

**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, June 17, 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 June 17, 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 June 7, 2025 Runoff Election

VII. Statement of Officer and Oath of Office Administered to Recently Elected Trustee

VIII. Consideration of Contingent Fee Legal Services Contract with Perdue, Brandon, Fielder, Collins & Mott, LLP for Delinquent Tax Collection Services Pursuant to the Notice Posted with Agenda

IX. Consideration of Approval of Additional Funds for Flooring Services

X. 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, June 14, 2025, this notice was posted to the College’s website, on a bulletin 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.

PUBLIC NOTICE PURSUANT TO GOVERNMENT CODE SEC. 2254.1036
SAN JACINTO COMMUNITY COLLEGE DISTRICT
JUNE 14, 2025

WHEREAS, SAN JACINTO COMMUNITY COLLEGE DISTRICT ("College"), will consider entering into a contingent fee contract with the law firm of Perdue, Brandon, Fielder, Collins & Mott, L.L.P. ("Firm") and hereby posts this notice pursuant to Sec. 2254.106 of the Government Code.

WHEREAS, this notice shall be posted before or at the time of giving the written notice required by Government Code Sec. 551.041 for a meeting described by Sec. 2254.1036(2) of the Government Code and shall announce the following:

A. The College is pursuing a contract with the Firm for the collection of delinquent ad valorem taxes owed to the College and through this contract the College seeks to increase recovery of its delinquent taxes in as expeditious a manner as possible. GOVT. CODE § 2254.1036(1)(A).

B. The College believes the Firm has the competency, qualifications, and experience necessary to fulfill this contract. GOVT. CODE § 2254.1036(1)(B). The Firm has collected delinquent government receivables for over 50 years, including the collection of delinquent ad valorem taxes. The Firm currently has 15 primary offices and multiple satellite offices throughout Texas, Oklahoma, and Florida. It employs more than 400 individuals, including 55 attorneys. It uses a multi-office, fully integrated team approach allowing the College access to all its offices and resources. Its collection team consists of long-term Firm employees, including attorneys, call center associates, paralegals, law clerks, legal secretaries, collection support personnel and information technology experts. The Firm utilizes proprietary collection software that can be tailored to meet any special need the College may have. This proprietary software also automates many aspects of the collection process, such as: account/debtor research, mailings and phone calls, return mail and address updates, payment notification and processing and workflow.

C. The nature of any relationship between the College and the Firm is as follows. GOVT. CODE § 2254.1036(1)(C). The Firm has not previously represented the College in the collection of delinquent ad valorem taxes.

D. The College is unable to perform collection of its delinquent ad valorem taxes. GOVT. CODE § 2254.1036(1)(D). The College currently does not have adequate support staff, computer software/programming, or experience to internally conduct these collection services and acquiring these will result in substantial expense to the College.

E. These collection services cannot be provided for an hourly fee. GOVT. CODE § 2254.1036(1)(E). The Tax Code allows the assessment of a percentage-based fee to recover the costs of collecting delinquent ad valorem taxes. This percentage-based fee is assessed only against the debtor and not the College or taxpayers of the College. The collection of delinquent ad valorem taxes is a high-volume practice, requiring a significant amount of research, mailing, and handling of outbound/inbound calls. An hourly fee for such work will likely exceed the amount of delinquent ad valorem taxes due. Moreover, the College will bear the cost of these hourly fees and not the debtor, because the Tax Code does not expressly authorize the College to pay for collection services based on an hourly fee.

F. The College believes this contingent fee contract is in its best interest. GOVT. CODE § 2254.1036(1)(F). Under the contingent fee contract, the Firm will be paid the amount of the percentage-based collection fee, regardless of the number of hours the Firm spends researching, contacting, and mailing to collect the delinquent debts. Additionally, the percentage-based collection penalty is a pass-through expense to the debtor and not an expense to the College or taxpayers of the College.

Certification as to Posting or Giving of Notice

On this day, June 14, 2025, this notice was posted to the College's website, on a bulletin 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.

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

**Action Item “VI”
Special Board Meeting June 17, 2025
Consideration of Approval of Order Canvassing Returns and Declaring
Results of June 7, 2025 Runoff Election**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an order canvassing returns and declaring results of the June 7, 2025 runoff 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 June 18, 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 are considered.

IMPACT OF THIS ACTION

Once the canvassing is complete, the Board of Trustees can declare the winner of the runoff election. 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 the June 7, 2025 Runoff Election includes the final votes provided by Harris County on June 13, 2025.

ATTACHMENTS

Attachment 1 – Order Canvassing Returns and Declaring Results of the June 7, 2025 Runoff Election

RESOURCE PERSONNEL

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

Attachment 1

ORDER CANVASSING RETURNS
AND DECLARING RESULTS OF THE JUNE 7, 2025 RUNOFF ELECTION

WHEREAS, there was held in the San Jacinto Community College District, on the 7th day of June, 2025, a runoff election at which there was submitted to all duly qualified resident electors of the District for their action thereon, the election of a Trustee for Position Three (3).

