

LAREDO COMMUNITY COLLEGE DISTRICT
Laredo, Texas

The meeting for the FINAL PUBLIC HEARING ON THE PROPOSED 2016 PROPERTY TAX RATE INCREASE AND FY 2017 PROPOSED BUDGET of the Laredo Community College Board of Trustees convened on Thursday, September 1, 2016 beginning at 6:25 p.m. in the Elpha Lee West Building room 105 at the Fort McIntosh Campus.

ROLL CALL

MEMBERS PRESENT

Mercurio Martinez Jr, President
Allen Tijerina, Vice President
Rene De La Viña
Gilberto Martinez Jr.
Michelle De La Peña
Jackie Leven-Ramos
Tita C. Vela
Chris Turner, Ex-officio

OTHERS

Ricardo J. Solis
Rusty Meurer, College Attorney
Nora Stewart
Patricia Barrera, Webb County
Tax Assessor-Collector

MEMBERS ABSENT

Cynthia Mares, Secretary
Leonides G. Cigarroa Jr.

CALL TO ORDER

Judge Mercurio Martinez Jr., Board President, welcomed all present and called the hearing to order. Mr. Allen Tijerina, Board Vice President, called the roll. A quorum of the members was present.

**FINAL PUBLIC HEARING
ON THE PROPOSED 2016
PROPERTY TAX RATE
INCREASE AND FY 2017
PROPOSED BUDGET**
- MS. NORA STEWART,
DR. RICARDO J. SOLIS

Judge Martinez, Board President, introduced himself, indicated the Board is now convening today's Final Public Hearing on the proposed 2016 Laredo Community College Property Tax increase and the proposed FY 2017 Budget. He presided as Chair of the Hearing and provided the following background information:

- Laredo Community College published in the Laredo Morning Times on August 3, 2016, a Notice of the 2016 Effective Property Tax Rate for Laredo Community College.
- Afterwards, on August 11, 2016, Laredo Community College Tax Assessor Collector published in the Laredo Morning Times a Notice of Public Hearing advising that the First Public Hearing on the proposed 2016 Property Tax increase would take place in this room at 6:00 p.m. on August 18, 2016. A second notice was published in the Laredo Morning Times notifying of the Second Public Hearing which took place on August 25, 2016. This evening we are conducting the Final Public Hearing.
- The Laredo Community College 2016 effective property tax rate for maintenance and operations and debt service combined is \$0.318164 per \$100 valuation. The 2016 property tax rollback rate for maintenance and operations and debt service combined is \$0.343162 per \$100 valuation. If the Board of Trustees approves the proposed tax rate increase, the proposed 2016 property tax rate for maintenance and operations and debt service combined will be \$0.343000 per \$100 valuation. This rate is less than the rollback tax rate but more than the effective tax rate.
- Our final public hearing today allows the proponents and opponents of the tax rate increase and the budget to present their views to the Board of Trustees.
- Each proponent and opponent may now step up to the podium to express his or her views regarding the proposed 2016 tax increase and the proposed FY 2017 budget to the Board of Trustees, one at a time. The Board will allow each proponent and opponent up to three minutes of time to present his or her views. According to Board of Trustees policy CC (Local), no officer or employee from the College is required to respond to questions from speakers. Please proceed to the podium.

There being no comments or testimony, he announced the conclusion of the Laredo Community College Final Public Hearing on the 2016 proposed tax increase and the proposed FY 2017 budget and entertained a motion to close the public hearing.

ADJOURN PUBLIC HEARING

At 6:30 p.m., Ms. Jackie Leven-Ramos, Board Member, moved to adjourn the public hearing. The motion was seconded by Board Member, Mr. Rene De La Viña; motion carried.

The regular meeting of the Laredo Community College Board of Trustees convened on Thursday, September 1, 2016, beginning at 6:30 p.m. in the Samuel A. Meyer Board Room at the Elpha Lee West Building room 105 at the Fort McIntosh Campus.

