

LAREDO COMMUNITY COLLEGE DISTRICT
Laredo, Texas

The regular meeting of the Laredo Community College Board of Trustees convened on Wednesday, March 2, 2016, beginning at 6:12 p.m. in the Samuel A. Meyer Board Room located at the Elpha Lee West Building room 105 at the Fort McIntosh Campus.

	<u>MEMBERS PRESENT</u>	<u>OTHERS</u>
ROLL CALL	Allen Tijerina, Vice President Cynthia Mares, Secretary Rene De La Viña Gilberto Martinez Jr. Jackie Leven-Ramos (Arrived at 6:15 p.m.) Tita C. Vela Cin Bickel, Faculty Representative	George Meurer, College Attorney Vince Solis, Nora Stewart, Nora R. Garza, Robert Tijerina, Dan Martinez, Deirdre Reyna, Sylvia Praesel, Juan Jose Garza, Cesar E. Vela Jr., Luciano Ramon
	<u>MEMBERS ABSENT</u> Mercurio Martinez Jr., President Leonides G. Cigarroa Jr. Michelle de la Peña Juan L. Maldonado	

CALL TO ORDER Mr. Allen Tijerina, Board Vice President, called the meeting to order. Ms. Cynthia Mares, Board Secretary, called the roll. A quorum of the members was present.

APPROVAL OF MINUTES FOR: SPECIAL BOARD OF TRUSTEES MEETINGS OF JANUARY 21, 2016, FEBRUARY 15, 2016 Mr. Rene De La Viña, Board Member, moved to approve the minutes as presented. The motion was seconded by Board Member, Ms. Tita Vela; motion carried.

REGULAR BOARD OF TRUSTEES MEETING OF JANUARY 28, 2016

PUBLIC TESTIMONY No one signed up for public testimony.

RECOGNITIONS/ INTRODUCTIONS/ COMMUNICATIONS Dr. Vince Solis, Vice President for Instruction and Student Services, introduced the following persons:

Ms. Nora Stewart, Chief Financial Officer, informed the Board as noted by the Property Inventory Procedures of the upcoming surplus sale scheduled for Saturday, April 2, 2016, beginning at 11:00 a.m. until all items are auctioned and mentioned the registration for potential buyers would begin at 9:00 a.m.

Dr. Nora R. Garza, Vice President for Resource Development, announced Mr. Gabriel Lozano and Mr. Albert Hernandez secured a \$96,000 dual enrollment grant from the Texas Success Center at the Texas Association of Community Colleges. The purpose of the grant is for enhancement of the dual enrollment program by providing operational support.

Dr. Solis introduced the following new employees in his area:
Ms. Vanessa L. Martinez – Community Outreach Specialist and Ms. Maria Estela Garcia – Veterans and Financial Aid Coordinator. At 6:15 p.m., Ms. Mares acknowledged, for the record, the arrival of Board Member, Ms. Jackie Leven-Ramos.

FACULTY ASSEMBLY SENATE REPORT Ms. Cin Bickel, Faculty Senate President, reported the Faculty Senate continues to serve as the channel of communication between faculty, the administration, and the Trustees. She provided an update on the following items: Upward Evaluation Instrument to the Deans, Faculty Senate elections, employee

retirement brochure, Cranium Café, the Memorial Hall project, and asked that the Board place an item on the agenda for resolution of the faculty back pay.

**DISCUSSION AND
POSSIBLE ACTION**

**CONSIDERATION AND
APPROVAL OF A
RESOLUTION
AUTHORIZING THE
ISSUANCE OF "LAREDO
COMMUNITY COLLEGE
DISTRICT LIMITED TAX
REFUNDING BONDS,
SERIES 2016";
DELEGATING THE
AUTHORITY TO CERTAIN
DISTRICT OFFICIALS TO
EXECUTE CERTAIN
DOCUMENTS RELATED TO
THE SALE OF THE BONDS;
ENTERING INTO A BOND
PURCHASE AGREEMENT,
AN ESCROW AGREEMENT,
AND A PAYING
AGENT/REGISTRAR
AGREEMENT; APPROVING
AN OFFICIAL STATEMENT
FOR USE IN THE
MARKETING OF THE
BONDS; AND AUTHORIZING
AND APPROVING OTHER
MATTERS RELATED
THERE TO**