WHEREAS, the following votes were cast at the runoff election:

Position 3	Votes
Salvador Serrano Jr.	3,398
Judy Harrison	3,588

as shown in the official runoff 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 runoff 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

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

Section 1: The runoff election held in and throughout the San Jacinto Community College District, on June 7, 2025, which runoff election is more particularly described in the preamble of this Order, was duly called and notice thereof was given and the runoff election was held under and in strict conformity with the law; that only duly qualified resident electors of the District voted at the runoff election; that due returns of the runoff election have been made by the proper officers.

Section 2: The Board of Trustees of the District is now authorized to install Judy Harrison, being the person receiving the higher number of votes in the San Jacinto Community College District Position Three (3) runoff 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.

PASSED AND APPROVED on the 17th day of June 2025.

Chair, Board of Trustees

ATTEST:

(Seal)

Secretary/Designee, Board of Trustees

ADMINISTRATION RECOMMENDATION/REPORT

No administrative recommendation is required. The Oath of Office will be administered to elected Trustee Ms. Judy Harrison for Trustee Position Three (3).

BACKGROUND

In accordance with Texas Election Code Section 3.004(b), the Board of Trustees, on January 27, 2025, authorized the execution of an Order for Election of San Jacinto Community College District Trustees for a six-year term for Trustee Position Three (3). The election was scheduled to be held on May 3, 2025, with candidates filing from January 15, 2025, through February 14, 2025.

The election occurred on May 3, 2025, with the unofficial results announced by the College on May 5. Official canvass results were received from the Harris County Elections Office, with whom the College engaged in a joint election, on May 12, 2025. On May 13, 2025, the Board of Trustees in accordance with Section 67.004 of the Texas Election Code, accepted the canvass results provided by Harris County and adopted a resolution ordering a runoff election for Board of Trustees Position Three (3).

The runoff election occurred on June 7, 2025, with the unofficial results showing Judy Harrison as winner of Position Three (3). On June 13, 2025, official canvass results were received from the Harris County Elections Office, with whom the College engaged in a joint election. The Board of Trustees, in accordance with Section 67.004 of the Texas Election Code, are anticipated to accept the canvass results provided by Harris County at the Special Board meeting on June 17, 2025.

The trustee-elect will be sworn into their elected position today, June 17, 2025, which is after the official canvassing action.

BUDGET INFORMATION

None

MONITORING AND REPORTING TIMELINE

None

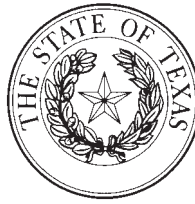
ATTACHMENTS

The new trustee will complete the following:
Attachment 1 – Statement of Officer, Judy Harrison
Attachment 2 – Oath of Office, Judy Harrison

RESOURCE PERSONNEL

Brenda Hellyer 281-998-6100 brenda.hellyer@sjcd.edu

Form #2201 Rev. 05/2020
Submit to:
SECRETARY OF STATE
Government Filings
Section P O Box 12887
Austin, TX 78711-2887
512-463-6334
512-463-5569 - Fax
Filing Fee: None



STATEMENT OF OFFICER

Statement

I, Judy Harrison, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: _____
San Jacinto Community College Board of Trustees Position 3

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: June 17, 2025

Signature of Officer

Form #2204 Rev 9/2017

This space reserved for office use

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Judy Harrison, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of San Jacinto Community College Board of Trustees Position 3 of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of _____

County of _____

Sworn to and subscribed before me on this _____ day of _____, 20____.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Printed or Typed Name

Consideration of Contingent Fee Legal Services Contract with Perdue, Brandon, Fielder, Collins & Mott, LLP for Delinquent Tax Collection Services Pursuant to the Notice Posted with Agenda

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contingent fee contract with Perdue, Brandon, Fielder, Collins and Mott, LLP (PBFCM), pursuant to Section 6.30 of the Texas Property Tax Code, for the collection of delinquent ad valorem taxes owed to San Jacinto Community College District. Notice of said contract was posted with the agenda in accordance with Section 2254 of the Government Code.

BACKGROUND

In accordance with Section 6.30 of the Texas Property Tax Code, the College shall contract with a law firm to collect delinquent ad valorem taxes. The current attorney who provides this service is retiring; therefore, the College issued a solicitation to select the most qualified firm to continue providing this service.

Request for qualifications (RFQ) #25-31 was issued on April 30, 2025, to procure delinquent tax collection services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Two responses were received and evaluated by a team comprised of representatives from fiscal affairs, facilities services, comptroller, and finance who determined the proposal submitted by PBFCM will provide the best value to the College.

Section 2254 of the Government Code requires a contingent fee contract to be considered and approved at an open meeting by the Board of Trustees. To comply with this, the following three items are required.

1. Public Notice - The public notice must be posted before or at the time the college gives written notice of their open meeting under Section 551.041. (Complete)
2. Agenda Item - The agenda Item must include specific language regarding the contingent fee contract. (Complete)
3. Written Findings - At the open meeting, the Board of Trustees must approve the agenda item for the contingent fee contract, and it must approve and sign the Written Findings as to the Collections Contract with PBFCM. (To be completed at the June 17th special meeting of the Board of Trustees.)