ROLL CALL

MEMBERS PRESENT

Mercurio Martinez Jr, President
Allen Tijerina, Vice President
Rene De La Viña
Gilberto Martinez Jr.
Michelle De La Peña
Jackie Leven-Ramos
Tita C. Vela
Chris Turner, Ex-officio

MEMBERS ABSENT

Cynthia Mares, Secretary
Leonides G. Cigarroa Jr.

OTHERS

Ricardo J. Solis
Rusty Meurer, College Attorney
Nora R. Garza
Cesar E. Vela Jr.
Vince Solis
Veronica Cardenas
Martin Villarreal, Webb County
Chief Appraiser
Patricia Barrera, Webb County
Tax Assessor-Collector
Memo Cavazos
Frank Rotnofsky
Fred Solis Jr.
Alfredo Iñiguez
Deirdre Reyna

CALL TO ORDER

Judge Mercurio Martinez Jr., Board President, called the meeting to order. Board Vice President, Mr. Allen Tijerina called the roll. A quorum of the members was present.

APPROVAL OF MINUTES FOR: REGULAR BOARD OF TRUSTEES MEETING OF AUGUST 4, 2016

Mr. De La Viña, moved to approve the minutes as presented. The motion was seconded by Board Member, Ms. Michelle De La Peña; motion carried.

PUBLIC TESTIMONY

Judge Martinez provided information from the Board Policy to clarify the topics presented under public testimony.

"Each person shall be allowed three minutes to address the Board. When there are six or less speakers scheduled, the President of the Board may extend each speaker's time to five minutes. Time may not be ceded from one speaker to another. The Board President may also limit the total amount of time for public testimony but not to less than thirty minutes. The speaker may not speak on personnel or student matters that refer to individuals by name or title. After a speaker's comments, the Board President shall make whatever response, if any, to take whatever action, if any, is deemed appropriate to handle the matter. Such response or action may include the following: 1) referring the matter to the College President for action or for further recommendation, 2) referring the matter to a later meeting or to a Board committee for further discussion or study, and 3) indicating that the matter shall be taken under advisement. If the Board President determines that a person has not attempted to resolve a matter administratively, the person shall be directed to the appropriate policy for attempted resolution before bringing the matter to the Board."

Ray Gandhi, Xerox Representative, provided the Board Xerox's selling points regarding the bid regarding Item 12- Board consideration of the Ad Hoc Committee's ranking of the proposals received in response to Requests for Proposals for a copier services Contract, and Board action to authorize entering into a Contract for copier services.

**RECOGNITIONS/
INTRODUCTIONS/
COMMUNICATIONS**

Dr. Nora R. Garza, Vice President for Resource Development, reported Laredo Community College is the recipient of a \$332,500 JET (Jobs and Education for Texas) equipment grant. She recognized Mr. Gabriel Lozano for his collaboration with Dr. Dianna Miller and Dean Alfredo Iniguez. This grant will provide funds for the purchase of state of the art simulators for the Nursing Program students' hands-on training.

**FACULTY ASSEMBLY
SENATE REPORT**

Ms. Cin Bickel, Faculty Senate President, acknowledged it continues to serve as the channel of communication between faculty, administration and the Board. She welcomed Dr. Ricardo Solis to his position as president and reported work continues on: 1) Memorial Hall Brick Project, 2) faculty titles and ranks (it will not affect pay in any way), and 3) faculty back pay. Ms. Bickel reported they are coordinating a Board candidates' forum and will provide details as they become available. She mentioned to the Trustees the Faculty Senate supports the budget as presented and the Board approve it as presented.

