



LAREDO COMMUNITY COLLEGE DISTRICT

Laredo, Texas

The regular meeting of the Laredo Community College Board of Trustees convened on Thursday, October 26, 2017, beginning at 6:08 p.m. in the Samuel A. Meyer Board Room located at the Elpha Lee West Building Room 105 at the Fort McIntosh Campus.

ROLL CALL

MEMBERS PRESENT

Allen Tijerina, Vice President
Henry S. Carranza
Rene De La Viña
Gilberto Martinez Jr. *(left the meeting at 7:14 p.m.)*
Michelle De La Peña *(arrived at 6:21 p.m.)*
Tita C. Vela

Cin Bickel, Ex-officio

MEMBERS ABSENT

Mercurio Martinez Jr, President
Cynthia Mares, Secretary
Jackie Leven-Ramos

OTHERS

Ricardo J. Solis
Rusty Meurer, College Attorney
Pola Kuri
Paola Villezcas
Vincent Solis
Cesar E. Vela Jr.
Fred Solis
Luciano Ramon
Rodney H. Rodriguez
Marlene Guevara
Nora Garza

CALL TO ORDER

Mr. Tijerina, Board Vice President, called the meeting to order. Ms. Vela, Board member, called the roll. A quorum of the members was present.

APPROVAL OF MINUTES FOR OCTOBER 2, 2017

Mr. De La Viña moved to approve the minutes as presented. The motion was seconded by Dr. Carranza; motion carried.

PUBLIC TESTIMONY

Mr. Tijerina 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.”

Mr. Douglas Alford expressed his views on the Veterans’ Museum.

**RECOGNITIONS,
COMMUNICATIONS, AND
INTRODUCTIONS**

Dr. Ricardo J. Solis, President, introduced the following new employees: Raquel Garcia, Administrative Assistant I Student Affairs, and Samuel Vedia, Laboratory Technician Assistant.

FACULTY SENATE REPORT

Dr. Cin Bickel, Faculty Senate President, reported on: (1) recommendation to leave DEA(LOCAL) Compensation and Benefits Salaries and Wages policy as is, (2) recommendation to revise DEC(LOCAL) Compensation and Benefits Leaves and Absences in regards to FMLA; and (3) Ad Hoc Committee is discussing the possibility of increasing the SHE.

**ASSOCIATED STUDENT
ORGANIZATION REPORT**

Ms. Pola Kuri, Associate Student Organization President, reported on: (1) the organization has increased members from 7 to 10; (2) working with El Metro regarding all-you-can-ride bus pass for students each semester; and (3) recommendation to change names and colors of bus routes.

**CLASSIFIED STAFF
ORGANIZATION REPORT**

Ms. Paola Villezcas, Classified Staff Organization President, introduced the officers: Vice President – Sonia Flores, Secretary – Marisol Puga, Sergeant-at-Arms – Martin Santos. She thanked her supervisor, Albert Hernandez, Dr. Vincent Solis, Dr. Ricardo Solis and others for their support.

CONSENT AGENDA

**ADOPTION OF LAREDO
COMMUNITY COLLEGE
BOARD OF TRUSTEES
LOCAL POLICY EGA(LOCAL):
ACADEMIC ACHIEVEMENT
GRADING AND CREDIT
DEFINING A CREDIT HOUR
– DR. DAVID V. ARREAZOLA**

Mr. Rusty Meurer, college attorney, clarified that the Board can move to adopt the items under consent agenda. Mr. De La Viña moved to approve Items 9 and 10. The motion was seconded by Dr. Martinez; motion carried.

**ADOPTION OF A
SUBSTANTIVE CHANGE
POLICY TO LAREDO
COMMUNITY COLLEGE
BOARD OF TRUSTEES
LOCAL POLICY GK(LOCAL)
RELATIONS WITH
EDUCATIONAL
ACCREDITATION AGENCIES
– DR. DAVID V. ARREAZOLA**

**DISCUSSION AND POSSIBLE
ACTION**

Mr. De La Viña moved that Item 21 be moved up on the agenda. Dr. Martinez asked to move up Items 17, 18, 19, and 20 as well. Mr. De La Vina moved that all items mentioned be moved up for discussion. Dr. Martinez seconded the motion; motion carried.

**DISCUSSION AND POSSIBLE
ACTION TO ENTER INTO
NEGOTIATIONS WITH THE
VETERANS ASSOCIATIONS
FOR UTILIZATION OF
BUILDING P-18 “LCC GUARD
HOUSE”– DR. RICARDO J.
SOLIS**

Dr. Ricardo J. Solis, President, recommended that this item be deferred until the veterans can come to an agreement. Mr. De La Viña moved to defer the item. Ms. Vela seconded the motion; motion carried.