IMPACT OF THIS ACTION

It is recommended that the contract for delinquent tax collection services be awarded to PBFCM to continue this essential service on behalf of the College. Engaging a law firm to manage the tax collection process ensures that it is conducted professionally and in full compliance with applicable laws.

**Action Item “VIII”
Special Board Meeting June 17, 2025**

Consideration of Contingent Fee Legal Services Contract with Perdue, Brandon, Fielder, Collins & Mott, LLP for Delinquent Tax Collection Services Pursuant to the Notice Posted with Agenda

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Continuation of this service is expected to result in the recovery of additional delinquent ad valorem taxes, along with associated penalties and interest, which constitute revenue for the College. The total amount of compensation to PBFCM will be negotiated but may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected. Additionally, the contract may include other concessions, stipulations and requirements.

MONITORING AND REPORTING TIMELINE

The initial three-year award term will commence on July 1, 2025, through June 30, 2028, with two one-year renewal options.

ATTACHMENTS

Attachment 1 - Tabulation

Attachment 2 - Written Findings as to the Collections Contract with PBFCM

RESOURCE PERSONNEL

Carin Hutchins	281-998-6306	carin.hutchins@sjcd.edu
Dianne Duron	281-998-6109	dianne.duron@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

RFQ #25-31
Delinquent Tax Services
Attachment 1 – Tabulation

QUALIFICATIONS

#	Vendors	Section 1: Firm Experience	Section 2: Personnel Experience	Section 3: Project Understanding	Section 4: References	Section 5: Exceptions to Terms	Total Points	Short List
	<i>Total Points</i>	20	20	35	20	5	100	
1	Perdue Brandon Fielder Collins & Mott, LLP	17.00	15.50	30.63	17.50	5.00	85.63	Yes
2	Linebarger Goggan Blair & Sampson, LLP	17.60	16.40	30.10	14.80	5.00	83.90	Yes

FINAL SCORES

#	Shortlist Vendors	Qualification	Presentation	Question and Answer	Final Score
	<i>Total Points</i>	100	20	20	140
1	Perdue Brandon Fielder Collins & Mott, LLP	85.63	20.00	20.00	<i>125.63</i>
2	Linebarger Goggan Blair & Sampson, LLP	83.90	13.75	14.50	<i>112.15</i>

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
WRITTEN FINDINGS AS TO THE COLLECTIONS CONTRACT WITH
PERDUE, BRANDON, FIELDER, COLLINS & MOTT, LLP**

In an open meeting, the Board of Trustees for San Jacinto Community College District considered all matters listed in Section 2254.1036(a)(1) of the Government Code as they relate to a contingent fee contract with Perdue, Brandon, Fielder, Collins and Mott, LLP.

The Board of Trustees, pursuant to Section 2254.1036(b) of the Government Code, hereby finds the following to be true: 1) there is a substantial need for the legal services specified in said contract; 2) these legal services cannot be adequately performed by the attorneys and supporting personnel of San Jacinto Community College District; and 3) these legal services cannot reasonably be obtained from attorneys in private practice under contract providing only for the payment of hourly fees, without regard to the outcome of the matter, because of the nature of the matter for which these services will be obtained and because San Jacinto Community College District does not have funds to pay the estimated amounts required under a contract providing only for the payment of hourly fees.

Therefore, this Board of Trustees hereby approves the contract by and between San Jacinto Community College District and Perdue, Brandon, Fielder, Collins & Mott, LLP for professional legal services regarding the collection of delinquent ad valorem taxes to be paid in accordance with Section 6.30 of the Texas Property Tax Code.

APPROVED and EXECUTED on the 17th day of June 2025.

Chair, Board of Trustees

ATTEST:

(Seal)

Secretary/Designee, Board of Trustees

**Action Item “IX”
Special Board Meeting June 17, 2025
Consideration of Approval of Additional Funds for Flooring Services**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for carpet and flooring services for the facilities and construction services departments.

BACKGROUND

The College maintains building flooring surfaces to provide safe walking and working surfaces, proper acoustics, and appropriate appearance. When flooring surfaces need replacement due to wear or remodeling, the services of an outside flooring contractor ensure optimal results.

Request for proposals (RFP) #25-02 was issued on August 30, 2024, to procure carpet and flooring services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). In November 2024, the Board of Trustees approved a contract with Texan Floor Service, Inc. for carpet and flooring services. The initial one-year term began on November 5, 2024, through November 4, 2025, with four one-year renewal options.

The original estimated annual expenditure of \$150,000 was for facilities services; however, with the Board’s recent approval of the allocation from the 2015 Bond Contingency account to replace deteriorated flooring in the North Campus Welcome Center (N6), additional funds are required.

IMPACT OF THIS ACTION

Approval of this request will allow the College to replace damaged flooring at N6 before the start of the Fall 2025 semester, avoiding disruptions to registration and counseling.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request will increase the approved amount by \$160,000 to a total of \$310,000. These expenditures will be funded from the facilities operations budget and the 2015 Bond Deferred Maintenance line.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Charles Smith	281-998-6341	charles.smith@sjcd.edu
Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Genie Scholes	281-998-6149	genie.scholes@sjcd.edu