**DISCUSSION AND
POSSIBLE ACTION**

Mr. Cesar E. Vela Jr., Comptroller, provided the Board with an overview of the FY 2017 proposed budget and mentioned it was the same budget that was presented to the Board on June 30th and August 18th (it reflects no changes). After his presentation, Mr. Vela and administration answered questions from the Board. Dr. Ricardo J. Solis, President, mentioned the budget process is lengthy, begins in January, and is inclusive of its employees. Judge Martinez read the resolution below:

**FISCAL YEAR 2017
OPERATING BUDGET
- MS. NORA STEWART,
DR. RICARDO J. SOLIS**

**A. RESOLUTION ADOPTING
FY 2017 BUDGET**

Resolution Adopting Budget for Fiscal Year 2017

WHEREAS, each year the Board of Trustees of the Laredo Community College District is required to have a budget prepared, showing the estimated revenue and proposed expenditures for the succeeding school year, and to cause the same to be filed in accordance with the rules and regulations prescribed by the Texas Higher Education Board; and

WHEREAS, such a budget has been prepared and the public has been given notice that such budget would be presented for discussion and adoption on September 1, 2016, at the time and place specified in such notice; and

WHEREAS, such budget has been discussed and a majority of the Board of Trustees wish to adopt same for Fiscal Year 2017;

BE IT RESOLVED THEREFORE, that such budget be adopted and same is hereby adopted in all things.

DATE: September 1, 2016

Laredo Community College District:
Mercurio Martinez Jr., President
LCC Board of Trustees

Attest:
Cynthia Mares, Secretary
LCC Board of Trustees

Ms. Leven-Ramos made a motion to adopt the resolution for adoption of the budget for FY 2017 and was seconded by Mr. De La Viña; motion carried unanimously.

**B. RESOLUTION ADOPTING
THE 2016 PROPERTY
TAX RATE**

Judge Martinez read the resolution below:

Resolution Adopting Tax Rate for Fiscal Year 2017

WHEREAS, the Board of Trustees of the Laredo Community College District, in order to levy ad valorem taxes, is required to set and establish a tax rate each year; and

WHEREAS, such Board of Trustees has considered this matter and desires to set the tax rate for the Fiscal Year 2017;

BE IT RESOLVED THEREFORE, that the tax rate for the Fiscal Year 2017 be, and the same is hereby set at **\$0.343000** per \$100.00 valuation of taxable property, of which **\$0.255067** shall be for maintenance and operations and **\$0.087933** shall be for debt retirement.

DATE: September 1, 2016

Laredo Community College District: Mercurio Martinez Jr., President
LCC Board of Trustees

Attest: Cynthia Mares, Secretary
LCC Board of Trustees

Board Member, Dr. Gilberto Martinez Jr., moved to adopt the resolution as read. The motion was seconded by Board Member, Ms. Tita C. Vela; motion carried unanimously.

**C. RESOLUTION
AUTHORIZING
COLLECTION OF
“GENERAL USE FEE” AND
EXPENDITURE OF FUNDS
FOR FY 2017**

Judge Martinez read the resolution below:

**Resolution Authorizing Collection of
“General Use Fee” and Expenditure of Funds for Fiscal Year 2017**

WHEREAS, the Board of Trustees of the Laredo Community College District is authorized to fix and collect tuition and fees from students for the use of its property, buildings, and facilities; and

WHEREAS, such Board of Trustees has deemed it necessary and advisable to collect a “General Use Fee” from students for the use of its property, buildings and facilities and to apply such proceeds to the payment of principal and interest of certain revenue bonds issued and sold in 2009, 2010, 2011, 2015 and 2016 and for expenses generally associated with construction, reconstruction, remodeling, and repair its property, buildings, and facilities; and

WHEREAS, such Board of Trustees has determined that such “General Use Fee” should be set at \$50.00 per semester credit hour for Fiscal Year 2017, to be used as follows:

1. Approximately \$ 4,702,413.00 for revenue bond debt service;
2. Approximately \$ 500,000.00 to be retained as general revenue for expenses related to physical plant operations and maintenance;
3. The balance for payment of construction, reconstruction, remodeling, and repair of property, buildings, and facilities;

BE IT RESOLVED THEREFORE, that a “General Use Fee” be collected from students at the time of registration, in the amount of \$50.00 per semester credit hour for Fiscal Year 2017.

DATE: September 1, 2016

Laredo Community College District: Mercurio Martinez Jr., President
LCC Board of Trustees

Attest: Cynthia Mares, Secretary
LCC Board of Trustees

Dr. Martinez moved to adopt the resolution as ready. The motion was seconded by Mr. De La Viña; motion carried unanimously.