- MS. NORA STEWART

**UPDATE ON SACS FIFTH
YEAR REPORT AND
QUALITY ENHANCEMENT
PLAN**

- MS. DEIRDRE REYNA

Ms. Stewart, CFO, introduced both Mr. Robert Tijerina, Estrada-Hinojosa, and Mr. Dan Martinez, Bond Counsel for Winstead. Ms. Stewart mentioned that administration's recommendation was that the Board consider and approve the resolution authorizing the issuance of the bonds. Mr. Tijerina distributed and reviewed in detail the Limited Tax Refunding Bonds, Series 2016 the Plan of Finance. He reported the net present value savings, the % savings of the refunded bonds, and the average annual savings (FYE 2017-2032). He mentioned the interest rate would be lowered from 4.473% to 2.848%. He reviewed the timetable, identified the working group participants, and answered questions from Board Members. Mr. Dan Martinez, Bond Counsel, informed the Board the resolution was included in the Board booklet for consideration and approval. He noted that if the Board proceeded to take action they could proceed with the refunding. Ms. Mares moved to approve the refunding. The motion was seconded by Ms. Leven-Ramos; motion carried.

Ms. Deirdre Reyna, Communications and Institutional Effectiveness Officer, updated the Board on the SACS Fifth Year Report, the Off-Campus Sites Review, and reported feedback was received on February 2, 2016 from the visiting team. She reported of the 17 compliance items fifteen items had no follow-up requested; however, the two items below did have a follow-up requested:

CS 3.13 - Accrediting Decisions of Other Agencies

"The Committee did not find copies of statements in the submitted materials which indicated how the institution describes itself to its accrediting bodies: Accreditation Commission for Education in Nursing (ACEN), Joint Review Committee on Education in Radiologic Technology (JRCERT), Commission on Accreditation in Physical Therapy Education (CAPTE), and Accreditation Council for Occupational Therapy Education (ACOTE). The institution provided links which showed documentation of the institution's accreditation from the accrediting bodies. The institution should provide copies of statements used to describe itself to the accrediting bodies."

FR 4.9 - Definition of Credit Hours

"The Committee noted that the institution provided policies and procedures that address the determination of credit hours. However, some documentation within the course descriptions did not provide evidence of the implementation of the policies and procedures as documented, and the documentation provided did not delineate how credit hours are determined for practicum, clinical, and cooperative education. ... It is not clear from review of the course descriptions how credit hours are determined for each course. The institution should provide a clear description of how credit hours are determined for each course to include courses with labs, practicum, and clinical education."

Ms. Reyna informed the Board the items are being addressed and the follow up report would be submitted within the April 1, 2016 deadline, provided a summary of the reply, reported the Committee's observation regarding **FR 4.4 - Program**

Length, and answered questions from the Board. This item was presented for information purposes; no Board action required.

**ADOPTION OF LOCAL
POLICY OUTLINING
PROCEDURES USED TO
DETERMINE THE
COURSE CREDIT HOURS**
- DR. VINCE SOLIS

Ms. Mares made a motion to defer this item. The motion was seconded by Ms. Leven-Ramos; motion carried.

**PRESENTATION BY
CONSORTIUM FOR
APPRENTICESHIP
PARTNERS IN ECONOMIC
DEVELOPMENT (CAPED)
FOR THE
IMPLEMENTATION OF AN
APPRENTICESHIP PILOT
PROGRAM IN INDUSTRY
SPECIFIC DEGREES, AND
REQUEST THAT LAREDO
COMMUNITY COLLEGE
ADOPT A RESOLUTION IN
SUPPORTING THE
PROGRAM IN
COLLABORATION WITH
CAPED**

- JUDGE MERCURIO
MARTINEZ JR.

Ms. Sylvia Praesel, Development Director for the Consortium for Apprenticeship Partners in Economic Development, acknowledged Mr. Javier Moctezuma, and Ms. Roxanne Vedia. She provided the Board with an information packet, reviewed in detail the information on the “transformational workforce strategy for talent development”, requested “the Board’s leadership and support for a resolution in support of this effort”, and answered questions from the Board. Ms. Mares requested a copy of the resolution. In the absence of the resolution, Mr. Meurer suggested the resolution be brought back to the Board for consideration. Ms. Mares suggested that it be brought at the next meeting. No action was taken.

**FY 2015 LETTER TO
MANAGEMENT**

- MS. NORA STEWART

Ms. Stewart introduced Mr. Juan Jose Garza, CPA for Canales, Garza & Baum, who reviewed the letter to management and informed the Board the audit had been issued unqualified opinion on the financial statements. He reported the three findings, mentioned they accepted management’s responses, answered questions from the Board, and concluded his presentation by noting the College had very good controls and processes in place. Mr. De La Viña moved to acknowledge receipt of the letter to management. The motion was seconded by Ms. Vela; motion carried.

**JANUARY 2016 MONTHLY
FINANCIAL REPORT**

- MR. CESAR E. VELA JR.

