideration of  
Purchasing Requests**

Motion was made by Keith Sinor, seconded by Dan Mims, for approval of the purchasing requests.

Purchase Request #1 Guaranteed Maximum Price for Central Campus Marcom Capital Renewal	\$10,600,000
Purchase Request #2 Extend Contract for Electricity	4,000,000
Purchase Request #3 Renew Contract for Custodial Services	3,775,000
Purchase Request #4 Contract for Natural Gas	500,000
Purchase Request #5 Purchase Instructional Services for Dual Credit and Early College Courses	250,000
Purchase Request #6 Purchase HVAC Boiler Services	250,000
Purchase Request #7 Purchase Electrical Supplies	250,000
Purchase Request #8 Purchase eLearning Consulting Services	240,000
Purchase Request #9 Purchase Mechatronics Equipment	238,025
Purchase Request #10 Renew Contract for Geofencing Services	200,000

Purchase Request #11 Renew Contract for Elevator Maintenance Services	170,000
Purchase Request #12 Approval to Lease Apartments for Athletics	157,000
Purchase Request #13 Contract for Cosmetology Supplies and Equipment	150,000
Purchase Request #14 Contract for Catering Services	145,000
Purchase Request #15 Additional Funds for Landscaping Services	300,000
Purchase Request #16 Renew Contract for Direct Mail Marketing Campaign Services	<u>140,000</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$21,365,025</b>

Motion Carried.

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

**Motion 10253  
Consent Agenda**

Motion was made by Larry Wilson, seconded by Keith Sinor, to approve the consent agenda.

- A. Approval of the Minutes for the December 12, 2022, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, 2022-2023 Part-Time Hourly Rate Schedule, and Extra Service Agreements (ESA)
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting

Motion Carried.

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

**Items for Discussion/  
Possible Action**

There were no additional items discussed.

**Adjournment:**

Vice Chair John Moon, Jr. adjourned the meeting at 7:39 p.m.