**JULY 2016 FINANCIAL
REPORT**
– MR. CESAR E. VELA JR.

Mr. Vela reported that as of July 31, 2016, the revenue was \$51,273,269 equal to 94.7% of the budget, noted the shortfalls are being offset by the increase in the dual enrollment program. He reviewed the tuition & fees revenue and local tax collection. He reported the expenses are \$44,922,265 equal to 82.99% of the budget and a projected \$4.5 million in expenses were pending to come in for the month of August. He noted the savings in expenditures were primarily from the salary savings line item. Mr. Vela mentioned accounting is in the process of closing FY 2016 and getting the auditors on board to begin the audit. Mr. Vela reported the fund balance as of July 31, 2016, is \$15,734,388 and projected a 22% to 24% balance of the operating budget in the fund balance at the end of the 2016 fiscal year. Discussion followed. No Board action needed.

Ms. Leven-Ramos made a motion to move up Item 13 on the agenda. The motion was seconded by Mr. De La Viña; motion carried.

PRESENTATION BY MR. MARTIN VILLARREAL, WEBB COUNTY APPRAISER, CONCERNING THE WEBB COUNTY APPRAISAL DISTRICT, PROPERTY TAX RATES AND TAXPAYER PROTESTS

- MS. JACKIE LEVEN-RAMOS

Mr. Leven-Ramos introduced the item and mentioned she was humbled to represent LCC as a member of the WCAD Board. Mr. Martin Villarreal, Chief Appraiser, welcomed Dr. Ricardo Solis to Laredo. Mr. Villarreal provided the Board an informational, in-depth presentation outlining the functions and services of the Webb County Appraisal District, explained how the property tax system works (appraisal, collection and financial), and answered questions from the Board. This item was provided for information purposes.

BI-MONTHLY PROGRESS REPORT ON THE LCC FACILITIES MASTER PLAN PHASE III CONSTRUCTION PROJECTS, INCLUDING BUDGETS, PROJECTED COSTS, TIMELINES AND THE BUILDING PRIORITY LIST

- MR. ROBERT PORTER

Mr. Robert Porter, Construction Project Manager, mentioned at the last meeting updates of the main campus projects were presented. He distributed a timeline and handout containing the status of the following projects at the South campus: Billy Hall Center, Student Union Building, and Health Science Building.

Mr. Memo Cavazos, Cavazos & Associates Architects, reviewed the Student Union Building's floor plan, building site, budget and project status and completion date. He also answered questions from the Board.

Mr. Frank Rotnofsky, Frank Architects, reviewed the Health Science building's design, site development process, buildings orientation – views – access, floor plan, and elevations. He answered questions from the Board and provided the Board with a short automated presentation of the building. The Board acknowledged the reports and thanked the architects for the detailed informational presentations and Mr. Porter, as well.

APPROVAL OF NEW POSITION FOR FACILITIES CONSTRUCTION MASTER PLAN PHASE III

- MR. CESAR E. VELA JR.

Judge Martinez introduced the item, provided some background information, and recommended the Board consider it favorably. Mr. Vela mentioned administration is seeking approval for a new position to assist the Construction Project Manager to oversee the construction projects for Phase III of the Facilities Master Plan. He presented the estimated cost for a proposed four year period is \$544,712, answered questions from the Board, and mentioned the salary and benefits for this position would be funded by the interest earning generated by the General Obligation Bond proceeds. After additional discussion, Mr. De La Viña made a motion to approve Item 10 and was seconded by Ms. Leven-Ramos; motion carried. Mr. Tijerina voted against.

APPROVAL OF GUARANTEED MAXIMUM PRICE (GMAX) FOR THE LCC SOUTH HEALTH SCIENCES BUILDING FOR THE FACILITIES MASTER PLAN PHASE III

- MR. CESAR E. VELA JR.