Mr. Cesar E. Vela Jr., Comptroller, reviewed in detail the January 31, 2016 financial report and the comparison of 2015/2016 revenues and expenses. The year-to-date revenue is \$46.2 million (88% of projected revenues). Mr. Vela pointed out one major change this year was the different fee structure for dual enrollment (some fees were waived). Expenses are \$21,007,112 (39.99% of the budget) within the budget. The tax collection equals to \$24.4 million (85.28% of tax levy). Mr. Vela reviewed the investment report for the month ended December 31, 2015 and the FY 2016 preliminary fund balance. No Board action required.

**APPROVE THE LEASE
PURCHASE FOR TWO
VEHICLES FOR PHYSICAL
PLANT AS APPROVED BY
FY 2016 BUDGET**

- MS. NORA STEWART

Ms. Stewart presented the background information for a 4 year lease purchase agreement with Silsbee Ford (using Buy Board contract #430-13) for two vehicles for Physical Plant operations at the Fort McIntosh and the South Campus. The vehicles to be purchased are one (1) 2016 Ford F-150 Crew Cab and one (1) 2016 Ford F-250 Crew Cab at a total cost of \$58,467.20. Both vehicles would be paid in 4 annual payments of \$14,616.80. The first year installment has been budgeted under the Physical Plant Vehicle Lease Purchase account. She mentioned the administration is requesting Board approval to enter into a 4 year lease purchase agreement in the amount of \$58,467.20 to purchase two vehicles for Physical Plant. Mr. De La Viña so moved. The motion was seconded by Ms. Mares; motion carried.

**BOARD RATIFICATION
OF THE GENERAL
STUDIES CURRICULUM**

- DR. VINCE SOLIS

Dr. Vince Solis, VP for Instruction and Student Services, presented administration’s recommendation to ratify the designation of the AA degree as LCC’s general studies degree as mandated by Senate Bill 1189, passed by the 84th Legislature. He provided a detailed explanation of this request. Mr. De La Viña so moved. The motion was seconded by Ms. Mares. Mr. Meurer clarified

the motion was to ratify designating the Associate of Arts degree (CIP 240102 CIP Title-General Studies) as the Multidisciplinary degree for Laredo Community College. During the discussion, Dr. Solis answered questions from the Board. Ms. Mares called for the question. A vote was taken; motion carried.

**PURCHASE OR LEASE OF
TELEPHONES TO BE
INSTALLED IN EACH
LAREDO COMMUNITY
COLLEGE CLASSROOM,
INCLUDING AN ESTIMATE
OF COSTS**

- MS. JACKIE LEVEN-
RAMOS

Ms. Leven-Ramos asked the Board to consider the purchasing or leasing telephones to be installed in each classroom. Mr. Luciano Ramon, Information Technology Officer, provided the information he gathered, mentioned the estimated cost for the equipment was \$350,000, and clarified this was for a device to be installed in each classroom (current buildings) that would serve to place emergency calls to the campus police office and also allow campus police staff to issue a warning to the classroom in case of an emergency. The Board considered the several options, which Ms. Leven-Ramos summarized as follows: 1) an emergency phone, 2) a telephone, or 3) a panic button. Ms. Mares made the motion to instruct administration and staff to pursue all the options possible in terms of providing some sort of emergency or response system and bring that information to the Board. Mr. De La Viña seconded the motion; motion carried.

**ACCEPTING
RETIREMENT OF
COLLEGE PRESIDENT**

- MS. JACKIE LEVEN-
RAMOS

Ms. Leven-Ramos reported she brought this item for formal approval and moved that the Board accept the retirement of college president Dr. Juan Maldonado. The motion was seconded by Mr. De La Viña; discussion followed. Mr. Tijerina asked Mr. Meurer if the Board could go into executive session to answer the questions brought up in deliberation. Mr. Meurer said yes and suggested the following motion be made to go into executive session under sections 551.071 and 551.074 under the Texas Open Meetings Act to discuss the accepting of the retirement of the College President, Item 16. The second part of the motion would be go into executive session pursuant to Texas Government Code Section 551.076 regarding the deployment and use of security devices at Laredo Community College. At 7:37 p.m., Mr. De La Viña so moved. The motion was seconded by Ms. Vela; motion carried. The Board went into executive session.

EXECUTIVE SESSION

The Board reconvened to open session at 8:25 p.m. Mr. Tijerina noted no action took place in executive session and moved on to Item 17- Campus Police, Personnel, Travel and Other Reports.

**PRESIDENT'S REPORTS
CAMPUS POLICE,
PERSONNEL, TRAVEL,
AND OTHER REPORTS**

No action required.

NEXT MEETING DATE

Thursday, April 28, 2016, 6:00 p.m. at the ELW 105.

ADJOURNMENT

At 8:25 p.m., Ms. Mares moved to adjourn the meeting and was seconded by Mr. De La Viña; motion carried.