**ACT ON PROPOSED
REVISIONS AFFECTING
LAREDO COMMUNITY
COLLEGE BOARD OF
TRUSTEES LOCAL POLICIES
AS PER TASB UPDATE 32**

Mr. Meurer went over the policy recommendations for CIA(LOCAL): EQUIPMENT AND SUPPLIES MANAGEMENT – RECORDS MANAGEMENT. Ms. Vela moved to approve the policy as recommended. Ms. De La Peña seconded the motion; motion carried.

RECOMMENDATIONS – DR. RICARDO J. SOLIS AND MR. RUSTY MEURER

Mr. Meurer went over the following policy recommendations:

- DEC(LOCAL): COMPENSATION AND BENEFITS – LEAVES AND ABSENCES **REPLACE**
- DED(LOCAL): COMPENSATION AND BENEFITS - HOLIDAYS **REPLACE**

Ms. Vela moved to approve the policies as presented. Mr. De La Viña seconded the motion; motion carried.

REVIEW AND ACT ON PROPOSED REVISIONS TO LAREDO COMMUNITY COLLEGE BOARD OF TRUSTEES LOCAL POLICY DCB(LOCAL): EMPLOYMENT PRACTICES TENURE – DR. VINCENT SOLIS

Dr. Vincent Solis, Senior Vice President of Academic and Student Affairs, asked that the Board approve the revisions as presented so that the job performance evaluation ratings, old and new revisions, are aligned with faculty members being eligible for tenure during the transitional phase of using the old and new performance evaluation ratings. Ms. Vela moved to approve as presented. Dr. Carranza seconded the motion; motion carried.

REVIEW AND ACT ON PROPOSED REVISIONS TO LAREDO COMMUNITY COLLEGE BOARD OF TRUSTEES LOCAL POLICY DEA(LOCAL): COMPENSATION AND BENEFITS SALARIES AND WAGES – MS. JACKIE LEVEN-RAMOS

Dr. Martinez moved to table the item. Dr. Carranza seconded the motion. Mr. De La Viña asked Dr. Martinez why he wants to table the item. Mr. Meurer noted that as per Robert's Rules of Order, a tabled motion can be brought back but if the idea is to "kill the item", the motion needs to state that the item be tabled so it cannot be brought back to the Board. Dr. Martinez clarified that he would like for the item to be brought back before the Board. Motion carried.

ADOPTION OF RESOLUTION AND ORDER OF THE LCC DISTRICT BOARD TO CAST VOTES FOR WEBB COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS ON THE ELECTION BALLOT – DR. RICARDO J. SOLIS

Dr. Ricardo J. Solis noted that the resolution needs to be adopted to cast votes for Ms. Leven-Ramos on the election ballot. Ms. Vela moved to adopt the resolution. Dr. Martinez seconded the motion. Mr. Meurer recommended that a Board member publicly read the resolution. Ms. Vela motioned that a resolution and order be adopted for "LCC District Board to cast votes for the Webb County Appraisal District Board of Directors on the election ballot". Motion carried.

APPROVAL OF PURCHASE OF YEARY LIBRARY FURNITURE – MR. CESAR E. VELA/MS. RAQUEL PENA

Mr. Cesar E. Vela Jr., Comptroller, asked the Board to approve the purchase of furniture for the Yearly Library in the amount of \$1,062,057.05. This furniture is being purchased from Kimball Office using the National Intergovernmental Purchasing Alliance (NIPA) contract #P15-150. Mr. Vela answered questions from the Board. Ms. Vela moved to approve the purchase. Ms. De La Peña seconded the motion; motion carried.

APPROVAL OF PURCHASE OF LAPTOP COMPUTERS – DR. NORA STEWART

Mr. Vela asked that the Board approve the purchase of 40 laptop computers from Dell in the amount of \$54,000.00 to upgrade classroom technology in the Allied Health Department. Ms. Vela moved to approve the purchase. Mr. De La Viña seconded the motion; motion carried.

SEPTEMBER 2017 MONTHLY FINANCIAL REPORT – MR. CESAR E. VELA

Mr. Vela reviewed the following financial information for the report as of September 30, 2017: revenue is \$11.5 million; expenditures are \$3.6 million; no taxes have been collected; federal and state grants are \$10.6 million; and a net change to the general operating fund balance is \$5.7 million. He reminded the Board of GASB 75, which \$10 million may need to be allocated.

AUGUST 2017 QUARTERLY INVESTMENT REPORT AND FYE 2017 ANNUAL INVESTMENT REPORT – MR. CESAR E. VELA

Mr. Vela reported bank deposits as of August 31, 2017 are \$136,721,090.