Mr. Vela reported administration is requesting Board approval of the guaranteed maximum price of \$23,680,292 for the LCC South Health Sciences Building for Facilities Master Plan Phase III. He noted a cost savings of \$1,300,158. Ms. Leven-Ramos made a motion to approve the GMAX as presented and was seconded by Mr. De La Viña; motion carried unanimously.

BOARD CONSIDERATION OF THE AD HOC COMMITTEE'S RANKING OF THE PROPOSALS RECEIVED IN RESPONSE TO REQUESTS FOR PROPOSALS FOR A COPIER SERVICES CONTRACT, AND BOARD ACTION TO AUTHORIZE ENTERING INTO A CONTRACT FOR COPIER SERVICES

- MR. CESAR E. VELA JR.

Mr. Vela reported proposals were received from Copy Connection Inc. Xerox Corp. and Toshiba Business Solutions for the RFP #16-0801 for the Copier Lease Services. The Board received copies of the proposals. The Ad Hoc Committee met and evaluated, scored, ranked the proposals. The tabulation and tally sheets were also provided to the Board. Discussion followed. Legal Counsel, Mr. Rusty Meurer, provided the Board with guidance. Mr. De La Viña made a motion to hire both companies. The motion died for lack of a second. Dr. Martinez moved to enter into contract for copier lease services with Copy Connection Inc. Xerox Corp. Mr. Tijerina seconded the motion; motion carried.

BOARD CONSIDERATION TO RENEW AGREEMENT WITH SIRSIDYNIX FOR THE LIBRARY'S SYMPHONY

Mr. Vela asked the Board's approval to renew agreement (current five year contract and this would be year four) with SirsiDynix for the library's Symphony Software for the period of September 1, 2016 thru August 31,

SOFTWARE

- MR. CESAR E. VELA JR.

2017 to cover the annual maintenance and subscription fees. Mr. Vela reported this is brought to the Board because it exceeds the \$50,000 limit, as per purchasing regulations and requires Board approval. Ms. Leven-Ramos moved that the Board approve the annual maintenance renewal with SirsiDynix for the library’s Symphony Software in the amount of \$71,523.67. The motion was seconded by Dr. Martinez; motion carried unanimously.

APPROVAL OF TAX REFUNDS TO LOWE’S HOME CENTER AND KANSAS CITY SOUTHERN RWY - MR. CESAR E. VELA JR.

Judge Martinez asked for a motion to approve the tax refunds. Dr. Martinez so moved and was seconded by Ms. Leven-Ramos; motion carried.

BOARD CONSIDERATION TO RENEW AGREEMENT WITH CC GROUP FOR VIDEO REMOTE INTERPRETING SERVICES - MR. CESAR E. VELA JR.

Mr. Vela provided the background information for this item, mentioned the agreement included the option to renew sign language services for an additional year, and noted the extension would be effective from September 1, 2016 thru August 31, 2017. Mr. Tijerina so moved and the motion was seconded by Ms. De La Peña; motion carried with five votes.

RATIFICATION OF AGREEMENT WITH TEXAS FLEET FUEL FOR FLEET FUEL MANAGEMENT CARD SERVICES - MR. CESAR E. VELA JR.

Mr. Vela asked the Board ratify agreement with Texas Fleet Fuel for fleet fuel management card services. He mentioned this past year the College had an agreement with Valero for fuel cards and looking to save money this option provides access to more vendors for fuel purchase at no cost to the College. Mr. Tijerina so moved and was seconded by Dr. Martinez; motion carried.

PRESIDENT’S REPORTS CAMPUS POLICE, PERSONNEL, TRAVEL, AND OTHER REPORTS

The reports were provided for information purposes. Dr. Martinez asked if a group from LCC was traveling to the SACS conference. Dr. Solis confirmed a group of five or six employees and he would attend.

NEXT MEETING DATE:

Thursday, September 29, 2016, at 6:00 p.m. in ELW 105.

ADJOURNMENT

At 9:15 p.m., Dr. Martinez moved to adjourn the meeting; Mr. De La Viña seconded the motion; motion carried.

Judge Mercurio Martinez Jr., President Ms. Cynthia Mares, Secretary