APPROVAL OF CAFETERIA OPERATIONS CONTRACT – DR. NORA STEWART

Mr. Vela asked the Board to approve a three year contract with Las Kekas Restaurant, L.L.C. for food service operations and that the Board also authorize Administration to negotiate terms of a contract with the selected vendor in accordance with the Request for Proposal and the Texas Education Code 44.032d. Dr. Martinez moved to approve the cafeteria contract. Mr. De La Viña seconded the motion; motion carried.

ESTABLISHING THE EFFECTIVE DATE OF A CHANGE TO THE CONTRACT OF THE COLLEGE PRESIDENT

Mr. Meurer noted that this item is to correct last month's Board action to have the effective date of August 1, 2017 instead of October 1, 2017. Ms. Vela so moved. Ms. De La Peña seconded the motion; motion carried.

DISCUSSION AND CONSIDERATION TO INCLUDE THE RENOVATION OF THE ART BUILDING II (P24), AND ART BUILDING I (P25) TO THE LAREDO COMMUNITY COLLEGE FACILITIES MASTER PLAN, PHASE 3 BOND CONSTRUCTION PROJECTS IN PREPARATION OF LAB FACILITIES FOR THE PROPOSED COSMETOLOGY AND BARBER PROGRAMS. POSSIBLE CLOSED SESSION PURSUANT TO TEXAS GOVERNMENT CODE SECTION 551.071 – DR. FRED SOLIS

Dr. Fred Solis, Vice President for Institutional Operations, made a PowerPoint presentation on the proposed Cosmetology Program facilities. He asked that the Board approve adding the renovations of P24 and P25 to the Facilities Master Plan Phase 3 Bond Construction Projects to prepare appropriate lab spaces for the Cosmetology and Barber programs. Dr. Ricardo J. Solis, Dr. Fred Solis, and Dr. Vincent Solis answered questions from the Board. Mr. Tijerina moved "that the Laredo Community College Board of Trustees add the renovations of Art Building P24 and Art Building P25 to the Laredo Community College Facilities Master Plan, Phase 3 Bond Construction Projects in preparation of the lab facilities for the proposed cosmetology and barber programs. Funds from these projects come from savings in connection with three previously approved projects which include the student center at the South Campus, the Martinez Fine Arts Center, and the Oil and Gas Institute. The College is proceeding with these three projects but at a reduced scale. The addition of the renovations to P24 and P25 are in the best interest of the institution". Ms. Vela seconded the motion. Ms. Vela asked if Mr. Tijerina can make the motion. Mr. Meurer noted that as per Robert's Rules of Order there is flexibility for small boards for the chair to make the motion. Ms. Vela stated that she'll make the motion that Mr. Tijerina just made. Dr. Carranza seconded; motion carried.

INFORMATION ITEMS

STUDENT ACTIVITIES AND FUTURE PROGRAMS – DR. RICARDO J. SOLIS

Dr. Ricardo J. Solis mentioned the possibility of adding the Cosmetology program and a building lease agreement with U.S. Custom Brokers Association will be brought before the Board next month.

LCC WEBSITE UPDATE – MR. LUCIANO RAMON & MR. RODNEY H. RODRIGUEZ

Mr. Luciano Ramon, Information Technology & Safety Officer, and Mr. Rodney H. Rodriguez, Executive Director of Strategic and External Initiatives, introduced Ms. Marlene Guevara, Web Technologies Manager. She acknowledged her staff for all their help – Mr. Andy Fuentes, Mr. Enrique Arzamendi, and Mr. Daniel Layton, who are currently attending a training. She made a presentation on the LCC website redesign project.

BUDGET – DR. RICARDO J. SOLIS

Dr. Ricardo J. Solis announced that there will be a new budget process and it will begin in November. In addition, a financial consultant came in for half a day to investigate and gave an overview of LCC's present financial operations. A report will be received soon.

He also noted that on November 10th will be a memorandum of understanding signing and on November 11th, LCC will be hosting a male leadership summit.

Mr. De La Viña noted that the next Board meeting is scheduled for November 30th and asked to be notified as soon as possible if there is a change. Ms. Vela noted that she will be out of town attending a conference.

Dr. Nora Garza, Vice President for Resource Development, announced STEM Career Awareness Day on November 29th.

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

The reports were provided for information purposes.

NEXT MEETING DATE:

Mr. Tijerina acknowledged that the next meeting is Thursday, November 30, 2017 – Regular Board of Trustees Meeting.

ADJOURNMENT

At 7:28 p.m., Mr. De La Viña moved to adjourn the meeting. Dr. Carranza seconded the motion; motion carried.